

# CAMBRIDGE CHRISTIAN SCHOOL



## *Lower School* Parent/Student Handbook 2017-2018



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# DIRECTORY

## **ASSISTANCE DIRECTORY**

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

Absences for Illness.....	Lower School Office
Change of Address.....	RenWeb
Classroom difficulties (student).....	Classroom Teacher then Lower School Principal
Classroom difficulties (parent) .....	Classroom Teacher then Lower School Principal
Contributions and Donations .....	Director of Advancement
Discipline .....	Classroom Teacher then Lower School Principal
Lost and Found .....	Lower School Office
Tardiness.....	Lower School Office
Teacher Conference.....	Classroom Teacher
Tuition, Billing, Fees.....	Business Office

## **SCHOOL PERSONNEL-**

<b>Head of School</b>	248		<b>Finance Director</b>	248
Shawn Minks			Liana Turk	
<b>Admissions</b>	228		<b>Guidance</b>	272
Lisa Abbazia			Melody Shiver	
<b>Director of Advancement</b>	242		<b>Upper School Administration</b>	
Tony Sloan			Cari Gibson, US Principal	233
<b>Athletics</b>	289		Assistance to the US Principal	233
Mark Butler			Receptionist	230
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Jonathan Valdez, LS Principal	247		Ivonne Calderon	
Pat Humanensky, Assistant to the LS Principal				
Sandi Diaz, Receptionist	251			
<b>Facilities and Maintenance</b>	221			
Rick Shears				

# 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.

## **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 fundraising 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.ccslanders.com](http://www.ccslanders.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](mailto:@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.

## **ACCOMMODATIONS AND DISABILITIES**

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.

School Policy for Accommodations/Modifications:

1. Students either in the Discovery/NILD Program or on the waiting list for Discovery/NILD Program will have an accommodation plan in place provided 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.

2. Students displaying a lack of academic progress, after a teacher/parent meeting has taken place, may be provided with extra time of fifteen to twenty minutes and preferential seating. The accommodation of extra time and/or preferential seating will be monitored by the classroom teacher.
3. Students who display a lack of academic progress after given the extra time and preferential seating will begin the student referral process.

## **TUTORIAL SERVICES**

Several Cambridge Christian teachers offer tutorial services after school or in the evenings. Tutoring fees start at \$40 per hour for individual instruction and \$25 per hour per individual in a group setting. If interested, please call the Lower School office for assistance with this arrangement or notify the individual teacher personally. Parents who use this service after school must pick up their child from the classroom at a specified time. If you do not arrive at the specified time, the child will be taken to Extended Day or sent to After School Study Hall. This service will be billed to your Cambridge Christian account

## **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.

# ACADEMICS (PS – GRADE 6)

## **GRADING/REPORTING FOR GRADES PS - K**

Consistent with Cambridge Christian’s developmental approach to Early Childhood education, the child’s academic progress is evaluated relative to developmental growth and individual rate of learning in all five (5) domains of instruction: emotional, intellectual, physical, social and spiritual. Parents can review their child’s progress on RenWeb throughout the school year. Achievement of grade level standards in concepts, skills and expected behaviors are carefully assessed and recorded on the report card to indicate the child’s appropriate rate of development: P (performs most times), D (developing skill), NI (needs improvement), and NYE (not yet expected). Preschool and Pre-kindergarten children receive this assessment twice a year. Kindergarten children receive assessments quarterly.

## **GRADING/REPORTING SYSTEM FOR GRADES 1-2**

Parents can review their child's progress on RenWeb throughout the school year. Achievement of grade level standards in concepts and skills, are carefully assessed and are recorded on the report cards by the teacher to indicate the child’s appropriate rate of development or level of understanding: M (mastery), S (satisfactory progress), NI (needs improvement) in each area.

Grade ID	Description	High Value	Low Value
M	Mastery	100.00	89.5
M-	Majority Mastered	89.4	86.5
SP+	Progressing Well	86.4	82.5
SP	Satisfactory Progress	82.4	75.5
SP-	Progress<satisfactory	75.4	69.5
NI	Needs Improvement	69.4	0

## **GRADING/REPORTING SYSTEM FOR GRADES 3-6**

Letter grades (A - F) are used to indicate academic achievement at this level. Grades are determined by a careful assessment of the student’s class work (written and oral), tests, special assignments and projects during each grading period.

Specialty classes for Grades 1-6: Physical Education, Band, Art, Vocal Music, Foreign Language and Technology are graded M, SP, or NI, for grades 1 - 3; A – F for grades 4 - 6.

Letter Grade	High Value	Low Value
A	100.00	92.5
A-	92.49	89.5
B+	89.49	86.5
B	86.49	82.5
B-	82.49	79.5
C+	79.49	76.5
C	76.49	72.5
C-	72.49	69.5
D+	69.49	66.5
D	66.49	62.5
D-	62.49	59.5
F	59.49	0



## **CCS HOMEWORK PHILOSOPHY**

While education remains paramount at CCS, 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.

*Proverbs 1:7*

*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.*

*Colossians 3:23*

*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.*

### **Purpose**

All homework does not inherently hold academic value. In order for it to promote learning, it must connect in one or more of the ways identified below. 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.

*2 Corinthians 8:11*

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

Homework at CCS 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

### **Time Frame**

As a rule of thumb, CCS follows the standard endorsed by the National Education Association and the National Parent-Teacher Association. It is the "10-minute" rule that prescribes ten minutes of homework per night per grade level (not to include studying). CCS follows this guideline based on extensive research findings as follows:

**Lower School** Beyond 10 minutes per grade level, homework offers little benefit (Cooper, Robinson, & Patall, 2006).

### **Teacher Guidelines**

- Identify the purpose of homework assignments.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the guidelines for the amount of time designated for homework, including special projects.
- Post all assignments, provide time for students to record them and communicate expectations to students.
- Model homework strategies and provide models as appropriate throughout the school year.
- Establish a system for reviewing, recording, and returning homework in a timely manner.

- Ensure that resources and materials required for homework projects are easily obtained by students.
- Never assign homework as a consequence.
- Notify parents early regarding homework problems and missing assignments.
- When assigning projects, ensure that completion time is not limited to a school vacation period.
- Discuss homework practices with colleagues and provide guidelines for the type of homework at each grade level.

#### Parent Guidelines

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

#### Student Guidelines

- Ask for help if the assignment is not clear.
- Copy all assignments into planner (grades 1–6), carefully recording due dates and important information.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources such as textbooks, notes, and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.

## **HOMework**

Cambridge Christian believes that homework is an integral part of the learning process, and it assigned at all grade levels. Students in grades K – 5 are held responsible for all assignments and are graded accordingly. Students will receive a grade deduction in each subject an assignment was due for each day late. After 5 days students receive a “0”. 6<sup>th</sup> grade follows Upper School guidelines. Overnight assignments are not accepted late. A grade of “0” is given. For good communication and to avoid late homework, review your child’s daily assignments or agenda, check Renweb, and /or contact your child’s teacher.

## **HOMework REQUESTS WHEN CHILD IS ILL**

Parents may request homework for their child on the 2<sup>nd</sup> day of absence. Please request it before 9:00 A.M. that day in the Lower School office or by contacting the Lower School teacher directly.

## **HONOR AWARDS (GRADES 5-6)**

Students in grades 5 and 6 are given recognition for achieving and maintaining academic excellence. The academic subjects include math, science, English, social studies and Bible; the enrichment subjects include music, art, technology, foreign language and physical education.

Head of School List - All “A’s” (no A-) in academics and enrichment subjects must be achieved.

Principal’s List – More “A’s” than “B’s” or an equal number of “A’s” and “B’s” and no “C’s” in academics first/core subjects and then more “A’s” than “B’s” or an equal number of “A’s” and “B’s” and no “C’s” in enrichment subjects. (ex: art, music, computer, etc.)

Honor Roll – More “B’s” than “A’s”, no “C’s” in academics first and then more “B’s” than “A’s”, and no “C’s” in enrichment subjects.

## **INCOMPLETE GRADE**

An Incomplete ("I ") is given only when the teacher does not have adequate information or grades to evaluate the child, usually the result of a long-term illness or late entry. If, after a given length of time, the student fails to complete assigned work, zeros will be given for each non-completed assignment and will be averaged with all other grades. The "I " will then be replaced on the report card with the earned grade.

## **MAKE-UP WORK**

The student, following his return to school, will complete all assignments missed during an absence (See Attendance for definition of Absences).

Excused Absence: Parents may call to request class and homework assignments as of the 2<sup>nd</sup> day of absence (grades K - 6). All make-up work is due by a reasonable date determined by the child's teacher(s). The general rule is that students have the same number of days to make up the assignments as they were absent.

Special Absence: Students may be granted Special Absence with the understanding that schoolwork may only be assigned prior to the absence at the discretion of their teacher(s). Although students will not be penalized for assignments and tests missed during their absence, students will be accountable for the completion of these upon their return to school. The teacher(s) will determine a reasonable length of time for completion.

## **PENMANSHIP**

This subject is evaluated on effort rather than skill so as not to penalize students who have motor deficiencies. Students are expected to produce clear, legible pieces of work that are turned in for grading purposes. This includes homework.

## **PLACEMENT POLICY**

In an effort to provide the Lower School students with the most successful educational experience, much wisdom and prayerful thought is essential to the appropriate placement in specified self-contained classes (grades Preschool – 2) and homeroom groups (grades 3 - 6). Since the composition of each class must meet certain criteria to ensure a positive teaching environment, careful consideration is given to the following: boy/girl ratios; peer relationships; class quotas; student's academic abilities, learning style and progress; and primarily, recommendations for placement by the student's previous teacher(s).

## **STUDENT AGENDA BOOKS (REQUIRED FOR GRADES 1-6)**

These are written in daily or weekly by the students and/or their teacher(s) to record homework, testing dates and long-term assignments and to encourage good study skills. If an agenda book is lost, parents are responsible for replacing it. Students in grades 1-6 may be subject to disciplinary action for not bringing their agenda to school daily. Parents are requested to check and sign their child's agenda books.

## **STANDARDIZED TESTING**

Preschool and Pre-kindergarten students are not tested. Kindergarten thru 6<sup>th</sup> grade are tested in the Spring. No homework or assigned projects other than long term projects are assigned during the week of testing.

## **ABSENCE ON ACHIEVEMENT TESTING DAYS**

Students in grades PS and PK are not tested. Kindergarten thru 6<sup>th</sup> grade are tested in the Spring of each year. There will be a charge of \$100.00 per day to test your child if he is absent for any reason other than an emergency or tardy during portion of the testing on Achievement Testing Days. This service will be billed to your Cambridge Christian account.

## **ACADEMIC PROBATION AND PROMOTION**

A student will be placed on Academic Probation if, in any 9 week grading period, the student makes unsatisfactory academic progress, have earned a "D" in two or more subjects or a grade "F" in one subject. If a student is unable to meet the goals of the Academic Probation, administration will determine if further academic testing is needed and/or may not guarantee promotion to the next grade level. Any student receiving 2 or more "F's" on their report card will not be guaranteed promotion to the next grade level.

# ATTENDANCE

School begins promptly at the designated times below. It is important that your child arrives on time and not leave before the day ends.

<u>Grade</u>	<u>Start Time</u>	<u>On Dismissal Deck</u>	<u>Noon Dismissal Time</u>
Preschool – Pre-kindergarten	8:15 A.M.	2:35 P.M.	11:40 A.M.
Kindergarten	8:00 A.M.	2:40 P.M.	11:45 A.M.
1	8:00 A.M.	2:45 P.M.	11:45 A.M.
2	8:00 A.M.	2:50 P.M.	11:50 A.M.
3	8:00 A.M.	3:00 P.M.	11:50 A.M.
4	8:00 A.M.	3:10 P.M.	11:55 A.M.
5	8:00 A.M.	3:10 P.M.	11:55 A.M.
6	8:00 A.M.	3:10 P.M.	12:00 P.M.

## **TRAFFIC STUDENT PICK-UP**

Students in grades PS – 6 who are not picked up by 3:30 p.m. will be taken to the Extended Day program. This service will be billed to your Cambridge Christian account.

## **ABSENCES**

All absences fall into one of three categories:

1. Absence – illness on the part of the child or death/emergency in the immediate family or an approved church-related activity, when the student brings a written excuse on the day he returns to school.
2. Special absence – pre-arranged authorization of absence based on parent request. This request must be in writing, at least two weeks in advance, and must receive approval by the Principal. When the above conditions are not met, the absence will be considered unexcused. The Lower School office personnel will notify parents if this request is not approved.

Parents are encouraged to take family trips and vacations only during non-school days and vacation periods listed on the annual school calendar and are urged not to abuse the Special Absence Policy.

## **ABSENCE POLICIES**

1. Parents are expected to call the Lower School office if their child is absent.
2. A student who is absent more than 30 days due to illness or special requests (grades Preschool – 5) during the school year may be required to repeat the entire school year at the same grade level. Students in grade 6 may not be absent more than 10 days per semester without incurring academic penalty. Parents are asked to call the school office by 9:00 A.M. if their child is absent that day.

## **ATTENDANCE AT SCHOOL PROGRAMS**

Attendance is required for any student involved in an evening or weekend school program unless the child is ill or there is a family emergency. A written excuse signed by the parent must be submitted prior to OR immediately following the scheduled event. The teacher(s) and/or the Principal will determine if the excuse is acceptable. If the excuse is not acceptable, the child may receive a lower grade for the class that has prepared the program.

Students who are members of the band or choir will receive a failing grade for an unexcused absence from a required performance and/or leaving the performance before its conclusion.

## **MEDICAL APPOINTMENTS**

Parents are requested to schedule medical and dental appointments during non-school days or vacation periods. However, if the student must leave school for an appointment, he must be signed out on the "Check-out Form" in the school office. If the student returns to school on the same day after the appointment, he must be signed-in at the office and obtain an excused TARDY PASS from the Attendance Registrar for his return to class.

## **TARDINESS**

Tardiness is detrimental to students and disrupts the educational process in the classroom. Students (Preschool and Pre-kindergarten) are considered tardy when they are not in the classroom by the assigned start time.

## **TARDY PROCEDURES**

1. Tardiness upon arrival in the morning (grades Preschool and Pre-kindergarten after 8:15 A.M., Kindergarten - 6 after 8:00 A.M.) requires the student to report to the office either with his parent (for a verbal excuse) or with a written excuse. The student must obtain a Tardy Pass in order to enter class.
2. Tardiness after a medical appointment (grades Preschool – 6) requires the student to report to the office with his parent. The student must obtain a Tardy Pass in order to enter class.
3. Tardiness between classes (grades 3 – 6) requires a student to receive a Tardy Pass from the teacher of the previous class. This pass is then given to the receiving teacher and the tardiness is recorded in his attendance book.

Students have sufficient time between classes and/or during lunch/activity period to take care of personal needs. Teachers also allow students to leave class to use the restroom when necessary.

# APPEARANCE AND DRESS CODE

God has created us in His image and to glorify Him. Cambridge Christian students are to dress modestly at all times, not to please themselves, but to please God.

## **UNIFORM GUIDELINES FOR GRADES PRESCHOOL, PRE-KINDERGARTEN & KINDERGARTEN**

Grade	Girls Regular Uniform	Girls Chapel Uniform
Preschool	Plaid shorts or navy pants	Plaid shorts
	Navy, gray, white or yellow knit shirt	White knit shirt
	Navy drop-waist dress	Navy, Black Gray or White socks (visible above shoe) or Leggings
	Navy, Black, Gray or White socks (visible above shoe) or Leggings	
Pre-kindergarten & Kindergarten	Plaid shorts or Navy pants	Plaid Shorts
	Navy drop-waist dress	White knit shirt
	Navy, Gray, White or Yellow knit shirt	Navy , Black, Gray or White socks(visible above the shoe) or Leggings
	Navy , Black, Gray or White socks (visible above the shoe) or Leggings	
	Boys Regular Uniform	Boys Chapel Uniform
Preschool	Navy shorts or pants	Navy shorts or pants
	Navy/white stripe knit shirt	White knit shirt
	Navy, Gray, White, or Yellow knit shirt	Navy, Black, Gray or White socks (visible above shoe).
	Navy, Black, Gray or White socks (visible above shoe).	
Pre-kindergarten & Kindergarten	Navy shorts or pants	Navy shorts or pants
	Navy/white stripe knit shirt	White knit shirt
	Navy, Gray, White or Yellow knit shirt	
	Navy, Black, Gray or White socks (visible above shoe)	Navy, Black, Gray or White socks (visible above shoe)

## **UNIFORM GUIDELINES FOR GRADES 1 - 6**

Grade	Girls Regular Uniform	Girls Chapel Uniform
1 - 5	Navy pants or plaid shorts, with belt	Plaid jumper
	Navy, Gray, White or Yellow knit shirt	White Peter Pan shirt
	Navy drop-waist dress (1 <sup>st</sup> thru 3 <sup>rd</sup> only)	Navy ,Black, Gray or White socks (visible above shoe) or Leggings
	Navy, Black, Gray or White socks (visible above shoe) or Leggings	

	Navy Skort (4 <sup>th</sup> & 5 <sup>th</sup> grade)	
6	Navy pants or plaid shorts with belt	Navy
	Navy skort	White knit shirt
	Navy, Gray, White or Yellow knit shirt	Navy pants
	Navy, Black, Gray or White socks (visible above shoe) or Leggings	Navy, Black, Gray or White socks (visible above shoe) or Leggings
	Boys Regular Uniform	Boys Chapel Uniform
1 - 5	Navy shorts or pants with belt	Navy pants or shorts with belt
	Navy/white stripe knit shirt	White Knit Shirt
	Navy, Gray, White or Yellow knit shirt	Navy, Black, Gray or White socks, (visible above shoes)
	Navy, Black, Gray or White socks (visible above shoes)	
6	Navy shorts or Navy pants with belt	Navy pants or Navy shorts with belt
	Navy/white stripe knit shirt	White knit shirt
	Navy, Gray, White or Yellow knit shirt	
	Navy, Black, Gray, and White socks (visible above shoes)	Navy, Black, Gray or White socks, (visible above shoes)

## **UNIFORM – SPECIFIC APPEARANCE REMINDERS**

1. Shirts need to be tucked in, with belt visible, at all times while on Cambridge Christian campus.
2. Shorts/Skort/Pants are to be worn at the waist, not on hips.
3. Shorts/Skort need to be no shorter than 3 ½ " above the back of the middle of the knee.
4. Leather looking, heavy necklaces or chokers are not allowed. The same guidelines apply to bracelets.
5. Visible tattoos, including "stick on" tattoos, body writing, and body piercing are not allowed. Girls may have pierced ears.
6. Distractive nail polish, hair color, and haircuts that draw attention are not allowed. Boys haircuts should not cover the eye or cover the ear.
7. Boys: Earrings not allowed. Girls: Small tasteful earrings are allowed.
8. Cambridge Christian sweats may only be worn OVER (not in place of) the uniform shorts/pants or tops and in the classroom. The uniform must be worn at all times. Jackets without the Cambridge Christian logo will need to be taken off during time in the classroom.
9. PONCHOS must be in the students' backpacks at all times. 6<sup>th</sup> graders may wear a Cambridge Christian rain jacket in place of the poncho.
10. Students are not to wear tennis shoes with wheels.

## **UNIFORM INFRACTIONS**

If a student violates the uniform or non-uniform dress codes, one or more of the following penalties will be enforced:

- 1<sup>st</sup> Offense: Students will receive a [Parent Notification for Dress Code Violation](#) and will be asked to remove articles that violate the code, if appropriate. If this is not appropriate, students will be sent to the office and parents will be called to bring the proper article(s) of clothing the student failed



to wear that day. Students will be subject to loss of credit for work missed while out of class(es) and awaiting parent in the office.

2<sup>nd</sup> and Continued Offenses: Student will receive a Disciplinary Notice, and be placed on a discipline plan for disrespectful behavior. These steps will be followed thereafter.

## **SWIM SUITS**

Swim suits must be modest cut and one-piece only. Speedo type swimwear is acceptable. Swim suits that are too low cut or high cut or mesh, or see through type materials are not acceptable.

## **FOOTWEAR**

Footwear for boys and girls should consist of regular closed black or brown low cut shoes or athletic shoes (non-scuff) and should be in good condition. Sandals, clogs, reefs or other flip-flop type shoes are not to be worn. Socks are to be worn at all times and must be visible 1" above the shoe. Socks should be white, navy or black. Socks (tights) must be navy or white. Students are not to wear tennis shoes with wheels. No bright colored athletic/tennis shoes.

## **HAIR / NAILS**

Students are to keep their hair neat, well groomed, and in styles appropriate to the School setting. There should be no coloring/dyeing of hair using unnatural colors, i.e., red, blue, green, and so forth. Boys are to keep their hair moderate in length and style. Boys may not wear ponytails. Boys hair is required to be cut above the collar and be trimmed in front so that eye contact can be made. Distractive nail polishes (black, deep purple, dark green, and so forth) are not allowed. Nails should be clean.

## **JEWELRY**

Girls may wear small tasteful earrings and modest jewelry. Chokers, heavy necklaces, and leather-looking pieces are not allowed. The same guideline applies to bracelets. Piercings are restricted to 2 and on the ear lobe. Necklaces are limited to one modest piece and will need to be removed during P.E. Boys may not wear earrings on campus or at any school function.

## **OUTER WEAR**

A uniform shirt/blouse and uniform pants are to be worn underneath outerwear, which may be the uniform sweater (solid navy blue sweaters are allowed), sweatshirt, jacket or blazer bearing the Cambridge Christian logo. All other outerwear is not permitted in the classroom. Approved school or team jackets or sweatshirts may be worn. Hats are not to be worn. Pants and skorts/shorts are to be worn at the waist not on the hips.

## **OUTERWEAR – COLD DAY ALLOWANCE**

Students may wear any combination of the following on cold days. They may not bring blankets or wear non-uniform heavy clothing. Students should plan now to be prepared when colder weather (temperatures in the 50's) arrives. Cold weather options include

1. Cambridge Christian sweatshirt worn over uniform
2. Cambridge Christian sweatpants worn over uniform
3. Cambridge Christian jacket worn over uniform
4. Solid navy or white turtlenecks may be worn underneath the uniform
5. Girls may wear navy, neutral or white tights.

Other than the above, other outerwear may be worn to school, but not in the classroom during the school day. Cambridge Christian hats may only be worn prior to school day beginning or after school during cold weather (not in or during class).

## **P.E. UNIFORMS ( GRADES 1-6)**

Boys and girls are required to wear the Cambridge Christian P.E. uniform to reduce wear on school uniforms. The Lower School P.E. uniform consists of a gray T-shirt (with logo) and navy blue shorts (with logo.) Classroom teachers (grades 1 – 2) or P.E. teachers (grades 3 - 6) allot time for students to change in and out of the required P.E. uniform. Students in grades 1 and 2 change in their classrooms. Grade 3 – 6 students change in the P.E. locker rooms. The P.E. uniform may be purchased in the Campus Bookstore. This service may be billed to your Cambridge Christian account.

## **JEANS / CHRISTIAN T-SHIRT DAY**

On Friday (or otherwise designated day) students may wear jeans, jean shorts (uniform length) or skirts with any Christian message T-shirt. Denim jackets/vests may also be worn. Tennis shoes are allowed; no flip-flops, sandals or crocs.

## **“ FREE” DRESS DAY**

This is a special day earned at certain times during the school year. Students may wear their Christian T-shirts with uniform shorts.

## **OTHER ITEMS**

Boys and girls are to wear belts. Other distracting items such as wallet chains, hats, sunglasses, boy’s headbands and/or elastic bands are not to be worn on campus during the school day. Students are not to write on their bodies or clothes.

# CONDUCT AND DISCIPLINE

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. CCS provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. **STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CCS'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.** Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action. Just as the family has rules to help children learn to get along with parents, brothers, sisters and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which CCS students agree to abide:

## **MINOR INFRACTIONS**

The following is a non-comprehensive list of minor infractions that may result in classroom consequences:

1. Chewing gum while on school premises.
2. Electronic devices are subject to confiscation by school personnel. No electronic devices that connect to the Internet or take pictures are allowed during school hours or Extended Day. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions, and appropriate disciplinary actions may result from inappropriate material or use.
3. Failure to comply with CCS dress code.
4. Failure to obey playground or gym rules given by teachers.
5. Failure to follow the instructions of school adults and students who serve as drop off and pickup deck supervisors.
6. Use of school equipment without a teacher's permission.
7. Failure to act in a quiet and orderly fashion while in hallways, school functions, restrooms and pickup deck.
8. Failure to refrain from behavior that inhibits learning in classroom situations.

## **MAJOR INFRACTIONS**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from CCS:

- Use of Foul Language: Use of abusive language or profanity will result in immediate disciplinary action.
- Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
- Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action.
- Cheating: Students are responsible for preventing the giving or receiving of assistance in any capacity on tests, quizzes, exams, final evaluations or classroom assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery.

- Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and or misuse of over-the-counter drugs is prohibited.
- Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of CCS administration.
- Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in a suspension, followed by a parent conference in order to return to school following a first offense.
- Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses.
- Gambling: Any form of gambling is forbidden.
- Immorality: Students are expected to maintain moral purity as is outlined in God's Word.
- Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- Truancy: Missing school or any part of the school day without parent or teacher permission is considered truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from school. Students MUST obtain permission before leaving a classroom.
- Vandalism: Destruction or defacing of property belonging to CCS will result in disciplinary action as well as assessing compensatory damages.
- Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
- Repeated violation of minor infractions will be considered a major infraction.

## **DISCIPLINARY PROBATION**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

## **SUSPENSION**

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to CCS. An administrator has the authority at all times to suspend a student for a violation of a school rule. The length of suspension will be one to five days as determined by the administrator. There are two types of suspensions:

## **IN-SCHOOL SUSPENSION**

Students who violate a major school rule may be assigned an in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school. A \$70 fee will be assessed to the parent school account, per day, to cover adequate supervision of the student if needed.

## **OUT-OF-SCHOOL SUSPENSION**

This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

## **RESTORATION**

It is always CCS's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to an end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, CCS staff and administration will:

Clearly identify the offense at both the beginning and end of the suspension.

- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term.

At the end of the suspension period, CCS administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the CCS community.

## **EXPULSION**

Attendance at CCS is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of CCS will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **ABUSE OF PERSONS OR PROPERTY**

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 principal reserves the right to recommend expulsion for any occurrence of abusive behavior.

## **CONDUCT PROBATION**

Students may be placed on Conduct Probation during the course of the school year and parents will be notified of this action by a conference with the Principal. If the conduct has not satisfactorily improved, in the opinion of the administration, during the following grading period, parents may be requested to withdraw their child.

## **DISCIPLINE PLAN**

Classroom management plans are developed by teachers for the Lower School. This plan is discussed at the Parent Open House in the fall. Discipline is first handled by the classroom teacher and then may be referred to the Lower School principal. Consequences for student actions may include in or out of school suspensions.

## **DISMISSAL-END OF DAY**

All students in grades Preschool – 6 will be escorted to traffic pick up area, if not attending after school clubs or the Extended Day Program. All students transported by parental pick-up will meet in the traffic pick-up area ONLY. Parents are asked to remain in their vehicles and students are escorted to them.

## **AFTER SCHOOL EVENTS**

Parents of Upper School siblings (grades 9 – 12) must accompany Lower School students who are attending any after school events such as games or church programs between the hours of 3:00 – 6:00 P.M. This includes events held on the grounds, in the gym or in the school/church buildings. The parent or older sibling must pick up the younger sibling at the pick-up deck, in the Lower School office or Extended Day. Prior written authorization from parents is needed for younger siblings to be released to older siblings. Written authorization must be on file in the Lower School office.

Lower School students will not be allowed to cross the parking lot to the Upper/Middle School campus by themselves for any reason including meeting older siblings, purchasing food/drink from the Upper School machines, campus store and so forth.

## **ARRIVAL PROCEDURES**

For their protection, students (grades PS – 6) arriving before 7:30 A.M. are required to attend the Extended Day Program. Extended Day is available beginning at 7:00 A.M. This service will be billed to your Cambridge Christian account. The School cannot assume responsibility for students who arrive on Cambridge Christian grounds before 7:00 A.M.

Arriving after 7:30 A.M., students in grades PS – K will report directly to their designated classrooms; grades 1 – 6 will report to the Lower School Lunchroom; grades 7 – 12 may go to their lockers and the Upper/Middle School deck areas.

# HEALTH AND SAFETY

## **CONFIDENTIAL INFORMATION**

Copies of all diagnostic testing results, psychological reports, medical reports, and other confidential information will be kept in secure files in the School office. In addition, parents are urged to disclose medical, physical, or psychological problems, as well as unusual family situations on the "Confidential Form." It would be helpful and appreciated to be informed of your child's special circumstances and needs, allowing administration and faculty to better understand and assist the child in his schooling.

## **FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION**

### **(GRADES 6-12)**

FHSAA requires a current Sports Physical each year BEFORE a student may practice or participate in any sport. Cambridge Christian must have these physical forms on file in the Athletic office.

## **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.

## **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	

\* The Health Department requires Scoliosis Screening for all students in grade 6.

\*\* If 4<sup>th</sup> dose is given before 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is required

## **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.

## **MEDICATION AUTHORIZATION**

Parents may register their child's prescription drugs or approved over the counter medications with the School office personnel who will administer the prescription drug or treatment to the student in accordance with the written directions from the prescribing physician on prescription drugs only. Parents must complete the Medication Authorization Form and bring in the medication to be kept at the School throughout the school year. Students may not keep medication (other than emergency devices) in their possession.

## **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.

## **STUDENT ACCIDENT INSURANCE**

The cost of student accident insurance is included in your tuition. However, this plan is supplemental and requires the parents to submit a claim first on their personal health insurance policy. That which is not covered by the personal insurance may then be claimed under the student plan on the Notification of Injury form. If an accident occurs, Cambridge Christian personnel will complete the Injury form and send it home with your child. Parents must complete their section of the form and mail it to the insurance company. Parents must file their claim within 90 days of the accident.



# **TRAFFIC PROCEDURES**

We request that you carefully read the following Do's and Don't's of our traffic routine and adhere to the rules because we care about your safety as well as the safety of your child(ren).

## Approaching the Campus

The "prime time" traffic periods are from 7:00 – 8:15 a.m. and 2:15 – 3:30 p.m. **THESE ARE THE TIMES YOU ARE REQUIRED TO APPROACH THE CAMPUS FROM THE SOUTH ON HABANA AVENUE.** You are not permitted to make left-hand turns from the North. There are official county traffic signs that have been installed stating the "No Left Turn" rule, so be advised – the county authorities will ticket offenders.

In the past, we have met with the Hillsborough County Sheriff's Department regarding complaints from the surrounding neighbors. Understandably, they have not appreciated the many parents who have parked on their front lawns and used their driveways as turn-arounds that caused them to contact the Sheriff's Department. Besides these things, their biggest complaint is CCS TRAFFIC BLOCKING INTERSECTIONS, preventing them from getting out onto Habana Avenue. Please keep this in mind as you approach the campus from the South, being considerate of our neighbors who have been very patient and considerate of us. You will also be ticketed if you park on or block the sidewalk along Habana Avenue. There are official signs forbidding this because it is unlawful to block a pedestrian right of way.

## Once You are On Campus

When you arrive on the campus in the morning, please do not let your child(ren) out of the vehicle until you have entered the designated drop-off area. **ANY OTHER AREA IS NOT SUPERVISED AND IS POTENTIALLY DANGEROUS TO YOUR CHILD(REN).** This also slows down the traffic lanes coming onto the property. Once you have rounded the Sanctuary bend, two lanes are available for use. If you are in the West (left side) traffic lane of the drop off area, your child(ren) should get out of the vehicle on the West side and walk up to the cones to be safely crossed by the traffic director.

For the afternoon pickups, please come prepared with an 8 x 11 placard with your child's last name and grade printed on it to be held up for our "callers" to see. Please do not take for granted that our "callers" know who you are. This is very important because it speeds up the entire process.

When you are ready for departure put your LEFT TURN SIGNAL on for the traffic director to see. Please, Please, Please, - Do not allow your vehicle to move forward unless you are looking forward. We have had several close calls because the driver has been waving good-bye or yelling out the windows while the vehicle was moving.

**IMPORTANT!!!** When leaving the grounds at the North exit, you must turn right (North). Turning left into oncoming traffic is extremely dangerous. This also causes major delays in the flow of departing traffic, so please be considerate of your fellow parents.

## AFTERNOON PICK-UP TIMES

Pre-School & Pre-Kindergarten	2:35 pm
Kindergarten	2:40 pm
Grade 1	2:45 pm
Grade 2	2:50 pm
Grade 3	3:00 pm
Grade 4	3:10 pm
Grades 5 & 6	3:10 pm
Grades 7 – 12	3:15 pm

**IMPORTANT – DO NOT COME EARLY OR YOU WILL BE ASKED TO GO AROUND AND THROUGH THE LINE AGAIN. COME AT THE PICK-UP TIME OF THE OLDEST CHILD!**

## Parking

If you are new to our Cambridge Christian family, it will not take you long to find out that parking is a rare commodity on our campus. When necessary, parents will be directed to park on the athletic field. We

encourage all parents to drop their child(ren) off in the designated drop-off area. Trained safety patrols will escort the younger elementary children straight to their classrooms, to avoid parents having to park for this reason. The orange cones and gates that we use in the logistics of our traffic program are in place for good reasons. PLEASE DO NOT GET OUT OF YOUR CAR AND REMOVE THEM.

We need everyone's cooperation with these safety rules and procedures.

## **VISITORS ON CAMPUS**

Parents may visit the School. In order to visit a class, parents are to contact the office prior to arriving to prevent possible interruption of the learning or testing process. All visitors, including parents, must enter through the main door located at the entrance near the chapel to sign-in and obtain a visitor's pass. Visitors on campus without a pass will be asked to report to the office for a pass. Please bring your driver's license to be swiped in our Faast Pass security system. This is for the safety of all our students.

There is no open visitation for others at Cambridge Christian. Students are not allowed to bring visitors on campus during the School day or during lunchtime. Visitors may be present only by School invitation and with the Principal's permission. The admissions office may arrange for potential students to visit the campus for part or all of the school day. Alumni may sign in at the office and visit during lunch time only.

# GENERAL INFORMATION

## **BOOK BAGS**

For the protection of textbooks and library books that may be taken home, each student in grades Preschool - 6 is required to have a book bag. Parents are encouraged to check their child's book bag each day for notices and other important information.

Book bags on rollers require extra space in the classroom and, in fact, create a safety hazard. Some teachers will ask students to store wheeled bags outside the classroom.

## **BUILDING AND GROUNDS**

All School facilities belong to the Lord and have been purchased with His money. Refrain from any actions that may result in damage to the property or to the appearance of the buildings and grounds. Any damage brought to the buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Students are also subject to disciplinary action (up to and including expulsion) for damage caused either by negligence or willful destruction. This service will be billed to your Cambridge Christian account and transcripts will not be transferred until full restitution has been made.

## **CELL PHONES**

Students are discouraged from bringing cell phones to school. If they do, cell phones are not to be used during school hours (7:50 A.M. – 3:15 P.M.). Any student found using a cell phone during school hours will have it taken away until the end of the day for the first offense. If the offense is repeated the child may lose the phone up to the end of the school year. Cell phones may only be used before and after school hours for notification to parents concerning changes in school activities. Cell phones are not to be used on the pick up deck or early morning care unless permission has been granted by a teacher.

## **TEXTING AND PRIVATE MESSAGING**

In the event that a student needs to send a text message to a CCS teacher, coach, administrator, or staff member, your parent or guardian must be included as a recipient to the message that that you send. No private messages should be sent between a student and an employee of CCS.

## **CELEBRATION THEME GUIDELINE**

The School respects the right of parents to celebrate special events including Christmas and Easter with their families as they wish. Within the School program, however, the following principles serve as the School's Guidelines.

Christmas – The School acknowledges the holiday as joyous times of the year to enthusiastically celebrate and emphasize the birth of Jesus Christ. Activities and symbols that complement these emphases are prominent in our classrooms; myths and symbols, such as Santa Claus, elves, and other secular symbols that compete with these are de-emphasized.

Other celebrations may take place during the school year at specified times, with pre-arranged approval and guidelines from the appropriate Principal.

## **CHAPEL**

This special service of worship is conducted weekly in the church sanctuary for Cambridge Christian students and faculty. Chapel provides an opportunity to praise our Lord through song, instrumental music and testimony; to become more knowledgeable of God's Word through the study of the scriptures, sermonettes, dramatizations and films; and to share prayer and fellowship together in His name. Parents are invited to attend chapel.

Chapels are scheduled for Wednesdays (grades 1– 6) from 8:15 – 9:00 A.M., and Monday (grades Preschool – Kindergarten) from 8:30 – 9:00 A.M.

## **CLOTHES CLOSET**

The Clothes Closet is operated by the PSA and is a service to families by providing gently used uniforms. Donations are gratefully accepted and then sent to the Clothes Closet.

## **COMMUNICATION FOLDERS**

In order to ensure proper communication with parents, Cambridge Christian requires that every student (grades Preschool – 6) have a blue communication folder. These folders will be used to carry important types of communication such as bulletins, notices, test papers, student work and teacher notes home to parents each week. Parents please note: Communication folders will come home. Parents are requested to check these folders, sign papers or forms if necessary, and ensure that the folders are returned containing any signed papers or forms. Your cooperation in this procedure is essential if we are to convey to the students the importance of the folder and their responsibility to its weekly/daily delivery to the home and back to school.

## **DANGEROUS, ANNOYING OR DISTRACTING ITEMS**

- A. Any dangerous, annoying or distracting items such as matches, lighters, laser pointers, water pistols, noise makers, portable audio equipment e.g. radios, CD players, etc, video/still cameras, DVD players, or any other potentially dangerous, annoying or distracting devices are banned from the school campus unless permission to bring them to school has been granted by the administration. Cell phones must be turned off (not vibrate) and may not be used during class times. Failure to comply will result in the device being taken and held until the end of the school day. Additional offenses will result in confiscation of the item for extended periods of time and/or possible suspension from school. Due to issues of personal privacy and academic integrity, the digital camera function on camera equipped cell phones, PDA's and similarly equipped devices, are not allowed to be used anywhere on campus. Students found using the camera function on such devices will have the device confiscated, barred from campus, and subject to additional disciplinary action.
  
- B. Guns (of any type, real or imitation), knives and other weapons are never allowed on the school campus for any reason. Those who bring real guns onto the school campus will be automatically expelled. Imitation weapons intended for classroom instructional activities may only be allowed by written permission of the administration.

## **ANIMALS ON CAMPUS**

Cambridge Christian will be following the no animals on campus policy due to sanitation and liability issues. Special permission may be granted for a classroom Show & Tell session.

## **EARLY RELEASE FOR APPOINTMENTS**

Parents are to pick-up children at the school office only. At no time are parents to enter the classroom to pick-up their child or make arrangements for children to meet them any where on the grounds.

Parents are also apprised that NO students will be released to any person(s) other than their parent or legal guardian unless the person's name appears on the Emergency Contact or Transportation section of RenWeb (for pick up) or has been identified by a written note signed by the parent. Identification by photo ID may be requested.

## **ELIGIBILITY**

Sixth grade students participating in middle school sports will be held accountable for grades at 3 week intervals. Every 3 weeks, grades will be checked and if a student has less than 69% in any core subject, is failing any subject or has behavior issues in any classes including specialty classes, he/she will not participate in their sport for one week. If grades are raised during that week off, the student may participate with their team.

## **EXTENDED DAY**

This is a program offered to Cambridge Christian students, in grades Preschool - 6, as a service to their parents. Daily hours are from 7:00 A.M. to 8:00 A.M. and after school until 6:00 P.M. During summer vacation, conference days and school holidays, Extended Day hours are from 7:00 A.M. to 6:00 P.M. By advanced registration, parents may avail themselves of this program any time throughout the school year. Registration includes paperwork and a fee. Please check the website for all holidays the program will be closed as this is updated each year. Cambridge Christian summer programs work in conjunction with the Extended Day program. This service will be billed to your Cambridge Christian account.

Regular charges and late pick-up fees are detailed in the Extended Day registration materials. This service will be billed to your Cambridge Christian account.

## **EXTRA-CURRICULAR ACTIVITIES**

Coeducational intramural sports opportunities include flag football, soccer, basketball, and volleyball for grades 1 – 6.

The curriculum for grades 4 – 6 offers a variety of special activities in an effort to develop individual talents, skills and interests and enjoyable experiences in the school setting. Some examples of previous offerings have been Beginning Band, Safety Patrol, and Morning Show. In addition, a special activity for grades 5 and 6 is Christian Student Leadership Council. Outside activities are also available on campus after school such as karate, Chess Club, Robotics, Cooking Club, and vary from year to year.

## **EXTRA-CURRICULAR ACTIVITIES-DISMISSAL**

If the students are not picked up at the deck at the specified times, they will be sent to the Extended Day for supervision and the parent will be charged for the time. All students are required to be supervised while on the property including conference days and intramural activities. Pick up after 6:00 P.M. will incur a late fee of \$10.00, plus \$5.00 for each additional 15-minute increment thereafter and continuing to the actual pick-up time. This service will be billed to your Cambridge Christian account.

## **FIELD TRIPS**

Visits to local museums, theaters, libraries, places of business, public utilities, and other points of interest, are an integral part of our educational program and help to enrich the student's personal growth, as well as provide a better understanding of his studies. Parents will be selected to help chaperone (review the *Guidelines for Chaperones* that you receive from the teacher) these trips and thereby share in these educational experiences with their children. For any field trip the school will always provide for a safe adult-student ratio on the bus. All students are required to ride on school-provided transportation. Parents will be asked to drive separate vehicles and meet students for supervision. Student dress for field trips will be Cambridge Christian school uniform, unless the sponsoring teacher specifies an optional dress code. Siblings are not to attend field trips, as it takes away from your child's trip.

If bathing suits are to be worn on a field trip, they are to be modest cut and one-piece only. Speedo type bathing suits are not acceptable. Bathing suits that are too low cut or high cut or mesh, or see-through type materials are not acceptable.

## **I.D. BADGES**

Name badges will be provided for each student. There is a \$5.00 charge for lost badges.

## **INCLEMENT WEATHER**

Dismissal of lower school students during inclement weather will be through the north door of the Chapel. Students will be taken to their cars from this area. Dismissal times are the following: PS, PK, K at 2:30pm; 1<sup>st</sup> and 2<sup>nd</sup> at 2:40pm; 3<sup>rd</sup> and 4<sup>th</sup> 2:55pm; 5<sup>th</sup> and 6<sup>th</sup> at 3:05pm.

## **INTERNET COMMUNICATION**

Parents have the opportunity to view their student's homework and grades online through the RenWeb program. User name and password are issued by the school. Homework is posted weekly but may be subject to change due to activities in the classroom.

## **LOST AND FOUND**

Parents are reminded to mark all their child's personal items. Uniforms and other articles are easily mistaken. The Lower School's Lost and Found is in the Lower School Office. Upper/Middle School's Lost and Found is located in the office and placed in storage after one week.

## **LUNCH PROGRAM**

Parents are requested to contact the lower school kitchen at ext. 255 if they will be eating a school lunch with their child so enough food will be available for everyone.

There are two (2) cafeterias on the Cambridge Christian campus. Students may bring their lunch to school or purchase their lunch through the lunch program.

## **PARTIES**

Four major parties are held during the year for grades Preschool – 6: Christmas, Valentine's Day, Team Days and End of Year. In order to make the day enjoyable for all children, valentines should be given to each child in the class. We ask that siblings not attend these parties as it takes away from the child's party.

If parents/students wish to have any other party, they must receive approval from the Principal prior to the day on which they plan such an event. If a birthday party is planned after school off campus, the child's parent giving the party will need to give the office a permission slip from each child's parent before they leave the campus.

Please note that the End of the Year celebrations for students are set up to be a simple, teacher directed, celebration. Goodie bags/favors are not needed to have students enjoy the end of the year. Please plan with the classroom teachers.

## **PARTY INVITATIONS**

Since the School is concerned with the development of positive self-images for all its students, party invitations may not be sent to school for distribution unless all students in your child's class have been invited to attend. Phone numbers and addresses of students can be obtained from the PSA Family Directory. The office is not able to give out class lists.

## **SCREENINGS**

Speech and Hearing- The school contracts annually with a Speech Language Pathologist to screen students for speech and hearing, as well as language development. This is an optional service.

Scoliosis – This is held each year for students in grade 6. This is a service provided by Hillsborough County, but is optional.

Vision Screening is held each year for students in grades Preschool – 6. This is a service on Hillsborough County when funding and time is available and there is no fee to parents.

## **SEARCH OF PERSONAL PROPERTY**

While on campus, no student has any reasonable expectation of privacy with respect to personal property. Administration and/or its designee reserves the right, at all times, to conduct searches and inspections of student clothing, possessions, cars and lockers if the School has a reasonable suspicion that there has been a violation of any policy. Searches will generally be approved by the Principal and will usually be conducted in the presence of a witness.

## **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.

## **STUDENT RECORDS**

The School maintains student records, including a cumulative academic and guidance record. Materials in these records are treated as strictly confidential and available only according to the following policy:

1. No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the School.
2. Parents or guardians are allowed to inspect and review official records, files and data directly related to their child's academic progress, including materials that are incorporated into their child's cumulative file.
3. Parental requests to inspect and review official records relating to a child shall be made in writing to administration. Such requests usually will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance and Academic Advisor or Principal so that proper explanation may be given.
4. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian to any individual, agency, or organization other than the following:
  - a. staff members of the School who have legitimate educational necessity;
  - b. appropriate federal, state, or local authorities performing functions allowed by law, and or
  - c. officials of other schools in which the student intends to enroll. In all such cases, the parents or guardians of the student are to be notified of the transfer of records. No records shall be

- transferred to another school without the initiation of such by the parents or guardians through a signed parent release form supplied by either the sending school or receiving school, and/or
- d. appropriate court or law enforcement officials, if the School is given a subpoena or court order;
5. Release of report cards and informational material to non-custodial parent
- a. Non-custodial parents have equal access to report cards, teacher conferences, and so forth, together with the custodial parent.
  - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the appropriate Principal in order for the School to comply with the ruling. Such documents shall be placed in the student's regular file.
  - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, and so forth, the School will notify the custodial parent of the non-custodial parent's request.

## **STUDENT SERVICES**

The Director of Guidance is available for consultation to lower school students and parents. These services are provided as needed upon request.

## **TEXTBOOKS**

The School furnishes textbooks to the Lower School students. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks and lost books will result in a replacement cost. It is the responsibility of the students to properly safeguard and maintain their textbooks. Missing textbooks and book charges will be recorded by the teacher and submitted to the appropriate School office and Business Office. This service will be billed to your Cambridge Christian account. If extra books are available, they may be rented for a student's home use from the Lower School office.