



**2018-2019**  
**Student/Parent Handbook**



# WELCOME TO COMMUNITY CHRISTIAN SCHOOL!

As part of the discipleship ministry of First Baptist Church of Port Charlotte, we strive to equip students to become faithful followers of Jesus Christ, to think biblically, and to serve others. We provide quality education in a Christ-centered environment, so that students may become spiritually mature and impact the world for Jesus Christ. CCS is committed and dedicated to the teaching and training of young people. As Christian educators, we know the truth has to be taught to the next generation, and we champion that mission.

It is our belief that a Christian school exists to assist and serve parents who desire to teach and train their children in the context of a biblical worldview. When the home, the church, and the school are working together, young lives can be nurtured and developed. The goal of this handbook is to set forth the guidelines and communicate the school's expectations, so that we are in partnership with you. If you have any questions at all about this handbook, please do not hesitate to stop by the school office and ask.

We are very thankful for the years of ministry and the dedication of the administrators, teachers, and staff members who laid the foundation, built the programs, and gave of themselves to the many students who have passed through our classrooms. The future of CCS is bright, and we know that God is up to something in our little corner of the world. By God's grace and in His strength, we want to stay true to Christ and uphold His Word, so the school's vision, mission and Christian philosophy of education continue to be the strong foundation for many years to come.

I am so glad that you have decided to be part of the Mustang Family, and I look forward to serving you in the coming year. Go Mustangs!

Dr. Sarah Mielke  
Head of School

*The School Administration and/or the School Council reserves the right to change or amend school policy at any time throughout the school year when it is determined to be in the best interest of the school ministry.*

**COMMUNITY CHRISTIAN SCHOOL  
2016-2017 STUDENT/PARENT HANDBOOK**

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# I. GENERAL INFORMATION

Community Christian School is a ministry of First Baptist Church of Port Charlotte, Florida. The government of the school is vested in a Board of Trustees, commonly referred to as the School Council. Board members are selected within the membership of First Baptist Church. Community Christian School strives to equip students to become faithful followers of Jesus Christ, to think biblically, and to serve others. CCS provides quality education in a Christ-centered environment so students can become spiritually mature and impact the world for Jesus Christ.

## STATEMENT OF CHRISTIAN EDUCATION PHILOSOPHY

God has given parents the responsibility of teaching and training their children. The purpose of the school is to assist parents, as an extension of the church and home, in providing an education that is thoroughly and distinctively Christian. The school seeks to challenge each student to grow in becoming Christ like, as evidenced by spiritual, academic, physical, and personal maturity. It is our goal, through teaching and training, to prepare young people to function as individuals who can reason and relate all issues of life to the doctrinal foundations of the Christian faith. The school strives for academic excellence in an atmosphere of Christian principles and values.

As a man's philosophy determines his thoughts, words, and actions, a school's philosophy determines the purpose and the goals of the institution. Community Christian School wants to help each student develop a Christian worldview, enabling them to glorify and honor God in their thoughts, words, and actions.

## SCHOOL OBJECTIVES

Community Christian School exists to give its students the tools to develop a biblical worldview for understanding and interpreting the world. The following objectives reflect the school's philosophy, and drive the policies and programs of Community Christian School, so that our students may be **followers of Jesus** who **think biblically** and **serve others**:

1. Teach the truths outlined in the school's statement of faith.
2. Teach students to integrate biblical truth into every aspect of life.
3. Teach students to respond to the world with biblical discernment.
4. Train students to clearly present the Gospel as God's plan for the redemption of man.
5. Recognize and promote the individual God-given gifts and abilities of each child, in academics, athletics, fine arts, etc.
6. Promote and uphold high academic standards, while instilling in students a desire to learn both independently and collaboratively.
7. Teach and encourage wise behaviors and habits that support the truth that man was created to reflect God's image.
8. Recognize man in his relationship to God, others, and creation, and how Jesus' death on the cross restored those relationships.
9. Recognize Jesus' life on earth as the model for all Believers.
10. Promote serving others.

## CORE VALUES

We value obedience to God's Word in every aspect of a Christian's life.

We value godly correction when we stray from obedience, whether intentionally or unintentionally.

We value the formation and development of a biblical worldview.

We value high academic standards integrated with biblical principles and truths.

We value a Christian testimony exhibited by character, mutual respect for one another, and professionalism.

We value a community displaying a nurturing family environment rooted in integrity and biblical principles.

We value servant leadership modeled by the faculty and staff, and reciprocated by students.

We value the wise stewardship of God's resources.

## STATEMENT OF FAITH

The Statement of Faith for Community Christian School is a mirror to that of First Baptist Church of Port Charlotte, who ascribes to the Baptist Faith and Message 2000. Key points are listed below with brevity:

- I. The Scriptures.** The Holy Bible was written by men, divinely inspired, and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.
- II. God.** There is one, and only one, living and true God. God is all powerful and all knowing; His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
- A. God, the Father.** God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.
- B. God, the Son.** In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind, yet without sin. His substitutionary death on the cross made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whom is the reconciliation between God and man.
- C. God, the Holy Spirit.** The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption.
- III. Man.** Man is the special creation of God, made in His own image. God created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.
- IV. Salvation.** Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. Repentance is a genuine turning from sin and toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him.

- V. God's Purpose of Grace.** Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.
- VI. The Church.** Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation, each member is responsible and accountable to Christ as Lord. Its Scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all ages, believers from every tribe, and tongue, and people, and nation.
- VII. Baptism and the Lord's Supper.** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.
- VIII. The Lord's Day.** The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.
- IX. The Kingdom.** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly, the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.
- X. Last Things.** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.
- XI. Evangelism and Missions.** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the Gospel of Christ.
- XII. Education.** Christianity is a faith of enlightenment and intelligence. All the treasures of wisdom and knowledge abide in Jesus Christ. Therefore, all sound learning is a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the church. An adequate system of Christian education is necessary for a complete spiritual program for Christ's people. In Christian education, there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the preeminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.
- XIII. Stewardship.** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. There is obligation to serve Him with time, talents, and material possessions; we should recognize all these as entrusted to us to use for the glory of God and for helping others. According to the

Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

## **SCHOOL COLORS AND MASCOT**

School colors are maroon and gray, and should be used when decorating for school functions. Our school mascot is the Mustang, whom we have named "Lightning." We also have a mini-mascot, "Thunder," the Pony, who is used for preschool and elementary school events.

## **ACCREDITATION AND AFFILIATION**

Community Christian School is accredited by, and affiliated with, the Association of Christian Schools International (ACSI) and Southern Baptist Association of Christian Schools (SBACS). Both of these affiliations provide leadership seminars, teacher conferences, and represent Christian schools in state and national issues concerning Christian education.

## **NONDISCRIMINATION STATEMENT**

Community Christian School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Community Christian School does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, athletics, and other school-administered programs.

## **PARENTAL SUPPORT OF BIBLICAL MORAL STANDARDS**

Community Christian School's role is to work in conjunction with the Christian home and church, to equip students to become faithful followers of Jesus Christ, to think biblically, and serve others. We have developed our policies and standards from a Christian perspective, and we desire to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation, the reality of the Fall, and the redemptive work of Jesus Christ in bringing about God's purposes. We will honor one another as made in the image of God, by treating one another with respect, by extending grace and mercy to one another, by showing love and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur, the school believes that members of our community need the opportunity to learn and grow through accepting responsibility for their actions. The school community wishes to model and foster these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

On occasion, the atmosphere or conduct within a particular home may be counter to, or in opposition of, the biblical lifestyle that the school teaches. This includes sexual immorality, or the inability to support the moral principles of the school. While we do desire to be a redemptive community, in such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

We fully accept the teaching of the traditional biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman, and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct, or any other conduct that violates biblical standards. We believe that God created the human race male and female, and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

## II. STUDENT POLICIES AND PROCEDURES

### ACADEMICS

#### **Grading:**

1. Grades are based on the quality of work done. A standard of achievement is used to earn grades. A student's regular attendance, daily preparation, and promptness in completing assignments must be consistent and in agreement with these grades.
2. A student's behavior will not be the cause for lowering an earned academic mark. The only exception to this guideline is if the student is suspended or has excessive absences, tardies, or early dismissals which, in turn, would negatively impact the academic performance of the student.
3. All grades are consistent with the grading scale indicated below:

E-Excellent    G-Good    S-Satisfactory  
IM-Improving    N-Needs Improvement    U-Unsatisfactory

K2-K5	E, G, S, IM, N, U are used in all classes. Honor roll is compiled by using only academic classes.			
1 <sup>st</sup> -3 <sup>rd</sup>	E, G, S, IM, N, U are used in all non-core (special) classes. Letter grades are used in all academic classes.			
4 <sup>th</sup> -5 <sup>th</sup>	E, G, S, IM, N, U are used in all non-core (special) classes, except for Spanish, which uses letter grades along with all academic classes.			
6 <sup>th</sup> -12 <sup>th</sup>	Number grades in all classes.			
	A+	97-100	C+	77-79
	A	94-96	C	74-76
	A-	90-93	C-	70-73
	B+	87-89	D+	67-69
	B	84-86	D	64-66
	B-	80-83	D-	60-63
			F	0-59

#### **Homework Policy:**

Teachers use homework to promote and reinforce classroom learning outcomes. Homework may also be used as an instructional or assessment tool. Teachers will avoid excessive amounts of homework, especially on Wednesday evenings, so students are free to participate in church activities. (\*Wednesday night homework allowances may be minimal for Middle School, and no homework for Elementary students.) Elementary teachers will establish homework guidelines for their own respective grade levels with grade level appropriate consequences.

#### **Academic Probation:**

Academic Probation is invoked when a student has a serious academic problem resulting in two or more failing courses per quarter. It is intended to give notice to the parent and student so that a mutual effort on the part of both the school and home may be made to correct the academic deficiency. Administration will decide if sufficient improvement is made and if the student will continue at Community Christian School.

**Graduation Requirements:**

English	4 credits
Math	4 credits
History	3 credits
Science	3 credits (2 must be a lab)
Foreign Language	2 credits (preferably consecutive years for college entrance)
Bible	4 credits (1 year for every year at CCS)
Health - Phy. Ed.	1 credit
Fine Arts	1 credit
One Online course	

**Mid-Quarter Progress Reports:**

Mid-quarter progress reports are available on RenWeb to evaluate student academic and conduct status. Parent conferences are scheduled as soon as a pattern of academic deficiency or disciplinary problems begins to occur.

**Dual Enrollment for Seniors:**

Any off-campus courses must have prior approval by the administration, after a conference with parents.

**Promotion Policy:**

Grades K2-K4	Students are promoted upon showing evidence of satisfactorily completing the work for a given grade. Students may be retained upon recommendation of the teacher with the approval of the administration after consultation with the parents. Other factors considered are: maturity, personal hygiene and health, skill in reading and mathematics, and general academic competence. At this age level, we also consider elements like basic understanding, the ability to communicate, and an acceptance of general norms like sharing and taking turns. <i>(*If there is space available in the classroom, K2 will accept students on a revolving admittance structure. Students must be three years old and potty-trained to promote to K3. Be advised that if students are removed from CCS and placed in public school prior to 3<sup>rd</sup> grade, the state will hold to a September 1<sup>st</sup> birthday cut off, and students may be required to repeat a grade if their birthday falls after this date.)</i>								
Grade K5-5	Students are promoted upon showing evidence of the satisfactory completion of the work for a given grade. Students may be retained upon recommendation of the teacher with the approval of the administration after consultation with the parents. Other factors considered are: maturity, skill in reading and mathematics, health, and general academic competence. Students either pass or fail the whole year.								
Grades 6-8	Any core class failed must be successfully made up during the summer through a method approved by the administration. If two or more core subjects (English, Math, Science, History, or Bible) are failed and not successfully made up during the summer, the entire grade must be repeated.								
Grades 9-12	Students must pass all required graduation courses, which are determined by semesters. Students are classified based upon the number of credits earned: <table> <tr> <td>Freshman</td> <td>under 7 credits</td> </tr> <tr> <td>Sophomore</td> <td>at least 7, but less than 14 credits</td> </tr> <tr> <td>Junior</td> <td>at least 14, but less than 21 credits</td> </tr> <tr> <td>Senior</td> <td>at least 21 credits</td> </tr> </table>	Freshman	under 7 credits	Sophomore	at least 7, but less than 14 credits	Junior	at least 14, but less than 21 credits	Senior	at least 21 credits
Freshman	under 7 credits								
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Junior	at least 14, but less than 21 credits								
Senior	at least 21 credits								

### ***Report Cards:***

Report cards are sent home four times a year, at the end of each quarter. For K2-2<sup>nd</sup> grade classes, and in elective classes for grades 3<sup>rd</sup>-5<sup>th</sup>, a subjective E, G, S, IM, N, U grade is given (see page 5).

Report card grades represent an average of quizzes, tests, exams, homework, and possibly class projects that are graded. 4<sup>th</sup>-5<sup>th</sup> grade exams are incorporated within the final quarter grade. 6<sup>th</sup>-12<sup>th</sup> grade exams are incorporated within the semester grade if they are cumulative. The student must be enrolled at least six (6) weeks to be issued a report card so that the student may have a reasonable time to adjust. At the end of the year, GPA subject awards are only given to students who have four marking periods of grades earned at CCS. Semester courses are included in this guideline. The "A" Honor Roll is given when a student has all A's on his/her report card for the marking period. The "A/B" Honor Roll is given when a student has all A's and B's on his/her report card for the marking period.

### ***Testing:***

Community Christian School carries out standardized testing for its students. In the spring, Standardized Testing is given to grades K5-9. Teachers will administer and proctor these tests. **Attendance during this week of testing is required for all students.** Sophomores are given the PSAT in the fall of each year. Juniors take the PSAT, ACT, and SAT.

### ***Valedictorian and Salutatorian:***

Overall numeric average, based on semester grades, is used to compute class rank. Class rank is used to determine Valedictorian and Salutatorian. Only full-time students who have attended CCS at least their junior and senior years are eligible for these honors. The senior with the highest grade point average (GPA) after the 3<sup>rd</sup> quarter of their senior year, and is in good standing, is recognized as the class Valedictorian. The senior with the second highest cumulative GPA, and is in good standing, is designated the class Salutatorian. Junior and senior core classes must be taken at CCS. "Good standing" is defined by a student having no major disciplinary infraction; one who has been inducted and is in alignment to the CCS chapter of the National Honor Society.

This guideline also applies to the 8<sup>th</sup> grade promotion. The two students who are in good standing and have the highest GPA after the 3<sup>rd</sup> quarter of their 8<sup>th</sup> grade year will represent their class at promotion. Only full-time students who have attended CCS at least their 7<sup>th</sup> and 8<sup>th</sup> grade years are eligible.

## **ACCIDENT AND INCIDENT PROCEDURES**

In the case of a student accident, the school office is notified immediately and the child is brought to the office for first aid. In the event of a medical emergency, CCS will seek immediate medical care for a student, while also notifying parents. The supervising teacher will complete an accident report, and send it home to be signed by the parent/guardian and returned to the school office the following day.

## **ATHLETICS**

CCS is a member of the Florida High School Athletic Association (FHSAA) as an independent school and our middle school program participates in the Florida Gulf Coast League. Our policies meet or exceed the standards for competition, eligibility, and sportsmanship. The following extracurricular activities are available at CCS, provided there are enough participants, and others may be added as student interest and parent involvement increases:

Grades 6-8: Co-Ed Soccer and Baseball

Grades 6-12: Flag Football, Golf, Girls' Volleyball, Boys' Basketball, Girls' Basketball, Track and Field, Cross Country and Baseball.

To be eligible to play athletics at CCS, students must maintain a "C" average (70% or above) overall and have a passing grade average (**65% or above**) in all classes. Students must carry a 2.0 grade point average

(FHSAA rules) throughout the activity or they will be removed from the activity. Complete eligibility requirements are available from the coach or Athletic Director. The following forms must be submitted to the Athletic Department before any student is allowed to participate in practice or games:

1. Physical Form
2. Consent & Release Form
3. Driving Agreement Form

All 6<sup>th</sup>-12<sup>th</sup> grade students taking PE are required to wear Land's End uniform gym shorts, CCS T-shirts, socks and gym shoes.

### **ATTENDANCE, TARDINESS, AND EARLY DISMISSAL**

Good attendance is an important key to success in the work world. Business and industry can function only when their employees are working. The same is true of the classroom, and to realistically prepare our students for the years ahead, attendance policies are intended to promote a lifetime of good attendance habits.

State law, as defined in F.S.1003.21, (1) (a)1, requires all children who have attained the age of 6 years or who will have attained the age of 6 years by February 1, of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, to attend school regularly during the entire school term. Therefore, students are both required and expected to be at school whenever it is in session. *\*Students on state scholarships may not exceed 10% in unexcused absences.*

Florida Statute 1003.01 (8) defines a "habitual truant" as a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent. Section 322.091, F.S., of the 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex, and social security number of any minor who attains the age of 14 and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege. A student must attend 30 consecutive school days with no absences to re-establish eligibility for a driver license. CCS complies with this requirement.

School sponsored activities/field trips are part of the educational program, this includes grade- or subject-specific field trips, participation in Junior Leadership Charlotte, and other activities. Students choosing not to attend the school-sponsored trip must report to school that day, unless prior approval from the administration is granted.

#### ***Reporting Back to School After an Absence:***

When returning back to school after an absence, the student must bring a written note signed by a parent/guardian, or the parent/guardian must phone the office stating the reason for the date(s) of the absence. Elementary students give their note to the homeroom teacher which is sent to the school office the day that the student returns to school.

Secondary students bring their note to the office to receive an Admit Pass. *(The determination of the legitimacy of an absence rests with the administration.)* If a student leaves campus for a medical/dental appointment before lunch, he/she must sign back in at the school office after the appointment with a doctor's written excuse.

Students must be in class for a minimum of four (4) hours to be counted present for the purpose of attendance records. Students are counted tardy if they arrive late to school, or considered early dismissal if they leave early. Within the guidelines of the Florida Department of Education, elementary students must be in class each year 800 hours. Secondary students are required to be in class 135 hours per academic subject. An absence for the secondary student is defined as missing fifteen (15) minutes or more of class time. All absences, tardies, and early dismissals count towards the accumulation of these numbers for the students.

If a student misses part of the day that is excused, he/she is still responsible to turn in work for the class period missed on that day. This also applies to taking tests and quizzes.

### ***Excused Absences:***

CCS recognizes four reasons for excused absences:

1. Illness or injury such that attendance would risk further impairment.
2. Medical or dental appointments (preventive and routine care appointments should be made for times when school is not in session).
3. Attendance at a funeral.
4. College visitation days (juniors and seniors only). CCS allows juniors and seniors to visit colleges during the school year. These days are excused, but must not exceed a total of three (3) days per school year. Students must confer with teachers regarding all make-up work.

### ***Make-up Work for Excused Absences:***

1. An absence because of personal illness, medical appointments which could not be scheduled after school, a death in the family, or a college visitation day are excused absences. Make-up work with credit is given.
2. Students are responsible for turning in all assignments missed because of an absence from class. This requirement also applies when students are in school, but miss class because of a special activity. The student should confer with his/her teacher and clearly understand the due date of each assignment.
3. Students have the same number of days to make up an assignment as the number of days he/she was absent (i.e. absent 3 days, 3 days to make up). However, if a student's work was assigned before the absence, then the student should be prepared to turn in/take tests the day he/she returns. As much as possible, the assignment should be turned in before the absence. It is the *student's* responsibility to make up missed work.

### ***Unexcused Absences:***

An absence for reasons other than the four (4) excused absences stated, ***including family trips***, are considered unexcused unless an exception is approved by the administration. Unexcused absences may result in a zero grade for quizzes, tests, and work missed that day. Make-up work will not be accepted for credit. After three (3) unexcused absences in a 9-week grading period, a student/parent conference with the administration could be scheduled. Excessive unexcused absences will be handled at the discretion of the administration. A note from the parent/guardian or a phone call is expected the day after the absence. Failure to bring a parent/guardian signed note or for a parent/guardian to call after an absence will also result in an unexcused absence.

### ***Tardy:***

All students are considered tardy when they are not seated and ready for work when the 8:00 a.m. bell has sounded, or the tardy bell has rung for each class. Students arriving after 8:13 a.m. must go to the office to obtain a tardy pass. **Students tardy five (5) times to homeroom and/or three (3) times to an individual class will receive a detention.** Please see the disciplinary policy to see how tardies accrue and are handled.

### ***Vacations During School Time:***

Families are encouraged to plan their vacations around the school vacation days. Occasionally, this may be impossible. The school wants to be reasonable; however, we are charged with an educational responsibility. ***Parents are responsible to check the school calendar for planned school vacations and exam schedule.*** For families that must be gone during school time, the following guidelines will apply:

1. Parents must submit a letter to the administration requesting the vacation time **at least five (5) school days prior** to the vacation. This letter should state the reason for the request and the days the student will miss. Such events as shopping, hair appointments, etc. will not be allowed as vacation time.

2. Upon administrative approval, the student (Grades 6-12) must obtain an Absence Permission Form from the office, have it completed and signed by each of his/her teachers and return it to the office. Elementary students also need to obtain an Absence Permission Form from the office and have it signed by the teacher.
3. Projects and tests will be completed at the discretion of the teacher.
4. Failure to follow proper advance notification procedures of at least five (5) school days' notice may constitute an unexcused absence.
5. It is advisable for parents to discuss their child's academic standing before planning an extended school-time vacation. The difficult task of completing assignments without hearing the classroom discussion could result in a lower grade or even a failure in a course.
6. The administration will approve all requests for vacation time, but reserve the right to deny any request deemed excessive or inappropriate. Vacation requests during the week of standardized testing will not be approved.

## **BIBLICAL INTEGRATION**

All teachers integrate biblical principles with their teaching at Community Christian School. All extra-curricular activities reflect a distinctive Christian lifestyle and worldview. The faculty member, coach, or sponsor must remain diligent in protecting the integrity, philosophy, and purpose of Community Christian School.

## **CHAPEL**

Chapel programs are held on a weekly, or bi-monthly basis. Students are divided according to grade level and the chapel programs are designed for their level. Chapel programs are planned for the purpose of worship and spiritual stimulation. Students are expected to engage in the opportunity for corporate worship.

## **COMMUNICATION WITH FACULTY AND STAFF**

CCS faculty and staff members welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes – Notes or letters may be left in the office for placement in the staff mailboxes.
2. Conference – If you would like to arrange a conference, please make your request in the form of a note, email, or phone call so that a time may be scheduled. Instructional time in the classroom is valuable, and conferences will not be held during the regular school day. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns.
3. Email – All CCS staff and faculty have email addresses. Staff and faculty will respond to all email messages within 24 hours during the school week. Our staff's family time is precious, and we respectfully ask you to refrain from calling our staff at home or on their cell phone.
4. RenWeb – Parents are expected to create a password to have access to the school's administrative website. You can check for school events, homework assignments, grades, and communicate with your student's teachers. Discipline infractions will be recorded in RenWeb and parents will be notified via email.

## **COMMUNITY SERVICE REQUIREMENT**

Community Christian School takes pride in the fact that it is engaged in the education of tomorrow's leaders who will impact their communities with the gospel of Jesus Christ. There are two fundamental assumptions upon which this important CCS program is based:

1. A true leader must be a servant. (Matthew 20:26)
2. The true message of the Gospel is summed up in the words of Jesus when He stated that the greatest commandments were to love God and love others. (Matthew 22:37-4)

It is our desire to help our students to gain a Christian worldview, to experience a close walk with God, and to bring glory through their own personal ministry. Community service projects provide this opportunity.

1. This program involves students in grades 6-12. Other projects related to community service are conducted in the younger grades.
2. The purpose of this program is to provide **community** service. **Any projects that benefit CCS, its students, or families must be approved by the administration.**
3. All CCS students should exemplify the Lord Jesus Christ in their behavior at all times while serving in the community.
4. It is our objective for students to have a passion for the community service projects in which they choose to engage. Students will note on their Community Service Forms why they have chosen the organizations and activities for their community service hours. Students may choose to be part of an ongoing outreach ministry or project, or they may choose to complete the required community service hours for the year in a single outing.
5. If the proper procedures are not followed by the student, it may result in the rejection of the work or project, or the loss of hours (all or partial) spent on a project.

\*Please Note: Students in middle school and high school **MUST** complete the required hours for their grade to promote to the next grade. High school students **MUST** complete a total of 100 hours of community service in grades 9-12 in order to graduate.

### ***Required Hours***

#### Middle School

6<sup>th</sup> - 8<sup>th</sup> Grade: 12 hours/year (3/qtr)

#### High School

9<sup>th</sup> - 12<sup>th</sup> Grade: 25 hours/year (6-7/qtr)ter

### ***Specific Guidelines for Service Opportunities:***

1. Service opportunities must be completed with non-profit organizations with a few exceptions such as private hospitals or nursing homes.
2. The student must make contact with the agency and arrange for the time of the community service. This is the student's responsibility.
3. Students must have parental permission to go to the location in the community.
4. The student must provide his or her own transportation to and from the volunteer site.
5. The student must have the agency director or supervisor complete a Community Service Form (the student will not receive credit without this form). Family members may **not** sign their students' community service hours forms.
6. Special ministry opportunities within your local church are acceptable. These activities must be beyond the regular activities of the church and the student's involvement.
7. Students may also complete community service projects over the summer using the Community Service Form and adhering to the same criteria.

Examples of approved community service ministries: Sunday School teacher/aide, church visitation, hospital volunteer, nursing home volunteers, helping senior citizens, tutoring, mission trips, VBS, Homeless Coalition, etc.

### **COMPLAINT AND RESOLUTION PROCEDURE**

Difficulties often arise from lack of communication. In seeking to solve any problem or misunderstanding that may arise, please attempt to resolve issues in a timely, appropriate manner. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration. The school's policy for conflict resolution is consistent with the teachings found in Matthew 18:15-16:

*"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."*

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, the matter will be brought to the administration by the teacher or coach.
3. See Appendix A (Page 26) “Community Christian School Grievance Policy”

School Council and administration are committed to the aforementioned biblical process for conflict resolution. Therefore, when a parent or student approaches one of these individuals with a concern, please understand that they will direct the parent or student to follow this procedure. It is inappropriate for School Council members, administration, faculty, or staff to be approached with school problems at athletic contests, concerts, church functions, or in any other manner not listed in steps 1-3 above.

Please be respectful of this policy and understand that those who may stop you from sharing your problem are doing so to preserve the integrity of this biblical model for conflict resolution – not because they lack concern for you or your situation. The Head of School will not meet with you to resolve a classroom conflict, unless you have first met with the teacher and the matter goes unresolved.

Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, spreading rumors, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

## **COMPUTER USE AND INTERNET STATEMENT**

The technology program at CCS provides the students with many opportunities to use a variety of exciting resources, including the use of computers and the Internet. It is understood that computer use and Internet access for CCS students is a privilege, not a right. Technology misuse, including CCS computers and private devices while on campus, consists of, but is not limited to: accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, entering, accessing, viewing, and distributing inappropriate/unauthorized files or programs on or off campus.\*Parents, please make sure that you have read the Technology Policy regarding computer usage for older students (grades 5th-12th).

## **DISCIPLINE**

*“Even small children are known by their actions, so is their conduct really pure and upright?”* (Proverbs 20:11)

Discipline is something we use to teach students responsibility. Self-discipline is the goal for each student and the mark of a mature person. In a small society such as a school or classroom, one of the most important lessons for any student to learn is how to behave appropriately. This includes how they choose to act and respond to all levels of authority: their parents, school personnel, other authority figures and most importantly, God.

When behavior has caused a breach in a relationship, it is important that interpersonal relationships, as well as relationships between a student and God, be restored. As appropriate, a student may be encouraged to apologize to a classmate, teacher, or other individual. A student may also be led in prayer for forgiveness and even prayer for one another.

It is of the utmost importance that parents support teachers and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, a parent should not voice that disagreement to the child until he/she has spoken with the teacher or the administrator. Often times, only one perspective is represented. It is important, that we teach the children, through our own example, to submit to the authority established by God.

In order to accomplish this, we must set discipline standards that are enforced *consistently* and *lovingly*. Discipline is established and maintained in three levels: Preventative, Corrective, and Restorative.

**Preventative:**

Preventative discipline involves training the students to make right choices based on biblical principles. Explaining procedures and expectations to the students is of the utmost importance and following up on that training periodically as needed is also vital to this process. Our goal is to build self-reliant, responsible, self-disciplined, independent, problem solving students. We want them to see that responsible behavior is first of all pleasing to God, but it also benefits them. Keeping their relationship with God in mind, they become motivated to make right choices and live in obedience to God's Word.

**Corrective:**

Since the teacher and administration work closely with the students, they will need to handle situations immediately when a student displays inappropriate behavior. Our goal is to reach the heart of the student where God can work the most effective, lasting change. Therefore, prayer, counseling, and referring to God's Word are of primary importance.

**Restorative:**

In order for discipline to be complete, the final component needs to ensure the restoration of relationships.

**General Discipline Guidelines:**

One of the most important functions of CCS is effective discipline. Christian love is the heart of all discipline. *"For whom the Lord loves He reproveth"* (Proverbs 3:12). Correction and chastening are essential parts of the firm side of love. They must be balanced. Firmness minus love becomes harsh; whereas love without firmness is yielding. Both produce errors rather than solve problems. Control and cooperation are essential to our success. The school and the home need to be paralleled in the disciplinary outlook. It is essential that our disciplinary philosophy and practice be based on the Word of God.

The responsibility and authority to discipline comes directly from God. Parents and those in authority are encouraged to bring up students in the *"discipline and instruction of the Lord"* (Ephesians 6:4). Discipline has moral content, and at times, is necessary for correction. God commands holiness because He is holy (I Peter 1:16). Morally speaking, disobedience to proper authority is sin.

We must consider discipline as a learning experience. The word comes from the root "disciple" or learner. Therefore, discipline is positive, as well as negative. Positively, it is guidance and encouragement. Negatively, it is corrective. Discipline may even show the student their sinful will, leading them to trust Christ and become a self-disciplined person who wants to do God's will.

**Purpose of Discipline:**

A major purpose of discipline at Community Christian School is to help bring students to maturity in Christ so that they will learn to exercise self-discipline in all areas of life.

1. Discipline increases respect for authority (ultimately God's authority).
2. Discipline is a sign of love and concern by those in authority.
3. Discipline provides an environment that is conducive to maximum learning.
4. Discipline helps develop a cooperative attitude in students.
5. Discipline prepares students for adult life and living the Christian life successfully.
6. Discipline provides a secure atmosphere. It helps produce self-control and security in students.
7. Discipline provides for students' safety and protects them from various injuries.
8. Discipline develops a sense of responsibility.

**General Instructions:**

A. Conduct Expected of Students:

1. Respect for the authority of the administration, faculty, and all school personnel. Students must

- conduct themselves courteously to all school staff members and to one another.
2. Proper speech. “*Let the words of my mouth and the meditation of my heart be acceptable in thy sight, Oh Lord*” (Psalm 19:14). Vulgarity, profanity, and lying have no place.
  3. Truthfulness. As Proverbs 21:3 says, “*To do what is right and just is more acceptable to the Lord than sacrifice.*” Honesty and integrity in all matters are important to our Lord.

CCS expects from its students a biblical standard of conduct. Each student’s record is to reflect their own individual effort. Students may not give or receive assistance on tests or assignments, unless the teacher has specifically granted permission. Academic misconduct includes all acts of dishonesty in any academically related matter or intent to help or assist another student to commit an act of academic dishonesty.

**Cheating:** (using, or attempting to use, unauthorized information) is a serious offense. Whether you give or receive information, the offense is the same.

- Homework: Students should accept the responsibility to honestly pursue academic growth, and to not merely get “right” answers or “credit points.” Except in cases where joint effort or group work is clearly intended and/or allowed by the teacher, copying another student’s homework and representing it as one’s own is academic dishonesty and will result in a “0” on the assignment for all parties involved.
- Tests, Quizzes, or Exams: It is the student’s responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance and in an appropriate location away from the student’s seat. No communication between students is allowed.

The **first and second occurrences of cheating** on a test, quiz, or exam may result in a zero for that particular piece of work, and a conference will be set by the administration with the student and his/her parent(s). The **third occurrence of cheating** may be grounds for dismissal.

**NOTE TO PARENTS:** *Obtaining test materials published by our curriculum provider or using tests and projects obtained from older students, siblings, or friends, is considered cheating and will NOT be allowed or tolerated.*

**Plagiarism:** According to the Standard Encyclopedia Dictionary, to *plagiarize* is “to pass off as one’s own the writings, ideas, etc. of another.” This would also include uncited coaching or help from either a parent, tutor, or fellow student. Do not plagiarize! When using a source for a paper, that source must be cited and not passed off as one’s own idea.

- Homework: Students should accept the responsibility to honestly pursue academic growth, and to not merely get “right” answers or “credit points.”
- Tests, Quizzes, or Exams: It is the student’s responsibility to avoid every appearance of academic misconduct.

The **first and second occurrences of plagiarism** on a test, quiz, or exam may result in a zero for that particular piece of work, and a conference will be set by the administration with the student and his/her parent(s). The **third occurrence of plagiarism** may be grounds for dismissal.

4. Students are expected to conduct themselves in an orderly manner anywhere on the school campus. Unruly behavior is both disrespectful and potentially dangerous, and is not tolerated.
5. Students must exhibit respect for the property and personal belongings of the school and its people. Deliberate mutilation or destruction of property is a serious offense.

6. Students are expected to maintain a good attitude. Defiant attitudes and griping are not acceptable.
7. Display of personal affection between members of the opposite sex is inappropriate for school. Teachers have the authority to intervene and instruct students accordingly.

#### B. Unacceptable Conduct:

1. *Improper speech*: disrespect or insolence; talking without recognition in classes; talking during study time.
2. *Inattentiveness*: writing or passing notes; playing with irrelevant objects; doing homework during another class.
3. *Irresponsibility*: unpreparedness for class; throwing objects; horseplay in the halls; loss of school property or materials; chewing gum during school hours.
4. *Disrespect for property*: meddling with other's property; damaging property, willfully or otherwise.
5. *Possession or use of tobacco in any form, alcoholic beverages, or other illegal or inappropriate drugs, on or off our campus*: Misuse of any medical product is cause for concern, and parents are urged to inform the school when students are taking any prescription drugs. Possession or use of tobacco, alcoholic beverages, or drugs will result in a conference with parents, student, and administrator. Consequence is to be determined by Administration.
6. *Possession of a firearm*: The Federal Gun-Free Schools Act of 1992 requires expulsion for at least 1 year. No exceptions.
7. *Making threats*: For the safety and well-being of all students and staff, threats of any nature toward people or property will be taken very seriously and may require the involvement of law enforcement officials.
8. *Unwillingness to conform*: Students who demonstrate an unwillingness to conform to a lifestyle consistent with school values are counseled to withdraw or face dismissal from school. This includes, but is not limited to, the school's dress code.

Students of Community Christian School are expected to conduct themselves in a manner that honors the Lord Jesus Christ. This is true, not only on campus, but in off-campus activities whether at home or elsewhere.

#### C. Classroom Procedure:

Students are to be obedient, respectful, orderly, and prepared. The classroom teacher handles discipline in the classroom and has developed his/her own Discipline Plan with basic rules and consequences. Depending upon age, examples of consequences may include: loss of a reward, recess, or play time, time out, removal from an activity or the classroom, after school detention, a special assignment, etc. Discipline during "specials" classes and in the lunchroom is administered by the supervisors on duty. Should a student's behavior warrant being sent to the office, the administration reserves the right to discipline each case on an individual basis. A student may be referred to the administration for disciplinary action for:

1. Reaching a final consequence as set by a teacher
2. Specials class/lunch room infractions
3. Severe behavior

#### D. Elementary Discipline:

The goal of the Elementary Discipline Plan is to teach students to make good choices through communication, guidance, and support. When a student is sent to the office, he/she will meet with the lower school assistant principal and the parents/guardians will be contacted. Each time a student is sent to the office,

he/she will be placed on the next step of the discipline plan. With serious infractions and/or to protect students and staff, steps will be skipped and expulsion can be put in place per the discretion of the administration.

Step 1: Meet with the lower school assistant principal and a call home

Step 2: Meet with the lower school assistant principal, a call home, and a conference with the student, parents/guardians, teacher, and lower school assistant principal

Step 3: Removal from the classroom for the rest of the day, a call home, and in-school suspension for the next day of school

Step 4: Removal from the classroom for the rest of the day, out-of-school suspension for the next day of school, and a meeting with the student, parents/guardians, and lower school assistant principal before the child may return to class

Step 5: Expulsion from school

*A Word to Our Parents and Guardians:* Students, parents, and school staff collectively share the responsibility for creating the best possible school environment. Our goal is to foster a family environment where everyone feels welcome and safe. We desire quality staff and programs to help your sons and daughters succeed in a complex world. Thank you in advance, for being supportive of your student and guiding them in making good decisions. *Working together, by the grace of God, we can make a difference.*

### ***Rewards for Exemplary Behavior:***

It is the desire of Community Christian School to promote positive behavior and character development in the lives of its students. A system of rewards has been developed to work as a part of the disciplinary guidelines to help students do what is right and not just avoid doing what is wrong.

Typically, elementary awards are given to students in their respective classrooms. Elementary students may also be named “*Student of the Month*,” (see page 24). Secondary Rewards are off-campus lunch and the ability to exempt an exam.

#### **A. Off-Campus Lunches**

6<sup>th</sup>-12<sup>th</sup> grade students ONLY have the opportunity to earn off-campus lunch following each of the first three grading periods **The lunches will take place on November 1, January 24, and March 28 from 11:45 am–1:15 pm.** The following qualifications and guidelines apply:

1. All A’s and B’s.
2. The student must not have any behavioral issues (including detentions).
3. Students may not have excessive absences (excused and unexcused), more than five (5) per marking period, which would result in the disqualifying detention.
4. Students must have their parents sign an Off-Campus Lunch Form issued by the school. This form gives the student permission to leave campus and return and gives approval of the students’ transportation. (Parents or a designated adult guardian must accompany elementary students.)
5. The homeroom teacher will remind students of off campus lunch expectations. They will hand out permission forms to eligible students. The form must be returned to the homeroom teacher the day **BEFORE** the off-campus lunch, in order to receive this privilege. Verbal consent will **not** be accepted.
6. Students will sign out with their teacher and sign back in at the office.
7. The student may select the restaurant with parental consent. Lunch will be at their own expense. Students/parents must provide their own transportation.

#### **B. Exam Exemptions (Grades 9-12 only)**

1. The student must have all A’s in both quarters of the semester in a course to qualify for exemption in that particular course’s exam.

2. If the student qualifies for an exemption in more than one course, the student may choose to be exempted from the exam of their choice.
3. Freshman – can be exempted from one exam each semester.  
Sophomore – can be exempted from two exams each semester.  
Junior – can be exempted from three exams each semester.  
Senior – can be exempted from four exams in each semester.
4. Each semester is a clean slate.
5. The student must turn in the form issued by the school informing parents of the exemptions and date(s). This form must be returned on time in order to receive this privilege.
6. Students who have excessive absences (excused and unexcused, more than ten (10) per marking period) in a course will not qualify for exam exemption.
7. Florida Virtual courses are not eligible for exam exemption.
8. All students are required to be present for the final day of school before Christmas break. Failure to attend school that day will result in the rescinding of any exam exemptions earned and the forfeiture off the exam exemption privilege in the second semester.
9. All students are likewise required to attend awards day at the end of the year (Tuesday) as well as the final day of school. Failure to attend either of these events will result in the rescinding of any exam exemptions.

## **DRESS CODE: SCHOOL UNIFORM**

The philosophy of Community Christian School's dress code is to promote appearance that is honoring to the Lord. Godly inner qualities are emphasized that stimulate a person's outward appearance. This dress code is in direct relation to students becoming faithful followers of Jesus Christ, as they think biblically about modesty and attire. Parents' full support of this dress code is **required**. You may do this by the cooperative attitude you display to students and by also seeing that your students' dress is in compliance with the dress code.

All students of CCS are expected to adhere to the dress code during school, on field trips, or at any other school sponsored activity. Students who participate or attend athletic events are not required to be in dress code, but must still conform to general modest attire. Specific events, such as banquets, class trips, and formal events will have specific guidelines set forth by the sponsor. Students' full support and cooperation concerning this dress code are vital. Dress code applies to all students, and any faculty member or staff member may issue dress code violations to any student in K2-12<sup>th</sup> grade. **Enforcement of this policy is at the discretion of CCS Administration.**

Lands' End School Uniforms is our exclusive uniform provider. To begin browsing the online store, visit [www.Landsend.com](http://www.Landsend.com). The school's preferred number is **900172453**. Log in to our school and create a profile for each child, using their name, grade, and gender. All items that are in accordance with our uniform policy and are acceptable for them to wear will appear in the Lands' End online store for that child.

2018-2019 polo colors are Black, Burgundy, Gray, and White. Pants should be Black or Khaki/Tan. K2 students may wear T-shirts in the same polo color choices. Shorts and pants should be elastic waist or athletic.

*Shoes:* Lower School – tennis shoes

Upper School – closed toed shoes or sandals with back strap, heels less than 2"

*Outerwear:* Hoodies, jackets, and sweaters must be CCS uniform colors – Khaki/Tan, Black, Gray, or Maroon. Blends or heathered looks of these these colors are accepted. No pictures, logos, or words are allowed. Blankets are not permitted.

### ***Specific Issues and Guidelines:***

1. All clothing must be size-appropriate being neither undersized nor oversized. Your clothing should be neat and modest.
2. No hats or sunglasses are permitted on campus without administrative approval.

3. Tattoos or body piercing (except specific earring guidelines for the girls) are not acceptable at any time.
4. Spirit Friday – Blue or black loose fitting, uniform cut jeans are permitted WITH a school t-shirt +\$1.00 to be paid to homeroom teacher for the CCS Sunshine Fund. Land’s End School Uniform Mesh Shorts may also be worn for both boys and girls. *\*If jeans which adhere to the dress code are a difficulty to find, School Uniform Mesh Shorts or uniform bottoms may be coupled with the spirit t-shirt for \$1.00.*
5. WHEN ON CAMPUS, INCLUDING AFTER SCHOOL ATHLETIC PROGRAMS, MODEST, ACCEPTABLE DRESS CODE MUST BE FOLLOWED AT ALL TIMES.

#### GIRLS:

1. Modest-length dresses and skirts may be worn. An appropriate length that will cover your thigh when sitting down is a simple standard. When standing, dresses must come to the top of the knee. Shorts must be of walking shorts style and must be of a modest fit. The length of these items must exceed 2” below the fingertips when standing.
2. Middle/Senior High girls may wear makeup in a moderate and appropriately feminine fashion. Excessiveness will not be permitted.
3. Extreme hairstyles, including a distracting insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted. Please check with the school administration before you decide on a hairstyle that may not be accepted.

#### BOYS:

1. Hair should be neatly cut. The back length should be at or above the collar of a standard collared shirt. The side length should not be below the bottom of the ear, and the front should be no longer than the eye brows when naturally falling.
2. Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted. Older students must be neatly shaven or trimmed as necessary.
3. Earrings are not allowed.
4. The waistline of pants and shorts are to be at the waist. All shorts should be of a walking style. Current length standard is that it must exceed two inches below the fingertips when standing.

#### ***Violation of Uniform Dress Code:***

Students may not be permitted in class and parents may be asked to bring appropriate clothing in order to return to class. Students may also be given alternative clothing provided by the school office to finish out their day, in the event parents cannot bring appropriate uniform style clothing. **Any portion of this dress code is subject to alteration by the School Council and Administration at any time.** “Formal Attire” for Special Events is at the discretion of each advisor for each event. Written guidelines will be distributed as each event is planned.

**Students and parents** should check with the office or administration on any questionable dress or hair standards beforehand to avoid a dress code violation. We choose to teach discernment and decision making on the part of the student. We believe this will better prepare the student for public and social activity. With parent assistance we have successfully enjoyed a cooperative spirit in regard to the dress code. Thank you for your continued cooperation.

#### **ENROLLMENT/RE-ENROLLMENT**

Community Christian School accepts the enrollment of anyone wishing to participate in its program who meets the entrance requirements. Children of any race, color, or national origin who meet the entrance requirements are encouraged to participate in our educational program.

### ***Procedure for Enrollment:***

1. Call or visit the school office and receive the information packet.
2. Personal interview with the Director of Admissions.
3. Complete and return the application form and registration fee at interview.
4. Submit other requested information.
5. Testing for grades K5-12<sup>th</sup> grade.
6. Transcripts and records from previous the school must be obtained, where applicable.
7. Immunization records must be on file and up-to-date, along with a physical form dated within the past year, a copy of the birth certificate, and the Social Security card.
8. Any other forms from the information packet filled out and turned in, including Pastoral Letter of Recommendation.

All new students are accepted on probation for the first grading period, and the school reserves the right to transfer students to the grade level at which they are performing. The school also reserves the right to release students on the basis of poor conduct, academic challenges, or failure to have a pastoral reference on file. Students may also be released because of irreconcilable problems with a parent or guardian.

### ***Re-Enrollment Guidelines:***

No student is considered re-enrolled until all tuitions and fees have been paid and all required paperwork has been submitted. **If there are any unmet financial obligations at the time of re-enrollment, the student will not be considered to be re-enrolled. Any re-enrollment fees paid is applied to the outstanding balance.**

### **ENTRANCE REQUIREMENTS**

The state of Florida and the public school system follows a September 1<sup>st</sup> birthday deadline policy. CCS upholds this deadline. For a child to enroll in K3, the student must be toilet trained and three (3) years of age before September 1<sup>st</sup> in order to enter in August of the same school year. For a child to enroll in K4, the student must be toilet trained and four (4) years of age before September 1<sup>st</sup> in order to enter in August of the same school year. For a child to enroll in K5, he or she must be five (5) years of age on or before September 1<sup>st</sup> in order to enter in August.

Elementary grade placement is determined by previous academic achievement in previous schools and/or standardized achievement-testing results. Our goal is to place students in the grade level where their needs are met.

1. **Enrollment Application:** Each child must have on file an enrollment application with the parent or guardian's signature.
2. **Health Form:** Each child must have on file a Florida physical examination form from a qualified physician upon or before entering school.
3. **Immunization Card:** Each child must have on file from the County Health Department or private physician an immunization card with the proof of immunization shots and boosters completed or in progress, as required by law. These must be dated and signed by the physician. All first time Florida students must have immunizations verified and a Florida Physician's Examination or an exemption form.
4. **Social Security Card and Birth Certificate:** A copy of the original documents must be submitted to the office so that copies can be made for their cumulative file.
5. **Financial:** The parent or guardian who enrolls the child is responsible for tuition, aftercare, and all fees and fines.

## **EXTENDED CARE**

### ***Morning Care:***

Free morning care is available at 7:20 a.m. every day when school is in session. Students in K2-5<sup>th</sup> grade must enter morning care if they arrive prior to 7:45 a.m. At 7:45 a.m., students in Morning Care are dismissed to the classrooms, and the main school gates are opened.

### ***Aftercare:***

Afternoon dismissal is 2:30 p.m. for lower school students, and 2:45 p.m. for upper school students. At 2:45 p.m., all lower school students will either be entrusted to an older sibling until the parents arrive, or taken to Aftercare. Middle school students who are not picked up at the end of carline at 3:00 p.m. must go to Aftercare, which is available until 6:00 p.m. High school students who are not picked up at the end of carline at 3:00 p.m. will come to the office to call home. A fee schedule for Aftercare can be acquired in the office.

## **FIELD TRIPS**

Any parents enlisted to provide transportation must have a signed Field Trip Driving Agreement Form and a copy of their current driver's license and insurance card on file in the school office. A background check must be completed and on file in the office for all parents providing transportation, at least two weeks prior to the trip.

Each driver must have in his/her possession copies of the permission slips for each student in his/her vehicle. Children must also be reminded of proper behavior in the vehicle and during the field trip, so that all may benefit from the experience.

## **GRADUATION/PROMOTION CEREMONIES**

Promotion ceremonies are considered semi-formal. Students are asked to adhere to the general school dress code. Small fees may be needed to help cover costs. CCS will conduct a graduation program for the senior graduating class in which all seniors must attend. A graduation fee is assessed to help offset the expenses, and is included in the fee schedule at the beginning of a student's senior year. The school will not release a student's official transcript/academic record until all financial obligations have been met.

K5 students will participate in a graduation ceremony.

Grade 8 students will participate in a promotion ceremony.

Grade 12 has a high school graduation ceremony.

## **HONOR CODE/COVENANT RESPONSE FORM**

Secondary students will receive an "honor code" statement enclosed with the Student Information Packet. The honor code statement should be read and signed by the student, thereby acknowledging a willingness to uphold and follow school policies. (They are then turned in to their homeroom teacher.)

## **ILLNESS POLICY**

Making a decision that a child is "too sick" to attend school can be complex. Parents should practice the golden rule when deciding whether or not to send a child to school that may be coming down with an illness. All of us, parents and staff, have a mutual interest in the children's health and well-being. To ensure the health of our children and their families, it is the policy of Community Christian School that children must stay home if they exhibit the following symptoms or conditions (this list covers the most common illnesses, but is not exhaustive):

- Fever of 99.9 degrees or above
- Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying

cause of the fever is non-infectious, such as ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate and attend school activities.

- Illness that prevents a child from participating comfortably in activities, or results in a greater need for care than our staff can provide without compromising the health and safety of other children
- Unusual behavior: a child is irritable or less active than usual, cries more than usual or just seems not well, exhibits loss of appetite or general discomfort
- Unusual lethargy or sluggishness
- Severe and/or persistent coughing
- Congestion or nose drainage that isn't clear in color
- Excessive nose drainage; regardless of color
- Swollen glands
- Eye drainage or conjunctivitis
- Abdominal pain
- Skin rash (unless a physician has determined it is not contagious)
- Diarrhea or vomiting
- Cold sore
- Sore throat, strep throat, difficulty breathing or wheezing
- Ear infection
- Chickenpox
- Lice or nits

Our classroom teachers are authorized to send home any child we deem not well enough to be at school. The final decision about whether a child should be sent home or excluded from attending school due to illness will be made by the classroom teacher together with the CCS administration. If you are called to pick up a sick child, please make it a priority and come quickly. Emergency contacts will be called if a parent is not available by phone or does not return a message in a timely manner, or is not able to arrive at the school within 30 minutes of being notified.

If you KNOW your child has a contagious disease, by all means, keep him/her home. Any time in doubt or if the child appears uncomfortable, it is best to err on the side of caution and keep your child home.

## **LOCKERS**

Lockers are assigned to 6<sup>th</sup>-12<sup>th</sup> grade students if it is requested by the student. Combination locks are available for student use or students may use their own locks and inform the office of the combination, should the locker need to be entered. Students are not to use another student's locker or use an unoccupied locker. Backpacks or any other items are NOT to be left on the sidewalks at any location or at any time during the school day. Periodic hallway checks will be conducted and items left outside lockers will be turned into the office for collection.

Students are responsible for their belongings as well as their assigned locker number. It is the student's responsibility to ensure that their assigned locker is cleaned out at the end of the year and that all textbooks, binders, and locker accessories (i.e. shelving, mirrors, etc.) are brought home. Students may use school trash cans to dispose of light debris or loose papers that have accumulated through the year.

### ***Locker Cleaning Fee:***

A locker cleaning fee will be assessed of any student who:

- Fails to clean out his/her locker
- Disposes of textbooks/binders/locker accessories in school trash receptacles
- Leave their books or materials in lockers other than the one assigned to them

## **LOST AND FOUND**

Lost articles, including books, valuables, and CCS uniform clothing may be reclaimed in the school office. Clothing in the Lost and Found is distributed to areas of need at the end of every month. Lost items are not held over the summer months.

## **LUNCH**

Students may bring their own lunches, or purchase lunch using MySchoolAccount.com. (Please see Appendix B on page 28 for ordering details.) Parents are urged to give students only the amount of food they typically eat. In the lower grades especially, teachers encourage the children to eat all that has been sent.

Use of a thermal lunchbox is strongly recommended to prevent food spoilage. Please include napkins and any necessary utensils (i.e. fork, spoon, straw, etc.) when they are needed. Please do not include any microwavable foods, gum, or any kind of candy.

## **MEDICATION**

If a student brings medication to school, the medication must be in its original container, and must be accompanied by a Physician Authorization Form on file in the office. Plastic baggies are not accepted. The medication is given to the office upon arrival at school with the doctor's written instructions and signature including the child's name, name of medication, and instructions for administering. Medicine must be pre-measured single doses.

Teachers DO NOT administer medication. No prescription or over the counter medication can be given without a signed permission form. Medication permission forms are available in the school office.

Tylenol is administered by the office staff only if a Charlotte County Health Department Private Schools Parent and Physician Authorization Form has been completed and turned into the school office. Parents must provide the Tylenol. Tylenol is only administered for headaches with no other symptoms or any other illness without the expressed written permission of the parent *and* written permission of a doctor.

If a child has a temperature of 99.9 or more, and/or is vomiting during the day, parents are notified immediately and are required to make arrangements for the child to be picked up. Students must be free of fever for at least 24 hours before returning to school.

It is the responsibility of the parent to notify the office of any changes in the emergency phone numbers.

## **NATIONAL HONOR SOCIETY**

The Miriam Kibelbek chapter of the National Honor Society is based upon the four pillars of scholarship, leadership, service, and character. All sophomores, juniors, and seniors are eligible to apply if they have attended CCS for at least one semester and pass all the criteria listed below.

To begin the process, a student must have a 3.50 unweighted cumulative GPA, show evidence of leadership, display Christian character, be involved in service projects, and attend weekly church services. The student is presented with an application form and invited to apply.

Step One: The application form must be completed by a designated time and returned to the NHS advisor. The applicant will include with the application the following two items:

- 1) A brief essay explaining their potential contributions to the Society
- 2) A letter of reference from their pastor outlining and attesting to the student's Christian character and their consistent weekly attendance at Sunday church services

Step Two: The Faculty Council will evaluate the paperwork submitted by the student. They will also evaluate the student's leadership, service, and character qualities. The Faculty Council is comprised of the NHS faculty advisor and two high school faculty members. A majority vote by the Council is required for admission to the Society. The NHS advisor will review the council's decisions with the school administrator.

Step Three: The students are notified of admission by a letter sent to their home.

Step Four: The students are formally admitted during an induction ceremony held each fall. Students must maintain a 3.50 GPA and continue to exhibit leadership, service, and Christian character to be a Society member in good standing.

## **PARTIES**

### **Grades K2-5<sup>th</sup>:**

The elementary grades generally choose to have class parties for major holidays. Children are also allowed to celebrate birthdays with refreshments at morning snack time, at lunch, or during the last 15 minutes of the day (at the discretion of the teacher). Generally there are various types of class activities to celebrate the end of school during the last week of school. Students that wish to distribute personal party invitations must give an invitation to each child in their classroom, or the invitations may not be distributed.

### **Grades 6<sup>th</sup>-12<sup>th</sup>:**

Secondary teachers are allowed to occasionally have parties with their classes. This is allowed if it pertains to a particular unit of study or for special occasions. Typically these parties should not exceed more than four (4) times in a given school year. Students are not allowed to have food in the classroom without permission from the teacher; however, water in a closed container is permitted in the classroom. All parties must be approved by the administration. Students that wish to distribute personal party invitations must give an invitation to each student in their homeroom, or the invitations may not be distributed.

## **PHOTOGRAPHS AND VIDEOS**

Community Christian School students are photographed and videoed on a regular basis. These photos and videos can be used to promote the school by highlighting athletics and showing many of our school activities. **If a student or family does not wish such pictures to be used in school publications or promotions, please send a written statement to the office. Consent is implied without this written statement.**

## **PLEDGES**

Students at Community Christian School start each day with the recitation of the following pledges. Each student is required to stand and show respect to our country and our faith by their participation. The following pledges are part of the opening classroom activities each day, along with a short devotional and prayer time:

**Pledge to the United States Flag:** *I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty, and justice for all.*

**Pledge to the Christian Flag:** *I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.*

**Pledge to the Bible:** *I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet, and a light unto my path, and will hide its words in my heart, that I might not sin against God.*

## **SEARCH AND SEIZURE**

CCS administration may conduct a warrantless search of a student's person, automobile, book bag, or any other storage area on school property, if there is reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden in such places. Any student who refuses to cooperate shall be subject to school disciplinary action which may include a recommendation for expulsion. A random search of students without specific cause may be conducted on School Board property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials.

The search of a student's person will be limited to the following procedure:

- A school administrator, with another school employee present, asks the student to empty his/her pockets and remove shoes, socks, and outerwear (i.e. hoodie).
- If the student is unwilling to comply, the administrator will contact the parent.
- If there should be reasonable suspicion of contraband on a student's person that would require a pat down or strip search, parents would be contacted along with law enforcement so that these could be performed by someone other than school faculty.

## **SIGN IN/OUT**

Any student leaving the grounds during school hours must be signed out in the school office by a parent or a designated representative of the parent. Student drivers may sign themselves out in the office only if the parent writes a note or calls and verbally gives permission for the student to leave. Legal paperwork must be provided for pick-up procedures in regard to custody issues.

Parents and other visitors are to check in with the office to receive permission to be on campus and obtain a visitor's pass.

## **STUDENT COUNCIL**

The Student Council is a student-led, student-run organization. Classmates elect their officers who include a president, vice president, secretary, and treasurer at the beginning of each school year for the upcoming school year. The elected students strive to represent their classmates in scheduled meetings and also act as a liaison between the student body and the school administration. The class officers serve their class and preside over and coordinate class meetings, activities and sense the spiritual temperature of their class.

Student Council Officer election requirements are as follows:

1. All students shall profess Jesus Christ as their personal Savior and be active in a local church.
2. All officers shall maintain an overall grade average of 74% in academic subjects with no individual grade below a 70%.
3. All officers must have satisfactory conduct grades and no major discipline issues.
4. All officers must be enrolled at least one year at CCS.
5. All officers must commit to attend all required school events and be actively involved in fundraising for the school, student council, and their class.

## **STUDENT OF THE MONTH (Elementary Grades K2-5<sup>th</sup>)**

As Christian educators, we desire to affect the whole student spiritually, academically, socially, and physically. We desire to give honor where honor is due. We seek to affirm, reinforce, and celebrate the biblically faithful use of the God-given gifts and abilities of our students.

Each month, classroom teachers nominate a "Student of the Month" whom they believe should be recognized. The student's parents/guardians (or grandparents) are invited to a free luncheon honoring our Students of the Month.

## **TELEPHONE USE**

The telephone in the office is available for student use. Cell phones and electronic devices such as tablets and Smart Watches are NOT to be turned on or used during the school day from 8:00-2:45 p.m. **All cell phones and electronic devices must be kept in their lockers or out of sight.** Violation of this guideline will result in the cell phone or electronic device being confiscated. Parents are instructed that if they receive a call from their student requesting to be picked up or allowed to leave school, they should instruct their student to report to the office where a conversation between the parent and the office staff can confirm the need for such action. Please do **not** text your students during school hours. You may call the main office to get a message to your student or request for them to call you.

**First offense:** Electronic devices will be confiscated and sent to the office. The student may come to the office at the end of day to retrieve the device.

**Second offense:** A parent must come to the office to retrieve the device at the end of the day.

**Third offense:** A parent must come to the office to retrieve the device at the end of the week.

\*In the event that an electronic device is requested or required to be utilized in the classroom, students will be permitted to have such a device.

## **TOBACCO PRODUCTS AND ALCOHOL BEVERAGES**

There is to be no use of tobacco products, alcoholic beverages, or illegal substances on campus by any adult or student. This includes materials and contraband used for vaping is included here. The law states that buying, selling, using, distributing or borrowing these materials is punishable by law, as contributing to the delinquency of a minor. As a minor, a student's use of these products on or off campus is illegal, and law enforcement may be called.

## **TOYS AND GAMES**

Student use of toys and games, including, but not limited to card games and electronic devices, are prohibited without permission from their teacher. Toys, games, and electronics may be confiscated and turned over to administration.

## **TRAFFIC**

When dropping off and picking up students, drivers are expected to observe rules of common courtesy. They are: use designated entrance and exit, drive only on the main parking lot, use only designated parking areas, refrain from parking in the reserved spaces, maintain speed of less than 5 MPH, avoid blocking the driveways at all times, and use turn signals to indicate your desired direction when exiting the property.

Please **DO NOT** confer with a teacher during pick up or drop off. **DO NOT** pick up or drop off students by the dumpster on Forrest Nelson, at the Student Center on Quesada Ave., or at the parking lot behind the gym off Quesada before or after school. **DO NOT** pick up or drop off students at the shoulder of the road. **DO NOT** park in the fire lane for any reason.

If you choose to park your car, please do so in the main parking lot that is designated for parents and guests. **Never walk in between the traffic, as children may follow you.**

\*Parents, please advise family members of proper procedure when others need to pick up your children.

## **VEHICLES ON CAMPUS**

Students are permitted to drive to school if they have a valid Florida driver's license. Rules regarding parking and safety are to be followed or driving privileges may be lost. Students must register their vehicle in the school office.

## **VIDEO/CD/DVD**

Teachers may show age-appropriate educational media presentations, appropriate Christian-based clips, and other G-rated productions with favorable reviews by Focus on the Family at [www.pluggedinonline.com](http://www.pluggedinonline.com). Any other media presentations must be approved by the school administration.

## **WEATHER CONDITIONS**

In the event that Charlotte County public schools are closed due to weather conditions, Community Christian School and Extended Care will also be closed. The Charlotte County Emergency Preparedness Department has been issued authority to notify the public at large when all schools are to be closed. Parents are encouraged to tune into major television and local radio stations for information. Parents may also opt in to RenWeb's Parent Alert to be notified by CCS in the event of inclement weather or other notification.

## APPENDIX A – GRIEVANCE POLICY

The people associated with a Christian school have the potential for misunderstanding, disagreeing, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, *“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”* (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. Jesus gives His formula for solving interpersonal disputes. It is called the "the Matthew 18 Principle". The following are the words of Jesus:

*“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church.”* (Matthew 18:15-17, NIV)

There are several clear principles that Jesus taught in solving interpersonal disputes:

**One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *“With their mouths the godless destroy their neighbors, but through knowledge the righteous escape.”* (Proverbs 11:9, NIV).

**Two: Keep the circle small.** *“If your brother or sister sins, go and point out their fault, just between the two of you.”* The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. **The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance “over the head” of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 Principle.**

**Three: Be straightforward.** *“Point out their fault.”* Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, *“Faithful are the wounds of a friend.”* (Proverbs 27:6, NIV)

**Four: Be forgiving.** *“If they listen to you, you have won them over.”* This implies that once the matter is resolved, we should wholeheartedly forgive the person whose fault has offended us.

**Five: Role of the Head of School.** Philosophical differences or disagreements with overall school policy are to be addressed directly to the Head of School. The CCS Council policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Head of School, his/her decision should be considered final and not subject to review by the Council unless a Council policy has been broken or other extraordinary circumstances. The Head of School also may impose whatever discipline he/she deems necessary for the disregarding of these principles and procedures. The Head of School also may appoint and change the “Grievance Designee” as described in step four of this procedure as he/she sees fit.

### **Procedure:**

1. Prior to expressing any grievance, a person should examine themselves and their own motive.
2. In light of the biblical injunction, anyone having a grievance should go and talk directly with

the person they perceive to be causing their grievance. *(Since it might be very intimidating in some situations for an individual to approach a supervisor or an adult in confidentiality, there is the option of confidentially approaching a spiritual mentor prior to the first confrontation for assistance and moral support.)*

3. If the initial discussion does not prove satisfactory, the complainant should take the current Grievance Designee with them to talk with the person again in order to have an independent third party to confirm the facts of the conversation.
4. If the situation remains unresolved, the complainant shall seek help from the appropriate leadership within CCS. If the original concern relates to a person in authority, then the complainant would appeal to the next level of leadership.
5. In the event that the complainant feels unable to continue with this outcome he/she may:
  - a. Ask the Head of School for a change of assignment (class, position, etc), which can be denied at the Head of School's sole discretion
  - b. Withdraw or resign from CCS
6. The Head of School will endeavor to reconcile those in disagreement prior to reassignment, withdrawal, or resignation taking place.

## APPENDIX B – ORDERING LUNCH

Our school has partnered with [MySchoolAccount.com](http://MySchoolAccount.com) to bring you an online service to prepay your student's meal account. This service offers you the ability to monitor your children's meal purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students, and have an email reminder sent to you when an account balance gets below \$10. It is your responsibility, as parents, to keep your child's account up-to-date. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

Please Note:

- Orders MUST be placed before 9 a.m. for the day your student plans to buy.
- NO money or checks will be accepted at school.

No money accepted

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Create a User ID and Password
5. Choose *Community Christian School* from the "School District" drop down menu.
6. Click the "Accept" box, and then click "Finish." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers which can be obtained through your children's homeroom teachers or through the school office.

After the students are added, you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee of \$2.00 associated with each deposit.

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions, please contact Tammy Hendricks, Food Service Director at [thendricks@ccsmustangs](mailto:thendricks@ccsmustangs).