

# CAMBRIDGE CHRISTIAN SCHOOL



## *Upper School* Parent/Student Handbook 2019–2020



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# ASSISTANCE DIRECTORY

The list below indicates the personnel to contact for your most frequent questions:

Attendance Line Reporting Absences and Tardies Illness and First Aid Parking Decals & Lockers Lost and Found	Kimberly Bloemers	X 230	upperschooloffice@ccslancers.com
General US Questions Summer Programs Teacher Conferences Appointments for Principal/AP	Anna Eicholtz	X233	aeicholtz@ccslancers.com
Discipline Technology and Curriculum J-Term Information	Anthony Campbell	X233	acampbell@ccslancers.com
Academic Programs & Curriculum Faculty Concerns & Questions	Cari Gibson	X233	cgibson@ccslancers.com
College Placement & Guidelines Standardized Testing Schedule Adjustments	Melody Shiver	X272	mshiver@ccslancers.com
Transcripts, Records & Report Cards Community Service	Judy Watson	X282	jwatson@ccslancers.com
School Resource Officer	Rick Shears	X226	rshears@ccslancers.com
Athletics Office	Mark Butler	X290	mbutler@ccslancers.com
Tuition, Fees, Billing Questions Financial Aid	Renee Penatax	X270	rpenatax@ccslancers.com
Director of Alumni and Annual Fund	Elizabeth Myers	X245	emyers@ccslancers.com
Admissions	Lisa Abbazia	X228	<a href="mailto:lbrennan@ccslancers.com">lbrennan@ccslancers.com</a>
	Rolanda Sirmons	X285	rsirmons@ccslancers.com
Food Service Manager	Frank Sienkiewicz	X235	fsienkiewicz@ccslancers.com
Campus Store	Wendy Shell	X267	wshell@ccslancers.com
Middle School Questions or Concerns	Lisa Saviola		<a href="mailto:lsaviola@ccslancers.com">lsaviola@ccslancers.com</a>
	Chris Resa		cresa@ccslancers.com
Fine Arts Coordinator	Anne Burdge	X229	aburdge@ccslancers.com

# INTRODUCTION

Welcome to the *Parent/Student Handbook*. The purpose of this *Handbook* is to inform parents and students of several policies and procedures that the Cambridge Christian School (School) abides by. It is the parents' responsibility to review this *Handbook* and discuss it with their child.

This *Handbook* is divided into three sections: School-wide (SW) includes information for students in all or most grades, Lower School (LS) includes information for students in grades Preschool (PS) - 6 and Upper School (US) includes information for students in grades 7 – 12.

*(For ease of reading he or his will refer to both sexes except where gender specific. Parent will also be referred to as legal guardian when appropriate.)*

## VISION AND MISSION

The purpose of the Cambridge Christian School is to offer a college-preparatory education at the preschool, lower and upper school levels within an environment reflecting an expression of biblical world and life perspective, utilizing the Holy Bible as the ultimate standard of faith and conduct.

The mission of the Cambridge Christian School is to glorify God in all that we do; to demonstrate excellence at every level of academic, athletic and artistic involvement; to develop strength of character; and to serve the local and global community.

## CORE VALUES

In order to fulfill the vision and mission of Cambridge Christian School the following core values will be given the utmost priority. Each core value has operating principles that will allow CCS to put these core values into everyday practice throughout the entire educational program.

*Church connected, Christ-like Character, Parent Partnership,  
Educational Excellence, Service Before Self, Biblical Worldview*

## PRINCIPLES OF KINGDOM EDUCATION

Cambridge operates according to a philosophy of education. This philosophy has been compiled in the book, "*Kingdom Education: God's Plan for Educating Future Generations*" by Dr. Glen Schultz. It is the desire of CAMBRIDGE to have its School Committee, administration, faculty, staff, and parents to know, understand, and commit themselves to the ten principles found in Kingdom Education. These principles are:

1. The education of children and youth is the primary responsibility of parents (Deut. 6:4-9; 11:18-21; Psa. 78:1-7; Psa. 127:3; Prov. 22:6; Mal. 2:13-16; Eph. 6:4).
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth to maturity (Deut. 6:7; 11:19; Prov. 22:6).
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation (Psa. 78:6-7; Matt. 28:19-20).
4. The education of children and youth must be based on God's Word as absolute truth (Matt. 24:35; Psa. 119).
5. The education of children and youth must hold Christ as preeminent in all of life (Col. 2:3; 6-10).
6. The education of children and youth must not hinder the spiritual and moral development of the next generation (Matt. 18:6; 19:13-14; Mk. 10:13-16; Lk. 18:15-17).
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles (Ex. 18:21; I Sam. 1:27-28; 3:1-10).
8. The education of children and youth results in the formation of a biblical belief system or worldview (Lk. 6:40).
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a worldview frame of reference (Rom. 1:20; Psa. 19:1; Prov. 4:5,7; 3:19; 9:10; Psa. 104:24; 136:5; Jere. 10:12; Rom. 11:33; Luke 11:52; Col. 2:3; I Cor. 8:1; 13:8; Rom. 1:28).
10. The education of children and youth must have a view of the future that includes the eternal perspective (Col. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:13; Col. 3:23-24).

## **NON-DISCRIMINATORY STATEMENT**

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

## **AUTHORITY STRUCTURE**

Cambridge Christian School is a 501(c)(3) not-for-profit organization with a self-perpetuating board structure. The Board of Trustees is the final authority for the school and elects successor trustees from among parents and others who evidence spiritual maturity and committed support for the school and its mission.

The Board delegates to the Headmaster responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Trustees stay informed and active in school matters but exercise their authority in most all cases through administrative implementation of policy determined by the Board of Trust. While authority of the Board rests corporately in its policy decisions, rather than in any single member, each Trustee is involved and interested in school affairs.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures detailed below in the handbook. A question or concern may end up involving the Headmaster or the Board of Trust if other involved individuals have been addressed and resolution has not been reached. Contact can certainly be made directly with the Headmaster or the Chairman of the Board of Trustees for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the principal at that division level would normally be the person to contact. We gratefully experience fruitful resolution of most questions in this way.

## **HANDLING CONCERNS**

Invariably questions and complaints arise during the school year. These can be teacher-student, student-student, teacher-parent or parent-administrator related. It is important that these be dealt with courteously and promptly. The following steps are an application of the biblical model in Matthew 18.

1. Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the BEST way to resolve the issue, not for having one's own way.
2. If unresolved, contact the principal, who will work to facilitate communication and resolve the concern. Please do not contact the principal, however, if step #1 has not been addressed.
3. If still unresolved, the problem can be brought before other leadership. The principle underlying this procedure is clear: Solve each concern with the persons directly involved at the lowest level possible, moving the matter up the chain of command as needed until it is resolved.

## **PARENT SERVICE ASSOCIATION (PSA)**

The School encourages parent involvement and is most appreciative of the fine work of its parent organization that provides service to its students; assistance to its faculty and staff; leadership to School families; and time given by the members on the School's behalf.

Governed by the Board of Trustees, through the Head of School, the PSA plays an active part in the life of the School as a supportive service organization. It seeks to promote general interest in the School and to gain stronger parent awareness and involvement in its many programs.

Leadership of the PSA is composed of an Executive Board and a general board. They meet monthly throughout the school year.



Guided by its goal, *“Whatever you do, do it all for the glory of God”* (2 Corinthians 10:31), the PSA sponsors fund-raising events, promotes Christian spirit among the School’s students; organizes family social gatherings; conducts Work Days to beautify the School grounds; and organizes and sponsors other activities. Cambridge Christian parents automatically become members of the organization upon enrollment of their child.

#### Procedures

As part of the partnership between home and school, parent involvement and service are essential.

Parents will be billed for service hours (4 hours per child per semester) on December 15th for the first semester and April 15th for the second semester. If the Parent Service Hours’ form is turned into the Business Office by December 31 for the first semester and the last day of school for the second semester, the charges will be reversed. Parents must turn their own form into the Business Office. Parent Service Hours forms will not be accepted after these dates.

#### Homeroom Parents for Lower School

Homeroom mothers and fathers volunteer to assist teachers with parties, field trips, and other activities. All assigned Homeroom moms and dads will be invited to attend a PSA “Coffee” in the fall of each School year in order to be informed of their responsibilities and to receive the “Homeroom Parent Guidelines” for further assistance. The School greatly appreciates the time and effort that volunteer “Moms and Dads” give its students each year

## **SCHOOL COMMUNICATION**

Cambridge Christian desires to assist parents in the development of their child. Parents' ideas, perceptions and needs are important to us. Check the website often for information, announcements and forms that are required by the School. The following communications exist to keep us working cooperatively for the good of your child. Experience has taught us that (1) students are served best when their parents are actively in communication with the School and actively involved with the School's events and programs; and (2) students respond best when they know that their parents and teachers regularly spend time focusing on their development and progress. The following are the School's means of communicating with parents:

Blast E-mail is a form of instant mass notification. This is one method of communication used to notify parents when school closings may take place as well as other information. This communication is through your e-mail. Please keep your e-mail information current with the School.

Cambridge-Christian Website is available to all parents. Information about the School, specific events and forms that need to be completed may be found on the Cambridge Christian website. The address is [www.ccslancers.com](http://www.ccslancers.com).

E-mail is available to all parents who desire to communicate with their child's teacher(s). The teacher's address is his first initial, his last name and @ccslancers.com, example [tjones@ccslancers.com](mailto:tjones@ccslancers.com).

Informational Voice Mail Box is used to post periodic current updates for various circumstances i.e., travel arrangements, emergencies and so forth. Please call 872-6744 \*275.

Parent Open House is scheduled at the beginning of the school year. Parents meet with their child's teacher(s) for a brief overview of the specific grade and academic subject. There are two (2) divisions of Parent Open House Nights: Lower School (grades Preschool through 6) and Upper School (grades 7 – 12). Since these meetings are for parents, children are not invited to attend.

Parent-Teacher Conferences are scheduled to share with parents their child's growth in development of social and academic skills as well as growth in Christian character. The final conference in grades PS – 6 includes the student. Individual conferences can also be scheduled as needed.

Phone Calls – Parents may leave a message for their child's teacher(s) with the Lower School Office, ext. 251 (grades PS – 6) or the High School/Middle School Office, ext. 230 (grades 7 – 12).

Progress Reports – Parents may monitor student progress by viewing RenWeb. All students are assigned a password in order to access the student's grades, assignments and more.

Report Cards are online for grades PS – 12.

RenWeb Renweb is web-based school management software that serves as a primary mode of communication for CCS and our families. Renweb generates grade email notifications, makes accessible current grades and homework, and houses all school forms. Be sure to utilize Renweb on a regular basis and keep your contact information current.

Connections is a periodic publication, updating all families on the events and highlights of School life.

## **FINANCIAL RESPONSIBILITY**

Enrollment Commitment Parents sign an enrollment contract agreeing to the following: (selected points)

(See enrollment contract for a full explanation of the tuition policy.)

1. The obligation to pay the tuition for the full academic year is unconditional; that the school, in reserving a place for my child, is relying on my promise to pay the tuition.
2. There will be no refund of registration fees unless Cambridge Christian is unable to accept my child due to a wait list or non-admission and in the event that I choose to withdraw after June 1, no portion of tuition or registration fees will be refunded or canceled in the event of absence, withdrawal or dismissal from Cambridge Christian of the student, whether such fees are paid or unpaid at that date.

Delinquent Accounts Any account that becomes past due for 60 days or more will subject your child to potential exclusion from Cambridge Christian unless financial arrangements have been made with the Director of Finance. Records will not be released for delinquent accounts.

Parent Service Hours All School parents are required to complete four (4) hours of service per semester, per child. The Parent Service Hours' fee will be billed at a rate of \$12.50 per hour, per child for a maximum amount of \$100.00 per family per semester, i.e., two (2) children.

Please note: Attendance at School and class functions or required meetings does not qualify for service hours. One must volunteer services.

Procedures Parents will be billed for service hours on December 15th for the first semester and April 15th for the second semester. If the Parent Service Hours' form documenting appropriate service is turned into the Business Office by December 31 for the first semester and the last day of school for the second semester, the charges will be reversed. Parents must turn their own form into the Business Office. Parent Service Hours' forms will not be accepted after these dates.

Tuition and Miscellaneous Costs Tuition payments do not encompass the cost of uniforms, books (some), supplies, enrichment/lab fees, after school athletic program fees, lunches, transportation, special event admission fees, overnight field trips, yearbook, service projects or other expenses incurred in the ordinary course of the student's activities at Cambridge Christian (miscellaneous costs). Parents have signed the enrollment contract agreeing to be responsible for all tuition and miscellaneous costs, payment of which is due in the Business Office.

## **BEHAVIOR EXPECTATIONS**

In the best interest of the entire School community, so that we might all live happily together and function as smoothly as possible, certain guidelines of conduct must be maintained by all students of Cambridge Christian, both on and off campus. The following minimal personal virtues are expected of all Cambridge Christian students and serve as the social code regulating community life at Cambridge Christian:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1. Kindness                           | 6. Truthfulness                    |
| 2. Respect for Persons                | 7. Respect for Those in Authority  |
| 3. Punctuality in Attendance and Work | 8. Obedience to Those in Authority |
| 4. Respect for Property of Others     | 9. Honesty                         |
| 5. Diligence in Effort and Attention  | 10. Integrity                      |

The boundaries of our discipline policy include a student's 'out of school' activities because we care about their total character and about the witness to God. See Lower and Upper School sections for details.

## **DISCLAIMER**

The policies and procedures covered in this *Parent/Student Handbook* are not intended to be all-inclusive. This Handbook and the policies contained herein do not in any way constitute and should not be construed as a promise or contract between parents, students and the School. Nothing in this *Handbook* binds the School to any specific procedures or policies. As a parent, you are completely free to withdraw your child at any time that you choose (though financial responsibilities remain), and we have the same right to terminate enrollment.

Cambridge Christian School reserves the right to add, delete, or modify any policy in this *Parent/Student Handbook* at any time without prior notice.

# INTEGRATED TECHNOLOGY

Cambridge Christian School has a commitment to the integration of technology into the academic programs of the school. We believe that electronic communication is a tool for lifelong learning and that access to the school's network can promote educational and organizational excellence. Students must use the school's network and the Internet in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand appropriate use and how it applies to any device that connects to the school's network. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

## E-MAIL

- Please use a personal e-mail account (i.e., Hotmail, Gmail, Yahoo, etc.) for any communication other than school business.
- Be polite. Do not get abusive in your message to others. Emails are not to be used to harass others, send inappropriate or offensive messages, conduct a business, or campaign for school elections.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Students who receive harassing or threatening messages must notify a faculty member as soon as possible.
- All files in graduating students' disk folder will be deleted each summer.
- The use of e-mail during class, without teacher approval, is strictly prohibited.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy, or modify the electronic stored document files in other students' folder are prohibited.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
- Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
- Passwords to secure documents should be kept confidential. Students should not share their passwords with anyone but parents and the Technology Staff. If there is ever any concern about a password being compromised, the student should immediately change their password.

## INTERNET

- Students' use of the Internet must be in support of education and research and be consistent with the educational objectives of Cambridge Christian School. Use for commercial activities, product advertisement, or political lobbying is also prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Cambridge Christian School reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the Internet through the schools Internet connection.
- Students may not use any instant messaging, blogging, chatting, or other collaboration program to communicate with others through the computer network during class, unless a teacher or administrator expressly authorizes them to do so.
- The use of the Internet and e-mail is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges. Cambridge Christian reserves the right to review any material in user folders and to monitor file-

server space in order to make determinations on whether specific uses of the network are inappropriate.

- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher as quickly as possible so that such sites can be blocked from further access within the Cambridge Christian School firewall. This is not merely a request; it is a responsibility.
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- These policies and procedures apply to all devices used at Cambridge Christian School, including those financed or purchased through the school, privately purchased laptops (irrespective of ownership), and any other device. Teachers may set additional requirements for computer use in their classroom.

## **SECURITY**

- Students are not to use another user's username or password to gain access to the network or Internet or trespass into another user's files.
- Students must receive express, prior permission from the owner before borrowing computers, power cords, or any accessories. To act otherwise will be considered theft and the student will be referred to an administrator to face disciplinary action.
- Each user is responsible for his/her own device, and should treat and use it responsibly and appropriately, keeping in mind that most malfunctions are the result of misuse.
- Users are responsible for taking care of their device, battery, and charger and are cautioned about leaving them around carelessly.
- All devices should have a name tag attached to the outside of them that clearly identifies the owner.
- No food or beverages should be in the vicinity of the devices.
- Students are prohibited from disabling or attempting to disable any Internet filtering device, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is considered plagiarism and appropriate disciplinary action will be taken if it is discovered.

## **SOFTWARE AND MULTIMEDIA**

- No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail as well as setting up "servers" on a student's device or by any other physical or electronic means.
- Any additional software that is used at the school must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is loaded onto their computers is licensed to their device.
- Unauthorized duplication of data programs, hardware, or software is prohibited.
- Online gaming and downloading music/videos/software from the internet at Cambridge Christian School is prohibited at all times. Using the device for the following activities is not permitted during class time, except as a part of an assigned class activity or during flex periods.
  1. Listening to music
  2. Watching movies or videos
  3. Instant messaging and joining chatrooms
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- The playing of games during class time, without teacher approval, is also strictly prohibited. No games that are "played" over the school network are allowed.
- Violent games and computer images containing obscene violence or pornographic material are not allowed on school grounds in any format. This includes games, music with vulgar lyrics or titles, pictures, text documents, PowerPoints, etc. Any file found on a student's device that is considered violent, obscene, vulgar or pornographic will result in immediate disciplinary action.

## **FILE SHARING**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited on campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be used on school grounds. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

## **PRIVACY, USE, AND SAFETY**

- Do not use the network in such a way that you would disrupt the use of the network by other users. Students may not download large files over the Internet during school hours.
- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by Cambridge Christian School. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Any device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content at any time, the right to remove content if inappropriate, and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

## **CONSEQUENCES**

- Loss or restriction of technology privileges.
- Detention or suspension.
- Parental notification.
- Community service to the school.
- A very serious infraction could result in separation from the school.
- Students are subject to a random check of the history and activity on their device. Decisions of the Cambridge Christian School administration regarding unacceptable computer use are final.
- A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Cambridge Christian School.
- Deliberate attempts to violate Cambridge Christian School's acceptable use guidelines, or compromise, degrade, or disrupt system performance may result in restricted use of devices at school or other appropriate consequences.
- Cambridge Christian School may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Acceptable Use Policy.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student device (both personally owned and school-owned) may be conducted throughout the year to ensure that these policies are being followed.

## **ADDENDUM**

- All students must use the school's filtered network to access the Internet on any device used on school grounds. Wireless broadband cards are not allowed to be used before, during, or after school while on campus.
- All students and staff will not use proxy servers for Internet use that bypass our security services and leave the school open to internet attacks.

# ADMINISTRATIVE GUIDELINES

## **ATTENDANCE**

A complete record of student attendance is kept by the office and will become a part of the student's permanent file. Cambridge Christian School requires that students have no more than 5 unexcused absences in each quarter, per class meeting without incurring academic penalty. Attendance is recorded by class period, not by day. After the fifth absence of any given class, students will begin receiving a 1% grade reduction per day on their quarter report card. A student who misses more than 20 minutes of class will be recorded as absent. To be eligible to participate in any extracurricular event such as practices, rehearsals, games, or performances on a given school day, a student must attend at least half of the school day.

## **EXCESSIVE ABSENCES**

For students to obtain credit for their classes and in order to maintain academic integrity a minimum number of hours must be met and recorded per class as per the Florida compulsory attendance law. If a student misses more than 10 days (excused or unexcused) in any class per semester, he/she will be required to make up the hours missed to receive full credit for that course. Students will be required to attend Saturday school to fulfill this requirement and will be billed \$15.00 per hour. In the case of extenuating circumstances, the Upper School administration will determine if the student will be granted any exception or approve alternative arrangements for credit validation.

## **EXCUSED / UNEXCUSED ABSENCES**

Excused absences include those resulting from illness documented by a physician, death in the family, or college visits. All other absences are considered unexcused. Students are responsible for obtaining all make-up work from their teachers immediately upon return to school. If a student incurs an extended absence due to illness, the parents will confer with the principal or the guidance office regarding a plan for academic catch up. Students will have one class meeting, per absence, in which to make up missing work.

## **PROCEDURES FOR REPORTING ABSENCES**

When a student is absent, the Upper School office needs to be notified by 8:30 a.m. (ext. 230 or by email-[upperschooloffice@ccslancers.com](mailto:upperschooloffice@ccslancers.com)). If the office is not notified they will follow up with a phone call to verify absence.

## **TARDINESS**

Students are to be at school on time for the beginning of the day and be on time to each class throughout the day. School policies addressing tardiness are designed to encourage promptness to class. Promptness is a demonstration of respect and responsibility. Tardiness, on the other hand, is a disturbance to others and a poor habit.

Late Arrival to School - Whether a student drives to school or is dropped off by a parent, all students are responsible to arrive at school with enough time to get to their first class before the late bell rings. Students arriving late to school for their first class of the day are to report directly to the Upper School office. Students are granted (3) excused tardies per quarter to school. On the fourth tardy and for every subsequent tardy to school, students will be assigned a disciplinary consequence as outlined below.

Late Arrival to Class - Only (3) tardies will be excused each class period during each quarter. On the fourth tardy and for every subsequent tardy to any class during the quarter, students will be assigned a disciplinary consequence as outlined below.

## **Tardy Disciplinary Consequences:**

Tardy # 1-3	None
Tardy # 4-7	Lunch Detention (Late Arrival to Class also incurs 1 point)
Tardy # 8	1 point + AM Detention
Tardy # 9	3 points + Saturday School
Tardy #10	5 points + In-School Suspension

## **EARLY RELEASE**

Students leaving campus early must sign out in the Upper School office. A student may leave campus before the end of the school day with written permission from a parent. The permission may be in the form of a handwritten note, e-mail, or a fax to the Upper School office. **Phone permission is not acceptable for early dismissal.** When signing in or out, parents may either come into the Upper School office through the main entrance to meet the student or send an email to the Upper School office ([upperschooloffice@ccslancers.com](mailto:upperschooloffice@ccslancers.com)) giving permission for the student to sign out and meet the parent at the Upper School pedestrian gate. Parents are encouraged to schedule medical and other appointments after school hours. If a student is driving himself to an appointment, written parental consent is required.

## **PRE-ARRANGED ABSENCES**

The school requests that families limit their trips during the school year. In the event of a planned absence due to a family trip, college visit, or significant family event, the following procedures should be followed.

- Obtain a pre-arranged absence form from the Upper School office or school website.
- Student will take the pre-arranged absence form to each teacher prior to the absence to obtain coursework they will miss
- Submit completed pre-arranged absence form to the Upper School office for approval from the Principal.

## **STUDENT ATHLETE ABSENCE**

For student athletes to be eligible to participate in an athletic event, the student must attend at least half of the class periods of that school day. Student athletes who will miss a class due to early dismissal are expected to turn in all work due that day to their teachers prior to leaving for the game/match. If a student athlete does not submit his/her work, he/she will be subject to receive academic penalties. It is the student athlete's responsibility to communicate with the teacher of the class missed due to an early dismissal and to arrange a time to make-up work or take scheduled test or quizzes.

## **RELEASE OF A STUDENT TO PERSONS OTHER THAN CUSTODIAL PARENT OR GUARDIAN**

Cambridge Christian will take all reasonable steps to ensure and safeguard the safety of children while at School.

1. Teachers will not release students during the school day without specific instructions from the Principal to do so.
2. The Principal, for authenticity and appropriateness, must approve all requests for early release from School.
3. All written requests will be authenticated by a telephone call to the parent by the Principal (or designee). Requests in person by neighbors, grandparents, and so forth, will be authenticated in the same manner.
4. Should a written or personal request be made by a non-custodial parent for the early release of a child into his care, such a request will be honored only with the following:
  - a. the consent of the custodial parent through a school initiated telephone conversation; or
  - b. instructions from the appropriate court on file in the School office.
5. Should a request be made by a non-custodial parent to make contact with a child at the close of the school day, such a request shall be denied by the Principal unless there:
  - a. is consent from custodial parent through a school-initiated telephone conversation; or
  - b. are instructions from the appropriate court on file in the School office.
6. Should a custodial parent request that the School prevent a child from any contact with the non-custodial parent the custodial parent shall be requested to submit to the School a final judgment and/or settlement agreement serving as a basis for his request.



7. In the event that parents are going out of town without their child, Cambridge Christian requests that the custodial parent notify the School in writing of adult caretakers who will be responsible for the child. Their names, phone numbers, addresses and any alternate procedures to be followed should be included in the notification.

## **CUSTODIAL RIGHTS**

In the event that parents have special legal arrangements for custodial rights of their child(ren), the School requires a copy on file in the School office from the appropriate court order(s) affirming these rights. The School cannot honor parent request for “protection” without these legal forms.

## **SEVERE WEATHER AND SCHOOL CLOSING**

CCS will not necessarily follow the school closings of the public school. In the case of severe weather or any other emergency/event that would require the school to close the information will be communicated via text and email to all school families in a timely manner.

## **BEFORE AND AFTER-SCHOOL POLICIES**

Students who arrive prior to the first bell (7:40 a.m.) are to report to their divisional designated areas. Middle school students are to report directly to the middle school deck. High school students are to report to the high school decks, and grade level hallways.

It is important that all students are supervised after-school to maintain an orderly and safe environment. All middle school and high school students are dismissed at 3:15 p.m. and should be picked up no later than 4:00 p.m. Every student who remains on the school grounds will need to be under the direct supervision of a coach, teacher, sponsor, parent, or after-school program employee. Any Upper School students remaining on campus after 4:00 p.m. will be sent to after-school care and charges will be applied. All information for after-school care is available in the Upper School office or school website.

## **UPPER SCHOOL SCHEDULE AND HOURS**

Regular (Monday, Tuesday, Friday)					
High School			Middle School		
7:45-8:36	1	51 min	7:45-8:36	1	51 min
8:40-9:27	2	47 min	8:40-9:27	2	47 min
9:27-9:37	Break	10 min	9:27-9:37	Break	10 min
9:37-10:24	3	47 min	9:37-10:24	3	47 min
10:28-11:15	4	47 min	10:28-11:15	4	47 min
11:15-11:51	Lunch (HS)	36 min	11:19-12:06	5 (MS)	47 min
11:55-12:42	5 (HS)	47 min	12:06-12:42	Lunch (MS)	36 min
12:46-1:33	6	47 min	12:46-1:33	6	47 min
1:37-2:24	7	47 min	1:37-2:24	7	47 min
2:28-3:15	8	47 min	2:28-3:15	8	47 min
Block (Wednesday & Thursday)					
High School			Middle School		
7:45-9:16	1/5	91 min	7:45-9:16	1/5	91 min
9:20-10:47	2/6	87 min	9:20-10:05	Chapel/Advisory	45 min
10:51-11:36	Chapel/Advisory	45 min	10:09-11:36	2/6	87 min
11:36-12:13	Lunch (HS)	37 min	11:40-1:07	3/7 (MS)	87 min
12:17-1:44	3/7 (HS)	87 min	1:07-1:44	Lunch (MS)	37 min
1:48-3:15	4/8	87 min	1:48-3:15	4/8	87 min

Block - Joint Chapel (Wednesday & Thursday)					
High School			Middle School		
7:45-9:16	1/5	91 min	7:45-9:16	1/5	91 min
9:20-10:47	2/6	87 min	9:20-10:47	2/6	87 min
10:51-11:36	Joint Chapel	45 min	10:51-11:36	Joint Chapel	45 min
11:36-12:13	Lunch (HS)	37 min	11:40-1:07	3/7 (MS)	87 min
12:17-1:44	3/7 (HS)	87 min	1:07-1:44	Lunch (MS)	37 min
1:48-3:15	4/8	87 min	1:48-3:15	4/8	87 min
Afternoon Assembly (Monday, Tuesday, Friday)					
High School			Middle School		
7:45-8:30	1	45 min	7:45-8:30	1	45 min
8:34-9:15	2	41 min	8:34-9:15	2	41 min
9:15-9:25	Break	10 min	9:15-9:25	Break	10 min
9:25-10:06	3	41 min	9:25-10:06	3	41 min
10:10-10:51	4	41 min	10:10-10:51	4	41 min
10:55-11:36	5	41 min	10:55-11:36	5	41 min
11:36-12:16	Lunch (HS)	40 min	11:40-12:21	6 (MS)	41 min
12:20-1:01	6 (HS)	41 min	12:21-1:01	Lunch (MS)	40 min
1:05-1:46	7	41 min	1:05-1:46	7	41 min
1:50-2:31	8	41 min	1:50-2:31	8	41 min
2:35-3:15	Assembly	40 min	2:35-3:15	Assembly	40 min

## **VISITORS ON CAMPUS**

All visitors must enter the campus at the main entrance, located in the 100 building. All Upper School visitors will also be required to check in at the Upper School office after they receive their visitor pass from the main entrance reception desk.

# **HEALTH RECORDS, CONDITIONS, & MEDICATIONS**

Students entering 7<sup>th</sup> grade and all new students are required to have current student medical forms, physical exam forms, and updated records of immunization on file for retention and admission to the school. Those students must provide a Florida Certification of Immunization (DH680 form) documenting all required vaccines. For details on required vaccines please go to the website, [www.immunizeflorida.org](http://www.immunizeflorida.org). Since this is a legal ruling of the State Department, students without such documentation will not be admitted to the school.

The Upper School office requires all students to have updated student medication forms. Students who will need to have medications dispensed to them during the school day must have all authorization forms submitted to the Upper School office. Bring all medications to the office for dispensation clearly labeled with student name. NO prescription and/or non-prescription drugs (including over the counter) are permitted to be in a student’s possession while on campus or at any school function (including overnight trips). Inhalers and insulin pumps are the only exception to this policy provided the Upper School office has a medical release form which indicates the student needing to use an inhaler. An authorization form must be submitted to the Upper School office to be able to dispense any medication to a student. This includes over-the-counter medication, such as Tylenol and Advil. These forms can be downloaded from Ren Web, the school website, or found in the Upper School office and will be kept on file with the Upper School office receptionist.

Please do not send your student to school if he/she has any of the following:

- Fever, vomiting, or diarrhea in the past 24 hours
- Severe sore throat
- Strep throat (after 24 hours of antibiotics a student is cleared for school)
- A severe cold whose symptoms include a runny nose and/or persistent cough (especially if these symptoms have kept student awake through the night)
- Head lice. Students sent home with head lice will not be permitted to return to class until they have been cleared by the Upper School office
- Severe widespread rash which could be highly contagious
- Conjunctivitis/Pink Eye (student may return after treatment has begun and eye is no longer draining)
- Students who are diagnosed by a physician, as having a concussion, must submit proper documentation of medical diagnosis and medical recommendations to the Upper School Office. Academic accommodations which apply to concussions will not be granted without proper documentation. Students with proper documentation of a concussion will work with Guidance office and teachers to develop an academic action plan.

If a student comes to the clinic during school hours he/she will be required to call home if their condition does not improve in a timely manner, a fever is detected, or if they exhibit any of the symptoms listed above. Please make sure all contact numbers are accurately listed in Ren Web, including any additional emergency contacts for the student. If a student is ill, it’s best to remain at home for their recovery and the protection of other students.

## **IMMUNIZATIONS**

The following chart gives a summation of the immunizations students must have at each grade level to enter School. Immunizations must be on file in the Lower or Upper School offices the day before your child enters school. Failure to complete the immunizations as indicated below jeopardizes your child’s attendance at Cambridge Christian.

Requirements for All Students

Entering Grade	DPT	POLIO	HIB	HEP B SERIES	MMR	VARICELLA VACCINE	Td BOOSTER	SCOLIOSIS SCREENING
PS PK	4	3	X	X	1	1		
K - 2	5	4		X	2	2		
3 - 5	5	4		X	2	2		
6*	5	4		X	2	2		X
7	5	4		X	2	2	1	
8	5	4		X	2	2	1	
9	5	4		X	2	2	1	
10-12	5	4		X	2	1	1	

## **DELIVERY OF ITEMS TO STUDENTS**

Any items such as flowers, lunch, or student belongings delivered by parents or other source must be brought to the Upper School office after clearing the main campus reception area. Parents or students who bring in food or drink items must bring them directly to the Upper School office. This includes lunch and birthday treats. All food items intended to be shared with other students should be store bought and in their original packaging per compliance with the Health Department.

## **LOST AND FOUND**

The Upper School office has limited space for lost and found items. Items that are not claimed within a pre-determined time will be donated to the clothes closet, given to the Salvation Army, or disposed of. Any items turned into the Upper School office labeled with a name will be returned to their owner. Any lost items should be reported to the Upper School office.

Items left outside of the locker areas will be collected periodically. If the item is labeled, it will be returned to the owner; if not, the item will be disposed or donated. Students are to keep all personal items inside of their lockers or backpacks to avoid having items taken or disposed. This will also apply to items left behind in PE locker rooms.

## **MEDIA CENTER**

The media center is a great space that enhances our educational program. The media center offers students a quiet space to study and work collaboratively with peers. The media center has computers for students to use as needed, a copy machine, and student collaborative areas outfitted with projection capabilities. The media center also houses books that are available for check-out. The media center is a designated space to support learning for both students and teachers. We encourage all students to take advantage of what is offered in the media center within the following guidelines:

- Hours – Prior to school from 7:30-7:45 a.m., during high school lunch and after-school.
- Expectations – It is to be a quiet workplace and place for students to study. Therefore, students are expected to keep noise levels to a minimum. No tampering or vandalism will be tolerated and anyone caught will be subject to disciplinary action. The media center computers are not permitted to be used for games or for any social media usage. Any violation to this policy will be subject to disciplinary action and loss of computer usage determined by Upper School Assistant Principal or Middle School Dean.
- Books – Students are permitted to check-out books for a set period of time. There is a \$.50 charge per day for each overdue book and this will be billed to your account. Students will be charged only for school days (no charge for weekends, holidays, or illness). All books will need to be returned by the end of the school year to the media center. Outstanding books that are either lost or damaged will accrue a fine (\$20 minimum) that will be billed to the student's account.
- Computers - Computers are available for word processing and internet access. Students may print in black and white only.
- Televisions – Two televisions are mounted on the walls for students to use as a collaborative presentations monitor. Students can connect their devices to the television by: A) using the connected Apple TV device and their Apple device's "Air Drop" feature. B) using the connected Microsoft Wireless display device and their PC or Android device's "Project" feature. C) using the connect HDMI cable to plug their device directly into the television

## **CELL PHONES, SMART WATCHES, AND EARBUDS - MIDDLE SCHOOL**

Students must keep cell phones in their lockers. Cell phones are not permitted in the classrooms at any time; this includes PE and elective period. Additionally, students may not have their cell phones at lunch. We wish for the lunch period to be a time in which students relax and build relationships with classmates. Students may text a parent or check a text during the 4-minute passing time between classes. If a student needs to use his/her phone to call a parent during class time, the student should ask permission of the teacher and then go to the Upper School office. Students will not be allowed to wear smart watches during quizzes, tests, or during final exams. Teachers reserve the right to ask any student to remove his/her smart watch during class, especially during assessments. Earbuds or any type of earphones are not permitted throughout the school

day unless approved by a teacher for academic purposes. Earbuds/earphones may only be used before and after school. If a student has earbuds/earphones on during the school day they will be confiscated.

## **CELL PHONES, SMART WATCHES, AND EARBUDS - HIGH SCHOOL**

Cell phones must be off or in silent mode during the school day. High school students are permitted to carry a cell phone and wear a smart watch, but they are not permitted to be used during class. Students will not be allowed to wear smart watches during quizzes, tests, or during final exams. Teachers reserve the right to ask any student to remove his/her smart watch during class, especially during assessments. If a student takes out a phone during class time, the phone must be surrendered to the teacher. The teacher will hold the phone until the end of the class. If a student needs to use his/her phone to call a parent during class time, he/she must go to the Upper School office. Students are not permitted to record (audio or video) classroom sessions without prior teacher permission. Earbuds or any type of earphones are not permitted throughout the school day unless approved by a teacher for academic purposes. Earbuds/earphones may only be used before and after school. If a student has earbuds/earphones on during the school day they will be confiscated

## **HALL PASSES**

Hall passes are required as students are not permitted to be in the halls during class time. If a student is found in the halls without a pass by any CCS staff member, he/she will be subject to disciplinary action.

## **COMMUNICATION**

We are committed to maintaining clear and purposeful communication. The following communication methods will assist us to stay connected and informed:

- The Upper School will send a monthly newsletter with all the happenings, calendar events, academic, and guidance information to students and parents via email.
- Sanctioned flyers, posters, and other student communications will be displayed on bulletin boards placed in stairwells and other high traffic areas.
- All student/parent forms can be found in the Upper School office or can be obtained online through Ren Web or the school website.
- Anyone desiring a meeting with the principals should email Mrs. Eicholtz, the Upper School Administrative Assistant, at [aeicholtz@ccslancers.com](mailto:aeicholtz@ccslancers.com).

## **PLACEMENT OF SIGNS ON BULLETIN BOARDS**

All signs placed on the Upper School campus must be approved by Upper School administration. Signs of any kind posted without permission will be removed and disposed. Evidence of permission will be the signature of either the Principal or the Assistant Principal on the sign. All signs must be posted on the designated bulletin boards per division. Any sign, even if approved, found posted on a wall/door outside of the designated bulletin boards will be removed and disposed.

## **LOCKERS AND BACKPACKS**

Hall lockers are available to all students in grades 7 – 12 and are the property of the school. No graffiti or inappropriate pictures or signs are permitted inside or outside of lockers. Students should maintain a neat and clean locker. Students must secure their devices, books, and personal items in their assigned lockers and not use classrooms, or hallways as storage locations. The Upper School office will assign each student a locker and a lock. Locker combinations should not be shared. Lockers are to be closed and locked at all times. If a student's locker does not work properly, the student should notify the Upper School office immediately so the locker can be repaired or issued another locker/lock. There is a \$10.00 charge for each lost or stolen lock. This will be billed to your Cambridge Christian account. Students are not permitted to switch lockers unless approved by the Upper School office or Middle School Dean. If a student tampers with another student's lock or locker, he/she will be subject to disciplinary action.

Your locker should be considered a public space and is subject to random and unannounced searches. The Upper School administration or designated employee retains the right to inspect lockers and/or backpacks and their contents. Registration at CCS constitutes parental consent for such searches. The school assumes no responsibility for lost or stolen items.

Backpacks should be placed in front of locker area during lunch, chapel, assembly times, and/or as indicated by Upper School administration or teaching faculty. Backpacks are not permitted in the lunchroom at any time. Backpacks are to remain with students at all other times but should not be worn during class. Teachers will direct students as to where they should store backpacks during class time. Rolling backpacks are not permitted.

## **STUDENT DRIVING GUIDELINES**

Students are required to register their vehicle and obtain a parking decal from the Upper School office. All cars must be registered and the Upper School office will manage and designate student parking spots, as well as direct underclassmen to their assigned parking area. Each year the school will determine the number of drivers it can accommodate in the student parking areas. At times, underclassmen may be denied driving privileges due to the restriction of parking spaces.

Driving to school is a privilege that comes with great responsibility. Students who desire to enjoy this privilege will be expected to follow all driving and parking guidelines. Assigned parking spaces will be reserved only for students who have a registered vehicle and is using that vehicle to drive to and from school.

Specific guidelines for student drivers to follow include the following:

- Students may only park in designated student parking areas.
- Students may not drive off campus for lunch (other than pre-approved senior privilege).
- To drive off campus during school hours, students must obtain written parental permission.
- Loud music is not allowed in designated student parking areas.
- The speed limit on campus is 5 mph.
- Students are not to loiter around cars, and they are not permitted to be in parking lots during the school day.
- If a student needs to retrieve items from a vehicle, he/she must get permission from the Upper School office.
- Students who park in the back lot will not be permitted to go to their vehicle during school hours.
- Any student caught in a parking area without permission during the school day will be considered as skipping class
- Students may not eat lunch in their cars.
- Student decals must be visibly placed on vehicles.

Cambridge Christian will not be held responsible for any damage, including debris, which at times falls onto cars or is a result of other students' recklessness. Student driving privileges will be suspended immediately, if at any time a student's driving, parking, or misuse of a vehicle puts the safety of others at risk.

During the school day, a student will only be permitted to drive as a passenger in another student's vehicle with written permission from his/her parent. We highly discourage this practice.

## **PARENTS TRANSPORTING STUDENTS**

Parents may not legally transport any Cambridge Christian student, other than their own, to or from any other Cambridge Christian event without prior authorization from school administration. Any parent may pre-arrange to pick up their child at the end of the event with the Cambridge Christian supervisor in charge. If you desire to have your child picked up from a Cambridge Christian event by someone other than yourself, you must pre-authorize this action in writing. Complete the Parent Transportation Authorization Form and give it to the Cambridge Christian supervisor of the event.

## **SEXUAL ETHICS**

Cambridge Christian School affirms the biblical understanding of sexuality as a gift from God (Genesis 2:24) as defined in His Word. In concert with biblical teaching, CCS supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. In addition, CCS recognizes that the gift of gender is part of the goodness of

God's creation and is predetermined by God and revealed at conception. Lifestyles or practices inconsistent with these biblical teachings are also inconsistent with the mission of CCS. CCS affirms the biblical teaching that all sexual conduct outside the sanctity of marriage, including both heterosexual and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture. CCS understands that while we all fall short of the glory of God (Romans 3:23), the grace of God poured out through the blood of His Son calls us to repentance, forgiveness and a new life in Christ (2 Corinthians 7:10, 12:21; 2 Timothy 2:25; 2 Peter 3:9). We understand that these issues are very personal in nature, and great discretion will be given in dealing with such matters – our purpose is not to bring shame or discomfort to an individual or family. However, nor will our actions negotiate the veracity of biblical absolutes on the altar of cultural convenience and compromise. Consequently, our policy for all CCS students, staff, parents/guardians and board members calls for devotion to a biblical standard of purity.

When confronted as a result of not observing these biblical standards, continued involvement with CCS would necessitate a contrite heart before the Lord. In addition to personal behavior, board members, staff, students, parents/guardians and their families are expected not to participate in advocacy groups that promote sexuality contrary to biblical teaching. CCS may determine a consequence for the individual that is appropriate for the act committed. In doing so, the school shall offer counsel and assistance to the individual so that the consequence imposed may be a catalyst for redemption in his or her life. If a continued relationship with CCS and any member of the CCS staff, board, student body or parental body deemed to be damaging to (or a distraction from) the mission of CCS, appropriate action, which could include dismissal, may be necessary. CCS will respond to such issues with an appropriate combination of grace and truth.

## **SENIOR PRIVILEGES**

CCS honors the senior class with certain privileges throughout the year. However, any violation to these privileges will result in either temporary or permanent loss of participation.

1. Seniors will be released 5 minutes early for lunch every day at the discretion of their teacher. This is a coveted privilege we honor unless students are being assessed, classroom activities prevent early dismissal, or a teacher withholds privilege due to any inappropriate behavior displayed in class.
2. Seniors are permitted to park outside the gates in assigned senior parking spots. These spots will be managed by the Upper School office. Seniors are also permitted to paint and personalize their parking space bumper. We encourage tasteful personalization. Artwork deemed inappropriate by the Upper School administration will be painted over.
3. Seniors may leave campus each Friday for an off-campus lunch if there is a lunch permission form signed by parents on file in the office. Seniors leaving for lunch are required to sign out/in every Friday outside of the Upper School office. Students are required to return to school prior to 5<sup>th</sup> period. Students that return from lunch tardy will lose their off-campus lunch privilege the following Friday. After three (3) tardies, students will lose their off-campus lunch privilege for the remainder of the school year.
4. Every day except Wednesday, seniors are permitted to sign-out for early release, after 7<sup>th</sup> period. All students are required to sign the sign-out sheet provided outside of the Upper School office prior to leaving campus. Once they sign the form they must leave campus immediately. If a senior does not sign-out he/she is to report to the designated area communicated by administration. Seniors are not permitted to hang out in the parking lot or walk around campus unsupervised during this time.

# ACADEMIC GUIDELINES

Cambridge Christian School encourages students to demonstrate academic excellence and spiritual maturity. We believe that academic excellence is grounded on biblical principles. Our students are challenged to reach their God given potential as they pursue God's purpose for their life. Our academic program is founded on the truth of God's Word and designed to develop a biblical worldview within each student that will enable him/her to intellectually engage the culture for Christ.

Cambridge Christian School desires that each student reflect the truth that declares work as a blessing and gift from God. As Paul stated in 2 Timothy 2:15, we encourage students to present themselves to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.

Our goal for each student is for them to navigate their academic journey successfully demonstrating the attributes that define the LANCER mindset.

Life-long learning – wholeheartedly pursuing a genuine curiosity and love for learning.

*"Intellectual growth should commence at birth and cease only at death." Albert Einstein*

Advocate for growth – self-motivated learner who is accountable for his/her effort and responsibility in the learning process.

Nobel and diligent learner - one who demonstrates integrity through their work ethic.

Critical thinker and problem solver - one who embraces the challenges of the 21<sup>st</sup> century.

Enthusiastic learner – one who goes above and beyond to engage the learning process.

Redeemed and committed servant - one who is equipped to defend Biblical truth in their pursuit of wisdom and knowledge.

Talents, skills and the ability to work are gifts from God. He has designed man to labor. It is profitable and good. Laziness is not. Working with excellence reflects God's own nature.

*Whatever you do, do it enthusiastically, as something done for the Lord and not for men. Colossians 3:23*

## ACADEMIC TRACKS

Cambridge Christian School offers two general academic tracks in addition to the specialized STEM pathways offered for students enrolled in the STEM program. The two academic tracks are college prep and Advanced/Honors. Both tracks are rigorous and designed to equip the college prep student with the skills and knowledge necessary to succeed. Courses are classified as either College Prep (CP), Honors (H), or Advanced Placement (AP). The STEM pathways are comprised of Advanced/Honors courses and specialized elective courses. Students who complete the coursework within the STEM pathways will graduate with a STEM distinction.

## GRADES

Letter grades are assigned point values (see chart below). Cambridge Christian has adopted the following grading scale for report cards, honor roll, and transcripts. These grades are also used to compute a GPA for each student. Courses are designated as College Prep (CP), Honors (H), or Advance Placement (AP).

<u>Percent</u>	<u>Letter Grade</u>	<u>CP pts.</u>	<u>H pts.</u>	<u>AP pts.</u>
93-100	A	4.00	5.00	6.00
90-92	A-	3.70	4.70	5.70
87-89	B+	3.35	4.35	5.35
83-86	B	3.00	4.00	5.00
80-82	B-	2.70	3.70	4.70
77-79	C+	2.35	3.35	4.35
73-76	C	2.00	3.00	4.00
70-72	C-	1.70	2.70	3.70
67-69	D+	1.35	1.35	1.35
63-66	D	1.00	1.00	1.00
60-62	D-	0.70	0.70	0.70
0-59	F	0.00	0.00	0.00

## **WEIGHTED GRADES**

Students can receive weighted grade points for taking Honors (H) and Advanced Placement (AP) classes. When a student takes an Honors level class, the grade point awarded for that class is increased by 1.0 point. When a student takes an AP class, his/her GPA is awarded an increase of 2.0 points.

## **MINIMUM GRADE POINT AVERAGE**

The minimum of a 2.0 grade point average (GPA) is required for graduation from Cambridge Christian School. Therefore, any 9th - 12th grade student whose annual GPA falls below 2.0 will not be guaranteed admission for the following year and will be on an academic probation.

## **ATHLETICS**

Per Florida High School Athletic Association (FHSAA) requirements, a student who has an overall GPA fall below 2.0 at the end of any semester grading period will be removed from athletic participation. Students who are on academic probation (see academic probation policy) may be removed from participation in athletics. Students and parents are to be aware of the minimum GPA and course requirements for NCAA which may differ from Cambridge Christian School and FHSAA. Please refer to [www.NCAA.org](http://www.NCAA.org) for the most up to date requirements for student athletes who have a goal of playing sports at the collegiate level.

### **FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION (GRADES 6-12)**

FHSAA requires every athlete to have a current sports physical (EL2) and a liability form (EL3) each year BEFORE a student-athlete may practice or participate in any sport. Cambridge Christian must have these forms on file in the athletic office prior to participation. These forms can be found at [www.ccslanders.com](http://www.ccslanders.com) under the Athletics link.

## **GRADUATION REQUIREMENTS**

In order to graduate from Cambridge Christian School students must attain a minimum of 25 credit hours (credits specified below), the required community service hours, and be in good financial standing with the school.

Credits required for graduation:

Bible	4 credits
English	4 credits
Math	4 credits (including Algebra I, Geometry, Algebra II)
Science	4 credits (2 lab sciences including Biology & Chemistry)
History	4 credits (World History, US History, American Gov. & Economics) (beginning with the class of 2022)
World Languages	3 credits (levels 1-3 of the same language)
Physical Education	1 credit (HOPE)
Fine Arts	1 credit
Technology	1 credit (beginning with the class of 2021)
	25 credits total

Additionally, seniors must pass their senior interview with the Bible department head and the Upper School Principals. The graduation ceremony is held at the end of each school year. Seniors who have met all graduation requirements are eligible to participate in the ceremony. Participation is not automatic and students whose behavior, attendance, or attitude has not been satisfactory to the administration may be asked not to participate.

## **COMMUNITY SERVICE HOURS**

All Cambridge Christian high school students are required to participate in community service hours. The goal of this service is for our students to become involved in our community and to learn to share the gifts God has given them through His grace.



It is the student's responsibility to complete hours and turn them into the Guidance Office no later than the dates stated below. The Guidance office will approve, verify and credit the hours. Students will not be permitted to take their exams until this requirement has been fulfilled.

Service hour minimum requirements per grade level are as follows:

9<sup>th</sup> grade- 20 hours total- 10 hours due by December 1- remaining hours due by May 1

10<sup>th</sup> grade- 25 hours total- 13 hours due by December 1- remaining hours due by May 1

11<sup>th</sup> grade- 30 hours total- 15 hours due by December 1- remaining hours due by May 1

12<sup>th</sup> grade- 35 hours total- 18 hours due by December 1- remaining hours due by May 1

To receive credit for completing the required service hours, the following guidelines must be met:

1. Students must complete the hours within the specified time frame. The time frame is the summer prior to entering a specific grade or during the enrollment year up to exams each semester.
2. No money or reimbursement of any kind may be received for community service.
3. Service given to a family member or to a private, for profit business is not considered community service.
4. Students are to serve at schools, ministries, churches, community events, etc.
5. A supervisor must sign the community service form when the community service has taken place. Parents are not to sign as a supervisor.

## **VALEDICTORIAN AND SALUTATORIAN**

Senior class Valedictorian and Salutatorian are determined by the cumulative academic 7<sup>th</sup> semester weighted GPA and will be announced each year in late April. Eligibility for these two honors require that the student attended Cambridge Christian School as a full-time student for his/her entire junior and senior years and that his/her conduct be above reproach. The student with the highest overall weighted GPA will be the Valedictorian and the second highest will be the Salutatorian. In the event of a tie, a committee will review each nominee's quality points, seventh and eighth grade GPA, and SAT or ACT scores to make the final selection.

## **RANK**

Cambridge Christian School does not report the rank of individual students. Given the class size and academic caliber of the student body, small variations in GPA can make a significant difference in class rank.

Cambridge Christian School celebrates students who receive the distinction of being recognized on the Honor Roll, Principal's List, or Head of School's List for their academic achievement. All academic subjects in the curriculum are included in determining eligibility for the Honor Roll. In both middle and high school, an overall weighted average of 80% must be obtained to be recognized for academic distinction. These rankings are determined at the end of each semester.

Head of School's List - all A's with no A-'s

Principal's List - all A's and B's, with more A's than B's

Honor Roll - all A's and B's, with more B's than A's

Students at Cambridge Christian School are encouraged to take the most rigorous offerings available to meet their individual goals. Academic excellence will be recognized at graduation based on an unweighted GPA as follows:

Summa cum laude: 3.9 and above

Magna cum laude: 3.7-3.89

Cum laude: 3.5-3.69

## **LANCER LIFER**

Seniors who have attended Cambridge Christian School since 1<sup>st</sup> grade (or prior) will be recognized as a Lancer Lifer. To receive this distinction, a student must be continually enrolled in CCS without any terms of withdrawal. Our Lancer Lifers will be honored at the graduation ceremony.

## **GRANTING CREDIT AND GRADE FORGIVENESS**

Credit is awarded at the end of each semester for each course in which a passing grade is earned. Students who do not receive credit for a required course for graduation due to a failing grade must make up the course prior to the start of the next school year or prior to receiving a diploma. A failing grade is anything below a 60%. When failure is received in one semester of a two-semester course, the student will be required to make up only the semester failed. Credit can be recovered through an online accredited program which must be approved by the Guidance Office. The new course grade will be added to a student's transcript and both the failing grade and the new grade will be calculated into the cumulative GPA.

## **HIGH SCHOOL CREDIT IN MIDDLE SCHOOL**

Eighth grade students enrolled in high school level courses, such as Algebra 1, Spanish1 and Physical Science Honors must earn a grade of B- or higher for both semesters to be promoted to the next level of course work in the respective subject. Any student earning a grade below a B- will be required to repeat the course in ninth grade.

## **PROMOTION POLICIES 7-8**

A student will be promoted to the next grade if, in every subject, the following has been done:

1. The student has earned a passing grade in three of the year's four nine week grading periods.
2. The student has an overall course percentage grade of at least 60% for the year.

All failing grades must be made up prior to the start of the next school year through an online accredited program approved by the Guidance Office. The student will be required to earn a minimum passing grade in order to recover credit for courses failed. Failure to pass classes will affect promotion to the next grade level.

## **PROMOTION POLICIES 9-11**

Students in grades 9-12 must complete their required course load to receive the credits necessary to be promoted to the next level of study.

## **ACADEMIC PROBATION**

A student who earns either multiple D's or one F at the end of any quarter will be placed on academic probation. The student will remain on academic probation for one quarter, at a minimum, pending performance. The process for a student placed on academic probation will be coordinated by the Guidance Office, The Guidance office will set up a meeting with student and parents to discuss the process and gravity of this status.

The student will work with teacher and parent regularly throughout the quarter along with Guidance in order to monitor and encourage gains in performance. The procedures will be detailed at initial meeting.

Students placed on academic probation may not be permitted to participate in extra-curricular activities. This will be determined at the initial parent/student meeting with the administration. If the student does not make gains and continues to demonstrate a decline in performance the probationary status may initiate a recommendation for withdrawal.

## **REPORT CARDS**

Report cards will be emailed at the end of each nine-week grading period.

Quarter grades reflect student progress and will be calculated along with the semester exam to determine final semester grades. Semester grades are the only marks that will appear on a student's transcript. If there are questions after receiving the report card, parents and/or students are encouraged to contact the teacher directly.

Your student's progress can be viewed and monitored through Ren Web at any time. We encourage both parents and students to regularly check grades and not wait until the end of the quarter to discuss any concerns. If you have any concerns or questions in regard to grades or student performance email or call the teacher immediately.

## **PARENT-TEACHER COMMUNICATIONS & CONFERENCES**

The Upper School will host two days for parent conferences in the fall of each year. These conference days are held in the gym and all Upper School teachers will be present to conference with parents. Additionally, at any time in the school year a parent feels they would like to meet with their child's teacher(s), the Upper School office will make the necessary arrangements to coordinate the meeting. These meetings will be held after-school and will need to be scheduled in advance to provide enough notice for all involved.

Additionally, at any time in the school year a parent feels they would like to meet with their child's teacher(s), they should email the teacher directly. The Upper School office will coordinate parent conferences that require more than one teacher at the request of administration, teacher, or parents. These meetings will be held after-school and will need to be scheduled in advance to provide enough notice for all involved.

## **HOMEWORK PHILOSOPHY**

While education remains paramount at Cambridge Christian School, it is important to understand that family and the local church are our partners in the process. School and school-related activities should not make up the entirety of a young person's life. Our success rate in partnering with families whose members are close to each other and connected to church is tremendous. Close-knit families require time with each other (Wallace, 2015). Therefore, while homework is necessary and important to us as a school, it does not trump the importance of family and church. Our homework philosophy and its implementation will reflect these two priorities.

*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction. Proverbs 1:7*  
*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters. Colossians 3:23*

### **PURPOSE OF HOMEWORK**

All homework does not inherently hold academic value. In order for homework to promote learning, it must connect in one or more of the ways identified below. With that being said, honorable completion of homework develops self-discipline. It provides an opportunity for the students to independently produce their best work. Homework produces the greatest benefit when it is completed with integrity. It relies on the honor system, and it provides an opportunity for parental involvement and support.

*Now finish the work, so that your eager willingness to do it may be matched by your completion of it according to your means. 2 Corinthians 8:11*

Homework at Cambridge Christian School is described as authentic, engaging, meaningful, and relevant. The amount of homework is not directly proportional to the rigor of an academic program. Homework is not assigned as a matter of obligation, and it is not comprised of non-thinking activities commonly referred to as "busy work" (i.e. writing vocabulary words ten times each). When the goal of a particular assignment can be accomplished by assigning ten problems, our teachers do not assign thirty.

Homework always has one or more of the following purposes:

- Practice
- Review
- Extend
- Prepare
- Explore

As a rule of thumb, Cambridge Christian School follows the standard endorsed by the National Education Association and the National Parent-Teacher Association. These standards reflect the correlation between time devoted to homework and its benefits per grade level. Based on the extensive research guiding these standards, CCS has developed guidelines to promote healthy homework practices.

Based on the standards the benefits of homework for middle school students increases as time increases up to 1-2 hours per night and for high school 1.5-2.5 hours per night (not to include studying). Beyond these timeframes, the benefits tend

to decrease. However, students enrolled in Honors and AP courses should regularly expect to spend more time working on homework due to the rigor of these courses. We understand every student works at a different pace, some may take longer while others work more swiftly through the same assignment. Therefore, consider the following guidelines to help encourage productive and beneficial results for your student to do homework as it pertains.

Parent guidelines when monitoring homework:

1. Promote a positive attitude toward homework as part of the learning process.
2. Understand and reinforce expectations for the quality of student work.
3. Provide structure, a site, and tools needed to help the child organize and complete homework.
4. Be available to provide supervision and support, but do not do the assignment.
5. Understand the amount of assistance appropriate for homework assignments.
6. Communicate often with the student and his or her teacher. Give feedback to the teacher when there is a homework concern.

Student guidelines when completing homework:

1. If the assignment is not clear, ask for help and email the teacher immediately with any concerns.
2. Copy all assignments into a planner carefully recording due dates and important information.
3. Maintain the highest quality work on homework assignments.
4. Take home all necessary resources.
5. Bring the completed homework to school when it is due.
6. Be responsible for getting assignments when absent from school.

## **HOMWORK POLICIES**

All homework assignments are posted on Ren Web for students and parents to view at any time. Additionally, teachers post their homework assignments and upcoming assessments in their Moodle course and in the classroom. Students are encouraged to maintain a planner. Teachers will update Ren Web weekly basis. Teachers will also advise parents as to whether time was allocated within the class period to begin homework by stating in Ren Web “if you did not complete in class today.” This statement indicates that both the directions for the assignment were given and time was provided in class. We are preparing for college and life, which means teaching students the importance of meeting deadlines, and self-advocacy.

Homework assignments are generally categorized as overnight assignments or multi-day assignments.

Overnight assignments indicate homework assigned one day and due during the next class period. Overnight assignments turned in late will receive a zero. If a student encounters some difficulty completing an overnight assignment that involves technology it is the student’s responsibility to immediately email the teacher and communicate the circumstance. The teacher will apply a 5% academic penalty. If the teacher does not receive a communication from the student in a timely manner the student will receive a zero.

Multi-day assignments may be accepted late, but teachers will use their discretion in discounting the grade according to the guidelines outlined below. We encourage students to complete all multi-day assignments on time. Multi-day assignments must be turned in to the appropriate teacher on the due date. If a student is absent, it does not excuse the due date. If the assignment is one that could be emailed, it must be emailed on the due date if the student is absent. Grade deductions will be accrued as listed:

- 1 day late 10%
- 2 days late 20%
- 3 days late 30%
- 4 days late 40%
- 5 days late 50%
- More than 5 days late – not accepted

## **HOMEWORK OVER BREAKS**

No homework or projects will be assigned over Thanksgiving, Christmas, or Spring break in core courses with the exception of AP courses. No homework or projects will be due on the day of return from these breaks. However, long-term assignments in any course can be due during the first week back from these breaks.

## **MAKE-UP WORK**

When an absence occurs, it is critical that a student makes up missed work in a timely fashion. A student will have one (1) day per day of absence in which to make up missed work. For example, should a student be absent for three days, the student will have three days in which to make up the missed work. Please note that, once a student returns to school, the student will be required to keep up with ongoing classwork and homework while making up the missed work. The fact that a student is making up missed work will not excuse the student from staying current once he/she returns. For this reason, we strongly encourage parents to carefully monitor student absences.

There are times when students who arrive late to school will miss a class period in which a test was given, or a paper/project was due. In those cases, the student may be required to take the test or submit the project/paper to his/her teacher *before* departing at the end of the school day.

A *pre-announced* assignment, project, or test missed due to an absence must be submitted or taken by the next class meeting the student attends. Additionally, an absence on a review day for a test does not exempt a student from taking a pre-announced test on the scheduled day.

Students will be required to make up work missed in each subject and they will have one (1) class meeting per absence in which to make up missed work. A pre-announced assignment, project, or test missed due to an absence must be submitted or taken by the next class meeting the student attends. The teacher and/or administration may grant additional time for making up tests in unusual circumstances, but all tests missed due to an absence must be made up within five (5) school days. Students who arrive late to school and are absent during a test or missed a class in which a project is due, may be required to take the test or submit their project to their teacher, before departing at the end of the school day. Absence on a review day for a test does not exempt a student from taking a pre-announced test on the scheduled day. It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing missed work. When tests are missed due to an absence, they are to be taken at the teacher's convenience. The student is responsible to make the necessary arrangements.

## **INCOMPLETE GRADE**

A student's grade for a marking period is incomplete when, due to unforeseen circumstances, he/she does not complete the assigned work in a given subject. A grade of "I" is assigned as a course grade until the work is completed. Upon completion of the work, the teacher will post the grade. Arrangements for makeup work and/or tests is the responsibility of the student. Assignments not completed as assigned are subject to grade reductions (See section on Homework and Make-Up work). If a student does not complete the work within the applicable timeframe, a failing grade will be recorded.

## **EXAMS**

Students sit for comprehensive exams at the end of each semester. The exams represent 20% of the semester grade for all high school courses and 10% of the semester grade for all middle school courses. During the exam days, students are only required to sit for exams in core courses they are taking. Exam dates and times will be communicated and posted two weeks prior to the exam sessions. We ask that students be picked up after they have completed their exam session. The following guidelines will be enforced during exam times:

1. All students are required to be in school uniform to sit for exams.
2. If a student cheats on an exam, the student will receive a grade of "0" on that exam. The appearance of cheating will be considered and may result in a grade of a "0" on the exam.
3. Students who are ill on the day a semester and/or final exam is given, must present a note from a qualified physician in order to be allowed to make up the exam. If a note is not obtained, the student will not be allowed to make-up the exam and they will receive a grade of zero. Pre-arranged absences are highly discouraged and will be considered unexcused. There will be an exam fee per exam of \$75 billed to the students account for scheduled make-up exam sessions. These sessions will be coordinated through the guidance office.

## **JUNIOR & SENIOR EXAM EXEMPTIONS**

A junior or senior who earns a grade of 90% and who has no more than five (5) absences in a class each semester, may choose to be exempt from the second semester exam in that course. The absence policy may be waived for an extended illness if validated by a physician's signature and approved by the administration.

### *Exemption Guidelines:*

1. Students must have at least a 3.7 (A-) weighted average in each of the first three marking periods as well as the first semester exam.
2. The exemption is generated by the Guidance office.
3. Parents must sign the Exam Exemption Request form. All students who do not meet the above exemption guidelines must take the semester and final exams. Students enrolled in AP classes must take the AP exams and other tests following the AP exam as deemed necessary by the teacher.

## **CURRICULUM**

Cambridge Christian School families will be billed an annual curricular fee in May due by June 1. The fee will cover all the curricular resources, novels, and digital textbook subscriptions for their student for the year. The fee will not cover outside reading novels, a copy of the Bible, AP Exams or additional supplies requested by the teacher such as binders, calculators, etc.

At CCS, curriculum is reviewed annually. We use highly rated resources and textbooks that comply with national and state standards. All of the novels used in the classrooms are vetted through a book review committee. Once the committee approves the novel it will be adopted as part of the literature canon. Our English teachers will select novels from the approved literature canon. Our staff utilizes data and feedback to determine curricular enhancements and adaptations as part of the overall curricular review process.

## **EXTRA HELP AND TEACHER OFFICE HOURS**

We desire for all students to be successful as they progress through our academic program. However, we understand that some students may require additional assistance and outside tutoring in order to achieve academic success. Our teachers are committed to assisting students and providing extra help as needed throughout the school year. Each teacher has either before and/or after-school office hours designated for extra help and/or make-up work. These hours are listed in the course syllabus and posted in the classroom. We encourage all CCS students to seek the assistance of their teachers during these set times. If after meeting with the teacher a student still needs additional assistance, outside tutoring services may be needed. The Guidance Office can assist with recommendations for outside tutors.

## **ACADEMIC ACCOMMODATION AND DISABILITIES POLICIES**

Cambridge Christian School will consider the need for an adjustment to its programs, policies, or procedures for a student's physical, mental, or learning disability or difference. Should there be a need for a specific modification, it is the parent's responsibility to request it by meeting with the Guidance and Academic Advisor and/or the Principal and by cooperating with the School's procedures to determine the need and parameters of any such change. Changes are made at the discretion of the School and in consideration of available resources. Though Cambridge Christian desires to make modifications when possible, it should be understood that our education mission parameters include whole class instruction and do not include special education services.

Students either in the Discovery/NILD Program or on the waiting list for the Discovery/NILD will have an accommodation plan in place provided by either by the Discovery/NILD Program Coordinator or the NILD Educational Therapist. The NILD Educational Therapist will work with the teachers to meet the needs of the student while working on deficit areas through NILD educational therapy.

Accommodations will only be considered for students who have current testing in their student file. Current testing is defined as testing completed within three years to date and conducted by a licensed educational professional.

Students with 504's and/or IEP's will be considered to receive accommodations that have been approved by CCS administration. All 504's and IEP's must be current and kept on file in student file. Students who do not have current testing or who are not enrolled in the Discovery program will not be eligible to receive academic accommodations or modifications.

The Upper School accommodation plan for students with up-to-date (within 3 years to date) testing on file is outlined below.

1. Extra time on unit tests or exams if supported by current testing (20-25 minutes only). Teachers will handle this for their own tests.
2. Preferential Seating.
3. Best Teaching Practices including: Use of manipulatives, cue to stay on task, use of reading strategies, visual aids, repeat instructions, thinking maps, cooperative learning, visual and auditory instructions, Ren Web and/or Moodle for class assignments.
4. Extra time on standardized tests if approved by the Guidance office or appropriate testing organization and supported by current testing.

All Upper School students can get extra time on unit test (5 to 10 minutes only) at the discretion of their teacher, preferential seating, and best teaching practices.

## **ACADEMIC FIELD TRIPS**

Field trips with an academic emphasis are encouraged, and many of the classes sponsor a variety of field trip experiences that enhance learning beyond the classroom.

In order to participate, all students will be required to submit a field trip form signed by parents to the Upper School office. Details for each of these trips will be communicated by the teacher sponsoring the field trip experience. If a parent gives student permission to attend, the cost of the fieldtrip will be billed to the family's Cambridge account.

## **SUMMER PROGRAMS**

Cambridge Christian offers summer programs to enhance the academic experience beyond the school year. The programs offered each summer will be communicated in early spring. These programs will incur additional fees and are subject to change depending on enrollment and interest level.

# APPEARANCE & DRESS CODE GUIDELINES

The dress code at Cambridge Christian is observed not only to have our dress reflect pride in our school but to reflect Christ. His desire is for us to ensure that our appearance is pleasing to Him. God has created us in His image and to glorify Him.

Our desire is to cultivate our inner beauty and not bring undue attention to the outward appearance in ways that do bring Him glory. 1 Timothy 2:9-10

The purpose of our dress code is not to be punitive but to encourage modesty. We wish to teach our students that, even in matters of appearance and dress, they can bring honor to God. Our intent is to promote and foster the Biblical values we represent. We understand that our appearance and dress influence not only the learning and quality of work but also builds our witness within the community. As a result we strongly encourage compliance to all appearance and dress code guidelines as well as proper grooming. We partner with parents to ensure understanding of our intent and insistence of full compliance to the dress code guidelines.

## **UNIFORM SUPPLIER AND REQUIRED DRESS CODE**

RISSE BROTHERS is our uniform supplier for the purchase of all uniform pieces. Uniforms are required to be worn Monday through Thursday.

### **HIGH SCHOOL LADIES**

**Knit polo shirt** with CCS logo in solid white, navy, gray, or yellow. Band or choir polos are permitted.

**Plaid skort** – long length only- *Hem of skort must be no shorter than 4 inches above back of knee.*

**Khaki uniform pants or shorts** - Shorts length no shorter than 4 inches above back of knee

**Chapel Attire**- CCS white polo, plaid skort, navy blazer. Girls are to wear their white polo with the uniform navy blue blazer. NO sweatshirts are to be worn under blazer without Upper School administration permission.

*\*\*Parents, please regularly check your child's skort throughout the year to ensure that, as they grow, they continue to meet the length requirement.*

*"Failure to comply with the school dress code will result in disciplinary consequences."*

### **HIGH SCHOOL GENTLEMEN**

**Knit polo shirt** with CCS logo in solid white, navy, gray, or yellow. Band or choir polos are permitted.

**Khaki uniform pants or shorts**- Shorts length should be at the knee.

**Chapel Attire**- Khaki pants, CCS white oxford shirt, navy/gold tie or bow tie, belt, and navy uniform blazer. Boys are to wear their white oxford fully buttoned and fully tucked into their pants. NO sweatshirts are to be worn under blazer without Upper School administration permission. A *belt* must be worn on chapel days. *Belts* are to be black, brown, khaki or navy blue.

*"Failure to comply with the school dress code will result in disciplinary consequences."*

### **MIDDLE SCHOOL GIRLS**

**Knit polo shirt** with CCS logo in solid white, navy, gray, or yellow.

**Plaid skort** – long length only- *Hem of skort must be no shorter than 4 inches above back of knee.*

**Navy uniform pants or shorts** - Shorts length no shorter than 4 inches above back of knee.

**Chapel Attire**– *CCS white polo only* and plaid skort

*\*\*Parents, please regularly check your child's skort throughout the year to ensure that, as they grow, they continue to meet the length requirement.*

*Failure to comply with the school dress code will result in disciplinary consequences.*



## **MIDDLE SCHOOL BOYS**

**Knit polo shirt** with CCS logo in solid white, navy, gray, or yellow.

**Navy uniform pants or shorts-** Shorts length should be at the knee.

**Chapel Attire** – CCS white polo only with navy uniform pants or shorts

Failure to comply with the school dress code will result in disciplinary consequences.

## **CHAPEL UNIFORM FOR HIGH SCHOOL**

Students are required to arrive at school in appropriate chapel attire on chapel days. Students will not be permitted to their first class without all chapel attire properly worn. Students are required to wear their chapel attire properly worn through lunch time. After 5<sup>th</sup> period, all students may remove their blazers, and gentlemen may remove their ties. If a student neglects to have a blazer for chapel, he/she will be required to rent a blazer for the day from the Campus Store for a cost of \$10. If the blazer is not returned by the end of the day, students will be charged \$80 for the cost of the blazer. Ties and bow ties are also available in the Campus Store. They may be rented for the day at a cost of \$2. If the tie is not returned by the end of day, students will be charged \$12 for the cost of the tie. A limited number of rentals can be obtained from the Campus Store between the hours of 7:30am – 3:30pm. All charges will be billed to the parent’s Cambridge Christian account. Failure to comply will result in disciplinary consequences.

## **OUTERWEAR (COLD DAY ALLOWANCE)**

Students are not permitted to bring blankets or wear any non-uniform outerwear or heavy clothing. Only CCS sweatshirts and jackets are permitted – *polo shirts must be worn underneath sweatshirts with collar visible*. All winter gear must have a CCS logo. Outerwear items must be purchased at the CCS Campus Store or Risse Brothers Uniform store. Official athletic team outerwear is also permitted to be worn as outerwear. Any undershirts worn under the uniform polo shirts must be white, navy, grey, or yellow to match the CCS polo.

*\*\*if a hoodie is worn inside the classroom, the hood must stay OFF the head while indoors*

## **UNIFORM FIT**

Uniforms should fit appropriately; they should be neither too tight nor too loose. Girl’s skorts and shorts should be no more than 4 inches from the back of the knee. Boy’s shorts should be knee length.

## **SHOES**

Shoes must be low cut, leather, canvas, or athletic shoes. They must be closed toe and have a back. Shoes should be worn properly. Rubber shoes, crocs, “five-finger” shoes, boots, slipper like shoes or flip flops/sandals are not permitted to be worn. Athletic shoes are required for all physical education courses.

## **SOCKS**

Socks must be worn. NO inappropriate prints will be allowed, and a student will be required to purchase socks from the Campus Store if print is deemed improper/offensive. During the winter season, ladies are permitted to wear tights or thin leggings in solid navy blue, gray or black ONLY. NO sweatpants are permitted to be worn under skorts. NO tights with any print are permitted.

## **FRIDAY SPIRIT WEAR “JEANS DAY”**

On Fridays, students are permitted to wear spirit or jeans day wear. Additionally, at various times throughout the year the high school student council and junior class will offer a “Jeans Day” as a fundraiser. For \$3, students will be permitted to wear the Friday Spirit Wear in place of their regular school uniform.

HS Students have 3 pant options: jeans (no jean shorts), khaki uniform pants or shorts, CCS sweatpants or shorts with CCS logo that are sold in the campus store. No other pants will be allowed. Jeans can be dark (black or dark navy), khaki colored, faded or light washed. Jeans are to be solid in color with no print on them. Jeans shorts are not permitted. NO jeans with tears/holes/distress of any kind are permitted. Jeans should have modest fit – NOT too tight or baggy. T-shirt or collared

shirt must have the CCS logo or name on the shirt. Failure to comply with the school dress code will result in disciplinary consequences.

MS Students have 3 pant options: jeans (see jean requirements above), PE shorts, or CCS sweatpants or shorts with CCS logo that are sold in the campus store. Failure to comply with the school dress code will result in disciplinary consequences.

## **SENIOR COLLEGE GEAR**

Seniors are permitted to wear college sweatshirts or jackets to school over CCS uniform. On Fridays, seniors may also wear college t-shirts/shirts as part of the spirit wear. This is a senior only privilege.

## **SWIMWEAR**

Ladies - Bathing suits must be one piece, no exceptions. Bathing suits should be worn modestly, with no cut outs or midriff showing.

Gentlemen - Bathing suits with appropriate length, at the knee is preferred. Bathing suits should also be tightly fitted at the waist.

## **FORMAL OR SPECIAL OCCASION DRESS DAY**

Ladies- Dresses or skirts no shorter than 4 inches from the back of the knee. Dresses/Blouses with a modest front cut that are not sheer or too tight. NO undergarments should be visible. Back of dress should not have any openings or be low cut. Dress pants that are loose fitting and not too tight. No jeans should be worn on dress-up days. Sandals and heels are permitted but discouraged. Heels should be moderately low due to stairs and general comfort.

Gentlemen- Dress slacks modestly fitted, collared shirt, closed toe dress shoes worn with socks, belt with shirts that will be tucked in. No cargo pants or jeans should be worn on dress-up days. Ties and button-down shirts are optional.

## **HAIR, ACCESSORIES, TATTOOS**

Students are to keep hair neatly groomed, clean, and in styles appropriate to the school setting. A student's hair must not be a distraction to the school environment. Decisions on the appropriateness of a hairstyle or hair length for students are at the sole discretion of the administration. A student may be required to leave school until a hairstyle or hair length conforms to the school's policy. Listed below are the school's policies for ladies and gentlemen hair:

Ladies Hair – Hair may not be multi-colored. All hair color is to be natural in appearance, unnatural hair dyes are not permitted. Ladies are permitted to have conservative and tasteful highlights blended through natural shades of hair color. Fades or extreme styles, such as individual bleached, platinum, or colored streaks that stand out or draw attention are not permitted. Ladies are not to have figures shaved into the haircut or extreme haircuts that draw attention.

Gentlemen Hair - All hair color is to be natural in appearance, unnatural hair dyes are not permitted. However, conservative and tasteful highlights blended through natural shades of hair color are permitted. Streaks of any color are not permitted. Facial hair of a distracting manner is not allowed. Facial hair must be well kept, short, and at the discretion of the Upper School administration. Hair length and styles must be conservative. Hair should not touch the collar of the polo shirt in the back when worn down, but hair may be worn in a conservative bun style. Hair must be clear of the eyebrows and must be tucked away from the face behind the ears. Sideburns should be cut no lower than the bottom of the ear. Mohawks or carved hair styles, including designs, figures, or markings shaved or cut into their scalp or haircut are not allowed. Gentlemen must keep their cornrows or braiding conservatively kept and within the length guidelines as stated above. Any afro hairstyle should be well kept, trimmed, and not overgrown. Head bands are not permitted.

Accessories- Jewelry for ladies is to be modest and conservative. Earrings on gentlemen are not permitted during school hours or at any school function. Students who are not in compliance will be asked to remove their earrings immediately. Head gear may not be worn to school.

Tattoos and body piercing are not permitted to be visible. This includes body writing, henna tattoos, arm stickers or any other markings. CCS strongly discourages students from obtaining tattoos and body piercings. If a student has a tattoo it must not be visible and covered at all times during the school day or school event. Any violation of this policy will be subject to disciplinary action.

Make-up for ladies should be conservative. Excessive or gothic like make-up will not be permitted.

## **PHYSICAL EDUCATION WEAR GUIDELINES**

Students in Physical Education (PE) must wear the approved Cambridge Christian physical education uniforms. The PE uniforms are available for purchase in the Campus Store. PE uniforms are also worn as middle school practice uniforms for middle school athletic teams. High school students who change for their PE classes must change back into their regular school uniforms prior to returning to their normal classes and before leaving the gym, locker room, or weight room area. Athletic shoes are required to be worn to all physical education classes. If student has a first period PE class, they are permitted to come to school dressed in their PE uniform but must change into their regular school uniform prior to their next 2<sup>nd</sup> period class.

## **GENERAL DANCE DRESS CODE**

Students are asked to dress modestly and appropriately to all school sponsored dances. Specific guidelines for each dance can be found in the student life section of this guidebook.

# COLLEGE PLACEMENT AND ACADEMIC PROGRAM GUIDELINES

## **GUIDANCE OFFICE VISION STATEMENT**

Guiding students toward a Christ-centered foundation while encouraging them to embrace their full God-given potential as they achieve academic and personal aspirations.

## **ACADEMIC COUNSELING AND COLLEGE PREPARATION**

Cambridge Christian School believes in ministering to the total needs of our students based upon Biblical beliefs and practices. The guidance staff is available to assist students and families with academic achievement, college and academic preparation, student testing and assessment decisions, choosing a career and college, applying for post-secondary scholarships, and providing information for college entrance exams. A wide variety of printed and online resources are available through the Guidance Office. Parents and students are offered both group and individual college advising sessions. These sessions are most often requested in the junior and senior years but are available to all Upper School families by appointment.

## **COURSE SELECTION PROCESS**

The Director of Guidance helps students select their classes for the following school year to ensure that course selections meet graduation requirements and are appropriate for the student's ability level. Students must be enrolled and parents must sign off on the schedule request before it is submitted to the Guidance Office. Students are required to submit a teacher recommendation form for each class where they desire to pursue honors or AP coursework.

## **NON-OFFERING OF A COURSE**

CCS reserves the right to decline to offer a course if there is insufficient student interest, non-availability of a qualified instructor, or proper facilities. This shall be an administrative decision and made on a year-to-year basis. CCS will do its best to provide required courses as needed but cannot guarantee the availability of courses when taken out of the recommended course sequence.

## **ADD / DROP COURSE PROCEDURE**

Students may add or drop a course within the first two weeks of the class if the master schedule allows. After the first two weeks, add/drop may occur only due to academic misplacement or at the recommendation of a teacher. Students adding a class are responsible for making up all missed work. An Upper School course that is dropped after the first 12 weeks of the semester will receive a "W" on the transcript with no credit given.

Add/Drop request forms can be obtained through the Guidance Office. This form requires that students obtain parental and administrative approval before a change can be made.

## **TRANSFER CREDITS**

Grades and credits from regionally accredited middle/high schools prior to enrolling at CCS are accepted for credit and will become part of the CCS transcript. Letter grades will be established based on the CCS grading scale. Once a student is enrolled at CCS, credits completed at other schools will not be accepted without prior approval from the Guidance Office. Homeschool credits will only be added to a student's CCS transcript if they were issued by an accredited program.

## **FLORIDA VIRTUAL SCHOOL**

Florida Virtual School offers online middle and high school courses which may be used to supplement the CCS curriculum. Credits from FLVS will only be accepted for classes that are not offered/available in the CCS classroom. All online courses require a signed contract and must be approved in advance by the Guidance Office. Grades earned for online coursework will not appear on student report cards; however, semester grades and credits will be averaged in a student's

GPA if the class is needed to satisfy a graduation requirement. Students who take courses through FLVS over the summer must complete all class work including exams before the first day of school in order to receive credit. Seniors completing FLVS courses must complete all coursework 10 business days before graduation to ensure accurate and timely processing of grades and credits.

## **HONOR CLASSES (GRADES 8-12)**

In order to be eligible for honors classes, CCS administration considers the following criteria:

1. Teacher recommendation.
2. Student performance in the pre-requisite courses.
3. Student performance on standardized test.

These courses are for the highly motivated student who possesses good study habits and has a high aptitude. These courses move at an accelerated pace and are more in-depth than regular classes. Students in honor courses are expected to maintain a grade of 80% or better. Those not meeting this expectation will not be recommended for honors level classes for the following year. Honors courses are weighted a 1.0 grade point above the standard weight.

## **ADVANCED PLACEMENT COURSES**

Students enrolled in an Advanced Placement (AP) course are taking a college-level academic course. To qualify for placement in Advanced Placement courses, students must meet certain pre-requisites. Students who desire to take an AP course must submit a teacher recommendation form to their current subject area teacher when selecting courses. Entry into AP courses is the same as for honor level courses (see Honors Classes). Additional charges for books, materials and testing apply and will be billed to a student's CCS account. Please refer to the course listing for details about each course.

Students that are approved to take an AP course and before being placed in the course, are required to sign and return an AP contract at the start of the course. The AP contract ensures that the student and family understand and are willing to commit to the college level work and class attendance expectations required for an AP course and the culminating AP exam. Advanced placement courses are rigorous, fast paced, and require students to work independently. Once a student is enrolled in the course, they will be expected to complete all course work and sit for the AP exam. The only window to drop the class will close at the end of course add/drop period in August. After the add/drop deadline all AP students will be billed for the AP exams.

Students have the potential to earn college credit based on their AP exam score. AP Exams are scored 1-5 with 3-5 considered passing scores. The actual college credit earned is dependent on the specific college the student attends and the degree program.

Based on past trends, students who fall below an 80% class average in an AP class typically have not been successful in passing the given AP exam. Accordingly, faculty would recommend such students not pursue the AP exam. A final decision on AP exam "readiness" and commitment will be made no later than March 1. Students who do not take the AP exam are required to take a cumulative final for the AP course.

Students that register to take an AP course through FLVS are responsible for finding a testing location. If available, CCS can order AP tests, provide testing location, and secure a proctor for an additional fee which will be billed to the student's CCS account.

## **NATIONAL COLLEGE TESTING (GRADES 9-12)**

Students in grades 9-11 are required to take the Preliminary Scholastic Aptitude Test (PSAT) & the Pre-ACT each fall. All students are required to take either the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the Test of English as a Foreign Language (TOEFL) in 11<sup>th</sup> or 12<sup>th</sup> grade. These exams seek to measure aptitude for college work and are perceived to be valid indicators of potential college success. Students are individually responsible for fees charged and registration for the SAT, ACT, and TDEFL.

## **STANDARDIZED TESTING (GRADES 7-8)**

A standardized test is administered annually in 7<sup>th</sup> and 8<sup>th</sup> grade. Special preparation at home is not necessary other than ensuring the student gets proper rest and a nutritious breakfast. There will be a charge of \$100.00 to complete make-up

testing for any student that is tardy or absent for any reason other than an emergency on achievement testing days. This service will be billed to your Cambridge Christian account.

## **STUDENT RECORDS AND TRANSCRIPTS**

CCS requires a written release from the student’s parent or student, if the student is 18 years of age, in order to provide copies of student records. Juniors or seniors requesting transcripts to be sent to colleges must complete an online request through Family Connection (Naviance). All other transcript requests should be completed online through the CCS website. Please plan ahead when requesting records and allow at least two business days for completion of your request. CCS reserves the right to withhold transcripts and records for non-payment of tuition and fees.

## **LETTER OF RECOMMENDATION REQUESTS**

Students must request recommendation letters through Family Connection (Naviance) two weeks before the college admission application deadlines. Recommendation requests made less than two weeks before an application deadline might not be completed before the deadline. It is the responsibility of the student to ensure timely requests are made. All recommendation letters are confidential between the recommender and the institution. Under no circumstances will recommendation letters be shared with students.

## **COLLEGE VISITS**

College visits are an important part of the college admissions process and are given high priority. It is important to balance these visits against the academic responsibilities of each student. Please consider the following when planning college visits.

1. Students should keep their college visit days to a minimum. Travel should be done on weekends, in conjunction with school holidays, and during the summer whenever possible.
2. A maximum of three excused absences will be granted for documented college visits. Exceptions may be made by the Director of Guidance for special scholarship opportunities or interviews.
3. Students are required to complete a pre-arranged absence form prior to the absence and are responsible for coordinating with the teachers to submit all missed assignments upon return to school.

## **FLORIDA BRIGHT FUTURES SCHOLARSHIP**

The Bright Futures scholarship is a merit-based scholarship program that is funded by Florida’s state lottery. The scholarship program is designed to financially assist high school seniors pursue higher education within the state of Florida. There are two levels of scholarship; the Florida Academic Scholars Award (FAS) and the Florida Medallion Scholars Award (FMS). The Department of Education (DOE) will evaluate a student’s eligibility during their last semester of high school and officially notify students of their award status prior to graduation. If a student improves their GPA or test scores during their final semester of high school, the DOE will re-evaluate and update award status the summer after graduation.

<b>Award Type</b>	<b>GPA</b>	<b>SAT</b>	<b>ACT</b>	<b>Community Service Hours</b>
Florida Academic Scholars Award	3.5	1290	29	100
Florida Medallion Scholars Award	3.0	1170	26	75

### Grade Point Average (GPA) Calculation

A student’s GPA will be based on the Statewide Scholarship Weighting System which is 0.5 weight per honors and AP credit using the 16 required credits listed below:

### Required Credits

- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra 1 and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science (World, US, Government, Economics)
- 2 Foreign Language (in the same language)

### Test Scores

- The SAT® combined score is the sum of the best Reading (Critical Reading or Evidence-Based Reading and Writing) and Math scores from any test sitting of the SAT®.
- The ACT® composite score is the average of the best scores across the four subject area sections from any test sitting: English, Math, Reading and Science. Composite scores ending in 0.50 will be rounded up to the next whole number.
- The ACT®/SAT® exams may be taken an unlimited number of times through June 30 of the student's graduation year.
- Request test scores be sent to one of Florida's 12 state universities, Florida state colleges (public community colleges), or public high schools when registering for the ACT®/SAT® so that test scores will be sent to the Florida Department of Education (FDOE) repository.

### When/Where To Apply

Students must apply for the scholarship by submitting the Florida Financial Aid Application (FFAA) beginning October 1 of their senior year and no later than August 31 after high school graduation. If a student does not apply for the scholarship by the deadline, a student cannot receive the scholarship. All eligibility requirements must be met by high school graduation, with the exception of test score submission.

<http://floridastudentfinancialaid.org>

\* All Bright Futures Scholarship information taken from Florida Bright Futures Student Handbook

# STUDENT LIFE GUIDELINES

We encourage our students to get involved and connect to our community through clubs/groups and extracurricular events. This section highlights the student organizations and happenings available on campus throughout the school year.

## **SPIRITUAL LIFE**

Cambridge Christian strives to offer Biblical and spiritual instruction through our program, curriculum, and staff. We purpose to partner with each family in the spiritual development of each student. However, we do not aim to take the place of the church or the spiritual instruction received from home. The following programs enhance the spiritual development of our school community.

### Golden Lancer Award

Each year at graduation, the Upper School Bible Department presents the Golden Lancer Award in recognition of outstanding Christian discipleship. Each recipient is given \$1,000 to be used for college education. This award is certainly not intended to convey a designation of spiritual perfection or superiority, but rather an attempt to recognize the two graduating seniors (1 male and 1 female) that most consistently and humbly demonstrate the spiritual development (discipleship) goals for the students of our school. The recipients of the Golden Lancer are selected by the Upper School Bible department and ratified by the Upper School principal. This selection is made following a general nomination process among the Upper School faculty and selected staff members.

### Chapel

We offer a weekly chapel experience that includes student led worship and Biblical teaching provided by either a local pastor or CCS staff member. Our chapel experience is designed and led by students who participate in our spiritual leadership programs and praise band. Parents are welcome to attend chapel services.

### Spiritual Emphasis Week

This is a time set aside for our students to come together to worship and share in God's word for a more in-depth Biblical study. Our students come together for three days of consecutive chapel services presented by a guest speaker for the purpose of inspiring a greater pursuit of God in their lives.

### Youth Pastors

We partner with youth pastors and welcome them to come speak to our students in chapel and retreats. We also encourage them to come fellowship with our students during lunch. We appreciate the youth pastors who partner with us throughout the year with their love, support, and time.

### Student Relationships

We desire for our students to fellowship and develop healthy friendships. However, we recognize the unique and complicated challenges that the male and female relationships at times present. Our desire is that these relationships be wholesome and that they glorify God. We recognize that parents are responsible for the modeling and teaching of these male-female relationships. As the extension of the home, we seek to reinforce certain biblical values at school. For example, public displays of affection are not permitted on campus or at school functions at any time. We encourage students to socialize and enjoy fellowship with one another in a manner that glorifies God and represent our school in a positive way. We also will not get involved in the mediation of any male-female relationships and will defer any conflict resolution to the parents. We do ask that all parties represent themselves with respect and in a God-fearing fashion.

### Counseling Services

At this time counseling services are not offered as part of the Cambridge Christian School experience. Although we do not have a licensed counselor on staff, we are happy to provide a list of outside counselors to anyone needing family or personal counseling.



## **ADVISORY GROUPS**

Advisory groups are teacher led groups designed to provide a small group environment for our students to receive academic support and spiritual guidance. Students are assigned to an advisory group/teacher for one year. The groups will study and discuss various topics that will challenge students to deepen their walk with the Lord as well as their character.

## **STUDENT LEADERSHIP ORGANIZATION**

We offer three leadership organizations who seek to foster and encourage servant leadership.

Student Leadership Institute (SLi) is a student leadership experience for Cambridge Christian School students seeking to develop their leadership skill set. The mission of SLi is to honor God by assisting students to influence their generation for Jesus Christ. SLi a voluntary year-long program open to students in grades 9-12. Students who desire to be involved in SLi apply in the spring of each school year and are interviewed by the SLi faculty. SLi meets weekly during lunch. SLi members will have the opportunity to learn biblical principles of leadership, develop the skills learned, and apply these skills and principles throughout the year.

Ambassadors is a student spiritual leadership experience offered to students who are members of SLi. To be an ambassador a student must complete a separate application and have a strong witness on campus. Students who are ambassadors have the opportunity to influence the spiritual growth of our students in the Upper School. They will have the opportunity to assist with middle school retreats and lead middle school small groups. Additionally, they will design experiences for high school students to grow in their faith and testimony.

High School Student Council consists of elected representatives from grades 9 – 12, as well as elected executive officers that represent the high school student body. Students who desire to be on the council must also have outstanding Christ like character, integrity, and must not be on any academic or disciplinary probation. The Student Council assists with extracurricular activities, events, and initiatives throughout the year to promote unity among the student body. Students elected are expected to attend all student council sponsored meetings, activities, and events under the direction of the council faculty advisors.

Middle School House Council consists of elected executive officers and representatives from grades 7-8. A student must be in good standing behaviorally and academically to participate as an officer/representative. The Student Council helps to plan quarterly activities for the middle school as well as other extra-curricular events or initiatives. Students elected will be required to attend all council meetings, activities, and events under the direction of the teacher sponsor.

## **HONOR SOCIETIES**

Cambridge Christian School offers students a variety of opportunities to gain exposure and become involved in various national honor societies. Each honor society has their own criteria, induction process, and membership fee. All membership fees will be billed to the student account. All students are responsible for completing applications and requirements. These honor societies offer students opportunities for study abroad, service, and scholarships. During the second semester, Cambridge Christian School will host a high school induction ceremony. Students will be formally inducted and recognized for each of the honor societies listed below:

National Honor Society (Grades 10-12) and National Junior Honor Society (Grades 7-9) extends an invitation to potential members who are in good standing with the school and have a 3.5 cumulative academic GPA. Continued membership is contingent upon maintaining the criteria and standards established by the school and the organization. In addition to the academic standards, students are selected based on criteria in five areas; scholarship, leadership, character, service, and citizenship. A separate induction ceremony is held for Junior Honor Society members in the spring.

English Honors Society extends membership to high school students who have completed two semesters of English prior to induction. Students must also maintain at least an English 3.0 GPA and an overall GPA of 3.0. Students who apply and meet the academic and chapter standards will be awarded membership

Spanish Honor Society extends membership to high school students who have completed two years of Spanish and maintain at least a 3.5 GPA in Spanish and an overall GPA of 3.0. Students who apply and meet the academic and chapter standards will be awarded membership.

French Honor Society extends membership to high school students who have completed two years of French and maintain at least a 3.5 GPA in French and an overall GPA of 3.0. Students who apply and meet the academic and chapter standards will be awarded membership.

Mu Alpha Theta Honor Society extends membership to high school students who have completed two years of college preparatory mathematics, including algebra and/or geometry and maintain at least a 3.0 math GPA, based on a four-point grading scale. Students who apply and meet the academic standards will be awarded membership.

Science National Honor Society extends membership for high school students who have completed two years of Science and maintain at least a Science 3.5 GPA and an overall GPA of 3.5. Students who apply and meet the academic and chapter standards will be awarded membership.

Quill and Scroll International Honor Society extends membership to high school journalists who are in the top third of their class academically or have an equivalent of a B average. This is an opportunity extended to members of the Cambridge Christian School yearbook staff. Students who apply and meet the academic and chapter standards will be awarded membership.

## **CLUBS AND COMMITTEES**

Cambridge Christian School offers students the opportunity to be a part of service clubs and other various clubs of interest. All clubs of interest will be offered during advisory period, lunch, or afterschool. Some examples are Chess, Technology, Creative Ministries, etc.

Key Club (11-12 grade) and Junior Key Club (9-10 grade) are two of the oldest and largest service programs for high school students. They are student-led organizations that teach leadership through service to others. Key Club students are members of the [Kiwaniis International](#) family. Key Club members develop a greater community awareness as they volunteer to support their school and local community. As a member of the Key Club or Junior Key Club students will have the opportunity to provide service, build character and develop leadership. There is a nominal membership fee for Key Club.

The Moat Mob is an unofficial student led club that promotes school spirit at all school events and athletic competitions. All Upper School students are members of this group. The athletic department provides a special designed Moat Mob t-shirt to wear to all sporting events.

Cultural Heritage Committee offers students the opportunity to plan events to celebrate as well as gain a better understanding of different ethnic backgrounds and cultural history. These events occur afterschool throughout the year.

Advisory Committee offers students the opportunity to plan, coordinate, and execute student activities that occur within the advisory calendar, throughout the year.

## **CLASS TRADITIONS**

To encourage school spirit and unity among classes certain traditions are upheld and honored. Some of the traditions are specific to grade levels and others are enjoyed by all Cambridge Christian School students.

Class Shirts are designed by each class and provided by the school. These shirts are worn at all class events and throughout homecoming week.

Homecoming Week has become a tradition for all 9-12 graders that is a class highlight of the year. During homecoming week classes compete with one another in various competitions. The week is culminated with the homecoming game, presentation of the homecoming court, and homecoming dance held in our school gym. All homecoming activities are sponsored by high school student council.

Retreats are organized per grade level for every Upper School student. Typically, each class retreat is held off campus. The only two classes who participate in overnight retreats are 8<sup>th</sup> and 12<sup>th</sup> grades. Each grade level retreat offers opportunities for worship and spiritual growth, as well as times of fun and fellowship. The details for each retreat will be communicated through the Upper School office. The overnight retreats will incur some expense which will be billed to the Cambridge Christian School account. We encourage all students to participate as the retreats are a great time of fellowship and spiritual development.

#### 7<sup>th</sup> and 8<sup>th</sup> Grade Traditions:

*House System*— Middle School students will participate in a House System. The House reveals will happen during the first week of school. House events and competition will occur throughout the school year. At the end of the year the house cups will be awarded to the house with the most points earned.

*End of year Awards and Celebration Banquet* – The 8<sup>th</sup> grade parents working in conjunction with the middle school teachers will coordinate an end of year awards and promotional banquet to celebrate the culmination of the middle school years.

*6<sup>th</sup> Grade Moving Up Event* – In the Spring the Middle School House Council will host the “6<sup>th</sup> Grade Moving Up Fellowship” to introduce and welcome all rising 7<sup>th</sup> graders to middle school.

*Middle School Semester Party* - Middle School plans a party for all 7<sup>th</sup> and 8<sup>th</sup> grade students, per semester. This party is coordinated by the House Council.

#### Freshman Traditions:

*Notes of Blessings* – Entering high school is a rite of passage, and to honor that life milestone we ask the parents of the freshman class to write them a note of blessing that will be presented to each freshman on the first day of school in their Bible class.

*Keys Trip* - The freshman class traditionally takes a trip to the Keys as part of their Science curriculum. All 9<sup>th</sup> grade students in good standing are invited to attend. This trip will be billed to your Cambridge Christian account.

#### Sophomore Traditions:

*10 day* – On the tenth day of school, the parents will organize ten surprises for the sophomore class. The surprises will be distributed throughout the day.

#### Junior Traditions:

*Passing of the Torch Ceremony and Senior Deck Take Over* -The juniors participate in a special candle ceremony during senior chapel. This is a ceremony in which the seniors pass the torch to the junior class as they become the rising seniors. This is followed by the official takeover of the senior deck.

*Junior-Senior Prom* -The junior class is responsible for organizing and coordinating all aspects of the junior-senior prom. The students and parents will work in conjunction with the high school student council advisor and the junior class advisors to organize this event.

*Ring Ceremony* – Class rings will be available for purchase early September. The ring ceremony and fellowship will occur within the second quarter. At this ceremony students will be presented with their class rings.

#### Senior Traditions:

*Senior Deck* -The senior class traditionally paints and decorates the senior lunch deck. The deck theme must be approved by the Upper School administration in the spring of junior year. The senior class is responsible for all materials needed to paint and decorate the deck. The senior class is also responsible for coordinating when they will paint and decorate the deck with the Upper School office.

*Senior-First Grade Fellowship* – The senior class will walk the first graders into their first lower school chapel and this will commemorate the fellowship they will experience throughout the year. The senior class and the first graders will have several

scheduled times of fellowship throughout the year. At the end of the year, the first graders will walk the seniors into their final senior chapel.

*Class Trip* -Traditionally the senior class takes a class trip. Every member of the senior class is invited to attend the senior class trip held during J-term week. These trips are a school function and all dates, locations, chaperones, and expenditures of class funds are under the direction of the administration. The senior class trip traditionally is to New York. All cost and details of this trip will be communicated at the rising senior parent meeting held in the spring prior to senior year. All costs associated with this trip will be billed to your Cambridge Christian account.

*Class Photo* – The senior class will take their traditional class photo in white shirts and black pants in the fall of their senior year.

*Senior Skip Day* – The senior class will select one day in the spring to officially “skip school”. The senior skip day must be presented to the Upper School administration by the senior class officers.

*Senior Bibles* - Every senior will receive a bible at the baccalaureate worship service that has been signed by the CCS faculty and staff.

*Senior Stroll & Senior Chapel* – The senior class will take their final stroll through campus in their cap and gown as they make their way to senior chapel. As they take this final stroll, the hallways will be lined with classmates, family, and staff to celebrate and “high five” each senior. The senior chapel is planned by the senior class officers. This chapel is in commemoration of the memories the class has acquired through their time at CCS. At this chapel, the senior class will also pass the torch to the junior class.

## **J-TERM EXPERIENTIAL LEARNING EXPERIENCE**

The first week of January our students take time to explore their passions. Students are able to participate in either internships, courses on campus, or various trips. On-campus course selection varies and includes topics that are single focused, hands-on, and non-traditional in nature. Internships are great opportunities for students to discover and become familiar with careers of interest. Missionary and educational trips travel both abroad and domestically offering our students global and national opportunities to serve and grow. The enrollment process for the J-Term courses and trips begin in early fall.

## **ACADEMIC COMPETITIONS**

Cambridge students are encouraged to participate in academic competitions. Students who commit to the work required are supported by CCS faculty and through their sponsorship they are awarded excellent academic opportunities to demonstrate their efforts. Any fees or cost required outside of the registration fees covered by CCS will be billed to the Cambridge account for those students who participate. All students who compete will also be responsible to complete all registration and field trip forms to the Upper School office in order to participate.

## **DANCES**

Cambridge Christian School sponsors student dances throughout the school year. Each dance has its own unique theme and is chaperoned by school personnel. Dances will conclude before midnight. Any student behavior or dress that reflects poorly on the school will be addressed. All students and their guests must follow Cambridge Christian guidelines for jewelry, dress code and hair. (See Appearance and Dress) There are admission charges for each dance.

Dance - Guest Guidelines - Students who wish to invite a non-CCS student as a guest must complete the specified Guest Form. Guest forms are found in the Upper School office and are required for any guest attending any school sponsored dance. Once all the guidelines have been met, the Cambridge Christian School student will be informed as to the approval of his/her guest. Please note, Homecoming and Prom have specific limitations on age of guests who may attend.

1. Guest Forms must be turned in at least one week prior to the activity.
2. A photo ID of the guest is required at the time the Guest Form is submitted, along with signature of the guest Principal or school admin approving of their character.

3. If the guest is a young lady, their dress will need to be approved by the Upper School Principal. This will require a picture of the front and back of the dress. If students (or guests) choose to wear unacceptable attire, they will not be permitted to attend the dance/event.
4. Only one guest per student is allowed for appropriate grade levels.

Homecoming Dance - This dance is a Student Council activity and is traditionally held at the end of Homecoming Week in the fall. It is open to students in grades 9 - 12 and is held in the gym. Grades 10-12 may invite one approved guest. No outside freshmen may attend the Homecoming Dance. A guest request form must be turned in to the US Office at least one week prior to the dance.

Approved Dress for Homecoming Dance is outlined below:

**Ladies** – Front and back of dress must be modest, not too low cut, or too tight/loose. Back of dress is not allowed to be lower than mid-back. Any back showing must be modest and not revealing. **NO** midriff is to be shown, 2 piece dresses are not permitted. Homecoming dresses are typically short, however not shorter than 4” above the back of the knee. All dresses will be approved by the Upper School Principal and dress approval will require a picture of the front and back of the dress.

**Gentlemen** – At homecoming a collared shirt with a tie or bow tie are required. Jackets are optional but typically worn.

Junior-Senior Prom - This dance is sponsored by the junior class and is a tribute to the senior class. The Junior-Senior prom is usually held in April/May. It is open to Cambridge Christian students in grades 11 and 12 and is usually held off-campus. The Junior-Senior Prom is an upperclassmen event. Guest must be juniors or seniors. Guest request forms must be received in the US Office at least one week prior to Prom. Sophomores (from CCS) may be permitted under special circumstances. No freshmen are permitted.

Approved Dress for Junior-Senior Prom is outlined below:

**Ladies** – Front and back of dress must be modest, not too low cut, or too tight/loose. Back of dress is not allowed to be lower than mid-back. Any back showing must be modest and not revealing. **NO** midriff is to be shown, 2 piece dresses are not permitted. Homecoming dresses are typically long, floor length. All dresses will be approved by the US Principal and dress approval will require a picture of the front and back of the dress.

**Gentlemen** – At the junior-senior prom, gentlemen are required to wear a collared shirt with a tie or bow tie and a jacket. Suits are typically worn but some gentlemen wear tuxedos.

# Conduct and Discipline

Students are expected to honor the Lord. Students are expected to be kind, truthful, punctual in attendance, work diligently on assignments, demonstrate respect towards others and their property, and show respect for and obedience to those in authority. These general standards apply to students both on and off campus as a commitment to their total character and as a testimony to others.

Cambridge Christian expects its students to understand and abide by the guidelines set forth in this Handbook and those guidelines set by their teachers. Students who choose to disobey the guidelines will find their conduct to be disciplined at various levels.

## **DISCIPLINE**

Discipline is God’s method of maturing each of us (Heb. 12:6). A proper response to discipline results in our blessing. As a Christian school, it is our task to provide the proper learning environment for students. It is the student’s responsibility to make a commitment to live within the rules and regulations that are necessary to function together as a school community. The discipline code is setup based on three principles:

Principle 1 is Respect. We respect one another at school; students to faculty, faculty to students, and students to other students. We have high regard for one another. This principle dictates how we treat others, how we respect their property and the school’s property, and how we guard our speech and our actions.

Principle 2 is Honor. Many decisions we make each day at school have to do with honor. We are “on our honor” for many things: a student doing his/her own work according to our honor code, doing the right things even if no one happens to be looking.

Principle 3 is Expectation. As an administration and as a school community, we have certain expectations for student behavior. How are we going to do school together? Our school has chosen to have a uniform code. Students are expected to abide by this code and parents are expected to support the code. Teachers have an expectation that students will arrive on time to class prepared to learn. Students expect that teachers have prepared and are ready to conduct the class. There is an expectation that learning will take place in our classrooms. These three guiding principles have led us to certain procedures but underlying the procedures are always these three: Respect, Honor and Expectation.

Our children receive loving discipline. When a student forgets or chooses to ignore rules and policies of the school, we remind the student of the oversight and expect no repetition. However, progressively stronger methods of consequences are used if a student does not respond. The administration reserves the right to adjust or modify the disciplinary code to meet the need of the individual student. While this guidebook covers the majority of discipline procedures, those responsible for disciplinary actions are not limited to the described plan as outlined within.

## **UPPER SCHOOL DISCIPLINE PROCEDURES**

Our teachers control the climate in each classroom and are dedicated to creating an environment conducive to learning, hence the initial process of discipline rests with them. Teachers are extremely willing to work with parents and count on the parents’ support in providing a structure and plan that benefits the growth of the student. Setting and enforcing boundaries in a loving and consistent manner is a basic premise of discipline. Teachers will inform students during the first week of school of their individual classroom discipline plan – the rules, rewards, and the consequences.

Minor Acts of Misconduct (managed in classroom by teacher) – Minor acts of misconduct are those that interfere with the learning environment in the classroom or violate certain school rules. They incur teacher intervention initially, but if accumulated, will result in administrative action. The teacher intervention process may take the form of the following steps:

- Step 1: Warning – teacher warns the class or an individual student about the misconduct.
- Step 2: Teacher talks to the student to discuss additional ways to modify behavior and/or future consequences for continued misconduct.
- Step 3: Written Warning- teacher records the misconduct without issuing a disciplinary point and informs the student.

Step 4: Disciplinary Point - teacher records the misconduct, assigns a disciplinary point, and informs the student. This communication will be distributed to parent and administration.

Students may receive 1 disciplinary point per violation. Another disciplinary point may be issued for the same violation during the same class period, for a maximum of 2 points for the same violation during the same class period. If a third violation occurs during the same class period, a disciplinary form will be completed for Disrespect of Authority and the student will be sent to the assistant principal's office with the disciplinary form for further disciplinary action. Minor Acts of Misconduct include, but are not limited to:

- Cell Phone Usage during school hours
- Classroom Disruption
- Disrespect for Peers
- Dress Code Violations
- Food or Drink
- Inappropriate Language or Behavior
- Lack of Materials
- PDA – Public Display of Affection
- Talking
- Unapproved Device Usage

Violations of school rules or misconduct that occur outside the classroom such as chapel, lunch, hallways, class meetings, etc. will result in an immediate disciplinary point being documented and submitted to the administration.

Intermediate Acts of Misconduct (managed by assistant principal) – A disciplinary form will be completed for the violation and the student will be sent to the assistant principal's office with the disciplinary form. Students may receive (3-5) disciplinary points from the assistant principal per violation and may receive additional discipline as warranted. Intermediate Acts of Misconduct include, but are not limited to:

- Bullying/Threats/Intimidation
- Cheating
- Destruction or misuse of school property
- Disrespect for Authority/Insubordination
- Extreme Class Disruption
- Inappropriate Device Usage
- Lying
- Plagiarism
- Profanity (verbal or gesture)
- Skipping Class
- Stealing

Major Acts of Misconduct (managed by assistant principal) – A disciplinary form will be completed for the violation and the student will be sent to the assistant principal's office with the disciplinary form. Students may receive 10 or more disciplinary points from the assistant principal per violation and may receive additional discipline as warranted. Major Acts of Misconduct include, but are not limited to:

- Fighting
- Illegal or Immoral Acts (on or off campus)
- Possession, Use, or Distribution of any Illegal Substance
- Repeated Intermediate Acts of Misconduct

#### Levels of Discipline Intervention and Consequences

Level 1: The accumulation of 5 discipline points will result in

- Administrative notification of parents

Level 2: The accumulation of 10 discipline points will result in:

- Administrative notification of parents
- Administrative conference with student
- Detention (morning or after school)

Level 3: The accumulation of 15 discipline points will result in:

- Administrative notification of parents
- Administrative conference with student
- Saturday School - charge of \$50 will incur.

Level 4: The accumulation of 20 discipline points will result in:

- Parent/Student/Administrative conference
- Disciplinary Probation Contract
- In-School Suspension – charge of \$80 will incur.

Level 5: The accumulation of 25 discipline points will result in:

- Parent/Student/Administrative conference
- Out of school suspension

Level 6: The accumulation of 30 discipline points will result in:

- Parent/Student/Administrative conference with the Principal, Assistant Principal, Head of School and/or Disciplinary Review Committee
- Enrollment status reviewed with possible expulsion

It is our goal to help students grow into the person God wants them to be. It is our prayer that this system will support that goal by holding students consistently accountable for their actions and by working with parents to partner in the growth of the students entrusted to us by the Lord.

## **DETENTIONS**

Detentions are assigned by the assistant principal for all Upper School students. Students will serve detentions either before school, during lunch, or after school. Students are required to return their signed disciplinary form with them to detention. If a student does not return their form, signed by a parent or guardian, they will serve their current detention and be issued an additional detention.

## **SATURDAY SCHOOL**

Students may be assigned a Saturday School as part of a disciplinary consequence or for reaching level 3 of the school's disciplinary system. Parents will be billed \$50 on the parent's school account to cover adequate supervision. Saturday School is from 8am to Noon. Students are required to return their signed disciplinary form to attend Saturday School.

## **SUSPENSION**

In-School Suspension – Students who violate an intermediate school rule, major school rule, or reach level 4 of the school's disciplinary system may be assigned an in-school suspension. An \$80 fee will be billed to the parent's school account to cover adequate supervision. Prior to serving an in-school suspension, Students are required to return their signed disciplinary form to the assistant principal. Students will be required to bring their own lunch. Classwork missed during an in-school suspension will result in a grade of zero being given for the assignment, and any tests or quizzes that are missed can be made up according to the school make up policy.



Out of School Suspension - Students who violate an intermediate school rule, major school rule, or reach level 5 of the school's disciplinary system may be assigned an out of school suspension. Out of school suspensions will result in a grade of zero being given for any classwork missed, and any tests or quizzes that are missed can be made up according to the school make up policy. Students on OSS are not permitted on campus or at any school function during the time of their suspension. Upon the conclusion of an OSS and the student's return to school, the student must schedule a meeting with the assistant principal.

## **EXPULSION**

The Head of School has the authority to expel a student and may expel a student for any reason deemed necessary with or without the agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is expelled or as made explicit in the enrollment contract.

Expulsion may result from the following which include, but are not limited to:

1. Repeated misconduct
2. Failure to respond to correction
3. A breach of school policies such as stealing, possession of weapons, use of drugs
4. Cheating
5. Threatening or bringing harm to another
6. Harassment
7. Marriage and/or pregnancy
8. Any action by a parent which interferes with the school's ability to accomplish its educational purposes
9. An attitude not in harmony with the school's spiritual goals in honoring the name of Christ

The student and parents may appeal their case to the Board of Trustees only on the grounds that the decision was made in violation of school policy. The appeal shall be in writing and shall be presented to the Head of School within three days of the expulsion. The Board of Trustees' decision is final.

## **ALCOHOL / DRUG USE / ILLEGAL SUBSTANCES**

CCS has "no tolerance" policy for drugs or illegal substance usage. Students are to abstain from the use or possession of alcoholic beverages, drugs, tobacco (including e-cigs or vapor devices) and other illegal substances. Any use of these types of substances, on or off campus, will incur disciplinary action or a recommendation for expulsion.

Cambridge Christian reserves the right to bring trained drug-sniffing dogs to walk around school grounds, school lockers, or vehicles in the school parking lot, without notice, as a means of detecting the presence of illegal substances.

## **WEAPONS**

Guns of any type or any type of weapon are never allowed on the school campus for any reason. Those who bring weapons will be recommended for expulsion. Permission for use of imitation weapons must be pre-approved by the Principal and placed in the teacher's possession immediately upon entering campus.

## **ABUSE OF PERSONS OR PROPERTY**

Cambridge Christian is intended to be safe for all students. It is intended to be a place where students are accepted and are free from demeaning behavior on the part of others. It is a place intended to build up, not to tear down. It is intended to be a place to honor the Lord. The personal safety of each student is essential. If a student feels harassed in any way by a fellow student, a visitor to the school, a teacher or an administrator, the student or parent should notify a teacher or an administrator immediately. The matter will be investigated, and appropriate disciplinary action will be taken. Please do not assume that Cambridge Christian is aware of your problem. Please bring your concerns to the school's attention.

Any student using abusive language or being physically or emotionally abusive may be suspended on the first offense. This abuse could be by threatening or actually bringing harm to the person or property of another member of the school community or to the school property itself. Additional occurrences of such behavior may result in a more severe suspension and/or possible expulsion. Full financial restitution for damages incurred may be required. The Assistant Principal reserves the right to recommend expulsion for any occurrence of abusive behavior.

Any vandalism that occurs to any of the signs posted on bulletin boards or to the black boards will result in disciplinary action. Any vandalism that occurs to any school property or any attempts made by a student of vandalizing school property will result

in disciplinary actions. All offending individuals will be fully expected to make restitution for any damage, to include a minimum fee which will be assessed depending on the damage inflicted (school bus, building, equipment, etc.).

## **NO HARASSMENT POLICY**

Cambridge Christian School will not tolerate any type of harassment of its students. Harassment includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age, or disability. Harassment also includes sexual advances, request for sexual favors, inappropriate jokes and innuendoes, offensive touching and other verbal, graphic, physical conduct. Violation of this policy will result in disciplinary action, up to and including immediate suspension or expulsion from the school. This harassment policy includes electronic means of communication such as email messages, blogs, text messages, web postings, snapchat, and direct messaging.

## **BULLYING**

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. Power imbalances include, but are not limited to: age, grade, body size, and gender. The behavior is repeated, or has the potential to be repeated, over time. Not all acts of inappropriate behavior between students can be classified as bullying. Complaints of bullying will be investigated and when warranted, incur appropriate disciplinary consequences. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion.

Types of bullying

- *Cyberbullying* involves actions taken over cellphones or the internet.
- *Physical bullying* involves hitting, shoving, pushing, tripping, or the use of other kinds of force.
- *Verbal bullying* involves hurtful comments, name-calling, teasing in an attempt to label another person or define who they are.

## **CELL PHONE**

Cell phones are not to be seen or heard in the classroom, in chapel, during class meetings, or any other designated school structured time. Cell phones may be used in certain designated chapels, in between classes, at lunch, and afterschool. Earphones are not to be used during class unless given expressed permission by a teacher. Students are required to surrender their phone to a teacher when asked. Any confiscated phones will be returned to the student by the end of the class period.

## **SMART WATCHES**

Students may wear Apple or Smart watches in class, provided they do not make noise or cause a distraction in the classroom. Students will not be allowed to wear these watches during quizzes, tests, or during final exams.

## **STUDENT HONOR CODE**

It is the desire of the faculty and administration to encourage students toward a life governed by honesty and respect for the work of others. Cheating, plagiarism, giving or receiving unauthorized help in academic work, and lying or stealing are unacceptable. As a reminder of this principle students are required to write out an honor pledge on tests, exams, major projects and papers, and on any other work that the teacher may require. The honor pledge is: "On my honor, I have neither given nor received unauthorized help on this assignment."

## **CHEATING AND PLAGIARISM**

Cambridge Christian is an academic setting based on trust. Honesty in the completion and presentation of graded work is vital for real learning and fair evaluation. Cheating and plagiarism interfere with learning, do not allow for fair grading, and erode trust between students and faculty. Cheating also destroys the integrity of the student climate, generally degrading the academic and moral environment of the school. At Cambridge Christian, we want all to act honestly. Cheating at Cambridge Christian is a major school violation. Engaging in cheating destroys a person's quality of character and trustworthiness and dishonors the Lord. It builds the wrong foundation for the future.

Cheating is defined as representing someone else's work as your own or helping someone else to do this. Examples are: attempted cheating; giving your work for someone else to copy; copying of an individual assignment; passing test or quiz information to a student in another class period; illegally exceeding time limits on timed tests; engaging in computer fraud; using signs or gestures during a test or quiz; sharing homework without authorization, etc. Cheating is also failing to give complete information to a teacher such as presenting oneself as ill to avoid taking a test, arriving at school late to gain extra preparation time for tests or assignments. Cheating can also involve stealing copies of tests or quizzes or gaining unauthorized access to answer keys for tests and quizzes. Stealing copies of another student's work (notes or homework) is also cheating. Cambridge Christian School defines the unauthorized use of materials and resources ("Cheating") as "a student using unauthorized materials or resources in an academic activity".

Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the completion of any academic requirement if the student has previously submitted substantially the same paper or project or idea to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
2. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet or use of any other resource(s) or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, other electronic device, or any other means.

Cambridge Christian School defines prohibited collaboration or consultation as "a student collaborating or consulting with another person on any academic activity unless the student has the express authorization from the faculty member."

Prohibited collaboration or consultation shall include but is not limited to:

1. Collaborating when not expressly authorized by a faculty member to do so on an examination, take-home test, writing project, assignment, or homework.
2. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.

Teacher will take action when cheating violations are discovered. As a college-preparatory school, Cambridge Christian School takes the act of cheating very seriously. A student does not have to be "caught in the act" of cheating nor does the method of cheating have to be proven. If a teacher determines a student is acting suspiciously, talking, passing notes, looking around, in possession of a phone, etc., during an assessment, the student can be accused of cheating. Students should avoid even the appearance of evil. The act of cheating incurs both an academic and disciplinary consequence for the student. When cheating is discovered by a teacher, the teacher will:

1. Conference with the student.
2. Contact the parents.
3. Record a zero for the assignment with no opportunity for makeup work. (Academic Consequence)
4. Report the violation to the Assistant Principal, who will issue disciplinary points and issue disciplinary consequences. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion. (Disciplinary Consequence)

Plagiarism

Plagiarizing is copying from a source (computer, book, etc.) without reference, having a parent write an essay, failing to use proper documentation, etc. Cambridge Christian School defines plagiarism as "a student representing as his/her own work all or any portion of the work of another." Colleges and universities take the act of plagiarism extremely seriously, to the point of expelling students found guilty of such activity, on the first offense.

Cambridge Christian School's definition of plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution.

2. Submitting a document or assignment which, in whole or in part, is identical or substantially identical to a document or assignment not authored by the student.

Teacher will take action when plagiarism violations are discovered. As a college-preparatory school, Cambridge Christian takes the act of plagiarism very seriously. The act of plagiarism incurs both an academic and disciplinary consequence for the student. Assignments that involve plagiarism, by nature, involve multiple days for completion and therefore incur a more severe disciplinary consequence than acts of cheating. When plagiarism is discovered by a teacher, the teacher will:

1. Conference with the student.
2. Contact the parents.
3. Record a zero for the assignment with no opportunity for makeup work. (Academic Consequence)
4. Report the violation to the Assistant Principal, who will issue disciplinary points and issue a one-day in-school suspension on the first offense. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion. (Disciplinary Consequence)

## **PUBLIC DISPLAY OF AFFECTION**

Students are to refrain from public displays of affection such as holding hands, embracing, and kissing on school grounds or at school-sponsored events. Any such offense is subject to disciplinary action by the administration.

# HEALTH AND SAFETY

## **ILLNESS OR INJURY**

Students may not attend School with a fever, excessive coughing or sneezing, upset stomach, body rash, diarrhea, or other symptoms, without medication, for 24 hours before returning to school. Such symptoms may represent contagious illnesses and possibly be transmitted to others. See website for complete medical information.



**Cambridge Christian School**

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