

# Cullman Christian School



## Student Handbook



2019-20



# INTRODUCTION

Welcome to Cullman Christian School! The Board and faculty have written this handbook to answer any questions you might have about our school and how it works. After you have read it, please let us know if there is anything you are still wondering about. We have developed the policies and procedures described here to support the mission and vision of our school and to build integrity, trust, and respect among all members of our school community. We hope these common expectations of conduct, academic responsibility, and communication will help us to create a healthy academic and social community. All students and parents are expected to read this handbook before school starts each August and to agree to abide by its policies. The Handbook is available in printed form at the beginning of each school year and is updated online on the school's website as revisions are made.

## General Information

### A. Morning Arrival

All students should report to the gym upon arrival between 7:30-8:00 A.M. Any student arriving after the 8:00 AM will be considered tardy and must report to the **school office before going to class.**

A morning Devotional Time will be held each morning in the gym from 8:05-8:15. Parents and other guests are invited to be a part of our morning devotional time each day. Visitors for morning devotional time will sign in at the entrance door and wear an identification sticker while in the school. Out of respect for the devotional time, students or parents may not enter the gym after the morning devotional time has begun. All students are expected to be present for the Morning Devotional Time as it is considered part of our regular school day.

### B. Pick-Up and Drop-Offs

#### School Campus

##### Location

Seventh Street Baptist Church is located at the intersection of 7th Street, SW and Main Avenue. Convenient access via 7th Avenue which runs in front of Buettner Bros. All

students will be dropped off and picked up at the west entrance near the church office off Main Ave between 7th Street and 8th Street, SW.

### **Parking**

Long term parking and student driver parking is available in the parking lot closest to Main Ave, SW

## **C. Dismissal**

All carpool students must be picked up at 3:00 pm. Students not picked up by 3:15 pm. will be sent to **Aftercare** and charged the set rate for after-school care. See the Tuition and Fee schedule below for details. Please call the office by 1:00PM if your child will be picked up after 3:15 pm so that arrangements can be made.

Parents should not exit their cars when in drop-off or pick-up lines. If your child is not where they should be for pick-up, you may be asked to circle around to keep traffic flowing. Student drivers will park on the far end of the parking lot.

## **D. Early Dismissal**

Any changes in the regular dismissal of your child must be communicated in writing or by phone call. All students must be signed out through the office if they are being dismissed early. You may call the office or send a note to your child's teacher if you plan to pick your child up early. Please try to call by 1:30 pm so we can see that your child receives the message to avoid last-minute confusion. Please do not go directly to your child's classroom to get your child.

If someone other than a parent is authorized to pick up your child, a parent **MUST** communicate this in writing. The note needs to include the person's name along with make and color of the car they will be driving. ID's will be checked for persons unknown to school personnel.

## **E. Textbooks**

Classroom textbooks will be provided by CCS and may be sent home at the discretion of the teacher. Each student is required to have covers for (his/her) books. These books must not be defaced and, if damaged or lost, charges will be assessed accordingly.

## **F. Computers/Electronic Equipment/Cell Phones/Social Media**

Radios, mp3 players, etc., may not be brought to school unless permission has been obtained from a teacher for use in the classroom. Electronic toys and gaming consoles

should also be kept at home unless permission has been granted. Please know that CCS cannot be responsible for expensive toys or gadgets. All student phone calls, incoming or outgoing, should be made through the office. However, we realize that some parents may supply an older child with a cell phone for emergency contact. In this case, students should keep their phones in their backpacks or locked in their lockers. Cell phones should be turned off at all times in the school building, as they may not be used during the school day for calling or text messaging. If a student is observed using a cell phone, it will be taken up and kept in the school office until a parent picks it up. Cullman Christian School is not responsible for items lost or stolen on school campus.

### ***G. Illness in School***

Parents will be notified if their child becomes ill during school hours, so the child can be taken home. Parents need to arrange for transportation home if the child becomes ill, as there are no facilities or extra personnel to care for sick children. In the event of a serious accident, CCS will contact the parents and Cullman EMS to provide immediate medical attention.

### ***H. Lost and Found***

Clothing, books, and personal articles are placed in a location near the school office. Students and their parents or guardians are asked to check and reclaim articles. The school assumes no responsibility for articles left lying about the building or schoolyard. Articles that are not reclaimed after a reasonable time shall be donated to charity.

**Please label all of your child's belongings, including uniforms, lunch boxes, coats, sweatshirts, and backpacks.**

### ***I. Lunchroom Procedures***

Hot lunches provided daily at a cost of \$3.25 per day. Lunch orders must be made on a monthly basis. Students need to provide their own drink. Glass bottles and containers are not permitted in the lunchroom. Soft drinks are permitted for students in grades 7-12 only. Please do not plan to bring lunch to school for your child during the school day, as this interrupts the office, teacher, student and the classroom routine. However, if, on occasion, you need to bring lunch to your child, it must be here by 11:00AM. You may leave it with the office where the child may stop by before lunchtime and pick it up. Parents are welcome to eat lunch at school with their child. Please meet your child in the lunchroom. Students in Kindergarten through 4th grade should also bring a snack to eat at midmorning consisting of a food item and drink. Snacks are optional for 5th through 12th grade.

### ***J. School Closing Announcements***

School closing announcements are made on the school social media. We will typically follow the City of Cullman's emergency plan of action. Parents can also link to CCS

website via FaceBook and Twitter (ccs\_lions). When emergency announcements are posted you will immediately receive a Facebook post or tweet on your mobile device. Other official sources of information include: radio station WKUL 92.1 FM, local TV stations, AL.com, The Cullman Times, Cullman EMA smartphone app. Parents are encouraged to sign up for school closing announcements on *myfoxclosings.com*.

## **K. Social Media Guidelines**

### **1. For Students**

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in Cullman Christian School should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want Christ, friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools

## **2. For Parents**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. Cullman Christian School encourages parents to view and participate by adding comments to classroom projects when appropriate.

### **Parents are required to adhere to the following guidelines:**

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents are highly encouraged to read and/or participate in social media projects.
4. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
5. Parents should not upload or include any information that does not also meet the Student Guidelines.

## **ACCEPTABLE USE POLICY**

The school's information technology resources, including email and Internet access, are provided for educational purposes. This policy conforms to the US Department of Justice's *Model Acceptable Use Policy Information Technology in the Schools*.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

### **Students must:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.

- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- 3. Respect and protect the intellectual property of others
  - Not infringe copyrights (no making illegal copies of music, games, or movies!).
  - Not plagiarize.
- 4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Students may, if in accord with the policy above**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement

## **L. Fire, Severe Weather, and Lockdown Drills**

Information about fire and severe weather drill procedures will be posted in each classroom and explained to the students. Evacuation routes will also be posted. Drills will be rehearsed periodically without prior notice.

## **M. Lost and Found**

Clothing, books, and personal articles are placed in a location near the school office. Students and their parents or guardians are asked to check and reclaim articles. The school assumes no responsibility for articles left lying about the building or schoolyard. Articles that are not reclaimed after a reasonable time shall be donated to charity.

Please label all of your child's belongings, including uniforms, lunch boxes, coats, sweatshirts, and backpacks.

## **N. Lunchtime**

Soft drinks are permitted for students in grades 7-12 only. Please do not plan to bring lunch to school for your child during the school day, as this interrupts the office, teacher, student and the classroom routine. However, if, on occasion, you need to bring lunch to your child, it must be here by 11:00 AM. You may leave it with the office where the child may stop by before lunchtime and pick it up. Parents are welcome to eat lunch at school with their child. Please meet your child in the lunchroom. Students in Kindergarten through 4th grade should also bring a snack to eat at midmorning consisting of a food item and drink.

## **O. Deliveries**

Deliveries of flowers, gifts, balloons, etc., for students should be made to the school office rather than to the classroom. These will be delivered to the student before the close of the day.

## **P. Conduct**

At all times while on school property and at school-sponsored events, students will conduct themselves in a manner honoring to themselves, their School and our Lord. Certain behaviors are not permitted which include any romantic physical contact between students. Chewing gum will not be consumed during school hours. The balcony, stage and all upstairs rooms located are prohibited at all times unless given permission by a faculty member. During after-school events, the entrances to classroom facilities will be locked. Admittance to these areas is only given to students accompanied by a faculty or staff member.

## **Q. Bus Procedures**

While riding the bus, students must stay in their seats (no standing, turning around in the seat, or switching seats). Arms, heads, objects, etc. must not be placed outside the window. If the driver turns on the overhead lights, there should be no talking. No food or drinks are allowed on the bus without permission.

## **R. Student Drivers**

Students with vehicles and valid driver's license may drive to and from school with their parent's permission. They will be asked to park in designated student parking areas. During school-sponsored events leaving from the School campus (field trips, athletic practices and competitions, etc.) student drivers may transport other students only if the School does not provide transportation and with the driver's and rider's parental permission. Students without their own vehicle must ride in School-provided transportation when available.

## **S. Preschool Toys**

No toys are to be brought to school from home. However, children may bring one stuffed animal or doll for nap time. Toys are sent home weekly to be washed. On occasion toys will be allowed; you will receive a note when toys are permitted.

## **Dress Code**

The following uniform standards have been established for CCS students. Uniforms are purchased by parents. Homeroom teachers are given the primary responsibility for recognizing uniform policy violations. However, other staff members are at liberty to speak to a student if the student is out of uniform at any time during the day. The uniform policy applies at all times on school property and on all field trips unless otherwise specified by the teacher. We believe it is the parents' responsibility to ensure the proper modest attire of their children. Home school Co-op students will also be asked to dress accordingly on campus.

### ***A. Girl's Uniform***

The CCS Girls Uniform consists of the following:

#### **Pants / Skirts / Shorts / Jumpers**

- Solid navy blue, khaki, or Land's End "Classic Navy Blue Plaid"
- Skirt length: no shorter than 2-3 inches above the knee
- Belt optional

#### **Shirts**

- Polo style shirt (long or short sleeve)
  - \* Solid navy blue, light blue, white, or gold
  - \* Non-logo
- Oxford button down shirt in white or light blue (not denim)
- White turtleneck or camisole under polo, sweater, or sweatshirt

### **Shoes**

- Sneakers
- Black, brown, blue shoes
- Heels less than 2 inches high
- K4-4th Grade girl's shoes closed-toed, lace-up or Velcro closures

### **Socks/ Tights/Leggings**

- Solid white or navy blue

### **Outerwear**

- Sweaters-cardigan or V-neck style in solid navy blue, gold, light blue, or white
- CCS sweatshirts
- CCS Fleece
- CCS V-neck Pullover

Note: ONLY CCS fleece, pullovers, CCS sweatshirts, or sweater may be worn in classroom. All other outerwear may only be worn outside classroom (e.g. outdoor PE, field trips)

### **PROHIBITED:**

- Hats
- Body piercing (except ears) and visible tattoos

Details: Girls may wear pants or just above knee-length shorts in solid khaki or navy blue. Girls may also wear jumpers, skirts, or skorts in solid navy blue, khaki or "Classic Navy"

plaid. Our school's Classic Navy plaid is only purchased from Land's End. Uniform skirt, short, and skort lengths should be no shorter than approximately 2-3" above the top of the knee; however, a longer length is acceptable. Shirts will be short-sleeve polo shirts without designer logos or long-sleeved button-down shirts in white, navy blue, gold, or light blue. Embroidered polo shirts in navy and white with the CCS crest will be available. Optional belts should match the uniform. K4-4th Grade girl's shoes should be closed-toed. They should have shoelaces, or Velcro and have heels less than 2 inches. Socks and tights should be solid white or navy. Leggings in navy blue or white are permitted under skirts. Black, navy blue, or brown shoes are acceptable, as well as sneakers. Hats and scarves are not to be worn inside the building. If warmth is desired, CCS sweatshirts, CCS V-neck performance warm-up shirts, CCS embroidered navy blue fleece, or approved solid-color sweaters (V-neck cardigan or V-neck pullover) may be worn in the classroom. Solid color sweaters are to be navy blue, white, gold, or light blue. During the winter months, a plain white turtleneck or camisole may be worn underneath. If only a non-collared T shirt is worn under a sweatshirt or V-neck warm-up shirt, the sweatshirt or warm-up shirt cannot be removed at school. Coats and non-uniform fleece or sweatshirts may not be worn into class. Hair should be neat and conservative. No tattoos (permanent or temporary) or body piercing, other than ears, should be visible.

### ***B. Boy's Uniform***

The CCS Boy's Uniform consists of the following:

#### **Pants / Shorts**

- Solid khaki or navy blue
- Belt required

#### **Shirts**

- Polo style shirt (long or short sleeve)
  - \* Solid navy blue, light blue, white, or gold
  - \* Non-logo
- Oxford button-down shirt in white or light blue (not denim)
- Only white turtleneck or collared shirt- under pullovers, sweaters, or sweatshirts; no T shirts

#### **Shoes**

- Sneakers

-Black or brown shoes

### **Outerwear**

- Sweaters-cardigan or V-neck style in solid navy blue, light blue, gold or white
- CCS sweatshirts
- CCS Fleece

Note: ONLY CCS fleece, CCS sweatshirts, or sweater may be worn in classroom. All other outerwear may only be worn outside classroom (e.g. outdoor PE, field trips)

### **PROHIBITED:**

- Hats
- Body piercing and visible tattoos

Details: The basic uniform for CCS boys in all grades consists of solid khaki or navy blue slacks or Bermuda-length shorts with a collared uniform shirt. Uniform shirts include solid color (navy blue, white, gold or light blue) polo shirt. Boys may also choose to wear a long-sleeve button-down oxford in white or light blue (not denim). Polo and oxford shirts are available in either long or short sleeves and should be solid colors without logos. OxforDs and polo shirts can have the CCS crest embroidered and will be available. Shirts should be tucked in at the waist. Cargo-style dress shorts with simple side pockets are allowed, however excessively baggy multiple pockets, "low riders", and/or leg drawstrings are not permitted. Belts should be worn at all times even when wearing a sweatshirt or pullover. Hats may not be worn inside the building. Footwear is to be black or brown shoes or sneakers. If warmth is desired, an approved sweater or long sleeve pullover V-neck warm-up shirt may be worn. Solid color sweaters in navy blue, white, gold, or light blue may be either cardigan or V-neck pullover. During the winter months, a solid navy CCS embroidered polar fleece or approved CCS sweatshirt may be worn over a collared shirt. All cool weather apparel (sweatshirts, sweaters and fleeces), must be worn over a collared uniform shirt or white turtleneck. T shirts alone cannot be worn under any cool weather apparel on normal uniform days. Alternatively a plain white turtleneck may be worn under the sweater. Coats and non-uniform fleece or sweatshirts may not be worn into class. Hair should be neat and not below the collar, over the eyebrows or ears. Boys should be clean-shaven with no piercings or tattoos (permanent or temporary) visible.

## **Samples**



## C. Physical Education Uniform

Girls and boys in 5th through 8th grades are required to dress out for physical education. Gym uniforms consist of a Cullman Christian School Athletics shirt and navy shorts which may be purchased from the School. An [order form](#) can be printed here. Those students on an athletic team that practices during PE class will wear their sport practice uniform. On days that the team does not practice they will wear the standard PE uniform. During events where swimwear is appropriate, girls may wear modest one-piece bathing suits and tankinis; bikinis are not permitted.

Sources for School Uniforms:

### Land's End

go to [www.landsend.com/school](http://www.landsend.com/school) Use preferred school code # 900127663 to see our school dress code and order desired items. The school crest (Logo Number: 0848814K can be applied to shirts and fleeces for \$8.10 each)

### **French Toast**

Go to [www.frenchtoast.com](http://www.frenchtoast.com) Use school source code# QS5CXKE to see our school dress code and order desired items.

### **Educational Outfitters of Madison**

you may visit their Huntsville store or order online [www.educationaloutfitters.com](http://www.educationaloutfitters.com) using school code#AL01427.

\*Please make sure any uniform items purchased from other retail stores conform to the school dress code. Please consult the handbook above for details. Please note gold colored polos must be gold and not yellow- for example "pure gold" by Hanes. (Land's End and FrenchToast do not carry gold polos.)

## **D. Exceptions from Dress Code**

**Dress- Down Days-** At times during the year CCS may sponsor a dress-down day for a celebration, field trip or fundraiser. All changes will be announced by note or email before the event with appropriate clothing listed. Blue jeans, modest dresses, pants or shorts are typically allowed. Freestyle Fridays allow modification to the dress code as well.

**Spirit Days-**CCS Lion Spirit Days will be announced periodically and generally occur for pep rallies and before a home field sporting event. On these days students may wear any CCS Lions T-shirt, CCS sweatshirt or CCS Pullover. No collared shirt is required. Blue jeans or uniform shorts/pants are allowed.

**Game Days-**Eligible student athletes are allowed to wear their Lions team jerseys or warm-ups on game days. No collared shirt is required. Blue jeans or uniform pants/shorts are allowed.

**Special Programs-** When students are participating in special programs, they may be allowed to wear dress-up costumes or clothing other than the school uniform. In this event, parents will be notified in writing before the program. All clothing must be modest in length and coverage (no low-cut, short length, or halter/spaghetti-strap dresses).

**Field Trips-** For field trips, all students will wear the same color class T-shirt or a school uniform- to be announced by the teacher.

**Extracurricular Activities-** Students may wear clothing other than school uniforms to extra-curricular activities such as after school sporting events or clubs. All clothing must be modest in length and coverage and must follow the coverage guidelines set forth in this handbook.

## **E. Consequences for improper apparel**

The first time a student comes to school out of uniform, the parents will be notified in writing or by e-mail. The second time, the parents will be contacted and required to bring the appropriate uniform to school. If the problem persists, the parent/guardian and student will be required to meet with the Principal to deal with the problem and formulate a solution. Determination of uniform policy violations is at the discretion of the CCS faculty.

## **Grading and Report Cards**

HeadMaster Online and printed report cards record each student's grades and also personal comments about the student's achievements, effort, and conduct. To monitor student progress, a report card will be issued every six weeks during the school year. The Christian school student should strive at all times to do the best work possible.

During the first six weeks, report cards will be given out at parent/teacher conferences. The following six-week periods, the student will bring the report card home to the parents. If there is a past due balance on a student's account, the report card will not be released until the balance is paid in full.

Progress reports will be given out every three weeks to inform parents of grades and conduct on an ongoing basis. Parents will be required to sign and return the progress reports as soon as possible.

## **Kindergarten/Conduct marks**

<b>Mark</b>	<b>Meaning</b>	<b>Score</b>
O	Outstanding	93 - 100
S+	Above Average	86 - 92
S	Average	76 - 85
N	Needs Improvement	70 - 75
U	Unsatisfactory	Below 70

## **Grades 1 - 12**

<b>Mark</b>	<b>Score</b>
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86

B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Below 60

## Honor Awards

Annual awards are given out for academic achievement in grades 4 –12 as follows:

**High Honor Roll:** A in major subject areas  
Not less than a B in conduct, effort and other subjects

**Honor Roll:** A's and B's in the major subject areas  
A or B in effort and conduct  
Not less than a C in other subjects

## Attendance Policy

### A. Absences

Providing a quality education is one of the chief goals of CCS. Of course, this depends on regular class attendance.

Parents are asked to call the school office at 256-734-0734 before 9:00 AM if their child will not be coming to school on a particular day. You may leave a message on the school answering machine. This is a precaution you must take for your child's safety. Students who are absent must submit a written excuse signed by a parent/legal guardian on the day of returning to school. If a written excuse is not received by the third day after an absence, your child's absence will be documented as unexcused. The note should indicate the reason for the absence and the date(s) of absence. Please note that phone calls to the school office notifying a staff member of an absence does not replace the need for written documentation from the parent/legal guardian.

A doctor's note will be required for any absence over five consecutive days or for any contagious illness or condition.

Absences, tardies, and early departures will be considered excused or unexcused according to the following standards:

### **Excused**

Illness, death in the family, emergency (specify), impassable roads due to inclement weather or accidents, medical appointments which cannot be scheduled at other times. If absence is excused, make-up work will be allowed. Make-up work should be completed within 3 days of the student's return to school or they will receive a zero for the missing assignments.

### **Unexcused**

Any other circumstance not approved by school officials or absence without a written note. Make-up work will not be allowed. Any tests during an unexcused absence will be scored at zero points.

If a student is going to be absent from school for reasons other than illness (i.e., medical or academic testing, extended family vacations, etc.), the parents should notify the school in writing as far in advance of the absence as possible.

All students are expected to abide by all Alabama state laws and school regulations regarding school attendance. Parents/guardians should make every effort to see that a student is present every day that school is in session. Absences disrupt the continuity of instruction and education cannot be entirely regained, even by extra after-school help. Learning gained through interaction with peers and staff in the class cannot be duplicated.

Any student who is absent may not participate in any after-school activities on that day.

If a student has more than fifteen absences in a semester, his/her academic standing may be jeopardized. The parents may be asked to meet with the Principal to discuss the situation and any possible ramifications. In addition, if a child is absent for at least 20 days during the school year, his/her school records may be subject to review and his/her academic standing may be jeopardized in this case, as well. A determination will be made whether dismissal is warranted due to lack of attendance. Also, the appropriate City truancy officer may be contacted to report excessive absences to comply with Alabama state law.

## **B. Tardiness**

Any student arriving after 8:00 AM must use the front entrance and report to the school office for a late slip before entering the classroom. All tardiness (excused or unexcused) must be recorded for state records. Tardiness will be excused if due to motor vehicle problems or medical emergencies. Any student arriving after 11:00 AM will be marked absent for the day.

Getting to school on time is an important cooperative effort for the whole family. Being consistently tardy is a hindrance to academic progress and will not be tolerated. A conference with the Principal, parents/guardians, and the student may be required when a student in grades 4-12 accumulates three unexcused tardies. Three unexcused tardies will be counted as one unexcused absence.

## **Academic Policies**

### **A. HeadMaster Online**

Homework is assigned to CCS students for review, practice and development of skills presented during class time. Homework also teaches a child responsibility and allows a family an opportunity to participate in certain learning experiences. The amount of homework varies, depending on the grade level, and may be given any night, including Friday. Homework on Wednesday night will be lighter to encourage family church attendance. Homework assignments, testing schedules, and test scores will be posted on our [HeadMaster Online website](#) . Parents and Students login using School code# 149895 and the Username and Password assigned to you at the beginning of the year.

### **B. Homework Requests**

There may be times when a child cannot be in school and parents wish to request homework. Please observe the following procedures when requesting homework:

If you would like homework on the day of the child's absence, please request the homework as early as possible. Homework may be picked up at 2:15 PM. However, on some days, teachers have no free time and homework may not be available until the next day; we will notify you if this is the case. For prolonged absences such as vacations or trips, please request the work at least one week in advance. Work missed will have to be made up. Even though homework can be given and made up, absences may still affect grades. This can happen when a student misses classroom discussions, oral drills, initial instruction and some activities that can't be duplicated. Please be aware of this when making traveling plans.

### **C. Permanent Records**

The school maintains a permanent cumulative file on all CCS students. Records of health, grades, standardized test scores, and disciplinary reports make up most of the content. Parents may view their child's permanent record at any time by making an appointment for this purpose. Transfer of records to another school is provided by mail directly to the receiving school.

### **D. Standardized Testing**

All students in grades K-12 will participate in standardized testing in April. The Iowa Assessments or Stanford Achievement Test (SAT) is used in each grade to help measure academic progress and to evaluate strengths and weaknesses. Parents will receive copies of the results, typically during the summer.

## **E. Promotion**

Students in grades one through twelve are promoted to the following grade level on the basis of academic achievement. Students in kindergarten are also evaluated by emotional and social growth for readiness for first grade. If there does not appear to be adequate progress by the Christmas break, a conference will be held with the teacher, parents, and the Principal to consider a plan for the child.

## **F. Withdrawal**

Although CCS would like a student to spend his/her entire academic career here, due to a great variety of circumstances, parents sometimes find it necessary to withdraw their child/children from CCS. Realizing that this is a natural occurrence, a release form must be signed by the parent giving CCS permission to forward the child's permanent file to the new school setting. However, records will not be released if a student's tuition and/or fee account are not up-to-date. Once all accounts are paid in full, a student's records will be forwarded to the new school.

## **G. Dual Enrollment**

Eligible high school students, in good academic standing, may be enrolled in certain elective college courses during the summers of their junior and senior year of school with permission of the Principal. Students may take courses at their own expense during the Summer Honors Program which provide both high school and college credit.

# **Health Issues**

## **A. Illness/injuries in School**

Parents need to arrange for transportation home promptly, as there are no facilities or extra personnel to care for sick children.

## **B. Immunizations**

All Students need to provide the school with a current health record, which should include a physician's exam and immunization record. Students must have all required

immunizations before entering CCS. Annual immunizations are required for all students. Influenza vaccine is now recommended each fall for all school age children.

## **C. Emergency Contacts Notification**

An Emergency Contact Form is sent home at the beginning of each school year. It is important for parents to provide the school with emergency telephone numbers of home and business, as well as the name and number of a relative or neighbor to be contacted if a parent cannot be reached. If a child becomes ill or is injured at school, it is crucial that we get in touch with someone, should the child need immediate care or need to be picked up from school. If this contact information changes during the school year, please notify the school in writing immediately.

## **D. Medication Policy**

If it becomes necessary for a student to take medication during school hours, the parent or a designated responsible person will assist the student upon written orders from the physician or parent bearing the following information:

- Signed consent by the parent/guardian to give the medication
- Signed medication order

The [Medication Order Form](#) should be taken to your child's licensed prescriber (physician, nurse practitioner) for completion and returned to the school office signed by the doctor and the parent. This information must be on file in a child's health record before we can administer any medication at school. A separate form for each medication needed to be taken at school is required. This order must be renewed as needed and at the beginning of each new school year.

All medications should be delivered to school in a pharmacy or manufacturer-labeled container. Any container needs to be clearly labeled with the student's name. Please ask the pharmacy to provide separate bottles for school and for home. No more than a 30-day supply should be delivered to school. Please follow this policy so that your child will receive all prescribed medication as soon as possible. Over the counter medication (i.e. Tylenol, cough drops, aspirin, etc) may be dispensed by appropriate school personnel, if it is provided in the original container, labeled with the child's name, and accompanied by written parental permission. Sufficient medicine may be left in the office and will be dispensed per instructions given. No medication will be administered without the approval of the office.

Under no circumstances should medication of any kind be packed in the child's lunchbox to be taken at his/her discretion.

## **C. Contagious Illnesses**

Parent cooperation is important in maintaining a healthy environment at CCS. Please do NOT send your child to school if he/she is ill!

The following are indications that a child should not be in school:

- Fever over 100.4 degrees F
- Vomiting or diarrhea
- Conjunctivitis (pink eye)
- Strep throat or pending throat culture
- Contagious diseases such as chicken pox, influenza, Fifth's disease, etc.

Please keep your child at home if he/she has a fever over 99 degrees, even if you have given Tylenol to reduce the fever. Your child should also stay at home if he/she has vomited during the night. Stomach viruses spread through the classroom very quickly! If your child contracts a contagious virus or illness, please inform the school office. Students who have had a fever or vomiting must be symptom-free for 24 hours before returning to school. Letters will be sent home to the parents of the infected class. Children will not be readmitted into the classroom until cleared by their pediatrician. If your child contracts head lice, please let us know so we can monitor classrooms and check students but based on new guidelines no healthy child will be excluded from school because of head lice. Transmission is by direct head-to-head contact. Lice crawl; they can't jump or fly. Lice only survive for 2 ½ inches from the scalp. Parents should treat only children with live lice or eggs (not empty nit cases) with OTC permethrin and pyrethrins  $\geq 2$  treatments are required (days 0 and 9, or days 0, 7, and 13-15).

## **D. Clean Air**

Cullman Christian School is a smoke-free campus. Tobacco products including smokeless tobacco are not allowed indoors or on campus.

## **E. Fragrances**

CCS also requests that students and faculty refrain from wearing cologne and perfume during school hours.

## **Athletic Policies**

Our [athletic handbook](#) contains more detailed information needed by parents and student athletes.

## **A. Sports Participation Requirements**

Students need a physical exam prior to participation in team sports. Please click [here](#) to download a form for your pediatrician or doctor to complete and return to his/her teacher or

coach. Student health and safety from heat-related illness and injury are our highest priority.

## **B. Academic Eligibility**

Student athletes must maintain a certain grade point average to continue participation in extracurricular team sports. If a student athlete falls below this level, the student will be disallowed from practice and competition until cleared to return by the teacher(s) and team coach. Coaches may set higher standards for individual sports.

Student athletes must maintain a GPA of 2.0 or greater which is a C (70+ average) in the four core subjects of English, Science, Math and History combined and in Bible class.

A student athlete with an average of less than or equal to 69% in the core subjects and Bible on a 9 weeks reporting will be suspended from athletic activities until a subsequent progress report or 9 weeks reporting where the average is 70+. Exception: Students maintaining an 80+ average in all core classes plus Bible for the entire current school year will be allowed to participate in sports.

If a student has maintained an 80+ average in all classes for the previous school year they will be allowed to participate in Fall sports. Otherwise, Fall sports participation will be determined from the previous year's final 9 weeks reporting.

## **C. Registration and Fees**

Students will need to sign up for sports offered by the deadline posted. A \$100 participation fee per student per sport will cover team jerseys, common team equipment, and travel expenses. Uniforms remain the property of CCS.

## **D. Concussion Policy**

Cullman Christian School is in compliance with the 2011 Alabama law forbidding a youth athlete from playing sports if it is suspected the athlete received a concussion recently. Please see the Athletic Handbook for our concussion and head injury informational document. The law requires a [concussion and head injury informational document](#) for youth athletes and their parents to sign annually.

Coaches will have annual training on recognizing the symptoms of a concussion and players suspected of having received a concussion during practice or a game must be immediately removed from play and will not be allowed to return until the player receives written clearance from a licensed physician.

## **Discipline Policy**

*"Train a child in the way he should go, and when he is old he will not turn from it."  
(Proverbs 22:6) "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."  
(Hebrews 12:11)*

The Bible teaches that discipline is an essential part of growth and maturity in all areas of life... physical, emotional, mental, and spiritual. Students are the school's actual responsibility for the school day, yet it is our basic philosophy to involve the parent in the process of developing mature behavior patterns. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children.

Harsh punishment is prohibited. Teachers are required to use appropriate measures to help the child develop his own self-control and to become responsible for his actions. At the same time, there are strict limits to ensure safety of individuals within the group. Excessive aggressive behavior will not be tolerated. If a child is exhibiting dangerous behavior toward another child or teacher, the parents will be called immediately to pick up the child. A conference will be scheduled with the parents to discuss appropriate disciplinary procedures. CCS reserves the right to terminate enrollment in the event that a child's behavior is harmful to other students or the child's needs are not compatible with our program.

## **Kindergarten**

The THREE BASIC BEHAVIORS that are posted for all students are as follows:

- Follow directions
- Stay in seat
- Keep hands, feet, and objects to yourself

Students are expected to adhere to the above rules. Teachers will assign consequences if these behaviors are not followed.

### **Consequences**

Children will pull strips for not following the rules. Strip consequences are as follows:

Yellow – warning

Orange – 5 minute time-out and note sent home

Red – 10 minute time out and teacher will contact parents

Black – student will be sent to the office and parents will be contacted for conference

## **Elementary School**

The FIVE BASIC BEHAVIORS that are posted for all students are as follows:

- Follow directions
- Stay in seat

- Raise hand to speak in class
- Keep hands, feet, and objects to yourself
- Show courtesy and respect for others

## Middle and High School

The BASIC BEHAVIORS that are posted for all students are as follows:

- Follow directions the first time they are given
- Be in your seat when the bell rings and remain seated unless given permission to get up.
- Raise hand to speak in class and wait to be called on.
- Respect each other by keeping hands, feet, and objects to yourself and do not call each other names.
- **Have** all materials **needed for** class.

Students are expected to adhere to the above rules. Teachers will assign consequences if these behaviors are not followed.

The purpose of the discipline system is to provide a record of the student's disciplinary problems. Each time a student violates the CCS classroom discipline plan a copy of the discipline form will be sent home to be signed and an e-mail will be sent to the parent. The student he/she will be assigned various penalties and/or specific disciplinary action:

## A Partial List of Conduct Not Allowed

1. Cheating on homework: F on homework (Homework will be redone for no credit)
2. Cheating on a quiz: F on the quiz
3. Cheating on a test: F on test
4. Cheating on semester exam
5. Cutting classes
6. Direct disobedience
7. Disrespect
8. Drinking alcoholic beverages
9. Fighting or horseplay (Depending on offense)
10. Gum chewing
11. Hair or dress code: (Depending on frequency and Type of offense)
12. Sexual Activity- includes anything of a sexual nature (heterosexual or homosexual) including jokes, inappropriate physical contact, messaging, comments or gestures.
13. Sexual Immorality- In relying on the on the teaching of Scripture, CCS believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography (Matt. 5:28), homosexuality (Genesis 19:4-7, Romans 1:24-27), or any other sexuality activity outside the marriage of one man and one woman (1

Corinthians 6:18-20, Hebrews 13:4, Colossians 3:5, Ephesians 5:3) On those occasions in which a particular home or student is acting counter to or in opposition to the biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

14. Having/using electronic equipment
15. Illegal drugs
16. Profanity
17. Rowdiness in rooms or halls
18. Smoking
19. Stealing
20. Being tardy for school or class
21. Lying
22. Vandalism (Depending on offense): payment for repairs
23. Writing, passing and/or reading notes
24. Defacing textbooks including Bible: purchase of replacement
25. Public Display of Affection
26. Having a weapon on school grounds (depending on "weapon")
  
27. Bullying

Bullying is being mean to another kid over and over again. Bullying often includes:

- Teasing
- Talking about hurting someone
- Spreading rumors
- Leaving kids out on purpose
- Attacking someone by hitting them or yelling at them

Bullying does not always happen in person. Cyberbullying is a type of bullying that happens online or through text messages or emails. It includes posting rumors on sites like Facebook, sharing embarrassing pictures or videos, and making fake profiles or websites.

Bullying is never ok. Those who bully use power to hurt people. Power does not always mean bigger or stronger. Power can also mean popular or smart. The thing to do is get an adult who will stop the bullying on the spot.

### **Minor infraction**

A letter is sent home with the student

## **Detention**

Detentions may be given by teachers for infractions of classroom and/or school rules. Students will serve detention in school at recess or free activity periods. Students may not participate in any after-school activities on the day of serving a detention. Detentions take priority over any after-school activities. If a student is assigned four (4) detentions in a semester, the Principal may assign an in-house suspension or require a parent conference. After four (4) additional detentions, an out-of-school suspension may result. Saturday work detention may be required from 8:00 a.m. to 12:00, billed to the parents at \$8.00 an hour. Parents are required to meet with the Principal, and the student is placed on disciplinary probation. A student on probation may not allowed to participate in certain extracurricular activities, including but not limited to field trips.

## **Suspension**

The Principal will contact the parents when a suspension is issued and, if necessary, a conference will be scheduled. Work missed during the time of suspension must be completed. The following areas will result in immediate suspension:

- Use of obscenities (swear words), racial slurs, or profanities (taking the Lord's name in vain) (Exodus 20:7)
- Physical abuse (fighting) with another student
- Theft, vandalism, or destruction of personal or school property
- Defiance of authority

In addition, if a student displays chronic misbehavior or cheats, a suspension may be imposed at the Principal's discretion. Parents will be notified should this type of a problem exist.

Regarding acts of violence, any act deemed as abusive with intent to harm toward a student or employee will result in immediate dismissal for the day, as an investigation is completed.

## **Expulsion**

Upon the recommendation of the Principal, the Discipline Committee may move to dismiss a student. This may involve a conference with the Discipline Committee, Principal, parent(s), and where appropriate, the student. Any action for dismissal would be duly noted in the student's permanent file.

Expulsion may be the result of any serious violation of conduct such as:

- Drugs (illegal)/alcohol possession (Eph 5:18)

- Weapons: possession of a gun, knife, or any other weapon, or threatening the use of same
- Serious physical threats or attacks of any nature that would jeopardize the safety of the students or staff

Expulsion may also be the result of unimproving or worsening behaviors as evidenced by:

- Excessive serious behavior problems or two out-of-school suspensions in the same semester
- Negative attitude: a consistently negative attitude and/or behavior pattern detrimental to the goals of the school and/or disruptive to the educational process.

A hearing with the Board of Directors and Principal may be requested by the parent if it is done in writing or by email within seven (7) days. Failure to request a hearing within that time shall waive the student's rights to such a hearing. The decision of CCS is final. Unused tuition will not be refunded. An expelled student will not be able to return to school until the fall of the following year. The administration will have the final decision for readmission based on student's attitude and circumstances at the time of re-application.

## **Alabama Driving Privileges**

Taylor's Law -Each accumulated point makes the student wait one week to apply for a permit or driver's license.

One day in-school suspension	1 point
One day out-of-school suspension	2 points
Alternative ed. Placement	6 points
Expulsion from school	20 points

- Points begin to accumulate the school year the student turns 13 (typically 7th grade)
- As the law currently reads, no teen will have to wait more than one year to obtain a permit or license
- If a student accumulates points in a school year, but does not accumulate points in the following school year the number of accumulated points will be reduced by half.
- If a student does not accumulate any points for two consecutive years, all of the points will be removed. The state-wide data collection system, known as STI will contain the program for calculating accumulated points

## **Harassment Statement**

Cullman Christian School will not tolerate abusive behavior toward its students or employees. CCS will be a safe environment for those who work and study here. Among prohibited behaviors are bullying of one student by another student or other students. In addition, unlawful sexual harassment, as defined to include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature is strictly prohibited and will be punished to the fullest extent of the law. All complaints should be directed to the Principal or School Board President who will be the school's reporting officer(s). Investigation will include written statements from the accused and the complainant. The accused has ten days to respond to the allegations. Sanctions will be imposed for substantiated charges as appropriate and may include expulsion of student offenders and termination of staff offenders.

## Tuition and Fees Policy

### Basic Policies

- Registration fee is due upon submission for initial application or re-enrollment. This fee is nonrefundable.
- A check returned for insufficient funds (NSF) will be charged a fee of \$30.00.
- If an account has more than two returned checks for NSF, all future payments must be made in the form of a money order, cashier's check, or cash.
- If you chose to pay monthly, you will be given the option of paying on the 5th or the 20th of each month.
- Enrollment with FACTS Management Company must be completed at least 14 days prior to your first payment date.
- A late fee of 10% per month will be charged, in addition to late fees assessed by FACTS, if tuition is not received by the due date unless prior arrangements have been made with the Principal or Accountant.
- Proration: a month's tuition will be prorated by half month increments for late enrolling students who enter CCS after the 15th day of month. Withdrawing students will not be refunded for months in which full or partial attendance occurs. Only unused months will be refunded. The book, supply and technology fee cannot be refunded.
- Discounts for Multiple Children:(applies to K5-12th grades only). The oldest child pays full tuition. 2nd oldest child gets a 20% discount off their tuition. 3rd child gets a 40% discount off their tuition. 4th child gets a 60% discount off their tuition. 5th child or more each gets an 80% discount. Discounts do not apply to the portion of the tuition used for book fees.
- Payment Options: Tuition can be paid yearly or in monthly installments. Prepayment of yearly tuition is eligible for a 4% discount. Monthly payments can be spread over 12 months beginning June 1st (or over 10 months beginning August 1st). For your convenience, monthly payments must be arranged with FACTS by going to <https://online.factsmgmt.com> or by calling FACTS Management Company at 866-441-4637 or our accounting office.

## **Book and Technology Fee**

- In addition to the tuition, there is a Book Usage, Supply & Technology fee. This nonrefundable sum includes rental and usage of textbooks and equipment (which remain the property of CCS). It also covers lab fees, software licenses, weekly readers, consumables, supplies, enrichment, student admittance to home games and standardized academic achievement tests.
- It does not cover individual sports equipment, private lessons, field trip costs, tournaments and competition fees.
- Any financial aid or discounts offered cover only the tuition portion of fees; Book & Supply fee cannot be discounted or waived but may be covered by some scholarships.

## **Child Care Rates**

- Aftercare is charged in increments of 1 hour (3 PM–4 PM, 4 PM–5 PM) and 1 half hour (from 5 PM–5:30 PM)
- Prepaid aftercare costs \$5.00 per hour per student
- Car riders not picked up by 3:15 PM will be sent to after school care. If not paid in advance, a charge of \$10 per hour must be paid at the time of pickup and is valid for childcare any portion of an hour for any time after 3:15 PM.
- After 5:30 PM there will be a charge of \$1 per minute per child.

## **Early Withdrawal:**

If a student withdraws enrollment before June 1st, no fees are due but the registration fee is nonrefundable.

If a student is withdrawn any time on or after June 1st, the following policy is in effect as was agreed upon registration:

- The full month's tuition payment will be due for any month that has begun.
- Authorization will terminate only when the total balance due has been paid in full.
- All books, computers, materials must be returned to the school office and remain the property of CCS. Additional fees will apply for CCS property not returned or returned in damaged condition.
- Tuition Refunds/Adjustments: in order to qualify for any tuition adjustment, parent must first notify CCS's accounting department in writing at least 30 days prior to withdrawal.
- The Book and Technology Fee is nonrefundable whether it is paid in advance of a school year or rolled into monthly tuition payments. This fee is due and payable to CCS as we make staffing and early curriculum purchases, etc. based on your enrollment. If you are registered and elect to withdraw anytime after June 1st you are responsible for this entire fee for each child.

Book and Technology Fee amounts:

PK3-4 \$175

K5 \$225

1-12 \$500

## **Delinquent Accounts**

- Past due accounts will be subject to report cards being withheld until payments are up to date.
- All accounts must be current in order to re-enroll for the next school year.
- Graduating students' accounts must be paid in full before graduation.

### **30 Days Past Due**

- Accounts with balances that are 30 days past due become ineligible for any and all discounts to tuition rates. Any discounts or reduced rates that had been applied for the past due month will be back-charged to your account.
- Any account over 30 days past due will be subject to the student being held from the classroom unless arrangements are made through the school office. A written notice will be sent on the 30th day giving families five school days to make the payment before the student is withheld from class.

### **60 Days Past Due**

Your child's privilege to participate and/or attend any extra-curricular school activity will be lost. This includes but is not limited to sporting events and field trips.

### **90 Days Past Due**

Your child may not return to school and appropriate collection methods will be pursued.

## **Discounts**

- **PREPAID:** There is a discount for tuition paid-in-full in advance of the school opening in the fall. There is a 4% discount if complete tuition is paid by May 31st. Discounts do not apply to the portion of the tuition used for book fees.
- **EARLY BIRD:** There is a \$25 discount for early registration (by February 28).

- **MULTI-CHILD:** There is a discount plan for families with more than one child in K5-12 grades enrolled in CCS (see the fee schedule).
- **FULL TIME EMPLOYEES:** There is a 75% discount off the tuition. A student receiving an employee discount will NOT be eligible to receive any additional discounts for pre-paying tuition. Discounts do not apply to the portion of the tuition used for book fees.
- **PART-TIME EMPLOYEES & PASTORS:** CCS part-time staff and local church pastors are eligible for 25% discount off the tuition of their oldest K5-12th grade child. The second oldest child in K5-12th grade is given a 45% discount, The third and subsequent eligible children may take the maximum 60% discount. A student receiving an employee or pastor discount will NOT be eligible to receive any additional discounts for pre-paying tuition. Discounts do not apply to the portion of the tuition used for book fees.

*NOTES:*

- Discounts do not apply to the portion of the tuition used for book fees.
- These discounts are eligible only for students in K5-12 grades but do not apply for preschool (PK3/4).
- Proration: a month's tuition will be prorated by half month increments for late enrolling students who enter CCS after the 15th day of month. Withdrawing students will not be refunded for months in which full or partial attendance occurs. Only unused months will be refunded. The portion of the tuition used for book fees cannot be refunded.

Please see the Tuition Page for this year's tuition and enrollment fee schedule, multi-child discounts, and definition for eligible clergy.

In addition, if your child's tuition is to be paid by a third party (someone other than the child's legal guardian), the legal guardian must sign a release form. This signed release form will allow CCS to discuss financial information **ONLY** with this person.

Please direct any questions concerning tuition to the school office or email [accounting@cullmanchristian.org](mailto:accounting@cullmanchristian.org).

***Revisions and Updates***

*The Board of Directors and School administration reserves the right to modify or edit School policies as needed. Please refer to the most current version of the student handbook or contact your teacher*

*or the Principal for questions. The on-line copy of the Handbook will be considered the most recent version.*

*rev. 1/13/19*