

# *Community Christian School*



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# *Parent - Student Handbook*

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## Section 1.0 INTRODUCTION

### 1.1 Letter from Pastor Wayne Golson

Dear Parents and Students:

Welcome to Community Christian School! (Or welcome back, if you have been with us before now.) We are looking forward to good things for this new school year, both spiritually and academically. It will help you in your experiences at CCS to know a few things about us.

First, we are a **church-sponsored** Christian School. We are first and foremost a local, independent Baptist church. We are a church that has a school ministry, not merely a school that has a church meeting in its buildings. We teach the same doctrine in our school Bible classes and chapel sessions that we do in our Sunday Bible classes and services. Because we are Baptists, we believe and teach what Baptists believe and teach. That makes sense, because if we were a Catholic parochial school we'd teach Catholic doctrine. And if we were a Church of God school, we'd teach Church of God doctrine. However, we are not high-pressure, arm-twisting people, because we don't believe that is God's way or the Baptist way.

Second, we are a **conservative** Christian School. We are conservative in our theology, our dress standards and our music. We have school bands and pep bands, but we don't have rock bands. We know we are *in* this world, but we don't intend to be *of* this world in its values, attitudes and behavior. We insist that our students adhere to the biblical principles of living for which we stand while they are enrolled at CCS.

Third, we want always to be a **compassionate** Christian School. We want you and your student(s) to know and feel that we love and care. We have no axe to grind; we are not mad at anyone. We are just grateful the Lord has given us the opportunity for many years to teach and interact with good people and their children. While teachers cannot afford to be "big buddies" to students, we want teachers to be the students' friends and mentors.

Fourth, we intend to be **competitive** as a Christian School. We want to have high academic standards, winning sports teams and award-winning fine arts groups. We don't believe in winning at any cost; that's this lost world's philosophy. But we do believe in training hard and competing hard to be our best for the Lord. If we do that, winning will take care of itself.

Pray for us and work with us this year. We will do the same for, and with you.

In Christ,

Senior Pastor Wayne Golson  
Community Baptist Church

## **1.2 Letter from Pastor Charles Sartor**

Dear Families:

Community Christian School, as a ministry of Community Baptist Church, is ready to prepare your child for living in today's world. The school's primary purpose of spiritual training is supplemented by a proven academic program. The teachers and staff are well prepared to help your child achieve in academics, physical fitness, the Faith, and society. ("And Jesus increased in wisdom and stature, and in favor with God and man." Luke 2:52)

CCS offers a well rounded academic program that begins in the younger years with the phonics program; progresses through the years with the educational basics as well as academic challenges; and ends with courses such as Chemistry, Physics, English/Literature and technology. CCS offers firm behavior and discipline programs that help students focus on spiritual and academic pursuits. The school provides an atmosphere of love and learning through our dedicated staff members who are examples of the Christian faith in all that they do.

To help us help your child I want each school family to attend church regularly, to read the Bible, to provide ample home study time, to keep in communication with the teacher, to support the school staff, and to thoroughly read the information in this handbook.

I am always available to answer your questions.

Sincerely,

Pastor Charles Sartor  
School Administrator

## **1.3 Purpose of Parent - Student Handbook**

The purpose of this Handbook is to acquaint parents and students with the history, teachings, rules, regulations, policies, and procedures of Community Christian School. Each student is expected to abide by all of the rules covered in this Handbook. CCS is designed to produce a quality Christian education and a safe, caring environment for each of our students. Any family who is interested in quality Christian education and a safe setting for their child should have no problem abiding by the regulations stated in this Handbook.

Enforcement of the rules listed in this Handbook may be achieved by 1) counseling from teachers and/or 2) Department Coordinator, through 3) the use of conduct slips sent home to parents seeking parental assistance, 4) after school detention, 5) parent conference, 6) referral to the principal's office and 7) suspension. The student who continually fails to abide by the rules will be 8) expelled. There is a purpose for each rule, and we believe they are fair, and our discipline is just.

## **1.4 Nondiscrimination Statement**

Community Christian School admits students of any race, color, and ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnicity in administration of its

educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## 1.5 Mission Statement

***Community Christian School is a local church ministry that helps the family fulfill its God ordained responsibility to educate children to be Christ-like.***

CCS trains two year olds through graduating seniors in the Christian Faith through a structured comprehensive academic program that includes a Christian world view curriculum; teachers and staff that have received Jesus as Savior; and sound educational methods.

The goal of Community's education of students is accomplished through the combined ministry of godly teachers and a balanced Christian curriculum which places strong emphasis on spiritual teaching, Bible knowledge, respect for authority, biblically oriented academics, fine arts, and athletics. CCS strives to evaluate each aspect of its operation by the Word of God.

## 1.6 Church and School Working Together

***Community Baptist Church*** is an independent Baptist church, the doctrine and philosophy of which is reflected in the teaching and operating procedures of Community Christian School. Quite literally, if there were no Community Baptist Church, there would be no Community Christian School.

We *ARE* a church; we *OPERATE* a Christian school. Our beliefs are reflected in the *Statement of Faith*, Section 1.7. Therefore, the teaching in the CCS Bible classes is the same as our Sunday School classes and worship services. Students hear visiting speakers invited for purposes of spiritual enrichment in revival services, missions conferences, music seminars, dramatic presentations and more.

Even the homework load is affected by our commitment to local church involvement. We have directed our teachers not to assign homework on Wednesday evenings (the night many churches have their midweek or prayer services) and to adjust accordingly when special services are in progress during a given week. We believe that if we are the church we ought to be, we can expect God to bless and lead us to operate the kind of school with which He, and you, would be pleased.

***Community Christian School*** exists for parents and young people who sincerely desire a Biblically-based, traditional education. CCS has provided education for girls and boys in Manatee and Sarasota Counties since 1968. Through the years the Lord has guided and met the needs of the school.

When choosing CCS, you can expect your child to receive a thoroughly Christian education which means our academic, social, emotional, physical, and spiritual philosophies are guided by the Bible, God's final authority to man. One of the goals of CCS is to channel students into a Bible college or Christian university that holds to the doctrine of Community Baptist Church. We also strive to prepare students to serve the Lord in a vocation if they do not wish to attend college.

Our dedicated faculty and staff regard your young person as a sacred trust and will diligently

endeavor to serve you. We are not perfect, but we are determined under God to use our abilities and expertise in building outstanding Christian citizens for our great nation and the Lord. You can expect high standards in all areas because we attempt to do everything as unto the Lord.

We trust you want a distinctively Christian education and environment for your child. Together our prayers and cooperation will produce living memorials of God's grace.

## 1.7 Statement of Faith

The following statements are Community's basic fundamental Bible beliefs.

### WE BELIEVE...

**The Bible is our only authority and rule** for what we believe and how we live. Every word is true in all 66 books of the Bible. The Holy Spirit is the true Author of the Bible. The human writers wrote under the inspiration of the Holy Spirit. We use the King James Version in both church and school.

**The one true God** exists eternally in the Persons of Father, Son and Holy Spirit. These three are one; God is a Triune Being. As the supreme Ruler of the universe, He is worthy of all our love, honor, worship, and confidence.

**Jesus Christ is God** and has existed coequally with the Father and the Holy Spirit forever. He is both God and Perfect Humanity in one Person. He was born of the virgin Mary through the power of the Holy Spirit without aid of a human father. He could return to Earth at any moment. His return will be before the Tribulation and before the Millennial Reign.

**The Holy Spirit is God** and has existed coequally with the Father and the Son forever. He lives within every person who has received Christ as Savior. (Community Baptist Church believes that the sign gifts, including tongues and healing, are not for this present day. We reject the present-day Charismatic movement.)

**Satan is a real being.** He rebelled against God and was expelled from Heaven. He is God's enemy and the enemy of believers. His ultimate end is the Lake of Fire. Demons give allegiance to and serve Satan. Angels give allegiance to and serve God.

**Every person is a sinner.** Adam and Eve were historical, real people. They were created in innocence, but voluntarily disobeyed God and fell into sin. The human race fell into sin when Adam sinned, and now every person is born with a sinful nature, an inborn tendency to sin. All mankind is sinful and under the just condemnation of a holy God. We have no excuse. Mankind is not the product of evolutionary processes.

**Salvation and the forgiveness of sin** are based completely on God's grace. The only two conditions for receiving His salvation are the conditions of repentance and faith. The death of Christ by the shedding of His blood is the only payment for man's sin. We cannot work to earn our salvation, but when we are saved, we will serve God.

**Once saved, always saved.** We believe that all the redeemed, once saved, are kept forever by the power of God and are thus secure in Christ forever. We believe it is the privilege of the believer to rejoice in the assurance of his salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (John 6:37-40; John 10:27-29; Romans 8:1, 38-39; I Corinthians 1:4-9; I Peter 1:5; Romans 13:13-14; Galatians 5:16; Titus 2:11-15).

**Children of our families** need an education which trains them not to walk in the counsel of the ungodly (Psalm 1:1), and families need to obey Colossians 2:8, "Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ."

**Christ instituted the Local Church** with pastors and deacons as its two officers. Its two ordinances are the Lord's Supper and Believers' Baptism by immersion. Every local church is self-governing. Each believer can come to God individually without human or saintly intervention. Each believer has the right to worship God in accord with his conscience without coercion. We do not believe in a State Church.

**Heaven and Hell** are real places where real people go. A person is assured of going to Heaven after death if he has repented of his sin and received Christ as Savior. A person who rejects Christ will be separated in Hell and away from God forever.

**Music originated with God**, and He has given the ability and capacity for producing and appreciating music. Community Baptist Church and Christian School is committed to sacred music which is true to the Bible and which glorifies Jesus Christ. We use traditional Christian music ministered by believers whose lives back up what they sing. We do not use "Christian Contemporary Music" or "Christian Rock" in any part of our ministry, including youth.

## 1.8 Statement of Philosophy

- We believe that each student is a distinct, individual creation of an omnipotent God. (Ephesians 2:10; John 1:2; Ecclesiastes 12:1)
- We believe that each individual is the creation of God and, therefore, the property of God. (Psalm 119:73; Colossians 1:16; Hebrews 2:10)
- We believe that each man must be a careful and faithful steward of his conscience. (Acts 23:1, 24:16; I Corinthians 8:7-10; I Peter 2:19; Hebrews 10:22)
- We believe that each individual student is directly responsible to God for the direction of his life. (Psalm 119:105; Proverbs 16:9; Psalm 37:23)
- We believe that an individual who allows the Lord to govern his life will demonstrate proper Christian character. (Matthew 12:34-35; Colossians 2:6-7; Proverbs 3:5-6)
- We believe that we need to establish models of Christian character for our students to emulate. (I Timothy 4:12; Titus 2:2-5; Proverbs 23:26)
- We believe that parents have a God-given responsibility of educating their children and that the Christian school acts as an extension of the Christian home. (Proverbs 22:6; Deuteronomy 6:6-9; Ephesians 6:4; II Timothy 3:15)
- Thus, we believe that a Christian school is Christian teachers training Christian students with a Christ-centered philosophy.

## 1.9 Affiliation and Accreditation

Community Christian School is accredited by the American Association of Christian Schools (AACCS) and by the North American Christian School Accrediting Agency (NACSAA). The NACSAA accreditation is recognized by the Florida DOE for transfer of credits and acceptance of diplomas. CCS has been continuously accredited since the 1970's

CCS is a member of the Florida Sunshine State Association of Christian Schools (SSACS) as well as AACCS. The school is accountable to the membership of Community Baptist Church, thus CCS is only affiliated with Christian associations of like-minded philosophies.

## Section 2.0 ADMISSIONS

### 2.1 Admissions Policy

CCS admits students of any race, color, or ethnicity. Community Christian is not able to accept students with specific learning disabilities or who are emotionally handicapped.

New students and their parents are required to meet with the administration for an interview before admission is finalized. Our current families appreciate our thorough admissions policy, as will you, when new students come into your child's classroom.

Students are admitted to Community Christian School on the basis of their parents' desire for a Christian education for their child, available space, report cards, and achievement test scores. Entrance and placement tests may also be used, if necessary. A \$25 testing fee is charged for students who need to take an entrance exam.

It is understood that being a student at Community Christian School is a privilege which may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it advisable for that student not to remain in the school. Students are accepted on a trial basis; continued enrollment requires acceptable grades and citizenship. No family is guaranteed re-enrollment each year. Each student's record is reviewed by the administration on a regular basis.

### 2.2 Enrollment Procedures

One of the very early steps in registration for students in Kindergarten through 12th grade is to schedule an appointment with the School Administrator (941-756-8748). Parents initiate the Enrollment process when they fill out and sign the *Enrollment Application* and pay the registration fee. The application may be obtained from the school office.

The following must be done in order to complete registration:

1. *Enrollment Application* filled out and signed by parent(s) (which included the *Statement of Cooperation and Financial Agreement*).
2. Schedule a personal interview of parents and prospective student(s) with Administrator. (Adults and students should wear appropriate clothing to the interview; no shorts please.)
3. Payment of registration fee.
4. Obtain a copy of the student's Birth Certificate.
5. Complete a Florida Certification of Immunization (HRS Form 680-Immunization) and a Current

Student Health Examination Form (HRS Form 3040-Physical).

6. Obtain the last report card and achievement test scores from the previous school.
7. If necessary, complete entrance testing for K5-G12 students.

### **2.3 Age Limit Cut-Off Date**

Children entering preschool and first grade will be admitted according to their age on September 1. Two, three, and four-year-olds must be two, three, or four on or before September 1 for eligibility into the K2, K3, or K4 programs. Children entering K5 must be five on or before September 1. A first grader must be six on or before September 1.

### **2.4 Transfer Students**

When transferring credits from previous schools, CCS accepts grades earned at face value. Transfer students are not required to complete CCS's required Bible courses which were not offered at previous schools; however, transfer students must take Bible classes once enrolled.

CCS will request cumulative records including grades, grading scale, health records and achievement test scores from the previous school and other pertinent information regarding the placement of the student.

Senior high homeschool students transferring to CCS must also meet the school's graduation requirement of at least 24 credits. In order to enroll a homeschooler into CCS, parents should be able to produce evidence of the courses that have been taken with course titles and semester grades earned. These should be listed in a letter or transcript and include the year of completion.

Students transferring to CCS in their senior year are not eligible to become Valedictorian or Salutatorian.

### **2.5 Withdrawal and Expulsion**

All withdrawals must be handled through the school office. A written note or conference with the parents and Administrator will initiate the process of withdrawal from the school. All rented textbooks must be turned in and financial obligations satisfied in order to withdraw in good standing.

If an expulsion is handed down from the Administrator, all rented textbooks must be turned in and all financial obligations must be satisfied.

**School records will NOT be transferred to another school until accounts are current.**

## **Section 3.0 FINANCIAL INFORMATION**

### **3.1 Tuition and Fees**

#### **3.1.1 Tuition Costs**

Current tuition costs and fees are available on the Financial Information Sheet.

### 3.1.2 Tuition Discounts

- Families who are employed in full-time like minded, Baptist oriented Christian ministries (must be in complete agreement with our statement of faith, and do not agree to the World Council of Churches' Philosophy or the Charismatic Movement) receive a 50% tuition discount.
- If tuition and the Capital Improvement Fund fees are paid in full by September 1, a 4% discount off the tuition will be granted.
- Tuition discounts are available to families with two or more children enrolled in CCS.
- Under the *Thanks-To-You Scholarship*, when your family is instrumental in enrolling a new family into CCS, we offer a \$500 discount off your tuition in January as a way of saying *Thanks To You*. Contact the office for information.
- CCS accepts *Step Up for Students Scholarships*. Up to \$3,950 is available in scholarship money to new CCS students who have been in the public school system for at least one year and whose family income falls below a predetermined salary cap. However, students enrolling in K5 through G2 are not required to have been enrolled in a public school for a year to qualify. More information about these scholarships and grants is available at [www.psas.org](http://www.psas.org).
- The Crusader Scholarship Fund is available to school families by an application process. Scholarship awards are determined by family financial need, student academics, and overall student department. An independent committee reviews the paperwork to determine the award amount per family. The amounts awarded vary due to availability of funds.
- A \$200.00 Preschool credit is given when a present school family recommends a new family to CCS and the family remains at CCS for at least five months.

Please inquire at the office for details on tuition discounts. Discounts are for tuition only; all other fees still apply.

### 3.1.3 Application and Registration Fees

The registration fee is to accompany the *Enrollment Application*. The registration fee is nonrefundable once a student is accepted for enrollment. If your child is not accepted, the registration fee will be refunded.

### 3.1.4 Capital Improvement Fund Fee

The Capital Improvement Fund Fee is an annual fee paid per family. It is used to help purchase equipment as well as to help renovate and improve the facilities of CCS.

### 3.1.5 Textbooks and Supplies

All textbooks, workbooks, Bibles, etc. are rented through a textbook/supply fee **included** in the tuition price. These belong to the school and should be treated as such. All books are returned to the teachers at the end of the school year. All textbooks are required to be covered with a book cover of some sort. Books that are returned damaged will be assessed accordingly.

When a book is lost, the student will receive a replacement and be charged the price of a new book. Many of the textbooks are paperback and should be treated with care so that they will last the full year.

A list of required supplies for preschool, elementary, and junior/senior high will be available before school begins.

### **3.1.6 Childcare Fees**

Childcare (Preschool-6th grade) is provided for those who need it on a regular basis, but not for occasional use. Therefore, there are no daily or weekly rates for Extended Care. No matter how many hours or days per month a child attends, the monthly rate will be charged. Extended Care from 7:30-7:50 am and 3:15-3:45 pm is available free of charge. If a student is not picked up by 3:45 pm there is a \$1.00 per minute charge.

### **3.1.7 Activity Fees**

In addition to registration, there may be other fees assessed to a student's account throughout the year. These fees vary in their amount and are not refundable nor are they prorated because of late registration. They are for field trips, PE uniforms, competition trips, transportation, piano lessons, and instrument rental.

Junior/Senior high students who participate in sports are required to pay an athletic fee per sport. Also, money will be required for meals during away games. Money for overnight lodging and meals is required if teams play in tournaments and championships out of the area.

Students who participate in Fine Arts Competitions will be required to pay for lodging and meals. (For older students the amount needed could be approximately \$60-70)  
Students in 6th-12th grades who are in band will pay fees for instrument rentals and lessons.

### **3.1.8 Senior High Class Dues**

Annual class dues are \$40 per year for students in senior high (9th-12th grade). Class dues go toward covering expenses for the Junior/Senior Banquet, the senior trip, and other activities. Dues are paid as part of student tuition and are nonrefundable. Each graduating senior must have paid a total of \$160, whether or not they have attended Community Christian School all four senior high years.

### **3.1.9 Gifts to CCS**

Parents and friends are encouraged to give financial gifts to the school. All gifts are greatly appreciated and are tax deductible. Tuition payments and school fees are not tax deductible.

## **3.2 Financial Policies**

### **3.2.1 Method of Payments**

CCS uses the FACTS Tuition Management Company to manage the monthly tuition payments. The FACTS company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-base schools. Even with FACTS the school still maintains full decision-making control of tuition and bill situations. The payment options are automatic bank

payment or credit card payment. Families are able to check their accounts on-line from the convenience of home or office.

Tuition fees are yearly charges, and not monthly charges for each month attended or the number of school days in the month. Annual tuition and the Capital Improvement Fund fees may be divided into 10 or 11 monthly payments. If you choose the 10 or 11 month plan, the first payment will be due July 1st or August 1st. Subsequent payments are due on the first of the following months. The final payment for either plan is due May 1st.

Extended care payments are also due on the first of each month.

Though the first payment on a plan is due July 1st or August 1st, a family may still pay the entire tuition amount and receive the 4% discount if the money is received by September 1st.

### **3.2.2 Late Charges and Penalties**

If the tuition payment is not in the office on or before the 10th of the month, a \$25 late fee will be added to the tuition account.

Any tuition not paid by the 15th of the month necessitates that the students not be allowed to attend school. The account must be paid up to date or firm arrangements made to pay the amount before the student may attend school.

Report cards will not be issued unless your account is paid up to date.

If in the event the school experiences difficulties in collecting past due accounts after a family does not place their child back in school, the collection process will automatically be given to a third party agency. When collections are done by an agency it will appear on the family's credit report.

### **3.2.3 Returned Checks**

After two returned checks, personal checks will not be accepted for payment on your account—only cash, money orders, or cashier checks will be accepted. A charge will be added to your account by the FACTS Tuition Management Company for each returned check.

### **3.2.4 Refund Policy**

The school's budget is set up on an annual basis. If a student is dismissed from school for being out of harmony with the rules and policies of CCS, any refund will be granted at the discretion of the administration.

Tuition is an annual fee divided into monthly payments to help families pay the tuition. Thus, tuition payments are not payments for the number of days attended in the month. Parents who withdraw a student after the first of the month are responsible to pay the prorated amount. Parents are to let the office know as soon as the withdrawal date is determined. Tuition charges continue until a student is officially withdrawn.

When students are withdrawn, only tuition will be considered for a refund (those who move, serious medical/death situations). If a student's account has been prepaid for the year, the amount will be refunded on a prorated basis minus the 4% deduction for paying early. Other fees are nonrefundable. Records cannot be released until all bills are paid.

**An exception to these policies for one is not meant as an exception to the policy for others.**

## **Section 4.0 ADMINISTRATIVE INFORMATION**

### **4.1 Church and School Office Hours**

7:45 am - 4:00 pm      School days

Summer office hours are determined annually

### **4.2 School Hours**

6:30 am                      Childcare opens

8:00 am-3:15 pm      Kindergarten and Elementary classes

7:45 am-3:30 pm      Junior and Senior High classes

6:00 pm                      Childcare closes

### **4.3 Emergency School Closures**

Should it become necessary to dismiss school early due to bad weather or other disasters, parents will be notified to come pick up their children. This notification will either be by phone or a general notification system of which families will be made aware at the beginning of the school year.

### **4.4 Tardiness**

Promptness is a valuable character quality and persistent tardiness is not accepted. Emergencies do arise and allowances will be made for them, such as family emergency (illness, injury, etc.), an accident on the way to school, a massive traffic jam, and extreme weather conditions.

Elementary students are tardy after 8:05 am and will need a note by the next morning; otherwise it will be an unexcused tardy. The office will determine whether it is an excused or unexcused tardy.

Students in 7th-12th grades should be prompt to the morning assembly at 7:45 am. If students arrive after 7:45 am, they are counted tardy. Students who arrive at school late should sign in at the main office, explain their reason for being tardy, get a *Student Admit* form, and proceed to class.

Unexcused tardies do reflect on the student's grades. *Three unexcused tardies will equal one unexcused absence on the attendance records (also disqualifying a student from the annual perfect attendance award).* For every three unexcused tardies students are required to see the Department Coordinator. For the tenth unexcused tardy the family must contact the Administrator. As necessary, discipline will be issued.

## 4.5 Absences

A child must be regular in attendance to gain the most in school. Sporadic attendance causes children to drop behind in their work and thus endangers their academic progress. Parents are to see that their child attends school regularly. More than nine excused absences will require contact with the Administrator.

Students are not excused for reasons other than sickness, emergency, death in the immediate family, prearranged out-of-town trips, or any other event deemed acceptable by the Administrator. If parents are aware that their child will be missing school, **they must notify the school office in writing at least forty-eight hours before the absence takes place (At least a week's advanced notice is best).** This will allow time for the student to acquire assignments from the teacher(s).

Each unexcused absence will require contact with the Department Coordinator or the Administrator. Five unexcused absences may require discipline and jeopardize the student's continued enrollment.

When a student returns after being absent from school, he must bring a note from the parent explaining the reason for the absence. This should be done no later than the second day of the student's return to school. The note is to be turned in to the school office. A secretary will give the student a *Student Admit* form that will be signed by each teacher. When an absence is unexcused, the student will receive zeroes for that day's work. Students are counted absent one-half day if they arrive after 10:00 am or if they leave before 1:00 pm.

Junior and senior high students will receive at least a daily grade zero in each class for each unexcused absence. Also, high school students with drivers licenses who have ten unexcused absences will be reported to the Florida Department of Highways.

## 4.6 Permission To Leave Early

Students are permitted to leave school early for dental or doctor appointments, a family emergency, and other such necessary appointments, but not for the parents' convenience. Students must have written permission from a parent or guardian to leave campus. The note should be given to the office stating the need for early dismissal and the time the student will be picked up. Teachers will allow the student to leave their classroom five minutes before the stated departure time. Students should be picked up in the office and signed out by the parent stating the time of departure and the reason.

Community Christian takes every precaution to protect our students. For safety reasons, we will not dismiss any student to anyone other than his parents or those listed on the note or *Enrollment Application* as having permission to take the student from the school campus.

## 4.7 Closed Campus

Community Christian School operates a "closed campus." The closed campus policy means that students may not leave the school during the day without written permission from parents and from the school. Attendance at school is required from opening until dismissal regardless of the number of free periods a student may have. Students are not permitted to leave school for lunch.

#### **4.8 Illness at School / Medication Policy**

CCS has a medication policy printed on the *Enrollment Application* which parents are required to read and sign. The classroom teacher will care for minor medical needs as they occur. CCS will, with the parent's permission, put bandages on cuts, administer ice on a bruise or cut, take temperatures, and put the child on a cot if sick. Parents should note on the *Enrollment Application* who the child's physician is and who should be notified in case of an illness or accident when parents cannot be reached.

The school does administer nonprescription medicine and prescription medicine. Office personnel will dispense all medication from our infirmary. Prescription medication will not be given unless it is sent to the school in the original container with the child's name on the container. The school's *Authorization for Medication* form, available in the offices, must be filled out for each prescription or nonprescription medicine. All medicines must be given to the offices for placement in the infirmary. No student is allowed to personally have any type of medicine while at school.

Parents should not send students to school with a fever, diarrhea, vomiting, or pinkeye. If a child develops one of these symptoms after they are dropped off, we will call the parents to have them picked up. Please come or send someone within thirty minutes. Sick children sent home must wait twenty-four hours before returning unless a doctor's note states that they are no longer contagious.

#### **4.9 Communicable Disease Policy**

CCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the School Administrator. The reportable diseases include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, MRSA, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

Any students or employees with a communicable disease for which immunization is required by law or is available will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available will be excluded from school while ill. If the nature of the disease warrants, the school may require a physician's examination of the student or employee to verify the diagnosis of the communicable disease.

The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### **4.10 Student Accident Insurance**

Parents are responsible for providing primary accident coverage for their children. The student accident insurance policy provides “excess” coverage (not supplemental coverage) up to \$5,000 after the primary insurance coverage has been applied. In an event of an injury where there is no primary insurance coverage, parents should contact the office. CCS does not assume liability for an accident or sickness beyond its control.

### **Section 5.0 GENERAL INFORMATION**

#### **5.1 Car Pools**

Although the school office may assist parents with a list of families for car pooling, CCS is not responsible for any accidents or tardiness when families car pool. Parents or students involved in car pooling assume full responsibility for accidents or tardiness.

#### **5.2 Care of Property**

Community Christian School is God’s property. Care and respect for the appearance of the school are both important parts of maintaining the Christian testimony presented by Community.

Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc. are not permitted. Willful damage to or destruction of school property will not be tolerated. All damage must, of course, be paid for whether willful or accidental. Willful damage by any student is accompanied by mandatory suspension and possible expulsion. All students are expected to report any damaged furniture or other school property to the office immediately.

#### **5.3 Computer and Internet Use**

No student may go into another student’s site within the school computers without prior approval of someone from the faculty or administration. No student is permitted into a teacher’s site under any circumstance. Any violation will be dealt with in the same manner as accessing another student’s locker or a teacher’s desk.

Internet use is restricted to research for class projects or specific assignments. The student must present to the computer teacher a pass from the assigning teacher indicating the specific topic of research. No frivolous “surfing” on the internet is permitted. Failure to abide by this policy may result in the loss of computer lab privileges. No student will be allowed to operate a computer unless it is under the direct supervision of a staff member.

Any student who with the use of programs or by his own personal ability modifies, “bugs,” or in any way alters the school computer(s) software or hardware will be dealt with severely. Such disciplinary action may include suspension or expulsion from school and compensation for damage/costs for repairs.

All students who use computers are required to sign a “*Proper Computer Use Agreement.*”

## **5.4 Copy Machine**

Students may make copies for 15¢ per page (30¢ for double-sided). Costs for copies should be paid at the time copies are made. IOUs must be paid before additional copies will be allowed.

## **5.5 Deliveries During School Hours**

If parents come to school for any reason during school hours, they should go to the office upon their arrival where the secretaries will help take care of any concerns. Please do not go directly to the classrooms. Lunches, homework, books, etc. may be left in the offices to be delivered to the student. Anything brought to the school office should be clearly labeled.

## **5.6 Hall Passes**

No junior or senior high school student is to be away from class or study hall without a proper hall pass signed by a teacher or administration. The hall pass must state where the student is going and the time they left the classroom. If a student is found away from the classroom without a hall pass, discipline will be issued.

## **5.7 Library**

Elementary classes have scheduled times to use the library. Elementary students are allowed to check out one book at a time. First and second graders may check books out for one week. Students in grades 3-6 may check books out for two weeks.

Junior and senior high students use the library on an “as needed” basis and may check books out for two weeks.

Reference books are not to be removed from the library.

Fines will be issued for overdue, damaged, or lost books/library materials.

## **5.8 Lockers**

Elementary students in third through sixth grade are assigned lockers. Each student in junior high and senior high school is assigned two lockers. (Students are permitted to use a lock provided by the office on one of the two lockers.) Nothing should be written on the lockers—inside or out. Lockers are to be regularly cleaned and kept in order. No student is to open anyone’s locker other than his own at any time. The administration will check lockers if it is determined to be in the best interest of the students and the school.

## **5.9 Lost and Found**

Any articles found on the campus are placed in Lost and Found located in a barrel by the school office. Students who lose their sports uniform will reimburse the school for the cost of a new uniform.

## **5.10 Lunch Program**

CCS does not offer a hot lunch program. Students may bring their own lunches to school and/or order

items from the junior/senior weekly lunch items. Lunches (including candy) are to be eaten during the lunch period only in the cafeteria and not in other areas.

White and chocolate milk, Pepsi products (soda, juice, water), snack items, and microwaves are available for the students. We encourage preschool and elementary students to drink milk. High school classes daily provide items such as pizza slices and chicken nuggets for students. These items are sold as a means to raise funds toward senior high activities.

Lunch containers should be neat in appearance and should be labeled with name and grade. Please avoid lunch containers with reference to anything unbecoming to the Christian life-style (rock groups, crude graffiti, occult art, etc.).

### **5.11 Newsletter**

The school newsletter, the *Communicator*, contains pertinent information designed to keep *you* apprised of what is happening at *your* school including calendar updates, upcoming event information, etc.

### **5.12 Note-passing, Note-reading, and Note-writing**

Note-passing, note-reading, and note-writing are not allowed during the school day. Students who participate in these actions will be disciplined dependent upon the contents of the note. Disciplinary action will range from a violation to a suspension.

### **5.13 Parent Involvement**

#### **5.13.1 Parent / Teacher Meetings**

Community Christian School schedules Parent/Teacher Meetings at the end of each quarter after report cards are issued. These meetings give parents an opportunity to speak with teachers. Parents are to make appointments with teachers to meet between the hours of 3:30 pm and 6:00 pm. Adults should wear appropriate clothing to meetings; no shorts please.

Teachers periodically schedule their own Teacher/Parent Meetings with parents in order to keep in close communication and to discuss or clarify further student needs. The teacher will call the parents to make an appointment to meet with them in the classroom.

At the end of the first quarter the Parent/Teacher meetings are required. The office and teachers will coordinate these meetings.

#### **5.13.2 Parent / Teacher Communications**

Proper communication is essential for the operation of a Christian school. If you have any questions regarding grades, school functions, classroom practices, or disciplinary actions, please contact the school office.

Teachers are not permitted to answer outside phone calls during normal school hours, except in cases of absolute emergency. We are anxious to serve you and encourage you to request that the teacher return your call as soon as possible or set up a conference whenever necessary. Teachers

are busy and many times they must make appointments at the close of the school day. Teachers require at least one day advance notice for meetings.

Upon approval through the office and by the teacher, family members may observe the class for a specific amount of time. Adults should wear appropriate clothing; no shorts please.

We greatly appreciate the parents' cooperation concerning the signing and returning of important notices and failed test papers. If your child fails to get things signed and returned promptly, they will be penalized.

### **5.13.3 Parent Volunteers**

We are thankful for parents who are willing to volunteer their time and talents around the school campus. There are many opportunities in the school where parents may volunteer to help. A parent may help a teacher periodically with special projects, assist in the lunch program, accompany students on field trips or assist in the classroom.

**Volunteer Dress Code:** Wherever the area of service, it is important that the volunteer abide by the dress standards of the school. Volunteer workers are to dress in a manner similar to teachers and staff members — Ladies are to wear modest, knee-length dresses or skirts; men are to wear a shirt with a collar and pants. We deeply appreciate your help and cooperation in dress standards.

For Field Day, outside activities or gym activities, ladies are to wear modest knee-length garments or modest, loose-fitting pants/slacks and appropriate/modest tops. Men are to wear knee-length garments or pants and sleeved T-shirts or collared shirts.

### **5.14 Parties**

Birthday parties are permitted at CCS. Younger children love the recognition and CCS encourages parents to do something special for the birthday boy or girl. The treat (birthday cake, cupcakes, and/or ice cream) should be served as dessert after lunch. The teacher must be informed in advance so that the treat may be included in the class plans.

Special parties are held in the preschool and elementary during various holidays. We always appreciate parents' help during the special activities of the day. The school's volunteer dress code is required of all helpers.

### **5.15 Personal Items**

Radios, cassette tapes, CD's, pagers, video or computer games, etc., and/or players of such equipment are not to be brought to school without prior staff approval.

All personal items (such as calculators) brought to school are the personal liability of the individual student.

### **5.16 Plays and Programs**

Each year the student body presents several programs. When students are included in a program,

they are required to be in attendance for the performance unless, of course, there is a death in the family or illness. Parents will be notified well in advance of the school program. Students are expected to abide by CCS dress standards when attending or participating in any school program including athletic and award programs. Adults should wear appropriate clothing to programs; no shorts please.

### **5.17 Press Releases**

Parents, students, faculty, or staff members should not release any information concerning CCS to members of the press, radio, or television stations without special authorization from the administration.

### **5.18 Student Conduct and Discipline**

Students are expected to maintain high standards of personal conduct. Improper speech, vulgarity, profanity and lying may not be used at any time. Running, shoving, yelling, fighting and undue boisterousness or “horse play” are considered out of order at all times. Parents are expected to deal with situations reported to them and to support the school in its discipline policies.

CCS does not administer corporal punishment in Kindergarten through 12th grade. For more information about CCS’ discipline procedures, please read *Section 6.0 Personal Conduct Standards*.

### **5.19 Student Drivers**

Student drivers are to park their cars in the auditorium parking lot. Once the car is parked, no student is to remain in the vehicle or return to the car during the day without permission. When school is dismissed, students may not sit in cars and talk. Habitual tardiness, reports of reckless driving, speeding, or the like while traveling to and from school (on the campus as well as neighboring streets) or to school-related activities will lead to temporary or permanent loss of driving privileges.

Students of CCS can lose their drivers licenses if they miss too much school. The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birth dates, sex, and social security numbers of minors who attain the age of 14 and accumulate 10 unexcused absences in a period of 90 calendar days. The school district must also report all students 14 years of age and older who withdraw from school with a withdrawal code that is calculated in the dropout rate.

Notification to DHSMV initiates one of two actions for each student reported to DHSMV. Licensed minors will have a Notice of Intent to Suspend posted to their driver record. Unlicensed minors will have an Education Non-Compliance entry posted to a record that is created. Licensed minors may lose their license unless they comply with the attendance requirements. Unlicensed minors may not apply for a license until relevant attendance requirements are satisfied.

### **5.20 Telephone/Cell Phone Usage**

Students must obtain permission to use the office telephone. Consideration will only be given to students who have an emergency or a highly unusual, circumstantial need. Telephone calls (25¢ per call) should be

paid for at the time of the call. Please no “tabs.”

Students are **not** permitted to use the phones in the classrooms, kitchen, library, staff rooms, or offices.

Junior and Senior High Students are allowed to bring phones to school. However, the cell phone must be taken to the High School office and remain there until the end of the school day. Students are not allowed to have cell phones in lockers or in book bags. The students are not allowed “just to talk” on cell phones during any school activity on campus or off campus. Cell phones are only to be used for important calls or emergencies.

### **5.21 Visitors to the Classroom**

Parents are welcome to visit in the classroom by advance appointment. If a major test is scheduled, the appointment time may be adjusted. Other visitors are welcome in the school if advanced notification is given and they are in one of the following categories:

1. Prospective students and parents
2. Out-of-town guests of a CCS student
3. Graduates of CCS

Every visitor must be approved through the office and receive a visitor pass. All classroom guests are to abide by the dress standards of CCS.

### **5.22 Yearbooks**

The CCS Crusader Yearbook encompasses all students from K2-12th grade. K5-12th grade families receive one yearbook per family. Extra books go on sale during the current school year. Names can be imprinted on the cover for an extra charge. Personal and business advertisement space is available for sale each year.

## **Section 6.0 PERSONAL CONDUCT STANDARDS**

### **6.1 Philosophy of Discipline**

A school cannot have a Christian approach to education without also having a distinctively Christian view of discipline. Principles of child discipline are revealed in the Scriptures. At CCS we believe that the Biblical philosophy of discipline cannot be separated from its source--the authority of God. Ephesians 6:1 says, “Children, obey your parents in the Lord: for this is right.” God gives parents the primary responsibility to maintain authority over their children in the home. We believe parents entrust this authority to the Christian school teacher during the school day.

We also believe that Biblical discipline cannot be separated from its primary motive--Christian love. God’s justice is tempered with love. The Bible states that children are to be brought up “in the nurture and admonition of the Lord” (Ephesians 6:4).

And finally, we believe that Biblical discipline cannot be separated from its object--the student. The Bible teaches us that every child has a sin nature and needs correction. We want to produce students who have Christian character and whose attitudes, actions, and appearance glorify God. Proverbs 22:6 says, “Train up a child in the way he should go: and when he is old, he will not depart from it.”

It is expected that each student will maintain a high standard of personal conduct, and only a minimal amount of disciplinary action should be necessary. When a student misbehaves, counseling will be done by the teacher, the Coordinator and/or the School Administrator. If necessary, disciplinary action will be taken. It is expected that parents will deal with situations reported to them and support the school in its discipline policies.

## **6.2 Why Rules?**

The personal conduct standard of Community Christian School is the best way the administration knows to provide instruction, cultivate Christian character, and uphold the values and principles held by Christians. Each of the following rules has been itemized because there are certain principles that characterize the Christian life. Some principles promote an atmosphere conducive to learning, while others guard the student's mental, emotional, social, spiritual, and physical health.

This is where the home and school must work together, and unfortunately, where the breakdown between the two most often occurs. It is nearly impossible to be of any real help to a student unless the parents actively support the school and its policies.

The three main areas in which the person's character is revealed are attitude, action, and appearance.

### **6.2.1 Attitude**

A wrong attitude can have an adverse effect on others. Negative or disrespectful attitudes are often revealed through verbal responses, body language or gestures. At CCS, students are to maintain a respectful attitude to teachers, staff members and other students at all times. No student will be retained if an ongoing attitude of disrespect is still evident after sufficient correction is given.

### **6.2.2 Actions**

There are times when a student's conduct during or after school may reflect poorly upon the student as well as upon the school whether an offence is committed on or off the school property. Community Christian School reserves the right to decide if the student's conduct is acceptable or not. Therefore, when a student's activity or life-style is a poor testimony, the administration reserves the right to administer disciplinary measures.

It is not the school's policy to make a "list" of unacceptable conduct. However, some obvious areas are lying, forgery of signatures, cheating, profanity, gambling, stealing, immorality, smoking, use of alcohol, narcotics or other dangerous drugs (including possession), and other improper actions. These actions will not be tolerated.

Students should not attend or give parties or activities where unwholesome conduct prevails and inappropriate videotape movies or anything that appears as such is included. Such parties are off-limits for CCS students (vacation and summer break periods included). Community Christian School strongly discourages students from listening to or playing rock music of any type. This includes playing it on car radios, tape players, or CD players on campus. Students should refrain from humming, singing, or talking about rock songs at school since such music has no place at school or at any school-sponsored function.

### **6.2.3 Appearance**

The manner in which a student dresses has an effect on the overall testimony and atmosphere of the school. We believe that how a person dresses affects how he acts. Constant changes in fashion and extremes in accepted dress today make it necessary to establish the following dress standard in the interest of modesty and Christian testimony.

Every student is expected to wear proper clothing at all times. Good judgment should be used in selecting school clothes. Biblical principles for dress can be summed up in five main questions:

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with an element of society that is contrary to God?
4. Does it properly differentiate between the sexes?
5. Is it appropriate for the age and occasion?

Young ladies and men should dress attractively and modestly (I Timothy 2:9-10, I Peter 3:3).

### **6.3 General Dress Code Information for All Students**

Dress for field trips, sporting events, and other special events (programs, concerts, plays, etc.) will be regular school dress unless otherwise specified.

Parent and Volunteer dress code: All clothing that is worn on campus or school activities is to follow the school's modesty policy and general clothing standards; no shorts please.

There is to be no printing, writings, sayings or pictures on blouses or shirts. (Small logos are acceptable.) This includes any type of writing or picture. Coats, jackets, dress sweat shirts, sweaters, etc. are not to have any advertisement or inappropriate writing or pictures of any kind on them. The administration and faculty reserve the right to judge what is acceptable and appropriate attire, and parents are asked to support any decisions made.

Please handle how your child dresses at home before coming to school in the morning. When a student violates the dress and/or hair standard of the school, parents will be notified and, if necessary, asked to come to the school promptly and correct the infraction. Students in violation of school dress code will not be permitted to attend class until the attire meets the dress code. In addition, they are subject to disciplinary action for repeated occurrences. Final authority of appropriateness in dress rests with the administration. Dress notices will be sent home as needed.

### **6.4 Elementary Dress Code (Kindergarten through 6th Grade)**

#### **6.4.1 Girls**

Girls are to wear dresses, skirts, or split skirts that reach to the bottom of the knee. Proper length is determined by kneeling on the floor with back straight, not looking down at the hem; the hem should touch the floor. If there is a slit in the skirt, it must not be higher than the bottom of the knee. Younger girls should wear some type of shorts under the dresses or skirts due to activities on the playground.

Girls may wear culottes or skorts if they look like a skirt and not short pants. Culottes and skorts must also reach to the bottom of the knee.

No gauchos, shorts, slacks, pants, capris, tank tops, sleeveless tops, crop tops, halters, jumpsuits, or rompers are permitted. Sundresses and thin-strap dresses are permitted if a blouse is worn underneath. Blouses and skirts that border on playwear are discouraged. Blouses with hoods are not allowed. Clothing material must be such so that undergarments are not visible through the clothing.

No regular T-shirts, those that look like men's T-shirts, are permitted. Girls may wear T-shirts only if they are worn with a jumper. T-shirts may not be worn alone. Any type of T-shirt must be modest and non-revealing.

Girls must wear another shirt or slip top underneath shirts that are not tucked in and do not pass the following test--raise the arms above the head and if skin shows at the waist, something must be worn underneath.

Girls may not wear shoes with soles thicker than 1". Sandals must be strapped to the feet around the ankle. All shoes made to be tied must have shoelaces and must be tied. No casual style sandals or shower shoes are to be worn. No "skate" type shoes are allowed.

Haircuts that are associated with extreme hairstyles are not acceptable. Avoid faddish hairstyles including dying and bleaching of hair. Hats are not to be worn during school hours except during designated times such as spirit week.

Glamour makeup is inappropriate school wear. Nail polish colors should be natural and conservative avoiding black and bright, garish colors during the school day. Excessive jewelry and glamour accessories are not appropriate; that which is in keeping with the wholesome schoolgirl look is acceptable. Long dangling earrings are inappropriate for school. No more than two ear piercings per ear are permissible and only on the ear lobe.

#### **6.4.2 Boys**

No camouflage, sweat, low rise, or extreme pant styles are permitted. Pants should not drag on the floor. All pants must be worn with a belt if they have belt loops.

Boys in grades Pre-K through 4th grade may wear knee-length shorts. No jogging-type shorts or bathing suits are allowed.

Boys in grades Pre-K through 6th grade may wear jeans. Faded, stone-washed, acid-washed, cutoff or torn jeans are not permitted.

Boys are to wear shirts with collars (NO hoods) and keep shirts fully buttoned (with the exception of the top button) and shirttails tucked in.

Socks and shoes must be worn. All shoes made to be tied must have shoelaces and must be tied. No "skate" type shoes are allowed.

Boys are not to wear chains, emblems, bracelets, earrings, or necklaces (unless for medical purposes).

Hats are not to be worn unless permission is given by the teacher for outside activities or special events.

Boys are to keep their hair cut in a neat, traditional manner, off the ears and tapered on the side, off the collar and tapered in the back, not too long on top, avoiding faddish hairstyles and hair coloring. No bowl-cuts or “skin-head” cuts are allowed.

## **6.5 Junior and Senior High Dress Code (7th through 12th Grade)**

### **6.5.1 Young Ladies**

Young ladies may wear casual, school-type dresses, skirts and shirts. The skirt length must reach the bottom of the front of the knee. Proper length is determined by kneeling on the floor with back straight, not looking down at the hem; the hem should touch the floor. If a skirt or dress has a slit, it must not be higher than the crease in the back of the knee. All clothing must be modest.

Shirts and skirts that border on playwear are discouraged. Young ladies are not to wear shirts with any form of writing on the front or back. Denim material is allowed excluding light, inappropriate or extremely faded material. Torn, rugged material is not allowed.

Sheer, “see-through,” sleeveless, form-fitting, clingy, brief, or low-cut garments are not acceptable. This includes crop tops, halter tops, tank tops, T-shirts, T-shirt dresses, and scoop-necked blouses. Clothing material must be such so that undergarments are not visible through the clothing. Clothing must be appropriate to body size.

Any sleeveless garments or those with large armholes must be accompanied by a blouse with sleeves. Loose weave and crocheted sweaters are not to be worn without a blouse underneath. All buttons, except the top one, must be buttoned. There is to be no writing on blouses or shirts.

Another shirt or slip top must be worn underneath shirts that are not tucked in and do not pass the following test--raise the arms above the head and if skin shows at the waist, something must be worn underneath.

Shoes should be sensible and appropriate. Shoes with soles thicker than 1” are not to be worn. Sport, casual, or shower shoe type sandals are not allowed. Sandals must be strapped to the feet around the ankle. High, narrow heels are inappropriate and can damage certain floor surfaces as well as cause injury. All shoes made to be tied must have shoelaces and must be tied. All shoes must have attachment on the heel (strap or covered) and not be the slip-on type. No “skate” type shoes are allowed.

Clothing with names of Christian colleges may be worn, but no other high school name or logo other than CCS should be worn at school.

Hats are not to be worn during school hours except during designated activities.

Extreme hairstyles, haircuts and excessive hair-dying are not acceptable.

Glamour makeup is inappropriate school wear. Nail polish colors should be natural and conservative avoiding black and bright, garish colors during the school day. Excessive jewelry and glamour accessories are not appropriate. No more than two ear piercings per ear are permissible

and only on the ear lobe.

### **6.5.2 Young Men**

Young men should wear conservative, casual pants. Pant legs should not drag along the floor. Low rise, blue jeans, parachute, fatigue, or camouflage pants are not permitted. Cargo pants are permissible if they are neat in appearance and fit correctly.

A belt must be worn if pants have belt loops. Young men are to wear shirts with collars. Shirts must be fully buttoned (with the exception of the top button) and shirt tails tucked in.

Socks and shoes must be worn. All shoes made to be tied must have shoelaces and must be tied. All shoes must have the heel covered and not be the slip-on type. No sandals allowed. No “skate” type shoes are allowed.

Young men are not to wear chains, earrings, bracelets or necklaces (unless for medical purposes).

Clothing with names of Christian colleges may be worn, but no other high school name or logo other than CCS should be worn at school.

Hats are not to be worn during school hours except during designated activities, such as spirit week.

Haircuts should be in the traditional, neat manner--off the ears and collar, tapered on the sides and in the back, and not too long on top. Avoid faddish hairstyles including dying and bleaching of hair. A square cut across the back of the neck is acceptable if it is tapered. Sideburns must not come below the middle of the ear. No bowl cuts or “skin-head” cuts are allowed.

Young men are to be clean shaven.

## **6.6 Classroom Behavior**

In fairness to students, parents, teachers, and administrators, there must be discipline. Each teacher is given the liberty to enforce classroom regulations.

Unless the teacher allows open class discussion, the student will use a raised hand and be recognized before speaking. Students are to show respect for the teacher’s authority at all times. Verbal responses are to be courteous and respectful, and students should respond with “Sir” and “Ma’am.” Students are to show obedience by immediately carrying out a teacher’s orders.

Notes are not to be written or passed around during class. Students are not to leave their seats without permission; this includes getting out of seats to sharpen pencils or to throw paper in the wastebasket.

## **6.7 Disciplinary Action**

CCS does not administer corporal punishment in Kindergarten through 12th grade.

## 6.8 Elementary Discipline System

Infraction forms are issued each time a student receives a “U” in conduct. A student will automatically receive a “U” in conduct for cheating, stealing, swearing, using inappropriate language, lying, continual talking, fighting, showing disrespect to another student or teacher, direct disobedience, etc. Infraction forms will also be given for non-behavioral incidents, such as incomplete homework. Infraction forms must be signed by a parent and returned the next day. At the beginning of each grading period (nine weeks), the previous infractions will be erased, and the student will start over with a clean slate. However, if the student is showing no improvement in behavior quarter after quarter, a conference with the Elementary Coordinator and/or the administration will be required. Detentions and suspensions will be used as necessary.

Detentions for elementary students will be held at the discretion of the teacher for 30 minutes after school. When a student is required to attend detention, a letter will be sent home to indicate the date and time of the detention. This letter must be signed by the parent and returned the next day. If your child car pools, other transportation arrangements will have to be made for that day. Other students riding home with the student staying for detention will have to be picked up at the usual dismissal time.

### 6.8.1 Checks, Infraction Forms and Conduct Grades

A student’s daily conduct grade will be determined as follows:

	CHECKS		INFRACTIONS	
	<u>K5-3rd</u>	<u>4th-6th</u>	<u>K5-3rd</u>	<u>4th-6th</u>
<b>E</b>	No checks	No checks	No infractions	No infractions
<b>S+</b>	1-2	1	No infractions	No infractions
<b>S</b>	3-4	2-3	1-3	1-2
<b>S-</b>	5-6	4	4-5	3-4
<b>U</b>	7+	5+	6+	5+

A “U” for the quarter requires Behavioral Probation. The parents will be contacted when students are placed on probation. If behavioral problems persist while a student is on probation, the consequences are more serious, possible requiring a suspension.

### 6.8.2 Detentions and Suspensions

Continual problems with a student’s conduct will require detentions and possible suspensions. Usually this occurs with the older students.

Serious situations such as disrespect, inappropriate/swearing language, etc. may require immediate suspension. Meetings with families will be required. Continual problems may require expulsion.

All suspensions will be out of school. Suspensions will vary in the number of days depending upon the frequency and/or severity of the offenses. Students are responsible for all classwork, quizzes,

and tests missed.

## 6.9 Junior and Senior High Discipline System

### 6.9.1 Academic Discipline

Doing homework and studying are critical to a student's grades. If a student does not perform academically, CCS staff will work along with parents to ensure the student's success. Parents will be notified when the student neglects to turn in homework or to meet class requirements. Consistent failure in this area will lead to detention(s) and possible suspension.

Incomplete homework per quarter per class will be dealt with in the following manner:

<u>Junior High</u>	<u>Senior High</u>
1st and 2nd - student warned	1st - student warned
3rd and 4th - warning sent home	2nd - warning sent home
5th+ - detentions issued	3rd+ - detentions issued

Each quarter the issuing of detentions procedure starts fresh for all students in all classes.

Homework is incomplete when it is not fully completed according to the teacher's instructions. The incomplete homework is due the next day. If a student has a note from home (on the day the assignment is due) as to a legitimate reason for the incompleteness, the teacher will work with the student in completing the homework. If a student receives a total of three detentions from teachers in one quarter for incomplete homework, a meeting with the Coordinator will be required. Depending on the Coordinator's/Administrator's decision, a suspension may be issued.

### 6.9.2 Behavioral Discipline

Detentions are the main form of discipline. A detention is held for 45 minutes after school. When a student receives a detention form from a teacher, the form will have the day that the detention must be served. The student is required to follow the directions on the detention form, have all needed texts and materials, and plan to spend the time doing a written assignment without talking. Basically, the procedure for issuing detentions is as follows:

- The teacher reviews the class procedures at the beginning of the year, particularly helping the students new to the school. The procedures will be reviewed periodically as needed.
- When a situation arises the teacher will deal with the individual student by correcting the problem and issuing a warning. (There may be occasions when a detention will be issued immediately.)
- If another problem arises in the same area the student will have to sign a violation form. (There may be occasions when a detention will be issued immediately.)
- When the teacher deals with the student again, the behavior will be discussed and a detention assigned. The detention form has the reason, date and time, and assignment.

- Detentions will be issued for the student to serve it the next school day.

Detentions will be issued immediately for direct disobedience or disrespect. A meeting with the Coordinator, teacher, and student is required in this situation.

Each quarter the issuing of detentions procedure starts fresh for all students in all classes.

Problems with behavior include disturbing a class activity, acting inappropriately, violating classroom procedures or school rules, and not following the dress code. The teachers understand the difference between the junior high and senior high levels and will discipline accordingly.

### **6.9.3 Detentions**

When a student receives five detentions in a class during a quarter, a meeting between the parent, teacher, and student will be required.

When a student receives a total of five detentions from more than one teacher during a quarter, a meeting between the Coordinator, parent, and student will be required. The student will then be monitored each time a detention is given with the discipline being issued accordingly and follow-up meetings occurring as needed.

When a student receives a total of ten detentions from teachers during a quarter, at least one out of school suspension will be issued. If the problem of continual detentions occurs, suspensions could be issued sooner. The student will also be placed on probation.

Recognition of students for not receiving detentions will be done on a quarterly basis by teachers and the Coordinator. Recognition will include free time, homework passes, extra lunch time, other privileges, etc. At the year end awards program students who have not received detentions during the year will be honored.

### **6.10 Searches**

We reserve the right to search the following with or without cause:

1. Automobiles
2. Backpacks, purses, pockets, etc.
3. Lockers and desks
4. Person

### **6.11 Probation**

A student may be placed on probation for excessive misbehavior and poor academic achievement. The probation lasts for a specified length of time, and also carries with it no extracurricular participation. If after a reasonable amount of time, the problem is not corrected, a student may be asked to withdraw from CCS. Students placed on probation at the end of fourth quarter will serve probation in the first quarter of the next school year.

## **6.12 Suspension**

All suspensions will be out of school. Suspensions will vary in the number of days depending upon the frequency and/or severity of the offenses. Students are responsible for all classwork, quizzes, and tests missed. “Daily grade” zeros will be given for each day of a suspension. Required written assignments will be given to students to complete while on suspension.

### **6.12.1 Elementary**

More than likely suspensions will occur among the older students. Suspensions are only issued after the parents are made aware of continued behavior or academic problems. This includes meetings with the teacher and/or Coordinator and/or Administrator. Steps will be taken to rectify the problems before a suspension is issued.

Suspension assignments will be prepared by the teacher. The assignments will include essays, schoolwork, review work, etc.

After the suspension is served the student must meet with the Coordinator and/or Administrator.

### **6.12.2 Junior / Senior High**

Usually suspensions are issued after the parents are made aware of continued behavior or academic problems. However, there may be a serious issue about which a suspension must be issued immediately. Steps will be taken by teachers, Coordinator and Administrator to rectify the problems before a suspension is issued. This includes meetings between the parent, teacher, and/or Coordinator and/or Administrator.

Suspension assignments are given by the Coordinator or Administrator. The assignments will include research essays, review work and schoolwork. The student must complete all work and meet with the Coordinator or Administrator before returning to regular classes.

During the day(s) of suspension the student will not be allowed to attend or to participate in after school activities -- athletics, fine arts, field trips, rehearsals, etc.

## **6.13 Serious Breach of Conduct**

When a student commits a serious breach of conduct, immediate suspension is permitted and expulsion may be recommended. Discipline will be issued for these actions on or off campus. Offenses listed below are those that constitute a serious breach of conduct by a student. They include, but are not limited to, the following:

1. Entering an unauthorized area.
2. Computer tampering.
3. Activating a fire extinguisher or fire alarm system or any other similar kind of apparatus.
4. Defiance of a CCS employee's authority.
5. Assault and/or battery on a CCS student or employee.
6. Inappropriate physical contact—hand holding, embracing, kissing, etc.
7. Sexual acts including written or verbal propositions to engage in sexual acts.

8. Possessing, using, handling, transmitting, or dealing with contraband.
9. Using, transferring, or unauthorized possession of drugs and/or alcoholic beverages.
10. Knowingly possessing, using, displaying, carrying, storing, concealing, transmitting, intimidating with, or threatening to use any firearm (or reasonable facsimile), knife, explosive, or other dangerous object of no reasonable use to the student while on school grounds and facilities, school buses, motor vehicles on school or adjacent grounds, or at any school-sponsored function or organized activity.
11. Fighting, extorting, committing larceny, trespassing, bomb threats, vandalizing or any other illegal act.
12. Lying or stealing.
13. Using profanity.
14. Using or being involved with pornography.
15. Inappropriate posting on the web; irresponsible use of the internet.
16. Any other serious breach of conduct deemed so by the School Administration.

CCS reserves the right to decide what a breach of conduct is on the part of the student, whether committed during vacation periods, summer break, or on or off the school property.

#### **6.14 Dismissal From School Due To Problems**

A student may be dismissed from school at any time if he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration. CCS will not retain a student if it can be substantiated that the student is guilty of immorality, the use of drugs, alcohol, tobacco, or other kinds of serious misbehavior, including poor attitude, as determined by the Administration.

As students enter the senior high (9th - 12th) their academic performance, attitude, actions, and appearance are examined more closely to determine if they represent the kind of student CCS desires to graduate. If it is determined by the administration and faculty that a student is in disagreement with the school's philosophy, the student will not be allowed to enroll for the next school year. However, a student may be considered for readmittance under the following conditions: a reasonable amount of time has expired (at least one school year), the parents request readmittance, the student manifests an attitude change, and both parent and student agree to a behavioral trial time.

### **Section 7.0 ACADEMIC INFORMATION**

#### **7.1 Cheating and Forgery**

Cheating and forgery will subject the offender to disciplinary action which may include detention(s), probation, and/or suspension. Whether information is given or received during a test, examination, quiz or assignment, the offense is the same and considered as cheating. Copying someone else's assignments, asking another student for the correct answers, receiving excessive help from other students, or giving assignments to someone to copy is also considered cheating. Repeated offenses could lead to expulsion.

## 7.2 Deficient School Work

All K5 through 12th grade students will receive a mid-quarter report each quarter. In addition to these warnings, all D and F tests are to be signed by a parent and returned to the teacher within one day. Also, there will be contact from the teacher when a student's deficient schoolwork is noticed.

## 7.3. Grading Scale

CCS hopes that our students will maintain at least a C average in their academic work.

A+	98-100	C+	77-79	F	0-59
A	93-97	C	73-76		
A-	90-92	C-	70-72	I	Incomplete
B+	87-89	D+	67-69	E	Excellent
B	83-86	D	63-66	S	Satisfactory
B-	80-82	D-	60-62	U	Unsatisfactory

## 7.4 Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the student in his studies. Therefore, each student is expected to complete homework assignments. Homework is to be completed and turned in at the beginning of the class hour on the date that it is due. Homework is given for:

1. Drill and practice — Students benefit from meaningful drill to master material essential for academic progress. Homework is given to reinforce classroom instruction.
2. Remedial performance — As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to help overcome difficulties.
3. Special projects — Book reports, compositions, research assignments, and projects are some of the activities subject to assignment by a teacher.

With a few exceptions, such as exam weeks, homework is not given on Wednesdays so that CCS families may attend midweek services at their local church. During revival and other special meetings at Community Baptist Church, homework is limited so students may attend the services.

Basically, homework will not be assigned over major holidays. However, teachers have the discretion to assign some homework that may be necessary.

If there is a special need, the teacher will work with families to allow extra time for homework assignments. The family must notify the teacher ahead of time. Also, if an emergency occurs, the teacher will work with the family by allowing extra time, adjustments, etc.

In junior and senior high, the lowest homework grade will be dropped when averaging grades for report cards.

## 7.5 Honor Roll

*Superior Honor Roll* - All academic grades must be A's with no unsatisfactory marks or incompletes.

*Honor Roll* - All academic grades must be A's and B's with no unsatisfactory marks or incompletes.

## 7.6 Honor Society

The purpose of the American Christian Honor Society is to create an enthusiasm for Christian scholarship, to stimulate a desire to render Christian service, to promote Christian leadership, and to develop Christian character in students. The Community Christian School chapter honors those students who excel, not only academically, but also in character and spiritual qualities which honor God and have a positive influence on others.

Students in grades 10-12 are eligible for membership in the Honor Society. Requirements for membership include a senior high cumulative 90% average or higher, at least one semester at CCS, consistent Christian character, and a salvation experience.

## 7.7 Make-Up Work Policy

### 7.7.1 Grades 1 - 6

Students must complete all class assignments. If a student is absent from school, he must make up any class work, projects, etc., missed when absent. If assignments are not completed by mid-quarter or the report card, an "Incomplete" will be given. Students will have teacher assigned deadlines to complete any make-up work. If the deadlines are not met, grades will be affected.

If your child is absent because of illness for an extended period, please contact the school office to arrange to pick up his classroom assignments to be completed at home.

If a student is out of school on vacation for an extended period, arrangements must be made with the school to take his workbook pages and assignments along so they can be completed and turned in the first day the student returns to school. Tests and quizzes will be made up in the classroom.

For each day a student is absent, one day is given to complete make-up work. On the first day back to school after being absent, the student will receive a make-up work form to take home. The form lists all work missed while absent and what must be completed. For example: A student absent on Monday comes back Tuesday and is given the make-up work form. It is taken home Tuesday, the make-up work is done Tuesday afternoon/evening and returned on Wednesday. (This schedule will be adjusted as necessary because of tests, school programs, recitals, etc.) The student's grade on make-up work will be lowered one letter for each day the work is late.

### 7.7.2 Grades 7 - 12

There are times when students are sick, or there are other extenuating circumstances requiring work to be turned in late. Students have two days to make up any quizzes or tests missed because of an absence. In the event a student is absent *two or more* days, he will have five

days to complete missed assignments. Students will be given an automatic zero if the work is not made up on time as well as an incomplete on mid-quarter reports or report cards. If there are chronic make-up work problems the teacher will determine what is to be done.

## **7.8 Plagiarism**

An automatic zero will be given to each student involved in plagiarism. The students will have to serve a minimum of three detentions as determined by the administration.

## **7.9 Projects and Research Papers**

Teachers may require projects or research papers for their course of study. These will have the equivalent of two or three tests scores depending upon the teacher's discretion. The school requires that projects and research papers be completed and turned in on the due date. Late papers and projects must be completed within five days of the due date even though the resulting grade will still be a zero. Circumstances may allow for an extension at the teacher's discretion.

Research papers not turned in on the due date are penalized according to the following guidelines:

1. The student will not be given a grade higher than 50% if turned in the school day after the due date.
2. If the assignment is turned in more than two school days late, a zero will be given as a grade.

## **7.10 Report Cards**

Report cards are sent home at the end of each nine-week grading period. A Parent-Teacher Meeting time is scheduled soon after report cards are sent home. Additional Parent-Teacher conferences are encouraged any time during the school year when parents desire more information about their student. Conferences are required for the first nine-week grading period.

There is a charge of \$1.00 for duplicate report cards.

## **7.11 Tests**

Testing is an essential part of the educational process. It indicates progress and weakness; it informs parents and helps evaluate teaching methods and curriculum. Students are held accountable for a body of knowledge usually with quizzes and tests.

In the spring of the school year, achievement tests are administered in each grade. The results are compared with national norms. Parents are given a copy of the test results.

## **7.12 Tutoring and Summer School**

CCS does not provide tutors; however, some of our teachers may wish to tutor on an individual basis. Tutoring fees are assessed by individual teachers. On occasion "help classes" are made available to the students.

If there is a need and teachers are available, CCS will sponsor a Summer School program. High school students who receive an F in an academic subject will be required to attend a session of summer school or make-up the credit by taking a course with the Florida Virtual School. Those students who receive a D-

will be recommended and encouraged to attend summer school.

## **Section 8.0 SUBJECT MATTER TAUGHT AT COMMUNITY CHRISTIAN SCHOOL**

### **8.1 Curriculum**

Curriculum in a school is much like a road map used on a long trip—it charts the route taken to the academic destination. It encompasses the subject matter, textbooks, related workbooks, and the philosophy of the educational journey. In addition to developing Christian character and spiritual values, CCS strives to produce students who excel in academics, athletics and the arts.

In formulating the curriculum, the administration is guided by Biblical precepts. The careful selection of textbooks and the preparation of curriculum guides provide quality academic learning based on Christian principles. An overall scope and sequence chart for each division of the school insures a continuity and thoroughness in the course of study each student receives. The administration of CCS does not take curriculum selection lightly; much research and deliberation goes into each decision.

The traditional approach to education is used throughout Community Christian School. The fundamentals of each subject are stressed on each level before further instruction is introduced. With these concepts woven throughout the curriculum from kindergarten through high school, the best possible preparation is given to the students.

### **8.2 Preschool**

#### **8.2.1**

#### **K2 - Two Year Olds**

#### **K3 - Three Year Olds**

##### **Language Arts**

Language development and listening skills that include color words, shapes, animals, transportation, countries, health, safety, community helpers, manners and science

Recognition of name, sound, and picture for short vowels and consonants  
Formation of vowels and consonants in upper and lower case  
Language development and listening skills that include color words, shapes, animals, transportation, countries, health, safety, community helpers, manners and science

##### **Numbers**

Simple counting 1-25  
Number concepts 1-10

Simple counting 1-30  
Number concepts 1-15

##### **Bible**

Hymns and choruses  
Memory verses

Lessons such as Creation, Noah, Samuel as a boy, Daniel, the boyhood of Jesus, Zacchaeus, Good Samaritan

#### **8.2.2**

#### **K4 - Four Year Olds**

##### **Language Arts**

**Phonics and Reading**  
Recognition of name, sound, and picture of long and short vowels and consonants

##### **Poetry**

Twenty-eight poems and finger plays committed to memory

	Sounding of blends and one- and two-vowel words		
	Reading of sentences and stories with one- and two-vowel words		
	<b>Cursive Writing</b>		<b>Language</b>
	Formation of letters, blends, and words		Language development and listening skills that include color words, shapes, animals, transportation, countries, health, safety, community helpers, manners and science
	Writing of first name		
<b>Numbers</b>	Number recognition and counting 1-100		Numbers largest and smallest 1-20
	Number concepts 1-20		Addition facts $1 + 1$ $4 + 1$ $7 + 1$
	Numbers before and after 1-20		$2 + 1$ $5 + 1$ $8 + 1$
			$3 + 1$ $6 + 1$ $9 + 1$
<b>Bible</b>	Students learn how to think, grow, know and live God's way. Included are Bible character stories, music, activities and memory work.		

### 8.3 Kindergarten

Kindergarten is a true learning experience at Community Christian School. During the first year of “formal” schooling, the child learns the fundamentals of phonics, arithmetic concepts, and the ability to apply newly cultivated knowledge. Attention is given to the reasoning process as well as basic learning concepts are cultivated through unit studies. Our teachers consider the Bible important and teach the children about God through Bible stories and memory verses. Most of our kindergartners can read by the end of the year. Patriotism is emphasized. Time is set aside for music, art, and an enjoyable session of play.

### 8.4 Elementary

Wise guidance in early childhood proves to be the best help a school can give a child. During the elementary grades, a child’s learning skills, study habits, and attitudes toward education are established. A sound, academic foundation developed in the beginning is the essence of the CCS curriculum. The goal of the CCS elementary program is to produce a confident student ready for junior and senior high school.

Fundamentals in phonics, reading, mathematics, spelling, grammar, history, and science are stressed in each grade. A strong emphasis is placed on reading and language arts skills at CCS. During the first three years, the classes dwell on the basics of phonics, reading, language arts, and mathematics, because mastery of these subjects is critical for ease of study for the rest of a student’s educational pursuit. Each grade level stresses writing and thinking skills.

Teachers in the upper elementary (4th - 6th grade) continually build upon the academic foundation laid in the lower elementary (Kindergarten - 3rd grade) in order to produce a sound education. In addition to academics, students continue to be taught Biblical principles to help cultivate Christian character. Projects, choir, band, handbell choir, and programs help teach individual and corporate responsibility in the elementary years.

### 8.5 Junior High

In junior high, an effort is made to give the best possible preparation for high school. Previously taught

subject matter and concepts are expanded and reasoning skills are enhanced. The major goal during this developmental stage is to develop a mature, independent student with good organizational skills allowing him

to grasp subject matter and to do projects without becoming overwhelmed. Physical education classes are offered on a regular basis in order to maintain physical fitness. In addition to academics, character training is emphasized daily to produce good manners, respect, obedience, and honesty. Every junior high student experiences classes with a strong Biblical emphasis to help build an individual Christian world view.

## 8.6 Senior High

Our senior high curriculum and emphasis is Christian in nature and character. Students may choose between two tracks — a general program that meets minimum Florida requirements and a college preparatory course of study.

The Bible is an academic subject stressing God’s message to man and man’s responsibility to God’s message of grace. Good reading is essential to educational progress. During English class, grammar, literature and composition are emphasized, and students learn to express themselves well on paper.

Students are taught to love America and honor its leaders. CCS students are provided with a chronological perspective to give them the long view of how God has dealt with people and the events of history. All historical facts and relationships are seen as related to God.

Science is taught from the Christian viewpoint that presents God as the Creator and Upholder of the universe.

Physical education classes are offered to help students meet state requirements.

We expect our senior high students to develop convictions reflecting a Christian lifestyle and worldview. Students with anti-Christian views will not be allowed to continue attending CCS.

### 8.6.1 General Program

CCS offers two programs to its students -- a general and a college preparatory track. The general program is designed for the student who is not planning to pursue further training after graduation from high school. This track meets minimum Florida graduation requirements, is not remedial, and should produce a highly competent individual.

The college preparatory program equips a student for college through a specific course of study and a required application of knowledge through group and individual participation in competitive events. This track exceeds the minimum Florida graduation requirements.

<b>Course</b>	<b>General Track</b>	<b>College Prep Track</b>
Bible <sup>1</sup>	3.5	3.5
Life Management Skills	.5	.5
English	4.0	4.0
Math <sup>2</sup>	3.0	4.0
Science	3.0	3.0
History/Social Studies <sup>3</sup>	4.0	4.0
Physical Education	1.0	1.0
Practical Arts (technology)	1.0	2.0
Performing Fine Arts (music)	1.0	2.0

Foreign Language <sup>4</sup>	1.0	2.0
Electives <sup>5</sup>	2.0	2.0
<b>TOTAL CREDITS</b>	<b>24.0</b>	<b>28.0</b>

<sup>1</sup>Students must be enrolled in Bible each semester that they attend CCS. Transfer students may apply academic or vocational credits toward these four Bible credits if Bible was not offered in the previous school.

<sup>2</sup>Many colleges require that the four math credits be at the Algebra I and above level. Students should keep this in mind when selecting math courses if they plan to attend a college with such requirements.

<sup>3</sup>Credit history courses include Geography, U.S. History, World History, and American Government and Economics.

<sup>4</sup>CCS offers at least Spanish as its foreign language. If Spanish is taken, two years are required on the college prep program simply because the first year is basically spent learning vocabulary and grammar. The second year is actually where the first year's learning is applied.

<sup>5</sup>Electives include, but are not limited to - music, consumer math, PE, Teacher Aide, and technology classes.

## 8.6.2 High School Graduation Requirements

CCS requires students to complete a program of study that is at least equivalent to the State of Florida requirements. Students who graduate from CCS must accumulate at least 24 credits to graduate from high school (grades 9-12).

Although students will be counseled about courses, the student is to assume responsibility for knowing and meeting the requirements for graduation. Students may add or drop courses during the first three weeks of the school year. After this time, students can change classes only if approved by the Administration.

The minimum requirements for graduation in order to earn a high school diploma from CCS are listed in *Section 8.6.1* and should be considered carefully by parent and student. Seniors who have not earned the required number of credits will not be allowed to participate in the graduation ceremony, nor graduate. The diploma is withheld until the required credits are completed.

A senior will not graduate nor participate in the graduation ceremony unless tuition is paid up to date.

## 8.7 Transcript Policy

Transcripts will be forwarded upon request. All financial obligations to the school must be met before transcripts or records will be released.

## 8.8 Music Program

Music is a priority at CCS. Several concerts involving students are given during the school year. Students are given the opportunity to begin the instrumental program in sixth grade, and this is continued through junior and senior high school. The choral program begins in the early elementary school and continues through the high school. Private music lessons are available for students for a reasonable monthly fee.

- **General Music**  
**1st - 3rd grade** - Each grade meets every week to study music notation, learn folk songs,

play musical games, listen to classical music and play rhythm/Orff (tuned percussion) instruments.

**4th - 5th grade** - Each grade meets every week to study music notation, learn folk songs, play musical games, listen to classical music and play Orff (tuned percussion) instruments.

- **Elementary Choir (2nd - 3rd grade)** - 2nd and 3rd grade meet together to learn fun songs, spiritual songs and songs appropriate for use in chapel or elementary school programs.
- **Elementary Choir (4th - 6th grade)** - 4th, 5th, and 6th grade meet together each week to learn fun songs, spiritual songs and songs appropriate for use in chapel, music contest or elementary school programs.
- **Junior High Choir** - Junior high choir meets each week to learn songs appropriate for use in school programs and music contest. All junior high students participate in choir.
- **Senior High Choir** - Senior high choir meets daily to learn songs appropriate for use in school programs, chapel, music contests, music festivals and community ministry opportunities. Senior high choir is an elective class.
- **4th-6th Grade Handbell Choirs** - The handbell choirs learn music notation, rhythm, techniques, and group playing. Auditioning for handbell choirs is done with the older students. The groups meet regularly, rehearsing during the school day. They prepare for school programs, chapels, community ministry opportunities, and music competitions.
- **6th Grade Band** - 6th grade band meets daily. All 6th grade students participate in band. Instrument groupings are divided into like sections of instruments at the beginning of the school year and are gradually put together with the rest of the class as music and playing skills progress to an acceptable level. 6th grade band prepares for school programs and music contest.
- **Junior High Band** - Junior high band meets each week. All junior high students participate in band. They develop playing and reading skills on their particular instrument. The junior high band prepares for school programs, music festivals and music contests.

Most students in junior high band attended CCS in the 6th grade and already know how to play a band instrument. Therefore, the band program is built to address their needs as 2nd or 3rd year band students.

New junior high students at CCS are given two or three weeks to try out brass, woodwind, and percussion instruments. This takes place by appointment outside of class time. They are to enroll for private or group instruction at a local music store (recommended by the band director) as soon as a decision is made regarding their choice of instrument.

As a rule, it takes a new student about twelve to sixteen weeks to develop the playing skills necessary to participate in band and perform with the group. They continue to attend band class during this time. New students are to sit, listen and learn from what they see and hear until the time comes when they can play their instruments with the group during rehearsal and performance.

- **Senior High Band** - Senior high band meets daily to learn songs appropriate for use in school programs, chapel, music contests, music festivals and community ministry opportunities. A student should have at least two or three years of experience on a band instrument in order to contribute to the group. Senior high band is an elective class.
- **Piano Lessons** - Students in 1st through 12th grade have the option of taking piano lessons at CCS during the school day. Students receive one 30-minute lesson each week. They are responsible for academic class work that was missed during their lesson. All students enrolled for piano participate in two school recitals (beginners may participate in one recital) and one or two music festivals.

## 8.9 Extra-Curricular Athletic Program

In addition to our regular physical education classes, we offer opportunities for students to participate in an intramural athletic program and interscholastic athletic program. CCS seeks to operate a balanced athletic program. We do our best to keep athletics in a proper perspective within the school's overall program. We do not want sports to be the primary focus of our school. Participation in sports activities is always viewed as a privilege and not a right. More specific athletic guidelines are contained in the *Athletic Manual*.

Student athletes are taught to maintain a proper attitude and to compete for the glory of God--not for the recognition of man. A key Bible verse in this regard is Colossians 3:23 which says, “*And whatsoever ye do, do it heartily, as to the Lord, and not unto men.*” The purpose of sports is not just to be victorious over an opposing team, but for students to display teamwork, sportsmanship, and discipline.

As logistics permit, we offer soccer and basketball for junior and senior high boys and volleyball and basketball for junior and senior high girls. Golf is offered to a limited number of senior high students. There is a fee charged for each sport. Students will not be allowed to participate in games or sports activities on the days they are absent from school.

To be eligible to participate on an athletic team, students must maintain good academic standards (with no F grades in their classes) and good behavioral standards. Students interested in participating on an athletic team should refer to the *Athletic Manual* for eligibility and other guidelines.

## 9.0 School Safety and Security

Though CCS can not provide a 100% safe and secure campus environment during these days and times, the school is doing all it can to protect students. Safety procedures are in place for weather problems, fire situations, and medical concerns. Security procedures include a closed campus, controlled fences and entrance gates, campus visitor identification, thorough staff background checks and fingerprinting, building security, student safety routines, and student/staff ID badges.

## 10.0 Website

CCS information is displayed prominently on its website at [www.cbc-ministries.net](http://www.cbc-ministries.net).



