



**Student Handbook 2009-2010**

**CCS Reference Handbook of Policies  
and Procedures**

**School Administration**

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## ***WELCOME TO COMMUNITY CHRISTIAN SCHOOL***

Community Christian School was founded as an independent ministry in order to serve families from all denominations who desire a Biblically-based Christian education for their children. Children of any race, color, nationality or ethnic origin are welcome at our school. We believe that every child is precious in the eyes of God.

Community Christian School is a non-profit, non-taxable corporation established by parents and professional educators who share a common goal of quality Christian education for children.

Our purpose is to build a solid foundation, to impart God-centered values and to help our children develop their own unique gifts and abilities. We believe this can be best accomplished by combining a high-quality Christian curriculum with a loving atmosphere, which nurtures each child in body, mind and spirit. To achieve this end, we **Disciple** our students in God's word, we help **Develop** their God-given gifts and talents, and we lead them to **Discover** God's purpose for their lives.

We utilize various curricular elements and augment with sports, music, physical education, computers, health education and enrichment activities. Field trips and playground time are provided for a well-rounded and enjoyable learning experience. Our curriculum is for the average to above average student. We attempt to provide remedial help for students experiencing problems, but we realize that we cannot provide the level of help required by students with special needs.

## ***MISSION STATEMENT***

The primary aim of the CCS educational leadership is to EQUIP STUDENTS FOR LIFE. We want to educate our students for an intimate relationship with our Lord and provide them with wisdom and application skills they will need to serve Him. CCS is a discipleship oriented school dedicated to partnering with Christian families.

## ***PHILOSOPHY OF EDUCATION***

The CCS educational leadership believes that each and every student is created in the image of God. Each person is conceived as a sinner due to Adam's original sin. There is a need to restore fellowship with God and then to equip each individual to fulfill the mandate to spread the good news and to serve. As such, we believe education serves the purpose of acquainting the student with truth. As Paul said, "All truth is in fact resident in the Word of God, which is useful for correction, rebuke and instruction".

We believe education is the process whereby a student comes to wisdom by understanding truth. In other words, as a student is confronted with truth, he grapples with it and makes decisions based on that truth.

Beyond that, we adhere to the traditional faith that states, God is the Father, Son and Spirit. The Son was sent by the Father to redeem mankind from the consequences of sin and to provide the hope of eternal life. The Spirit has been sent as God's Comforter and

Enlightener to indwell the believer and to direct his steps. The Word of God, as expressed in the scriptures, is indispensable in the daily life of a Christian. We believe that we should be in fellowship with one another to effectively walk out our faith.

## ***STATEMENT OF FAITH***

Community Christian School (CCS), the Board of Directors, Administration, Faculty and Staff hold that God the Father is the very Creator and sustainer of all life (Colossians 1:16-17). Man is created in God's image and is a sinner fallen from grace by the original sin of Adam and Eve in the garden (Genesis 1:27).

We believe in a triune God (the Father, Son and Holy Spirit), that God sent His Son in human form to live on this earth as an example and that He shed His blood on the cross, suffered death and was resurrected three days later, atoning for our sins and providing for us the way back to relationship with the Father.

Following Christ's death and resurrection, the Father sent a Comforter in the Holy Spirit who guides and teaches the believer to discern truth (John 16:13). Because man is cursed and deceived by Adam's act and our God-image is marred by sin, there is a need for us to be born again and re-created in God's image through Christ (Romans 3:23; John 3:7, and II Corinthians 5:17).

We believe that God created everything, as told in Genesis; therefore everything ultimately has relationship with God. Psalm 24:1 states "The earth is the Lord's and the fullness thereof; the world and they that dwell therein." As a result, we believe that nothing can be even partially secular.

This is why we seek to impart wisdom (knowing that it only comes from God). A Biblical perspective in every subject area is our fundamental basis of all teaching.

We believe that the Bible is the inspired Word of God. It is infallible and is the primary source of all truth. Therefore, the integration of God's Word in all that is studied and all that is done is vital to our educational process. (John 17:17)

It is our purpose to instill in our students a view of themselves as uniquely created, loved by their Heavenly Father and made in His image. CCS believes the primary teacher/trainer is the parent. Parents are ultimately responsible for the development of their child. Our part in this educational process is to be a support to parents, to assist in training their children in the way that they should go. We consider this to be a blessed and awesome privilege.

## ***SCHOOL ACCREDITATION***

Community Christian School is accredited by the Association of Christian Schools International (ACSI). This accreditation ensures that the school meets or surpasses their high standards with regard to teacher qualification, curriculum, library media services, student services and facilities.

## ***STUDENT HANDBOOK***

This handbook should serve as your reference material regarding school policy and procedure. If at any point it is deemed necessary to make changes to any part of this yearly Handbook, notice will be given through EagleWeb announcement.

## ***BOARD OF DIRECTORS***

The function of the CCS Board is to:

- Establish and foster the vision of CCS.
- Hold title to school property.
- Enter into contracts for services and employment of personnel.
- Establish, review and update school policy and procedures.
- Promote and manage financial resources.
- Exemplify prayer support of the school.

The Board of Directors consists of up to nine individuals who serve without compensation. Any person interested in becoming a Board member may contact any current director or the school office for an application. The applicant will be required to serve on the Advisory Board for a period of at least six months before being voted in as a full Board Member. Board membership is expected to be a minimum of a one year commitment.

## ***PARENTAL SUPPORT***

It is our sincere desire, as a Christian school, to do everything in our power to support your home as far as the educational needs of your child are concerned. By the same token, we need to know parents are supporting what we are doing at CCS. Just as we would never say or do anything to cause a child to doubt his parents, we must ask parents not to say or do anything to make a child doubt their teachers or principal.

As you may realize, it is impossible to please all of the people all of the time. From time to time you may disagree with the way we do things. If you have a question or problem with a specific situation, please follow Matthew 18. Go to the one with whom you are having the problem. If you are still not satisfied, go to the Principal. If, after you have discussed the situation with the Principal, you are still not satisfied with the decision, you have four options:

- Ask the Principal to reconsider
- Request in writing a review of the decision by the CCS Board of Directors
- Agree to disagree and let the issue drop
- Withdraw your child from the school

## ***PARENT-TEACHER FELLOWSHIP***

The Parent-Teacher Fellowship (PTF) was organized to improve the relationship between CCS homes and the school and to enhance the “fellowship between parents and teachers”. The PTF warmly invites you to join them at their meetings held quarterly in Room 104 – meeting dates and times will be posted on EagleWeb. CCS needs you and your God-given talents as we pursue excellence in education at our school.

## ***SCHOOL FACILITIES***

We gratefully acknowledge the Tabernacle Church for making their facilities available for a community-wide school. Emphasis is placed on respectful care of the property. The parent or guardian of any student who damages school property will be liable for the damages. We strive to be good stewards of that with which we have been blessed. Our preference would be that we leave things better than we found them.

## ***CCS OFFICE HOURS***

During the regular school year the administration office is open between 8:00 a.m. to 4:00 p.m. Monday through Friday except for designated school holidays.

## ***CCS SCHOOL HOURS***

Classrooms are open Monday through Friday at 8:20 am during normal school days. Hours of operation in the classroom vary depending on grade level and are depicted in the below schedule.

Kindergarten: 8:30 a.m. to 3:10 p.m.

Grades 1 - 6: 8:30 a.m. to 3:20 p.m.

Grades 7 - 12: 8:30 a.m. to 3:33 p.m.

## ***ADMISSIONS***

Community Christian School admits students of any race, color, nationality or ethnic origin. All students are entitled to all the rights, privileges, programs and activities generally accorded to or made available. Students may not be admitted due to lack of available space, unsatisfactory scholastic record, disciplinary issues, or unresolved financial status with previous school. At least one parent must be a born-again Christian in regular attendance at a local church. CCS reserves the right to refuse admission based on inability in the past to meet financial commitments.

The age of admission to Kindergarten and the First Grade will be in accordance with the following regulations:

Kindergarten 5 years old on or before September 1st

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First Grade      6 years old on or before September 1st, if the child has completed Kindergarten

The general priority used for admission is:

- Presently enrolled students.
- Sibling of presently enrolled students.
- Children of faculty and staff.
- New students.

Admissions are filled on a first-come, first-serve basis. Registration forms may be picked up in the school office or printed off our website. The forms should be completed by the parent or guardian and returned to the office with a **non-refundable** registration fee for each student.

The school office must have accurate and up-to-date telephone numbers at all times. If your phone number changes for any reason, please let us know immediately.

## ***ASSESSMENT PROCEDURE***

All families will be interviewed for the purpose of spiritual, behavioral and academic assessment. In addition, all students will be tested by their prospective teacher to ensure that the student is prepared to enter the grade level for which they are applying. Evaluation includes the review of the student's most recent report card and S.A.T. results. Based on the results of these evaluations and interviews, admission acceptance and placement is determined. Students initially accepted will be placed on probation.

**The Probation Phase** is a three-grading period phase for all new students. Parental support is crucial. There are three separate contacts set for the parents and teachers to communicate:

First contact: The initial appointment is to explain to the parents and student the purpose and scope of the probation. This may be accomplished during orientation.

Second contact: Parent will be notified by letter and/or phone call of student's progress after 1<sup>st</sup> grading period.

Third contact: At the end of the 3<sup>rd</sup> grading period. This is a final assessment and includes contact between the parent, student, teacher, and administration to review ongoing commitment to the above criterion.

During the Probation Phase, students will be evaluated on the following objectives:

- Steady spiritual growth.
- Positive conduct and social behavior.
- Must maintain a **2.0** G.P.A. or better in all classes.

In addition, the following items must be completed and turned into the office before any student is allowed to attend classes:

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- Birth Certificate (copy).
- Immunization Record signed by physician.
- Florida HRS Student Physical Examination Form signed by physician.
- Emergency Medical Treatment Release Form signed by parent or guardian.
- Registration in full.
- First month's tuition.
- Off-campus permission form signed and notarized.
- All student records submitted.
- Entrance testing completed (Test scores less than one year old are acceptable).

## ***FINANCIAL POLICIES AND COMMITMENTS***

CCS constantly strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration.

### **Registration**

A non-refundable registration fee is required for all new and returning students. This fee covers curriculum materials, SAT testing, Student Accident Insurance, consumable student supplies and computer supplies.

Grade	Registration Fee
K-5	\$260.00
Grades 1-5	\$385.00
Grades 6-8	\$385.00
Grades 9-12	\$410.00

### **Tuition**

Payments are made in ten or twelve monthly installments payable on the first day of each month. A full month's tuition is required if a student attends any portion of the month.

Grade	Annual rate per child
K-5	\$3950.00
Grades 1-5	\$4335.00
Grades 6-8	\$4865.00
Grades 9-12	\$5090.00

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A **multi-child discount** will be allowed for households with three or more students attending CCS. The first two students will pay standard tuition rates but every student after the first two will have a reduced tuition rate. The discount will be \$450 per year divided and deducted equally from the monthly tuition.

## **Late Payments**

Tuition payments are due on the first day of each month, payments made after the 5th day of the month will be considered late and will be assessed a 5% late charge. Tuition payments that are not paid by the last day of the month will result in weekly payments required until the account no longer shows an outstanding balance. Should the account remain unpaid past 90 days, the student(s) will be suspended until payment is made.

If a payment is to be late, special arrangements are to be made through the Bookkeeper. Office staff may not waive late charges.

***NOTE:** Previous school year balances must be paid before a student will be permitted to attend the first day of school of the new school year.*

## **Return Check Fee**

If a check is returned for insufficient funds, cash only will be required for the remainder of the school year. **A \$10.00 charge plus a 5% late fee will be assessed.**

## **Tuition Assistance**

Donations of designated aid are encouraged for the support of non-family members. Such aid may be given directly to the school through a church or other tax-exempt organization, which makes CCS a beneficiary.

Tuition assistance is granted on the basis of financial need, without regard to race, color, nationality or ethnic origin. Financial aid is not applicable toward registration.

Application forms are available in the school office and should be mailed to the FACTS organization as soon as possible to be considered for any available financial aid.

## **Before and After School**

Before school care (from **7:00 a.m. to 8:10 a.m.**) and after school (from **3:20 p.m. to 5:45 p.m.**) is provided for all enrolled students at CCS who are not dropped off or picked up at their designated school hours. The fee for before and after care is **\$3.50 per hour per child**, and is billed at the end of each month.

To participate in the Childcare program a signature will be required from an authorized adult in order to release a student from Childcare. Any change as to who you designate as authorized to pick up your child must be done in writing and submitted to the office at least 24-hours prior to the new designee being allowed to pick up a student.

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Childcare bills will be posted to EagleWeb on the 20<sup>th</sup> of each month. Parents, it is your responsibility to look for your bill. Payments are due on the 1<sup>st</sup> of each month along with tuition. There will be no exceptions. If payment is not received within one week from the billing, your child will not be allowed to use childcare services.

**PARENTS PLEASE NOTE:** A charge of \$10.00 will be assessed for any child picked up after 5:45 p.m. Every minute after 5:50 will be billed at \$1.00 per minute.

## ***STUDENT DROP OFF AND PICKUP***

It is our desire at CCS to ensure the safety of our students, parents, and teachers. With this as our goal, we have developed the following procedures for arrival and dismissal times. Please keep in mind that the first week or two of school is a time of adjustment for everyone, and your patience is greatly appreciated.

Ferndale Ave. remains one-way and single file between the hours of 7:45-8:45 A.M. and 2:45-3:45 P.M.

Crane Field traffic should enter through the lane closest to the field and follow the lane (North) around to exit from the lane closest to the school building. Please do not cross in the center of the lot.

Parking along the grass adjacent to the basketball court is designated as teacher parking.

Parking along the grass adjacent to the school building is prohibited between the hours of 2:45-3:45 p.m., as this is one of our designated pick-up areas.

Parents wishing to drop-off and pick-up from the Loading Zone are asked to remain in their vehicles. Students should enter and exit the vehicle from the West side with the assistance of a Teacher.

Once students have entered or exited your vehicle, please remain in line until traffic allows you to pull forward. Traffic exiting Ferndale should turn to the immediate left (please do not cross the center of the parking lot) and proceed to the exit.

Backing up on Ferndale is not permitted.

Parents arriving at the Loading Zone before their student(s) will be asked to proceed to the exit and re-enter the line behind the other cars.

Arrival and Dismissal is a time to focus on the safety of our children. Please avoid distracting a teacher with questions or conversations.

All students will be asked to wait quietly in the designated areas. Due to safety concerns, students will not be permitted to toss balls, Frisbees, or other objects during dismissal. Violation of this safety procedure will result in forfeiting the object, as well as possible detention.

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Students dismissed at 3:20 p.m. and not picked up by 3:30 p.m. will be sent to after-school care. Students dismissed at 3:30 p.m. and not picked up by 3:40 p.m. will be sent to after-school care.

**NOTE:** *Students who drive to school may not leave the campus unless they have a note from home and are excused through the office or until school has been dismissed.*

## **Arrival Procedures**

- 7:00-8:10** Kindergarten through 12th Grade are to sign in at before-school Daycare.
- 8:10** Doors Open – Students arriving before 8:10 must report to before-school Daycare in Room 104.
- 8:20** Classrooms Open
- 8:30** Tardy Bell: Duty Teachers report to class.

## **Dismissal Procedures**

Elementary Dismissal is at 3:20 p.m. Children with siblings in the Secondary will wait inside Room 104 with a teacher until the 3:33 dismissal of the older students.

Students with last names beginning with letters **A through K** will report to the **Red Loading Zone** – located on the grassy area adjacent to the south side of the school along the Crane Lot.

Students with last names beginning with letters **L through Z** will report to the **Blue Loading Zone** – located on the sidewalk adjacent to Ferndale Avenue.

**NOTE:** *During Dismissal, students should wait quietly in order to hear their names being called for loading.*

*Under no circumstances will students be permitted to remain in the school building or on campus unless supervised by a teacher or coach. Any student not involved in a school-sponsored, supervised activity is required to report immediately to the Aftercare program. Parents will be charged the standard \$3.50 per hour per student fee associated with the program.*

## ***STUDENT TARDIES AND PREPARATION***

Arrival at school and to class on time and adequately prepared is extremely important to the educational process. Students who arrive tardy and/or unprepared disrupt the educational process for everyone, and jeopardize their own academic success. Students must be in the proper classroom when the tardy bell rings with the necessary materials. This applies to initial arrival by the 8:30 a.m. bell and any subsequent classroom changes for 6 – 12th grade students. Parents are required to sign tardy students into the office.

**Note:** *Every 3<sup>rd</sup> tardy will be converted to an absence.*

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The following are acceptable reasons for being tardy;

- Illness, as verified by a doctor's or dentist's note
- Other reasons deemed acceptable by the principal or authorized school employee
- Tardiness or being unprepared for class will be handled in the following manner and tallied per semester:

1 <sup>st</sup> Tardy or unprepared.	Warning
2 <sup>nd</sup> Tardy or unprepared	Warning
3 <sup>rd</sup> Tardy or unprepared	30-minute morning detention with \$5.00 detention fee, and parent contact.
4 <sup>th</sup> Tardy or unprepared	1 (one) hour morning detention with \$5.00 detention fee and parent contact.
5 <sup>th</sup> – 7 <sup>th</sup> Tardy or unprepared	2 (two) hour Saturday School and \$25.00 supervision fee and parent contact.
8 <sup>th</sup> – 9 <sup>th</sup> Tardy or unprepared	4 (four) hour Saturday School and \$25.00 supervision fee and parent contact.
10 <sup>th</sup> – 11 <sup>th</sup> Tardy or unprepared	1 (one) day In-School Suspension and parent contact.
12 <sup>th</sup> – 13 <sup>th</sup> Tardy or unprepared	1 (one) day Out-of-School Suspension and parent contact.
14 <sup>th</sup> Tardy or unprepared	Suspension or Expulsion.

## ***ABSENCES***

CCS adheres to the State Department of Education guidelines for school attendance. They specify that a student may be absent no more than a specific number of days to receive a passing grade in each class. The rules state, "A student will fail a semester (18 weeks) when absent the tenth (10th) day of school or class period." Failures due to excessive absences whether excused or unexcused is up to the discretion of the Principal. Extensive absences may result in expulsion of the child.

CCS meets the minimum requirements of the State of Florida for school attendance. A written excuse signed by a parent/guardian must be submitted for each absence, and the specific reason for the absence must be stated before the absence can be considered as an excused absence (Florida State Law 232.10). A student may be acceptably absent if there is a personal illness, medical appointment, death or illness in the immediate family. Homework, class work, tests or quizzes will not be permitted to be made up if an excused note is not provided to the office.

If it is an absence due to a contagious or infectious disease, written permission from the physician may be required for the child's return. Absence due to a family outing may be excused upon submission of prior written notification to the school office. Please

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submit such notification at least one week in advance to arrange for make-up work. Work assigned before the absence will be due upon returning to school.

To receive make-up work for an elementary student absence, a 24-hour period must be allowed for teachers to compile the work. Parents of elementary students should also check EagleWeb for homework assignments posted there. Secondary students (Grades 6-12) will need to check EagleWeb or phone a friend to find out missed assignments and to get class notes.

## ***GAMES, MOVIES, ELECTRONICS AND CELL PHONES***

In the light of the present world-culture's widespread media-promotion of violence and worldly values, CCS students are prohibited from bringing video games (portable or otherwise) on the CCS campus. In addition, iPods and MP3 players are also excluded. The only exception to this policy shall be with the expressed consent of the principal who has closely screened the recorded material for appropriateness, or has had a faculty member do so, and has a definite plan for the material's value in the CCS curriculum. Students who disobey this rule will have their game, iPod, or MP3 confiscated for one week, at which time the student's parent must retrieve it from the school office. If the student or parent does not wish to have this confiscation, the student will be assigned a 4 (four) hour Saturday school and pay the \$25.00 supervision fee. If the iPod or MP3 is being used, it will be confiscated regardless of the owner. After the first offense, CCS may retain possession until the end of the school year.

Cell phones and other electronic communications devices such as pagers, text messaging devices, etc. are not permitted to be seen, heard, or used by students in any way during the school day from 8:10 a.m. until 3:45 p.m. Students who disobey this rule will have their cell phone or electronic communication device confiscated for one week, at which time the student's parent must retrieve it from the school office. If the student or parent does not wish to have this confiscation, the student will be assigned a 4 (four) hour Saturday school and pay the \$25.00 supervision fee. If the cell phone or electronic communication devices is being used, it will be confiscated regardless of the owner. After the first offense, CCS may retain possession until the end of the school year.

## ***LUNCHTIME***

It is requested that wholesome lunches be prepared for your child, with limited amounts of sugar content. Candy, soda and high-sugar content drinks are not allowed – this includes all energy drinks. Also, drinks containing purple, red or orange dye are not permitted on campus. No glass-bottled drinks are permitted. Students are to refrain from sharing or trading food items due to the possibility of food allergies.

Hot lunch program: Lunch tickets will be provided, **and must be turned in on Monday of each week** before 9:00A.M. if a child wishes to participate in the catered lunch program. Notification of cost will be given at school Orientation. If school is closed on a Monday, the Monday menu will be substituted for Tuesday's menu. The office cannot

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make change or issue refunds. It is the responsibility of the parent to remember field trips or special outings in which a school lunch is not needed.

Students who are absent on a Monday may still place their lunch order for the remainder of the week by calling the office before 9:00 a.m. on Monday morning, and making payment on the first day the student returns to school.

If a child forgets his/her lunch and the school supplies a lunch, the fee will be \$4.00 per lunch. If there are not sufficient spare lunches, students will receive a package of crackers and a fruit drink. Snacks and drinks may not be charged.

Unpaid lunch charges must be paid by Thursday of each week, or the student will not be allowed to order lunches the following week.

**Due to Health Department restrictions, CCS is not permitted to heat lunch items for students. Please refrain from sending lunch items that require cooking or reheating.**

## ***TELEPHONE USE***

The school office telephones are intended for business use and are not necessarily available to students during the school day. Students should plan their day in such a way as to eliminate the need to make phone calls to parents. In emergency situations, students may receive permission from the principal or office staff to use the office telephone. Classes will not be interrupted to call a student to the phone except in the case of an emergency. In case of illness, a school employee will contact the student's parents.

## ***MESSAGES***

Except in the case of an emergency, teachers or children will not be called to the phone during school hours.

Parents desiring to speak with a teacher may leave a message that will be placed in the teacher's mailbox. EagleWeb is an effective communication tool, and can be used to contact your student's teacher(s) by email. Please keep in mind that teachers are responsible for their students during school hours and may not be able to return your call until after school.

## ***EARLY DISMISSAL***

Any student leaving the campus for any reason during the school day must be signed out at the school office. Only the Principal or authorized school employee may grant dismissal of a student prior to the regular dismissal time. This procedure will safeguard your child from unauthorized persons seeking to remove him/her from class.

To receive an Excused Early Dismissal, written permission must be submitted at the beginning of the school day for doctor and dental appointments and emergency situations only.

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If a student drives to school, the parent must establish phone contact with a member of the office staff verifying permission for the student to leave campus. Students may be required to speak with the principal to receive permission before signing out.

Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian except in extreme cases where the administration has made an exception.

Detailed records for students will be kept in the office regarding signing in and out of school.

## ***VISITORS ON CAMPUS***

All visitors, including students not enrolled at CCS, must report to the school office. **Their request to be on campus must be approved by the principal or authorized school employee.** If approval is given, identification will be given to the visitor to be worn throughout their time on campus. The visitor will be directed to the appropriate staff member.

If approval to be on campus is denied, the student(s) or visitor(s) are to leave the campus and Tabernacle property immediately. Failure to do so will result in notification of a local law enforcement agency and a request will be made for the agency to come to the campus and issue a trespass warning. If the said student(s) or other visitor(s) continue to remain on the property, a law enforcement agency will take necessary action to arrest violators for trespassing.

Visiting student(s) and adults are reminded to dress conservatively/appropriately and may be asked to leave campus if dressed inappropriately. Additionally, if behavior on campus becomes disruptive in any way, the student or other visitor will be asked to leave. The aforementioned procedure will be followed if the student/visitor refuses to leave.

## ***HEALTH AND SAFETY***

CCS is serious in its commitment to providing a safe and healthy environment for our students and families. As with many other aspects of school operation, your support in creating and maintaining this environment is crucial.

### **Illness**

In an effort to maintain the well-being of each student and staff member at CCS, parents are requested to keep their child home when he/she is sick. If a child has symptoms of elevated temperature, rash, vomiting, diarrhea, severe loose cough unrelated to asthma or excessive nasal discharge you must keep your child home. If your child develops any of these symptoms at school, the student will be isolated and parents notified to pick up the child as soon as possible. If an illness or accident requires immediate parental notification, prompt pick-up of the child is essential. If the parent cannot be located, the doctor listed on the registration form will be called. Please inform the office of any

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change in the emergency numbers on file. **Diagnosis of a contagious disease in your child (or in the family) should be reported to the school office immediately.**

Additional measures will be applied for communicable diseases. The term “*communicable disease*” shall refer to an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal onto other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. The reportable diseases include, but are not limited to the following: Acquired Immune Deficiency Syndrome (AIDS) or HIV AIDS, AIDS Related Complex (ARC), Amoebas, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Conjunctivitis, Diphtheria, Encephalitis, Hemorrhagic Fever, Hepatitis, Influenza, Legionnaire’s Disease, MRSA Staph Infection, Norwalk Virus, Pertussis, Pesticide Poisoning, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Salmonellosis, Shigellosis, Smallpox, Tetanus, Tuberculosis, Typhoid Fever, and Yellow Fever. Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, CCS may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. CCS reserves the right to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

## **Medication**

Students are not permitted to carry any medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. **All medications are to be given to the front office for storage and must be in the original Pharmacy or Manufacturer’s labeled container with doctor’s instructions included.** Designated school staff must administer all medications. Florida law does not allow school personnel to administer medication, including pain relievers, without explicit written permission and verbal confirmation from a parent.

Again, for any medication to be administered, the following conditions must be met:

- We must have a written note from a parent stating the child’s name, medication, dosage, time to be administered and parent’s signature.
- Medication must come to school in a prescription bottle or manufacturer’s package with child’s name on it.
- Medication must come directly to the school office.
- **Our facilities are not equipped to refrigerate any medication.** Please keep such medication at home (i.e., penicillin, amoxicillin).
- The school will **not** provide any medication for students.

## **Head Lice Policy**

All students will be checked randomly for head lice, or if symptoms are apparent that lead to suspicion that the student may have head lice. If lice or nits are found, the student(s) will be isolated and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and **must be nit free before they will be allowed to return to the classroom.** Students who have been treated for head lice will be checked by school personnel upon their return to school – parents may not leave until their child has received an all-clear inspection.

Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will prevent the spread of head lice at the school.

## ***CODE OF CONDUCT***

Parents are reminded that CCS is in the ministry of assisting you in the training and molding of many aspects of a child's/student's behavior. Godly character development is an important focus. While students may gain an understanding of this through direct instruction from God's word, they most often learn more by watching the example of those around them – especially their authority figures. It is vital that as partners, CCS and the parents of our students must commit together to present the living example of our Lord to our students.

Faculty, staff and parents are expected to:

- Conduct themselves in an orderly, honorable and polite manner at all times, showing respect for others. "Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10
- Are to strive for self-discipline in all interactions and activities; ensuring modest dress, appropriate language, and Christian sportsmanship. "For this very reason, make every effort to add to your faith goodness, and to goodness knowledge, and to knowledge self-control, and to self-control perseverance, and to perseverance godliness, and to godliness brotherly kindness, and to brotherly kindness love." 2 Peter 1:5-8
- Are expected to demonstrate a positive attitude and behave in a cooperative manner, utilizing the Matthew 18 principle to resolve any issues. "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience." Col.3: 12

## **Behavior**

The following are specific behaviors expected at CCS:

- Students are to conduct themselves in an orderly, honorable and polite manner at all times, showing respect for others. "Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

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- Students are never to argue with those in authority. “Do everything without complaining or arguing, so that you may become blameless and pure...” Phil.2: 14-15
- Students are to strive for self-discipline in all studies and activities. “For this very reason, make every effort to add to your faith goodness, and to goodness knowledge, and to knowledge self-control, and to self-control perseverance, and to perseverance godliness, and to godliness brotherly kindness, and to brotherly kindness love.” 2 Peter 1:5-8
- Students are expected to demonstrate a positive attitude and behave in a cooperative manner. “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience.” Col.3: 12
- Care of school materials and items belonging to others, as well as care of school facilities and grounds is expected. Parents and/or students are responsible for replacement, repair or payment for careless or even accidental damage. “Who then is the faithful and wise manager, whom the master puts in charge... From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked.” Luke 12:42-48

## **General Expectations**

Students are expected to follow the Code of Conduct and all rules of Community Christian School. Teachers will make every effort to treat all students fairly and to give reasonable warning prior to assessing demerits.

## **Basic Classroom Expectations**

- Students will refrain from disrupting the class by limiting extraneous talking, noises, and off-task conversation.
- Students will refrain from arguing with teachers and/or classmates.
- Students will come to class prepared with textbooks, paper, and pen/pencil.
- Students will raise their hand for teacher’s acknowledgment.
- Students will show respect for teacher and fellow student(s) by refraining from talking when another student has been given permission to speak.
- Students will refrain from passing notes during class.
- Students will respect the name of the Lord God and refrain from using it in vain.
- Students will use appropriate language and conduct appropriate conversation.
- Students will respect and obey the instructions of their teacher(s)

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- Students will follow the school dress code while on campus and dress appropriately at all school-sponsored/related events.
- Students will conduct themselves with honesty in all aspects.

## **Unacceptable Behaviors and Prohibited Items**

- Use of the Lord's name in vain.
- Profanity, obscene gestures, coarse joking, vulgarity.
- Dishonesty in any form such as lying, cheating, plagiarism.
- Stealing.
- Disobedience.
- Disrespect to adults in authority such as teachers, staff, substitute teachers, volunteers.
- Disrespect to fellow students.
- Bullying.
- Sexual harassment.
- Sexual contact of any kind.
- Physical displays of affection such as hugging, holding hands, kissing.
- Physical threat or violence against another student or staff member.
- Cell phone, text messaging devices, iPod, MP3 or other electronic device used on campus.
- Fighting and horseplay.
- Smoking.
- Alcohol or drug use and/or possession.
- Students are prohibited from bringing, making, or supplying another student with any form of weapon, including but not limited to: guns, knives, chains, or any sharp instrument that could inflict harm on another person.

The following items will be confiscated: cell phones, pagers, cigarettes, alcoholic beverages, narcotics, over-the-counter-medications, dice, playing cards, knives, guns, weapons of any kind, explosives of any kind, iPods, MP3s, electronic devices not used in class, pictures, magazines, and books (that contain inappropriate material or are used without permission).

Cell phones are to be kept in lockers only and are to be turned off during the school day. They are not to be used on campus except after school for the purpose of coordinating parent pick-up from extra-curricular activities.

Teachers at CCS take the responsibility for informing students about these rules. There may also be specific rules for individual classrooms and other areas of the building. Rules will be posted in classrooms to ensure pupil awareness of expected behavior.

## ***CORPORAL PUNISHMENT***

CCS believes in a parent's right to administer a reasonable spanking to their children. It is taught in Scripture and is a necessary part of child training when started early and done in a spirit of love and concern. However, we believe that it is solely the responsibility of the parent.

## ***DISCIPLINE POLICY***

At CCS, it is our desire and purpose to build a solid foundation in each student, impart God-centered values, and help students develop their unique gifts and abilities. CCS has worked diligently to align ourselves with the guidelines provided in God's Word to parents regarding the raising of their children. This is done in order to provide consistency for the child between training received at home and training received at school. In the same spirit, CCS likewise assumes parents will direct and discipline their children accordingly. However, if parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize that CCS might not be the choice in education that best suits their needs.

As God-placed authorities in the lives of the children, both parents and CCS faculty and staff have the responsibility of disciplining the child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. The end result of this task is to prepare children to enter into and mature within the family of God, and to respond to Him with respect and obedience on the basis of the training they have received from their parents and God-placed authorities.

Discipline is administered in Christian love and for the purpose of instruction in wise behavior. Students, Teachers, Parents, and Administration all play a part in the discipline process.

## **Student's Role in Discipline**

During school hours and at other school-related and school-supervised functions, students are to respond to school faculty, staff, and volunteers with the same obedience and respect that is outlined by biblical standard for their response to their parents. Failure to maintain a biblical attitude of respect and obedience toward school authority, which is exhibited by improper behavior or violated standards, will result in disciplinary action appropriate to the violation.

The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Student conduct that works against school philosophy will not be condoned. The guidelines listed in this handbook are scripturally founded and outline sound Christian principles, appropriate standards of conduct, and common sense. Guidelines provide

boundaries for security and freedom. We expect that our students will respond with positive attitudes and conduct.

Students are instructed on appropriate behavior and are expected to immediately obey all instructions from any staff member at all times.

A Christian lifestyle should not and cannot be confined to the hours of the school day. It must be a consistent lifestyle and practice. Because student lifestyles reflect on the reputation of the school, the home, and most importantly are supposed to be a representation of a Christ-follower, the school will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities that are antagonistic to policies, goals, and character of the school. Disciplinary action may be taken regardless of where the event occurs. Standards of conduct and character extend to all school activities and events.

Attendance at CCS is a privilege, not a right, and that privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may withdraw any student at any time, who, in the opinion of the school, demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations of the school.

## **Parent's Role in Discipline**

Parents are given the Biblical responsibility of bringing children up in the knowledge of the Lord. We at CCS strive to support parents in this endeavor. We would ask in return that parents support our policies and procedures by:

- Praying for wisdom and discernment for teachers, administration, students, and themselves.
- Contacting the school using the Matthew 18 principle, should questions arise.
- Giving all parties involved the benefit of communicating details before drawing conclusions.
- We honor the role of the parent and seek to assist you as you “train up a child in the way he should go.”

## **Teacher's Role in Discipline**

“The teaching of the wise is the foundation of life, turning a man from the snares of death.” Proverbs 13:14

All teachers at CCS realize that they are a part of the training process, which leads a child into personal discipline. They understand the role they play in supporting you as a parent in disciplinary situations. They are in this ministry to teach students to be all God wants them to be. Teachers are expected to always be as fair and objective as possible when it comes to discipline.

In addition to teaching students and maintaining discipline in a classroom, we also expect our teachers to counsel students and pray with them, especially when a discipline problem indicates a spiritual problem.

The administration does not expect a teacher to call or write parents a note each day to let you know how your child is doing. We do expect them to contact you regularly and particularly to notify you of noteworthy issues. Parents are the primary stewards of students and we want to keep you informed.

## **Principal's Role in Discipline**

The Principal is responsible for seeing that the school rules are being carried out and classrooms are running smoothly with as little disruption as possible. The Principal is the final authority in making decisions in the area of disciplinary measures. If there is a question between the teacher and the parent about what action needs to be taken, it is up to the Principal to arbitrate. The Principal will also work in the area of counseling and praying with students either at the recommendation of the teacher or a simple request by student or parent.

Where discipline situations warrant, a discipline committee made up of a teacher(s), the Principal, and a board member(s) shall be formed. The decisions of this committee will be final.

## ***DISCIPLINE PROCEDURE***

Students will be carefully and thoroughly instructed pertaining to all school rules and procedures they are expected to obey. These rules are reviewed regularly so that each student fully understands what is expected of them.

Students are given warnings when they do not obey the rules. If the inappropriate behavior continues following the warning, the student will be disciplined appropriately and parents notified if deemed necessary by the teacher.

CCS reserves the right to question students (without their parents being present) who are suspected in or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant.

The following are consequences designed to correct a student's behavior:

**Verbal correction:** instructing the student on what is expected and offering suggestions for improvement.

**Dismissal from Class:** If a teacher finds it necessary to send a student from the classroom because of disrespectful or disruptive behavior; he/she is to report immediately to the school office with a referral from the teacher.

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**Demerits:** Students in 6<sup>th</sup> – 12<sup>th</sup> grade will be assessed discipline demerits according to their behavior. Accumulation of demerits corresponds to specific consequences – see Discipline Demerit section for details.

**Detentions:** are served on Tuesdays and Thursdays and may be issued for any single serious infraction or as a result of accrual of discipline demerits. Detention for students in Grades 1-5 will be from 7:15-8:00 a.m. Detention for students in Grades 6-12 is from 7:00-8:00 a.m. Both are assessed a \$5.00 detention fee. Detentions are not designed for the convenience of the student or parent schedule. They are to help deter inappropriate behavior. **Failure to serve a detention without just cause will result in an additional detention.** A second skipped detention will result in a four (4) hour Saturday school and a \$25.00 supervision fee. The only acceptable reason to reschedule a detention is a medical appointment that is verified by a doctor's note, and must be communicated in advance of the detention.

**Saturday School:** If a student is assigned Saturday School, it will be held on Saturday beginning at 8:00 a.m. to 10:00 a.m. (two hour school) or 12:00 p.m. (four hour school) completed with a \$25.00 supervision charge. Students must dress in school uniform. The penalty for missing a Saturday School is 5 demerits and a one-day In-School Suspension.

**School Suspensions:** Suspension is a serious penalty and should not be taken lightly by any student or parent. The school reserves the right to suspend any student for a serious infraction, or repeated violations of school rules resulting in accrual of discipline demerits. The assignment of suspension will be determined by the severity of the case and at the direction of the principal. CCS reserves the right to suspend or expel any student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While CCS has no control over activities by students off campus which are not school-sponsored, and does not supervise student conduct off campus which occurs during an activity which is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline including suspension or expulsion.

**NOTE:** Suspensions will generally take place the day following notification to the student and parents. Suspensions may be given for a period of one, three or five days.

Effects of Suspension:

- Zeros will be given in all subjects for each day of the suspension.
- All previously assigned classwork and homework assignments will be due the day the student returns from the suspension.

**Expulsion** – The school reserves the right to expel any student for a serious infraction, or repeated violations of school rules resulting in accrual of discipline demerits. When a student is expelled, a conference will be held with the principal, student, and the parent(s) to discuss the reasons for the expulsion. If necessary, in lieu of a conference,

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written notification will be sent to the parent(s). Parent(s) are responsible to pay the full tuition for the month in which the student is dismissed.

## **Elementary Discipline**

Every student is expected to follow the general rules of CCS and the specific individual classroom rules as outlined by each teacher. Each teacher has developed an age-appropriate system of consequences and rewards within their classrooms that is aligned with the philosophy of discipline held by the administration of CCS. Typically, teachers will provide warnings and assess small consequences up to detentions as deemed necessary. Further consideration of Saturday School, Suspensions, or Expulsion is at the discretion of the principal and is based on discipline records and referral from the teacher.

Parents will receive notice at least one day prior to the assigned detention or suspension. Parents must sign the discipline referral/detention form and return it to the teacher the following day.

Students who exhibit excellent behavior are rewarded by their teachers, and will be included in additional reward opportunities throughout the year.

## **Secondary Discipline**

An important element of equipping our middle and upper school students for life is providing boundaries, guidelines and accountability. This effort is intentionally focused on our young adults to help them develop personal responsibility and Christian leadership qualities. Discipline is administered in Christian love and for the purpose of instruction in wise behavior. "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Proverbs 10:17

### ***Meritorious Behavior Rewards***

Because we are all called to be excellent in our service toward Christ, it is expected that students will follow the rules and expectations set forth by the leadership of CCS. We do, however, recognize the need to reinforce and reward the positive behaviors of those students who show excellence in their performance.

Students who achieve this standard of excellence will be recognized throughout the school year in a variety of ways. Some examples of those rewards may include, but are not limited to: ice cream, casual days (no uniform), movie & popcorn, sporting event passes, etc.

Students who do not accrue any discipline demerits will be permitted to participate in the reward opportunities.

### ***Discipline Demerits***

The following are the categories for which discipline demerits will be assessed:

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➤ Class 1 Acts of Misconduct (One discipline demerit per infraction)

Class 1 acts of misconduct are those which interfere with the orderly operation of the classroom or school activities.

Immediate consequences are as follows:

1 <sup>st</sup> offense	Warning (and discipline demerit)
2 <sup>nd</sup> offense	Warning (and discipline demerit)
3 <sup>rd</sup> offense	Detention (and discipline demerit)
4 <sup>th</sup> offense	Saturday School as a 2 hour session (and discipline demerit)
5 <sup>th</sup> offense	Saturday School as a 4 hour session (and discipline demerit)

Examples include, but are not limited to:

- Classroom disruption.
- Disorderly behavior.
- Disrespect for other students.
- Unprepared for class – without pen, paper, books, etc.
- Passing or writing notes in class.
- Inappropriate public displays of affection.
- Gum chewing.
- Disobedience.
- Failure to return parent/guardian signature.
- Disregard or defiance of dress code.
- Failure to check out at dismissal.

➤ Class 2 Acts of Misconduct (Three to five discipline demerits per infraction)

Immediate consequences are as follows:

1 <sup>st</sup> offense	Detention (and discipline demerits)
2 <sup>nd</sup> offense	Saturday School – 2 hour session (and discipline demerits)
3 <sup>rd</sup> offense	One day In-School Suspension (and discipline demerits)
4 <sup>th</sup> offense	One to two days Out-of-School Suspension (and

discipline demerits)

Examples of Class 2 acts of misconduct include, but are not limited to:

- Use of the Lord's name in vain
- Disrespect of staff or faculty
- Direct disobedience
- Threats, intimidation or bullying
- Destruction of property
- Insubordination
- Use of prohibited electronic devices – i.e. cell phone, iPod, MP3, etc.
- Skipping class
- Leaving campus without permission
- Profane, obscene, or inflammatory language or gestures
- Possession of simulated weapon
- Association with unsanctioned groups (i.e. gangs)
- Careless driving on campus, at or in transit to school events
- Missing a detention
- Missing a Saturday School

➤ **Class 3 Acts of Misconduct (Ten or more discipline demerits per infraction)**

Class 3 acts of misconduct may be reported (if appropriate) to the proper law enforcement agency. Immediate consequences are as follows:

1st offense	One day In-School Suspension (and discipline demerits)
2 <sup>nd</sup> offense	Discipline will be determined by discipline demerit point total and associated consequences (see below)

Examples of Class 3 acts of misconduct include, but are not limited to:

- Honor offenses – (lying, cheating, plagiarism, stealing, deception, forgery) – zero credit will be given for any fraudulent work
- Use of tobacco in any form at any time
- Fighting or Assault
- Tampering with Safety Equipment

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- Gambling (making a wager or bet that involves the use of money, goods, services, or favors as payment)
- Endangerment
- Intentional reckless driving on campus or at or in transit to school events
- Class 4 Acts of Misconduct (Fifteen or more discipline demerits per infraction)

Class 4 acts of misconduct will result in immediate removal from school organizations, leadership positions and may be reported (if appropriate) to the proper law enforcement agency. Immediate consequences are as follows:

1st offense	Three day Out-of-School Suspension
2 <sup>nd</sup> offense	Probable expulsion

Examples of Class 4 acts of misconduct include, but are not limited to:

- Use of alcohol or drugs at any time
- Sexual Harassment (**see definition**)
- Racial Harassment
- Possession of or involvement in pornography
- Public indecent exposure
- Any criminal activity of a misdemeanor nature

## Definition Sexual Harassment

*Student-to-student, teacher-to-student, and/or student-to-teacher sexual harassment will not be tolerated in any form. The school prohibits any form of sexual impropriety or sexual violence. Both sexual harassment and sexual violence are unlawful and will be dealt with accordingly. Any student who believes he/she has been the victim of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or administration. Sexual harassment is defined as sexual advances and other forms of verbal, written or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, the following behaviors:*

- *Unwelcome statements of a sexual nature*
- *Unwelcome solicitation or pressure for sexual activity*
- *Intentional brushing against, patting, pinching, or unwanted physical contact, or blocking movements of another's body*
- *Suggestive or obscene letters, notes, invitations, phone calls, emails, text messages, derogatory comments, slurs jokes, or epithets*
- *Leering with sexual overtones, gestures, displays of sexually suggestive objects, posters, pictures, or cartoons*

*Students who feel they have been subjected to conduct of a harassing nature are encouraged to immediately report the matter to the administration. All complaints*

*will be promptly investigated. Students who observe conduct of a sexually harassing nature are expected to report the incident immediately. Every effort will be made to protect the privacy of the parties involved with any complaint. However, CCS reserves the right to fully investigate every complaint and to notify the student's parent/guardian and appropriate law enforcement officials as circumstances warrant.*

*It is against school policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.*

*When a school employee receives a complaint, he/she must immediately report the complaint to the administration. The principal will direct the investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. Any employee or student found to be responsible for sexual harassment will be subject to the appropriate disciplinary action up to and including expulsion or termination and the matter turned over to the appropriate law enforcement officials. The severity of the disciplinary action will be contingent upon the circumstances of the violation.*

Other forms of harassment, such as age, race, disability, gender, national origin, or marital status are also a violation of CCS' nondiscriminatory policy and will be dealt with in a similar manner.

## ➤ Class 5 Acts of Misconduct

The following acts of major misconduct may result in immediate expulsion from Community Christian School:

- Bringing a weapon, explosive, or firearm on campus or to any school sponsored event
- Threatening or bringing bodily harm to a faculty, staff member or administrator
- Possession of illegal drugs, alcohol, or tobacco on campus or at any school activity at any time
- Distribution or usage of prescription drugs not prescribed to the student
- Involvement in sexual immorality while enrolled at CCS
- Any involvement with illegal drugs
- Any criminal activity of a felony nature

Parents who do not adhere to or cooperate with the philosophy of Christian education and our discipline system as agreed upon by signing the Parent Statement of Cooperation on the admissions application

Any student who is involved in or suspected of being involved in any Class 3, 4 or 5 violations of school policy will be dealt with in the following manner:

- Student will be immediately removed from class for a conference with the school administration

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- Parents will be notified of the results of the conference
- Students may be subject to suspension from school pending the completion of the investigation
- The case will be reviewed by the administration and school board for final decision

## ***Accumulation of Discipline Demerits***

Accrual of discipline demerits is cumulative throughout the school year. Students begin each new school year with zero discipline demerits. Discipline demerits may not be removed once a student has progressed past 3 demerits. If a student has 3 or fewer discipline demerits at the semester break, the demerits will be removed. Consequences for discipline demerit accrual are as follows:

- **Level 1** - The accumulation of 5 discipline demerits will result in a discipline referral letter sent to parents and placed in student record

The accumulation of 10 discipline demerits will result in a conference with administration, and a discipline referral letter sent to parents and placed in student record. Additionally, the student will serve one Saturday School 4 hour session with \$25.00 fee

- **Level 2** - The accumulation of 15 discipline demerits will result in a joint conference with student, parents, and administration, and a discipline referral letter in student file. Additionally, the student will serve a Three day Out-of-School Suspension.
- **Level 3** - The accumulation of 20 discipline demerits will result in a joint conference with student, parents, and administration, and a discipline referral letter in student file. Additionally, the student will serve a Five day Out-of-School Suspension.
- **Level 4** - The accumulation of 25 discipline demerits will result in joint conference with student, parents, and administration to discuss probable expulsion.

Students who reach Level 4 (accumulation of 20 – 24 discipline demerits) are not automatically accepted for the following school year. Level 4 students must interview with administration and staff before final acceptance for the next school year is granted. If the student is denied admission, he/she may reapply after one full CCS school calendar year.

## ***UNIFORM DRESS CODE***

The leadership of CCS believes that developing Christian character includes being disciplined in all areas, including proper dress and general appearance. We believe that these aspects can and do have a direct effect on the demeanor and conduct of our students. Student appearance should reflect the highest standards of a Christian school environment.

We believe that it is the parents' responsibility to enforce the school dress code and hair standards. Please make sure you are familiar with these standards and help your

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student comply. Additionally, parents are asked to follow these guidelines themselves and dress modestly when on campus or at school events, activities or functions. We are living examples to our children.

When a student is observed by a school employee to be in violation of the uniform dress code, the student will be sent to the office to remedy the situation. The parents or legal guardian will be called for those violations that cannot be easily remedied, and student will be held out of class until the violation is resolved. Since this obviously can present a greater hardship on the parents or guardian, parents are urged to supervise their child's appearance on a daily basis. The student will be assessed discipline demerits accordingly, and their absence from class will be considered unexcused.

If a student is judged in noncompliance, complaints or arguments based on what other students are wearing will not be acceptable. It is the student alone and his/her parents or guardians who are responsible for proper dress consistent with the spirit and word of the dress code.

**NOTE:** Low-rider pants are not acceptable and belts must be worn. Uniforms that are stained or frayed are not acceptable and must be replaced.

All CCS uniform items must be purchased through our exclusive provider.

## **School Time Uniforms**

4185 West New Haven Avenue,

Melbourne, FL 32904

Phone: (321)723-3223

[www.schooltimeuniforms.com](http://www.schooltimeuniforms.com)

## **Kindergarten**

Kindergarten students may wear the CCS P.E. uniform every day – grey CCS P.E. shirt and blue CCS P.E. shorts – CCS P.E. sweats are acceptable during cooler weather. If they wish to wear the khaki bottoms and CCS polo shirt, they may do so on any day.

## **1st through 5th Graders**

**Girls:** CCS royal blue, white, or gold polo shirts; khaki shorts, skorts or pants.

**Boys:** CCS royal blue, white, or gold polo shirts; khaki shorts or pants.

**Chapel Dress Code:** CCS polo; Boys must wear pants; girls must wear a skort or long pants during cooler weather.

**P.E. Dress Code:** P.E. shorts; P.E. shirt, sweat pants and/or sweat shirt.

## **6th through 12th Graders**

**Girls:** CCS royal blue, white, or gold polo shirts; khaki capris, shorts, skort, or pants.

**Boys:** CCS royal blue, white, or gold polo shirts; khaki shorts or pants.

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**Chapel Dress Code:** CCS polo; Boys must wear pants; girls must wear a skirt or long pants.

**P.E. Dress Code:** P.E. shorts; P.E. shirt, sweat pants or sweat shirt.

**Please label all uniform articles with your child's name.** Any clothing left unattended and not claimed by the end of each day will be placed in the "Lost & Found" outside the office. "Lost & Found" is donated monthly to a local thrift shop.

CCS students have the responsibility to dress neatly and to be clean and well groomed. Students must be in uniform while on campus or participating in any CCS activity. Changing for study hall, sports, etc. will not be permitted.

**The following guidelines apply to all students:**

## Hair

**Boys** must have a neatly trimmed haircut. Hair must not extend below the polo collar, below the ear, or below the eyebrows. Sideburns may not extend below the bottom of the ear. Shaved or partially shaved hairstyles with longer hair hanging over the shaved areas are not acceptable. Students are to be clean-shaven with no facial hair – beards, mustaches, and "5-o'clock shadows" are not acceptable.

**Girls** must wear their hair in a style that is traditional in style and does not obstruct vision or hinder participation in the learning process.

Extreme, disruptive, and distracting colors or non-traditional hairstyles are to be avoided by all. Students will be sent home until their hair is returned to the natural color and acceptable style is achieved.

Administration reserves the right to require a student to get a haircut as deemed necessary.

## Jewelry

Boys and girls may wear appropriate, but not overstated, jewelry in moderation.

**Boys:** Acceptable Jewelry

Bracelets and necklaces

Watch and ring

**Girls:** Acceptable Jewelry

Bracelets and necklaces

**Boys:** Unacceptable Jewelry

Earrings

Body piercing

Bracelets/armbands with studs

Anything Anti-Christian in nature

**Girls:** Unacceptable Jewelry

More than 2 earrings per ear

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Watch and ring

No more than 2 earrings per ear

Body piercing

Bracelets/armbands with studs

Overstated earrings

Anything Anti-Christian in nature

## Tattoos

Neither real nor transfer-style tattoos are acceptable for either boys or girls. If a student has a tattoo of any kind, it may not be visible during school hours or at school events, activities or functions.

## Make-up

Elementary students may not wear make-up. Girls in 6<sup>th</sup> – 12<sup>th</sup> grades may wear make-up in moderation and in an inconspicuous manner. Make-up that is not applied in moderation will be considered inappropriate and the student will be required to remove it. Boys may not wear make-up at school or at any CCS sponsored event, activity, or function.

## Hats

Hats are not to be worn in the building. Scarves worn as headbands are not permitted. Athletic sweatbands or any other head covering including skullcaps may not be worn. If hats, scarves, headbands, or skullcaps are worn during special activities or any CCS function or event, they must be free of logos, pictures, or text that is contrary to the Christian example we are to set for others. Logos, pictures or text that is deemed inappropriate by administration may not be worn – i.e. no graphic anatomy or ambiguous references that can be misconstrued as non-Christian in nature.

## Acceptable Clothing

All uniform items must be purchased from the approved provider – School Time Uniforms.

Shirts must be in good condition, fit properly, and **must be long enough to remain tucked in when arms are fully extended above the head**. Shirts must be tucked in – not folded over

Adolescent girls (5<sup>th</sup> grade and up) must wear t-shirts, tank-type shirts, or bras under their polo and P.E. shirts.

All pants must fit properly – not too tight or too loose and must be worn fitted at the waist.

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Girls shorts and skorts may not be any shorter than 3 inches above the top of the kneecap

Boys shorts may not be any longer than the middle of the kneecap

Girls may wear tights with under their uniform skorts during cold weather; however, the tights must be of a solid neutral color – i.e. white or beige

Belts must be worn through the belt-loops

CCS jackets and sweatshirts may be purchased from School Time uniforms and worn in the classroom at any time. Students may otherwise wear a generic blue or white buttoned or zippered sweater in class (sweaters may not have logos or any other adornment, nor any hood)

On jeans days, plain, traditional 4- or 5- pocket denim jeans that fit properly are approved – no baggy/no skin-tight jeans. Jeans must have back pockets, but may not have additional cargo pockets on the legs

Shoes must be clean, closed-toe, closed-heel style athletic or canvas shoes. They must be properly laced and tightened.

Christian T-Shirts worn for special days must be obviously Christian in design, pictures, and wording. Logos, pictures or text that is deemed inappropriate by administration may not be worn – i.e. no graphic anatomy or ambiguous references that can be misconstrued as non-Christian in nature or are not obviously Christian in design

Students must wear a P.E. uniform or appropriate team attire during P.E. and all sports practices

## **Inappropriate Clothing**

Shirts, pants, and P.E. attire not purchased from School Time Uniforms.

Extra wide legged, baggy, low-hanging, deep pocket, cargo, painters or carpenter jeans; jeans with holes, tears, or frayed, or any other pants that do not comply with our standards – i.e. Hip-Hugger style, Skinny Jeans, etc. Students are expected to wear their pants at their waist without sagging or drooping that would allow their underwear to be showing – even if their shirt is tucked in over the underwear.

Sandals, flip-flops, beach-wear, or clog-style shoes.

Chains (other than tasteful necklaces) are not allowed to be worn in any way – no dog chain style necklaces, bracelets, or any other chains hanging from clothing.

Armbands of any type.

Studded or biker-style accessories, including belts, bracelets or neckbands.

Clothing or accessories with offensive slogans, writing of any kind, or pictures – i.e. no skulls on belts, shoes, etc.

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Any sweatshirts, jackets, etc. that have slogans other than approved CCS logo wear – i.e. no college sweatshirts, team shirts, etc.

Any clothing, such as spaghetti straps, tight-fitting, midriff-revealing, or sexually suggestive items are not to be worn to school or school activities, events, or functions (school dances, sporting events, award programs, fine arts programs, etc.).

## **Extracurricular Dress Code**

When students attend a school-sponsored event, whether on or off campus, they are expected to show discretion and Christian modesty in their choice of dress, knowing that they first represent our Lord Jesus Christ and second represent CCS. If necessary, a student may be asked to leave the activity if immodestly or inappropriately dressed and will be assessed discipline demerits accordingly.

## ***RANDOM SEARCHES***

Any member of the CCS staff has the right to search a student's backpack, locker, purse or any other type of concealment at any time for any reason. Refusal to comply with a search may result in suspension or expulsion.

## ***SPORTS AND FINE ARTS PARTICIPATION POLICY***

Sports and Fine Arts are an instrumental channel for fostering Christian character and a disciplined lifestyle. We are pleased to have an ever-growing and improving Sports and Fine Arts program. We feel that these activities should revolve around the following characteristics in order to glorify God in our programs.

## **Character**

Athletics and Fine Arts provide an opportunity to develop Christian Character. These activities can help develop and strengthen various character qualities - for instance; patience, kindness, faithfulness, humility, self-control, and endurance.

## **Witness**

We believe that our athletes, artists, fans and coaches should be a witness for our Lord Jesus Christ both on and off the field and stage. Our most effective witness is our attitudes. We believe there should be a distinct difference in the attitude of our students.

## **Quality Programs**

It is our goal to provide a variety of quality athletic and fine arts programs for student participation.

## **Support**

In order for these programs to be successful, we need a support system from our coaches, parents, faculty and staff. We believe that parental involvement is invaluable to the success of our programs.

## **Sports**

Each sport will involve tryouts with regularly scheduled practices. Practice and game schedules will be provided at the beginning of each season. A participation fee is required for each sport and will be applied toward equipment, uniforms and/or awards. All uniforms must be returned before a student may participate in the next upcoming sports program. Report cards and EagleWeb access will be withheld if the uniforms are not returned.

We are members of the Florida High School Activities Association (FHSAA). Every Junior and Senior High student who participates in a sport is required to have a current physical. These are mandatory and may be turned in to the coach at the first scheduled practice.

## **Eligibility**

Elementary students are eligible to participate in sports or fine art activities if they:

Have a "C" or better grade in each subject for which the student was enrolled in during the marking period prior to entering a program. If a student has one "D" or "F" in any subject at the end of a marking period, the student enters a probation period. This means that they may practice but cannot play in games. By contacting their teacher and requesting assistance in prescribing a study plan, the student can be reassessed weekly to obtain player eligibility. If a student has 2 or more "D"'s or "F"'s in any subject at the end of a marking period, the student loses eligibility to participate in the sport in which they are involved at that time. If the student raises their grades to "C"'s or higher, they may regain their player eligibility. A student may be reassessed weekly to regain player eligibility.

Demonstrate good conduct ("S" or better in each subject) during the marking period prior to entering a program.

Demonstrate an overall exemplary Christian lifestyle.

Junior/Senior High students are eligible for a sport or fine art activity if they:

Maintain a cumulative point average of at least 2.5 in core classes, which is to be evaluated on a weekly basis within a semester.

Have a good conduct grade (S- or better) during the marking period.

Demonstrate an overall exemplary Christian lifestyle.

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All students who meet these criteria will be required to obtain an activity permission slip from the school office when tryouts are announced and obtain approval signatures from parents, teachers and the Principal.

Please remember that our sports and fine arts programs are an added benefit. The students are given the privilege to participate. We feel that these activities are a vital part of the education process and we want all who are eligible to participate, but not at the expense of their academia.

## ***GRADING AND REPORT CARDS***

Progress reports and reports cards can be viewed through the parent screen on EagleWeb. This function on EagleWeb allows you to check your student's progress on a day-to-day basis. We strongly suggest that you do so regularly so that there are no surprises when the midterm and final report cards are printed. There will be only 2 printed copies of student grades throughout the school year – one at midterm and the final report card. Parents must sign and return the designated slip to indicate that you have received these printed reports.

The faculty and staff at CCS are committed to help your student succeed. The best recipe for success is to communicate regularly and utilize EagleWeb effectively to keep up with your student's progress.

Every student in 1st through 10th grades takes the Stanford Achievement Test. The results of this test provide our school with important evaluative information that helps us improve our academic program. This information is not used in consideration of promotion of a student to the next grade level. Each student will be provided a copy of their results as soon as they arrive from the scoring agency.

<b>GRADE LEVEL</b>	<b>SCORE</b>	<b>LEGEND</b>
Kindergarten:	S	<b>Satisfactory</b>
	U	<b>Unsatisfactory</b>
	N	<b>Needs Improvement</b>
	NR	<b>Not Ready</b>

<b>GRADE LEVEL</b> Academic Subjects	<b>LETTER SCORE</b>	<b>NUMERICAL RANGE SCORE</b>
1-12	A+	<b>99 – 100</b>
	A	<b>93 – 98</b>
	A-	<b>90 – 92</b>
	B+	<b>87 – 89</b>

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	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	0 – 59
	I	INCOMPLETE

**NOTE:** An “I” (incomplete) must be made up no later than the next mid-marking period. Failure to do so may result in an “F” for the missing assignments and the overall grade will be averaged.

## ***Final Report Card Distribution***

At the end of the school year, final report cards will be available for pick-up in the school office on the Wednesday following the last day of school. Family account balances must be paid in full – this includes tuition and any additional fees such as sports, daycare, library fines, etc.; any library and non-consumable books must be turned in to the teachers, all sports uniforms returned, and fine arts materials (i.e. costumes, instruments, etc.) returned before a report card and/or transcript will be released.

## ***PROMOTION/RETENTION***

Teacher input, classroom performance, the attainment of necessary skills, maturity level, and achievement are used in determining student promotion. Students will be promoted to the next grade level unless the child is working below grade level expectations socially, emotionally, and/or academically. Discussion with the parent of a potential retention situation will occur by the end of the third marking period. Final decisions are made by the teacher and administration.

## ***AWARDS***

Awards for achievement and academic excellence are presented throughout the year. Merit awards recognize those who excel in some pursuit of school life.

## **Honor Roll**

Honor Roll is determined quarterly based on the following criteria.

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Students must have A's or B's in all classes in order to be eligible – any C automatically disqualifies them from the Honor Roll

Any student with an “N” or “U” in the Conduct Section of the Report Card are not eligible

Any student who has served more than one (1) detention in a semester is not eligible

## **“4.0” Honor Roll**

Students will be placed on the “A+” Honor Roll if they have all A's for the grading period.

## **“A” Honor Roll**

Students will be placed on the “A” Honor Roll if they obtain a quarterly grade point average of 3.7 to 3.99.

## **“B” Honor Roll**

Students will be placed on the “B” Honor Roll if they obtain a quarterly grade point average of 3.0 to 3.6.

## ***JR/SR HIGH POLICIES***

As our students move into the middle and upper school grades, the following guidelines have been established to help them develop responsible habits and make wise academic choices as they set the stage for their life beyond CCS.

### **Late Work**

Students, with teacher approval, may turn in assigned work after a given date for the following reasons:

- Student illness
- Family illness involving hospitalization
- A severe emergency (car accident, death in the family, etc.)
- Prearranged excused absences

Students may not turn work in late for any other reason. All missed work will be assigned a grade of zero. No extra credit may be given for the purpose of making up this grade.

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## **Semester Grades and Exams**

A semester grade will be recorded by combining the grades of the two prior grading periods and a final exam. Administration will schedule these exams in approximately the last five days of each semester.

## **Student Driving/Parking Guidelines**

Students possessing a valid driver's license are welcome to drive to and from school under the following guidelines:

- Students will park in Crane Field parking lot along the basketball court.
- Students may not drive their cars on or off school property until school is dismissed at the end of the day or they leave for college classes.
- CCS assumes no responsibility for off-campus ride sharing, student car-pooling and after-school student agenda. (Students who ride together against their parents' wishes must be dealt with by their parents.)

## **Lockers**

Students may be assigned a locker for the duration of the school year under the following conditions:

- Students and parents must sign a statement of cooperation.
- Students must purchase their own master lock and provide the opening combination to the Jr/Sr High Coordinator.
- Students may not mark lockers or use any type of adhesive on the locker surface.
- Students must keep their lockers locked at all times.
- CCS staff members may search a student's locker at any time.
- Students who "move into" an empty locker without authorization may find the locker cleaned out with the contents discarded. Items discarded will need to be replaced at the cost of the student or parent.
- Lockers that have been found to be damaged more than the normal course of wear and tear will be at the expense of the parent. The cost of replacement will be \$150, regardless of the extent of damage.

## **Backpacks**

Students may use backpacks in compliance with the following conditions:

- They shall conform, inside and outside, to all school rules and overall decorum.
- They shall not bear any graphics, which do not conform to the school's purpose and mission.

- They shall not be carried, at lunchtime, into the lunchroom.
- CCS faculty, staff, or administration may search any student's backpack at any time.

## **Parent Teacher Conferences**

Parent-teacher conferences are mandatory after the first quarter and encouraged at other times thereafter. If you desire a conference, please call the office or email teacher and they will schedule it for your and/or leave a message for that the teacher.

In consideration of the great demands placed on teachers, we would ask that parents not engage teachers in discussion at times when their attention needs to be on their class. Teachers will not be free to confer with a parent before school in the morning unless previously arranged. Discussion of student progress is not appropriate at drop-off or pick-up times.

## **Homework Assignments**

Homework is required and assigned when necessary by the teacher. Our teachers desire to lead students toward efficient study habits and the satisfaction of meaningful work. Homework is assigned in order to build, to practice and to apply skills. It is considered an integral part of the learning process. Homework assignments for all grade levels are posted on EagleWeb and are updated regularly.

To maintain effective teacher/parent communication and monitoring, some teachers may additionally require a spiral bound "assignment" pad. It must be signed by the parent/guardian to confirm that the homework has been completed.

A "completed work folder" will be maintained in all elementary grades for transporting home completed assignments, tests, etc. Upon receipt of the folder, the parent will sign the "School Papers Received" sheet and return the folder to the teacher on the next school day. This is an effective tool and may be assigned to secondary students who require additional organizational assistance.

## **Academic Success Policy**

The following outlines the guidelines by which a student will pass or fail a class:

In order to pass Bible or any other core academic subject, students must complete the course with a 2.0 average. The final grade will be calculated by averaging the 1<sup>st</sup> and 2<sup>nd</sup> semester grades.

Should a student fail to achieve the 2.0 average, they will be given the opportunity to attend and pass an equivalent level summer school course with a grade of 90% or better. Upon completion, the student must present an official transcript or report card that indicates their grade. The summer school grade will then be averaged with the grade on record for the year; this new average will replace the failing grade on the student's transcript.

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Should the student not pass the class at the required level, or decline to comply with the summer school requirement, **that student will be retained in the grade level just completed.** If a student fails more than 1 class, Bible or any other core academic subject, that student will automatically be retained.

In some cases, a student may pass a given course with the required 2.0 average; however, the student may have experienced significant challenges throughout the year. In that case, the principal and teachers may require the student to take a remedial summer school course in order to ensure their academic success in the upcoming school year.

## **Class Withdrawal**

Any juniors or seniors who find it necessary to drop a class from their schedule must do so before the completion of the first week. The student may withdraw during this time without academic penalty. Withdrawal from a class after that time will result in a "O" and a "W" which will be recorded on the student's permanent transcript and report card. The student must also transfer from the dropped class into an approved alternative course and is responsible for making up any missed work from the beginning of that class.

## ***HOME SCHOOL SATELLITE PROGRAM POLICY***

Many Christian families have chosen the home school option as the best fit for the educational needs of their children. CCS recognizes that those same families may have the need for a supplemental option to what they can provide in the traditional home school setting. It is with this in mind that the home school satellite program was developed.

## **Academic Involvement Policy**

For grades six and above, course participation is offered to home school students on a space-available\* basis. Normal CCS admission procedures must be followed, including application completion, payment of non-refundable registration fee, and a per class enrollment fee. Participation is limited to three, one-credit courses per student per school year – this includes academic and elective courses. Participants will be expected to adhere to all school policies, including uniforms.

Registration Fee ( <b>non-refundable</b> )	\$100
Junior High per Class Annual Enrollment Fee	\$625
Senior High per Class Annual Enrollment Fee	\$660

## **Extracurricular Involvement Policy**

Sports and other extracurricular activities are an integral part of the CCS educational program. Home school students are invited to participate in these activities as space permits.

Students must meet the following requirements when participating in any of the sports programs offered by CCS:

Meet the CCS academic success policy requirements for sports participation

Payment of the per-sport participation fee

Complete the standard FHSAA or league processing forms necessary

Provide current annual physical

Students may participate in drama and music productions, as space permits – determined by the CCS drama and/or music director. Home school students who are selected for a production or special team are responsible for the payment of any additional participation fee as determined by the CCS drama director, music director, and the CCS Administration. Productions may require attendance in a specific elective class with appropriate enrollment fees and the fulfillment of home school admission policies.

**NOTE:** "Space permits"= Home school students may only enroll in classes with 18 students or less, with a maximum of 20 students total per class including homeschoolers.

## ***SCIENCE FAIR***

Students in Third through Fifth Grades are required to complete a Science Fair project during the year. Elementary students participate in a school fair, usually held in March. Students who receive a first place ribbon also compete in the Brevard County Elementary Science Fair held in April.

## ***SCHOOL LIBRARY***

The CCS Library is available for students. Notices will be sent to parents whose child has checked out a book from the school library and become past due by one month. Students are responsible for returning books on time or paying the replacement cost. EagleWeb access, report cards and progress reports for each grading period will be withheld until books are returned or fines are paid.

## ***FIELD TRIPS***

Field trips are meant to have an educational value and serve as an off-campus lab experience. Students are to understand that attendance on field trips is a privilege and as such is accompanied by the responsibility of representing the Lord and CCS in a very positive manner. The same policies that apply to the school and classroom behavior

also apply to students when on field trip. This privilege may be revoked if the student is not prepared for the trip or does not comply with school policies. Some trips may have specific guidelines that must be followed in addition to those outlined in the school handbook. Students who have been assigned an out-of-school suspension will not be allowed to participate.

The classroom teacher will send home a field trip permission form. This form must be completely filled out, signed by the parent or legal guardian, dated, and returned to the school prior to the field trip. The school cannot accept letters stating that the child may go on a field trip. If the parent or guardian does not sign the school-supplied permission slip, the school will not permit the child to participate in the activity. Phone calls will not be accepted in lieu of the permission slip.

Parents may choose for their child to not participate in a particular field trip or activity. If this is the case, the student will not be academically penalized for non-participation, but he/she is not excused from school during the time of the field trip unless approved by the principal. A child not attending the field trip for any reason must remain at CCS to complete assignments left by the teacher.

## **Chaperone Guidelines**

- It is important that all volunteers realize that they are acting as Christian role models for our students. Please be a positive example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only students who are enrolled in the class or activity may go on the field trip. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility of each volunteer is to the students being supervised.
- Chaperones are responsible for the supervision of those students assigned to them.
- Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Chaperones should know exactly which and how many students are in their group and count them several times during the trip. They should be sure all students are present before moving from one place to another.
- Chaperones should hold students under their supervision to the standards set forth by the school – any discipline issues should be handled immediately and the lead teacher notified.
- Each chaperone will receive a copy of these guidelines prior to their field trip. The chaperone must sign and return a chaperone commitment form at least one day prior to the field trip.

- CCS and its staff reserve the right to relieve a chaperone of their duties and those children assigned to their care at any time deemed necessary by the CCS staff member in charge.

## ***TRANSPORTATION***

CCS does not provide bus transportation to school. Parents are encouraged to use the school directory information found in EagleWeb to identify other families who live near them and form carpools.

## ***WEATHER***

The school has a Weather Radio Alert System, which notifies us of approaching dangerous weather. In the case of a tornado or other severe weather, please listen to local radio/TV stations. If school dismissal is in question, you may call the office for an update on the answering machine.

In the case of bad weather or hurricane-related closures, Community Christian School will be following the public school decisions for opening or closing classes for the day. If the public schools announce an early dismissal, please call CCS for verification that we will be following their mandate. Information will be posted on the answering machine and on EagleWeb in those cases of extended school closure.

## ***LOST AND FOUND***

Parents are urged to check the Lost & Found if they find that their child is missing anything. All clothing and articles, which are found and not marked, will be placed in the Lost and Found area. Everything not claimed by the end of each month will be donated to a worthy cause, or permanently discarded. School-owned textbooks will be returned to the appropriate teacher.

**NOTE:** *The school assumes no responsibility for articles left lying about the building or improperly stored (i.e. on top of lockers). Students should keep their lockers locked.*

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## **CALENDARS 2009-2010 SCHOOL YEAR**

Many activities are scheduled throughout the school year and will be maintained for your reference on EagleWeb site. The following printed calendar highlights school significant events scheduled for this calendar year. Please note these dates may be subject to change.

### **2009-2010 School Calendar (FALL Semester)**

Aug. 06	Thursday	Orientation at 6:30 p.m.	MANDATORY
Aug. 10	Monday	<b>School Begins</b>	
Sept. 07	Monday	School Out – Labor Day	Hurricane Make-up Day (if needed)
Sept. 11	Friday	Individual Student and Staff Pictures	School Uniform
Sept. 23	Thursday	See you at the Pole Chapel 8:30 a.m.	
Oct. 09	Friday	ASVAB Testing	10 <sup>th</sup> Grade students
Oct. 12	Monday	Columbus Day – School In Session	Hurricane Make-up Day (if needed)
Oct. 14	Wednesday	Report Cards Available Online	
Oct. 17	Saturday	PSAT Testing – 8:00 a.m. CCS Family Fellowship at Wickham Park 4:30 p.m.	
Nov. 11	Wednesday	Veteran’s Day – School in Session	Hurricane Make-up Day (if needed)
Nov.20	Friday	Fall Sports Teams, Class Group, and Club Photos	Wear CCS Uniform, Bring Sports uniform and/or Club Shirts
Nov. 23-27	Mon. – Fri.	No School – Thanksgiving Holiday	
Dec. 07–11	Mon. – Fri.	Winter Book Fair	Scholastic Book Fair
Dec. 18	Friday	1 PM Dismissal – NO AFTERCARE	<b>First Semester Ends</b>
Dec. 21- Jan. 01	Mon. – Fri.	Christmas Vacation	
		<b>Calendar subject to change</b>	

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## 2009-2010 School Calendar (SPRING Semester)

Jan. 04	Monday	Teacher Workday	Student Holiday
Jan. 05	Tuesday	<b>School Resumes</b>	
Jan. 06	Wednesday	1 <sup>st</sup> Semester Report Cards Issued	
Feb. 05	Friday	Open House	5:00PM – 8:30PM
Feb. 08-12	Mon. –Fri.	Homecoming Week	
Feb. 15	Monday	President's Day School in Session	Hurricane Make-up Day (if needed)
March 7	Saturday	CCS Family Fellowship at Wickham Park – 4:30 p.m.	
March 8-12	Mon. – Fri.	Spring Book Fair	Scholastic Book Fair – Family Night March 11
March 10	Wednesday	Report Cards Available Online	
March 18	Thursday	CCS Science/Art Fair Awards.	
March 20	Saturday	CCS Family Fellowship at Wickham Park.	Starts 4:30 p.m.
March 29– April 02	Mon.-Fri.	Spring Break	
April 12 - 16	Mon. – Fri.	SAT Testing Spiritual Development Week	1 <sup>st</sup> – 10 <sup>th</sup> Grades
April 29	Thursday	Brevard County Science/Art Fair Awards	At Melbourne Auditorium
May 01	Saturday	Open House and Family Fun	
May 07	Friday	AP Exams	
May 10	Monday	Early Registration Deadline	
May 20	Thursday	High School Graduation	
May 21	Friday	<b>Last day of school</b>	1PM Dismissal NO AFTERCARE
May 26	Wednesday	Final Report Cards Available for Pickup	
		<b>Calendar subject to change.</b>	