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ORGANIZATION

CCS is an independent, non-denominational, evangelical Christian school operated by a parent –elected independent board and is a Florida not – for – profit corporation. Board members must be born-again Christians, active in a local evangelical church, interested in CCS and not an employee of CCS.

The board selects an administrator who recommends faculty and staff members. The board establishes policy and budget. The administration enforces policy and budget.

ADMINISTRATION

Dr. Kent Austin - Administrator

Mrs. Eleanor Ladd - Assistant Administrator

School Emblem - Eagle (strength, freedom, liberty)

School Colors - Blue and Gold

HISTORY

Community Christian Schools of Pinellas County, Inc. came into existence as a result of concerned parents wanting an independent Christian school. From 1974 to 1990 the name “Community Christian Schools” belonged to Community Bible Church and was one of the church’s ministries. In 1990, Jerry Forrester became the first administrator of CCS. He stayed seven months. At that point, the school board began seeking a new administrator. In April 1991, Dick Baker and his family visited the campus at 9100 113th Street. The board that evening extended a contract to him and he officially was on the job July 1, 1991.

The early years were very difficult times, but the Lord blessed. Growth was slow until the 1995 – 1996 school year when CCS moved her Grades 7 –12 to First Baptist Church, Largo. The school boomed ahead in the 1997 – 1998 school year when enrollment jumped to 250 from 180.

On December 1, 1997, CCS joined in partnership with Westside Church of the Nazarene as 13650 Walsingham Road, Largo and work began in order to move CCS to our present location for the 1998 –1999 school year.

CCS school board presidents (past-present) are Ross Reinhardt, Joe Riccardi, Kent Austin, Joe Judice, Alan Robson and Maria Gustin.

CCS teachers who have been here since the inception of CCS are Linda Cason, Becky Pulham, Willene Nichols, and Eleanor Ladd

Today, we stand at the door of new opportunities. We walk through with much anticipation and excitement.

ACCREDITATION

CCS is a Participant school with the Florida Association of Christian Colleges and Schools with accreditation under review and a member of the American Association of Christian Schools

NON-DISCRIMINATION POLICY

Community Christian Schools of Pinellas, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color national origin, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

STATEMENT OF FAITH

The tenants of the school shall be the Word of God, which is the final authority as the sole rule of faith and practice, interpreted by the following statement of faith:

WE BELIEVE the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelations of His will for the salvation of men, and the Divine and final authority for all Christian faith and life. 2 Timothy 3:16, Psalms 89:34, Hebrews 4:12.

WE BELIEVE in God, Creator of all things, infinitely perfect, and eternally existing in three persons: Father, Son and Holy Spirit. Genesis 1:1, John 10:30, Acts 5:3,4.

WE BELIEVE that Jesus Christ is true God and true man, having been conceived of the virgin, Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures.

Further, He arose bodily from the dead, ascended into heaven, where He is at the right hand of the Majesty on High. He now is our High Priest and Advocate. We look forward to His soon return. 2 Timothy 3:16, 1 Corinthians 15:3,4, Hebrews 4:14-16, 1 Thessalonians 4:16,17.

WE BELIEVE that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men, regenerate the believing sinner, indwell, guide, instruct, gift and empower the believer for godly living and service. John 16:8-15, Titus 3:5, Acts 1:8, 1 Corinthians 12:4,11.

WE BELIEVE that man was created in the image of God, but fell into sin and is therefore, lost. Only through regeneration (spiritual rebirth) by the Holy Spirit can salvation and spiritual life be obtained. Genesis 1:26,27, Romans 3:23, John 3:3, 5:24.

WE BELIEVE that salvation is the free gift of God to be received only by personal faith in the Lord Jesus Christ. In Him all true believers have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish. Romans 6:23, 2 Corinthians 5:21, Ephesians 2:8,9, John 1:12, 10:28, 1 Peter 1:3.

WE BELIEVE in the spiritual and academic education of our children and all instruction must have a Biblical Christian perspective to insure the complete education of the child's body, soul, and spirit. Deuteronomy 6:1-9, Proverbs 22:6, 1 Thessalonians 5:23, 2 Timothy 3:16,17.

WE BELIEVE that Christians are prohibited from bringing civil lawsuits against other Christians or the school to resolve personal disputes. We believe the Bible possesses all the resources necessary to resolve personal disputes. 1 Corinthians 6:1-8, Ephesians 4:31-32.

PURPOSE AND PHILOSOPHY

The primary purpose of the school is to train the students in the Christian way of life and to equip each student academically to understand how God can use him and how he can best communicate with God.

The school's philosophy is based upon the principles in the Word of God, the Old and New Testament, which is our final authority for all faith and practice.

Since the school's primary purpose is spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ, followed by instructions in right thinking and clean living in the light of the principles of God's Word. However, this would not be scriptural without the parent's involvement. The parent is the main catalyst in the child's mental, emotional, spiritual, and physical development. Educating the child is the ultimate responsibility of the parent.

The academic program, through the traditional approach, is designed to provide students with an emphasis on the mastery of the fundamental facts and concepts necessary for satisfactory achievement in each subject area. Stress is also placed upon the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Our curriculum is designed to communicate scriptural truth and is not based on humanistic philosophies. Realizing the difference in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages healthy competition and teaches the value of living under a free enterprise system.

Christian character training is an important element in our school. We believe that the heart of good character is obedience, which cultivates an inner self-discipline essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the authority in the classroom. Discipline is administered firmly and lovingly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping him for his role in God's plan for his life.

MISSION/VISION STATEMENT

Mission Statement:

Community Christian School, in partnership with families, exists to equip students to reach their God-given potential through outstanding academic and extra-curricular programs within a Christ centered environment.

Vision Statement:

Community Christian School is committed to:
Seeing every student know Jesus Christ as personal Savior.

Integrating spiritual truths in the curricula.

Providing academic programs that challenge and support each individual student.

Instilling in every student a love for learning.

Becoming a technology environment, a benchmark among Florida schools.

Encouraging a strong sense of patriotism toward the United States of America.

Designing, building, and maintaining building and grounds to support quality learning.

Extra-curricular programs that allow each student to discover and develop his/her individual gifts for the glory of God.

Hiring and developing faculty and staff who are committed to spiritual and professional advancement.

Financial stability.

DISCOVERY PROGRAM

The Discovery Program is a specially designed program for students of good educational potential with learning differences or learning disabilities. We are not staffed to serve all students with special needs and do not admit students with IQs lower than 80.

A learning disability is a term used to describe a developmental disorder that interferes with the ability to receive, process and store information. It is a neurological based condition that effects auditory processing, visual memory, perceptual integration, sequencing processes, verbal and non verbal abilities, motor control and memory recall. Discovery serves children in grades 1-12 in small classes. Individual educational plans are written for each child outlining the educational goals for the school year.

The program provides teaching strategies, teaching techniques and developmentally appropriate activities that enhance learning.

PARENT-TEACHER COMMUNICATION

We want to have a clear communication with you about your child. A few simple procedures will help us all.

Your child has a homeroom teacher that is responsible for placing grades on the report card, sending home newsletters, keeping daily attendance for your child, and coordinating parent-teacher conferences. Please call the office and leave your name and telephone number for the homeroom teacher. Do not detain the teacher from their school day responsibilities by “dropping by for a chat.” Appointments or classroom visits must be arranged through the office so as not to disrupt the daily schedule.

If your child is seeing a counselor or specialist, please notify the school administration and ask the counselor to contact us.

ADMISSIONS & ENROLLMENT

Candidates for admission should attend an interview (both parents and students) with the school representative. Bring any academic records, report cards, and testing that you have.

A second conference may be scheduled if the student is admitted to the school. This second meeting will be held a few weeks after the enrollment to monitor the student’s progress and adjustment.

All forms in the ADMISSIONS PACKET must be completed fully and all financial requirements met prior to enrollment. We will request previous school records by mail.

No student will be admitted or allowed to remain in the school who does not agree and cooperate with the over all school purpose and program. All records and report cards from this school will be withheld until all financial debts owed the school have been paid in full. Under specific conditions some students may be admitted on a probationary status and will progress to regular status as they earn such privileges.

Students must attain junior year of high school by age 18 and graduate prior to their 20th birthday. Students who fail to graduate by that age will be referred to a GED program, technical or vocational training program.

Home school students wishing to enroll at CCS must prove through annual testing reported to Pinellas County Board of Education that they are on grade level. CCS will also administer testing to determine educational level.

RETENTION AND PROMOTION POLICY

A student is promoted when they have successfully completed all subjects with a C- average or better. If a student has an average lower than a C- in any subject, the administration will determine the student's future placement. A final grade of "F" in Math or Language will mean failure. Before a parent is told their child is going to be retained, the administration must be consulted. A total of two "D's" as a final grade in subject matter like History, Science, PE, or any courses except Math and Language will usually mean retention. All decisions to retain a student must be approved by the administration. Students in high school must have a 2.0 in order to pass a subject. Further, they must maintain a 2.0 grade average to participate in extra curricular activities.

FINANCIAL

The parent/guardian must sign the FINANCIAL AGREEMENT at the time of enrollment. Normally there will be no change in the original FINANCIAL AGREEMENT; however, if the actual enrollment falls below projected enrollment, the school board reserves the right to adjust the tuition for all students in that level equally. If that is done, a letter will be sent to parents explaining such an adjustment.

The tuition is used for academic classroom instruction and recess only, and does not include before or after school, extra-curricular activities, lessons, classes, or events. These extra-curriculars will be billed as separate items. Tuition is payable annually, semi-annually, or monthly, for 10 equal payments (August – May). For those entering the school as students during the school year, full tuition for that month will be charged for the month if entering before the 15th, and half tuition for that month will be charged if entering after the 15th.

APPLICATION FEES, MATERIALS FEES, and BOOK RENTAL FEES are not refundable. If a student withdraws during the school year half of the monthly tuition fee will be refunded if the withdrawal is before the 15th of the month. No refund will be given for withdrawals on the 15th or after.

Financial details are explained on the FINANCIAL AGREEMENT and should be read carefully before signing, as this is a legal agreement between the parents and the school. Financial inquiries may be addressed to the secretary or the administrator.

Accounts that become 60 in arrears will be sent to the school's collection agency. Collection fees will be added to the account.

SCHOLARSHIPS

CCS accepts the following scholarships – McKay Voucher, Florida Pride and Tampa Bay Children’s Scholarship Fund.

CCS offers the following scholarships :

Carrie Baker Memorial Scholarship – this for a graduating senior from CCS who wishes to attend a Christian college/university to pursue a career in full time Christian service. See the CCS office for application and details.

Pastor Tuition Discount – pastors are given a 50% discount on tuition only. The school board will review and grant this discount when the pastor’s doctrine is consistent with the doctrinal statement of CCS and their validity of ordination passes scriptural as well as the IRS definitions of ordination and minister.

MEDICAL RELEASE FORMS

The school has developed a MEDICAL RELEASE FORM in the enrollment packet that must be signed by the parent at the time of enrollment. This form is an approval by you to allow any hospital to treat your child in an emergency. Teachers are required to take such forms with them on field trips and we keep a copy on file in the office in the event you cannot be reached.

COMMUNICABLE DISEASE/AIDS & HIV POLICY

Children infected with HIV, except for those subject to conditions described below will be permitted to attend school in an unrestricted manner because of the virtually non-existent risk of transmission of HIV in the normal school setting. These students will be eligible for all rights, privileges, and services of the school.

The benefits of a normal school setting for HIV children outweigh the risks of their acquiring potentially serious infections. The child’s physician who is aware of the child’s immune status will make assessment of the risk to the immuno-suppressed child attending school, in an unrestricted setting.

Children (whether HIV/HBV or not) who display aggressive behaviors, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to attend school in an unrestricted manner. Children in the above categories, with questionable behaviors and who have medical conditions (including HIV positive or HBV) or neurological impairments, will be placed or retained only after a decision is reached by the school's evaluation team in cooperation with the School Board and the School Administration. The school's evaluation team will include, but not necessarily be limited to, the child's parents and physician, the school's attorney, a doctor representing the school, a public health consultant to the school, the chairman of the School Board, and the School Administrator.

The policy of the school is to use recognized "universal precaution" in handling all blood or bodily fluids. These bodily liquids may contain several infections including HIV, therefore, all such fluids will be handled by all of the school staff in such manner. (See Teacher's Manual Policy)

The educators of an HIV infected child should respect the individual's right to privacy and the confidentiality of school and medical record's information.

Those who are aware of the child's condition(s) should be limited to the minimum number needing to know, in order to assure proper care of the infected child and to detect situations where the potential for transmission may increase (e.g. bleeding type injury). Unauthorized disclosure of a person's HIV status is a breach of ethical conduct.

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted directly or indirectly by a susceptible host or infected person or animal to other persons. Anyone who reasonably suspects that a student has a communicable disease shall immediately notify the school administration.

Examples of communicable disease are – but are not confined to – Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Amoebas, Animal bites by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Fifth's Disease, Giardiasis, Gonorrhea, Lymphogranuloma Venereum, Leprosy, Hemorrhagic Fevers, HIV, Legionnaires Disease, Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus Toxoplasmosis, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever, Head Lice.

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the administration may require an independent physician's examination of the student to verify the diagnosis of communicable disease. The school administration reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

PHYSICALS/MEDICATION

Physical examinations are required for all students who will be first time students in a Florida school and all students entering K-5 and the ninth grade. Immunization records must be up-to-date with a dated record clearly written, within one year of admission. A health certificate must be on file in our office for all students before they can attend our school.

It is our firm policy to administer NO medication of any kind at school. Please do not send any medication with your child or ask any staff member to administer any medication. If your child must take medication during the day, ask your physician to prescribe a stronger dose to last until school dismissal.

Medication for students with Attention Deficit Disorders or Specific Learning Disabilities is the exception to the above policy. Supervision by an adult staff member is available for students taking prescription medication for controlling attention deficit or focusing in a classroom setting.

The following stipulations will be adhered to: (1) A notarized medical permission slip with disclaimer. (2) Medication bottle must have original label from the pharmacy indicating time sequences and dosage. The permission slip must match the label on the bottle. (3) Medication will remain in a locked secure area. (4) Medication will be administered in a centralized area in the office. Students must bring steno/comp books to the office when taking medication. (5) Parents will be notified in the student's steno/comp book that medication was given that day. (6) A medication log will be kept by the supervising adult.

ACCIDENT POLICY

If your child is injured during school, the supervising teacher is to complete an accident report and notify you the day of the accident. The parent's medical insurance coverage

is always the primary provider and the school's student accident insurance is the secondary provider. It is the parent's responsibility to get a school student accident claim form from our office, fill it out along with the physician, and return the completed claim form to our office within 14 days of the accident. We will then submit it to our insurance provider.

CHILD ABUSE POLICY

We believe the abuse of any child, whether physical, emotional, sexual, or by neglect is an evil against the child, the family, and God. The school staff is legally and morally obligated to notify the proper governmental authorities when child abuse is suspected.

SEXUAL HARASSMENT & HOSTILE ENVIRONMENT

Serving God and educating students in a Christian school atmosphere requires openness, trust, vulnerability, and a safe, supportive school community. Abuse and harassment are, therefore, violations of the faith and goals shared by this school. CCS will not tolerate sexual harassment. "Harassment" as defined by law is "uninvited, unwelcome and unreturned". Examples of behavior that may create a hostile environment include, but are not limited to:

Invitations for dates which do not stop when the response is negative

Uninvited and deliberate touching or "accidental" brushing against a person's body

Uninvited "friendly" pats, squeezes, pinches, or other forms of physical contact –
uninvited letters, phone calls or gifts

Sexually explicit or suggestive materials such as pinups or sexually degrading cartoons posted in the work site

Uninvited sexual teasing, remarks, or questions regarding and person's personal life

Uninvited sexually suggestive looks, constant leering, ogling or gestures

Students may be expelled immediately for the above infractions as well as face legal charges.

SCHOOL OFFICE

Any child coming to school late or leaving early must be signed in and out at the school office by the parents. All visitors must have approval and a pass from the office to be on campus.

Lunches, homework, books, and other items may be left at the office to be delivered to your child. School phones are for business use only. If you wish your child to stay after school or meet you at a different time, please call the office before noon, and these arrangements can be made.

The school maintains a file of necessary information in case of emergencies. For this reason, any change of telephone, job, address, etc. must be given to the school office.

WITHDRAWAL/DISMISSAL

Withdrawals from school must be made in person through the office. All tuition will continue until parents and students have completed the official withdrawal form. Records will not be released until all bills are paid and all textbooks and materials have been turned in. A withdrawal form may be obtained through the school secretary.

Registration fees, Book Rental fees, and other applicable fees are non-refundable. One half of the monthly tuition rate will be given if withdrawal is before the 15th of the month. No tuition refund will be given if withdrawal is on the 15th or after the 15th of the month.

A student will be dismissed from school when the standard discipline procedures have been exhausted or when he is found to be out of harmony with the rules, policies, or the standards of the school. The administration reserves the right to make all final decisions in this area. Students who are dismissed will not be considered for re-enrollment during the current school year. Parents must meet with the administrator before enrollment is considered for the next year. A student may also be dismissed if the administration feels that the parents of any student are not cooperating with the school, according to the STATEMENT OF COOPERATION.

All students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all right in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event of any dispute, claim, question, or disagreement arising out of or relating to this PARENT/STUDENT HANDBOOK or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace to name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty

(60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in the prior paragraph, above, and such PROCEDURES FOR ARBITRATION as are adopted pursuant to the paragraph below.

The PROCEDURES FOR ARBITRATION has been adopted by the School Board. Copies may be obtained in the office.

ATTENDANCE POLICY

In order to gain the most from school, each student must be regular in attendance. Attendance will be taken daily.

If a student has ten or more absences in a class in a semester, the student may fail that semester. There are no excused or unexcused absences. Any class missed counts as an absence, which is accumulated over the semester. This includes dentist and doctor appointments, illnesses, conferences and retreats, and absences requested by a parent with prior notification to the administration. If a student misses a class, that counts as an absence.

A student who has more than nine absences in a semester may appeal to the administration. All appeals must be submitted no later than one week prior to the end of the semester. Parents must submit reasons for absences in writing, including documentation as appropriate.

School related activities or in-school suspensions would not be counted as absences.

It is the responsibility of the student and parents to be aware of all absences. It is also the student's responsibility to contact teachers for make-up assignments. This should be accomplished by the end of the first day a student returns to school. Students are allowed at least the same number of days for make-up work as the number of days absent.

TARDINESS

Students will be expected to be on time to all classes. Any student who is late to school should go directly to the school office for a pass to class. Three tardies will equal one absence. High school students who miss more than nine absences in any class in a semester are in danger of losing credit for that class.

DRESS CODE

We believe it is necessary to dress appropriately and modestly at all times. It is the school's firm belief that Christian young people must dress and act differently than the world. The following standards are to be met:

K-5

Students in K-5 should wear modest comfortable play clothes. Tennis shoes are preferred. Socks must be worn at all times. No uniform is required of K-5 students, but they are welcome to wear the official school uniform.

Grades 1 – 12 * Males

All students in grades 1-12 will wear the school uniform. A list of acceptable uniform attire can be obtained from the school office. Shirts must be tucked in at all times so as to show the belt. A belt must accompany all slacks so designed. Hair must not hang over the collar. Hair is to be neatly combed and cut so it is no lower than the middle of the forehead. No bleached or dyed hair is allowed. Dress, casual shoes and sneakers may be worn. Earrings are not allowed. Sideburns are to be no longer than the middle of the ear. Young men are to be clean-shaven with no mustache. CCS logo sweatshirts and zipper front jackets are the only outerwear acceptable. Other outerwear may be worn to and from school but not during school.

Grades 1 – 12 * Females

All students in grades 1-12 will wear the school uniform. A list of acceptable uniform attire can be obtained from the school office. Skirts, dresses and shorts must be modest in length. Skirts and dresses must come to two inches above the knee in a kneeling position. Girls in grades 1-6 should wear no make-up. No dyed or bleached hair is allowed. Sneakers, dress and casual shoes may be worn. Sandals or open toed shoes are not acceptable. CCS logo and zipper front jackets are the only outerwear acceptable. Other outerwear may be worn to and from school but not during school.

GENERAL POLICIES

The dress code for on and off campus activities is as follows: School uniform is the rule unless otherwise specified in a posted announcement from the office. The above also includes sporting events, homecoming, field trips and dress down days. For specific guidelines for out-of-school events see the office.

Anything the administration considers being a fad or extreme will not be permitted. The administration reserves the right to determine if dress or appearance is inappropriate. Parents will be notified of inappropriate dress and appearance and will be given the necessary steps for correcting the problem and the amount allowed for correction.

Letters to parents regarding haircuts should be signed and returned. If you have questions about the dress code at any time, please feel free to contact the office.

DISCIPLINE & CONDUCT

K-5

The classroom teacher can effectively handle most correction problems. If the problem continues, “time out” will be used. The child misses part of an activity. Should the offense continue the teacher will contact the parent and attempt to handle the matter in a cooperative effort. Occasionally, the director or principal will become involved. If there is a severe problem, the parent may be asked to come to the school and handle it. When all efforts have been exhausted, it may be necessary to remove a child from the school.

Grades 1 – 6

Students in grades 1-6 are managed through behavioral modification with rewards in the classroom or referrals to the office.

Grades 7 – 12

In order to clearly manage student conduct in grades 7-12, all faculty and staff members use the behavioral modification system with rewards in the classroom or detentions with a possible Saturday school requirement. Detentions and referrals are given to students as an immediate response to negative conduct such as tardy, unprepared, disruptive, cheating, having gum or food, destructive, disrespectful, defiant, etc. The purpose of this system is to place responsibility on the student for his actions, thus helping the student mature and to inform parents of the ongoing conduct of their child at school.

Respect and cooperation are expected. Repeated negative conduct and attitude may result in dismissal from the school. The “Disciplinary Goals” sheet with consequences is available in the office and is given to each student entering CCS. The administration reserves the right to add and/or change disciplinary consequences as needed.

Three basic rules govern the classroom. 1. No student will be out of his seat without permission. 2. No student will speak out in class without permission. 3. Students will always speak to teachers and staff with respect.

HOMEWORK

Homework is a part of the school’s academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered “busy work.” Classroom teachers will give it for specific purposes. Each student will be expected to

complete the assigned homework. Students will be encouraged to use steno pads to carefully take down each night's work and serve as a means of communication between teachers and parents.

PROGRESS REPORTS

Progress reports will go out midway during each quarterly marking period. These reports will let parents know what grades their child has accrued. It alerts the parent to poor grades and allows enough time for proper corrective measures to be taken.

REPORT CARDS

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, which is being made. Each student is evaluated in two areas – academic and conduct. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc. The conduct grade reflects attitude shown in each subject, and is in the Christian school an important part of the student's report card. The grading scale is on a percentage of 100%.

- A– Excellent
- B– Above Average
- C– Average
- D– Below Average
- F– Failure

Report cards are to be signed and returned within one week after they are issued. Students will pay a fee to replace lost report cards.

HONOR ROLL

The following two lists are compiled after each nine-week grading period and are made up of the following for students in grades 1-12:
PRINCIPAL'S HONOR ROLL – Straight A's.
HONOR ROLL – All A's and B's.

GRADUATION REQUIREMENTS

FOR HIGH SCHOOL

SUBJECT AREA	COLLEGE PREP	GENERAL
BIBLE (1)	4*	4*
ENGLISH (2)	4	4
MATH (3)	3	3
SCIENCE (4)	3	3
SOCIAL STUDIES (5)	3	3
FOREIGN LANGUAGE (6)	2	0
PHYSICAL EDUCATION/ PERSONAL FITNESS	½ ½	½ ½
FINE OR PRACTICAL ARTS (7)	1	1
LIFE MANAGEMENT (8)	½	½
ELECTIVES (9)	6 ½	8 ½
TOTAL CREDITS	24* plus Bible	24* plus Bible

1. Students at CCS must be enrolled in Bible each semester. Transfer students will only be required to have the number of credits for the number of years at CCS. Differences must be made up in electives.
2. Students must take English I, II, III, and IV or their equivalent.
3. 3 credits required, includes Algebra I or above.
4. Two of which must include laboratory component.
5. American History (1), World History (1), American Government (1/2), and Economics (1/2).
6. College Prep Required: Must be the same foreign language. Also, students wishing to apply for college scholarships will need two years of foreign language, especially those applying for Bright Future Scholarships.
7. May be Music, Drama etc. ½ in each or 1 of either.
8. Must include 75 hours of Community/Christian Service.
9. College Prep Required: Math, Foreign Language, Natural Science, and Social Science.
General Degree Electives may be in the Arts or chosen from on-campus courses and/or the following:
 - 1) Independent Study – through approved correspondence courses. Up to two credits.
 - 2) Dual Enrollment – up to four hours at approved Bible Colleges, Junior Colleges, or Driver’s Education.

PROMOTION / RETENTION

K-5 through Grade 8 – A student is promoted when they have successfully completed all subjects with a C- average or better. If a student has an average lower than C- in any subject, the administration will determine the student's future placement. A final grade of "F" in Math or Language will mean failure. Before a parent is told their child is going to be retained, the administration must be consulted. A total of two "D's" as a final grade in subject matter like History, Science, PE, or any courses except Math and Language will usually mean retention. All decisions to promote and retain a student must be approved by the administration.

Grades 9-12 – Students must have a total of 24 credits plus Bible to graduate. Class ranking will be determined by the number of credits a student has earned. Freshman – 0-5, Sophomore – 6-11, Junior – 12-17, Senior 18-24.

AUTOMOBILES

Students are not permitted to transport other students to or from school or school activities without written permission from all parents involved and the school administration. Once a vehicle is parked in the morning, students are not permitted to return to it. However, students in grades 11-12 may earn the right to go out for lunch in which they may use their vehicle if needed, with parent permission. Students who drive to school must secure, in advance, permission from the administration.

SPORTS PROGRAM

Community Christian School competes in a growing number of sports. Athletes must maintain a "C" academic/conduct average. Any student failing to maintain the required average will not be allowed to participate for three weeks, or until the next satisfactory progress report.

Cheerleading is included in the CCS sport's program and all of the above rules and regulations apply.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The students are required to maintain the same level of self-discipline away from school as is required at school. An open invitation is given to parents to chaperone

on field trips and help with transportation. Chaperones must have a valid driver's license and show proof of insurance. Adults must also fill out the appropriate background check forms and, due to insurance policies, be at CCS for six months. While CCS carries insurance to cover accidents on field trips it is important to know that the driver's insurance is primary and CCS insurance is secondary.

LUNCH & FRUIT BREAK

Students bring their own lunch and may purchase drinks or snacks from the machines. A fruit break is taken mid-morning and students are encouraged to pack an additional piece of fruit for this time. The snack machine is available to students at lunchtime and after school for drinks and snacks. Seniors may leave campus for lunch if they have no detentions and have administration approval.

EXTENDED CARE

Students in grades 1-6 may be enrolled in BEFORE (7-8 AM) or AFTER (3-6PM) CARE for a fee. Other students are not permitted in the building before 8:00 AM or after 3:15 PM. Students who do not have a ride home may remain outside on campus or at the designated holding area inside. The school cannot be responsible for any student who remains on the grounds after 3:15 PM, unless they are enrolled in EXTENDED CARE.

Students in grades 7-12 arriving early or staying late must remain in the canopied area outside the school door. Once any student has left campus, they are not to return to school unless it is for an organized activity or appointment.

LIBRARY

The library will be open during specified times for each class throughout the school day. Students may check out as many as two books for two weeks and may renew them for two additional weeks. Overdue books may not be renewed. A maximum of ten cents a day will be charged for overdue books. Students will be charged for damaging or losing a book. While a student owes money to the library, he will not be permitted to check out books and his report card will be withheld. Students will be held responsible for any books until they are returned to the library. Books are considered lost after one month and the librarian will notify the office. The cost of the book will then be placed on the student's account.

INTERNET, COMPUTERS & ELECTRONIC DEVICES

Unauthorized use of CCS computers is grounds for immediate dismissal. Students are not to use the Internet in an illegal or unchristian manner. Students should not visit questionable sites inconsistent with CCS policies. Students using the computer in a destructive mode will receive at least a one-day of suspension if not expulsion. Any costs to repair, replace or reprogram CCS computers will be passed on to the offending student and parents.

Use of cell phones, pagers, and other electronic communication devices during school hours (from 8:00 a.m. until 3:30 p.m.) are absolutely forbidden. These items must be stored in backpacks, and not worn or viewed during school hours. Use is allowed after school hours, outside the school building.

LOCKERS

All students in grades 7-12 will be assigned a locker and should purchase a combination lock to keep items safe. Students will be expected to keep their lockers clean and neat. Periodical inspections will be made of all lockers.

ARTICLES PROHIBITED

Toys, cigarettes, alcoholic beverages, any narcotics, dice, playing cards, knives, guns, explosives of any kind, radios, tape recorders, tapes, CDs, records, beepers, cell phones, magazines or books not related to class work are not permitted on school property. Any of the above mentioned items will be confiscated and/or a penalty assigned which must be completed and approved before any item will be returned. Students are not allowed to bring pets to school. The teacher during a special pet day calls the only exception. K-5 may have "show and tell" days when a special toy may be brought and then placed in the book bag for safekeeping. Skateboards and in-line skates are not allowed.

THE POSSESSION OF DRUGS OF ANY KIND IS NOT ONLY ILLEGAL, BUT ALSO WILL RESULT IN IMMEDIATE EXPULSION FROM CCS.

LOITERING

Loitering anywhere on school property is not allowed. Students are expected to be on time for all classes and events. Couples are not ever to be un-chaperoned in the school, on the grounds, or at school activities. No physical contact between couples is allowed.

FUND-RAISING

Fund-raising events have been built into the school calendar and are generally needed for budget items. Your participation in these events helps keep the tuition cost down and contributes to specific, special needs. CCS does NOT encourage children to go door-to-door without a parent or responsible adult.

SOLICITATIONS

Solicitation is forbidden without the written permission of the administration. This includes the selling of tickets, candy, etc, the distribution of political material, and the circulation of petitions or information promoting any civic, church or other organization other than the school on campus or at any school related activity.

ROCK MUSIC POLICY

The purpose of a Christian school is to build into a young person the proper spiritual and academic direction for life. Since hard rock music is a part of the counter-culture, which seeks to implant seeds of rebellion in young people's hearts and minds, we consider involvement in this kind of music detrimental to the spiritual, moral, and intellectual life of a young person. We feel so strongly that hard rock music is a hindrance to the overall goals of family and spiritual growth that if deemed appropriate by the administration, a student may be dismissed for their involvement in the rock music counter-culture.

GENERAL PRACTICES

No visitor or outsider may speak or perform in any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom. No student may use the name of the school on any radio or television program or any other publication without the prior authorization from the school administration. The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school sponsored functions, rules and regulations apply both for students and their guests.

Respect for the appearance and care of our school is part of our Christian testimony. We must take care of what many people have sacrificed to provide for in equipping our school. Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc. are not permitted. Willful damage to or destruction of school property will not be tolerated. All damage must, of course, be paid for, whether willful

or accidental. All students are expected to immediately report any damaged furniture or other school property to the office. All textbooks are property of the school and must be returned in usable condition or the student will be billed for the replacement cost of the book.

PARENTS SIGNATURE SHEET

I, the parent or guardian of _____ have received this handbook. I have read the policies stated in this handbook and am in agreement with their practice. I will fully cooperated with Community Christian School's guidelines.

Signed:

Parent/Guardian Signature

Please remove this sheet and return to CCS.

Thank you.

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