



# **PARENT-STUDENT HANDBOOK 2017-2018**

Revised January 2017

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## **HANDBOOK PREFACE**

Welcome to the new school year! The purpose of this handbook is to describe the policies and procedures that govern the day to day operation of the school. These policies are designed to allow us to have a safe, orderly, and productive learning environment.

Although these details are important, they are less important than the relationships of trust among the parents, faculty, students, and the Lord, that are at the heart of our school community. We are looking forward to a year of blessing and growth as we work together to fulfill our responsibilities in educating our children. We encourage you to pray daily for the students, families, faculty, and staff of CCS. Please contact the faculty or administration if you have any questions.

The policies and procedures contained herein may be updated and revised at any time. When a policy and/or procedure in this handbook changes, the CCS administration will update the handbook at the CCS school website.

For additional information regarding events and policies of Community Christian School go to [www.ccs-chargers.org](http://www.ccs-chargers.org).

## **THE COMMUNITY CHRISTIAN SCHOOL STATEMENT OF FAITH**

*Both parents or legal guardians with legal authority over the education of a student enrolled at CCS must support instruction and student discipleship in these foundational beliefs.*

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The following Statement of Faith is a summary of the foundational beliefs underlying the purposes and instruction of Community Christian School. Each of the Corporation's directors and officers and each of the school's principals, assistant principals, and teaching faculty are required to profess the Statement of Faith.

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### **GOD**

There is one true, holy God, externally existing in three persons: Father, Son, and Holy Spirit. In the beginning, God created out of nothing the world and everything in it, thus manifesting His power, wisdom, and goodness. By His sovereign power, He continues to sustain His creation. By His providence, He is operating through history to fulfill His redemptive purposes.

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### **JESUS CHRIST**

Jesus Christ is the second person of the Trinity, who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of His people by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven and sits at the right hand of the Father, where He continually makes intercession for His own, and where He rules as Lord forever. Through His atoning work, believers are received into eternal communion with God.

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### **THE HOLY SPIRIT**

The fruit of a saving relationship with Jesus Christ is a life of obedience, made possible for believers through the indwelling of the Holy Spirit. He awakens in sinners a recognition of their need of a Savior. He permanently indwells every believer and is their source of assurance, strength, and wisdom and He uniquely endows each believer with gifts for the building of the body. The Holy Spirit guides believers in understanding and applying the Scripture.

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### **SALVATION**

The central purpose of God's revelation in Scripture is to call all people into fellowship with Himself. Originally created to have fellowship with God, man defied God and suffered the corruption of his nature, alienating himself from God and his fellowmen. All of mankind have sinned and suffer these consequences of sin, and thus are in need of the saving grace of God. The salvation of mankind is a work of God's free grace, not the result, in whole or in part, of human works or goodness. It must be personally appropriated by repentance and faith.

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## THE CHURCH

All believers are members of Christ's body, the church. There is one true church universal, consisting of all those who acknowledge Jesus Christ as Savior and Lord, and the purpose of which is to glorify God.

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## THE BIBLE

The Bible is the true and infallible Word of God and the unique and final authority on all matters of faith and practice.

## COMMUNITY CHRISTIAN SCHOOL COMMUNITY COVENANT

### PREFACE

Community Christian School (CCS) is a Pre-K-12 institution of learning, and a rigorous academic community that takes seriously the life of the mind and the spirit. This description, however, does not exhaust the school's understanding of itself. Our community is made up of Christians who, according to the school's motto, are dedicated to "teaching children to see the world through the eyes of Christ."

These features in combination mean Community Christian School is a complex Christian community of living, learning, and serving that cannot be reduced to a simple, singular model. For example, while the school is not a church, it is yet a community of Christians who seek to live according to biblical standards laid down by Jesus Christ for his body, the church. Or again, while the school is not a religious order, it yet demonstrates some features that are similar to religious orders, communities wherein, for the sake of fulfilling the community's purposes, its members voluntarily enter into a social compact. At CCS we call this social compact our Community Covenant.

For Community Christian School's Community Covenant to serve its stated purpose, it is crucial that each member of the school family understands it clearly and embraces it sincerely. In joining this covenant we are, before the Lord, joining in a compact with other members of the CCS community. If we do not wish to live under the provisions of this compact, we should not agree to it. But if we do agree to it, it should be with the full intention of living with integrity under its provisions.

### OUR COMMUNITY COVENANT

The goal of community life at Community Christian is to live, learn, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information; it is to work in cooperation with the home to develop whole persons who will build the church, benefit society worldwide, and "answer the call of God whenever it comes, whenever it leads, and whatever it costs." Along with the privileges and blessings of membership in such a community come responsibilities. The members of the CCS community take these responsibilities delineated in the Bible seriously. Community Christian School affirms the Holy Bible is the inerrant Word of God, and is the final authority for faith and practice.

"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work."

— 2 Timothy 3:16-17 ESV

"[M]an lives by every word that comes from the mouth of the Lord."

— Deuteronomy 8:3b ESV

"For no prophecy was ever produced by the will of man, but men spoke from God as they were carried along by the Holy Spirit."

— 2 Peter 1:21 ESV

"[B]eing careful to do according to all the law that Moses my servant commanded you. Do not turn from it to the right or the left, that you may have good success wherever you go. This Book of the Law shall not depart from your mouth, but you shall meditate upon it day and night, so that you may be careful to do according to all that is written in it.

— Joshua 1:7b-8a ESV

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "You shall love the Lord your God with all your heart and with all your soul and with all your mind," and, "You shall love your neighbor as yourself" (Matt. 22:37-40 ESV). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's Word. Acknowledging our dependence on the power and grace of the Holy Spirit, the members of the CCS community humbly covenant to live according to this ideal.

The purposes of this school board approved community covenant are as follows:

- to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth.
- to integrate our lives around Christian principles and devotion to Jesus Christ.
- to encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

## AFFIRMING BIBLICAL STANDARDS

We desire to build this Community Covenant on basic biblical standards for godly Christian character and behavior as interpreted by CCS in its exclusive judgment. We understand that our calling includes the following:

- The call to acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17);
- The call to love God with our whole being, including our minds, and to love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12);
- The call to pursue holiness in every aspect of our thought and behavior (2 Cor. 7:1; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16);
- The call to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting ourselves to one another (1 Pet. 5:5; Eph. 5:21) with loving regard for the needs of others (Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9);
- The call to treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20);
- The call to participate in the worship and activities of the local church, which forms the basic biblically-mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15).

## LIVING THE CHRISTIAN LIFE

We believe these biblical standards will show themselves in a distinctly Christian way of life, an approach to living we expect of ourselves and of one another. This lifestyle involves practicing those attitudes and actions the Bible portrays as virtues and avoiding those the Bible portrays as sinful. Scripture affirms that biblical Christians should consistently strive to live, both inwardly and outwardly, avoiding behaviors scripture condemns and pursuing those behaviors it affirms. We will do this imperfectly in our day-to-day lives, but we strive through the power of the Holy Spirit to align our lives more and more with Scripture as we mature in faith.

According to the Scriptures, followers of Jesus Christ will:

- show evidence of the Holy Spirit who lives within them, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22-23 ESV);
- "put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14 ESV);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- affirm that God sovereignly, wonderfully, and immutably creates each person as male or female, and these two distinct, complimentary genders reflect the image and nature of God (Gen. 1:26-27);
- pursue unity and embrace ethnic diversity as part of God's design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ (Isa. 56:6-7; John 17:20-23; Acts 17:26; Eph. 2:11-18; Col. 3:11; Rev. 7:9-10);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between one man and one woman (Heb. 13:4);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:7-8).

By contrast, Scripture condemns the following:

- pride, dishonesty (such as stealing and lying, of which plagiarism is one form), injustice, prejudice, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed and materialism, covetousness, the taking of innocent life, and illegal activities (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8-10; Heb. 13:5-6);
- hypocrisy, self-righteousness, and legalism, understood as the imposition of extra-biblical standards of godliness by one person or group upon another (Acts 15:5-11; Matt. 16:6; 23:13-36);
- sinful attitudes and behaviors such as "impurity and sensuality; idolatry and sorcery; enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions and envy; drunkenness, orgies, and things like these" (Gal. 5:19-21 ESV);
- sexual immorality, such as the use of pornography (Matt. 5:27-28), pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between one man and one woman (Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31).

## DISCIPLINARY STANDARDS

Even as we grow in our Christian walk, Community Christian School has determined that there are some failures to live the Christian life and violations of the behaviors scripture condemns both on and off campus and during and after school hours which will subject those voluntarily placing themselves under Community Christian School's Community Covenant to disciplinary action up to and including termination for employees and expulsion for students. CCS is unable to list comprehensively all such behavior but these are included:

- *Insubordination*
- *Illegal activities*
- *Drunkenness*
- *Pornography*
- *Substance abuse*
- *Sexual immorality including sexual relations outside the bounds of marriage between one man and one woman.*
- *Threats of violence*

Conduct of this type by students or employees is subject to sanction. In addition, CCS reserves the right on a case-by-case basis to take adverse action against students or employees in the event parents/guardians of students or spouses of employees are involved in this conduct.

## **CONCLUSION**

We, the CCS community, desire to be a covenant community of Christians, marked by integrity, responsible freedom, and dynamic, Christ-like love, a place where the name of Jesus Christ is honored in all we do. This requires that each of us keep his or her word by taking the commitment to this covenant seriously as covenant-keepers, whatever pressures we may face to do otherwise.

The issue of keeping one's word is for a Christian an important one. Being faithful to one's word is a matter of simple integrity and godliness. "Lord, who may live on your holy hill?" asks the Psalmist. He "who swears to his own hurts and does not change" (15:4 ESV), comes the reply. Christian integrity dictates that if we have voluntarily placed ourselves under Community Christian School's community covenant, we must make every effort to fulfill our commitment by living accordingly.

As members of the CCS community, we affirm that keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in humility, meekness and love as we work together to live in faithfulness both to God's Word and to our own word. Such loving acts of confrontation are at times difficult, but when performed in the right spirit (Gal. 6:1), they serve to build godly character for both the individuals involved and the community as a whole (Matt. 18:15-17). Only in this way, as we are willing to speak the truth in love, will we "grow up into him who is the Head, that is, Christ" (Eph. 4:15).

Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, . . . And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.

— Colossians 3:16-17 ESV

Scripture quotations are taken from the English Standard Version.

The Community Christian School Community Covenant was adapted with permission from the Wheaton College Community Covenant. The full text of the Wheaton College Community Covenant can be accessed at <http://wheaton.edu/about-wheaton/community-covenant>.

## **PARENTS' AFFIRMATION OF BELIEF**

*The following Affirmation of Belief reflects what at least one parent/guardian from each family is required to profess for admission to Community Christian School.*

### **GOD**

There is one true, holy God, existing in three persons: Father, Son, and Holy Spirit. In the beginning, God created the world and everything in it, thus manifesting His power, wisdom, and goodness. By His sovereign power, He continues to sustain His creation. By His providence, He is operating through history to fulfill His redemptive purposes.

### **JESUS CHRIST**

Jesus Christ is the second person of the Trinity, who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father. He voluntarily atoned for the sins of His people by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven and sits at the right hand of the Father, where He continually makes intercession for His own, and where He rules as Lord forever. Through His atoning work, believers are received into eternal communion with God.

### **HOLY SPIRIT**

The fruit of a saving relationship with Jesus Christ is a life of obedience, made possible for believers through the indwelling of the Holy Spirit. He awakens in sinners a recognition of their need of a Savior. He permanently indwells every believer and is their source of assurance, strength, and wisdom. He uniquely endows each believer with gifts for the building of the body. The Holy Spirit guides believers in understanding and applying the Scriptures.

### **SALVATION**

The central purpose of God's revelation in Scripture is to call all people into fellowship with Himself. Originally created to have fellowship with God, man defied God and suffered the corruption of his nature, alienating himself from God. All of mankind have sinned and suffer the consequences of sin, and thus are in need of the saving grace of God. The salvation of mankind is a work of God's free grace. It must be personally appropriated by repentance and faith.

### **CHURCH**

All believers are members of Christ's body, the church. There is one true, universal church, consisting of all those who acknowledge Jesus Christ as Savior and Lord, and the purpose of which is to glorify God.

### **BIBLE**

The Bible is the true and infallible Word of God.

## ACADEMIC POLICIES

Students in grades four through twelve should maintain at least a "C" average in each of their academic subjects. Students are also expected to maintain satisfactory conduct grades.

The following is the process for students in grades four through twelve who receive a grade of "D" or "F" on their report card for the quarter:

1. The first occurrence of a "D" or "F" on their report card results in Academic Warning. The second occurrence of a "D" or "F" on their report card results in Academic Probation.

### I. High School Full Time Student Status

- a. 9<sup>th</sup>-11<sup>th</sup> grade full-time students are defined as those who are enrolled for seven courses per semester.
- b. 12<sup>th</sup> grade full-time students are defined as those who are enrolled for five courses per semester, which must include but not be limited to the four academic Core courses (Social Science/History, English, Science, Math) plus Biblical Studies.

### II. High School Graduation Requirements

- a. Minimum of 27.0 academic credits
  - i. 16.0 Core Courses (English, Math, Science, History/Social Science)
  - ii. 4.0 Biblical Studies
  - iii. 3.0 Foreign Language
  - iv. 1.0 Health Opportunities through Physical Education (HOPE)
  - v. 1.0 Academic Elective
  - vi. 1.0 Fine Arts
  - vii. 1.0 Leadership
- b. Successful completion of the *Junior Research Exhibition* project.
- c. Successful completion of
  - i. Two out of four Winter Expeditions
  - ii. One out of two Mission Trips
- d. Successful completion of a minimum of 75 hours of certified community service.

III. Additional Guidance Department Policies may be found on the *High School Guidance* Page under the *Academics* tab at [www.ccs-chargers.org](http://www.ccs-chargers.org).

## ELEMENTARY ACADEMIC STANDING

1. Parents of elementary students will receive notification of an Academic Warning from the elementary principal. The student will be expected to bring his/her grades up by the next grading period.
2. Parents will receive notification of an Academic Warning from the elementary principal, and the student may be referred to CCS Educational Services. Testing and/or academic tutoring may be required. Students with documented disabilities may be placed on individualized accommodation plans.
3. Students not showing improvement after these steps have been taken are considered at risk for grade retention, based on grades and achievement test scores.

## SECONDARY ACADEMIC STANDING

1. Students on academic probation or warning in any class must show improvement by the end of the next quarter to a grade of "C" or above in order to be removed from academic probation.
2. In accordance with FHSAA requirements, students on academic probation with a GPA below 2.0 will not be allowed to participate in athletics.
3. Students who are having significant academic problems (grades of D or F in one or more classes) who do not show at least one letter grade improvement by the end of the following quarter will be assessed by our Educational Services Department to determine if they are in need of special education services or testing. Academic tutoring may be required.
4. Students with documented disabilities may be placed on an individualized accommodation plan.
5. Students on academic probation for three consecutive quarters jeopardize their opportunity for re-enrollment.

## COMMUNITY SERVICE

It is the responsibility of the high school students and parents to document community service on the Community Service Form (available in the CCS office) and to return it to be kept on file. A minimum of seventy-five hours of community service by high school graduation is required to be deemed eligible for certain scholarships.

## CO-CURRICULAR COMPETITIONS

CCS considers co-curricular competitions an integral part of the academic program. Students compete in selected county and statewide academic competitions. Typical events may include: the 4H/ Tropicana Speech Contest, Regional Spelling Bee, and Science/History Fair. Winners of school-wide competitions are required to represent CCS at the next level of competition for which they qualify.



## COMPUTERS AND TECHNOLOGY

- Students who have access to a computer at home are encouraged to use it in producing reports, projects, or research.
  - Elementary faculty will gladly accept handwritten work, which will not be counted against the student.
  - Secondary school students may be required to submit computer-generated documents, at the discretion of the teacher. A computer can be made available before or after school for those students who do not have home access.
  - Students who use a computer must do the work themselves.
  - Parents should not do the typing or data entry for the students. Parents should feel free, however, to assist the student in the use of the required software.
  - Students doing math or science homework should use calculators only when given permission by the teacher.
- High school students are required to bring laptops with them to school; however, students must receive permission from their teacher to use laptops in class.

## CCS HIGH SCHOOL COURSE CREDIT

- Credit for academic courses is given on a semester basis.
  - If a student is absent 10 or more days in an individual class or classes in one semester, the student must pass the semester exam to receive credit for the class.
1. CCS retains full rights and final authority in the granting of CCS credit.
  2. In cases of transfer mid-year, at the end of that school year CCS will issue a CCS transcript of successfully completed courses/credits for the courses.
  3. One-half credit may be issued by CCS for any high school course taken at CCS, assuming:
    - a. the successful completion of one semester of that course AND
    - b. the course carries a course code issued by the State of Florida
  4. Upon matriculation, CCS will forward a student's CCS transcript to his next school. The student is responsible for acquiring and forwarding any non-CCS transcripts.
  5. CCS reserves the right to determine the readiness of any student entering the second semester of a given course via an assessment approved by the principal.
  6. Students who fail a required one semester course, a required full year course, or one semester of a required full year course will be expected to earn the missing credit prior to promotion to the next grade and/or graduation.

## TRANSFER CREDIT

All grades are transferred at letter value. Scholastic work accomplished through home education will be evaluated on a case by case basis. Credit earned via Florida Virtual School (FLVS) or other approved on-line providers will automatically be accepted by CCS.

## CUMULATIVE FILE

A file is kept for each student while in attendance. This file includes the academic record, achievement testing scores, health and immunization records, and any other diagnostic test records. The cumulative file is available for parent review upon request.

## CURRICULUM

*"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction."* Proverbs 1:7

- CCS offers an excellent educational program for preschool through twelfth grade students. The curriculum includes:

Art	Language Arts	Science
Bible	Math	Social Studies
Foreign Language	Music	Technology
History/Geography	Physical Education	

The curriculum is in a constant state of revision and expansion, changing to meet the unique needs of our students. CCS maintains high standards in the evaluation of curricula. In order to meet our challenging academic standards, materials from a variety of sources are used under the supervision of the faculty.

## EXAMS – HIGH SCHOOL

- All students taking courses for high school credit are required to take semester and final exams. The exams are often cumulative and are usually spread over a three to four day period.
- After students complete their exams, they are released from school for the rest of the day.
- Exams comprise 15-20% of the student's semester grade.
- Eligible students may exempt certain 2<sup>nd</sup> semester exams/assessments. The Guidance Department will provide students with exemption forms prior to the exemption decision deadline. Students eligible for exemption of a Final Assessment must notify the appropriate faculty member of their decision to exempt by Friday 3pm of the 5<sup>th</sup> week of the 4<sup>th</sup> quarter. (For more information, see GENERAL INFORMATION: Absences: *Additional attendance requirements particular to high school.*)

## FIELD TRIPS & SPECIAL EVENTS

- Field trips and special events are designed to enhance the educational program; providing an opportunity for both service, learning, and fun.
- Often, a fee is involved. Field trip fees will appear on the monthly billing statements.



- For CCS events sponsored after school hours on or off campus (e.g. Barn Dance or 3<sup>rd</sup> Grade Bonfire), it is expected that parents will supervise their students during the event.

#### FIELD TRIP TRANSPORTATION

- Parents on field trips must not bring younger children along. Field trip driving and supervision of students assigned to the parents are their primary responsibility.
- Drivers for a field trip are required to show their valid driver's license and proof of insurance to a CCS faculty or staff member prior to departure.
- All individual students must wear a seat belt. No exceptions will be allowed.
- Students in grades Pre-K – 5th must not ride in a seat equipped with an air bag.
- Drivers of elementary students are only permitted to show DVDs with a "G" rating.
- Traditional class parties (e.g. Christmas, Easter, and End of the Year) may be held off campus. These will be planned as field trips.
- Students are expected to uphold the standards of God, CCS, and the civil authorities when representing the school at an event or on a trip. Students unwilling to do so will lose the privilege of attending future functions.
- Students are not permitted to transport other students on field trips without prior authorization by the CCS administration.

#### FIELD TRIP/MEDICATION POLICY

**If your student is taking any medication, please send it to a faculty or staff member in the original container so that it can be administered at the proper time on the field trip. If your student is at significant medical risk, we require that a parent accompany the class on all field trips.**

#### SECONDARY FIELD TRIP POLICIES

The general purpose of field trips is to enhance the student's learning and knowledge of a particular subject area and to expose him or her to equipment, experts, and environments not possible in the classroom. A secondary purpose is to give the students the opportunity live out their faith in the world, creating a positive witness for Jesus Christ. Students should realize that as representatives of Jesus Christ and CCS, their behavior is to be exemplary.

1. Food and drink will not be permitted in vehicles.
2. Students will keep vehicles as neat as possible.
3. Students will refrain from destruction or theft of property (even as a "joke").
4. Students will remain in assigned rooms at and after curfew. **NO EXCEPTIONS!**
5. Curfews will be strictly enforced for safety and insurance reasons.
6. Students will refrain from carrying, purchasing, or using any tobacco products, alcohol, drugs, or firearms.
7. Students will treat peers, chaperones, and other adults (from our group and others) with courtesy and respect.
8. Students will refrain from public displays of affection.

***Failure to abide by the above policies will jeopardize future participation in CCS Secondary School trips.***

#### CHAPERONE EXPECTATIONS ON OVERNIGHT FIELD TRIPS

*Chaperones attending overnight field trips at CCS must agree to abide by the following expectations:*

- Chaperones on an overnight field trip may be screened through the FDLE Volunteer & Employee Criminal History Systems (VECHS) or an FDLE Criminal History Search internet site.
- Chaperones on all CCS trips are responsible to the CCS employee in charge of the trip at all times.
- Chaperones are on these trips to assist the CCS trip leader in supervision. Chaperones are not the leaders of the trip and should not make independent decisions.
- Chaperones must obey the CCS trip leader in all requests.
- Chaperones must be on time for trip events and assigned duties.
- Chaperones should always remember their role on the trip is to ensure safety of the students.
- Chaperones must report discipline incidents to the trip leader or to a CCS Staff member.
- Medicines should only be administered to a student by a CCS employee.
- Chaperones must not use alcohol or tobacco products.
- Chaperones must know the whereabouts of students via frequent head counts.
- Chaperones must model Christ-like behavior and speech at all times.
- Chaperones must be attentive to students with special medical issues of which they are made aware.
- Chaperones must have a positive attitude during the trip.
- **Chaperones will be assigned students for their supervision. Students are required to remain with their assigned Chaperones at all times.**
- Chaperones must maintain confidentiality regarding sensitive student information.
- Chaperones will not trade students with other Chaperones unless cleared first with the CCS trip leader.
- Chaperones must discuss concerns or problems with another chaperone, staff member, or trip leader in private.
- Chaperones must not show favoritism to students.
- Chaperones must use cell phones only when absolutely necessary (emergencies) after insuring the students are supervised by another chaperone.
- If it becomes necessary to work one-on-one with a student, chaperones must do so accompanied by a staff member or another adult. (i.e., female chaperones with female students and male chaperones with male students).

- Chaperones must not be alone with individual students.
- Chaperones must refrain from touching students.
- Chaperones must direct attention towards student supervision not socialization with other chaperones.

## GRADING POLICIES

Beginning in second grade, students are graded on an A, B, C, D, F scale in academic classes. Students also receive conduct grades.

A link in RenWeb to view report cards will be emailed to parents at the end of each nine week quarter. The link will be valid for two weeks. Parents may print a hard copy during that time if they so choose. Midterms are emailed with a link to the parents of 4<sup>th</sup> – 12<sup>th</sup> grade students midway through each quarter. The grading scale is as follows:

<b>A+ 97 – 100</b>	<b>B+ 87 – 89</b>	<b>C+ 77 – 79</b>	<b>D+ 67 – 69</b>	<b>F Below 60</b>
<b>A 93 – 96</b>	<b>B 83 – 86</b>	<b>C 73 – 76</b>	<b>D 63 – 66</b>	
<b>A- 90 – 92</b>	<b>B- 80 – 82</b>	<b>C- 70 – 72</b>	<b>D- 60 – 62</b>	

## ELEMENTARY

Reports to parents in the lower grades are made as follows:

<b>Pre-School/Kindergarten</b>	Skills checklist	
<b>1<sup>st</sup> grade</b>	Report Card <i>Students are graded on a 5, 4, 3, 2, 1 scale based on mastery of skills</i>	Emailed quarterly
<b>2<sup>nd</sup> - 5<sup>th</sup> grade</b>	Report Card <i>Students are graded on an A, B, C, D, F scale in academic classes.</i>	Emailed quarterly

## MIDDLE SCHOOL

**Middle school students must receive a grade of D- or above in the 4th quarter in order to pass a course and receive credit for that course.** In general, CCS strongly recommends that students not receiving full credit for a course at the end of the school year retake the course to not only improve their grade, but also gain sufficient mastery of the skills necessary for more advanced coursework.

## VALEDICTORIAN/SALUTATORIAN

Eighth grade and Senior Class valedictorians and salutatorians are selected on the basis of cumulative GPA.

- Eighth grade recipients are based on the unweighted GPA in grades six and seven, plus the first three quarters of eighth grade
- The senior class recipients are based on the weighted GPA of all HS classes(eighth – eleventh grades, plus the first 3 quarters of twelfth grade)
- Students must have attended CCS full time, for at least seven consecutive quarters, to be eligible for selection
- In the event of a tie (the same GPA) of two students, there will be a co-valedictorian or co-salutatorian.
  - In the event that three students have the same GPA the individual quarter grades will be assessed.
    - The first criterion is the individual grades with plusses and minuses taken into consideration
    - The two students with the least difference will be either the co-valedictorian or co-salutatorian.
  - In the event of a four-way tie (same GPA) grades are assessed individually and the top two are awarded co-valedictorian and the bottom two are awarded co-salutatorian.

## HOMEWORK POLICY

Regular homework is a part of the K-12 academic program at CCS.

Purpose of Homework:

- To provide the practice of skills and concepts
- To promote the development of effective work habits
- To prepare for higher levels of education
- To provide a “link” between the home and school
- To practice the habits of mind that will support a genuine Biblical worldview

Homework assignments may fall into the following categories—

*Preparation*

- Reading background information
- Studying for quizzes or tests

*Practice and application*

- Developing, reviewing, and reinforcing learned skills
- Being read to, reading aloud, and independent reading

*Extension/creative*

- Working on projects, research, and independent study
- Creating stories, designs, etc.

ELEMENTARY

- Students should be able to complete their homework with minimal help from parents.
- Additional remedial help in spelling, math, reading, etc. may be necessary for some students.
- Classroom teachers send home daily homework notices with the students in 1<sup>st</sup> grade.
- Routine homework over a weekend will be the exception, not the rule.
- 2<sup>nd</sup> -5<sup>th</sup> grade students keep an assignment notebook in which they record their homework.

SECONDARY

- Students should be able to complete most of their homework without their parents' help.
- Homework should be a normal responsibility of the student.
- Students failing to complete daily assigned homework will receive a zero for the assignment the day it is due unless excused from the assignment by the teacher.
- The faculty will encourage students to apply self-discipline in order to maximize available class time and plan for short and long term projects.
- Parents should assist students in scheduling regular homework times each weekday and on weekends when needed as well as hold students accountable for all daily assignments.
- Routine homework over a weekend will be the exception, not the rule.
- Habitual failure to complete homework can result in the student receiving referrals and detentions.

HOMEWORK GUIDELINES:

1. All homework given must meet the criteria for "Quality Homework." The following guidelines shall serve to define "Quality Homework":
  - a. Positively relates/reinforces class content and concepts.
  - b. Mostly done by student
  - c. Encourages good study habits, organizational skills, and personal responsibility
  - d. Purposes and expectations are clearly defined (grading/worth, etc.).
  - e. Level of difficulty and time on task are age/grade appropriate.
  - f. Generally promotes reasoning and critical thinking
2. Homework must not be assigned to be done over weekends or vacations; e.g. Friday assignment due Monday. (Exceptions: summer reading, some projects, AP course work, etc).
3. Assignments for projects to be completed at home must include explicit, written instructions. This should include the learning objectives for the project, the date for completion of the project, and consequences for late turn in.
4. The homework load on Wednesday night shall be less than other week nights. It should be limited to one or two assignments or subject areas.
5. Although the homework assignments given by two teachers at the same grade level need not be identical, there should be coordination between the two teachers assuring that the amount of homework is the same.
6. Each student shall have available one Homework Pass per subject per quarter (grades 6 – 12), or one Homework Pass each in Math and Language Arts per quarter (grades 1 – 5) to be used for daily assignments only.
7. At the teacher's discretion, one more Homework Pass may be given per quarter as a reward for excellent behavior, attendance, or punctuality.
8. Consequences for incomplete/missing homework should be reflected in the student's grade. Discipline measures such as silent lunch, no recess, etc., shall not be used as a consequence for not doing homework.
9. Copying spelling words shall be done at the parent's discretion. Teachers may provide parents with suggestions for studying spelling, and they may choose which method is most beneficial for helping their child to prepare for a spelling test. (Elementary only)
10. Homework shall not be used as a punishment. The writing of sentences, the copying of words/definitions, assigning additional math problems, etc, shall NOT be given for homework as a punishment.
11. Secondary teachers shall give at least one week notice before a test; Elementary can announce a Friday test on Monday.
12. All teachers are required to inform parents in writing at the beginning of each school year the weighting/worth of homework, how it will be graded, and the consequences of late homework.
13. Policies regarding late homework shall be determined at the divisional and/or classroom level. Students at CCS who work diligently should expect their nightly homework to take (*including all subject areas assigned*):

1-2nd grade	3-5th grade	6-8th grade:	9-12th grade:
up to ~30m	up to ~45m	up to ~60m	up to ~70m (General) ~90m (Honors) ~120m+(Advanced Placement)

- a. Students should expect to exceed these times on occasion, particularly in the event of:
  - i. Studying for tests or exams
  - ii. Final preparations for a project
  - iii. Student procrastination
- b. Parents should closely monitor the time that their child spends actually doing homework (“time-on-task”).
- c. If a student regularly and/or significantly exceeds these times, the classroom teacher should be contacted immediately.
- d. Adjustments may be made to homework expectations for academically qualified students. Parents should contact the classroom teacher and the Educational Services Coordinator for more information.
- e. Students served by the Educational Services Department (ESD) may spend up to 50% longer on homework. Parents should closely monitor this and communicate regularly with the ESD coordinator and classroom teacher.
- f. After contacting the classroom teacher, parents may want to contact the Divisional Principal for more information.
- g. High school classes taken in the eighth grade year may cause the nightly homework load to exceed 60 minutes.

**Parental Role:** *It can be a valuable experience for parents and students to intentionally learn together.*

It is appropriate for parents to assist students by:

1. Providing a quiet, organized place with easy access to needed materials
2. Establishing a consistent homework routine at an early age
3. Assisting the student with time management and organizational skills
4. Helping the student study for tests by reviewing previously learned material
5. Reinforcing concepts on occasion (parents are not expected to regularly re-teach concepts)
6. Checking homework for completion and correctness (Contact the teacher if too much correction of work is required, as this may indicate that a student does not understand the concepts.)
7. Maintaining a healthy sleep and eating schedule for the student
8. Cooperating with the professional recommendations of the teacher and/or divisional principal.
9. Knowing when to contact the teacher

The teacher should be contacted when:

1. Your child is exceeding the upper range of time for homework for their grade level more than once a week
2. When you suspect that your child does not understand a concept
3. You and/or your child do not understand homework instructions
4. There is a personal problem that is affecting your child’s ability to study
5. There is a significant illness, death in the family, or other major life event

The teacher, in cooperation with the parent, will attempt to determine the root of the problem, and work to develop a strategy for greater success.

#### HOMEWORK CONCERNS

Parents with concerns about excessive homework should follow these steps:

1. Discuss the situation with your child and determine if there is a consistent and/or underlying issue
2. Assist your child by reviewing homework to determine if the time commitment can be reduced with simple guidance and better time management
3. Discuss the situation with your child’s teacher, providing concrete examples of the issue (length of time to complete, etc.)
4. Discuss the situation with the respective divisional principal (elementary or secondary depending on your child’s grade level)
5. Determine, with the assistance of the Educational Services Department, if your child has any specific learning challenges

#### 4<sup>TH</sup> – 8<sup>TH</sup> GRADE HONOR ROLL

Students at CCS are encouraged to excel in their course work. Students who show outstanding achievement are recognized quarterly. 4<sup>th</sup> through 8<sup>th</sup> grade students are placed on an academic honor roll according to the following criteria:

High Honor Roll	All A’s.
Honor Roll	All A’s and B’s (minimum of one A; no C’s)

#### INTERNET USE POLICY

- Community Christian School believes the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet will be used to meet the goals in our curriculum.
- CCS owns or leases the equipment necessary to provide students access to the Internet. The Internet is to be used for on-line classes, school projects, and research only. Although CCS uses software equipment to limit access to undesirable sites, it is the students’ responsibility to use the Internet in manner consistent with CCS standards and goals.

- It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Community Christian School's basic rules. I will strive to apply Philippians 4:8 to my electronic communication, "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things."*

### **LIFE MANAGEMENT ISSUES**

We believe that it is the parents' responsibility to provide instruction to their children in the area of life management issues. The school upholds and reinforces Biblical principles of family life and morality, but specific instruction should take place in your home. Occasionally, the school will offer a special program in the area of health education or Christian dating for older students. Parents will be notified in advance and are always welcome to attend. Your student's participation in any of these programs is optional.

### **MEDIA CENTER**

- CCS maintains a library for the use of its students and faculty for returning and checking out books as well as giving students a chance to look for research materials.
- Parents will be billed for library books that are not returned.
- Parents may donate materials to the Media Center. Please contact our Media Specialist for more details. CCS may not be able to use all materials donated to the Media Center.
- Online research resources are available that students may use at home. Our Media Specialist can provide additional information for accessing these resources.

### **READING PRIORITY**

At CCS we place a high value on developing a love for reading.

#### *Elementary*

- Classroom teachers read aloud to the class for 20-30 minutes each day. Also, time is set aside each day for silent sustained reading from approved books that the students have chosen.
- Grades 4 & 5 are required to read 1 book per month. The type of book (biography, fiction, informational) will be assigned well in advance. Novels read as part of the curriculum will be considered the monthly required book. Occasionally, parents are asked to purchase specific paperback novels for classroom use.

#### *Secondary*

- Students in grades six through high school are required to read a plethora of books and other reading materials throughout the year. Occasionally, parents are asked to purchase specific paperback novels for classroom use.
- Magazines and other personal reading material brought to school must reflect the values of CCS as set forth in this handbook. Failure to comply will result in confiscation of the material.
- Secondary students read throughout the summer. A reading list will be provided to parents prior to the end of the school year.

### **STANDARDIZED TESTS**

Achievement Tests are administered annually (usually during March or April) to all 1<sup>st</sup> through 10<sup>th</sup> grade students. These tests are used to monitor the students' progress and also to evaluate the CCS academic program.

### **STUDENTS WITH SPECIAL ACADEMIC NEEDS**

- CCS does not accept all students with disabilities. The Educational Services Committee determines eligible students with disabilities and required support services. The educators at CCS have been trained to recognize both developmental delays and emerging learning needs. The Educational Services Department may request that students be evaluated by a qualified professional to assist in determining the strengths and weaknesses in a student's school performance. Concerned parents may contact the Director of Educational Services for more information about having their student tested. All additional fees associated with special educational testing are the responsibility of the parents.
- Students may be eligible to participate in an educational services program based upon the following:
  - A review of academic records
  - Current psycho-educational testing (2-3 years old)
  - Level of student need
- CCS has typically served students identified with:
  - Specific Learning Disability (SLD)
  - Autism Spectrum Disorder (ASD)
  - Attention Deficit Hyperactivity Disorder (ADHD)
  - Speech and Language Disorders
  - Processing Deficits

- Eligible students may receive the following educational services:
  - Classroom accommodation plan
  - Academic tutoring
  - Resource class instruction
  - Compass Program (For students with Autism Spectrum Disorder)
- Students with special learning needs who are admitted to CCS must be able to function within the standard academic program.
- CCS enrolls a *limited* number of students with special learning needs. Once we have reached capacity, no additional spaces will be available.
- Families are required to pay educational services fees, in addition to regular tuition for students enrolled in these programs.

## **TRANSCRIPTS**

Requests for transcripts must include the mailing address of the recipient. Following graduation, each student will be allowed one free transcript; thereafter, there will be a \$5.00 fee per transcript. There is no fee for transcripts while a student is enrolled at CCS.

## **EXTRA-CURRICULAR ACTIVITIES**

We believe that participation in extra-curricular activities is an integral part of a student's comprehensive education and it is a privilege. Extra-curricular activities include:

- Athletic Teams
- Competitive Academic Teams
- Performing Arts
- Student Leadership

The following policies govern participation:

- Students must maintain positive attitudes and behavior in order to participate.
- CCS participates in the Florida High School Activities Association (FHSAA) and operates by its Academic Requirements as a minimum standard. CCS also enforces its own policies in addition to FHSAA policies.
- According to FHSAA, a student whose, cumulative for high school and non-cumulative for Middle School, grade point average is below 2.0 at the conclusion of a semester shall not be eligible during the following semester. Furthermore, coursework completed for "credit retrieval", labs/programs, Florida Virtual and other programs where grades can be changed or made up during a semester cannot be used to calculate athletic academic eligibility during the current semester. Academic athletic eligibility can only be calculated after each semester for the next semester. Academic athletic eligibility cannot be gained during a semester.
- Students receiving a failing grade on a report card in more than one course per grading period will be ineligible for participation in extra-curricular activities. Eligibility will be reassessed at the following midterm report.
- Students must be in attendance at school for at least four class periods in order to be eligible to participate in a concert, game, or performance of an extra-curricular activity if it occurs that school day. (This does not apply to the practice of the extra-curricular activity.)
- Unsportsmanlike conduct, profanity, disrespect, insubordination or any action detrimental to the school will result in immediate removal from the activity. A suspension from the activity may result, depending on the severity of the problem. Repeated offenses will result in expulsion from the organization.

## **GENERAL INFORMATION**

### **AFTER SCHOOL ACTIVITIES**

- Students not involved in school-sponsored and chaperoned activities after school may not remain on the school grounds after 3:15 PM.
- After-school activities can only occur under the supervision of a faculty member or other designated adult.
- Students involved in after-school rehearsals and practices immediately following dismissal may NOT leave campus between the end of school and the beginning of practice or rehearsal.

### **ATTENDANCE**

The key to successful academic achievement is punctuality and regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. It is expected that students will be present and punctual each school day and attend all their classes.

### **ABSENCES**

- Parents must communicate in writing (email, doctor's note, etc.) the reason why a student is absent in order for an absence to be considered an "Excused Absence." Absences will remain unexcused until this information is provided to the school.
- It is expected that parents will inform the office, preferably by 8:30 AM, if a student will be absent from school.
- Excused absences typically include:
  - Personal illness

- Family emergency
- Medical appointment
- Approved pre-planned absences
- When absences exceed 20 per year, promotion to the next grade level may be jeopardized.
- Any disciplinary action taken as a result of excessive absences or tardiness will take precedence over other school activities, such as practices, games or performances.
- Parents desiring assignments for absent students must inform the office by 10 AM in order to ensure availability of the work by 3 PM. Secondary parents are responsible for collecting books from the student lockers.
- Students absent on the day of a test or other assessment will be expected to make up the test or assessment on the day they return to school unless other arrangements are made with the teacher. (See Pre-planned Absences, below.)
- Parents of students absent for more than seven days in a quarter may be required to attend a conference with an administrator to discuss the circumstances causing the absences.
- Absences from class because of discipline suspension will be considered unexcused. The student will receive a zero grade for any tests or classroom work missed during the suspension period. Long-term projects may be the exception to this policy (at the teacher/principal's discretion).
- Students may not miss classes or leave campus without permission.

*Additional attendance requirements particular to high school:*

- Excessive absences have a negative effect on student learning and can jeopardize the granting of course credit for high school students. CCS considers 10 (non-school related) absences in an individual class over the course of a semester as excessive.
- High school students must produce a note from a parent and/or doctor in order for an absence to be considered an "Excused Absence."
- More than five unexcused absences of a class, per semester, **may** result in a failing grade for the affected class.
- Students with ten or more days of excused absences in an individual class (or classes) in one semester **must** pass the semester exam in order to receive credit for the class.
- Guidelines for non-AP class Final Assessment exemption:
  - Students may not exempt a Final Assessment in the 1st semester of each year.
  - Students may exempt a 2nd semester Final Assessment) if they have earned an 'A' (90 % or above) on their report cards at the end of each of the previous three quarters.
  - Freshman and Sophomores may exempt one exam; Juniors may exempt up to two exams; Seniors may exempt up to three exams.)
  - Students may not exempt a Final Assessment if more than 3 unexcused or 7 excused absences have occurred during the second semester up through mid-term of the 4th quarter. Unexcused absences are typically absences with no accompanying parental note of excuse signed by the parent, or for trips with no bona fide educational value. Designation of an absence as excused is at the discretion of the High School Principal or his designee. Appeals for a reversal of the decision must be made directly to the High School Principal by the student and is required in both verbal and written form.

#### PRE-PLANNED ABSENCES

Students may be excused from school for family trips (three or more school days) only if the procedure below is adequately completed prior to the absence:

- Parent(s) notify the office of a planned trip, at least two weeks prior to absence. Inadequate notification may result in the inability to provide assignments requested in advance of the trip.
- Assignments are due within one week of the student's return to school. The teacher may modify the due date at his or her discretion.
- When an absence is pre-planned, please inform the student's teacher ahead of time, requesting whatever assignments can be given prior to the absence. (Some assignments might not be available in advance.) In a pre-planned absence, it is the student's responsibility to make-up the missed work.
- Failure to comply with this procedure may result in adjustment to grades.
- It is expected that the parents will carefully evaluate the academic impact in relation to the trip's overall value to the student when planned during the school year.

#### TARDINESS

- It is also very important for students to arrive on time to begin the school day. Tardiness is a sign of disrespect to the teacher and the other students and it encourages poor work habits.
- Students who arrive late interrupt the teaching and learning and miss an important part of the daily activities.
- If cars are backed up in the drop-off area, an administrator will determine if student tardiness will be excused.
- After the Elementary School greeter on duty has left the drop-off area, parents must check students in at the office.

#### SECONDARY

- Students entering school after the assigned starting time will be considered tardy. Students tardy to class by more than 25 minutes will be considered absent from that class.
- The sixth and subsequent tardy in an individual class in a quarter will result in the student receiving a referral each time.
- Excessive tardiness has academic consequences (i.e. daily grade reduction; homework grade reduction, etc.).



## **BICYCLES**

Older students may ride bicycles to school. Students riding bicycles should wear helmets and obey traffic laws on campus. The school is not responsible for bicycles on campus or off-campus riding.

## **CAMPUS VISITATION**

Alumni and other visitors must make arrangements for campus visitation at least 24 hours in advance, contacting the office for approval. Once on campus, the visitor must check in at the Main or Secondary office and receive a visitor's pass that must be visibly displayed throughout the visit. Visitors must follow the regular student schedule and may not wander through the buildings or campus.

## **COUNSELING**

If a student reveals information to a school employee that, in the school employee's opinion and discretion, raises concerns for the safety and/or emotional stability of the student or others, that information will be revealed to appropriate officials and/or the parents.

## **DATING**

Dating is discouraged at CCS. We believe that adolescents should focus on learning to build appropriate friendships with both sexes. All students are expected to refrain from public displays of affection while on school grounds, participating in school activities, or on school trips.

## **DROP-OFF AND PICK-UP**

For the safety of our students it is vital that the proper procedures are followed for morning drop-off and afternoon pick-up. Please refrain from using your cell phone during drop off and pick up, unless it is an emergency. The direction of the traffic flow in each parking lot during drop off and pick up is one way only.

### **ELEMENTARY PROCEDURES**

ELEMENTARY DROP-OFF – 8:00-8:20 AM

- Do not drop off elementary students in the secondary lot.
- Students dropped off before 8:00 AM should go to Early Risers in the Elementary Building.
- Elementary students will be assigned (prior to the beginning of the school year) to either the upper **Velda Dairy Road** entrance or lower **Kerry Forest Parkway entrance** parking lot.
- CCS parent volunteers will monitor each elementary parking lot from 8:00-8:20 AM for morning drop-off.
  - **Kerry Forest Parking Lot:** (1<sup>st</sup>-5<sup>th</sup> grade)
    - Traffic moves counter-clockwise around the parking lot.
    - Please drive in front of the chains and stop directly in front of the supervising adult.
    - If you would like to escort your student to his/her class, please park your car.
    - Please use the sidewalks; avoid walking through the parking lot as much as possible.
    - **Please do not pass the car in front of you during drop off or pick up.**
  - **Velda Dairy Parking Lot:** (Pre-K–Kindergarten)
    - Please drive to the locations of the supervising teacher, and drop off your pre-K and/or Kindergarten student.
    - In order to maximize the safety of the students, do not allow your student to exit your car until you have reached the supervising adult. Limited parking is available near the primary building, if you would like to walk your child to class.

Please visit <http://www.ccs-chargers.org/drop-off-pick-up-procedures> for a detailed map.

### **SECONDARY PROCEDURES**

SECONDARY DROP-OFF – 7:55-8:10 AM at *Seaton Court*

- Students dropped off before 7:55 AM should be taken to the Kerry Forest lot to go to Early Risers in the Elementary building.
- Secondary students should not be dropped off on Seaton Court in the cul-de-sac.
- There will be no supervision of students at any other location before 7:55 AM. (The exceptions to this rule would be the occasional school sponsored event: i.e., Bible study, field trip, etc.)
- The road that runs behind the building will take you to the upper parking lot.
- When you get to the north/upper lot, pull forward as much as possible to keep traffic moving or where directed by those supervising pickup/drop off. Please be attentive to the students unloading/loading at each drop-off/pickup spot.
- Follow the directions of the Faculty/Staff supervising drop-off.
- If you need to park at the secondary building during drop off, please use the lower lot only.

### **PICK-UP PROCEDURES**

Except in the case of an emergency, students will be released only to people listed on the Transportation Form in Parents Web/Renweb. Please make sure to keep this information current.

### **ELEMENTARY PICK-UP**

- Pre-school and half-day kindergarten students are picked up using the Velda Dairy entrance at the carport end of the Primary Building. On Early Release days, all kindergarten students are dismissed at noon and will be picked up from the Pavilion according to the instructions below.
- Full-day students' pick-up
  - Enter using the Kerry Forest Parkway entrance.
  - At the top of the parking lot, carefully proceed as directed by the supervising teacher, through the driveway between the Main Office and the Pavilion.
  - Turn right just past the Pavilion to the area where teachers are waiting with the students.

### **SECONDARY PICK-UP**

- Enter the second parking lot on the right (the south/lower parking lot) and proceed to the top of the lot.
- The road that runs behind the building will take you to the upper parking lot.
- When you get to the north/upper lot, pull forward as much as possible to keep traffic moving or where directed by those supervising pickup/drop off. Please be attentive to the students unloading/loading at each drop-off/pickup spot.
- Follow the directions of the Faculty/Staff supervising pick-off.
- After dropping off or picking up students, proceed out of the north/upper parking lot and left on the Seaton Court cul-de-sac.
- If you need to wait for your student after school, please pull into the Seaton Court cul-de-sac until he or she is available for pick-up.
- If you need to park at the secondary building during pick up, please use the lower lot only.

### **LATE PICK-UP**

- If a student has not been picked up by 3:15 PM they will be sent to the office (Main or Secondary) to await their ride.
- After 3:30 PM, students will be sent to the After School Program. Parents accounts will be billed for the time the student attends the After School Program in accordance with the programs fee structure.

### **EARLY RISERS PROGRAM**

- The Early Riser Program is held in the Elementary Building, this program is for students who need to arrive at school between 7:30 and 8:00 AM.
- A staff member will supervise the students in quiet activities.
- Students should eat breakfast before they arrive.
- The fee for Early Risers is \$3.00 per student, per day.

### **GRADE RETENTION/ADVANCEMENT**

- Occasionally a student's general development and maturity are such that he/she is advanced or retained one grade level. This is done only after thorough study of all pertinent information and in consultation with the parents. If questions arise regarding a student's readiness for the next grade, parents will be notified during the spring semester. Final decisions regarding retention will always be made by the administration and clearly communicated to the parents. The student's progress will be closely monitored or reviewed prior to making the final decision.

### **ITEMS BROUGHT TO SCHOOL**

- Students may bring playing cards to school, but gambling in any form is not permitted.
- Students are not allowed to bring the following to school:
  - Toys (unless permitted by the teacher)
  - Video game devices
  - Any electronic devices (except those required by CCS)
  - Pocket knives or weapons of any kind
- Students should not be in possession of any knives or other weapons at school functions or at off campus activities. Any of the aforementioned items found in a student's possession are subject to confiscation and disciplinary action.
- Parents bringing items to school for students should not take them to the student's classroom or locker, but should take them to the office. The student will be notified between classes to pick up the items in the office.

### **LOST AND FOUND**

The elementary and secondary offices maintain a lost and found box. Parents and students should check this box for lost items. Items not claimed will typically be donated to a local charity at the end of each quarter. Parents will be notified prior to the items being donated. PLEASE MARK YOUR STUDENT'S JACKETS, SWEATSHIRTS AND SWEATERS with their first and last names so we can return them if they are found on campus.

### **LUNCH**

- Students should bring a healthy lunch and drink from home. DO NOT send soft drinks or drinks in glass containers.
- Special lunches are available to order through Campus Cuisine.
- With permission from their parents, high school students are eligible to eat lunch off campus during the week.
- Students are not permitted to bring food items that require refrigeration and/or heating.

## **MUSIC**

It is our intention to lead students to honor the Lord in all areas of life. Accordingly, music brought and played on campus, at school-sponsored activities, including field trips, competitions, and while traveling as a school group should reflect Christian principles and morality, as interpreted by CCS in its exclusive judgement. All selections must be approved in advance by the sponsoring faculty members.

## **OFFICE**

Students should not be in the office area unless they have been directed there by a faculty member.

## **PARTIES**

- Birthdays — Students enjoy celebrating their birthdays with school friends. We strongly encourage inviting the entire class (boys and/or girls) to an after-school party. This will help us eliminate many school problems that occur when a few students are not invited. Invitations should not be distributed at school unless the entire class (boys and/or girls), is invited. Many students choose to bring a birthday treat to school. We encourage you to keep these low-cost and easy to serve. Please contact your student's teacher to arrange a time to bring your student's treat.
- Pool — Pool parties may only be scheduled, by faculty members, for 2nd grade and above. A certified life guard must be present. The cost of the party will include the fee for hiring the lifeguard.

## **PERSONAL PROPERTY SEARCH**

- The right of students as citizens to be free from unreasonable search shall be preserved in the schools. As such, school officials shall proceed with extreme caution and on reasonable grounds for suspicion when engaging in the search of a student's person.
- In all cases of search, backpacks, lockers, on campus vehicles and/or personal, the responsible school official shall
  - have another staff person present during the search
  - will maintain an accurate written summary of the events surrounding the search incident.
- Lockers are the property of the school and are provided to students without charge. Lockers are subject to random search by trained narcotics detection dogs. In addition, the school principal or his designee is authorized to open lockers in the presence of another witness and to examine their contents to include personal belongings of students when such person has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of any student or include property stolen from the school, school personnel, or other students.
- It is recommended that secondary students purchase a lock and use it at all times on their locker. The combination or key must be given to the homeroom teacher. CCS is not responsible for any items missing from lockers. Students are responsible for all items left in lockers.
- The use of a locker is a privilege; therefore it is the responsibility of each student to keep his/her locker clean. No pictures, etc., should be affixed to the inside or outside of the lockers that would cause damage upon removal.
- All backpacks, lunch boxes, clothing, and other personal items must fit in the student's locker and be stored there during the school day.

## **PHOTOGRAPHS & YEARBOOK**

A professional photographer takes group and individual photographs of the students during the school year in addition to school photos taken for the yearbook. Students will have opportunity to purchase photograph packages from the professional photographer. A yearbook will also be available for purchase. If you do not want your student to participate in class or yearbook photograph sessions, please notify the office in writing at least 24 hours before the morning of the photograph session.

## **PROPERTY DAMAGE AND LOSS**

If school property is broken or destroyed by a student, parents will be asked to pay for repairs and/or replacement. Property damage may also result in disciplinary action.

## **SIGN-OUT**

- Students who need to be signed out during the day must be signed out at the appropriate office. If the student is being picked up by someone other than the parent, permission to be released to that person must be on file in Renweb.
- In compliance with Florida law, any person retrieving a student from CCS, any time other than normal dismissal time, will be required, unless personally known, to present picture identification to CCS administrative staff in the Secondary or Main Office. The term "picture identification" means a valid driver's license, a valid state identification card, a valid student identification card from a post secondary institution, or a valid employee identification card.
- At regular pick up, students will be released only to a parent unless permission has been given through Renweb.
- Upon completion of their regularly scheduled classes on campus, high school students or secondary customized enrollment option(CEO) students leaving campus for the day may sign themselves out at the Secondary Office.

## **STUDENT DRIVING AND PARKING**

- High school students who possess a valid Florida Driver's License, Vehicle Registration, and proof of insurance will be allowed to park at CCS with a valid CCS Parking Permit. There is a nominal fee for the Parking Permit.
- Students are expected to park their cars immediately upon arrival at school.

- All student cars must be parked in the Kerry Forest parking lot in their assigned space.
- A student's driving privileges may be suspended if he or she fails to observe the basic rules of driving etiquette and safety on campus or for other causes as deemed necessary by the administration.
- Students driving to school must follow established pick-up and drop-off traffic patterns.

### TELEPHONE / CELL PHONES

- Faculty or staff members can give permission to students to use the phone in only emergency situations. Only EMERGENCY messages will be taken at the office for faculty/students. (We do not have an intercom system to each room.) If you wish to speak to your student's teacher, please call the office and we will leave a message for the teacher to return your call after school or you may email the teacher directly (1st initial + last name @ccs-chargers.org).
- Please do not make carpool arrangements through the office. Students should not regularly use the telephone to request forgotten assignments, lunches, or equipment and uniforms necessary for participation in extracurricular activities.
- Cell Phones—Students with cell phones MUST have them powered OFF while on campus during the school day (7:30 AM – 3:30 PM). Failure to adhere to this policy may result in confiscation of the cell phone and possible disciplinary action. Parents will be notified when a student violates this policy and will be asked to pick-up the phone from the office.
- Text messaging is forbidden while on campus during the school day (7:30 AM – 3:30 PM).

## HEALTH AND SAFETY

### CRISIS MANAGEMENT

CCS has a crisis management plan that is available for review in the office. Regular drills are conducted throughout the year.

### FIELD TRIPS

If your student is taking any medication, please send it in the original container to the teacher on field trip days so that it can be administered at the proper time when the class is off campus.

### HEALTH FORMS

Pursuant to Florida Law, failure to submit required health forms may result in your child being prohibited from attending school until the required forms are submitted.

*Forms Required by Florida Law for Student's Health File:*

- Department of Health blue Florida Certificate of Immunization Form 680 (Schools need to keep an ORIGINAL of the form on file-NO copies or faxes accepted). Contact your physician, the Leon County Health Department (487-3155), or a walk-in clinic to fill out the Department of Health Form 680. Schedule your child's appointment for the exam before school begins.
- State of Florida Department of Health DH Form 3040, signed by a licensed healthcare provider. Physicals must be administered within 12 months prior to the initial entry into a Florida school.
- A copy of the child's birth certificate is also required.

The results of the health exam plus past and current immunizations or exemptions must be recorded.

### IMMUNIZATIONS REQUIRED—

#### Grades PreK-3

- 5 Diphtheria-Tetanus-Pertussis (DTP/DTaP)
- 4 Polio
- 3 Hepatitis B
- 2 Measles-Mumps-Rubella (MMR)
- 1 Varicella

#### Grades 4-6

- 5 Diphtheria-Tetanus-Pertussis (DTP/DTaP)
- 4 Polio
- 3 Hepatitis B
- 2 Measles-Mumps-Rubella (MMR)

#### Grades 7-12

- 5 Diphtheria-Tetanus-Pertussis (DTP/DTaP)
- 4 Polio
- 3 Hepatitis B
- Second dose of Measles Vaccine (preferably MMR)
- Tetanus-Diphtheria Booster (Td) (within last 5 years)

### HEALTH SCREENINGS

CCS participates in vision, hearing, scoliosis, and other public health screenings.

Parents will receive a letter/email explaining the process and parental permission slips for these examinations will be sent home.

### ILLNESS

- Students should not come to school if they have had a fever within the last 24 hours. Wait 24 hours after a fever has subsided, without the use of fever-reducing medications, before returning your child to school. If there is any possibility that a student may be sick, PLEASE DO NOT send him or her to school. Contact the office (893-6628) and inform us if you know that your student has contracted a contagious disease.
- While this is not an exhaustive list, the following are contagious conditions for which your child should be kept at home until the contagious period is over: fever, vomiting, diarrhea, conjunctivitis, head lice, strep throat, chicken pox, impetigo, or ringworm.
- If a student becomes ill while at school, the office will call the parents to pick up the student. This will be done automatically if the student is running a fever or is in pain because of an injury.

- If both parents are unavailable during the school day, please have a designated neighbor, friend or relative care for your student. The name and phone number of this designated person must be provided on the Emergency Form in RenWeb.
- In the event a student illness is considered a potential medical emergency, CCS faculty and/or staff will reserve the right to contact emergency medical services.
- The faculty and staff cannot take responsibility for the care of sick students.

### **MEDICATION**

- *Prescribed medications must be in their original container from the pharmacy with no alterations.*
- Students may be given medication at school only if the office has permission.
- Medications are locked in the office.
- Medication is recorded in Renweb for each administration.
- For prescribed or non-prescribed medication, please fill out the Medication form in Parents Web/Renweb.
- ALL medication, including inhalers, must be checked in at the office by the parent. Students may keep rescue inhalers and Epi-Pens on their person, if required by the child's physician. Parents must provide CCS with appropriate documentation from the physician.

### **STUDENTS WITH SPECIAL HEALTH CONCERNS**

If a student has a special health concern, it is the parents' responsibility to provide CCS with updated emergency information each year. This should include a recent photograph of the student, emergency instructions and emergency contact names and phone numbers. The parents should contact the office staff to set up a conference with the faculty to inform them of the student's needs and any special procedures or cautions that should be observed. It is the parents' responsibility to make sure that the school office and the student's teacher are provided with any medications or emergency equipment required by the student. If the student is at significant medical risk, we require that a parent accompany the class on all off campus field trips.

### **WEATHER**

When the temperature and/or wind chill fall below 35 degrees, the staff member who is immediately supervising the students shall not hold an outdoor physical activity.

Be on the alert to pick up your student in the event of severe weather. School may be dismissed early if the National Weather Service predicts unsafe conditions. You may always check your child out if you have a personal concern about unsafe conditions regardless of Weather Service warnings. If the Leon County Schools are closed for a hurricane or other weather-related concern, CCS will be closed as well.

## **PARENT/FACULTY POLICIES**

### **COMMUNICATION**

Communication between home and school is essential as we work to provide the best possible education for each student. At CCS, we accomplish this in many ways including:

- The CCS Website — [www.ccs-chargers.org](http://www.ccs-chargers.org)
- RenWeb
- The CCS Parent-Student Handbook (updated and published annually to our website)
- Elementary classroom newsletters sent home weekly
- Phone calls or personal contacts with faculty
- Parent/faculty conferences
- Regular newsletters from the school office
- Email between faculty and parents

### **CONTACTING FACULTY AND STAFF**

- If you have any questions or concerns, it is best to contact your child's teacher first. To reach your student's teacher or an administrator, contact them by email (faculty and staff email addresses are 1st initial + last name @ccs-chargers.org). You may also call the school office and leave a message. Administrators and faculty check their messages daily and usually return emails or calls the same day.
- If you need to speak at length with a faculty member or an administrator, please call in advance and make an appointment. In this way, we can guarantee you our full and focused attention.
- Emotionally charged issues are best handled in person or by telephone. Please call the office and schedule a meeting with the appropriate teacher or administrator.
- Please refrain from text messaging faculty.
- Please do not call faculty at home after 7:30 PM.

### **FUNDRAISING ACTIVITIES**

Fund-raisers vary from year to year. Participation in the fund-raisers and the CCS Annual Fund is strongly encouraged; however, our staff is sensitive to families who do not wish to participate. Students should not sell products door-to-door.

## **HOLIDAYS**

The faculty emphasizes the Christian traditions in the celebration of holidays. We observe Thanksgiving as an opportunity to thank God for our blessings and His providential care for us. Christmas is the celebration of Christ's birth and Easter, Christ's resurrection. The school staff is also supportive of each family's holiday traditions. We do not celebrate Halloween at CCS.

## **PARENTAL INVOLVEMENT/RESPONSIBILITIES**

*"I will open my mouth in parables, I will utter hidden things, things from of old - what we have heard and known, what our fathers have told us. We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done."* Psalm 78:2-4

*"Through wisdom a house is built, and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches."* Proverbs 24:3-4

We welcome and take seriously the responsibility you have delegated to us. We believe that parental involvement is a primary ingredient in the success of any school. Your student needs your wise direction and loving support. The following is a list of our expectations for parents:

- A commitment to Christian education
- Attendance at parent-faculty meetings and scheduled parent/faculty conferences (Both parents when possible)
- It is the expectation of the school that all families will endeavor to consistently apply the principles of God's Word as they create Christ-centered homes
- Prayer support for CCS students, faculty, administration, and School Board
- Financial support (various fund raisers and CCS Annual Fund) for the school with tax deductible gifts in addition to tuition and fees, if possible, to help ensure the continued growth and excellence of the program
- Prompt payment of all fees and tuition
- Scheduling a regular homework time each week day and on weekends when needed and holding students accountable for all daily assignments
- Being pro-actively aware of homework and projects due
- A commitment to train students to be punctual and prepared for class
- Verbal support for the faculty and administration as they do their best to provide an excellent education for your student
- A commitment to ask questions when something is unclear and to address conflict biblically
- A commitment as a family to volunteer at least 10 hours or pay a \$100 fee; Many volunteer opportunities are available, ranging from faculty assistance to helping to care for the building and grounds

## **PARENT VISITS**

- Parents are always welcome at school. Please make arrangements with your student's teacher prior to your visit. All visitors, including parents, entering the campus during school hours must report to the office to sign in and receive a visitor badge.
- Parents driving on field trips should sign in at the Main or Secondary Office.
- If a campus visitor enters without a visitor badge, each teacher and administrator is commissioned to stop the visitor, greet the visitor and redirect the visitor to the office.

## **PARENT/FACULTY CONFERENCES**

Parents or faculty may initiate conferences as the need arises. Please email the teacher or contact the office (Elementary, 893-6628; Secondary, 893-5219) and request that the teacher call you to schedule a conference. While attending a parent conference, please do not leave your children unsupervised.

## **PARENT/FACULTY RELATIONS**

Sometimes misunderstandings can arise between parents and school personnel. The Biblical (Matthew 18:15-20) way to resolve these problems is to work directly with each other. If a parent has a problem with a specific teacher or teacher's class, the parent should:

- Make contact with the teacher to resolve the problem. If you contact the supervising principal before contacting the teacher, he or she will advise you to contact the classroom teacher first.
- If the problem is not resolved, the parent should next approach the supervising principal.
- If the problem is still unresolved, the parent may ask for a hearing by the School Board.
- Problems not involving the classroom teacher should be brought to the attention of the appropriate administrator. Emotionally charged issues are best handled in person. Please call the office and schedule a meeting with the appropriate teacher or administrator. *Problems should not be discussed with students or other parents not involved in the issue.*
- The School Board will hear any problems remaining unresolved after contact with the administration. Please do not contact School Board members with problems unless you have contacted the appropriate school personnel first.

## **SCHOOL CORPORATION**

- Parents of students enrolled in CCS are members of the school corporation, Community Christian School of Tallahassee, Incorporated. CCS is governed by a Board of Directors elected from the members of the corporation. Directors serve as trustees for three year rotating terms. Directors are eligible to be nominated as trustees for up to 2 consecutive three year rotating terms.
- A slate of candidates for the open seats is proposed by the Nominating Committee of the Board and submitted to the Board for approval. Non-slated members of the corporation may also nominate themselves by obtaining the signatures

of ten other members supporting their candidacy. If a Board member resigns during the course of his or her term, the Board can choose to leave the seat vacant or appoint a parent to fill the vacancy.

## **VOLUNTEERS**

- CCS expects and looks forward to all parents actively supporting the activities of the school. Community Christian School is neither complacent nor apologetic about our need for philanthropic and volunteer support. The beneficiaries are not just the students we educate, but the society they ultimately serve. CCS encourages you to become involved in as many ways as possible. Your involvement is very important in the preparation of your child's education. Your child will be profoundly affected by your efforts.
- Parental involvement provides a clear sense of Christian community, noticeable to anyone who visits our campus.
- Volunteers assist classroom teachers. At the beginning of the school year, we will inform you of the variety of opportunities available as well as specific requests and needs of faculty. Volunteering in the classroom is unique in that it presents the volunteer with a profound responsibility to handle confidential matters correctly. A student's right to privacy should be protected at all times. Volunteers should treat information concerning student progress academically or behaviorally as highly confidential. Volunteers should never discuss student progress with another parent or student. Student progress should never be communicated by a volunteer to the student's parent.

## **VOLUNTEER POLICY**

A volunteer who meets one or more of the following involvement criteria may be required to undergo a Federal background check:

1. volunteers 40 or more hours per month
2. works with students in some capacity without any CCS personnel present
3. chaperones a trip that involves independent supervision of students, including, but not limited to, staying in a room with students on an overnight trip

## **PRESCHOOL PROGRAM**

### **PHILOSOPHY**

The purpose of the preschool program at CCS is to provide a Christ-centered environment that allows children to grow and develop as Jesus did in "wisdom and stature" and in "favor with God and man." (Luke 2:52) Our developmental program is blended with academic instruction in which children have opportunities to learn about God's world and how we should live in it. Each child is guided to grow spiritually, emotionally, socially, physically and academically.

### **ATTENDANCE**

Regular attendance is important for your child's learning. Excessive absences may jeopardize your VPK status. In addition, it is essential to bring your child to school on time daily. Punctuality is essential.

### **BIRTHDAYS**

Your child is welcome to bring in a special treat to share with the class on his/her birthday. Please let us know a day ahead to be sure there are no conflicts. (Suggested treats: cookies, donuts, and popsicles. We prefer no cupcakes or cake.) Personal birthday party invitations should be sent through the mail.

### **CAMPUS VISITS**

When visiting the CCS campus, parents must check in at the Main Office. Parents will be given an official CCS nametag and must wear it any time they are on campus. We ensure the safety of our students by requiring this procedure.

### **CHANGE OF CLOTHES**

Please bring an extra change of clothes in a gallon zip lock bag in case of accidents. These clothes will stay at school. Label all clothes!

### **CLOTHING**

Children need to be dressed ready to play, work, and make messes! Unless it is a special day, children should not wear dressy clothes. Good play shoes are a must with rubber soled athletic shoes being the best. **Absolutely no clogs, Crocs, or sandals.** Be sure to read the CCS school handbook concerning dress code. It will be enforced for preschool, as it is in all grades.

### **COLD WEATHER**

Be sure the children have jackets during cold weather. As stated before, please label all of your child's clothing.

### **CURRICULUM**

Our thematic approach to curriculum integrates hands-on learning experiences in all subjects in language arts, mathematics, Bible, science, social studies, art, music, and physical education.

Examples of curriculum include:

- ACSI Bible
- Abeka Letters & Numbers
- Teacher created thematic units



## **DAILY SCHEDULE**

Our daily schedule includes:

- Bible
- Phonics
- Handwriting
- Snack
- Learning Centers
- Numbers/Calendar
- Outside play

Weekly thematic unit activities are woven throughout the school day. Special areas offered for preschool include: Spanish, Music and PE

## **DISCIPLINE**

Clearly communicating rules and expectations for children's behavior is the beginning of our disciplinary plan. From the first days of preschool, class rules are taught and reinforced with praise when children are observed following them.

Children are expected to listen and obey the teachers, to speak and act kindly, and to keep their hands to themselves.

Being able to make mistakes and receive correction is an important part of maturing. Correction is loving, with great care taken to never humiliate or frighten the student. Discipline is never corporal, nor associated with food, rest or bathroom breaks, and children are never denied opportunities for physical activity as a form of discipline.

Though teachers are willing to share discipline problems with parents, simple misbehaviors at school need to be corrected and forgiven at school. Rarely will we encourage more consequences at home, unless teachers and parents feel it is necessary.

If it is determined that a child's behavior is disruptive or distracting to the learning environment (for example; kicking, temper tantrums, biting, hitting, or the child is not fully toilet trained, etc.), it may indicate that a student is not ready for the classroom situation. It may be necessary to remove the child temporarily or permanently. A parent-teacher conference will be held before this decision is determined.

## **EARLY DISMISSAL**

A parent must sign out any student leaving campus before dismissal time. This needs to be done in the office before the parent comes to the classroom to pick up a child. The office will give you a slip that you must give the teacher before she can dismiss your child.

## **MORNING DROP OFF**

Preschool children should be dropped off at the Velda Dairy driveway. A parent volunteer will assist your child out of the car and send them through the front door entrance. You may also park and walk your child inside. All preschool students must be signed in by their guardians.

## **PARENT PERMISSION**

If someone other than a child's parent is to pick up, we require that the person be listed on Renweb and a note sent with the child concerning who will pick up the child that day. If for some reason a person is not listed on Renweb, we must have a signed, written note from the parent for that day.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice per school year – January and May. You may request a conference with your child's teacher by appointment at any time.

## **11:30am PICK-UP**

Parents should enter the Velda Dairy entrance and drive around until the first car reaches the front porch. Stop there. Other cars need to stay in the line. We will walk your child to you. Please stay with your car.

## **3:00pm PICK-UP**

Enter the Kerry Forest Parkway drive, where you will pick up your child in front of the pavilion. Velda Dairy driveway is closed to incoming traffic.

## **PROGRESS REPORTS**

Two progress reports will be issued for your child during the school year.

## **SNACK/LUNCH**

Send in easy to eat and nutritional snacks. Please discuss with your child that they are not to exchange snacks with others. We do not microwave or refrigerate food for students.

## **THINGS TO BRING EVERYDAY**

1. Backpack
2. Water bottle
3. Snack/Lunch\* - *\*If your child stays all day.*
4. Folder



**Some examples of misconduct subject to discipline procedures:**

- Damaging property, on or off campus
- Disrupting the atmosphere and operation of the school
- Engaging in illegal or immoral behavior in violation of the Community Covenant *on or off campus*
- Failing to comply with instructions from faculty, administrators, or other school personnel
- Failing to fully respect other students
- Fighting
- Lying, plagiarism or theft
- Using abusive, vulgar or profane language
- Using or possessing alcohol, tobacco, or other controlled substances
- Sexual harassment
- Cyber bullying

**DISCIPLINARY APPEALS PROCESS—DISCIPLINE REFERRALS**

- After a teacher or principal writes a student discipline referral, the parents will be contacted regarding the incident (per the Referral Process) and the consequence to be administered to the student.
- The student's parents may appeal the consequence to the divisional principal at a face-to-face meeting within 72 hours of the referral.
- If the divisional principal chooses not to change his/her decision, the parents may appeal to the Disciplinary Committee. The Disciplinary Committee is comprised of the headmaster, the divisional principals, assistant principals, and a teacher representative. The headmaster may assign additional members at his or her discretion. The Disciplinary Committee is the final point of appeal unless a student is expelled.
- The parents have three (3) business days to make their appeal to the committee in writing.
- The Disciplinary Committee will convene, consider the parent's appeal, and render a final decision as soon as possible after considering the appeal.
- If the Disciplinary Committee decides to implement a different consequence, the committee will decide upon the consequence and inform the divisional principal and the student's parents. The Disciplinary Committee will assign the student a date to serve the consequence.
- The decision of the Disciplinary Committee is final.

**DISCIPLINARY APPEALS PROCESS—EXPULSIONS**

- Appeals of student expulsions may be made to the school board.
- The parents have three (3) business days to make their appeal to the special school board committee in writing.
- The special committee will convene and consider the parent's written appeal and recommend a final decision to the school board as soon as possible after considering the appeal. The committee should either uphold the expulsion or provide an alternative consequence to the school board.
- The school board will hear the committee's recommendation and vote to uphold the expulsion or affirm the committee's alternate consequence.
- The decision of the school board is final.

**DISMISSAL/EXPULSIONS**

When the Disciplinary Committee expels a student, both the student and the student's parent(s) shall be notified in person and in writing as to the reasons for the expulsion. The school has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreement of the parents. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to, the following:

1. Repeated misconduct.
2. Failure to respond positively to repeated efforts at correction by the school's personnel.
3. A serious breach of the school's code for student conduct including stealing, the use or possession of drugs, alcohol, or tobacco, sexual misconduct, weapons; whether on or off campus.
4. Threatening or bringing harm to any member of the school community.
5. An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community including immorality or an attitude not in harmony with the goals and spirit of the school.
6. In CCS's exclusive judgement, any action by a parent(s) or guardian(s) that seriously interferes with the school's ability to accomplish its educational purposes.
7. Commission of a crime.
8. Violating the standards of conduct contained within the Community Covenant

Expelled students may be asked not to attend certain school activities during the expulsion period. Re-admission to CCS will be at the discretion of the Headmaster.

## **DRESS CODE POLICIES AND COMMUNITY STANDARDS**

Appropriate dress is determined by the occasion and should reflect a Christian distinctiveness, glorifying Christ through appropriateness, decency, modesty, neatness, and respect. Clothing, grooming and hair styles change. Extremes in any of these areas are not appropriate at CCS. *The administration and staff of CCS, in its exclusive judgment, will make all decisions relating to student compliance with these standards.* Parents will be contacted if a student is inappropriately dressed. *Please keep these standards in mind when purchasing clothing for the school year.*

### **GENERAL DAILY DRESS – SCHOOL-WIDE**

- All clothing should be in good taste and modest. Modesty is defined as not drawing undue attention to one's clothing and covering all undergarments and private body parts.
- Students' clothing should be appropriately sized – neither skin-tight nor absurdly baggy.
- Students are not allowed to wear clothing, jewelry, buttons, haircuts, or other items or markings that are offensive, distracting, suggestive or indecent, associated with gangs or the occult, or encourage the use of drugs, alcohol or violence. At no time should students cross-dress (as the other gender).
- Girls' clothing should not expose the torso or cleavage in any body position.
- Appropriate undergarments must be worn and concealed at all times. Sleeveless shirts that expose sports bras are not allowed.
- Tights and leggings do not count as pants and are not appropriate for school, unless worn with a dress or skirt that meets dress code.
- Shorts, skirts and dresses must be of a sufficient length to allow for modesty when seated, and should be within 3 inches of the top of the knee or longer (the measurement of a standard-sized sticky note).
- Clothing should be clean and in good repair; not torn, frayed or full of holes.
- Jewelry is appropriate as long as it is not large and distracting to the wearer. Boys should not wear earrings or have gauges.
- Body piercing, other than girl's ears, is not allowed.
- "Biker" apparel is not allowed.
- Caps or hats may not be worn inside the buildings by boys or girls.
- Shoes must be worn at all times.
- Bathing suits worn to pool parties, beach trips, etc are to be of a modest cut. Girls must wear only full one-piece suits or two-pieces with a "cover-up" (dark color tee-shirt, etc).
- On designated CCS Spirit Days, a specific theme is chosen. Students may dress according to the theme for the day, as long as they do not violate the CCS dress code policies and community standards.

### **PE – SCHOOL-WIDE**

- Athletic shorts that do not meet standards for length and modesty are not allowed.
- Students **MUST** wear tennis shoes for PE classes (No sandals, athletic slides, dress shoes, fancy boots, or cleats)
- Long and dangling jewelry must be removed before class and placed in the student's desk or locker.
- Caps and sunglasses are allowed outdoors, with permission from the teacher.
- Dress at sporting events should reflect CCS standards.

### **PE– SECONDARY STUDENTS**

- Secondary students are required to "dress out" for PE classes. The Secondary PE uniform shall consist of a pair of shorts, t-shirt, and tennis shoes.
- The shorts and a t-shirt will be ordered by the school at a nominal cost to the parents. Please write your student's last name on the PE uniform.
- The uniform will comprise a part of the student's PE grade and will be consistently enforced by the PE teachers.
- The PE teachers will use discretion in enforcing the uniform standard in inclement or severely cold weather.

**SPECIAL PROGRAMS ATTIRE** – Participation in Grandparents Day, Spelling Bee, Science or History Fair, Banquet, Promotion Ceremony, etc., (specifically K-8<sup>th</sup>) –

- No jeans, sneakers, or other casual attire will be allowed.
- Tank tops or spaghetti straps without over-blouses or opaque shirts, crop tops, knotted blouses, midriff or halter tops, see-through garments, mini-skirts, mini-dresses, and clothing not properly fastened are not appropriate.
- Boys must wear collared shirts tucked in, dress pants or slacks, and dress shoes/loafers/deck shoes for all day and evening school programs.
- Girls should wear dresses, dressy skirts/blouses or dressy pant suits, and dress shoes/loafers for day and evening school programs.
- Performing ensembles may be required to wear specialized attire.
- All other dress policies remain in force at all special programs unless otherwise noted.
- Fifth grade students are required to wear a CCS navy, collared shirt with khakis for the End of the Year Program.

## ELEMENTARY

- Shoes should be sturdy, secure to the foot, and rubber soled.
- “Crocs” and flip flops are not permitted.
- A CCS Blue Standard T-shirt is required for Wednesday Chapel and Field Trips (unless otherwise instructed). These are available for purchase at the beginning of the year.
- Special Programs attire may be directed by the teacher in charge.

## MIDDLE SCHOOL

- Shoes should be sturdy, secure to the foot, and rubber soled.
- Middle School students may not wear “Flip Flops.”
- Chapel: A collared or Polo style shirt is required. (If a student comes to school improperly attired for Chapel, the student’s parents will be contacted and asked to bring the proper clothing.) Girls may opt to wear a dress that meets dress code.
- Field Trips: A CCS shirt, unless otherwise instructed by the supervising teacher or administrator.
- Middle School Banquet :
  - Girls- Mid-calf length dresses are preferred; no bare shoulders, backs or midriffs and no plunging necklines.
  - Boys- Dress shirt, tie, dress pants and dress shoes/loafers/deck shoes.
- Promotion: Girls- Appropriate dress or skirt and blouse (mid-calf length, no bare back or shoulders, no short, tight, or low cut blouses, skirts or dresses – front or back); shoes (no tennis shoes or flip-flops).
  - Boys- Collared shirt (tucked in) with a tie, dress pants/khakis, and dress shoes or loafers (no tennis shoes or flip-flops).

## HIGH SCHOOL

- Daily, in-school default is Casual
- Public (Field Trip or Friday Chapel) default is Business Casual
- Public Exhibition/Program default is Business Professional
- Prom and other formal events default is Formal

## HIGH SCHOOL DRESS CODE DEFINITIONS

- Casual
  - Flip-flops, sneakers, sandals are allowed
  - Appropriate t-shirts, shorts, jeans
- Business Casual (*Friday Chapel Wear*)
  - Men –
    - appropriate short or long sleeved collared shirts (tucked in), belts; khaki, chino, or similar pants (no cargo pants)
    - socks required for men
  - Women –
    - suits, dresses, skirts, or pants with a blouse
    - no shorts or jeans unless specified
    - no flip-flops, sandals, or sneakers, except dressy women’s sandals
- Business Professional
  - Men – ties, collared shirts (tucked in), belts and dress pants or khakis, and dress shoes and socks
  - Women – pant suits, blouses, skirts (In order to best insure modesty, young women who participate in programs on stage should wear dresses and skirts longer than the minimum requirements.), and dress shoes
- Semi-formal
  - Men – ties, collared shirts (tucked in), belts, sports coats, dress pants, and dress shoes and socks
  - Women – pant suits, blouses, dresses and skirts (In order to best insure modesty, young women who participate in programs on stage should wear dresses and skirts longer than the minimum requirements.), and dress shoes.
- Formal
  - Men– tuxes, socks, dress (shined, black) or patent leather shoes
  - Women – evening gowns, cocktail-length or long dresses, and dress shoes

## Additional Requirements for Male High School Students

- Hair must be clean and kempt (not ‘shaggy’).
- Hair should be no longer in back than the bottom of the collar of a standard dress shirt, at least one-half of the ears must be showing, must not touch eyebrows in front.
- Facial hair must be well-trimmed and neat.

## CCS STUDENT PHYSICAL PRIVACY POLICY

### I. PURPOSE

In recognition of our desire to create a culture of Biblical honor (Rom. 12:10) at CCS, we endeavor to guard student physical privacy rights and those of other members of the CCS community. Additionally, CCS believes according to the scriptures followers of Jesus Christ will:

- affirm God’s call to treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20); and

- affirm that God sovereignly, wonderfully, and immutably creates each person as male or female, and these two distinct, complimentary genders reflect the image and nature of God (Gen. 1:26-27).

Further, CCS takes seriously its responsibility to ensure student safety and maintain school discipline. This school board approved Policy is enacted to advise school site staff and administration, as well as parents and students, regarding their duties and responsibilities in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students. Furthermore, these duties and responsibilities regarding the use of CCS facilities are extended to all other members of the CCS community.

## II. DEFINITIONS

“Biological sex” means the biological condition of being male or female (Gen. 1:26-27) as determined at birth based on physical differences, or, when necessary, at the chromosomal level.

## III. POLICY

### A. Use of School Facilities

(i) Notwithstanding any other CCS Policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (*i.e.*, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex. This policy applies to facilities owned by CCS or those facilities used for CCS sponsored events.

(ii) This policy also applies to CCS employees and parents or legal guardians of CCS students when they are on campus or at CCS sponsored events.

### **PLAGIARISM/ACADEMIC INTEGRITY POLICY**

Plagiarism is a serious academic offense. CCS considers plagiarism an act of theft and dishonesty. It involves both stealing someone else’s work and lying about it afterward.

The Merriam-Webster Online Dictionary defines plagiarism as follows:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

A few examples of plagiarism are provided below. Since this is not an all-inclusive list, students who have questions about plagiarism should ask their teacher about whether or not a passage has been plagiarized *before* submitting an assignment.

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see the section on "fair use" rules at [plagiarism.org/ask-the-experts/faq/](http://plagiarism.org/ask-the-experts/faq/))
- failing to put quoted material in quotation marks
- giving incorrect information about the source of a quotation
- using graphs, tables, charts or others statistical data from a source without giving credit

### **Disciplinary Consequences For Plagiarism**

Typical disciplinary consequences at CCS for plagiarism are a zero on the assignment and a requirement for the student to redo the assignment. Depending upon the nature of the infraction and the type of assignment that was plagiarized, the student may be asked to complete an alternate assignment. An apology to the teacher is also generally a part of the consequence.

In the high school, plagiarism is a violation of the CCS High School Honor Code and cases involving plagiarism are typically heard by the High School Honor Council. The High School Honor Council generally follows the typical consequences provided in the preceding paragraph.

Students who habitually plagiarize may be required to repeat a semester of a course, repeat the entire course, or be possibly dismissed from CCS. The CCS Discipline Committee will determine consequences for habitual offenders. The judgments and decisions of the CCS Discipline Committee are final.

This policy was adapted from information provided at Plagiarism.org (<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

### **REFERRAL PROCESS**

- Category 1 or 2 referrals (see the CCS School Code/Behavior Consequence Matrix for typical offenses) will be

emailed to parents for them to sign and return to school.

- The parent's signature acknowledges the infraction and the assigned consequence.
- If a parent chooses not to sign and have the student return the referral form, he or she must schedule a face-to-face meeting with the divisional principal or his/her designee, within 72 hours of the referral.
- The parent is responsible to contact the office and schedule the face-to-face meeting with the divisional principal, or his/her designee. The parent(s) are to bring the referral form to the meeting.
- Failure to meet within 72 hours will result in the student automatically receiving the assigned consequence.
- Consequences for infractions of school code or class rules are typically served within 5 business days of the date of the referral.
- For Category 3 referrals, parents will be notified by telephone and provided with a written copy of the referral. For Category 4 referrals, parents will be asked to attend a meeting with the divisional principal, the headmaster, and a member of the Disciplinary Committee and will be provided a written copy of the referral.
- The CCS Disciplinary Committee will meet to consider all consequences for Category 3 and 4 discipline referrals. The Committee reserves the right to convene to consider Category 2 infractions, depending upon the nature of the infraction.

#### **SCHOOL RESTRICTIONS**

- Students may be placed on School Restrictions for: (1) a category three violation of school code, (2) receiving a suspension, or (3) exceeding 3 office referrals in a nine weeks. Students may be placed on School Restrictions at the discretion of the administration for Category 2 offenses.
- Students repeatedly placed on School Restrictions may jeopardize enrollment eligibility for the next school year.
- At the discretion of the principal or his/her designee, students can remain on School Restrictions for up to four (4) weeks.
- The office will contact extracurricular and co-curricular faculty and staff to apprise them of a student's School Restriction status.
- Students on School Restrictions are not permitted to do one or more of the following:
  - Participate in an athletic team or arts ensemble;
  - hold a student leadership position;
  - participate in an honor society;
  - participate on a worship team; or
  - attend a class party, event, or field trip.

#### **SUSPENSIONS**

Suspensions result in zeroes for homework, class work, and tests or quizzes given while the suspension is served. Exceptions may be made for long-term or group projects. Further, students are prohibited from participating in any school-sponsored activities (both during and after school) on the day of or during the suspension. CCS uses both in-school and out-of-school suspensions as a discipline consequence.

#### **SEXUAL HARRASSMENT POLICY**

CCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Community Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

#### **DEFINITION OF SEXUAL HARASSMENT**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions -

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.



## **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

## **EMPLOYEE-STUDENT, EMPLOYEE- EMPLOYEE, AND/OR STUDENT-STUDENT SEXUAL HARASSMENT**

Employee-student, employee-employee, and/or student-student sexual harassment is prohibited at CCS.

## **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

- Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.
- Students, who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **WHERE TO REPORT SEXUAL HARASSMENT**

Reports should be given to the CCS Headmaster, the Elementary Principal, the Secondary School Principal, or the current School Board President.

## **CONFIDENTIALITY**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Community Christian School reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **PROTECTION AGAINST RETALIATION**

It is against Community Christian School's 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.

## **PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION**

When one of the Community Christian School officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **VIOLENCE POLICY**

- Community Christian School abides by Florida Statute 1006.147 Bullying and Harassment Prohibited (See Appendix)
- CCS has a no tolerance policy involving threats or perceived threats (bullying) of violence by students. Parents should understand that the school's first responsibility is the protection of all students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.
- If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.
- In those circumstances in which the school determines that a threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct additional investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.



## APPENDICES

### APPENDIX A - CCS BEHAVIOR/CONSEQUENCE MATRIX

Category One Offenses	Typical CCS Consequence Possibilities	Consequences Imposed by Parents at Home
Excessive noise Minor Classroom Disobedience <ul style="list-style-type: none"> <li>• Talking without permission</li> <li>• Continuing off-task behavior</li> </ul> Subtle disrespect for authority Excessive immaturity/rough housing Excessive Tardiness Light physical contact (shoving, etc.) Repeated dress code violations Disrespecting another student (taunting, non-profane name-calling) Using cell phone, IPod, or other electronic device during school hours without permission	Detention served in teacher's room ½ hour after school detention Sitting, scripture application "Time Out" in administrator's office/another teacher's room Restitution where possible Help detail with teacher	Parental Discretion
Category Two Offenses*	Typical Consequence	
Overt disrespect for authority Insubordination Continuing harassment/excessive bullying (belittling others) Profanity Excessive rough housing Inappropriate behavior with the opposite sex Inappropriate use of touch Dishonesty/Cheating/Forgery/Plagiarism Destruction of property Repeat category one offenders	1 hour detention Restitution where possible ½ Day In School Suspension <b>And/or School Restrictions</b>	Parental Discretion
Category Three Offenses*	Typical Consequence	
Dishonesty with malice Heavy physical contact (hitting, kicking, etc.) Vandalism (implies malice) Harassment with malice Repetitive use of something to inflict harm on another student Small pocket knives (3 inches or less) Theft Lewd or vulgar behavior Off-campus without permission Repeat category two offenders	Suspension (1-3 days) Restitution where possible <b>School Restrictions</b>	Parental Discretion
Category Four Offenses*	Typical Consequence	
Possession, sale or use of drugs, inhalants, alcohol, or tobacco Immorality Possession of weapons: knives, guns, bombs etc. Bombs threats Breaking state or local laws or ordinances Any behavior that creates or contributes an unsafe school environment sexual harassment Repeat category three offenders	Dismissal proceedings	Parental Discretion

- Other offenses not listed may be deemed referable by the administration
- Timeline for offenses is one **quarter**.
- Administration will use professional judgment in determining whether referrals should carry over to another quarter or **semester** (based upon the types of offenses), and in dispensing consequences for student misbehavior.
- Repeat Category One offenses become Category Two offenses. Repeat Category Two offenses become Category Three offenses. **Repetitive misbehavior will not be tolerated.**
- An **Honor Council** will convene to hear cases of serious rule violations of the High School Honor Code. Efforts will be made to train all parties in Matthew 5 and 18 Biblical reconciliation principles. *Peacemaker*([peacemaker.net](http://peacemaker.net)) materials will be used as necessary.

- **Suspensions result in zeroes for homework, class work, and test/quizzes given while the suspension is served.** Exceptions may be made for long-term or group projects. Furthermore, students are prohibited from participating in any school-sponsored events or after school activities on the day of or during the suspension.
- **Community Christian School Disciplinary Committee \***
  - The Community Christian School Disciplinary Committee (hereafter referred to as "the committee") will meet to discuss infractions of the school code when students have been referred for infractions of a Category Three violation or higher. The Committee may be convened for select Category Two offenses. Its purpose is to advance and protect the community of peace and wholeness at CCS.
  - A divisional principal may convene the Discipline Committee to hear cases involving student misconduct. Committee members will be comprised of divisional faculty members.
  - The committee may be comprised of the following school personnel: the divisional principal, the school chaplain, and designated members of the faculty. In the event of changes to the school personnel comprising this committee, positions comprising this committee left vacant, or if the required personnel are unavailable for any reason, the headmaster or divisional principal, at his or her discretion, may assign other faculty members to the committee on an ad hoc basis. The headmaster will attend all appeals meetings considered by the committee.
  - The committee will hear cases of student infractions of the school code of category three or higher presented by the divisional principal or his/her designee.
  - The divisional principal or designee will gather information from all the parties involved and report his/her findings to the committee. The committee will consider the typical consequences to offenses as provided in the Discipline/Consequence Matrix in the Parent-Student Handbook as it renders its decisions.
  - The committee will typically render a decision based upon the Discipline/Consequence Matrix, but based upon the report presented by the divisional principal/designee and after prayerful consideration, may choose to enforce a different consequence. If the committee decides upon an atypical consequence, it will provide the necessary rationale to parents and the student for this deviation.
  - Typical consequences enforced by the committee are as follows: after school detentions, school restrictions, in school suspensions, out of school suspensions, denial of reenrollment, and student dismissal/expulsion.
  - The headmaster will inform the school board when the committee votes to dismiss a student or deny reenrollment to a student.
  - Decisions rendered by the committee will pass by a simple two-thirds majority vote.
  - The divisional principal/designee will report the decision of the committee to the parents and the student. After the decision has been reported, the student will begin to serve the consequence as soon as possible unless the parents decide to appeal the decision of the committee.
  - Appeals to the committee must be made in writing within twenty-four hours of the parents being informed of the decision by the divisional principal/designee.
  - The committee will reconvene at its earliest convenience to consider the appeal and render a decision to the appeal. The headmaster will attend all appeals or sessions of the Disciplinary Committee. The decision of the committee is final, and there is no further point of appeal.
  - If the committee decides to uphold the appeal, it will amend the consequence and the decision will be reported to the parents and the student. The student will begin to serve the consequence immediately. The headmaster or his/her designee will report the committee's decision to the parent and the student.
  - The committee will serve on an ad-hoc basis and will be governed by Robert's Rules of Order.
  - The meetings of the committee are closed to the general public; however, the headmaster has the final decision as to who may attend the meetings of the committee.
  - Any participants the headmaster allows in addition to the regularly serving members of the committee, will not be able to vote in any of the committee's decisions, may only provide input at the committee's request, and will be excused from final votes and deliberations taken by the committee.
  - The chaplain will typically serve as chairman of the Disciplinary Committee and will designate a secretary at each meeting. The secretary will provide the headmaster's executive assistant with minutes from the proceedings and he/she will keep all official records of the committee's meetings.
  - In the event of extenuating circumstances which, in the judgment of the committee, may compromise or bias the decision of a committee member, the committee may ask the member to recuse himself/herself from the voting process; however, the member may continue to participate in other aspects of the meeting the committee deems appropriate. A member may also decide unilaterally to recuse himself/herself from votes taken by the committee or from the entire committee process. Any instances of recusals will be entered into the official minutes of the proceedings and be reported to the parents and the student as a part of the decision-reporting process.
  - The committee may amend these procedures by a simple 2/3 vote by its membership.

## Appendix B

### 1006.147 Bullying and harassment prohibited.—

(1) This section may be cited as the "Jeffrey Johnston Stand Up for All Students Act." (2) Bullying or harassment of any student or employee of a public K-12 educational institution is prohibited:

- (a) During any education program or activity conducted by a public K-12 educational institution;

(b) During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;

(c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution; or

(d) Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any nonschool-related activity, function, or program.

(3) For purposes of this section:

(a) "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

(b) "Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

(d) "Within the scope of a public K-12 educational institution" means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(e) Definitions in s. 815.03 and the definition in s. 784.048(1)(d) relating to stalking are applicable to this section.

(f) The definitions of “bullying” and “harassment” include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in paragraph (a), paragraph (b), or paragraph (c) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

a. Incitement or coercion;

b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or

c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(4) Each school district shall adopt a policy prohibiting bullying and harassment of a student or employee of a public K-12 educational institution. Each school district’s policy shall be in substantial conformity with the Department of Education’s model policy. The school district bullying and harassment policy shall afford all students the same protection regardless of their status under the law. The school district may establish separate discrimination policies that include categories of students. The school district shall involve students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies in the process of adopting the policy. The school district policy must be implemented in a manner that is ongoing throughout the school year and integrated with a school’s curriculum, a school’s discipline policies, and other violence prevention efforts. The school district policy must contain, at a minimum, the following components:

(a) A statement prohibiting bullying and harassment.

(b) A definition of bullying and a definition of harassment that include the definitions listed in this section.

(c) A description of the type of behavior expected from each student and employee of a public K-12 educational institution.

(d) The consequences for a student or employee of a public K-12 educational institution who commits an act of bullying or harassment.

(e) The consequences for a student or employee of a public K-12 educational institution who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.

(f) A procedure for reporting an act of bullying or harassment, including provisions that permit a person to anonymously report such an act. However, this paragraph does not permit formal disciplinary action to be based solely on an anonymous report.

(g) A procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.

(h) A process to investigate whether a reported act of bullying or harassment is within the scope of the district school system and, if not, a process for referral of such an act to the appropriate jurisdiction. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

(i) A procedure for providing immediate notification to the parents of a victim of bullying or harassment and the parents of the perpetrator of an act of bullying or harassment, as well as notification to all local agencies where criminal charges may be pursued against the perpetrator.

(j) A procedure to refer victims and perpetrators of bullying or harassment for counseling.

(k) A procedure for including incidents of bullying or harassment in the school's report of data concerning school safety and discipline required under s. 1006.09(6). The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report must include in a separate section each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents. The Department of Education shall aggregate information contained in the reports.

(l) A procedure for providing instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment, including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations.

(m) A procedure for regularly reporting to a victim's parents the actions taken to protect the victim.

(n) A procedure for publicizing the policy, which must include its publication in the code of student conduct required under s. 1006.07(2) and in all employee handbooks.

(5) A school employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying or harassment to the appropriate school official designated in the school district's policy and who makes this report in compliance with the procedures set forth in the policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

(6)(a) The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.

(b) This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, or computer network when acting within the scope of his or her lawful employment or investigating a violation of this section in accordance with school district policy.

(7) Distribution of safe schools funds provided to a school district shall be contingent upon and payable to the school district upon the school district's compliance with all reporting procedures contained in this section.

(8) On or before January 1 of each year, the Commissioner of Education shall report to the Governor, the President of the Senate, and the Speaker of the House of Representatives on the implementation of this section. The report shall include data collected pursuant to paragraph (4)(k).

(9) Nothing in this section shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.