

The Central Texas School of Religious Studies

School Handbook



Harker Heights, Texas

The Central Texas School of Religious Studies

Student and Family Handbook

Academic Year: 2026-2027 | Online Campus |
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Welcome

Welcome to The Central Texas School of Religious Studies. This handbook is designed to help students, parents, guardians, faculty, and staff understand the expectations, procedures, and shared commitments that guide our school community. Families are encouraged to review this handbook carefully and keep it available for reference throughout the year.

Mission, Vision, and Core Values

Mission: The mission of The Central Texas School of Religious Studies is to provide

students with a thoughtful, respectful, and academically grounded education in religious studies that encourages spiritual literacy, ethical reflection, community service, and lifelong learning.

Vision: We seek to cultivate knowledgeable, compassionate, and responsible students who understand religious traditions, practice respectful dialogue, and contribute positively to their families, congregations, schools, and communities.

- Respect for the dignity of every person
- Commitment to truth, wisdom, and disciplined study
- Service to others and care for the community
- Integrity in words, actions, and relationships
- Hospitality toward sincere questions and thoughtful discussion

School Governance and Handbook Authority

The school is a not for profit entity and is overseen by the Directors Kirk Tooley, Jim Young

and Kelby Monroe. The administration has the right to interpret, revise, or amend handbook policies when necessary to support the school's mission, comply with applicable requirements, and protect the safety and well-being of the school community. Families will be notified of significant handbook updates.

Admissions and Enrollment

Admission is open to students who can benefit from the school's academic and religious studies program and whose families support the mission and expectations of the school.

Enrollment may require a completed application, family interview, academic records, health forms, emergency contacts, tuition agreement, and acknowledgment of school policies.

The school does not unlawfully discriminate in admissions or school-administered programs. Because the school's mission is religious and educational in nature, families are expected to respect the school's religious studies curriculum, community standards, and behavioral expectations.

Academic Program

The curriculum may include scripture, theology, world religions, ethics, religious history, comparative traditions, writing, discussion, service learning, and age-appropriate research. Students are expected to come prepared, complete assignments on time, participate respectfully, and pursue academic honesty in all work.

Grading and Progress: Teachers will communicate expectations for assignments, participation, assessments, and projects. Progress reports, conferences, or written updates may be used to keep families informed. Parents and guardians are encouraged to contact teachers when questions arise.

Attendance and Punctuality

Regular attendance is essential for student growth and classroom continuity. Parents or guardians should notify the school as soon as possible when a student will be absent or late. Students are responsible for completing missed work according to teacher instructions.

- **Excused absences:** illness, medical appointments, family emergencies, religious observances, or other reasons approved by the administration.
- **Unexcused absences:** absences not reported or not approved under school policy.
- **Tardiness:** students arriving after the published start time should check in according to campus procedure.

Student Conduct and Community Standards

Students are expected to conduct themselves with respect, honesty, humility, and responsibility. Appropriate conduct includes listening respectfully, caring for school property, using language that builds up others, resolving conflict peacefully, and following directions from teachers and staff.

Behavior that disrupts learning or harms the dignity or safety of others may result in corrective action. This may include teacher redirection, parent contact, conference, behavior plan, restitution, suspension, dismissal

from an activity, or withdrawal from enrollment, depending on the severity and circumstances.

Bullying, Harassment, and Respectful Communication

The school seeks to maintain a safe and respectful environment. Bullying, intimidation, threats, harassment, retaliation, and demeaning speech are not permitted. Students and families should report concerns promptly to a teacher or administrator so the school can review the matter and respond appropriately.

Dress and Appearance

Students should dress in a manner that is modest, safe, respectful, and appropriate for a learning environment. Clothing or accessories that contain offensive language, promote violence, or distract from instruction are not permitted. Specific dress requirements, if any, should be listed here: [Insert Dress Code Details].

Technology and Personal Devices

Technology should be used to support learning, communication, and responsible research. Students may use school-approved devices and resources only as directed. Personal phones, smartwatches, tablets, earbuds, and similar devices should remain put away during instructional time unless a teacher gives permission.

Students may not use technology to cheat, harass, access inappropriate material, record others without permission, or disrupt school activities. Misuse may result in loss of privileges, parent contact, disciplinary action, or other appropriate response.

Health, Safety, and Emergency Procedures

Families must provide current emergency contacts, medical information, allergy information, and any required health forms. Students who are ill should remain home until

they are well enough to participate and no longer pose a reasonable risk of spreading illness.

Medication should be administered according to school procedures and applicable requirements. The school may conduct safety drills and maintain emergency plans for weather, fire, medical incidents, security concerns, and other situations. Visitors must follow campus check-in procedures.

Communication and Parent Partnership

Strong communication between home and school supports student success. Families should keep contact information current, read school communications, attend conferences when requested, and address concerns through respectful conversation with the appropriate teacher or administrator.

When concerns arise, families are encouraged to begin with the staff member most directly involved. If the matter is not resolved, it may be referred to school administration. The school expects all communication among adults and students to reflect courtesy, patience, and a

shared desire to serve the student's best interest.

Tuition, Fees, and Financial Responsibilities

Families are responsible for tuition, fees, materials, and other charges according to the enrollment agreement and published payment schedule. Late payments, returned payments, withdrawals, refunds, and financial holds should be handled according to the school's written financial policy: [Insert Financial Policy Details].

Field Trips, Activities, and Service Learning

Field trips, guest speakers, worship or reflection activities, service projects, and community events may be part of the educational program. Participation may require permission forms, transportation information, behavior expectations, and any applicable fees. Students represent the school during all school-sponsored activities.

Acknowledgment of Handbook

By signing below, the student and parent or guardian acknowledge that they have received, read, and understand this handbook and agree to support the policies, procedures, and expectations of The Central Texas School of Religious Studies.

Student Name	Signature	Date
Parent/Guardian Name If student is under 18 years of age	Signature	Date

