



CAMBRIDGE CHRISTIAN SCHOOL

PARENT / STUDENT HANDBOOK

2016-2017

Accredited by *Southern Association of Colleges and Schools*** Christian Schools of Florida*** Florida Council of Independent Schools *** Florida Kindergarten Council**

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.)

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.

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).

104**NON-DISCRIMINATION 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.

105**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.

106**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.**

107**PARENT SERVICE ASSOCIATION**

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.

Parent Service Association (PSA)

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

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

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

Procedures

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

Homeroom Parents for Lower School

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

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SCHOOL COMMUNICATION

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

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

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

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

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.

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FINANCIAL RESPONSIBILITIES

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 Service

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 School office (872-6744 ext. 251 for grades PS – 6 and ext. 230 for grades 7 – 12) 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.

111 BEHAVIORAL EXPECTATIONS FOR CAMBRIDGE CHRISTIAN STUDENTS

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:

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|---------------------------------------|------------------------------------|
| 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.

Closing of School Due to Emergencies

If the news indicates that a hurricane or other potential emergency situation is imminent in the Tampa Bay area, any and all announcements concerning the closing of the School will be emailed/texted to parents, and aired over major radio and television stations. Please do not assume the closing of a public school includes Cambridge Christian

Release During Severe Weather Conditions

In the event of severe weather conditions (severe lightning, tornado watch, high winds, massive rain down pour and so forth), the following procedure will be implemented for after School student pick-up:

1. Lower School students may be held in their classrooms, dismissed for pick-up on the north side of the sanctuary or diverted to the hallways by the Upper School office for protection from the elements until the weather permits their release.
2. Upper/Middle School students may be held in their classrooms or the gymnasium until the weather permits their release.
3. Upper School students who drive will be allowed to leave only when the weather permits.

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.

Drill Practice

Cambridge Christian has scheduled drill practices for Lock Down procedures, Tornado (Hurricane) protection and Fire evacuation.

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.
- 8.

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 - 12	5	4		X	2	1	1	

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

Illness or Injury

Students may not attend School with a fever, excessive coughing or sneezing, upset stomach, body rash, or other symptoms. Such symptoms may represent contagious illnesses and possibly be transmitted to others.

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 or Students Transporting Students Other than Their Own Children or Themselves

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

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. 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.

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OTHER MATTERS

Buildings 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.

Celebration Theme Guidelines

The School respects the right of parents to celebrate special events including Christmas 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.

Lunch Program

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.

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 in the Lower School Office. Upper/Middle School's Lost and found is located in the office and placed in storage after one week.

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.

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 Guidance and Academic Advisor provides a variety of services to assist students and parents. We want parents and students to know that they can ask for whatever assistance they need or discuss whatever concern may exist. Parents and students are welcomed and encouraged to come in and talk freely.

Telephone Calls

School personnel must not be expected to deliver personal messages from parents to students regarding transportation, medical appointments or any other business. Parents need to inform their child in advance of such information.

Textbooks

The School furnishes textbooks to the Lower School students and some textbooks to the Upper 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 the Business Office. This service will be billed to your Cambridge Christian account.

Cambridge Christian has an official on-line bookstore as MBS Direct. This includes the summer reading materials, academic textbooks, novels and workbooks. This user-friendly shopping experience is safe, and transactions are secured. All students in grades 7 – 12 may use this source for ordering their textbooks. The website is www.MBSDirect.net. This order system has step-by-step instructions that are easy to follow.

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.

114 ACCEPTABLE USE POLICY

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.
 - * Listening to music
 - * Watching movies or videos
 - * 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.

115 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.

**GRADES PRESCHOOL – SIX INFORMATION
ACADEMIC MATTERS**

Academic Probation

Upon enrollment or in the course of the school year, a student may be placed on Academic Probation as a result of unsatisfactory academic progress and/or poor work habits. This decision is made at a conference with the Principal, teacher(s) and parents. This probationary status allows the student a grading period in which to achieve satisfactory academic progress and/or develop good work habits. Tutorial help may also be required to assist the student in these areas. At the end of the grading period a conference is held with the Principal, teacher(s) and parents to evaluate the student’s progress and to determine final action. If the student’s progress is considered satisfactory, the status of Academic Probation will be lifted. However, if the student continues to have difficulty meeting Cambridge Christian’s academic standards and/or continues to display poor work habits, the student will be required to withdraw from the School. The goal of Cambridge Christian is to make each student successful.

Academic Probation and Promotion Policy (Grades 1 - 6)

1. A student who fails one subject may be promoted to the next grade level, on probation, if...
 - a. during the school year academic deficiencies in that subject are **satisfactorily remediated** through Cambridge Christian's tutorial programs.
 - b. during the school year academic deficiencies in that subject are **satisfactorily remediated** through private tutoring (minimum of 30 hours) pre-approved by the Principal.
 - c. Students who attend a Summer School program other than Cambridge Christian or use an independent tutor (tutorial service) must submit **written verification of attendance** and a **report of satisfactory academic progress**. This documentation must be submitted to Cambridge Christian by August 1 of the next school year. If documentation is not received or does not meet Cambridge Christian’s requirements, the student will not be promoted to the next grade level.

2. A student who fails two (2) or more major academic subjects is subject to retention at his present grade level for the next school year.

Absence on Achievement Testing Days

Students in grades PS and PK are not tested. Kindergarten thru 6th grade are tested in the Spring of each year. There will be a charge of \$100.00 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.

Grading/Reporting System for Grades Preschool – Kindergarten

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. Teachers record check marks (✓) on the report cards to indicate the child’s appropriate rate of development or level of understanding in each area. Preschool children receive this assessment at the end of the year. 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 5 and 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

Rationale

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 1 – 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”. 6th 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 **2nd 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.

Headmaster’s 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 **2nd day of absence (grades 1 - 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) 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 6th grade are tested in the Spring. No homework or assigned projects other than long term projects are assigned during the week of testing.

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.** (A qualified teacher approved by the Principal for a necessary prolonged period of absence will waive this requirement only if the student has received homebound tutorial instruction.) **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 8:15 A.M. Students (grades K – 6) are considered tardy when they are not in the classroom by 8:00 A.M., and/or at the beginning of any class period for grades 3 - 6.

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

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 st thru 3 rd 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 th & 5 th grade)	
6	Navy pants or plaid shorts with belt	Navy or Plaid skort *
	Navy skort	White knit shirt
	Navy, Gray, White or Yellow knit shirt	Navy pants
	Navy, Black, Gray or White socks (visible	Navy, Black, Gray or White socks

	above shoe) or Leggings	(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	White Oxford 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 oxford shirt or 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)

* The plaid skort will not be sold at Risse Brothers, nor our campus store, but can be worn up until the 2016-2017 school year.

* The white oxford shirt will not be sold at Risse Brothers, nor our campus store, but can be worn up until the 2016-2017 school year.

* The white three-quarter sleeved oxford will not be sold at Risse Brothers, nor our campus store, but can be worn up until the 2016-2017 school year.

Uniforms - Specific Appearance Reminders

1. Shirts need to be tucked in, **with belt visible**, at all times while on Cambridge Christian campus.
2. Shorts/Skorts/Pants are to be worn at the waist, not on hips.
3. Shorts/Skorts need to be no shorter than 3 ½ ” above the back of the middle of the knee.
4. Oxford shirts need to be buttoned at all times while on Cambridge Christian campus.
5. Leather looking, heavy necklaces or chokers are not allowed. The same guidelines apply to bracelets.
6. Visible tattoos, including “stick on” tattoos, body writing, and body piercing are not allowed. Girls may have pierced ears.
7. Distractive nail polish, hair color, and haircuts that draw attention are not allowed. Boys haircuts should not cover the eye or cover the ear.
8. Boys: Earrings not allowed. Girls: Small tasteful earrings are allowed.
9. 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.
10. PONCHOS must be in the students' backpacks at all times. 6th graders may wear a Cambridge Christian rain jacket in place of the poncho.
11. 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:

1st 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.

2nd 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.

Bathing Suits

Bathing suits must 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.

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.

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.

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. Uniform (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.

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

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 student's Emergency Card** (for pick up) or has been **identified by a written note signed by the parent. Identification by photo ID may be requested.**

Medical Release to Class

Students need to be fever, vomit and diarrhea free for 24 hours before returning to school. See website for complete medical information.

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 is available and there is no fee to parents.

OTHER MATTERS

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.

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 Guidelines

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 Principal, and/or the PSA Homeroom Mothers Handbook.

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 Kindergarten – 6) from 8:15 – 9:00 A.M., and Monday (grades Preschool – Pre-kindergarten) from 8:45 – 9:15 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.

Drink/Food

The drink and/or food machines located in the 100 building, the Multi-purpose Room, 600 building, and campus store are **OFF LIMITS** to Lower School students at all times during the school day.

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; 1st and 2nd at 2:40pm; 3rd and 4th 2:55pm; 5th and 6th 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.

Parent Lunch

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.

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.

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.

Visitors

Parents and visitors arriving on campus are required to check in the Lower School office and pick up a visitors badge for all events including parties, lunch, chapel, working for service hours, or in the classroom, etc.

UPPER/MIDDLE SCHOOL INFORMATION
Grades 7 - 12

301 ACADEMIC MATTERS

Academic Grading Scales

Classes are designated as College Prep or Advanced Placement. Letter grades are assigned point values (see the chart below). Cambridge Christian has adopted the following grading scale for report cards, honor roll, and transcripts. A weighted average is used for honor roll. A ranking system is used to determine Valedictorian and Salutatorian. Beyond these positions, however, class rank is not computed because it doesn’t tend to properly reflect student achievement and ability.

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

Exams

Students sit for comprehensive exams at the end of each semester. The exams represent 20% of the semester grade in grades 9-12 and 10% of the semester grade in grades 7-8.

1. All students are required to attend exams in school uniform on the regularly scheduled dates and times.
2. If a student cheats on an exam, the student will receive a grade of “0” on that exam.
3. Exceptions to the attendance regulation for semester exams may only be granted by the Principal for reasons deemed extraordinary. Exceptions must be requested and granted **prior** to the regularly scheduled time.
3. Students are not permitted to sit for an exam prior to the dates scheduled on the school calendar for exams.

Junior / Senior Exam Exemption

A junior or senior student who earns a report card grade of 90% (not an average of 90), and who has not been absent more than five times in a class in a semester, may choose to be exempt from the second semester exam in that course. The absence policy may be waived for an extended illness if validated by a physician’s signature and approved by the administration. Special situations approved by the administration beforehand, involving students with exceptional skills and talents requiring them to be absent from the classroom, may also result in the absence policy being modified.

1. Students must have at least a 3.7 (A-) weighted average in each of the first three marking periods as well as the first semester exam.
2. The exemption is generated by the office of the registrar.
3. Teachers must approve the exemption. For a variety of reasons, the student may be required to take the exam regardless of his quarter average.

4. Parents must sign the Exam Exemption Request form. All other students must take the semester and final exams. Students enrolled in AP classes must take the AP exams and other tests following the AP exam as deemed necessary by the teacher.

Courses Failed and Summer School

1. When a failure is received in a course of a 9-week grading period, normally a percentage grade no lower than 50% will be recorded. However, if a student is negligent in completing work, a failing grade of less than 50% may be recorded. Parents will be contacted in an attempt to remedy the situation to encourage success in the next 9-week grading period.
2. If a student receives a percentage grade below 60% in both quarters of a semester, the student cannot earn credit in that subject for that semester.
3. Credit for a subject failed with a semester percentage grade below 60% is received by one of the following methods:
 - a. The student repeats the course another year and earns a passing grade. Scheduling may not permit this option.
 - b. The student attends an administration approved summer school with a minimum grade of 65% in the course.
4. When a failure is received in one semester of a two-semester course, the student will be required to make up only that semester failed.
5. A failure in English, Bible, math, science or social studies must be made up before promotion into the next grade or course level.
6. In all courses failed, regardless of the make-up method, both grades appear on the student's record. The higher of the two grades will be used in computing the Grade Point Average.
7. The Cambridge Christian diploma must be earned by successfully completing Cambridge Christian courses offered during the regular school year or during Cambridge Christian summer school program, if available. Courses taken at an alternate setting must be approved by the administration.

Dropping a Course

A course dropped prior to the end of the first two (2) weeks of a course does not appear on the student's Upper School record. No classes may be dropped after that time without the approval and recommendations of the teacher(s), parents and the Guidance and Academic Advisor. A two-semester course dropped at the end of the first semester receives the grade earned. Credit is not awarded until the course is completed. All students in grades 9-11 must be enrolled and earning 8 credits each school year, unless they are enrolled in at least one AP class in which case they may choose a study hall and thus earn 7 credits.

National College Testing

Students in grades 10 and 11 are required to take the Preliminary Scholastic Aptitude Test (PSAT). All students are required to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) in grade 11 and sit for an additional test in grade 12 as necessary. These exams seek to measure aptitude for college work and are perceived to be valid indicators of potential college success. Students are individually responsible for fees charged for the SAT and ACT.

Standardized Test

A standardized test is administered annually in grades 7, 8 and 9. Special preparation at home is not necessary other than ensuring the student gets proper rest and a nutritious breakfast. If a student is absent during testing week, this testing takes approximately one week to make up due to scheduling which must be worked around classes. Students who miss the standardized test for non-emergency reasons will not be allowed to make it up.

Incomplete Grade for a Marking Period

A student's grade for a marking period is Incomplete ("I") when, due to unforeseen circumstances, he does not complete the assigned work in any subject. A grade of "I" is assigned as a course grade until the work is completed. Upon completion of the work, the teacher may post the grade. The responsibility of making arrangements for make-up work and/or exams belongs to the student. Assignments not completed as assigned are subject to grade reductions (See section on Homework and Make-Up work). If a student is negligent in completing the work, a failing grade will be recorded.

Advanced Placement Classes

College credit can be earned by students who qualify for entrance into courses and who achieve at designated levels in Advanced Placement exams. Fees attached to enrollment in these courses, above and beyond the normal Cambridge Christian tuition and fees, must be paid individually by the student. In order to qualify for placement in advanced placement courses, students must meet certain pre-requisites. There will likely be cases where final selection for advanced placement courses will include timed writing for humanities or testing for math or science.

- English Language and Literature– 1) English teacher recommendation, 2) English grades of A or A- in quarters 1, 2, and 3) PSAT Reading and Writing scores of 50th percentile or higher 4) Writing assessment
- Calculus – 1) A or A- in quarters 1, 2 and 3 of Pre-calculus, 2) Math teacher recommendation
- Biology - 1) A's and/or B's in all quarters in Biology and Chemistry, 2) Science teacher recommendation
- Chemistry - 1) A or A- in all quarters of Chemistry, Chemistry teacher recommendation
- US History and European History – 1) A's and B's in prior year's history class, 2) PSAT Reading and Writing scores at 50th percentile or higher, 3) History teacher recommendation
- World History - 1) A or A- in all quarters of 9th grade English and Writing, 2) Teacher recommendation
- Psychology - Student desire to work at an AP level
- Spanish - Teacher recommendation
- Physics – 1) Completion of Algebra 2 2) Math teacher recommendation

Advanced Placement Exams are administered at the end of the course in the spring. The testing schedule is set by the College Board and is a schedule set for all schools nationally. Students pay an additional fee for AP tests. This service is billed to your Cambridge Christian account.

On-line Classes

Upper School students may register for on-line classes through Florida Virtual School with the following guidelines:

1. Student must gain approval from the Guidance and Academic Advisor.
2. Student may consider courses not offered at Cambridge Christian, non-academic courses, or elective courses.
3. A limit of one (1) credit course may be taken per grade level, a total of four (4) credits during the Upper School years.
4. On-line class credits will not be averaged into the student's grade point average unless used to satisfy graduation requirements; on-line class credit does not affect the student's class standing for position of valedictorian or salutatorian.
5. Seniors who take on-line classes need to complete requirements before qualifying for graduation.
6. Students must be enrolled in a full day of classes at Cambridge Christian.
7. On-line classes are charged as an additional individual fee; an on-line class does not reduce Cambridge Christian tuition.

Extracurricular Activities - Academics and Attendance

Academic eligibility to participate in extracurricular activities will be determined at the end of each grading period. A student automatically becomes ineligible to participate until the mid-point of the following quarter upon receiving a grade lower than the average of 2.0 in grades 9-12 and/or a failing grade is earned in any class. Grade point average is calculated in the core academic subjects of English, math, science, social studies and foreign language.

Academic Probation

A student who is consistently unsatisfactory in achievement or in the opinion of the faculty is not making sufficient effort is placed on academic probation for not less than nine weeks. This step is taken with the realization that unless the majority of his teachers see marked improvement by the next grading period, he may be asked to enter a specifically designed program of study or to withdraw. A student placed on probation cannot be excused from any class period during the day except for consultation with an administrator or guidance personnel. A student placed on Academic Probation may not participate in extra-curricular activities. This probation may be rescinded at following interim or quarterly grading periods if appropriate progress is achieved.

CCS Homework Policy

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:

Middle School	Benefits of homework increase as time increases up to 1-2 hours per night. Beyond that time, the benefits decrease (Minks, 2016).
High School	Benefits of homework are substantial, and they increase as time increases up to 1.5-2.5 hours per night. Beyond that time, the benefits decrease. Students in one (and more than one) AP class should regularly expect more than this, as they are taking college classes (Minks, 2016)

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 – Late

Homework assignments are generally categorized as overnight assignments or multi-day assignments. Overnight assignments indicate homework assigned one day and due during the next class period. Overnight assignments are not accepted late. A grade of zero is given.

Multi-day assignments may be accepted late, but teachers will use their discretion in discounting the grade according to the guidelines outlined below. Long term assignments must be turned in to the appropriate teacher on the due date. If a student is absent, it does not excuse the due date. Grade deductions will be accrued as listed:

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

Make-Up Work

Students who are absent are required to make up work missed in each subject and are to have one (1) class meeting in which to make up each class meeting's missed work. Normally, a pre-announced assignment or test missed due to an absence must be submitted or taken by the next class meeting which the student attends. The teacher and/or administration may grant additional time for making up tests in unusual circumstances, but all tests missed due to an absence must be made up within five (5) school days. Students who arrive late to school and are absent during a test

may be required to take the test before departing at the end of the school day. Absence on a review day for a test does not exempt a student from taking a pre-announced test on the scheduled day.

It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing missed work. When tests are missed due to an absence, they are to be taken at the teacher's convenience. The student is responsible to make the necessary arrangements.

Honor Roll

All academic subjects in the curriculum are included in determining eligibility for the Honor Roll. An overall average of 80% (grades 9 – 12) must be obtained for a position on the Honor Roll.

<u>Headmaster's List</u>	all A's and no A-'s
<u>Principal's List</u>	more A's than B's and no grade lower than a B-
<u>Honor Roll</u>	all A's and B's, no C's.

Promotion Policies – Grades 9-11

1. A grade 9 student must have completed at least eight credits including Bible (if at Cambridge Christian), English and math in order to enter grade 10.
2. A grade 10 student must have completed at least 15 credits including Bible (if at Cambridge Christian), English and math in order to enter grade 11.
3. A grade 11 student must have completed at least 21 credits including Bible (if at Cambridge Christian), English and math in order to enter the senior year.
4. Any exceptions to the above regulations must be approved by the administration.
5. A senior student who has not completed requirements for a diploma by May of his senior year, who is lacking a maximum of one credit to graduate, may complete the necessary course requirement either in a summer school approved by the administration or through an individualized study program approved by the administration. Graduation is not permitted unless all requirements are met.

Promotion Policies – Grades 7 and 8

A student will be promoted to the next grade if, in every subject, the nine-weeks' grades are passing in three of the four marking periods and the student has earned, in every subject, an overall percentage grade of 60% for the year. All failing grades must be made up prior to the start of the next school year through an accredited summer school program or an approved individualized study program. The student will be required to earn a minimum passing grade of 60% for the course. Failure to pass classes will effect student's promotion to the next grade level.

Students in grade 8 who are enrolled in high school level courses (i.e. Algebra I, Spanish I) must earn a grade of B- or higher for both semesters in order to be promoted to the next level in that subject in grade 9. Any student earning grades below a B- will be required to repeat the course.

National Honor Society – (Grades 10 – 12)

Cambridge Christian Chapter of the National Honor Society seeks to recognize and bring together for common growth and interaction those students in grades 10 – 12 who exhibit notable qualities in each of the stated areas below. The faculty will select new members during the fall semester each year. Students who are inducted and fail to uphold the following criteria will be placed on probationary status or removed from the Society, per the bylaws.

The following criteria determine eligibility for election into the society:

Scholarship – The student must be a full-time student and possess a cumulative grade average of 3.4 **unweighted** GPA beginning in grade 10. For 10th grade eligibility, this record must be consistent with the student's 9th grade record.

Leadership – The student is to show definite leadership in the school community and/or the community in general. School-oriented leadership is the primary concern; however, this is not to the exclusion of leadership evidenced in the church and community.

Character – The student must

- display a positive and supportive attitude towards the philosophy and policies of the School
- be an obvious example of showing courtesy, respect, and concern toward others (school

- personnel and students),
- demonstrate a solid moral character in School and community,
- display visible evidence of spiritual interest including, for example, church attendance, Sunday School and choir participation, and so forth,
- demonstrate high standards of honesty and responsibility, and demonstrate the ability to conduct oneself without disciplinary actions or suspensions on his record.

Service – The student must show that he has willingly given of his time and skills to benefit his fellow students and/or bring positive recognition or honors to the School, church, or community. Service examples include Scouts, athletics, vocal or instrumental talents, church youth groups, student leadership roles, and so forth.

National Junior Honor Society – (Grades 7 – 8)

The National Junior Honor Society induction ceremony is held in the spring. Students are selected based on criteria in 5 areas: 1) Scholarship, 2) Leadership, 3) Character, 4) Service and 5) Citizenship.

Student Services

The Guidance and Academic Advisor provides consultation services to students and parents regarding personal and school-related matters. Parents and students are welcomed and encouraged to make appointments with this office about issues of concern.

Academic Counseling and College Preparation

The guidance staff frequently counsels students and their parents about academic achievement, course selection, college preparation, college application, and careers. A wide variety of printed and on-line resources are available through the Guidance and Academic Advisor. Parents and students are offered both group and individual college advising sessions. These sessions are most often requested in the junior and senior years, but are available to all upper school families at any level.

Graduation Honor – Valedictorian and Salutatorian

Semester grades earned in the first seven semesters of high school are used to compute a student's internal GPA in determining Valedictorian and Salutatorian of the graduating class. The student must have attended Cambridge Christian for a minimum of the entire junior and senior years, have the highest 7-semester GPA and his/her selection must be ratified by the administration to represent the graduating class as Valedictorian. The same procedure is used in selecting the Salutatorian, the students with the second highest 7-semester GPA.

Graduation – PSA Golden Lancer Award

Each year at graduation, the Upper School Bible Department presents the GOLDEN LANCER AWARD in recognition of outstanding Christian discipleship. Each recipient is given \$1000 to be used for college education.

This award is certainly not intended to convey a designation of spiritual perfection or superiority, but rather an attempt to recognize the two graduating seniors (1 male and 1 female) that most consistently and humbly demonstrate the spiritual development (discipleship) goals for the students of our school.

The recipients of the GOLDEN LANCER are selected by the upper school Bible department and ratified by the upper school principal. This selection is made following a general nomination process among the upper school faculty and selected staff members.

Graduation Requirements

A detailed description of the general and specific requirements for graduation is given to each Upper School student from the Guidance and Academic Advisor.

Courses offered at Cambridge Christian are offered on both the semester and annual basis. One-half (1/2) credit is awarded for the completion of a course that meets for a semester and one (1) credit is awarded for any course that meets for the full academic year.

In order to graduate from Cambridge Christian students must

1. earn a minimum of 24 ½ credits in specified classes, (see below)
2. earn at least 6 credits each year,
3. each year take at least math, English, Bible
4. complete all Community Service hour obligations, and
5. complete all financial obligations.

Graduation Requirements

- 4 credits English
- 4 credits Math, earned in high school, to include: Algebra I, Geometry, Algebra II
- 4 credits Science to include: Biology, Chemistry
(AP Psychology may count for one science credit.)
- 3 ½ credits Social Studies to include: American Government (1/2 credit), Economics (1/2 credit), World History, and US History
- 3 credits Foreign Language, at least two in the same and three in the same recommended
- 4 credits Bible (or one for each year in Cambridge Christian high school)
- 1 credit fine arts
- ½ credit Personal Fitness
- ½ credit Health

The graduation ceremony is held at the end of the school year. Seniors who have met all graduation requirements are eligible to participate in the ceremony. Participation, though, is not automatic. Students whose behavior, attendance, or attitude has not been satisfactory to the administration may not participate.

**302 APPEARANCE AND DRESS
Grades 7 – 12**

God has created us in His image and to glorify Him. Cambridge Christian students are to dress modestly at all times. Students are to wear the School uniform at all times except on announced special occasions.

Middle School (Grades 7 – 8)

Girls Regular Uniform	Boys Regular Uniform
<p>Navy pants, shorts, or plaid skort-no shorter than 3 ½ ”above back of knee</p> <p>White, navy, gray or yellow knit shirt</p> <p>*Navy, Black, Gray or White socks (visible above the shoe) or Leggings</p> <p>Black, Brown, Gray white or navy shoes. No rubber shoes or “five-finger” shoes. No Boots.</p> <p>Shoes must have backs and be worn properly.</p>	<p>Navy pants or Shorts</p> <p>White, navy, gray or yellow or striped knit shirt</p> <p>*Navy, Black, Gray or White Socks (visible above the shoe)</p> <p>Black, brown, gray, white or navy solid color shoes. No rubber shoes or “five-finger” shoes. No Boots.</p> <p>Shoes must have backs and be worn properly.</p>

High School (Grades 9 – 12)

Girls Regular Uniform	Girls Chapel Uniform	Boys Regular Uniform	Boys Chapel Uniform
<p>Khaki shorts or pants- no shorter than 3 ½” above the back of the knee</p> <p>Plaid skort-no shorter than 3 ½” above back of knee</p> <p>White, navy, gray or yellow knit shirt</p> <p>* Navy, Black, Gray, or White Socks (visible above the shoe) or Leggings</p> <p>Black, brown, gray, white or navy color shoes with as few highlight colors. Shoes must have backs and be worn properly. No open toes. No Boots.</p> <p>Polo shirt must be worn underneath sweatshirts</p>	<p>Plaid skort</p> <p>White Knit shirt</p> <p>Navy Blazer</p> <p>*Navy, Black, Gray or White Socks (visible above the shoe) or Leggings</p> <p>Black, brown, gray, white or navy color shoes with as few highlight colors. Shoes must have backs and be worn properly. No open toes. No Boots.</p>	<p>Khaki shorts or pants</p> <p>White, navy, gray or yellow knit shirt</p> <p>*Navy, Black, Gray or White Socks (visible above the shoe)</p> <p>Black, brown, white, navy or gray color shoes with as few highlight colors. Shoes must have backs and be worn properly. No Boots.</p> <p>Polo shirt must be worn underneath sweatshirts</p>	<p>Khaki pants</p> <p>White oxford shirt</p> <p>Navy/Gold striped tie or Navy/Gold bowtie</p> <p>Navy Blazer- No Sweatshirts</p> <p>*Navy, Black, Gray or White Socks (visible above the shoe)</p> <p>Black, brown, gray, white or navy color shoes with a few highlight colors. Shoes must have backs and be worn properly. No Boots.</p> <p>Black, brown, navy, or khaki belt</p>

On chapel days students are to come to school in appropriate attire. They will not be admitted to first period without ties, jackets, belts, etc. Ties are to remain in place until lunch. Regular chapels are scheduled for Wednesdays.

Dress Code Violations

The administration will make the final decision as to the appropriateness of a student’s appearance and dress. Students will be sent to the upper school office at the start of the day if they are not in full uniform. They may not attend class until they have obtained the appropriate dress code pieces. These may be brought from home, obtained from the Clothes Closet or purchased from the Campus Store. Late entry to class due to uniform issues will result in the student being recorded tardy or absent depending on the length of time it takes to remedy the situation.

Additional Notes

1. Undershirts may be worn underneath uniform shirts in either solid navy, white or gray.
2. Shorts/Skorts need to be worn at a modest, non-distracting length as to be determined by faculty and administration and **no shorter than 3 ½” above the back of the knee**. The waistband may not be rolled.
3. Oxford shirts (tucked in) need to be buttoned and tucked at all times while on campus
4. Polo shirts must be worn, with collar visible, underneath sweatshirts.

Belts

Belts must be worn at all times with uniform slacks when the shirt is tucked in. Belts are to be black, brown, gray, khaki or navy.

Footwear

Boys and girls are to wear closed toe black, brown, gray, white or navy low cut shoes with backs – no sandals, clogs, boots or slide in shoes. Shoes must be worn properly and not just slid on. Flip-flop style shoes are not permitted. No rubber shoes, water shoes, or “five-finger” shoes. No Boots.

Jewelry/Tattoos

Girls’ necklaces are limited to modest pieces and must be removed during Physical Education class. Visible tattoos, body writing or body piercing are not permitted. This includes henna tattoos, arm stickers to appear as tattoos and any other tattoo. Boys may not wear earrings (plugs or band-aids on their ears) on campus or at school functions.

Hair

Students are to keep their hair neat, well-groomed, and in styles appropriate to the school setting. Unnatural hair dyes are not permitted. Boys are to keep their hair conservative in length and style. Boys’ hair is to be no longer than top of collar and boys’ hair must be cut shorter around the face, not to cover the eyes or cover the ear. Boys are not to wear ponytails. Facial hair of a distracting nature is not allowed. Boys: Facial hair must be well kept, short and at the discretion of the administration. No “mohawks” or carved hair styles. Figures are not to be shaved into the hair cut.

Other Items

Items such as wallet chains, hats, sunglasses, boy’s headbands and/or elastic bands, and so forth are not to be worn on campus during the school day. Students are not to write on their bodies or their clothes.

Blazer Rental

If a student neglects to have a blazer for chapel, blazers may be rented through the Campus Store and must be returned by the end of the school day. The rental fee is \$10.00 per day (7:30am – 3:30pm). Blazers are required for chapel.

T-Shirt/Spirit Days

Each Friday is designated as spirit day unless otherwise changed for a special activity.

On specified occasions such as field trips or during Homecoming Week, students are allowed to wear school T-shirts in addition to spirit dress on Fridays. Guidelines for “jeans days”:

1. Only the class T-shirt, spirit shirt or regular uniform top is permitted. Must be a Cambridge Christian shirt.
2. Only School uniform slacks, pants or jeans in blue, gray, tan or yellow are permitted. Jean
3. shorts for boys are permitted. Jean capris for girls are permitted.
4. Blue jeans may not have prominent writing/advertising on them.
5. Blue jeans may not be oversized, too baggy, too tight, torn or distressed.
6. Students may wear athletic shoes, but no flip-flops, backless shoes, rubber shoes, water shoes or
7. five-fingered shoes. No Boots.
8. Baseball caps or other hats are not permitted.

Special Dress

These are dress up days for the students. Guidelines are outlined below:

Boys: dress slacks with belt, no jeans or cargo pants; collared shirt; dress shoes, no flip flops

Girls: dress, dressy pants or skirt; skirts not shorter than 3 ½” above the back of the knee, modest blouses – not sheer, no jeans, dress shoes, no flip flops or rubber shoes. No low cut blouses or shirts. Nothing too tight or too short. No Boots.

Dances – General Dress Code

Students are asked to dress properly at all times. For dances, the guidelines are dressy unless otherwise specified.

Boys: Jacket or dress shirt with tie, dress slacks with belt, dress shoes, no flip flops

Girls: Modest dresses or skirts, skirts no shorter than 3” above the back of the knee, dress shoes or sandals.

*Dresses must be approved for Homecoming by the sponsor of the student council and for Prom by the Junior Class Sponsor.

Additional Comments for Special Dress:

Front of dress must be modest, not too low cut, or too tight/loose,

Back of dress is not allowed to be lower than mid-back,
If students (or guests) choose to wear unacceptable attire, they will not be permitted to attend the dance/event.

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.** Cold weather options include the following:

1. Cambridge Christian sweatshirt worn over uniform shirt
2. Cambridge Christian jacket worn over uniform shirt
3. Cambridge Christian long sleeved T's may be worn over the uniform shirt or under the uniform shirt not without the uniform shirt
4. Girls may wear navy or neutral tights or uniform slacks
5. Only seniors may wear college sweatshirts or jackets
6. No hats or sweatpants

Bathing Suits

Some Cambridge Christian outings, retreats, and class trips allow students to dress in bathing suits. Bathing suits must be modestly cut and one-piece only. Any bathing suit that is too low cut, too high cut, or has cut outs that make it look like a two piece suit are not permitted.

Uniforms – Physical Education- Weight Training

Students in Physical Education must wear the approved Cambridge Christian physical education uniforms. These uniforms are sold through the Campus Bookstore. This service may be billed to your Cambridge Christian account.

PE Uniforms are required for Weight Training. PE Uniforms are to be worn as practice uniforms for Middle School Athletic teams. Any variation from this must be approved by the Principal and Athletic Director.

Students must change from attire appropriate for a physical education class (team sports, weight lifting, personal fitness, etc.) into a regular school uniform before leaving the gym, locker room or weight room area to return to class.

Athletic Practice

Athletes must dress in Cambridge Christian apparel for practice.

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ATTENDANCE Grades 7 – 12

Attendance (Absence)

Schools in good faith are obligated to provide a program that allows parents to meet the compulsory attendance law. **Cambridge Christian requires that a student may not be absent more than five (5) days in each quarter per class meeting without incurring academic penalty.** This policy may be waived for an extended illness validated by a physician's signature and approved by the administration. Extraordinary circumstances, if approved by administration, may also result in the policy being waived. Special situations approved by the administration, beforehand, involving students with exceptional talents and skills requiring them to be absent from the classroom may result in the policy being modified. Students in these situations have one (1) class meeting in which to make up each class meeting's missed instructional work. Students are responsible for obtaining all make-up work from their teachers immediately upon return to School. Students who exceed the limits above will receive a 1% deduction from the nine weeks' grade for each absence in excess of the limit. If a student incurs an extended absence due to illness, the parents will confer with the principal or the office of guidance regarding a plan for academic catch up. All excuses accompanied by a physician's signature must be on his letterhead and submitted to the Upper School office.

When the office receives the notice in writing of an upcoming trip, these absences will not be counted toward the total. Notice in writing is to be received prior to the absence(s) in order to waive the absences from the total.

Daily Absences

All absences will be applied to the total absence limit policy as stated in general requirements above unless waived by the administration. Absences include those resulting from illness or death in the family, certain family trips, college trips, and other reasons (See Family Trips). Absences for routine medical appointments and minor illness are not waived but will be counted in the absences allowed for the quarter.

If a student is ill, his parents are to notify the School (ext. 230) as soon as possible each morning. The Upper School Office will call home to check on those students who have not been reported absent by the parents.

Students are allowed (5) absences per quarter. On the sixth absence, students will begin to take a grade reduction of 1% for any additional absences thereafter. A student will be recorded as absent if more than half of the period is missed.

To be eligible to participate in any extracurricular event (practices, rehearsals, games or performances) on a given school day, a student must attend at least half of the class periods of that school day.

Early Release

Students may leave campus before the end of the school day with written permission from a parent, through handwritten note, e-mail or a fax to the Upper School office. The student must sign out in the Upper School office. This applies to the driver and any passengers. Seniors may leave campus each Friday for an off campus lunch provided that the off campus lunch permission form is signed by parents and is on file in the office. Seniors leaving for lunch on Friday are required to sign out in the upper school office and return to school promptly for sixth period. This privilege is at risk if students fail to return to campus on time. Students are not permitted to sign out for lunch other than seniors. Any class missed due to appointments is counted in the absence total for the quarter.

To obtain an Early Dismissal Slip, students must present a note from their parents to the Upper School office. The request for early release may also be faxed or e-mailed. A parent must first come to the Upper School office and sign out the student. Students are not allowed to meet their parents in the parking lot. **Phone permission is not acceptable for early dismissal.** Parents are encouraged to schedule medical and other appointments after school hours. **Medical appointments** during the school day are counted as an absence. If a student is driving himself to an appointment, the above procedure applies with the exception of the parent coming to the office.

Family Trip Absence Procedures

The School requests that families limit their trips during the school year. The following procedures are required:

1. The student gives the receptionist a note/letter from parents describing the dates and circumstances of the planned trip as soon as possible prior to the trip. An email from the parent to the Upper School office is also acceptable if it is done well before the trip occurs.
2. The student can obtain missed assignments from the RenWeb system or from the teachers upon returning to class. It is the responsibility of the student to request the missed assignments and to have the motivation to complete the assigned work without being pursued by the teacher.
3. Assignments will be due five (5) school days upon return. Assignments will not be accepted after the five-day period.

NOTE: Assignments may not be available prior to the trip. At teacher discretion for extended absences, smaller assignments may not be included and grades will be determined out of a reduced point total.

Tardiness

Students are to be at school on time for the beginning of the day and be on time to each class during the day. School policies addressing tardiness are designed to encourage promptness to class. Promptness is a demonstration of respect and responsibility. Tardiness, on the other hand, is a disturbance to others and a poor habit. Students arriving late to school for the first period class are to report directly to the Upper School office. Only two (2) tardies will be excused each class period during each semester regardless of the reason for the tardy. On the third tardy per semester, the teacher will initiate a discipline form. The student and a copy will be sent to the Assistant Principal's office. The Assistant Principal will assign a detention and a discipline point. Each tardy after that will result in another discipline form, a detention, and a discipline point. The student is to return the signed parent copy of the discipline form upon entering detention. If the student fails to return the signed form, the student will receive two additional discipline points.

Students are expected to honor the Lord. Students are expected to be kind, be truthful, be punctual in attendance and work assignments, be diligent, demonstrate respect toward others and their property and show respect for and obedience to those in authority. These general standards apply to students at school and on their own time because we care about their total character and also care about our testimony to others.

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

Discipline

Discipline is God's method of maturing each of us (Heb. 12:6). A proper response to it results in our blessing. As a Christian school, it is our task to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary to function together as a school community. The discipline code is setup on the basis of three principles: Principle 1 is Respect. We respect one another at school; students to faculty, faculty to students, and students to other students. We have high regard for one another. This principle dictates how we treat others, how we respect their property and the school's property and how we guard our speech and our actions. Principle 2 is Honor. Many decisions we make each day at school have to do with honor. We are "on our honor" for many things: a student doing his/her own work according to our honor code, doing the right things even if no one happens to be looking. Principle 3 is Expectation. As an administration and as a school community we have certain expectations for student behavior. How are we going to do school together? Our school has chosen to have a uniform code. Students are expected to abide by this code and parents are expected to support the code. Teachers have an expectation that students will arrive on time to class prepared to learn. Students expect that teachers have prepared and are ready to conduct the class. There is an expectation that learning will take place in our classrooms. These three guiding principles have led us to certain procedures but underlying the procedures are always these three: Respect, Honor and Expectation.

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

Upper School Discipline Procedures

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

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

- Step 1: Warning – teacher and student works together to redirect behavior.
- Step 2: Teachers conferences with student to discuss additional ways to modify behavior and/or future consequences for continued misbehavior.
- Step 3: Teacher communicates with administration the behavioral issues the student is having and informs student.

Step 4: Teacher documents the behavior and assigns a disciplinary point. This communication will be distributed to parent and administration.

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

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

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

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

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

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

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

Detentions

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

Saturday School

Students that reach level 3 in disciplinary points will be assigned to attend Saturday school and parents will be billed \$40 on the parent's school account. Saturday School is from 8am to Noon. Students are required to return their signed disciplinary form with them to Saturday School.

Suspension

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

Out of School Suspensions - Students who violate a major school rule or reach level 5 in disciplinary points will be assigned an out of school suspension. Out of school suspensions that are incurred from a major school rule violation will result in a grade of zero being given for any classwork missed, and any tests or quizzes that are missed can be made up according to the school make up policy. Out of school suspensions that are incurred from reaching a level 5 in disciplinary points will result in a grade of zero being given for any classwork, quizzes, or tests missed.

Expulsion

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

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

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

1. Repeated misconduct
2. Failure to respond to correction
3. A breach of school policies such as stealing, possession of weapons, use of drugs
4. Cheating
5. Threatening or bringing harm to another
6. Harassment
7. Marriage and/or pregnancy
8. Any action by a parent which interferes with the school's ability to accomplish its educational purposes

9. An attitude not in harmony with the school's spiritual goals in honoring the name of Christ

Levels of Discipline Intervention and Consequences

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

1. Letter sent to student and parents
2. Administrative conference with student

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

1. Administrative conference with parents (phone or in person)
2. Administrative conference with student
3. Detention (morning, lunch, after school)

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

1. Administrative conference with parents (phone or in person)
2. Administrative conference with student
3. Saturday School

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

1. Parent/Student/Administrative conference
2. Disciplinary Probation Contract
3. In-School Suspension

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

1. Parent/Student Conference with Assistant Principal
2. Out of school suspension

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

1. Parent/student conference with Principal and Assistant Head of School and/or Discipline Review Committee
2. Enrollment status reviewed with possible expulsion

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

Alcohol/Drug Use/Abuse

Students are to abstain from the use or possession of alcoholic beverages, drugs, tobacco (including e-cigs) and other illegal substances while on campus, while on a school-sponsored trip or while attending a school-sponsored function.

Weapons

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

Abuse of Persons or Property

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.**

Cambridge Christian is intended to be safe for all students. It is intended to be a place where students are accepted and are free from demeaning behavior on the part of others. It is a place intended to build up, not to tear down. It is intended to be a place to honor the Lord. The personal safety of each student is essential. If a student feels harassed in any way by a fellow student, a visitor to the school, a teacher or an administrator, the student or parent should

notify a teacher or an administrator immediately. The matter will be investigated and appropriate disciplinary action will be taken. Please do not assume that Cambridge Christian is aware of your problem. Please bring your concerns to the school's attention.

No Harassment Policy

Cambridge Christian will not tolerate any type of harassment of its students. "Harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, request for sexual favors, inappropriate jokes and innuendoes, offensive touching and other verbal, graphic, physical conduct.

Violation of this policy will result in disciplinary action, up to and including immediate suspension or expulsion from the school. This harassment policy includes electronic means of communication such as e-mail messages and web postings and texting.

Cell Phone

Cell phones are not to be seen or heard in the classroom, in chapel, during class meetings or any other designated school structured time. Earphones are not to be used on campus during the school day unless given expressed permission by a teacher.

Cheating

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

Basically, cheating is defined as representing someone else's work as your own or helping someone else to do this. Examples are attempted cheating; giving your work for someone else to copy; copying of an individual assignment; passing test or quiz information to a student in another class period; illegally exceeding time limits on timed tests; engaging in computer fraud; using signs or gestures during a test or quiz; sharing homework without authorization, etc. Plagiarizing is copying from a source (computer, book, etc) without reference, having a parent write an essay, failing to use proper documentation, etc.

Cheating is also failing to give complete information to a teacher such as presenting oneself as ill to avoid taking a test, arriving at school late to gain extra preparation time for tests or assignments. Cheating can also involve stealing copies of tests or quizzes, or gaining unauthorized access to answer keys for tests and quizzes. Stealing copies of another student's work (notes or homework) is also cheating.

It is the desire of the faculty and administration to encourage students toward a life governed by honesty and respect for the work of others. Cheating, plagiarism, giving or receiving unauthorized help in academic work and lying or stealing are unacceptable. As a reminder of this principle students are required to write out an honor pledge on tests, exams, major projects and papers and on any other work that the teacher may require. The honor pledge is:

"On my honor, I have neither given nor received unauthorized help on this assignment."

Teachers will take action when cheating violations are discovered. Teachers will conference with the student, contact the parents, record a zero for the assignment with no opportunity for makeup work, and report the violation to the Assistant Principal. A one-day in-school suspension is the consequence for the first offense. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion.

Cambridge Christian School defines plagiarism as "a student representing as his/her own work all or any portion of the work of another."

Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which, in whole or in part, is identical or substantially identical to a document or assignment not authored by the student.

Cambridge Christian School defines the unauthorized use of materials and resources ("Cheating") as "a student using unauthorized materials or resources in an academic activity."

Unauthorized materials or resources shall include:

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

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

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

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

Public Display of Affection

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

Student Driving Guidelines

Licensed drivers may request the privilege of being able to drive to school. It is a privilege that comes with important responsibilities. Students are to follow all driving and parking regulations and to use great caution at all times. Each year the school will determine the number of drivers it can accommodate in the student parking area. At times, underclassmen may be denied driving privileges due to the restriction of parking spaces.

Specific guidelines for student drivers to follow include the following:

1. Students may park in designated student parking areas only. Spaces are assigned by the administration.
2. Students may not drive off campus for lunch (other than pre-approved senior privilege).
3. Students may not drive off campus during the school hours without prior written permission.
3. Loud music is not allowed.
4. The speed limit on campus is 5 mph.

5. Cars must be registered in the Upper School office.
6. Loitering around cars is not permitted.
7. Students may not eat lunch in their cars.
8. Driving and parking is at the student's own risk. Cambridge Christian will not be held responsible for any damage, including debris, which at times falls onto cars or is a result of other students' recklessness.

At any time on campus that a student's driving, parking or misuse of a vehicle puts the safety of others at risk, driving privileges will be suspended immediately. Students who choose to disobey these rules will be disciplined.

Students Driving Other Students

On a rare occasion students may drive other students during the school day with prior written permission from the parents of each student. A permission form is mandatory.

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OTHER MATTERS Grades 7 - 12

After School Study Hall Supervision- Middle School (7th and 8th grade students)

Supervision is available for a fee on a pre-registered monthly basis. Students who are not involved in a supervised activity such as an athletic practice are required to check-in at the library after school by 3:30pm.

Community Service hours are a requirement for graduation. Service hour minimum requirements per grade level, per year are as follows:

- 9th grade: 20 hours total – 10 hours due December 1
- 10th grade: 25 hours total – 13 hours due December 1
- 11th grade: 30 hours total - 15 hours due December 1
- 12th grade: 35 hours total - 18 hours due December 1

One half of the hours are due prior to sitting for mid-term exams in December. The remaining hours are due May 1 prior to sitting for final exams.

It is the student's responsibility to complete hours and turn them into the upper school office no later than the designated dates. In order to receive credit for completing the required service hours, the following guidelines must be met:

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

Students will not be permitted to take their exams until this requirement has been fulfilled.

Dances

Cambridge Christian sponsors student dances throughout the school year. Each dance has its own unique theme and is chaperoned by School personnel. Dances will conclude before midnight. Any student behavior or dress that reflects poorly on the School will be addressed. All students and their guests must follow Cambridge Christian

guidelines for jewelry, dress code and hair. (See Appearance and Dress) There are admission charges for each dance.

Homecoming Dance

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

Junior-Senior Prom

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

Dance - Guest Guidelines

Students who wish to invite a guest must complete the specified Guest Form.

1. Guest Forms must be turned in at least one week prior to the activity.
2. A photo ID of the guest is required at the time the Guest Form is submitted, and the Cambridge Christian student will be informed as to the approval of his guest.
3. Only one guest per student is allowed for appropriate grade levels.

Middle School

Middle School students have two dances/events, one per semester. Students are to follow the dress code that is designated for each dance/event since these are generally theme-oriented. These dances/events are specifically designed for Cambridge Christian students in grades 7 and 8. Guests are not allowed to attend these dances/events.

Food and Drink

Food and drinks are not allowed in classrooms.

Immunizations

All new students are required to have current physical exam forms and updated records of immunization on file for admission to the School.

All students entering grade 7 are required to have completed the Hepatitis B vaccination series, TD Booster and (2) MMRs. Since this is a legal ruling of the State Health Department, students without such documentation will not be admitted to the School.

Lockers

Hall lockers and physical education lockers are available to all students in grades 7 – 12 and are the property of the School. The School reserves the right to inspect lockers at any time. No graffiti or inappropriate pictures or signs are permitted inside or outside the locker. Students should maintain their lockers in clean and neat condition at all times and refrain from kicking or otherwise abusing lockers. Students should secure their textbooks and personal items in their assigned lockers and not use classrooms, or hallways as storage locations. **STUDENTS ARE TO ALWAYS LOCK THEIR LOCKERS.** If a student's locker does not work properly, the student should notify the Upper School office immediately so that the locker can be repaired or the student may be issued another locker.

Students are not allowed to use their own locks. The School will supply the locks. There is a \$10.00 charge for each lost or stolen lock. This service will be billed to your Cambridge Christian account.

Parking Lot

Students are not allowed in parking lots during the school day without a pass from the front office.

Retreats / Trips

Several retreats and trips are offered to Cambridge Christian Upper School students. Some examples of these retreats/trips are described below. These retreats/trips vary in length, purpose and costs. All retreats/trips must be paid for prior to departure. This service will be billed to your Cambridge Christian account.

Choir Trip

A unique feature of Cambridge Christian for the past several years has been the annual choir trip, often to an international destination. This trip is a highlight for many students and has provided great opportunities for spiritual growth.

The challenges of taking several students to another country for a week should not be underestimated. Participation in the choir trip is by invitation. Simply being a member of the choir program does not guarantee that a student will be included. This service will be billed to your Cambridge Christian account.

Grade 9 Class Trip

The grade 9 students attend a biology study during the school year. Grade 9 students in good standing are invited to attend. This service will be billed to your Cambridge Christian account.

Grade Retreats 9 - 11

Grade retreats may take place during the school year. They offer a special social time, camaraderie and positive reinforcement for the students and their teachers.

Senior Retreat

Seniors have an off-campus retreat where goals and activities of the senior year are planned. This is a required activity. It usually occurs the first/second week of school.

Senior Trip

Traditionally the senior class takes a class trip. These trips are a School function and all dates, locations, chaperones, and expenditures of class funds are under the direction of the administration. Because a student is a senior does not necessarily mean the student will attend this trip. This trip is by invitation. This service will be billed to your Cambridge Christian account.

Student Council

The High School Student Council consists of elected representatives from each homeroom in grades 9 – 12 as well as elected executive officers. The executive officers of the Student Council are elected at the beginning of each year. The student body elects class representatives during the opening month of the school year. A cumulative GPA of 3.0 is required to serve as an elected officer or representative and needs to be maintained throughout the school year. The Student Council assists with extracurricular activities during the year.

Middle School students elect representatives from their classes to be members of the Middle School Student Council. A student must be in good standing behaviorally and academically to participate as an officer of the student council. The Student Council helps to plan activities for the year.

Visitors on Campus

The upper school campus is not open to visitors during school hours. Only parents and Alumni who have graduated from Cambridge Christian may sign in at the office and visit during the student lunch period. Visitors must leave campus after lunch period is over.