

COLONIAL
CHRISTIAN
SCHOOL

Parent/Student Handbook
2018-2019



Training Students for Life

“And Jesus grew in wisdom and stature,
and in favor with God and man...”

Luke 2:52

South Dade Baptist Church

Reaching Out to our Community through the Ministry of

Colonial Christian School

17105 SW 296 Street

Homestead, FL 33030

Phone: (305) 246-8608

Fax: (305) 246-1542

Website: www.colonialchristianschool.com

Email: CCSPatriots@aol.com

William Long
Senior Pastor, SDBC



Terri Morrissey
Administrator, CCS

School Hours:

K3 - K5 ~ 8:00 a.m. – 3:10 p.m. (Pick up from 3:00 – 3:10pm)

Grades 1 - 12 ~ 8:00 a.m. - 3:10 p.m.

School Office Hours:

7:30 a.m. - 4:00 p.m.

Church Office Hours:

8:00 a.m. - 3:00 p.m.

Phone: (305) 247-3516

Church Services:

Sunday School ~ 9:30 a.m. - 10:15 a.m.

Sunday Morning Service ~ 10:30 a.m. - 12:00 p.m.

Sunday Evening Service ~ 6:30 p.m. - 7:30 p.m.

Wednesday Evening Service ~ 6:45 p.m. - 8:00 p.m.

Wednesday Evening Youth Ministry ~ 6:45 p.m. - 8:15 p.m.

Wednesday Evening AWANA Ministry ~ 6:30 p.m. - 8:00 p.m.

Table of Contents

Training Students for Life	7
Challenge from the Pastor	7
From the Desk of the Administrator	8
Statement of Faith	9
Ministry Standards	11
Statement of Philosophy	12
Mission Statement	12
Our Motto	13
Statement of Nondiscrimination	13
Accreditation and Affiliation	13
Highlights of Colonial Christian School	14
Admission Policies	15
Admission Policy	15
Enrollment Procedure	15
Transfer Students at the Senior High Level	16
Re-enrollment Procedure	16
Withdrawal Procedure	16
Financial Policies	17
Tuition	17
Second Child	17
Fees	17
Extended Care for Elementary Students	18
Tardy School Pickup for Elementary Students	19
Tardy School Pickup for Middle and High School Students	19
Tardy After Care Pickup	19
Athletic Program Fees	19
Additional Financial Policies	19
Academic Policies	21
Elementary Division ~ Grades K3 – 5	21
Curriculum	21
Assessment	21
Online Grade Viewing	21
Progress Reports	22
Report Cards	22
Grading Scale	22
Daily Organizational Tool (DOT) Binders	22
Homework	23
Wednesday Homework	23
Reading Logs	23
Assignment Sheets	23

Friday Communications	24
Academic Warnings	24
Make-up Work	24
Parent-Teacher Conferences	24
Parent-Teacher-Principal Conferences	25
Standardized Testing	25
Student Recognition	25
Promotion Policy	25
Middle School Division ~ Grades 6 – 8	27
Rationale	27
Course Layout	27
Honors Classes	27
Assessment	27
Online Grade Viewing	27
Progress Reports	28
Report Cards	28
Grading Scale	28
Homework	29
Wednesday Homework	29
Assignment Sheets	29
Friday Communications	30
Academic Warnings	30
Make-up Work	30
Help Classes	30
Parent-Teacher Conferences	30
Parent-Teacher-Principal Conferences	31
Standardized Testing	31
Student Recognition	31
Promotion Policy	32
Senior High School Division ~ Grades 9 – 12	33
Credit Requirements	33
Honors Classes	34
Dual Enrollment	35
Course Load Policies	35
Assessment	35
Online Grade Viewing	35
Progress Reports	35
Report Cards	36
Grading Scale	36
Homework	36
Wednesday Homework	37
Assignment Sheets	37
Friday Communications	37
Academic Warnings	37
Make-up Work	38
Help Classes	38
Parent-Teacher Conferences	38

Parent-Teacher-Principal Conferences	38
Standardized Testing	39
College Advisement	39
Student Recognition	39
High School Grade Placement/Promotion Prerequisites	40
Promotion Policy	40
Conduct Policies	41
Philosophy of Discipline	41
Detention	43
Indoor Suspension	43
Outdoor Suspension	43
Expulsion	43
Response to Discipline	44
General School Rules	44
Defining Immoral Behavior	44
Student Website Policy	45
eTextbook Policy	45
Substance Abuse Policy	45
Drug Testing	46
Prohibited Articles	46
Dress Code Policies	47
Attendance Policies	51
School Hours	51
Promptness	51
Early Arrivals	51
Late Pick-ups	51
Absences	51
Tardy to School	52
Tardy to Class	53
Student Pick-up Prior to Dismissal	53
Student Athletes	53
Truancy	53
Leaving Campus	53
Extracurricular Activities	55
General Eligibility	55
Athletic Eligibility	55
Student Athletes/Attendance	55
Health and Safety Policies	57
Communicable Diseases	57
Emergency Plan	57
Fire Drills	58
First Aid and Medication	59

Lice	59
Medical Records	59
Severe Weather	59
School Closures	60
General Information	61
Cellphones	61
Chaperones	61
Community Service Hours	61
Driving Privileges	62
Field Trips	62
Formal Events	62
Fundraising	63
Gum Fines	63
Lockers	64
Lost and Found	64
Lunch	64
Media Center	65
Out-of-Town Trips	65
Parent Teacher Fellowship (PTF)	65
Parent Survey	65
Posted Notices	65
Scholarship Checks	65
School Office	65
Senior Year	66
Student Records	66
Telephone	67
Traffic Flow	67
Transportation	67
Volunteer Hours	67
Visitors	67
Parent-Student Agreement	69
Appendix A: Technology Usage Agreement	71

Training Students for Life

Challenge from the Pastor

Dear Parents,

An argument often times used against Christian schools is that they fail to properly prepare students for the “real world” outside the classroom. This statement begs the question, what then is the *real world*? The most common answer is rather vague, but most would say the “real world” means *life outside of home and school*. If that is the case, then what do we call *life* inside the home and school?

The Scriptures give us the definition of *the real world* by the apostle Paul in his presentation to the Athenian philosophers of his day. “*God that made the world and all things therein... He gives to all life, and breath, and all things...For in him we live, and move, and have our being...* (Acts 17:24-28). In other words, God created life, He sustains life and created beings cannot exist without God. This is reality: in the home, the classroom or the athletic field. So a proper education is one that is rooted in the Author and Creator of the world and the universe and therefore, will adequately answer the questions of world events and human behavior. Christian education teaches young people the reality of God, that this God has spoken through His Son and the Scriptures, and what He says matters – eternally. Crime, corruption and greed (the reality of sin) are the result of mankind being born with a propensity to sin. God’s love for sinful man was demonstrated by the death of Jesus Christ on the cross and those who turn to Him through saving faith in Christ are given eternal life (the reality of God’s mercy). Ignorance of this truth is to be “out of touch” with reality and can be eternally fatal.

Colonial Christian School is committed to *preparing students for life* through all the core subjects of the academic curriculum and through the study of the Scriptures. The precision and order of mathematical equations display God’s orderliness in creation. History is an account of God’s dealings with mankind throughout the ages, while science confirms the existence of God by a thousand evidences that point to the Creator and not to a random process. Our goal is that students will be brought back to reality through spiritual and academic training that will turn their hearts to the one true God and fully equip them to be useful and productive in society.

I welcome you and your child to Colonial Christian School, and consider it both an honor and a duty to care for their educational process. It is my prayer that your child will be trained and experienced in this *real world* that God has created and revealed to us during their enrollment at CCS.

In His Service,



Pastor Bill Long
Senior Pastor
South Dade Baptist Church

From the Desk of the Administrator

Dear CCS Family,

We simply can't wait to begin another exciting school year! As I am writing this, preparations are being made all over the building to welcome your child. Last year we made significant strides in making our academic offerings more challenging. This year we are continuing to expand and deepen our academic offerings, and we have made many more enhancements to the curriculum and facilities. Our prayer is that CCS will become an oasis of joy, learning, and service to your family...and that you will choose to remain here through your child's 12th grade year.

Please read this Parent/Student Handbook thoroughly and discuss it with your child. This resource was designed to share our procedures and practices, as well as the Biblical and philosophical basis for our approach, and to help you succeed as you guide your child through their school years. Each rule is built on a foundation of Scripture and is directly designed to encourage spiritual and academic growth, or ensure safety. *Please, let's unite our hearts in teaching our children respect for authority and responsibility.* We believe that each student that walks in His commandments with their whole heart and maintains a teachable spirit will become *strong in the grace that is in Christ Jesus* and will accomplish great things as they walk in His path.

On behalf of the staff and myself, we are deeply humbled at the opportunity that you have given us to work in the life of each student this year. It is our desire to serve your entire family through the various ministries of the church. Please continue to check our calendar regularly for the many church and school events that are designed to minister to each family of the church and school. It continues to be our prayer that God will bless your family through your partnership with Colonial Christian School and South Dade Baptist Church.

In His Love,

Terri Morrissey

Terri Morrissey, Ed.S.

Administrator

Colonial Christian School

Statement of Faith

- † We believe in the verbal inspiration, inerrancy, and authority of the Scriptures as contained in the original languages.
II Timothy 3:16; II Peter 1:20-21
- † We believe that the Godhead exists eternally in three Persons; God the Father, God the Son, and God the Holy Spirit; and these three are one God.
Genesis 1:26; John 10:30, 4:24; Deuteronomy 6:4
- † We believe that the eternal Son of God became incarnate in the Lord Jesus Christ, conceived by the Holy Spirit, born of a virgin, Mary, and is both true God and true man, apart from sin.
John 1:1, 14, 18; Matthew 1:21-23; I John 5:20
- † We believe that salvation is received by grace alone through faith in the substitutionary death of the Lord Jesus Christ: that for our sins He died and was resurrected for our justification.
I Peter 3:18; I Corinthians 15:1-4; Acts 4:12; Ephesians 2:8-9
- † We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption.
John 16:8-11; Rom. 8:9; I Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14
- † We believe that every believer is called to a holy life of service and should belong to a Bible-believing local church for fellowship and for the furtherance of the Gospel to every creature at home and around the world.
Peter 1:15-16 Matthew 28:19-20; Hebrews 10:25; Acts 1:8; Mark 16:15
- † We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit, and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing.
I Cor. 1:22; 13:8; 14:21-22
- † We believe that man was created in the image and likeness of God but voluntarily fell from his sinless state. As a result, all men are sinners and hopelessly sinful in themselves, apart from the grace of God.
Genesis 1:27, 9:6; Romans 5:12, 3:23; Ephesians 2:1
- † We believe that every true believer, born of the Spirit, can have full assurance of salvation and is eternally secure in Christ.
John 3:5-6; I John 5:12-13; John 10:28-29

- † We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel.
Acts 2:41-42
- † We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age.
Matt. 28:19-20; Acts 2:41-42; 18:18; 1 Cor. 11:23-26
- † We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances.
Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11; Lev. 19:28; 1 Cor. 6:19-20
- † We believe in the Genesis account of creation, and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that all animal and vegetable life was made directly, and God's established law was that they should bring forth "after their own kind."
Gen. 1:1; Ex. 20:11; Acts 4:24; Col. 1:16-17; Heb. 11:3; John 1:3; Rev. 10:6; Rom. 1:20; Acts 17:23-26; Jer. 10:12; Neh. 9:6; Gen. 1:26-27; Gen. 2:21-23; Gen. 1:11; Gen. 1:24
- † We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.
Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4
- † We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable.
Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44
- † We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members.
1 Cor. 6:1-8; Eph. 4:31-32

Ministry Standards

Whereas, the ministry is committed to preserve Scriptural morals in the face of outside societal influences seeking to degrade the Biblical family, pervert the moral values of our nation, and intimidate God's people from speaking truth in love, the following paragraphs explain the standards for both parents and students at Colonial Christian School (CCS).

Parental Support

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the discretion of the senior pastor or administrator, a parent has failed to support the administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

Standard of Conduct

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school, whether on or off the property, as determined by the discretion of the senior pastor or administrator. Additional clarification of distinctly Christian behavior can be found in the Conduct Policies section of this handbook. Any readmission considerations following a dismissal will be determined on a case-by-case basis.

Statement of Philosophy

The purpose of CCS is to educate and train the whole student: spiritually, intellectually, physically, and socially. Students must honor the rights of others and respect manners, rules, and laws, all of which were created to preserve their freedom. Not only must a student have his actions, speech, and appearance reflect the Lord Jesus, but he must also have wisdom, knowledge, understanding, and skills that he can use to serve the Lord in the task of his choosing.

The Bible is taught so that the student will develop sound Christian values that will govern the use of his knowledge and skills. CCS desires to send out students into the world who will truly be lights in this world of spiritual darkness. CCS does not recognize a body of secular truth taught separate from the sacred. We believe that all truth is from God and is related to God. Therefore, a philosophy that places the Bible at the center of all truth permeates every subject that is taught.

Each student is expected to put forth his best efforts in his academic pursuits. All students will be encouraged to use their God-given talents and gifts to their full potential. An emphasis will be placed on each student being diligent at all times.

We believe that a generation of young people must be produced who love their country and are willing to defend the constitutional principles which made this country the greatest in the world.

CCS has set down rules and regulations based on Biblical principles in order to maintain an atmosphere where students can learn to appreciate the opportunity to study, learn, and grow spiritually in an orderly environment. If a student does not keep these regulations, he is made aware of his offense and disciplined accordingly. *The goal of every disciplinary action is the development of self-control*, not merely punishment of the student. CCS will not only train its students in proper habits, but will also teach its students how to make decisions based on Biblical principles of right and wrong.

Mission Statement

Our mission is to present the Gospel of Jesus Christ as the absolute truth, promote Biblical worldview teachings in all areas of the ministry, practice Christ-like behavior in our daily living, and grow in His grace and knowledge in accordance with Luke 2:52 which states,

“And Jesus increased in wisdom and stature, and in favor with God and man.”

- † To grow in **wisdom**: *intellectually*, through a strong, integrated academic program
- † To grow in **stature**: *physically*, through a well-developed athletic program
- † In favor with **God**: *spiritually*, through an organized study of the Scriptures and discipline
- † In favor with **Man**: *socially*, by learning through example and experience how to live God-honoring lives in the world

Our Motto

Training Students for Life

based on Luke 2:52...

“And Jesus increased in wisdom and stature, and in favor with God and man.”

Statement of Nondiscrimination

CCS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. CCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Violation of this policy may lead to the immediate expulsion of a student or the termination of a faculty member.

Accreditation and Affiliation

CCS is a ministry of South Dade Baptist Church. As such, the senior pastor and Education Committee meet regularly to guide the school in fulfilling its mission statement, while adhering to its statement of philosophy.

Colonial Christian School, having satisfied the preliminary accreditation standards of the Florida Association of Christian Colleges and Schools (FACCS), has been awarded the status of Full Accreditation.

Highlights of Colonial Christian School

- CCS was founded in September of 1970 under the direction of Pastor C. H. Couey with approximately 200 students from K4 through 6th grade.
- Tom Hamilton served as the founding principal.
- As a ministry of South Dade Baptist Church, the purpose of the school was to give parents an opportunity to educate their children in the light of God's Word rather than the humanistic philosophy of the public schools.
- On August 24, 1992, Hurricane Andrew ripped through the City of Homestead causing severe damage. The people of the area suffered great personal and property loss. Due to the damage caused by Hurricane Andrew, CCS was closed. For five years, the halls of CCS remained silent.
- In May of 1995, the church called Dr. Dennis Dickson as Pastor.
- In December of 1996, the church voted to reopen CCS offering K3 through 12th grades; and in February of 1997, Dr. Richard Christ assumed the responsibility of administrator.
- After months of needed renovations, CCS reopened its doors on August 24, 1997 with an enrollment of 120 students.
- The current enrollment of the school is approximately 275 students.

Admission Policies

Admission Policy

A student is admitted to CCS on the basis of scoring within the designated range on the admissions exam (or submitting the current year's Complete Battery SAT score from their prior school), and successfully concluding an administrative interview with approval to continue the admissions process. A student's admission status is finalized by completing the application packet, making appropriate payment, and upon receipt and approval of former records.

Any student accepted to CCS will be on probationary status for one full academic quarter. If it is determined at the time of testing that we will not be able to accommodate your child's needs, we will do our best to direct you to more appropriate educational opportunities.

Operating as a distinctly Christian organization, CCS, as a ministry of South Dade Baptist Church, reserves the right to set and maintain standards of student conduct, dress, cleanliness, and academic rigor. CCS was founded to provide a Christian education for students, and we maintain the right to refuse admittance to anyone who does not conform to these standards. CCS reserves the right to refuse admission to students of other denominations and faiths whose doctrinal beliefs are in contrast to those of the school and church. Any student that expresses or implies disharmony with our stated doctrinal beliefs may be asked to withdraw from the school. CCS reserves the right to refuse acceptance to any students who are married, pregnant, have children, or are known to be sexually active. Students who marry or have children during the school year must withdraw.

Enrollment Procedure

Parents may enroll students on any school day from 8:00 a.m. - 4:00 p.m. in the main office. Enrollment will be finalized upon completion of the following:

- (for grades 6-12) having the student's previous school complete and submit an Admissions Recommendation form
- scoring within the designated range on the admissions exam, and/or submitting the current year's Complete Battery SAT score from their prior school
- successfully concluding an administrative interview with approval to continue the admissions process
- completing the application packet
 - application form
 - copy of student's birth certificate
 - copy of Social Security card
 - state immunization and health forms
 - transcripts and any appropriate records from previous school(s)
 - copies of any court orders related to custody
- making payment of all applicable fees
- making payment of all tuition and/or completing a Fast Automatic Cash Transfer System (FACTS) Tuition Management Company Agreement
 - students will not be admitted to CCS should we become aware that an outstanding balance exists at a previous school

Transfer Students at the Senior High Level

Beyond all of the above stated admissions steps, students who transfer in at the senior high school level will also meet with the assistant principal or secondary lead teacher to assess their credit status and determine if the CCS course offerings will meet their needs. Only grades C and above will be transferrable into CCS.

Re-enrollment Procedure

Upon reenrollment, parents must complete a re-registration packet, including updating their child's medical and emergency information. These documents should be turned in as a packet when the parent is prepared to pay the registration fee in full. Payment of the registration fee holds the child's seat in their class for the upcoming school year.

All other fees (the technology and curriculum fees) must be paid in full by the Thursday before the first day of school. CCS provides parents with a suggested payment plan of fees in order to support them in spreading the fee payments over several months *prior to* the beginning of school.

Parents must also either make payment of all tuition in full and/or complete a FACTS Agreement to begin in the month of July, in order for their child to be fully enrolled.

Parents who postpone the reenrollment process to after the July deadline will be responsible to make two payments in the month of August in order to avail themselves of a FACTS Agreement.

CCS reserves the right to refuse re-enrollment to students and/or students' families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school and/or church. We also reserve the right to refuse re-enrollment to students whose academic performance has not met the standards stated in the academic policy section of this handbook. **No family may be readmitted unless all financial obligations from the previous year have been met.**

Early registration for current CCS students occurs in January each year. During this period, the registration fee is \$150. The purpose of early registration is to protect the classroom slots of our current students.

Open registration begins in February each year. Once the open registration period begins, the registration fee will be \$175 for K3-K4 and \$200 for grades K5 and above. Families who choose to wait for open registration need to be aware that registration takes place on a "first come, first serve" basis, and that classes will be capped regardless of whether current students have taken advantage of our early registration process or not. Please plan to register early. Registrations after August 1st will be charged an additional \$50 late fee.

Withdrawal Procedure

Students withdrawing from the school must do so through the main office. All necessary forms must be completed, all equipment belonging to the school must be returned, and all financial obligations, including the \$25.00 withdrawal fee, must be met. Financial obligations are considered met 10 business days after the receipt of a check, and 1 business day after the receipt of cash or a money order. Students may clean out their desks/lockers before or after school hours, but are not allowed to do so during classroom time.

Financial Policies

Tuition

There are several options available in order to complete tuition payments. The first is to make full payment by July 20th, which will result in a 5% reduction in the yearly tuition. The second option is to make two payments: one by July 20th, and one by January 20th that will result in a 3% reduction in the yearly tuition. The third (and most commonly chosen) option is a ten-month payment plan, with payments beginning in July and concluding in April. The two payment and ten-month payment plan options must be made by signing a tuition payment agreement through FACTS. Additional details of the payment program are available by contacting the school office.

First Child

K3, K4 (1/2 day)
K3, K4 (full day)
K5 - 5th
6th - 8th
8th - 12th

Ten-Month Pay Plan

\$3,800.00 per year = \$380.00 per month
\$4,600.00 per year = \$460.00 per month
\$6,300.00 per year = \$630.00 per month
\$6,500.00 per year = \$650.00 per month
\$6,800.00 per year = \$680.00 per month

Second Child

Colonial Christian School gives a discount for each second and successive child of the same parents/guardians registered on a full-time basis. The oldest child is charged the full tuition.

The discounts may apply for the following groups:

- Actively participating members of South Dade Baptist Church, and
- Actively employed ordained ministers (per the specifications of the South Dade Baptist Church Policy Manual).

None of the qualifying discounts may exceed a 50% tuition discount.

Fees

All fees are nonrefundable and nontransferable.

Admission Testing Fee	\$60.00 per student
▪ new 1 st - 12 th grade students only; due at the time of testing	
Registration Fee	\$175.00/K3 - K4 and \$200.00/K5 – 12 th grade per student
▪ due annually at time of registration	
Curriculum Fee	
K3 – K4	\$175.00
K5-5	\$300.00
6-12	\$325.00
▪ due before the Thursday before the first day of school	
▪ covers the <u>rental</u> of hard back or permanent classroom textbooks and the purchase of consumable and digital textbooks and workbooks, as well as some classroom supplies	

Technology Fee

K5 - 12th \$150.00

- due before the Thursday before the first day of school
- covers a wide range of technology throughout the school including computers/printers in the lab, computers/printers for use by CCS staff, computers/printers in the media center, wi-fi, online grades, website, security camera hosting software and hardware, media center collection maintenance system, projectors, etc.

Activity Fee

\$75

K3 – 12th

- due before the Thursday before the first day of school
- covers a yearbook, pre-k t-shirt, music program t-shirts for elementary students, honors t-shirts for middle and high school students, and caps and gowns for K5 and 12th grade

Supply Fee

\$100

K3 – 12th

- due before the Thursday before the first day of school
- covers all school supplies; students are responsible for having their own supplies at home to complete their homework; organizational items, such as a binder, may be brought to school by the student if desired

Withdrawal Fee

\$25.00

- due if a child does not complete the school year

Extended Care for Elementary Students

Extended care is available for students in grades K3 - 6. An application must be completed and on file in the main office. If an application is not completed and on file in the main office, then the hourly rate of \$10.00 will apply. Payment is due upon receipt of the invoice referring to the previous month, in the school office. Parents will be required to prepay for the months of May/June based on the payment history of September through April. Any discrepancies on the May/June payment will be resolved within two weeks of the end of school.

Morning Care Hours

6:30 a.m. - 7:55 a.m.

Morning Care Rates

	Monthly	Weekly
--	---------	--------

1 st Child	\$75.00	\$25.00
-----------------------	---------	---------

2 nd Child	\$60.00	\$20.00
-----------------------	---------	---------

After Care Hours

2:55 p.m. - 6:00 p.m.

After Care Rates

	Monthly	Weekly
--	---------	--------

1 st Child	\$150.00	\$45.00
-----------------------	----------	---------

2 nd Child	\$120.00	\$40.00
-----------------------	----------	---------

Both Morning & After Care

	Monthly	Weekly
--	---------	--------

1 st Child	\$220.00	\$65.00
-----------------------	----------	---------

2 nd Child	\$180.00	\$55.00
-----------------------	----------	---------

Tardy School Pickup for Elementary Students

All K3-K5 students who have not been picked up by 3:10 p.m., and 1st - 5th grade students who have not been picked up from school by 3:30 p.m. will be delivered to after care by their teacher. Parents of K3 - 6th grade students who are not picked up on time will be charged the hourly rate of \$10.00 for the full hour.

Tardy School Pickup for Middle and High School Students

All 6th - 12th grade students are expected to leave the school building by 3:30 p.m. unless they are involved in a staff supervised after school activity. Those students who have not been picked up from school by 3:30 p.m. will be sent to the **aftercare** room. Parents of 6th - 12th grade students who are not picked up on time will be charged the hourly rate of \$10.00 for the full hour. Should there be a sufficient need for a supervised, after school study hall for middle and high school students, then the same rates as for extended care for elementary students (previous page) will apply.

Tardy After Care Pickup

Parents of aftercare students who do not pick up their child(ren) by 6:00 p.m. will be charged \$1.00 a minute for every minute after 6:00 p.m. that they are late. A family's eligibility to have their child(ren) enrolled in after care and/or supervised study hall will be revoked should repeated tardiness occur.

Athletic Program Fees

- \$75 Athletic Fee* for each player for each sport
 - \$100 Athletic Fee* for any player that plays two sports in a single year
 - \$125 Athletic Fee* for any player that plays three sports in a single year
 - *Athletic Fee will be billed at the start of the season; (a 2-week grace period will apply)

 - 10 athletic volunteer hours** must be served by each parent (family) for each season (or a \$100 excusal fee); 4 volunteer hours must be served by each player for each season
- **Unserved volunteer hours will be billed at the end of the season

Additional Financial Policies

- Make all fee, tuition, and extended care payments on FACTS.
- Progress reports, report cards, access to online grades, standardized test results, diplomas and/or transcripts of record will be held on all overdue accounts.
- Accounts that are overdue in excess of 60 days may result in children not being able to return to school until said account is made current.
- Should a family experience some challenge to keeping their account timely, they should immediately **communicate** with the CCS Business Office.
- A student's account must be current in order for a parent to be eligible for the early enrollment discounts on registration and other fees.
- A student's account must be current in order for them to participate in their senior class trip and the commencement ceremony.
- Parents of seniors may be charged a monthly senior trip fee to break that financial commitment across the months depending on the level of expense versus fundraising plans for the group.

- Costs expended by CCS for a student to attend a sponsored event that the student decides not to attend will be charged to the student's tuition account.
- If a student exceeds the attendance limitations for promotion to the next grade, they will be charged an \$80 daily fee to fund the personnel to monitor their summer or Saturday make-up days.
- A cash receipt is always given when payment is made in cash. The school office does *not* maintain a cash box for making change. Please send the exact amount necessary. Please keep your receipts so that you have a record of your payment.
- A student who registers after the school year has begun will make the initial tuition payment directly to the school. The remaining payments will be made by signing a tuition payment agreement through FACTS. The yearly tuition will be prorated based on the amount of remaining months in the school year.
- A \$25 NSF (non-sufficient funds) charge will be collected in the case of checks that are returned unpaid.

Academic Policies

Elementary Division ~ Grades K3 - 5

Curriculum

The primary grades constitute the foundation of learning for every child. CCS utilizes the A Beka curriculum in grades K3 - 5, which has a 40+ year track record of success. This comprehensive and integrated curriculum, which has as its foundation intensive, systematic phonics, has been effective in raising the standards and expectations for our reading program. The A Beka curriculum also places an emphasis on applying Biblical principles in all disciplines.

The following subject areas are taught daily in the elementary division: Bible, reading, writing, phonics, language, handwriting, mathematics, science, history, and physical education. The following subjects are taught once a week: music, art, and computers. The students will also visit the school media center and check out books on a weekly basis.

Assessment

The purpose of our assessment system is to give parents and students an accurate indication of the progress achieved during the specified time period so as to be able to continue to make improvements. Each child's ability, attitude, and application are taken into account by the grading system.

▪ Online Grade Viewing

As one of our many technology enhancements, CCS distributes to each parent at the beginning of the school year a code in order to view their child's grades online. A link from the school website takes you to the parent portal at the HeadMaster grading system's website, or you can bookmark <https://secure.headmasteronline.com/>. You will be able to view a screen that will show you your child's grade average for each subject area. Teachers are required to keep their grades current, within a 72-hour window. The grade you see on-line will reflect grades that were entered for assignments within a 3-day range of being turned in to the teacher.

As with all information and technology, the real-time grades can be used well or misused. A good use of this information would be for parents to periodically check their child's grades, and commend them for their hard work and support them in areas that are a struggle for them. Parents must understand that the grades will go up and down several points after each assignment is entered. It is important to realize that parents should only grow concerned if students fall into a lower grade range. For example, if my child has had a high B in math all year fluctuating from an 88 to an 86 to an 89 to an 84, there is no need for alarm or parent-teacher follow up. However, if that same student goes from the high 80's to a 78, it would now be a good opportunity for a parent-teacher conference. It is much more important, however, for these numbers to be seen as a tool for parents to engage in conversations with their children, than as a system for teachers to communicate to parents. The teachers will continue to utilize all of the above tools to make you aware of all pertinent academic and behavior information.

The receipt of access to HeadMaster Online is a privilege, and any misuse of the information will lead to a withdrawal of that privilege by the school administration.

▪ **Progress Reports**

Grades K5 - 12 will receive progress reports after the fourth week of the marking period. The purpose of progress reports is to keep parents and students fully informed of academic progress and general conduct. It is highly recommended that parents set up a parent-teacher conference if their child has received a C or below on their progress report. Progress reports will be sent home with students on the dates published on the school calendar. Parents are required to sign and return progress reports within two school days of issuance. A \$2 fee will be charged to print replacement progress reports.

▪ **Report Cards**

Report cards will be sent home for each of the first 3 quarters with the students on the dates published on the school calendar. Parents are required to sign and return report cards within two school days of issuance. A \$2 fee will be charged to print replacement report cards.

The year-end report card is mailed home within two weeks after school releases for the summer.

▪ **Grading Scale**

The grading scale includes letter grades, which are calculated by averaging numerical scores, and descriptors that report behavior as illustrated below.

Percentage Range	Letter Grade	Descriptor
90 - 100	A	Excellent
80 - 89	B	Above Average
70 - 79	C	Average
60 - 69	D	Below Average
0 - 59	F	Failing
0	I	Incomplete

The report card also indicates what level of effort a student is putting forth in a given subject area using a 3-point scale, with 1 representing the highest level of effort, and 3 representing the lowest level of effort.

Daily Organization Tool (DOT) Binders

The Daily Organization Tool Binder, or DOT Binder, is a three-ring binder that students will use every day to develop organizational skills and learn responsibility. It is important to teach children how to keep up with homework and classwork. This tool is also a way of maintaining effective communication between home and school. It aims to eliminate lost notes, assignment sheets, and homework, as well as keep parents and students informed of important events and academic progress. Students and parents should review the DOT Binder daily to keep up-to-date with upcoming events, ensure homework completion, and check for teacher communications.

Homework

Homework is an important opportunity for students to extend their learning time while building their ability to work independently. Homework provides reinforcement for classroom concepts, allows for additional practice with concepts that require repetition, gives students further time with concepts that were particularly difficult for them, and challenges them to extend their learning through special projects. Finally, homework is one of the earliest responsibility-building tasks that children undertake.

We follow the A Beka guidelines for homework types and time limitations. A Beka has a 30+ year track record of success. As a parent, you always have the opportunity to provide enrichment activities for your child (time with their immediate and extended family, musical lessons, athletics, learning practice such as flash cards, trips to the library, tons of home reading, journaling, museum visits, online learning opportunities, camping trips, etc.). However, the teachers will follow the A Beka format in regards to required assignments.

Homework assignments must be completed and handed in on the day designated by the teacher. Incomplete assignments will be returned to the student for completion. Students in grades K5 - 5 will receive assignment sheets (described below) that will state all of the homework expectations. Parents should check to see that all homework is completed and all books are returned to the classroom. Forgotten books impair the effectiveness of classwork. The time and effort invested on the part of the parent is invaluable to the overall effectiveness of their child's educational experience.

Home learning packets will be given to prekindergarten students. Students who continue to practice skills in the home setting show stronger academic gains than those who do not. Parents are highly encouraged to support their child in achieving the best possible learning outcomes for the year.

▪ **Wednesday Homework**

As a ministry of South Dade Baptist Church, CCS homework policies are designed to encourage attendance of the various Wednesday evening services (AWANA for grades K3 - 6, Trek/Journey for grades 6 - 12, Wednesday Service for adults). Therefore, no new homework assignments will be given on Wednesdays. Ongoing homework such as completing reading logs and studying for later tests (such as a spelling or memory verse tests which will occur on Friday) may be encouraged on Wednesdays so as to keep the concepts fresh in the students' minds.

▪ **Reading Logs**

Students in grades K3 - K5 will be required to participate in at least 15 minutes of reading nightly. Students in grades 1 - 5 will be required to participate in at least 20 minutes of reading nightly. This can be a combination of the child reading to the parent and the parent reading to the child, as age appropriate. This practice will not only strengthen the child's general reading ability, it will also improve their sense of story, increase their spoken and listening vocabularies, improve their reading comprehension, and best of all, be a wonderful opportunity for the whole family to be involved in shared literacy experiences.

▪ **Assignment Sheets**

Students in grades K5 - 5 will receive a weekly assignment. The assignment sheet provides parents and students with daily information about work assigned, upcoming projects, and important dates. Students in grades K5 - 5 are required to have their parents **read and sign**

the assignment sheet on a daily basis. Homework is also viewable in each parent's Headmaster view online.

Students in grades K3-K4 will receive a weekly parent letter that reviews the past week's major learning concepts and events, and previews the upcoming topics for the following week. Upcoming events and important deadlines will also be listed.

Please help your child to develop responsibility by having them place their completed homework, reading log, and signed assignment sheet into their homework folder, within their DOT Binder, and then into their book bag as soon as their homework is completed.

▪ **Friday Communications**

Generally, the students will receive school and church communications on Fridays. Please make it a weekly habit to review such communications with your child.

Academic Warnings

It is imperative that parents are fully informed of any academic concerns in a timely manner. As such, if a student in grade 4 and above receives an F on a test or quiz or misses three homework assignments, an Academic Warning form is issued by the teacher, signed by the student, and sent home with the student for parent signature. The student has 48 hours to return the Academic Warning form signed by the parent. Parents should support their children in addressing the circumstances that led to them receiving the Academic Warning. The principal receives and signs a copy of all Academic Warning forms.

Make-up Work

After an absence and immediately upon returning to school, it is important for the teacher, parent, and student to discuss the work that was missed. Students have an equal number of days as the days of the absence to complete make-up work (1 missed day = 1 day to make up work, 2 missed days = 2 days to make up work, etc.). Work that is not made up within the specified time frame will be recorded as a zero. Unless a student has missed a significant number of days (3 or more), long-term projects and assignments are still due on time.

Parent-Teacher Conferences

Communication between the home and school is vital to every student's success. Conferences may be requested by either the parent or the teacher. They may be necessary to address a given concern, or simply provide an opportunity to discuss the student's progress and set goals for future development. In either case, it is always necessary for all parties to have sufficient notice. **A conference requires preparation and data gathering on the part of the teacher**, and therefore, **no conferences will occur on a same day basis**. *It is important that parents recognize that this includes "informal" conferences.* These often occur when a parent wishes to discuss a quick concern because they feel it is a simple matter and a formal conference is unnecessary. Regardless of how much weight a parent feels a given concern has, be it a great deal or very little, the one-day rule must be observed. You must *briefly* identify with the teacher the issue that you wish to discuss, and then **make an appointment at least one day in advance**.

Please understand that a teacher may not be able to set up an appointment for the following day due to prior school commitments, meetings, etc. Every effort will be made to accommodate your request at the teacher's earliest available opportunity. The amount of prayer

and preparation that precedes a conference will benefit all parties concerned, especially the student.

Parent-Teacher-Principal Conferences

It is our desire that all concerns would be successfully addressed at the parent-teacher level. However, on occasion, additional support is required to address a given need or concern. If a parent has completed an initial conference with a teacher to describe a concern that has not been addressed to their satisfaction, they should meet with the teacher to readdress the issue and the nature of their continued concern. If **after the second conference has taken place with the teacher**, the parent still feels that their concern has not been sufficiently addressed, they may request a parent-teacher-principal conference. Again, a one-day rule will be observed and every effort will be made to schedule the conference in a timely manner. It may not be possible for all of the parties to meet on the following day. **Requests for a parent-teacher-principal conference should be made with the school secretary** who will work together with the principal and teacher to find a time that is convenient for all parties. The goal of this policy is to allow each person to properly prepare for the conference in an effort to create the best possible outcome for the student.

Standardized Testing

In the spring of each year, the Stanford Achievement Test is administered to each student in grades K5 - 11. The results of these tests are used for the following purposes: 1) to inform parents of their child's academic progress, 2) to inform teachers of each student's strengths and areas for improvement necessary to enhance classroom instruction, and 3) to improve administrative oversight of curriculum, academic policies, and supervision of teachers.

Student Recognition

An honor roll is compiled at the end of each grading period as follows:

Principal's Honor Roll is achieved by students who have...

- made 90% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Honor Roll is achieved by students who have...

- made 80% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Perfect Attendance is achieved by students who have...

- missed 0 days of school, and
- been tardy no more than once each quarter

Outstanding Christian Character is achieved by students who have...

- demonstrated Biblical principles in their work, character, and behavior

Promotion Policy

A student will be promoted to the next grade level upon satisfactory completion of the work required by the grade level curriculum and attendance that meets the school and state of Florida requirements.

If two academic subjects are failed, the student will be required to attend summer school. CCS does not guarantee that summer school will be provided on site every summer. Students may have to pursue other alternatives in order to complete summer school.

Upon successful completion of summer school and submission of all appropriate documentation, and with administrative approval, the student may be promoted to the next grade. If a student is unable to successfully complete summer school, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat the grade, or if finding another educational alternative would be better for the child.

If three or more subjects are failed, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat the grade, or if finding another educational alternative would be the best course of action for the child.

Summer school is also recommended for any student who has received a D in any of the language arts subjects or in mathematics for the purpose of remediation.

Middle School Division ~ Grades 6 - 8

Rationale

The middle school years are a time of significant transition for students. CCS has designed the middle school division for the purpose of better meeting our students' spiritual, intellectual, social, and physical needs. The middle school division has separate health and physical education classes, as well as a separate lunch period, to best facilitate their physical and social development. Finally, their course load and layout are designed to best meet their intellectual needs while encouraging optimum growth and development.

Course Layout

6th Grade:

Bible
English
History/Geography
General Science
General Math
P.E./Band
Health
Music/Art

7th Grade:

Bible
English
World Studies
Life Science
Pre-Algebra
P.E./Band
Study Skills

8th Grade:

Bible
English
American Republic
Earth Science
Algebra I
P.E./Band
Study Skills

Honors Classes

Honors classes are offered for students in grades 7-12 for the following subject areas: English, mathematics, science, and social studies. Students must apply for honors classes by having their teachers recommend them for each class that they would like to take as an honors class, and then have their parent sign the form to designate their agreement. Students in honors classes will have additional assignments each quarter. Once students are registered in an honors class, they will not be able to transfer to a non-honors class. Students should use the middle school years to take honors classes in their strongest subjects while building their independent study skills.

Assessment

The purpose of our assessment system is to give parents and students an accurate indication of the progress achieved during the specified time period so as to be able to continue to make improvements. Each child's ability, attitude, and application are taken into account by the grading system.

▪ **Online Grade Viewing**

As one of our many technology enhancements, CCS distributes to each parent at the beginning of the school year a code in order to view their child's grades online. A link from the school website takes you to the parent portal at the HeadMaster grading system's website, or you can bookmark <https://secure.headmasteronline.com/>. You will be able to view a screen that will show you your child's grade average for each subject area. Teachers are required to keep their grades current, within a 72-hour window. The grade you see on-line will reflect grades that were entered for assignments within a 3-day range of being turned in to the teacher.

As with all information and technology, the real-time grades can be used well or misused. A good use of this information would be for parents to periodically check their child's grades, and commend them for their hard work and support them in areas that are a struggle for them. Parents must understand that the grades will go up and down several points after each assignment is entered. It is important to realize that parents should only grow concerned if students fall into a lower grade range. For example, if my child has had a high B in math all year fluctuating from an 88 to an 86 to an 89 to an 84, there is no need for alarm or parent-teacher follow up. However, if that same student goes from the high 80's to a 78, it would now be a good opportunity for a parent-teacher conference. It is much more important, however, for these numbers to be seen as a tool for parents to engage in conversations with their children, than as a system for teachers to communicate to parents. The teachers will continue to utilize all of the above tools to make you aware of all pertinent academic and behavior information.

The receipt of access to HeadMaster Online is a privilege, and any misuse of the information will lead to a withdrawal of that privilege by the school administration.

▪ **Progress Reports**

Grades 6 - 8 will receive progress reports after the fourth week of the marking period. The purpose of progress reports is to keep parents and students fully informed of academic progress and general conduct. It is highly recommended that parents set up a parent-teacher conference if their child has received a C or below on their progress report. Progress reports will be sent home with students on the dates published on the school calendar. Parents are required to sign and return progress reports within two school days of issuance. A \$2 fee will be charged to print replacement progress reports.

▪ **Report Cards**

Report cards will be sent home for each of the first 3 quarters with the students on the dates published on the school calendar. Parents are required to sign and return report cards within two school days of issuance. A \$2 fee will be charged to print replacement report cards.

The year-end report card is mailed home within two weeks after school releases for the summer.

▪ **Grading Scale**

The high school grading scale includes letter grades, which are calculated by averaging numerical scores, and descriptors that report behavior as illustrated below.

Percentage Range	Letter Grade	GPA Value	Descriptor
90 - 100	A	4	Excellent
80 - 89	B	3	Above Average
70 - 79	C	2	Average
60 - 69	D	1	Below Average
0 - 59	F	0	Failing
0	I	0	Incomplete

Numerical grades are calculated using the following guidelines:

Area	Percentage
Homework	15%
Classwork	15%
Projects	10%
Quizzes	20%
Tests	40%

The report card also indicates what level of effort a student is putting forth in a given subject area using a 3-point scale, with 1 representing the highest level of effort, and 3 representing the lowest level of effort.

Homework

Homework is an important opportunity for students to extend their learning while developing their ability to work independently. Homework provides reinforcement for classroom concepts, allows for additional practice with concepts that require repetition, gives students further time with concepts that were particularly difficult for them, and challenges them to extend their learning through special projects. Finally, homework is one of the earliest responsibility-building tasks that children undertake.

In order to receive full credit, homework assignments must be completed and handed in on the day designated by the teacher. Incomplete assignments will be returned to the student for completion. Homework that is one day late will be reduced by 20%. Homework will not be accepted more than one day late.

Students in grades 6 - 8 will receive assignment sheets (described below), which will state all of the homework expectations. Parents should encourage high levels of responsibility in regards to completion of all homework, as well as placing all homework and books in a book bag for the following school day. Forgotten books impair the effectiveness of classwork. The time and effort invested on the part of the parent is invaluable to the overall effectiveness of their child's educational experience.

▪ Wednesday Homework

As a ministry of South Dade Baptist Church, CCS homework policies are designed to encourage attendance of the various Wednesday evening services (AWANA for grades K3 - 6, Trek/Journey for grades 6 - 12, Wednesday Service for adults). Therefore, no new homework assignments will be given on Wednesdays. Tests will not be given on Thursdays except in essential circumstances *and* with administrative approval such as SATs, midterms, or finals. Ongoing homework such as studying for later tests or continuing work on long range projects may be encouraged on Wednesdays to keep the concepts fresh in the students' minds.

▪ Assignment Sheets

Students in grades 6 - 8 will receive a weekly assignment. The assignment sheet provides parents and students with daily information about work assigned, upcoming projects, and important dates. It is important to bring every assignment sheet to school each day so that any necessary adjustments due to pace of learning or unforeseen circumstances can be written in by hand. It is highly recommended that parents of students in grades 6 - 8 make it a nightly habit to

review assignment sheets and discuss both homework and classwork. Assignment sheets are also available on the CCS website. Please help your child to develop responsibility by requiring them to place their completed homework and assignment sheets into their book bag as soon as their work is completed.

▪ **Friday Communications**

Generally, the students will receive school and church communications on Fridays. Please make it a weekly habit to review such communications with your child.

Academic Warnings

It is imperative that parents are fully informed of any academic concerns in a timely manner. As such, if a student receives an F on a test or quiz or misses two homework assignments, an Academic Warning form is issued by the teacher, signed by the student, and sent home with the student for parent signature. The student has 48 hours to return the Academic Warning form signed by the parent. Parents should support their children in addressing the circumstances that led to them receiving the Academic Warning. The principal receives and signs a copy of all Academic Warning forms.

Make-up Work

After an absence and immediately upon returning to school, it is important for the student to see each teacher to discuss the work missed. If an absence is excused, students have an equal number of days as the days of the absence to complete make-up work (1 missed day = 1 day to make up work, 2 missed days = 2 days to make up work, etc.). Work that is not made up within the specified time frame will be recorded as a zero. Unless a student has missed a significant number of days (3 or more), long-term projects and assignments are still due on time.

Help Classes

Teachers are required to schedule help classes (free of charge) in advance of chapter and/or unit tests. Reviews for midterm and final exams are built into the regular school day. However, help classes may also be offered to review for exams as determined by the principal and teachers. While any student may attend a help class for the purpose of review, those students who have earned a 70% or below in a given subject will be required to attend help classes for that subject.

Parent-Teacher Conferences

Communication between the home and school is vital to every student's success. Conferences may be requested by either the parent or the teacher. They may be necessary to address a given concern, or simply provide an opportunity to discuss the student's progress and set goals for future development. In either case, it is always necessary for all parties to have sufficient notice. **A conference requires preparation and data gathering on the part of the teacher**, and therefore, **no conferences will occur on a same day basis**. *It is important that parents recognize that this includes "informal" conferences.* These often occur when a parent wishes to discuss a quick concern because they feel it is a simple matter and a formal conference is unnecessary. Regardless of how much weight a parent feels a given concern has, be it a great deal or very little, the one-day rule must be observed. You must *briefly* identify

with the teacher the issue that you wish to discuss, and then **make an appointment at least one day in advance.**

Please understand that a teacher may not be able to set up an appointment for the following day due to prior school commitments, meetings, etc. Every effort will be made to accommodate your request at the teacher's earliest available opportunity. The amount of prayer and preparation that precedes a conference will benefit all parties concerned, especially the student.

Parent-Teacher-Principal Conferences

It is our desire that all concerns would be successfully addressed at the parent-teacher level. However, on occasion, additional support is required to address a given need or concern. If a parent has completed an initial conference with a teacher to describe a concern that has not been addressed to their satisfaction, they should meet with the teacher to readdress the issue and the nature of their continued concern. If **after the second conference has taken place with the teacher,** the parent still feels that their concern has not been sufficiently addressed, they may request a parent-teacher-principal conference. Again, a one-day rule will be observed and every effort will be made to schedule the conference in a timely manner. It may not be possible for all of the parties to meet on the following day. **Requests for a parent-teacher-principal conference should be made with the school secretary** who will work together with the principal and teacher to find a time that is convenient for all parties. The goal of this policy is to allow each person to properly prepare for the conference in an effort to create the best possible outcome for the student.

Standardized Testing

In the spring of each year, the Stanford Achievement Test is administered to each student in grades K5 - 11. The results of these tests are used for the following purposes: 1) to inform parents of their child's academic progress, 2) to inform teachers of each student's strengths and areas for improvement necessary to enhance classroom instruction, and 3) to improve administrative oversight of curriculum, academic policies, and supervision of teachers.

Student Recognition

An honor roll is compiled at the end of each grading period as follows:

Principal's Honor Roll is achieved by students who have...

- made 90% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Honor Roll is achieved by students who have...

- made 80% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Perfect Attendance is achieved by students who have...

- missed 0 days of school, and
- been tardy no more than once each quarter

Outstanding Christian Character is achieved by students who have...

- demonstrated Biblical principles in their work, character, and behavior

Promotion Policy

A student will be promoted to the next grade level upon satisfactory completion of all core academic subjects (Bible, English, mathematics, science, and history) and attendance that meets the school and state of Florida requirements.

If two academic subjects are failed, the student will be required to attend summer school. CCS does not guarantee that summer school will be provided on site every summer. Students may have to pursue other alternatives in order to complete summer school.

Upon successful completion of summer school and submission of all appropriate documentation, and with administrative approval, the student may be promoted to the next grade. If a student is unable to successfully complete summer school, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat the grade, or if finding another educational alternative would be better for the child.

If three or more subjects are failed, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat a grade, or if finding another educational alternative would be the best course of action for the child.

Senior High School Division ~ Grades 9 - 12

Credit Requirements

- ✓ All students must earn at least 24 credits in order to graduate.
- ✓ The following courses of study are required by CCS and the State of Florida in order to graduate (19 ½ credits):

English (core)	4 credits, including:	
	English 9	1 credit
	English 10	1 credit
	English 11	1 credit
	English 12	1 credit
Mathematics (core)	4 credits from the following:	
	Algebra I	1 credit
	Geometry	1 credit
	Algebra II	1 credit
	Pre-calculus or Financial Algebra	1 credit
History (core)	3 credits from the following:	
	World History	1 credit
	American History	1 credit
	American Government	½ credit
	Economics	½ credit
Science (core)	3 credits from the following:	
	Earth/Space Science	1 credit
	Physical Science	1 credit
	Biology	1 credit
	Chemistry	1 credit
Foreign Language	2 credits, including:	
	Spanish I	1 credit
	Spanish II	1 credit
Physical Education	½ credit	
Health	½ credit	
Performing Arts	1 credit, including:	
	Ensemble or Band	½ credit
	Drama	½ credit
	Speech/Debate	½ credit
Practical Arts	1 credit from the following:	
	Art	½ credit
	Computers	½ credit
	Culinary Arts	1 credit
	Yearbook	½ credit
Virtual Course	½ or 1 credit Online Learning Requirement Various Florida Virtual School (FLVS) options*	

- ✓ The following core courses of study are required by CCS in order to graduate, and are considered an elective by the State of Florida (4 credits):

History (core for CCS)

Geography 1 credit

Bible (core for CCS)

4.5 credits, including:

Bible 9 1 credit

Bible 10 1 credit

Bible 11 1 credit

Bible 12 1 credit

Understanding the Times ½ credit

- ✓ Additional elective credits may be earned by taking any of the following:

Administrative Aide

Art

Band (2nd semester or beyond)

Culinary Arts

Drama

Ensemble (2nd semester or beyond)

Media Center Aide

Senior Service

Teacher Aide

Work Experience

Yearbook

*Various Approved Florida Virtual School (FLVS) options

- ✓ You may also choose to supplement your elective choices through Miami-Dade Public Schools, Florida Virtual School (FLVS), dual enrollment, independent study courses, and/or work experience. All such options must be approved in advance of registration by the principal. Appropriate documentation through an official transcript will be required upon completion of all such courses. In the case of work experience, the work location and hours must be approved by the principal and documentation from the employer will be required.

Honors Classes

Honors classes are offered for students in grades 7-12 for the following subject areas: English, mathematics, science, and social studies. Students must apply for honors classes by having their teachers recommend them for each class that they would like to take as an honors class, and then have their parent sign the form to designate their agreement. Students in honors classes will have additional assignments each quarter. Once students are registered in an honors class, they will not be able to transfer to a non-honors class. Students in grades 9-12 will receive an additional point towards their grade point average for each honors class that they receive and A-C in; grade point averages are used by colleges in the admissions process and can be significantly improved through honors classes.

Dual Enrollment

- ✓ Many on-line dual enrollment options from a variety of Christian colleges are available and can be scheduled into a junior or senior's school day while on campus at CCS. Additionally, CCS allows for dual enrollment through Miami Dade College for seniors only. Interested parents and students should make an appointment to see the principal for approval of the program they have selected prior to the end of their sophomore or junior year respectively. A minimum of a 3.0 GPA is a requirement for entrance into such a program.

Course Load Policies

- ✓ All students are required to carry seven subjects with a value of seven credits during each of the four years of high school unless special permission has been given to carry fewer subjects.
- ✓ Course changes will not be allowed (without penalty) after the second week of a semester.
- ✓ A grade of D is not transferable to CCS for credit in grades 9 - 12.

Assessment

The purpose of our assessment system is to give parents and students an accurate indication of the progress achieved during the specified time period so as to be able to continue to make improvements. Each child's ability, attitude, and application are taken into account by the grading system.

▪ Online Grade Viewing

As one of our many technology enhancements, CCS distributes to each parent at the beginning of the school year a code in order to view their child's grades online. A link from the school website takes you to the parent portal at the HeadMaster grading system's website, or you can bookmark <https://secure.headmasteronline.com/>. You will be able to view a screen that will show you your child's grade average for each subject area. Teachers are required to keep their grades current, within a 72-hour window. The grade you see on-line will reflect grades that were entered for assignments within a 3-day range of being turned in to the teacher.

As with all information and technology, the real-time grades can be used well or misused. A good use of this information would be for parents to periodically check their child's grades, and commend them for their hard work and support them in areas that are a struggle for them. Parents must understand that the grades will go up and down several points after each assignment is entered. It is important to realize that parents should only grow concerned if students fall into a lower grade range. For example, if my child has had a high B in math all year fluctuating from an 88 to an 86 to an 89 to an 84, there is no need for alarm or parent-teacher follow up. However, if that same student goes from the high 80's to a 78, it would now be a good opportunity for a parent-teacher conference. It is much more important, however, for these numbers to be seen as a tool for parents to engage in conversations with their children, than as a system for teachers to communicate to parents. The teachers will continue to utilize all of the above tools to make you aware of all pertinent academic and behavior information.

The receipt of access to HeadMaster Online is a privilege, and any misuse of the information will lead to a withdrawal of that privilege by the school administration.

▪ Progress Reports

Grades 9 - 12 will receive progress reports after the fourth week of the marking period. The purpose of progress reports is to keep parents and students fully informed of academic

progress and general conduct. It is highly recommended that parents set up a parent-teacher conference if their child has received a C or below on their progress report. Progress reports will be sent home with students on the dates published on the school calendar. Parents are required to sign and return progress reports within two school days of issuance. A \$2 fee will be charged to print replacement progress reports.

▪ **Report Cards**

Report cards will be sent home for each of the first 3 quarters with the students on the dates published on the school calendar. Parents are required to sign and return report cards within two school days of issuance. A \$2 fee will be charged to print replacement report cards.

The year-end report card is mailed home within two weeks after school releases for the summer.

▪ **Grading Scale**

The high school grading scale includes letter grades, which are calculated by averaging numerical scores, and descriptors that report behavior as illustrated below.

Percentage Range	Letter Grade	GPA Value	Descriptor
90 - 100	A	4	Excellent
80 - 89	B	3	Above Average
70 - 79	C	2	Average
60 - 69	D	1	Below Average
0 - 59	F	0	Failing
0	I	0	Incomplete

Numerical grades are calculated using the following guidelines:

Area	Percentage
Homework	15%
Classwork	15%
Projects	10%
Quizzes	20%
Tests	40%

The report card also indicates what level of effort a student is putting forth in a given subject area using a 3-point scale, with 1 representing the highest level of effort, and 3 representing the lowest level of effort.

Homework

Homework is an important opportunity for students to extend their learning time while developing their ability to work independently. Homework provides reinforcement for classroom concepts, allows for additional practice with concepts that require repetition, gives students further time with concepts that were particularly difficult, and challenges them to extend their learning through special projects. Finally, homework is one of the earliest responsibility-building tasks that children undertake.

In order to receive full credit, homework assignments must be completed and handed in on the day designated by the teacher. Incomplete assignments will be returned to the student for completion. Homework that is one day late will be reduced by 20%. Homework will not be accepted more than one day late.

[Due to the nature of the Journalism and Yearbook courses, the rubric is designed to assign a significant penalty if deadlines for submissions are not met. Please see the course syllabus for further information.]

Students in grades 9 - 12 will receive assignment sheets (described below) that will state the homework expectations. Parents should encourage high levels of responsibility in regards to completion of all homework, as well as placing all homework and books in a book bag for the following school day. Forgotten books impair the effectiveness of classwork. The time and effort invested by parents is invaluable to the overall effectiveness of their child's educational experience.

▪ **Wednesday Homework**

As a ministry of South Dade Baptist Church, CCS homework policies are designed to encourage attendance of the various Wednesday evening services (AWANA for grades K3 - 6, Trek/Journey for grades 6 - 12, Wednesday Service for adults). Therefore, no new homework assignments will be given on Wednesdays. Tests will not be given on Thursdays except in essential circumstances *and* with administrative approval such as SATs, midterms, or finals. Ongoing homework such as studying for later tests or continuing work on long range projects may be encouraged on Wednesdays to keep the concepts fresh in the students' minds.

▪ **Assignment Sheets**

Students in grades 9 - 12 will receive a weekly assignment. The assignment sheet provides parents and students with daily information about work assigned, upcoming projects, and important dates. It is important to have every assignment sheet in school each day so that any necessary adjustments due to pace of learning or unforeseen circumstances can be written in by hand. It is highly recommended that parents of students in grades 9 - 12 make it a nightly habit to review assignment sheets and discuss both homework and classwork. Assignment sheets are also available on the CCS website. Please help your child to develop responsibility by setting forth the expectation that they will place their completed homework and assignment sheets into their book bag each night as soon as they complete their work.

▪ **Friday Communications**

Generally, the students will receive school and church communications on Fridays. Please make it a weekly habit to review such communications with your child.

Academic Warnings

It is imperative that parents are fully informed of any academic concerns in a timely manner. As such, if a student receives an F on a test or quiz or misses two homework assignments, an Academic Warning form is issued by the teacher, signed by the student, and sent home with the student for parent signature. The student has 48 hours to return the Academic Warning form signed by the parent. Parents should support their children in addressing the circumstances that led to them receiving the Academic Warning. The principal receives and signs a copy of all Academic Warning forms.

Make-up Work

After an absence and immediately upon returning to school, it is important for the student to see each teacher and discuss the work that was missed. If an absence is excused, students have an equal number of days as the days of the absence to complete make-up work (1 missed day = 1 day to make up work, 2 missed days = 2 days to make up work, etc.). Work that is not made up within the specified time frame will be recorded as a zero. Unless a student has missed a significant number of days (3 or more), long-term projects and assignments are still due on time.

Help Classes

Teachers are required to schedule help classes (free of charge) in advance of chapter and/or unit tests. Reviews for midterm and final exams are built into the regular school day. However, help classes may also be offered to review for exams as determined by the principal and teachers. While any student may attend a help class for the purpose of review, those students who have earned a 70% or below in a given subject will be required to attend help classes for that subject.

Parent-Teacher Conferences

Communication between the home and school is vital to every student's success. Conferences may be requested by either the parent or the teacher. They may be necessary to address a given concern, or simply provide an opportunity to discuss the student's progress and set goals for future development. In either case, it is always necessary for all parties to have sufficient notice. **A conference requires preparation and data gathering on the part of the teacher**, and therefore, **no conferences will occur on a same day basis**. *It is important that parents recognize that this includes "informal" conferences.* These often occur when a parent wishes to discuss a quick concern because they feel it is a simple matter and a formal conference is unnecessary. Regardless of how much weight a parent feels a given concern has, be it a great deal or very little, the one-day rule must be observed. You must *briefly* identify with the teacher the issue that you wish to discuss, and then **make an appointment at least one day in advance**.

Please understand that a teacher may not be able to set up an appointment for the following day due to prior school commitments, meetings, etc. Every effort will be made to accommodate your request at the teacher's earliest available opportunity. The amount of prayer and preparation that precedes a conference will benefit all parties concerned, especially the student.

Parent-Teacher-Principal Conferences

It is our desire that all concerns would be successfully addressed at the parent-teacher level. However, on occasion, additional support is required to address a given need or concern. If a parent has completed an initial conference with a teacher to describe a concern that has not been addressed to their satisfaction, they should meet with the teacher to readdress the issue and the nature of their continued concern. If **after the second conference has taken place with the teacher**, the parent still feels that their concern has not been sufficiently addressed, they may request a parent-teacher-principal conference. Again, a one-day rule will be observed and every effort will be made to schedule the conference in a timely manner. It may not be possible for all of the parties to meet on the following day. **Requests for a parent-teacher-principal conference should be made with the school secretary** who

will work together with the principal and teacher to find a time that is convenient for all parties. The goal of this policy is to allow each person to properly prepare for the conference in an effort to create the best possible outcome for the student.

Standardized Testing

In the spring of each year, the Stanford Achievement Test is administered to each student in grades K5 - 11. The results of these tests are used for the following purposes: 1) to inform parents of their child's academic progress, 2) to inform teachers of each student's strengths and areas for improvement necessary to enhance classroom instruction, and 3) to improve administrative oversight of curriculum, academic policies, and supervision of teachers.

Each fall, the PSAT is administered on site for a low fee during the school day. It is mandatory that all 10th and 11th grade CCS students take the PSAT, as it prepares them for the (college) SAT, and may potentially qualify them for scholarships that are tied to the results of the PSAT.

Each spring, the ASVAB is administered on site at no cost. The ASVAB supports students in recognizing their job-related strengths.

All 11th grade students should register for the spring administration of the (college) SAT, as well as the summer administration. Most students benefit from taking the (college) SAT at least twice before beginning to submit their college applications.

College Advisement

The mission of CCS is to train students for life. It is our desire that every student receive the advanced training necessary to succeed in their chosen field. It is critical that parents and students recognize that each individual college, university, academy, etc., has its own entrance requirements. It is important for you to contact such institutions as early as possible in order to become aware of such requirements. CCS will seek to support each student in meeting the requirements of their chosen institution to the best of our ability. Please also be aware that as taxpayers, every family has the right to seek assistance from the guidance department at South Dade Senior High School, and CCS highly encourages all parents of 11th graders to utilize these free services.

Student Recognition

An honor roll is compiled at the end of each grading period as follows:

Principal's Honor Roll is achieved by students who have...

- made 90% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Honor Roll is achieved by students who have...

- made 80% or above in all subjects, and
- earned all Excellent or Goods in conduct with no disciplinary referrals

Perfect Attendance is achieved by students who have...

- missed 0 days of school, and
- been tardy no more than once each quarter

Outstanding Christian Character is achieved by students who have...

- demonstrated Biblical principles in their work, character, and behavior.

The valedictorian and salutatorian for the graduating class are determined by their GPA from grades 9 – 12 (some grade 8 classes may qualify for high school credit). In order to be eligible for consideration for either, a student must have been a full-time student at CCS for the four consecutive semesters of their junior and senior school years. The administration reserves the right to eliminate a student for consideration based on multiple disciplinary referrals.

High School Grade Placement/Promotion Prerequisites

Entering 10th Grade:

- 8th & 9th grade transcripts submitted
- At least 4 HS credits completed with 3 credits being core E/M/S/SS courses

Entering 11th Grade:

- 8th-10th grade transcripts submitted
- At least 12 HS credits completed with 7 credits being core E/M/S/SS courses

Entering 12th Grade:

- 8th-11th grade transcripts submitted
- At least 18 HS credits completed with 11 credits being core E/M/S/SS courses

Promotion Policy

A student will be promoted to the next grade level upon satisfactory completion of all core academic subjects (Bible, English, mathematics, science, and history) and attendance that meets the school and state of Florida requirements.

If either English or mathematics is failed, or if any two core academic subjects are failed, the student will be required to attend summer school. CCS does not guarantee that summer school will be provided on site every summer. Students may have to pursue other alternatives in order to complete summer school.

Upon successful completion of summer school and submission of all appropriate documentation, and with administrative approval, the student may be promoted to the next grade. If a student is unable to successfully complete summer school, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat a grade, or if finding another educational alternative would be the best course of action for the child.

If three or more subjects are failed, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat a grade, or if finding another educational alternative would be the best course of action for the child.

Conduct Policies

Philosophy of Discipline

The discipline system of CCS is designed to support students in developing self-control, or as the Scripture refers to it, *temperance*. 1 Corinthians 9:25 states, “*And every man that striveth for the mastery is temperate in all things. Now they do it to obtain a corruptible crown; but we an incorruptible.*” A student’s natural desire for independence is utilized as an asset in this philosophy of discipline. The goal is to create a cooperative environment in which the student strives to demonstrate self-control, rather than needing to be controlled or managed.

While the discipline system is designed to guard against distractions from the learning environment, the mission of the school to *train students for life* is always the larger goal. Many of the skills, particularly leadership skills, that are needed to succeed as an adult, are developed during the school years. Such concepts as time and resource management, peer respect, group order, initiative, appropriate self-expression, and conflict resolution must be nurtured by supportive adults in a school setting. It is assumed that students desire to develop these skills and need opportunities to set goals and work towards attaining them. A “reminder” must be seen by the student as an opportunity to make the needed adjustments in their behavior and practice better choice-making in the future.

John D. Rouse describes the reminder system in his book, *Distinctives of Championship Education*. He describes three objectives of the reminder system: “1) To demonstrate that a positive, high-profile implementation, given to the development of self-control, provides the best return in student compliance, 2) To illustrate that respect and considerateness from faculty, when correcting behavioral anomalies, has a profound affect in soliciting students’ efforts to develop self-control, and 3) To emphasize that students who sense fairness, impartiality and genuineness mixed with firmness and consistency are most apt to benefit from their teachers’ attempts to help them help themselves.”

A teacher issues a reminder when they identify a behavior inconsistent with a productive learning environment. The categories of reminders are as follows:

Code	Behavioral Issue
C	Cheating (Flagrant)
D	Disobedience/Disrespect/Disruptive
DC	Dress Code
F	Flagrant
G	Gum
H	No or Incomplete Homework
IL	Inappropriate Language
L	Late
SP	Destruction of School Property
T	Talking
U	Unprepared for Class

If a student is violating the class rules, a reminder is made verbally and logged on a reminder form. There is no consequence applied at this time. Instead, an “invitation” is issued to the student through the form of a reminder to correct their own behavior and demonstrate self-control. A student will be reminded a second time, if necessary. If the student receives three reminders in a single class period, or engages in a flagrant misbehavior (i.e. hitting another student), they are removed from class and must meet with the dean of discipline or an administrator.

Discipline proceeds in the following order:

1 st Reminder	opportunity to make needed adjustment independently
2 nd Reminder	opportunity to make needed adjustment independently
3 rd Reminder	detention issued; counseling with dean of discipline or an administrator

If a student repeatedly receives three reminders in a class period, and therefore must be removed from class more than once, or commits a flagrant misbehavior (fighting, cheating, destruction of school property, truancy, and/or willful defiance of school authorities), discipline will proceed in the following order:

2nd Removal from Class	Detention*	cannot return to class until parent contact with dean of discipline or an administrator is achieved
3rd Removal from Class	Indoor Suspension*	cannot return to class until parent meeting with dean of discipline or an administrator is achieved
4th Removal from Class	Outdoor Suspension*	cannot return to class until parent meeting with dean of discipline and an administrator is achieved
5th Removal from Class	Potential Expulsion*	

* defined below

The administration reserves the right to deem any flagrant violation of the school rules (i.e. fighting, plagiarism, rebellious attitude, etc.) as severe enough to advance to a suspension or expulsion if considered necessary. Parents are responsible for 100% of the replacement and/or repair costs of any church or school property that a student destroys, damages, or defaces, and in such cases, payment must be made immediately.

Throughout every component of the discipline plan, the support of parents is critical. The administration seeks to work closely with parents in order to avoid a student advancing through the discipline consequences. The goal of every parent contact is to support the student in understanding the nature and severity of the offense, and to encourage them to demonstrate better self-control in the future.

As Rouse states, “the Championship Philosophy of Education... seeks the development of leaders – those who possess the academic tools, acuity and drive to achieve their greatest potential; those who have the ability to interact with others in a way that contributes rather than

dominates those who have consensus-building ability to solve problems for the good of all, not just for the individual; and those who have the distinct ability to energize and mobilize others, bringing out their best and helping them reach their greatest potential.” In such an environment, we desire to see each teacher and student grow in their application of Galatians 5:22-23 to their school (and home) life, “*But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law.*”

***Detention**

A detention will be served on the next Monday, Tuesday, Thursday, or Friday after the offense. Detentions are served from 3:30 p.m. to 4:30 p.m. If a student does not serve a detention, they will advance to an indoor suspension. If a student is scheduled to serve a detention, they are ineligible to participate in extracurricular activities until the detention is served. If a student is tardy to a detention, they will not be allowed to serve it on that day and will advance to an indoor suspension.

Students will also be required to serve a detention for missing three homework assignments in any class, for being tardy to class 3 times, or for failing to return (with parent signature) academic warning forms, progress reports, or report cards within 48 hours.

***Indoor Suspension**

An indoor suspension requires the student to be at school during the entire school day to perform work functions prescribed by the administration. These students will be isolated from the rest of their class and all graded work will be reduced by 20%. If a student is serving an indoor suspension, they are ineligible to participate in extracurricular activities for the remainder of that school day.

***Outdoor Suspension**

An outdoor suspension requires that the student be under the supervision of his/her parent(s) during the school day, and is not permitted on campus during school hours. All work missed must be made up and all graded work will be reduced by 25%. It is the student’s responsibility to meet with each teacher and request their make-up work. If a student is serving an outdoor suspension, they are ineligible to participate in extracurricular activities for the remainder of that school day.

***Expulsion**

The decision to expel a student is a difficult one, but will be made by the administration when a student’s conduct, attitude, or lack of effort makes it inadvisable for him to remain at CCS. A student may also be dismissed if the parents will not cooperate with school policies or will not require their child to comply with the school policies and procedures. A student may also be dismissed for excessive absences or tardies, which do not meet school or state requirements. Serious offenses would include but are not limited to physically harming others; destroying, damaging, or defacing church or school property; use of narcotics, alcohol, or cigarettes; possession of prohibited articles; etc., and subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal.

Response to Discipline

When students are disciplined, they should never show disrespect for the corrective action taken by the teacher or administration. If the student feels a misunderstanding exists, they should obey the teacher without protest and take the following steps *in the order specified* to satisfy the matter:

- 1) Go to the teacher after class and ask for a time to discuss the matter privately. During such a discussion, the student must respectfully present their position and abide by whatever decision the teacher makes about the matter.
- 2) Talk over the problem with their parents and ask their parents to contact the teacher for discussion and clarification.
- 3) Request a parent-teacher-principal conference if the matter has not been addressed to the parents' and student's satisfaction by scheduling an appointment with the school secretary.

General School Rules

All students are to:

- ✓ Follow directions.
- ✓ Demonstrate respect for others.
- ✓ Raise your hand to get permission to leave your seat.
- ✓ Raise your hand to speak and wait to be called upon.
- ✓ Hand in all of your assignments on time.
- ✓ Keep your hands, feet, and objects to yourself.
- ✓ Follow all of the instructions given by any school authority, teacher, or substitute teacher.
- ✓ Demonstrate self-control.

Defining Immoral Behavior

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in reminders, suspension, or expulsion. Behavior should be above reproach.

In accordance with SDBC's Statement of Faith and in recognition of Biblical commands, no immoral conduct* will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements** concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; I Cor. 6:9; I Thess. 4:1-8; Heb. 13:4).

**Definition of "immoral conduct"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any body contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

***Definition of "identifying statement"*

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey

the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. Examples: “I am gay,” “I am homosexual,” “I have a homosexual orientation.”

Homosexual conduct, defined as acts or identifying statements, is not compatible with enrollment at the Christian school and is the basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Student Website Policy

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the administration of the school. (Ex.: facebook.com, myspace.com, blogger.com, etc.) The website must be registered immediately upon its creation. Any student who created a website or blog prior to attending CCS must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of CCS, will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend CCS.

eTextbook Policy

Please see the comprehensive Technology Usage Agreement in Appendix A. The use of eTextbooks are a privilege and not a right, and any failure to comply with the Technology Usage Agreement will result in the revocation of that privilege and a \$190 fee to the parent for the replacement paper versions of the textbooks.

Substance Abuse Policy

CCS strives to provide a drug-free environment for our students. Our position is that the use of alcohol, tobacco, or any illicit drug, or the misuse of prescribed and/or over-the-counter drugs, is detrimental to the health and the well-being of the individual and is incompatible with the belief that our bodies are “*the temple of the Holy Spirit*” (1 Cor. 6:19). We are “*fearfully and wonderfully made*” (Ps. 139:14), and we are to respect the body that we have been given by God.

During the school year, the administration of CCS reserves the right to randomly ask any student to submit to a drug test. Students showing positive results which indicate lack of compliance with our school policies will be dismissed from CCS. Any student refusing to participate in this process will be withdrawn from school due to their lack of compliance with CCS policy.

The school administrators have the right to question students about suspected or actual drug use. The school administrators have the right to search a student’s locker in connection with suspected or actual drug use or abuse. Personal articles such as book bags and cars may also be searched. Refusal to submit to any search will result in dismissal from school. The school administration is authorized to request the approval of the parent and student for an immediate random urinalysis test at the expense of the parents.

It is the desire of CCS to provide a drug free environment for the students, staff, and visitors at CCS. Therefore, the following has been established as the drug prevention/intervention policy of CCS.

Drug Testing

CCS will conduct random drug screening of the student body. The following procedures will be followed:

- ◆ Administrative members will select the students to be tested one to three (1-3) days prior to the test day by random drawing of student numbers. These names will be recorded for documentation of the testing. Students may also be selected for cause testing due to aberrant or suspicious behavior.
- ◆ Appropriate school personnel will be contacted one to two (1-2) days prior to the test date. Only school personnel directly involved in the collection and test process will be notified. No notice will be given at this time to parents or students. The administration may change the test day or time for any reason.
- ◆ Parents will be notified by phone after attendance has been taken the morning of the selected test date, $\frac{1}{4}$ - 1 hour prior to the actual test.
- ◆ Individual students will be escorted to meet briefly with an administrator and a same gender school staff member who will explain the testing process. The student will use the rest room to privately complete the collection process. Once the sample has been given to the school personnel, the student may return to class.
- ◆ All test samples will be hand carried by a member of the administration to a pre-determined, certified lab to be tested. Test results are usually ready in 24 - 48 hours.
- ◆ If the test result is negative, showing no record of drug use, no action will be taken. Parents will be notified by mail as to the negative results.
- ◆ If the test result is positive, indicating probable drug use, the student and parent will immediately meet with the administration to undergo additional testing and discipline measures.

In every part of CCS's drug testing procedures, every measure will be taken to ensure confidentiality for all parties involved.

Prohibited Articles

The following items are prohibited on school property and will be returned once with a warning, a second time to a parent only, and a third time, only at the end of the school year or upon withdrawal of the student: electronic devices (aside from their school device), watches that are phones, games, headsets, magazines/books/pictures not related to school work; CDs; DVDs; and/or any other item considered a distraction to the learning environment.

The following items are prohibited on school property and will not be returned: cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, and/or any other item considered unsafe to the school environment. Possession of any of these items may lead to immediate expulsion.

Student book bags, purses, lockers, electronic devices (their content), phones (their content), and vehicles are subject to search as needed to ensure compliance with this policy.

Dress Code Policies

The purpose of the dress code is to create an orderly, God-honoring environment throughout our school. Staff and students are expected to demonstrate neatness, cleanliness, and modesty at all times. Students not only represent CCS when they are in uniform, they also represent Christ. Our dress code will be strictly enforced at all times on school property and whenever students are attending school functions.

All uniform tops and bottoms must be purchased from our exclusive vendor...

Ibiley

30340 Old Dixie Hwy Homestead, FL 33030

(305) 625-8050

www.ibiley.com

Please keep your Ibiley receipts in case there is any issue that needs resolution.

Our uniform consists of the following...

- Pique knit polo in red, white, or navy blue with logo
 - (non-tuckable version is available from Ibiley for Grades 6-12 only)
- Pants, capris, shorts, or skorts (for elementary girls) in khaki or navy blue with logo
- Full-zip hoodie jackets in red or navy blue with logo are required and are the only indoor jackets permitted to be worn in all CCS buildings

☛ All uniform pieces must have a proper fit (they cannot be tight or short) and should not show excessive wear or fading.

- Shirts must be tucked in at all times when on the property. If a shirt is so short that it continually pulls out of a student's pant and belt, it must be replaced.
- Belts must be worn at all times when on the property and must be a solid color. Pre-kindergarten students are not required to wear belts.
- Sneakers are the best choice for footwear, as almost every student has PE on a daily basis. Sneakers, casual, or dress shoes are required at all times (no slides, flip flops, open-toed sandals, slippers, or soft soled shoes are allowed). Socks should be worn with sneakers.
- Sunglasses and hats are not permitted to be worn during the school day (between 8am, and 3:10pm), only to and from school.
- Lanyards should be tucked into the pants' pocket.
- Tattoos, both permanent and temporary (including sleeves) are prohibited at CCS.
- During cool or inclement weather, students are permitted to wear outer coats to and from school. These garments are not to be worn in the classrooms or inside the school buildings. They must be left on the elementary coat pegs or in lockers. The full-zip hoodie jackets with the school logo may be worn inside the classrooms and school buildings (without the hood over the head).
- Sunglasses, hats, jackets, and other items that violate the dress code will be confiscated and returned to the student at the end of the school day on the first offense, only to the parent on the second offense, and will be held until the final day of school for the third offense.
- Physical Education uniforms for grades 6 - 12 must be purchased in the school store, or directly from our uniform vendor. Shorts must come to at least mid-thigh for both boys and girls.

- In regards to hair, the following applies...
 - Boys
 - ◆ must be neatly trimmed (above the eyebrows and ears, off the back of the ears, and off the collar) and well-groomed at all times; hair checks will be conducted at the beginning of every month
 - ◆ no designs are to be cut into the hair
 - ◆ hair may not be artificially colored
 - ◆ the administration reserves the right to deem a hair style unacceptable
 - ◆ boys must be clean shaven on their entire face daily
 - Girls
 - ◆ must be neatly groomed in traditional styles
 - ◆ no designs are to be cut into the hair
 - ◆ hair may not be artificially colored, including highlights
 - ◆ make-up is permissible, but should not be a distraction
 - ◆ the administration reserves the right to deem makeup or a hair style unacceptable

- In regards to jewelry, the following applies...
 - Bracelets
 - ◆ both boys and girls may wear one bracelet
 - ◆ any students who requires a medical identification bracelet may wear one in addition to any other bracelet
 - Earrings
 - ◆ boys may not wear earrings
 - ◆ girls may wear 2 pairs of earrings in ear only
 - Necklaces
 - ◆ both boys and girls may wear one necklace, but it must be worn inside the school uniform and cannot be visible
 - Rings
 - ◆ both boys and girls may wear one ring on each hand
 - Watches
 - ◆ both boys and girls may wear one watch (watches that are phones are prohibited)

- Afterschool athletic practices, both on and off campus, maintain the same dress code as physical education courses. Our standard PE shorts and t-shirt should be worn, but shorts of the same length and t-shirts with non-offensive logos are also permissible.
- All students, including non-athlete spectators, must maintain our dress code at all athletic events. Whether on our field or on a guest field or court, students may not wear tank tops, shirts that expose their midriff, tight-fitting clothing, or shorts that go above mid-thigh. Messages on clothing should adhere to the Christian standards of the school.
- Whenever on campus for any reason (returning to campus after school, attending Movie on the Lawn or Harvest Festival, etc., participating in a Saturday car wash, etc.) or at school sponsored events that are off-campus, students must adhere to the letter and spirit of the CCS dress code. Again, students may not wear tank tops, shirts that expose their midriff, tight-fitting clothing, or shorts that go above mid-thigh. Messages on clothing should adhere to the Christian standards of the school.

- On occasion, various field trips, including the senior trip, include a swim event. Boys must wear a t-shirt and swim trunks, and girls must wear a one-piece swimsuit, PE length shorts, and a t-shirt throughout the event, both in the water and out. These standards also apply for car washes, water days, etc., on our campus.
- On *Jeans and Christian T-shirt* days, students must wear blue or black denim jeans (not jean shorts or capris) with no holes/tears in them and that fit with due modesty (no skinny jeans or tapered fits). Patriotic shirts are also permitted on such days.
- T-shirts should not be cut in any way.
- When students receive a non-uniform day as a reward or as a part of Spirit Week, etc., all clothing items must be appropriately modest in length and fit. Even on non-uniform days, only the CCS logoed hoodie may be worn in the building.
- When visiting our campus or a sponsored event as an alumnus, previous students should adhere to both the spirit and letter of the CCS dress code.

Any student not in full compliance with our dress code policy will be denied access to class until they are appropriately dressed for the school day. Should a student demonstrate a pattern of disregard for any CCS policy, the appropriate disciplinary action will occur, including an administrative conference.

Note: The Administration of South Dade Baptist Church and Colonial Christian School reserve the right to make a final determination on the appropriateness of a student's attire.

Blank Page for Printing Purposes

Attendance Policies

School Hours

Grades K3 – K5	8:00 a.m. – 3:10 p.m. (students may be picked up from 3:00 – 3:10p.m. in the classroom for K3-K5 <u>only</u>)
Grades K3 – K4	8:00 a.m. - 12:00 p.m. (noon dismissal available)
Grades 1 - 12	8:00 a.m. - 3:10 p.m.

Promptness

It cannot be overstated that promptness is an important life skill. Both parents and students must make it a daily and high priority to abide by a morning routine that ensures that students will be on time for school. Due to issues of safety, it is equally important that students do not arrive for school before supervision is available. Student report time is 7:45 a.m. - 7:55 a.m.

Early Arrivals

Please have your child(ren) arrive no earlier than 7:45 a.m. Early arrivals will be automatically placed in extended care for supervision and a fee will be charged, per the fee information in the Financial Policies section.

Late Pick-ups

It is imperative to ensure both the safety and security of your child(ren) that you pick them up on time. All students should be off of campus by 3:30 p.m., unless they are registered for extended care, attending a help class, or involved in a supervised extracurricular activity. It is not permissible for an older student who is involved in an extracurricular activity or help class to be responsible for the supervision of a younger sibling. The younger sibling must be picked up from school at the appropriate dismissal time, or be supervised in extended care.

Children who are not picked up within 20 minutes of dismissal will be placed into extended care and a fee will be charged, per the fee information in the Financial Policies section.

Absences

In order for your child to benefit the most from school, he must be in regular attendance. Further, state law mandates a minimum number of instructional hours for all students. Florida Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law."

▪ **Excused Absences**

An absence is considered excused when a note is turned in within 48 hours, and in the following instances:

- ✓ Illness (1-2 days), Emergency, or Death in the Family: a note from the parent must be submitted
- ✓ Illness (3 days or more): a note from a physician must be submitted
- ✓ Pre-approved Extended Absence: Parents are highly encouraged to plan vacations or other extended absences around the designated school calendar. In the case where an extended absence cannot be avoided, the parents should 1) request administrative pre-approval, and 2) meet with teacher(s) to request the work to be completed

- ✓ NO preplanned absences will be approved during midterms or finals. Students missing a midterm or final for any reason that is not excused (significant illness documented by a doctor's note or death in the family) will not be allowed to make up that exam, and will receive a 0.
- ◆ Work may be made up for credit in the time frame specified in the Academic Policies section of this manual
- **Unexcused Absences**
 - An absence is considered unexcused in the following instances:
 - ✓ No documentation or insufficient documentation is submitted
 - ✓ The administration deems the absence as frivolous
 - ✓ An extended absence was not pre-approved with the administration
 - ◆ A student will receive a zero for all assignments and tests during an unexcused absence.
- **Absence Limits**
 - ✓ A student may have no more than **five (5)** absences in a quarter.
 - ✓ A student may have no more than **ten (10)** absences in a single semester.
 - ✓ A student may have no more than **eighteen (18)** absences in a school year.
 - ✓ Any student exceeding this number **will not be promoted** to the next grade. If a student exceeds this number, **no credit** will be given for the class. Students will be required to make-up those days either on Saturdays or beginning on the week immediately following school per the administrator's directive, and must attend continuously until every day is made up. An \$80 fee **per day** will be charged in order to fund adult supervision of your child.

Tardy to School

Every student should be in their seat in their homeroom class when the 8:00 a.m. bell rings. Tardy students are disruptive to the learning environment, and therefore, all parents are encouraged to ensure that their child is on time each day. If a student arrives after the 8:00 a.m. bell, the following procedures will be followed:

- All students who arrive after the 8:00 a.m. bell rings must enter through the front door of the school **with their parent** in order to be signed in and receive a late pass.
- Students in grades K3 – 3 must be walked by their parent to their classroom in C Building. Students may not walk to C Building alone. Additionally, please be aware that if your child is tardy on Wednesday, they are both missing chapel and disrupting chapel as they enter. Parents will be required to first check in in the office and receive a late pass, and then walk their child to chapel.
- Do not take a child directly to a classroom if they are tardy; they will not be admitted without a late pass.
- Homeroom doors are locked during the morning pledges and prayer time. Do not knock on the door. The teacher will unlock the door after the prayer and announcements conclude.
- **Three (3) tardies to school count as an absence in regards to the above absence limits.**
- **Three (3) unexcused tardies to school will result in an after school detention.**

Tardy to Class

- Middle school and high school students must arrive to each period on time and shall be in their assigned seat when the bell rings.
- **Three (3) unexcused tardies to class count as an absence in regards to the above absence limits.**
- **Three (3) unexcused tardies to class will result in a detention.**
- Chronic tardiness to school or to individual classes will require a parent-principal meeting and the appropriate discipline will be enforced.
- If a student is required to remain in a class by a teacher after the bell, that teacher is responsible for providing an excused tardy pass for the student to enter the next class period

Student Pick-up Prior to Dismissal

Students may not be picked up early in the window of 2:50p.m. – 3:10p.m.

Students who leave school early miss valuable educational time and create additional work for teachers as they must track make-up work, etc. Additionally, early dismissals create classroom disruptions, as teachers must stop their lesson to give homework and instructions to the student who is leaving.

Please be aware that students will not be released from chapel apart from true emergencies. Elementary chapel is from 8:05-8:30am and secondary chapel is from 8:45-10:10am. Please plan appointments accordingly.

That said, it is occasionally necessary to pick up your child early due to a medical appointment. The student should bring a note the following day documenting the appointment.

- **Three (3) early dismissals from school count as an absence in regards to the above absence limits.**

Student Athletes

Student athletes may not arrive later than the end of 1st period, and may not be dismissed early on game days. An athlete may arrive with a doctor's note prior to 12pm and seek administrative approval to play. Failure to be in school will equal failure to play.

Truancy

- Truancy is a violation of state law and can result in being turned over to the appropriate state authorities and can also result in expulsion from the school.
- A deliberate absence from a single class or the school day will result in the appropriate disciplinary action and parental notification.
- Missed classwork and/or homework will be made up, yet will not receive credit.
- Missed quizzes and/or tests will result in a zero.
- A student who is continually truant will be turned over to juvenile authorities in charge of handling such issues.

Leaving Campus

This school operates under a “closed campus” policy. Once a student arrives at school, he/she is not to leave the campus until they are dismissed for the day, or signed out by a parent or guardian. We discourage leaving campus for any reason other than medical appointments or family emergencies.

Children will not be released to anyone whose name is not on their pick up card. In order to protect the child, parent, and school, **picture I.D. will be required.**

If a **student drives to school** (students must register to drive to school with the principal, submit appropriate documentation, and receive a parking pass as specified in the General Information section of this manual under Driving Privileges) and needs to be dismissed early on any given day, they must submit a note from their parent to the school office no later than the beginning of the day (prior to the 8:00 a.m. bell). Written permission should be turned into the office for appointments at least 24 hours in advance. Emails and faxes will not be accepted. The only exceptions to this rule are medical emergencies as determined by the administration.

Only students who are 18 years of age or older may sign themselves out. No student may sign out another student under any circumstance.

For those students who drive and whose enrollment status requires them to leave before the traditional 3:10 p.m. dismissal time, a notarized written permission note from their parent must be in their permanent file in order for them to sign themselves out.

Extracurricular Activities

A variety of extracurricular activities are offered at CCS. The purpose of extracurricular activities is to enhance the overall school experience and give students opportunities to develop additional skills beyond the traditional academic ones. Participating in extracurricular activities is a privilege that must be earned by meeting all eligibility requirements. This will ensure that our extracurricular activities are supportive of our academic policies and do not distract from school success.

The extracurricular activities at CCS include the following:

- Band
- Drama
- Ensemble
- Junior Varsity Athletic Teams (additional fees apply...see Financial Policies)
- Piano/Voice Lessons (additional fees apply)
- Praise Dancers
- Student Council (additional requirements apply)
- Varsity Athletic Teams (additional fees apply...see Financial Policies)

General Eligibility

A student must maintain a 2.0 grade point average in order to participate in any of the extracurricular activities at CCS. A student's eligibility will be determined at the progress report and report card of each quarter. Upon receiving an "F" in any core academic subject, a student will be automatically ineligible to participate until the next report card or progress report. The period of eligibility will begin on the first day of the quarter or Monday after the report card or progress report. Students may also become ineligible because of unsatisfactory conduct in school or during meetings, practices, competitions, and/or games (whether on or off campus), or for failure to comply with the CCS attendance policies.

Athletic Eligibility

CCS is assigned to a district for all varsity sports by the FHSAA (Florida High School Athletic Association). A student must maintain a 2.0 grade point average, as required by FHSAA standards, and meet all other FHSAA requirements in order to participate in any athletic activities at CCS. The above General Eligibility requirements apply to all athletic teams.

Student Athletes/Attendance

Student athletes may not arrive later than the end of 1st period, and may not be dismissed early on game days. An athlete may arrive with a doctor's note prior to 12pm and seek administrative approval to play. Failure to be in school will equal failure to play.

Blank Page for Printing Purposes

Health & Safety Policies

Communicable Diseases

CCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” refers to any illness that arises as a result of a specific infectious condition that can be transmitted either directly or indirectly by a susceptible host, infected person, or animal, to other persons. Any student or employee with a communicable disease for which immunization is required by law, or is otherwise available, shall temporarily be excluded from school during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease and a release to return to school or work. This 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.

The reportable diseases guide from the Florida Department of Health can be found at http://www.floridahealth.gov/diseases-and-conditions/disease-reporting-and-management/_documents/reportable-diseases/_documents/reportable-diseases-list-practitioners.pdf

*****NOTE: Any confessions of communicable disease cannot be held in confidence.**

Emergency Plan

The following procedures are utilized if a situation develops in which the school is locked down for safety concerns in the community. By its very definition, the term “lock down” means that no person will be allowed to enter or exit the building. While such situations are extremely stressful for parents, it should be understood that the CCS staff would not open any door until given an all clear from law enforcement.

Code Yellow Procedures

A Code Yellow means that a potential threat to students and staff exists in the community.

- A “Code Yellow” announcement will be made over the P.A. system.
- Each teacher must do a hall sweep by looking outside of the door for students in the hallways.
- Any student should be made to come inside the nearest classroom and their location should be made known to the school office using the P.A. system.
- All staff should remain in a secured area.
- Students will remain with the teacher they are assigned to at the start of the “Code Yellow” through the “All Clear.”
- Classroom doors should be closed and locked, including back doors.
- All windows should be closed.
- Do not allow any adult person into your classroom once you have checked the hallway.
- Turn off all audio-visual equipment.
- Teachers should continue with regular classroom activities as much as possible.

- Disregard the bell system, even if the bell is indicating dismissal.
- Cellular phones should be used only to report emergency information to the main office.
- Students may not use cellular phones during this time.
- Listen attentively to the announcements that will be made throughout the emergency period.
- All staff, students, and visitors will remain in lockdown mode until the “All Clear” is given.
- Once the “All Clear” is announced, regular school activities may resume.

Code Red Procedures

A Code Red means that an imminent, proximal threat to students and staff exists on the campus.

- A “Code Red” announcement will be made over the P.A. system.
- Each teacher must do a hall sweep by looking outside of the door for students in the hallways.
- Any student should be made to come inside the nearest classroom and their location should be made known to the school office using the P.A. system.
- All staff should remain in a secured area.
- Students will remain with the teacher they are assigned to at the start of the “Code Red” through the “All Clear.”
- Classroom doors should be closed and locked, including back doors.
- All windows should be closed.
- Do not allow any adult person into your classroom once you have checked the hallway.
- Turn off all audio-visual equipment.

⇒ **Students should remain quietly in their seats. Do not have the students seated under their desks.**

- Disregard the bell system, even if the bell is indicating dismissal.
- Cellular phones should be used only to report emergency information to the main office.
- Students may not use cellular phones during this time.
- Listen attentively to the announcements, which will be made throughout the emergency period.
- All staff, students, and visitors will remain in lockdown mode until the “All Clear” is given.
- Once the “All Clear” is announced, regular school activities may resume.

Fire Drills

Fire drills will be held on a monthly basis. The evacuation plan must be posted every classroom, and fire exit signs must be displayed, and may not be covered up in any way. Students are instructed on the expectations for fire drills. Teachers are instructed to complete the following procedures. Close all doors, and turn off all lights in your area. Make sure students walk quickly, but quietly, in a line and that they are listening to your directions. Make sure all students are accounted for by bringing your grade book and calling roll once you have reached the designated safe location. Train your students that if they are not with their class (at the bathroom, on an errand, etc.) and they hear the fire siren, they should report to the nearest adult that they see. If a student reports to you because they have been separated from their class, text that information to the administrators if at all possible.

Do not return to the classroom *or allow your students to speak* until the all clear is given. It is the responsibility of the teacher to insure that no student (including their teacher aide) is unaccounted for by being left in a restroom, the office, or on a playing field.

In the event of an actual fire, the students will be counted twice: once in the usual staging ground for your class, and again as the classes relocate to the north-west corner of the property and line up by grade level (with Pre-kindergarten 3 to the west and 12th grade to the east). The movement of students to the northwest corner of the property will be practiced twice yearly.

First Aid and Medication

There is a designated area in the school office where students may lie down when they are feeling ill or are injured. Parents will be immediately notified in such circumstances. Students must be picked up by a parent, or return to class in a timely manner.

In the event of an emergency or accident, parents will be notified immediately according to the emergency information on file. Every effort will be made to notify parents before medical attention is obtained. However, in the event that a parent cannot be notified, emergency first aid may be administered. Only school staff members who are first aid certified or appropriate emergency medical professionals will administer first aid.

Prescription medication, non-prescription medication, and vitamins are not permitted on campus unless a parent **registers** such in the school office with all appropriate documentation (a copy of the prescription and a detailed note of times and amounts signed by the prescribing doctor). Appropriate school personnel may oversee the administration of *registered* oral medications, but all other medication types must be administered by a parent.

A log of all medication taken on campus, whether it is administered by school personnel or the parent, is strictly maintained in the school office.

Lice

On occasion, every school environment must deal with an outbreak of head lice. If a student is found to have head lice, they will be sent home for treatment. They may return the next morning to the school office, where a designated staff member will ensure that all lice, nits/eggs, have been removed. Students will not be readmitted to class until such has been established. The school will impose a No Nit standard to make head lice management more successful and non-subjective.

Medical Records

Parents are solely responsible for keeping their children's records up to date. Failure to update your child's medical records will lead to them being unable to attend class until the records are appropriately updated.

Severe Weather

The following procedures will be followed in the event of severe weather conditions, i.e. hurricanes, tornadoes, etc. Under no circumstances is anyone to leave the building. Remain inside until the all-clear notice has been given.

➡ **B Building:** Students are to exit their class into the inner hallways or science lab. They are to sit quietly on the floor with their teachers, keeping away from the lockers and glass doors. Teachers must bring their roll books with them for the purpose of taking attendance both in the safe area during the emergency, as well as again taking attendance when returning to the classroom upon the resolution of the emergency.

- **C Building:** All teachers and students will remain inside and sit close to the most inner wall, keeping away from windows and exit doors. If time permits, have students slide their desks toward the most inner wall and sit under them.
- **Music Room:** If sufficient notice is available, the teacher and students should evacuate to the C Building. If the severe weather event is immediate, students should sit in the center of the room, as far away from the windows as possible.
- **FLC:** All teachers and students will come to the hallway area near the nursery and sit, keeping away from the front doors.
- **Computer Lab:** All teachers and students will come down the stairs to the hallway behind the sanctuary that connects the church offices and sit.

In the case of a severe thunder storm at the time of dismissal, elementary students will be delivered to aftercare in the second grade classroom, or to B Building West for dismissal through the front doors. Secondary students will remain in B Building East. The security guard will alter the traffic flow to accommodate loading students into vehicles as close to the building as possible. Every teacher will either supervise a group of students or help call each family as their vehicle approaches the front of the line.

Emergency Plan for School Closing/Reopening

Our response to natural disaster warnings will be governed by the instructions given on the radio and television, and by local authorities. We utilize the advice given to and taken by Miami-Dade County Public Schools (M-DCPS) in regards to school closures. However, we will determine when to reopen the school independent of any decisions made by M-DCPS, as they must ready hundreds of schools for reopening, and we only have to determine if CCS is structurally secure. The Pastor and Administrator will determine when it is safe for students and staff to return to the building.

Each teacher will be responsible for calling their homeroom students and informing them of the reopening of school. It should be noted, however, that normal phone operations and/or power may not be available for some homes. Additional information may be obtained by listening to various local radio and television stations.

Reopening information will also be shared through all available media outlets and on the local television stations' public announcements tickers.

General Information

Cellphones

Cellphone use is prohibited during the school hours of 8:00 a.m. – 3:10 p.m. This includes during non-instructional time, such as between the bells and during lunch. If a student brings a cellphone to school, **it must be off** (not on vibrate) and **unable to be seen** (secured in a purse, book bag, or locker). Students may not wear their cellphone or keep it in their pockets, even if it is off. Parents may not direct their child to keep their cellphone on during the day in order to receive parental phone calls. If a parent needs to reach their child in the case of an emergency, they must call the school office at (305) 246-8608. The purpose of this policy is to minimize distractions from the learning environment.

Cellphone use prior to 8:00 a.m. or after 3:10 p.m. must occur outside of the school buildings. If any member of the CCS staff sees a student with a cellphone during school hours or within the buildings (including the bathrooms) before or after school hours, they will confiscate it. A cellphone will be returned once at the end of the school day with a warning, a second time to a parent only, and a third time, only at the end of the school year or upon withdrawal of the student from CCS.

Chaperones

Parent chaperones are often needed for field trips. If you are willing to be a chaperone, please complete the chaperone form that is attached to any given field trip form. We do ask that parents abide by the school dress code when chaperoning a school event. If you are to be a driver, a copy of your driver's license and insurance card must be submitted to the school office *prior to each field trip* (please submit it 24 hours in advance of a field trip). On occasion, a limited amount of "seats" for chaperones are available; in such cases it is the teacher who will allocate those seats based on factors such as those who requested first, and in some cases, based on gender for out of town trips.

Please be aware that younger siblings who are not CCS students may not attend CCS field trips. Additionally, younger siblings who are CCS students, but whose teacher has chosen not to attend a given field trip, may not go on a field trip with an older sibling's class, even if their parent is serving as a chaperone. Special trips, like the 5th grade trip, are unique "rites of passage" for students of that grade only. Do not plan a "family trip" at the same time as our field trips to circumvent the rules. Teaching your child to work around rules is a dangerous practice, demonstrates disharmony with the ministry, and will endanger your enrollment status. Please help us to make our field trips as special as possible for the students for whom it was planned by adhering to these policies.

Community Service Hours

Students are required to complete 100 hours of service during their high school years. CCS supports the idea of developing a spirit of service through volunteerism in students that will hopefully lead to a life-long offering of one's time and talent to others in need. Christ Himself was the ultimate example of a servant heart and His teachings set forth a call to esteem others above ourselves. The tremendous joy that is experienced by those who serve the Lord and others will be experienced by students who use the Community Service Hours requirement as an opportunity to demonstrate a Christ-like walk in their church, school and community.

All community service projects need to be approved by the CCS administration.

Driving Privileges

In order to be extended driving privileges, a student must fill out an application in the main office, meet all of the qualifications, and receive administrative approval. A copy of the student's valid driver's license and proof of insurance must be submitted with the application. If the application is approved by the administration, the student must then pay a \$10 parking fee and will receive a parking permit.

Students must park in the designated area near the Family Life Center. Their parking permit must be displayed by hanging it off of the rear view mirror. The student parking area will be locked throughout the school day and only opened from 3:10 - 3:30 p.m. All vehicles must be out of the parking area by 3:30 p.m.

A student will receive a parking ticket if they do not park within the designated area. The fines will progress from \$5 to \$10 to \$15 for the first 3 violations. If a student receives a fourth parking ticket or fails to pay any parking ticket, their driving privileges may be revoked. Driving privileges may also be revoked if a student does not follow proper driving and safety procedures. Students are not allowed to sit in vehicles before, during, or after school, or at any school function. Students may not go to their vehicle during the school day. Those students who are mature enough to drive to school should be able to demonstrate responsibility for bringing all of the materials they need for a successful school day into the building when they arrive in the morning.

Field Trips

A signed permission slip from the parent or guardian is required for all field trips. One of the purposes of field trips is to create interest in various fields of endeavor located within our immediate area and surrounding communities. Field trips are scheduled as an integral part of the overall curriculum. All students are expected to attend. In the event that a student is unable to participate in a scheduled field trip, the student must remain home for the entire day, or the parent must make other arrangements. The school has no contingencies to provide supervision for students not attending scheduled field trips. Unless a group is granted a special exemption from the administration, standard uniforms and all dress code policies apply for all field trips. Red uniform shirts are suggested for the convenience of identifying the group. Exemptions for field trips will be based on the criteria of the trip.

Please be aware that younger siblings who are not CCS students may not attend CCS field trips. Additionally, younger siblings who are CCS students, but whose teacher has chosen not to attend a given field trip, may not go on a field trip with an older sibling's class, even if their parent is serving as a chaperone. Special trips, like the 5th grade trip, are unique "rites of passage" for students of that grade only. Do not plan a "family trip" at the same time as our field trips to circumvent the rules. Teaching your child to work around rules is a dangerous practice, demonstrates disharmony with the ministry, and will endanger your enrollment status. Please help us to make our field trips as special as possible for the students for whom it was planned by adhering to these policies.

Formal Events

Several formal events are held each year at CCS including Homecoming, the Junior/Senior Banquet, the Sports Banquet, the Baccalaureate Service, and the Graduation Ceremony. The CCS administration must approve the location, theme, and cost of any such function.

As a CCS event, all students must be modest in both appearance and behavior, and well groomed. Dress is to be formal or semi-formal. Jackets, ties, and dress shoes are required on gentlemen. Ladies' dresses must adhere to the school dress code policies. Gowns that are strapless, have halter-tops, or have spaghetti-straps, must be worn with a shawl or jacket (which must stay on during the event). Ladies' dresses must go to the top of the knees, as demonstrated by the dress being no more than 3 inches off of the ground if the young lady is on her knees, and cannot contain cut-outs or mesh-covered cut-outs. Ladies dresses will be modeled for the female lead teacher, female event sponsor, or female administrator one week in advance of a formal event. Anyone not complying with the dress code will be required to leave the function.

The following will apply to the invitation of a guest to a CCS formal event:

- Both students and their guests must remain at such events for the duration of the event.
- Students are responsible to explain all CCS policies to any guests and ensure that they comply with all such policies, including dress code requirements.
- The following are the rules for the purchase of a second ticket:
 - Middle school students may invite:
 - A guest who is an adult family member
 - High school students may invite:
 - A guest who is an adult family member
 - A guest who is a person of the opposite gender who qualifies as a date
 - Their date must also be a high schooler and may be no more than 2 grades (years for non-students) older or younger than the student
 - For a 9th or 10th grader to have an 8th grader as a date, they must be an "established couple" and seek administrative approval
 - For the Jr./Sr. Banquet, students may not invite students from grades lower than grades 11-12 unless they are an "established couple"

Fundraising

Each year projects are planned to upgrade the school programs, or to make capital improvements to the school. Parents are encouraged to participate in the fall and spring fundraisers, Spaghetti Dinner, Fall Festival, and class/club fundraisers, to the best of their ability. We also highly encourage you to participate in ongoing fundraisers such as Scrip and Boxtops for Education.

Over the years, God has honored adherence to Scriptural principles of finance. Individual lives have also been blessed through giving to these projects. Those committed to the school's success and improvement, have had the opportunity to watch the school grow, while maintaining a sound financial base. All gifts to the school are tax deductible.

Every effort is made to ensure that all fundraising adheres to Scriptural principles and that we partner with only the most reputable of organizations. Fundraising activities may not be scheduled for Sundays. All fundraising activities require administrative approval.

All of your efforts are greatly appreciated and support us in minimizing tuition increases, while still being able to improve the quality of the education provided by CCS.

Gum Fines

Gum chewing is not allowed on the campus of CCS. If a student is found chewing gum, the following fines will be charged:

	Elementary	Middle/High School
First Offense	\$3	\$5
Second Offense	\$10	\$20
Third Offense	\$20...	\$25...

Gum fines must be paid within two days or the student will receive a detention. Second and third offenses will result in invoicing the student for the appropriate fine. By imposing these strict fines, the school hopes to stop the damage caused to carpets, sidewalks, furniture, etc. due to gum that is disposed of improperly.

Lockers

Lockers are assigned to students from grades 4 - 12. Locks cost \$5 and must be purchased from the school office or PTF office. All other locks will be removed from lockers. Lockers are assigned in order by class and combinations and locker numbers must be registered with the school office.

CCS is not responsible for items that are left in lockers. The administration has the key to every lock on the lockers at CCS and reserves the right to search student lockers.

Lost and Found

Lost and found is located in the school cafeteria in the FLC (Family Life Center).

Lunch

All students must eat their lunch in the FLC (Grades 1-12) or in their classroom (Grades K3-K4) during their designated time (11:30am). Our lunch schedule is as follows: Early Elementary lunch for Grades K5 - 2 is from 10:00 – 10:25am; Upper Elementary lunch for Grades 3 - 5 is from 10:30 – 10:55am; Middle School lunch for Grades 6 - 8 is from 11:05 – 11:30am; High School lunch for Grades 9 - 12 is from 12:00 – 12:25pm (Wednesdays: 12:30-12:55pm). Students may bring a cold lunch or purchase a hot lunch. Snack and soda machines are also available.

Hot lunches cost \$3.50. Our hot lunch program is based on a **prepaid** system. Each family has an account established. Parents should fund that account in advance of the expense or on a same day basis by **8:00am**. The lunch menu for the month is available on both the school website and within the Headmaster system.

The time period for ordering a hot lunch is 8:00am – 8:20am daily. If you arrive to school after that time, or have not sent your child with lunch and realize it after that time, your child will be provided with a peanut butter and jelly sandwich and your account will be charged \$1.00.

Students may not order lunch from an outside source, nor may parents have a lunch delivered or deliver it themselves.

Students who have forgotten their lunch will be given a peanut butter and jelly sandwich, and the parents' account will be charged the \$1.00.

Lunchtime should be an enjoyable break in the school day. Common manners and courtesy must be shown at all times. Cafeteria rules must be adhered to and students are responsible to clean up after themselves and help with chores that benefit others such as taking turns wiping the tables.

Media Center

Books may be checked out for a one-week period by elementary students, and a two-week period by middle school and senior high students. There is a \$.20 a day fine for overdue books. Reference materials are not to be removed from the media center without prior permission from the librarian. Report cards will be held until fines are paid. The parents must pay for the replacement cost of any library (or classroom) books that are lost or damaged in any way. Books should be returned directly to the student's teacher or to the media specialist.

Out-of-Town Trips (SDBC or CCS)

In order for a student to be eligible to attend an out-of-town trip sponsored by SDBC or CCS, such as a college recruiting trip or the senior class trip, certain criteria must be met. A student must be maintaining a 2.0 grade point average and adhering to both school and class attendance requirements. Students who are failing any core class are ineligible to miss school for an out-of-town trip, as this will only exacerbate their academic issues. Students will also be considered ineligible because of unsatisfactory conduct. Sponsors of any such trip must turn in a proposal to the school administration no later than 30 days before the event, including a roster of potential participants, for approval by the administrator.

Parent-Teacher Fellowship (PTF)

The CCS PTF exists to promote the school and its activities. Meetings are held periodically throughout the school year. Dates for these meetings will be listed on the current school calendar, outside signboards, and fliers sent home with your child. If you would be interested in being a room parent, please contact your child's teacher. Room Parents are a vital part of our school. The appointment of PTF officers will be conducted by the administration; therefore, anyone interested in such a position should contact the administrator.

Parent Survey

An annual parent survey is distributed with the reenrollment packet. We highly encourage each family to thoughtfully, and prayerfully complete and return the document so as to allow the administration to determine the needs and direction for the school based on parental involvement in the process.

Posted Notices

No notices of any kind may be posted on or removed from the church and school property without prior permission from the senior pastor and/or administrator.

Scholarship Checks

Those families who receive the Step Up for Students scholarship must have the officially designated parent endorse their check each quarter within 10 days of receiving notice that it is in the school office. *Failure to do so will endanger your scholarship status and leave you legally responsible for your tuition bill.* After 10 days, a \$25.00 weekly charge will be added to the family's account while the check remains unsigned.

School Office

The school office will be open from 7:30 a.m. - 4:00 p.m. The glass window of the school office is the location to sign students in or out, make an appointment to see school personnel,

make necessary payments, and submit or request school records. We highly encourage you to teach your child to be responsible for such items as books, devices, and homework folders by packing them for school the night before so as to have them ready each and every day. Therefore, please refrain from dropping off items for your child within the school day.

Senior Year

Every student's senior year should be a memorable time of finishing their high school career well, participating in special celebrations and services to mark this milestone, and meeting all of the requirements and deadlines of whatever educational institution(s) they hope to attend in order to further their education. Many aspects of having a successful senior year begin long before the senior year, including college advising and fundraising for trips and events. There are several expectations of all seniors that will make their senior year a positive experience.

Students must meet with the guidance counselor, lead teacher or principal over the summer for advising. The purpose of this meeting is to select courses for the upcoming school year and verify that all graduation requirements will be met by the end of that same year. (Please see the College Advising and Dual Enrollment sections in the Academic Policies portion of the handbook for further information).

The senior sponsor will constantly update the students of upcoming deadlines. It is critical that students show responsibility in meeting the deadlines for the many senior projects such as senior pictures, ordering of announcements, senior yearbook pages, senior PowerPoint presentations, and submission of valedictorian and salutatorian speeches. The administration of CCS *will review and edit as deemed necessary* all such materials in order to verify that the students are upholding our core values as stated throughout this handbook in the print, images, and music they publish at CCS.

The senior class trip will be planned based on the guidelines in the above section entitled Out-of-Town Trips. Any deviation from the Conduct Policies expressed in this handbook during the senior class trip will result in a student being excluded from the end-of-year senior events.

Students may also jeopardize their ability to participate in the end-of-year senior events if they do not meet deadlines for community service hours, completion of academic requirements, fulfillment of attendance requirements, and/or meeting of all financial responsibilities. Additionally, participation in such traditions as senior breakfasts will be jeopardized if students are tardy five or more times in a grading period.

It is mandatory that every graduating senior attend the Junior/Senior Banquet, the Baccalaureate Service, the final Awards Chapel, and the Graduation Ceremony and Reception. These dates are published at the beginning of the school year and should be planned for financially and with any other responsibilities that a student might hold (i.e. taking these four dates off from work, making family aware well in advance in order to avoid any family conflicts in scheduling, etc.). One of the most positive aspects of CCS is its small class sizes, which leads to classes having to work together as a team and count on each other throughout their high school experience. As such, when anyone misses such an event, it significantly detracts from the enjoyment of the rest of the class, as it feels like a member of the family is missing. Please plan accordingly.

Student Records (Requests for)

All requests for student records should be made in writing at the glass window of the main office. The first request for a transcript will be filled at no cost. A \$2 charge will be placed

on duplicate report cards, duplicate progress reports, transcripts, and copies of any portion of a student's cumulative file (medical records, SAT scores, etc.). A standard 72-hour (3-day) waiting period should be anticipated and planned for by parents and students.

Telephone

A telephone is available at the glass window in the lobby for student use in true emergencies **only**. School personnel are not expected to deliver messages regarding transportation, medical appointments, or any other business. These messages should be handled before and after school hours by parents and students. Conversations on the telephone should be brief and limited to true emergencies.

Traffic Flow

Adherence to our traffic flow pattern is critical to the safety of our students, parents, and teachers. Parents and students with driving privileges must enter from the **172nd Avenue entrance only**. Students with driving privileges must veer to the left and park in the Family Life Center (FLC) lot. Parents who are dropping off their child should veer to the right and follow through the cones. When you are at the front of the cone pattern, your child should exit your vehicle and cross in front of your vehicle to the sidewalk.

If you would like to walk your child to their classroom door, you may park in any available parking space that is prior to the beginning of the cone pattern. Additional parking is available to the west of the church (by veering left). There is ample parking in those two areas for every parent who chooses to walk in with their child or visit the school at any time of the day. Parents who choose to park in the FLC lot must be aware of the fact that the lot is locked at 8 a.m. for security purposes.

No parent, student, or visitor should be parked on the grass, in the area in front of the cone pattern, or on the swale in front of the school.

The parking lot directly in front of the school is for school personnel only. A parking pass must be displayed in order to utilize this lot. Only school personnel entering this lot should use 296th Street for access.

Your adherence to our traffic flow policies sets a positive tone of cooperation with rules for your child.

Transportation

Bus transportation is not provided by CCS. Private bus service is available and not affiliated with CCS.

Volunteer Hours

Each family must volunteer 10 hours of service to CCS on a yearly basis or pay a \$100 Service Excusal Fee. Most parents easily accumulate these hours, however, please see the school office if you would like a list of suggested tasks. *The desire of the school is for parents to be involved in their child's educational development and not to collect additional fees.*

Visitors

Due to the serious nature of the instruction in classes and the legal responsibility of the school, students are not allowed to bring guests to school. No unauthorized person is allowed on the school grounds at any time.

All visitors must report to the main office upon arrival, show picture I.D., sign in, and receive a visitor's badge. This badge must be worn at all times while on campus. The badge must be returned to the office when leaving. All visitors must adhere to all CCS policies while on campus.

Parent - Student Agreement

As a parent, I have read the 2018 - 2019 Parent/Student Handbook in its entirety. I understand that I must *support* all CCS policies through my actions and words, and I must require that my child(ren) *comply* with all CCS policies with their actions and words. I agree to do so cheerfully and willingly in order to partner with CCS in the *training for life* of my child(ren).

We are in harmony with all CCS policies and hereby pledge our full cooperation. Additionally, we agree to support the school through 10 hours of volunteer service. In the event that extenuating circumstances limit our ability to perform such service, we agree to pay a \$100 Service Excusal Fee.

_____	_____
Signature of Father/Guardian	Date
_____	_____
Signature of Mother/Guardian	Date

Please make age-appropriate adjustments in order to read and discuss the Parent/Student Handbook with each CCS student in your household. Students who are in 4th and/or 5th grade should read the book in its entirety *with their parents* and sign the statement below. Students who are in 6th - 12th grade should be able to read the handbook in its entirety, *either independently or with their parent*, and then discuss it in order to be able to sign the below statement.

As a student, I have read the 2018 - 2019 Parent/Student Handbook in its entirety and/or reviewed it with my parents. I understand that I must comply with all CCS policies with my actions and words. I agree to do so cheerfully and willingly and pledge my full cooperation.

_____	_____	_____
Student Name (Printed)	Student Signature	Date
_____	_____	_____
Student Name (Printed)	Student Signature	Date
_____	_____	_____
Student Name (Printed)	Student Signature	Date
_____	_____	_____
Student Name (Printed)	Student Signature	Date

***This form is due back to the oldest child’s teacher by August 24th.**

Appendix A:

Technology Usage Agreement

E-Textbook & Tablet Policies

The focus of E-Textbooks and Tablets at Colonial Christian School is to integrate technology throughout the academic program from grades 7 to 12. The individual use of a device is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning.

1:1 (spoken “one to one”) means that every student (1) has a personal computing device (1) to use in the course of his or her academic career through the appropriate classes. Therefore, a 1:1 e-textbook and tablet-learning environment means that every student has a personal device on hand that he or she has personally chosen (either iPad 2, iPad 3, Kindle Fire, or Kindle Fire HD) to meet his or her learning needs.

Regulations

The following is a set of regulations that govern the appropriate use of Tablets and E-Textbooks (and other technologies) while you are enrolled at Colonial Christian School. While it cannot cover every aspect of electronic device use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the Colonial Christian School community use electronic devices in a safe, responsible, considerate and appropriate manner.

- Students and parents/guardians must adhere to the Technology Usage Agreement in order for that student to be eligible to attend CCS.
- The use of technology to provide educational material is not a right but a privilege.
- **If a student violates any component of the Technology Usage Agreement, their family will be required to purchase the paper version of the same textbooks with a fee of \$190. Initials_____**
- A student does not have the right to use his or her electronic device while at school, except in the classes that offer e-textbooks. When abused, privileges will be taken away.
- Each teacher that provides e-textbooks has the discretion to allow and regulate the use of electronic devices in the classroom.
- The school has the right to collect and examine any device at any time to be sure that school policies, regulations, or guidelines on use of the device have not been violated.
- Students will use their personal devices in class for instructional purposes only.
- The devices won't be used every hour or in every class.
- Teachers make the final decision for any tools used in the classroom, including student owned equipment.
- The use of Colonial Christian School's Wireless Internet will not be permitted to students.
- In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.
- Technical support for a student's personal device will not be provided. It is the student's responsibility to care for his/her own device and keep it in good working order, including

charging it outside of school. **Charging of the device will not be allowed during school hours.** Initials_____ Any student who has technical issues with his/her device will need to take care of this issue out of the classroom *and promptly* so that his/her textbook is accessible the next day.

- Students bring electronic devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device is lost, stolen or damaged. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts. While teachers will take every precaution to avoid theft or loss, students will have to take the responsibility of keeping their devices safe and in good working order.
- Students are required to keep their devices safely locked in their locker when not in use. Some devices have a device locator. It is recommended that you enable this feature if possible. It is always a good idea to record the device's serial number in case of theft and check if your homeowner's insurance will cover such a loss. Protection plans are available through most vendors and are highly encouraged.
- Conduct when using electronic devices is to be reflective of and consistent with high Christian ethical and moral principles and precepts, be consistent with the high standards of character and conduct expected of all CCS students, faculty, administrators and staff, and be in compliance with all CCS policies and all applicable laws.
- The privilege to use electronic devices in the classroom may be revoked for anyone who abuses or misuses the device, which includes, at a minimum, causing damage to personal, or other students' equipment, or a violation of any of the policies set forth in this policy statement. That which constitutes abuse or misuse shall be determined within the sole discretion of CCS.
- **Students should expect no privacy as to any information stored on any electronic device that is brought to the CCS campus.**
- These policies may be amended from time to time. The interpretation, application and enforcement of these policies is within the sole discretion of CCS.
- Students will not attempt to gain access to any electronic device for which they are not authorized, or for which they do not own.
- Students will not attempt to destroy data by any means. All students will promptly report to faculty or administration if there is any indication they may detect that any data has been tampered with or erased.
- Students will not interfere with or disrupt another student's work or the proper function of their electronic device at any time.
- Students will not use e-textbooks or other authorized applications for any purpose that violates federal or state laws.
- Students will not reproduce and/or distribute copyrighted materials without appropriate authorization.
- Students are expected to report to faculty or administration any suspected misuses of any personal devices, e-textbooks, or authorized applications.
- In accordance with SDBC's Statement of Faith, and in recognition with Biblical commands, inappropriate content on a personal device will not be tolerated. The Bible strictly forbids such conduct such as inappropriate language, fornication, adultery, homosexuality, lesbianism, bisexuality, undue violence, or pornography. Any student device that is found with any of the aforementioned content, applications, or media will be dealt with by

administration in an appropriate manner as per the disciplinary actions set in the Parent/Student Handbook.

- Each student and parent/guardian must have their e-textbooks and approved applications loaded by the Assistant Principal at Colonial Christian School. An appointment must be made ahead of time through the school's main office to have this done prior to the start of the next school year.
- **Each application that is loaded must be registered immediately with the Assistant Principal at Colonial Christian School.** Any application loaded prior to attending, or prior to the start of the school year, must be registered by the first week of school or as soon as he/she is accepted to CCS. Any student found with an unregistered application, or deemed inappropriate application, content, or media to the purpose and mission of CCS, will be in direct disobedience, and will be subject to disciplinary action by CCS administration. If an application is deemed inappropriate, which is the sole right of the administrator to determine, it must be removed from the device prior to that device returning to campus. These are educational devices, and while they may be used for other purposes in other settings (entertainment in the home, etc.), all content and applications must be consistent with the CCS standards. Initials_____
- All relevant passwords related to the device, its content, and applications will be registered with the Assistant Principal.

Agreement

STUDENT

I have read, understand and will abide by the Colonial Christian School Technology Usage Agreement. I further understand and accept that any violation of the regulations and policies in the agreement is unethical and may result in revocation of my privileges, school disciplinary action (up to expulsion), and/or appropriate legal action.

Student Name (Printed)

Student Signature

Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Colonial Christian School Technology Usage Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Colonial Christian School to restrict access to all controversial material, and I will not hold CCS responsible for materials acquired illegally on the school's wireless network. I understand that should my child commit any violation described in this agreement that his or her privileges may be revoked and disciplinary action may be taken. Further, I accept full responsibility for supervision if and when my child's use of the electronic device is not in keeping with a school setting. **I will support the school by monitoring the content on my child's device on a frequent basis (at least weekly).**

***If my child violates any aspect of this agreement, I understand that CCS will confiscate the device and that I personally must pick it up directly from an**

administrator (see note below) with my child present to discuss the violation. This should be done on a same day basis, so that the child will have access to their textbooks that evening.

***If a second violation occurs, I understand that the device will be confiscated and it will remain on campus for 45 days (one quarter), and my child will not be allowed to use it in any capacity. I agree to pay the \$190 fee for the paper book replacements to the e-textbooks, as clearly my child cannot attend school for 45 days without his/her textbooks.**

***If my child has a third violation, I agree that my child will lose all e-textbook privileges for the rest of the school year and the confiscated device will remain at CCS and be returned on the last day of school at 12pm.**

_____ Signature of Father/Guardian	_____ Date
_____ Signature of Mother/Guardian	_____ Date

If a parent and child need to pick up a confiscated device from an administrator, they must wait for any meeting that they are in to conclude. Such a pre-scheduled meeting will not be interrupted in order for a parent to pick up a confiscated device. The consequence (inconvenience) will be experienced by the student who violated the policy (and unfortunately their parent) and not the person who had a scheduled appointment. This is yet another reason to fully discuss the importance of adhering to every aspect of this agreement with your child.