

WELCOME TO CREEKSIDE

Welcome to Creekside Christian School. Children are a precious heritage and we consider it a privilege to be trusted with your child. In Deuteronomy 6:5-9, God's Word instructs us to love the Lord with all our heart and soul and might. This passage also commands parents to teach God's commands diligently to their children when they sit in their house, walk by the way, lie down and rise up. Creekside desires to help parents obey this scriptural mandate.

We partner with you to encourage your child to grow as Jesus did and increase in "wisdom, stature, and in favor with God and man." At Creekside your student will benefit from an advanced curriculum (wisdom), a full sports program including physical education (stature), Bible-based curriculum, daily devotions, weekly chapel services, each with emphasis on salvation and living a life honoring to God (favor with God), and character building and manners (favor with man).

As we work daily with your child, we stand in your stead. Please pray for us. It is an awesome responsibility to educate a young mind. We cannot do it in our own strength, but daily trust God to give us His wisdom and strength.

Thank you for allowing us the privilege of influencing your child's future.

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Creekside Christian School | 2016-2017 CALENDAR

<p>15-19 Staff Pre-Planning 18 Mandatory Parent Orientation 22 Students Return</p>	<p>AUGUST 2016</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>20 Presidents' Day - OUT</p>	<p>FEBRUARY 2017</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																		
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CREEKSIDE CHRISTIAN SCHOOL

PARENT/STUDENT HANDBOOK

CREEKSIDE MINISTRY

We want to welcome you to Creekside Christian School. CCS is a ministry of Otter Creek Baptist Church in Otter Creek, Florida and Countryside Baptist Church in Gainesville, Florida. Countryside Baptist Church has been a forerunner in Christian education, operating Countryside Christian School since 1974. Creekside Christian School was founded by Pastor Bill Keith in the fall of 2001. Creekside Christian School is a private, non-profit, church-school. Our school was founded on the belief that God gives the responsibility of teaching and training of children to the parents and the church, not the government. This is our religious conviction.

SCHOOL MISSION AND VISION

Our Christian school seeks to train children academically, spiritually, socially and physically in an atmosphere of Christian love and respect for the teachings of Jesus Christ and the Word of God. Our vision is to assist parents in the education of their children by providing a Christ-centered environment that promotes Biblical principles and the pursuit of integrity, moral character, academic excellence and spiritual growth-the areas of altar, character, and academics.

Our school uses Biblically based ABEKA and Accelerated Christian Education curriculum, both of which include Scripture memory passages and references to God, along with weekly chapel services and monthly Scripture memory selections. The character qualities of Christ form the basis for our discipline policies and are included in the curriculum to develop moral character, a sense of accountability, and wisdom in students' lives. A qualified staff using sound Christian curriculum with access to online classes and dual enrollment forms a strong academic emphasis.

2016-17

SCRIPTURE MEMORY LIST



AUGUST
MICAH 6:8

SEPTEMBER
DEUTERONOMY 6:4-9

OCTOBER
EPHESIANS 6:1-7

NOVEMBER
EPHESIANS 6:13-19

DECEMBER
LUKE 2:1-14

JANUARY
PSALM 27:1-6

FEBRUARY
JUDE 21-25

MARCH
PSALM 1:1-6

APRIL
PHILIPPIANS 4:4-9

MAY
PSALM 103:1-8

DUAL ENROLLMENT

Students enrolled at CCS may be eligible for Dual Enrollment at Florida Gateway College. To be eligible students must have achieved required scores in either the ACT, SAT, or other college placement tests. Students may earn both high school and college credit upon successful completion of college level dual enrollment classes. Although the tuition at Florida Gateway College would be free, students would be required to pay for their books. In addition, students will be assessed a tuition fee at CCS.

COLLEGE SCHOLARSHIPS

CCS participates in the Bright Futures Scholarship program. Parents must apply online for the FAFSA Financial Aid award in conjunction with this scholarship. Requirements for Bright Futures will be given to each student.

Parents and students should actively pursue all Bright Futures requirements prior to December 1st of the student's senior year, as well as researching and applying for any other scholarships.

COLLEGE ENTRANCE EXAMS

Sophomores and juniors are encouraged to take the PSAT. Seniors should take either the ACT, SAT, or other college placement tests. There will be a testing fee for these tests which is not included in the CCS tuition. Each student is responsible for registering for these tests. The forms are available at the beginning of the school year. Students may desire to take the ACT and/or SAT exams more than once to improve their scores.

SCHOOL STATEMENT OF FAITH

- We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice, equally inspired in all parts and without error in the original Hebrew and Greek manuscripts.
- We believe that there is one God, Jehovah, Creator of Heaven and earth, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the pre-existence, incarnation and deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His substitutionary death through His shed blood, in His bodily resurrection, in His ascension to Heaven, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace alone through faith.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
- We believe in the New Birth and baptism of the Holy Spirit at the time of the new Birth with the gifts and the fruit of the Spirit.
- We believe in the spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

SCHOOL/HOME AGREEMENT

We have provided our Statement of Faith as this is what we will present in our devotions and chapel services. We realize that a conflict of beliefs and/or standards fosters confusion and rebellion in young people. It is our desire to present the gospel as clearly as possible. In the event your student expresses a desire to trust Christ as Savior, we will lead them in a prayer of repentance and confession of Christ as Savior and report this to parents. Although our doctrinal stance may be different from your own, these differences must never become an issue of division between us. Our main agreement must be around the Statement of Faith, which we believe to be essential to walking together in unity. Students or parents who sow discord in matters of doctrinal stance and/or Biblical interpretation and standards may be asked to withdraw from our school.

STATEMENT OF NONDISCRIMINATION

Creekside Christian School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

AFFILIATION AND ACCREDITATION

Regarding accreditation, the State Department of Education has declared: "By law, the DOE does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary, and is achieved by adopting and maintaining the academic standards prescribed by an independent association. We, as a private school, will adhere to guidelines laid forth in the Florida Statutes (s.1002.42) as a ministry of Country-side Baptist Church. Creekside Christian School must meet certain standards as prescribed by Accelerated Christian Education International and the National Association of Christian Education (NACE) as well as the Florida Council of Private Schools (FCPS).

All CCS teachers regularly attend training provided by Pensacola Christian College and/or Accelerated Christian Education. All school personnel must be a member of a Bible-believing church. Our faculty is well qualified spiritually and academically. **All of our teachers are qualified either by: 1. Having at least a four year college degree, 2. a minimum of 3 years teaching experience, or 3. have specialized training for their particular area of ministry.** We require continuing teacher training every 1-3 years to further develop leadership as well as technological advancement so we can stay on the cutting edge educationally. In addition, all teachers and staff meet the DOE requirements for staff at schools receiving scholarship funding.

HIGH SCHOOL POLICIES FOR STUDENT CLASSIFICATION

9th Grade	Freshman	0 Credits Earned
10th Grade	Sophomore	6 Credits Earned
11th Grade	Junior	12 Credits Earned
12th Grade	Senior	18 Credits Earned

GRADUATION

CCS is dedicated to offering students the highest academic program possible. The determination of which academic program to pursue will be made by parents, student, supervisor and administration upon the student's entering ninth grade. Students graduating from CCS can choose from three options:

- A College Preparatory track which fully prepares a student for entrance into universities as well as allowing him/her to be eligible to apply for the Bright Futures Scholarship.
- A College Career track which prepares a student for college but which does NOT provide eligibility to apply for Florida public universities or the Bright Futures Scholarship.
- A General track which is reserved for students who are not planning to pursue a college education. We acknowledge that not all students will be able or willing to devote the diligence necessary to compete the rigorous College Preparatory or College/Career tracks. The General track does not prepare a student for college entrance, but is designed for students who plan to enter the workforce immediately after graduation. This track will not qualify students for the Bright Futures scholarship or to receive Financial Aid should they choose to pursue a college career at a later date.

All students are encouraged to pursue the highest academic program possible. This will ensure preparedness for college, allow students to be competitive in the pursuit of scholarships, and prepare them for post-secondary pursuits or career training.

The following is a list of requirements that must be met by the student to qualify for graduation:

1. The student must have completed one of the academic programs for graduation at CCS.
2. The student must have completed all PACE work.
3. The student must have paid the senior fee.
4. The student must order cap and gown.

END OF THE YEAR AWARDS

The End of the Year Awards Program is the highlight of the entire school year. See the school calendar for the dates and times. All students and their parents are expected to attend. Please reserve this date. Students must follow the Dress Code for Awards on page 16 of this handbook.

1. Students must have been enrolled at Creekside for at least two quarters.
2. Award cut off is posted on the school calendar. Students will be required to complete at least ten (10) PACEs in each subject to be eligible for individual subject awards as well as overall Highest Grade Point Average. Seniors having fewer than ten (10) PACEs to complete in a subject will be required to complete at least six (6) PACEs in that subject.
3. Individual subject academic awards are given in Math, English, Social Studies, Science, and Word Building. The award for Highest Overall GPA includes all course work.
4. In determining awards for Most PACEs and Never Failed a PACE, we count all PACE work, including electives. Partially completed PACEs cannot be included in the PACE count.
5. Awards for Monthly Scripture Said on Time will be given to those who have said all Scriptures during the month they were assigned.
6. To qualify for Saying All Scriptures At One Time, students must have met the "4 Helps" requirement for each Scripture. **All students are eligible to try for this award.**

ACADEMIC RECORDS

Creekside maintains all academic and test records for parental review at any time. These records will only be released with parental authorization. The records include the following:

- permanent records including former school records if sent
- academic projections
- progress reports
- teacher progress cards
- standardized test results given each year
- diagnostic test scores
- immunization records

All financial accounts must be in good standing for release of records.

ADMISSIONS POLICY

1. Creekside Christian School, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, academics, and all other matters. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements, and to suspend or expel any student who violates the standards set down in the Standards of Conduct, School Handbook, or other rules of conduct as defined by the Administration.
2. Admission is not determined on the basis of race, color, or creed. CCS maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, as well as suspend or expel any student who violates the standards set forth in this handbook or who has demonstrated disharmony regarding the mission, objectives, standards, policies, rules or regulations of CCS.
4. CCS will not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities (as determined by CCS). CCS students who are suspected of involvement in such behavior are subject to expulsion from CCS.
5. If a student fails to make acceptable academic progress or does not adjust to the CCS program, the student may be required to withdraw from CCS.
6. CCS reserves the right to expel students of parents who are uncooperative, or non-supportive, of our teachers, staff, administration, or the mission, objectives, standards, policies, rules, or regulations of CCS.
7. Students entering kindergarten must be at least five (5) years old prior to September 1 of the current school year.
8. Although CCS does not routinely offer initial enrollment to students who are entering ninth grade or above, these students may apply for enrollment under consideration of administration, registrar, and CBC school board.

GRADE PLACEMENT

Grade placement will be determined by the following:

K-3	Child must be 3 years old on or before September 1
K-4	Child must be 4 years old on or before September 1
K-5	Child must be 5 years old on or before September 1
1st Grade	Child must be 6 years old on or before September 1
Other Grades	Child must show proof of satisfactorily completing the previous grade.

ENROLLMENT

1. Submission of a properly completed and signed application for enrollment.
2. Payment of a non-refundable registration fee.
3. Completion of a formal interview including at least one parent, but preferably both parents, and the student. The following information must be brought to the interview or provided to CCS prior to the interview process:
 - A. The student's most recent report card.
 - B. The student's most recent achievement test results.
 - C. Any educational documentation such as 504 plans, IEP, etc.
4. Submission of a physical exam report if the student will be entering a Florida school or Kindergarten for the first time. Students entering 7th grade will be required to provide evidence of scoliosis screening.
5. Submission of a record of up to date immunizations as required by the current school entry requirements from the Florida Department of Health is required to be in the school office prior to the first week of school. Students will not be admitted to class until the documents are received as per Gilchrist County Health Department regulations.
6. Submission of a copy of the student's Certificate of Live Birth.
7. Submission of the student's Social Security card for CCS to copy.
8. Submission of completed Permission to Treat a Minor form.
9. Submission of completed Records Request signed by parent for school to receive student's complete transcripts from previous school attended.
10. Acceptance by the Administrator or School Board as per admission policies.
11. Submission of a Financial Agreement
12. Signed copy of the Parental Pledge of Support.

REENROLLMENT

CCS reserves the right to refuse reenrollment to any student for any reason. Current CCS students who wish to reenroll must:

1. Be in compliance with the CCS admissions policy.
2. Complete a reenrollment packet.
3. Pay a nonrefundable reenrollment fee.
4. Complete an updated Permission to Treat Minor form.
5. Pay all outstanding account balances.
6. Be accepted by the Administrator and/or School Board.

HONOR ROLL

Parents are encouraged to support their student's efforts to reach Honor Roll each quarter.

In the ABEKA classes the above grading scale and Scripture memory will determine A or B Honor Roll achievement.

In the Learning Centers, students must pass at least fifteen (15) PACE tests each quarter, usually three (3) in each subject, with a GPA of 87% or higher to qualify. In addition, each monthly Scripture must be memorized and quoted on time for the quarter. A GPA of 86%-93% qualifies for B Honor Roll, and a GPA of 94%-100% qualifies for A Honor Roll. Students who achieve Honor Roll for three (3) quarters will receive an award at the end of the year.

PACEs

PACEs are private property and are not to be shared physically, electronically, or digitally among students. Work in PACEs is to be done by the student in pencil only. Students may take PACEs home for extra work on all pages except the Self Test with Supervisor permission.

QUALIFYING FOR VALEDICTORIAN OR SALUTATORIAN

1. Complete at least 12 credits at CCS while enrolled as a full time student on campus.
2. Complete a College Preparatory course of study
3. Grade Point Average will be determined as follows:
 - a. Based on a 4.0 Quality Points Scale.
 - b. Rounded off to the nearest 10,000th.
 - c. Final GPA will be tallied at the end of the first semester during the senior year.
4. Quality points will be awarded in the following manner:

94% - 100%	A	4.0 points
86% - 93%	B	3.0 points
80% - 85%	C	2.0 points
5. Only College level Dual Enrollment and/or FLVS Honors or AP courses will be weighted in calculating these awards.
6. Only GPAs of 3.5 and above will qualify. The highest cumulative GPA will be awarded Valedictorian status, and the second highest GPA will be awarded Salutatorian status.

STUDENT CONVENTION

The ACE SunCoast Regional Student Convention is for students ages 13-19 as of December 1 of that school year and is held in the spring. Students are encouraged to prepare for Student Convention by selecting from over 120 events including academics, athletics, music, drama, arts/crafts, and science exhibits. This is a one week event that can prove to be life-changing. Students have the opportunity to meet other young people who are experiencing the same educational opportunities and life choices, to hear exciting chapel speakers, and to compete for personal satisfaction and recognition.

ACADEMIC POLICIES—Curriculum

LEARNING TO READ: For students who are beginning to master the basics of reading, a phonetic approach is used. CCS utilizes the ABEKA Curriculum in Pre K through Second grade.

READING TO LEARN: Once students have begun to master decoding words phonetically, they are ready to read to learn. At this time students move into the Learning Center where the Accelerated Christian Education, or ACE, program is used. This program, using Packets of Accelerated Christian Education, or PACEs, offers an individualized core curriculum of elementary through college-preparatory courses. Additionally, stand-alone educational software for enhancement and academic electives are used. This curriculum is individualized, Biblically based, controlled, and character building. ACE curriculum enables students to progress through high school, preparing students for college or performance in the work force.

GRADING SCALE

<u>ABEKA CLASSES</u>		<u>PACE CLASSES</u>	
A+	99-100	C+	82-84
A	96-98	C	79-81
A-	94-95	C-	77-78
B+	91-93	D+	74-76
B	88-90	D	70-73
B-	85-87	F	0-69

PROGRESS REPORTS

Progress Reports (Report Cards) are given to students at the end of each quarter. A cover sheet must be signed by parents and returned the following school day. Progress Reports will indicate the grades earned as well as Scripture quoted, attendance and student behavior and growth in designated traits and habits.

PROBATION

New students are automatically placed on probation for one quarter. At the end of their first quarter each student will be evaluated by the staff in the areas of attitudes, behavior, academics, and attendance. If problems in these areas are not corrected within a designated time period, the student may be dismissed from CCS. A disciplinary data printout will be requested with school records. Any information received from a former school may be used to determine whether a student may continue at CCS, including information not previously disclosed during the enrollment interview. We reserve the right to dismiss the student, if necessary, based upon this information.

TRANSFER AND WITHDRAWAL

Transfer

Students transferring into Creekside Christian School will be administered ACE Diagnostic Tests to determine their independent learning level. Placement in the ACE curriculum will be made based on the results of these tests. Some students may be placed in PACE levels lower than their chronological grade. These students may need to bring home extra work until they reach their proper grade level. Placement in a lower level may delay the year that a student enters his/her high school PACEs. This could delay graduation unless a student is diligent to make up the needed PACEs.

Creekside Christian School will only transfer half or full credits to other schools. Students working in PACEs earn one full credit for each level of 12 PACEs they complete, or 1/2 credit for each 6 PACEs they complete in a level or subject. Pre-high school students who transfer will be recommended for placement according to the PACE level in which they are working. High school students completing less than 6 PACEs in a level or subject may not receive credit for that course. Although CCS uses State of Florida course codes on transcripts, parents and students should be advised that it is the right of the receiving school, public or private, to accept or deny credits from other schools.

Students who withdraw, or are expelled, forfeit any enrollment privileges including awards. School accounts must be settled in full at the time of withdrawal prior to any records being sent.

TRANSFER AND WITHDRAWAL (CONT.)

Withdrawal

A student is not considered withdrawn from CCS merely because the student is no longer attending. A withdrawal form must be obtained from the school office, completed, and returned. No academic records or information will be released until all outstanding accounts are paid in full, and all CCS property is returned. A student will be considered withdrawn from CCS when:

- A. The student is no longer attending classes at CCS,
- AND**
- B. A parent submits a Withdrawal Form to the school office,
- OR**
- C. CCS receives a records request from another school.

FINANCIAL INFORMATION

Tuition

1. A current tuition fee schedule may be obtained from the office.
2. The non-refundable registration fee or reenrollment fee is due at enrollment/reenrollment.
3. Tuition may be paid in full by August 31st to receive a 5% discount.
4. Tuition may be paid in ten (10) monthly installments beginning on September 1st and ending on June 1st. Accounts are due by the tenth (10th) day of each month. Tuition paid after the tenth day of the month will be subject to a \$10.00 per week late fee.
5. Accounts not paid by the 20th day of the month will result in parents being contacted by the school office. Accounts not paid by the last day of the month will result in the account being put on "Financial Alert". Every effort will be made by administration to reach a financial solution. If no resolution can be reached, the account will be reviewed by the CBC School Board to determine further action.
6. Parents may appeal to the Administration for special consideration from the CCS School Board. Any communication regarding accounts on financial alert should be made to the Administrator, not the school office.
7. No school records, including health records or diplomas, will be released or forwarded if there is a balance owed on the student's account.

SPORTS PROGRAM

CCS participates in tackle football with our sister school, Country-side Christian School. CCS offers Volleyball for girls and Basketball for girls and boys at our campus. To be eligible a student must have a satisfactory physical from his/her doctor using the FHSAA (Florida High School Athletic Association) Physical Evaluation Form. This form must be on file in the office prior to practicing with the team. Students are also required to meet academic eligibility. Players who do not meet eligibility should practice with the team and attend games but may not participate in the games.

Players and parents should realize that while CCS does not require try-outs, playing time is solely at the coach's discretion.

BEHAVIOR AT ATHLETIC EVENTS

Although the spirit of athletic competition often lends itself to becoming emotionally involved, we do not tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders, parents, or spectators. Respect is to be shown to game officials, opponents, and persons from schools with whom we compete at all times. Please do not "boo" or ridicule the opposing team or the officials because of a call they make or do not make. We do allow and encourage spectators to cheer and shout encouragement to the teams. Any complaints or disagreements are to be shared with either the Athletic Director or the Principal in private. Please help us maintain high standards and a good testimony at both home and away contests. We require modest clothing at all events.

All CCS coaches, parents, spectators, and players will abide by the agency by-laws and guidelines. Spectators who do not abide by these guidelines will be asked to leave campus for the remainder of the competition.

MEDICAL TREATMENT

In instances where a student needs medical attention, an CCS staff member will call the parent/legal guardian. If a parent/guardian cannot be reached, the next person on the student's Emergency Contact list will be called. At any time an CCS staff member believes it is necessary, a 911 call for emergency help will be made.

All student injuries, whether minor or major, shall be reported to a school staff member who will record them on an Accident Report and contact a parent. If parent cannot be reached, next person on contact list will be called. **It is vital that the school be able to contact parents/guardians at all times.** Therefore, if your emergency contact number changes during the school year, contact the school office immediately. This includes cell phone number and work contact changes.

MEDICATION AND PRESCRIPTIONS

Parents may send in prescription medication to be given to their child at school only if the school has a signed permission note from the parent stating that it is necessary according to a doctor's instructions. The prescription must be in its original container. Parents may also send in non-prescription medications to be kept in the classroom for chronic problems to be given when needed. These must be in their original container and also require a note of instructions by the parent. The child's name should be on each container. All prescriptions and medications must be checked into the office upon arriving at school. Students should not dispense or use medication without permission. If students are issued medication at school, this will be noted in the Medication Log by the person dispensing the medication. If use is frequent or a pattern seems to be developing, parents will be notified.

STUDENT PUBLICATIONS AND ANNOUNCEMENTS

Student publications and announcements must be screened and approved by the school administrator.

SCHOLARSHIPS

www.scholarshipfunding.org

www.floridaschoolchoice.org

Scholarship students are enrolled/reenrolled at the current tuition rate.

It is the parents' responsibility to make timely application or yearly re-application for these scholarships. Parents must also be available to endorse scholarship checks when asked to do so by the school.

Refund Policy

The school does not refund tuition payments except in special circumstances.

Registration and reenrollment fees are nonrefundable.

POLICIES OF DISCIPLINE

It is understood that attendance at Creekside Christian School is a privilege, not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of this institution, and the school may request the withdrawal of any student who at any time, in the opinion of the school administration, does not fit into the spirit of the institution.

We do not accept students who are using, or have used, drugs or alcohol, have been arrested, run away, or are married, divorced, or sexually active.

If we are to maintain proper discipline in our Christian school, then the discipline we use must be based on Scripture. Christian love is at the heart of all discipline, and the responsibility and authority to discipline comes from God.

CCS uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student.

We believe that students should be taught to respect authority in the school, home, and society. We must learn to respect the persons and rights of other people, and to respect ourselves as well.

Our purposes in discipline are:

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal right of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which CCS is an extension.

STUDENT IMAGES AND PROMOTION

Students will have their pictures taken at various times during the school year. Enrollment at CCS constitutes parental permission to use those images for advertising and promotional purposes, such as yearbook, flyers, ads, and websites.

PHYSICAL EDUCATION

P.E. class are mandatory for all students (except high school students who have satisfied the P.E. requirement). Students are required to participate in and dress for P.E. unless excused by the principal or a health provider. Students must dress in the official Creekside shorts and T-shirt or sweatpants with hoodie over P.E. T-shirt. Athletic shoes are required. Students who fail to dress out for P.E. in the official P.E. uniform will receive demerits for each item and will still be required to attend PE class. Students who habitually fail to dress out or participate will jeopardize their P.E. grade and potential credits needed for graduation. Students remaining after school for athletic practice **must wear their P.E. uniform** unless instructed by their coach to do otherwise.

COMMUNICABLE DISEASES

CCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Administration.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, CCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. CCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. **Please do not send your student to school if they have had fever or vomiting during the past 24 hours.**

TELEPHONE POLICIES

SCHOOL PHONES: School phones are off limits to students unless they have been given permission to use them. When a student must make a telephone call, he/she must ask permission from his/her Supervisor only. The Supervisor will determine which telephone the student will use. Students who use the telephones without permission will be disciplined. Parents may always reach their student via the school phone (352-486-2112).

CELL PHONES: Cell phones are allowed on campus but will be turned in to the teacher in the silent position upon arrival to school. Cell phones may be retrieved upon student's departure from campus. (Athletes may take cell phones to practice.) Students are not allowed to use cell phones or other electronic devices at any time without permission.

CONSEQUENCES FOR CELL PHONE VIOLATIONS

1st offense: 5 demerits
2nd offense: 10 demerits
3rd offense: 25 demerits (phone confiscated to be returned to parents only)
4th offense: 50 demerits (student will be prohibited from bringing a phone on campus)

Phones that are confiscated may be retrieved from the principal by parent/guardian only. Phones may be searched at anytime by administration. Inappropriate use of cell phones of any kind could be grounds for dismissal.

ELECTRONIC DEVICES

Students are not allowed to bring radios, CDs, DVDs, IPODs, electronic tablets, jump drives, electronic games, laser pointers, lap top computers, cameras, etc. on the school campus, or in attendance at school activities unless they have been previously approved by the principal or supervisor. In this case they must be used only under that teacher's direct supervision, and the teacher and parent must take direct responsibility for all materials that are heard or viewed. If any of the above listed items are brought to school and are not approved for classroom use, they will be taken and returned only to the parent/guardian. These items may be screened for inappropriate materials by school administration.

Any student who mistakenly accesses an inappropriate website on a computer must immediately inform the instructor and show her the site. The instructor is responsible for contacting school administration so that the site can be blocked by filters.

PROCEDURES OF DISCIPLINE

GENERAL PROCEDURES

Creekside Christian School discipline has the dual purpose of helping students to develop a personal standard of conduct and ensuring that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive.

CCS CODE OF CONDUCT

1. All CCS rules and policies are applicable while the student is on campus or involved in any CCS sponsored activity. **Issues of morality are applicable at all times and all places, including the student's home.**
2. Students will not use profanity or off-color slang words at any time while on the school campus, at school events, or at school sponsored events, or on any social media.
3. A six (6) inch rule is in place at all times both on campus and at school sponsored events. Students will abstain from public displays of affection as well as from other contact such as rough-housing, pushing, etc.
4. Students will not be allowed to chew gum on school property without express consent of their teacher. This is due to improper disposal of gum leading to sanitation problems.
5. Students will only consume food and drinks in specified areas, not in the classrooms, unless given express consent from the administration.
6. Students will respect all school property. The minimum charge for vandalism of any kind, including defacement of property, is \$50.00.
7. Students will respect the person and rights of others and will refrain from behavior that endangers or threatens others. This includes name-calling, negative statements, ethnic slurs, pushing, shoving, fighting, gossiping, bullying, etc.
8. Students are expected to respect the authority of all teachers, staff, or volunteers, and are expected to follow instructions when given.

CCS CODE OF CONDUCT (CONT.)

9. Students are expected to follow all rules and procedures of CCS including dress code guidelines both on campus and at school functions.
10. Students will not bring weapons of any kind, drugs, alcohol, tobacco, pornography, unsuitable reading material (as judged by the CCS administration), or any other type of contraband to campus.
11. Students are to refrain from using alcohol, tobacco, or illegal drugs in any form whether at school or away from school. Violation may result in expulsion.
12. Students will take responsibility to complete their school/homework assignments. Repeated failure to complete assignments could result in demerits, loss of privileges, loss of athletic participation, retention, or delay of graduation.
13. Students whose decisions have moved them into the adult world will be immediately dismissed from enrollment in the general population of CCS. Those decisions would include, but are not limited to, pregnancy (both mother and father), engagement or marriage, or reaching age limit for enrollment (22 years). It is possible that accommodations could be made for these students to complete their coursework through a home study situation at the discretion of the administration with School Board approval.
14. CCS reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school, or whose parents refuse to support the school and its policies and procedures. This decision can be made regardless of grades and other considerations.

CLASSROOM MANAGEMENT PLAN

Developing Christ-likeness in the lives of students requires both positive and negative consequences.. Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline—both positive rewards and negative consequences—is used in an effort to steer students in the desired direction.

Positive consequences result in merits which students can exchange for tangible rewards. Negative consequences result in demerits. A demerit is a negative mark on the student's daily goal check record

FIELD TRIPS

Each class will hold field trips during the year as part of the motivational rewards for our students. These field trips will consist of trips for fun or for educational enrichment. Both types of trips are necessary to provide the maximum in positive rewards.

Teachers will make every effort to inform you in advance of these trips and will work to keep parent cost at a minimum. Field trips are not required, but students who are allowed to participate will be better motivated in the classroom. If a student cannot attend a field trip, regular class supervision will generally be provided, and school work will be planned. For this reason, any student who does not attend a scheduled field trip and is absent from school will receive an unexcused absence for that day if classroom supervision has been provided.

ITEMS NOT ALLOWED ON CAMPUS AND SEARCHES

The campus of Creekside Christian School is private property. The following items are not allowed: unapproved medications, alcohol, tobacco, unapproved reading, listening, or viewing material, red or green pens, or weapons of any kind. A weapon is defined as anything used, or intended for use, in causing death or injury to persons whether designed for that purpose or not. All drugs or weapons found on campus will be turned over to law enforcement officers. CCS reserves the right to search items including, but not limited to, student vehicles, backpacks, purses, pockets, lockers, desks, and persons (by a person of the same sex) with or without parental permission.

LUNCH

Lunches will be available for purchase for \$4.00 a plate or students may bring their own lunch. We do not provide refrigeration for lunches. Microwaves are available for students 3rd—12th grade for warming purposes only. There is a **two minute limit for microwave use**, so please do not send items which require longer cooking times. Please pre-cook at home and send in to be warmed only. If a student does not have a lunch, we will try to contact the parent so he/she can provide one. Snacks, drinks, and other food items may also be available for purchase from the vending machine.

EXTRACURRICULAR ACTIVITIES

Students wishing to participate in extracurricular activities and/or serve as safety patrols must meet certain academic requirements. In addition, students who are considered absent for the day may not participate in any extracurricular after-school activities that day. Any exceptions must be pre-approved by the administration.

1. A combination of academic balance and privilege status will be used to determine eligibility.
2. Failure to achieve eligibility means loss of participation until eligibility is achieved.
3. Athletic practices and games must be attended. Players should dress out and attend games, but cannot participate in the game unless eligible.
4. Participants will receive two weeks of grace at the beginning of the year. Absences and failed tests may make extra work necessary to restore eligibility.
5. Allowance may be made by administration for extenuating circumstances.
6. Athletes will abide by the CCS Athletic Handbook.

earned by a student for infractions to school rules and/or procedures. Demerits accumulate and help both students and parents become more conscientious of the frequency and severity of improper behavior. Demerit accumulation is started fresh at the beginning of each quarter. This system is new for our school and will be implemented on a trial basis. Our goal is to reduce the use of after school detentions and to correct and build character in students who repeat the same violations many times in a quarter.

Demerits will be reported for each day in your student's planner with a cumulative total being sent home via the planner at the end of each week. Please be sure to sign your student's planner each day whether or not homework was assigned.

DEMERIT CONSEQUENCE BENCHMARKS

Students will receive a cumulative Demerit System handout to be kept in his/her desk for reference.

UNACCEPTABLE COMMUNICATION

Inappropriate language will **NOT** be tolerated. This includes: griping, criticism, complaining, cursing, crudeness, name calling, racial slurs, discussing the use of alcohol, tobacco or drugs, sexual experiences, pornography, former sinful behavior, or using obscenity of any sort. Inappropriate language will be dealt with. First offenses will be issued demerits (see chart), however, continued offenses will receive counseling, parental notification, and possible suspension.

The discipline selected by the staff will be in direct proportion to the severity of the incident and its effect on the student body of Creekside Christian School. The discussion of any of the above mentioned subjects, in any context other than in a classroom setting with an instructor present, is prohibited. This includes conversations, written notes, telephone conversations, texting, and all other electronic transmissions including all social media. Repeated offenses could be grounds for expulsion.

COMPUTER / MULTI-MEDIA POLICY

Students must not touch any school-owned computer without permission. Violating this rule could result in the student’s receiving demerits, suspension, or expulsion. In addition disciplinary action, a financial penalty may be imposed for damages inflicted on any computer equipment owned by CCS.

All students online personalities/profiles in any media form are reflections of the student’s character and the testimony and reputation of Creekside Christian School. Any student having online material deemed inappropriate to the purpose and mission of this school will be asked to remove the offensive material. Parents may also be notified depending on the nature of the material. Failure to remove the offensive material could result in disciplinary action.

INCENTIVE PROGRAM

When students assume greater responsibility in school, they earn greater privileges. CCS uses a graduated incentive system, designated by the letters “A”, “C” and “E”. Each letter represents a privilege level, which may be earned by meeting the following outlined requirements. Students display privilege letters in their offices during the three-week period. The letter not only indicates to the staff which students have privilege, but the student also receives tangible rewards and public recognition for a job well done.

The following privilege chart lists the total PACEs to be completed by the end of the 3rd, 6th, and 9th weeks to earn privileges for the following 3 weeks.

	“A” Privilege	“C” or “E” Privilege
Week 3	5	6
Week 6	10	12
Week 9	15	18

Example: A student must have earned 18 stars by the end of week nine to qualify for “C” or “E” privilege during weeks 1-3 of the following quarter.

Remember: Privileges are incentives designed to promote learning achievement. Students may lose privilege at any time if they do not meet the requirements academically, or behaviorally.

PARENT/TEACHER COMMUNICATIONS (Cont.)

- **Please keep texts to teachers at a minimum by reading all communications from the school as well as accessing us at:**

Email: ginnyloukeith@gmail.com

Website: www.creeksidechristian.org

Facebook: [Creekside Christian School](#)

and

Creekside Parents

- **Please respect staff’s personal time between the hours of 6:00 p.m. to 7:30 a.m.**

VISITOR /VOLUNTEER PROCEDURES

All visitors, volunteers, or parents, must first sign in at the office and obtain a pass before visiting any classroom. All visitors and volunteers, including parents, must also sign out and return passes when leaving campus. We are responsible to know who is on campus at all times.

For liability reasons, students must have parental and staff permission for any on campus visitors.

All volunteers must be screened and approved by the office. This screening includes fingerprinting and/or background checks. Drivers for athletics and/or field trips will need to provide the office a copy of their Driver’s License and proof of insurance.

Parents who volunteer at school or who need to be on campus for a period of time are expected to follow the same dress code guidelines as students and faculty/staff. Please pay special attention to the length of dresses, shorts or skirts, blouses/tops that are low cut or see-through. No cleavage, back or midriff should be revealed in any clothing for students or parent/volunteers.

EMERGENCY DRILLS

FIRE DRILL:

At the sound of the fire alarm students are to stand and walk quickly and orderly out of the building under the supervision of their teacher to a designated place. Students are expected to refrain from talking, pushing, or running. Roll will be called, and the Administration or teachers will instruct the students when to return to class.

INCLEMENT WEATHER DRILL:

When students hear the alarm, they are to stand and go immediately to their assigned place **inside** the building. Students should refrain from talking, pushing, or running. Students should get into a kneeling position facing the wall covering their heads with fingers interlocked. They should remain in their assigned location until told to return to class.

SEVERE WEATHER CLOSURE

When Levy County Public Schools are closed because of weather, Creekside will also be closed.

PARENT/TEACHER COMMUNICATIONS

It is important that teachers and parents maintain regular communication. A teacher/parent conference will be scheduled for each student at the end of the first nine week quarter. Other meetings may be scheduled at the request of the parent or teacher.

Parents may visit the school at any time to observe, but please make an appointment ahead of time to insure the availability of the administration or other school staff. **All academic concerns should be discussed with the supervisor only.** Supervisors and monitors are not to be interrupted during class time unless it is an emergency. If you need to speak to a supervisor, please schedule a conference to avoid detaining them from their responsibilities before, during, or after school.

If a conflict arises between a faculty member and your child, please give the faculty member the benefit of the doubt until all the information is known. Should a situation arise which involves other students, parents, or staff members, please contact the school administration and allow us ample time to resolve the problem Biblically.

Level "A" Requirements:

1. Complete the required number of PACEs listed on the privilege chart.
2. Maintain academic balance.
3. Earn less than 15 total demerits the previous 3 weeks.
4. Memorize the monthly Bible selection.

Level "A" Privileges:

1. May participate in approved extracurricular activities on privilege day.
2. May take a 20-minute morning break.

Level "C" Requirements:

1. Complete the required number of PACEs listed on the privilege chart.
2. Maintain academic balance.
3. Earn no more than 10 total demerits the previous 3 weeks.
4. Memorize the monthly Bible selection.
5. Present a special 5-minute oral report from a topic approved by the Supervisor. The report qualifies for the remainder of the quarter.

Level "C" Privileges:

1. May participate in approved extracurricular activities on privilege day.
2. May be out of seat without permission for Learning Center functions (scoring, reference books, etc.)
3. May initial the beginning of their own checkups.
4. May take a 25-minute morning break.

Level "E" Requirements:

1. Complete the required number of PACEs listed on the privilege chart.
2. Maintain academic balance.
3. Earn less than 5 total demerits the previous 3 weeks.
4. Memorize the monthly Bible selection.
5. Read and prepare a written and oral report on an approved book.
6. Be engaged in some type of Christian ministry on a regular basis in a local church, ministry, or our school.

Level "E" Privileges:

1. Same as "C" privileges along with the following:
2. May leave office and Learning Center with permission for approved projects when not committed to other responsibilities.
3. May Self Test and PACE Test on the same day.
4. May initial the beginning of their own checkups.
5. May take a 25-minute morning break.
6. May go to lunch 10 minutes before the regularly scheduled time.

SCHOOL UNIFORMS

All uniforms must be in good repair with no ragged hems, bad stains, tears, etc. Fit is especially important. Uniforms should not be too short or too tight. The principal or supervisor will make the determination as to fit if there is any question. New uniforms may need to be purchased as the student grows.

DRESS CODE FOR ABEKA CLASSES

BOYS:

Shirt Creekside Logo Polo (available in office).
Pants Choice of khaki long or knee length short pants.
Shoes Athletic, casual, dress shoes or boots with socks.
No open shoes, flip flops, or “cros”.

GIRLS:

Shirt Creekside Logo Polo (available in office).
Pants Khaki long or Capri (mid-calf), or knee length pants.
Skirt Skirt or jumper - Khaki, must be at least knee length.
Shoes Athletic, casual, dress shoes or boots with socks.
No open shoes, flip flops, or “cros”.

DRESS CODE FOR LEARNING CENTERS

BOYS:

Shirt Creekside Logo Polo (available in office). Shirt tail will remain tucked in at all times.
Pants Choice of khaki long or Mondays only knee length short pants.
Belt is required if pants have belt loops.
Shoes Athletic, casual, dress shoes or boots with socks.
No open shoes, flip flops, or “cros”.

GIRLS:

Shirt Creekside Logo Polo (available in office).
Pants Khaki long or Capri, or Mondays only knee length pants.
Skirt Khaki, must be at least knee length. Lower Learning Center students may also wear jumpers.
Shoes Athletic, casual, dress shoes or boots with socks.
No open shoes, flip flops, or “cros”.

COLD WEATHER ATTIRE

Boys and girls in each classroom may wear an CCS issued jacket only. No other jackets or sweaters may be worn in the classroom, but they may be brought for outside wear. Undergarments which are visible under the uniform polo are limited to solid white, black or gray.

LOST AND FOUND

Please put student’s name in clothing and on personal items. Misplaced items will be returned to the owner if there is a name on the item, otherwise they will be located in the office. (Donated after 2 weeks)

- Students’ vehicles may be **searched** at any time without the owner’s consent. This included all parts and compartments in the vehicle as well as any container in the vehicle. Items not allowed in students’ vehicles include but are not limited to: alcohol, tobacco products, e-cigs, prescription drugs, illegal drugs, knives, and guns or other weapons.
- Students **may not leave** campus during break, lunch, or between dismissal and sports practice.
- Students must provide **written parental consent** upon arrival in the ULC in order to check out of school before normal dismissal time. **Please no texts or calls to staff for this purpose.**
- Student drivers must have **prior written permission** to transport any other student except siblings. Both the driver and the passenger must be named in the note. The note must be turned in upon the students’ arrival to the ULC and be approved. **Please no texts or calls to staff for this purpose.**
- A student passenger must also have **prior written consent** to ride with a student driver. The student passenger and student driver must be name in the note which is to be turned in upon arrival in the ULC for approval. **Please no texts or calls to staff for this purpose.**
- Student drivers are expected to be at school **on time**. If a student is more than 30 minutes **tardy** to school, parents will be notified by text. **Parents should notify the ULC by text if their student driver is going to be absent or tardy.**
- In case of transportation changes that arise due to emergency, please contact your student’s supervisor or the office.

Failure to follow these driving guidelines will result in the suspension or revocation of driving privileges.

PERMISSION TO RIDE WITH OTHERS

Students planning to leave school premises with another student or adult who is not on their pick up list must bring written permission prior to leaving campus. Arrangement for changes in transportation should be made in advance and in writing.

SCRIPTURE MEMORY

Our school places a great emphasis on memorizing God's Word. All students are encouraged to memorize and recite a specified Scripture passage each month. Memorizing the previous month's Scripture is a requirement for privileges, Honor Roll, and participation in school activities such as sports. The student will be allowed to receive four (4) "helps" on each passage. The Scripture must be said by the last school day of the month to count as "on time". No allowances will be made for late scripture. Students should not put it off until the last day.

Students are supplied with copies of the monthly verses. They should be encouraged to study them at home so they will be able to quote them on time each month.

STUDENT DRIVERS

Permission to drive on campus is a privilege. Please be advised of the following rules for student drivers on campus. This document must be on file with a copy of the student driver's valid license and proof of insurance before driving on campus for the first time.

Students must maintain privileges and/or academic balance to retain the privilege of driving on campus.

- Student drivers must obey the school wide **5 MPH** speed limit.
- Driver and passengers must wear their **seatbelts**.
- Park in the designated student **parking area**. Vehicle must remain parked until you leave campus. This includes athletic practices and games.
- Students must not drive **other vehicles** on campus other than the one they have registered.
- Students may **NOT** drive to field trips or sporting events.
- The student's vehicle must meet all state, county, and municipal guidelines including those regarding lighting, window tint, and sound systems.
- **Upon arrival** on school property students must promptly exit their vehicle and enter the school building.
- Students may not return to their vehicle without **permission** from their supervisor, principal, or other supervising adult until their dismissal at the end of the school day.
- Student drivers must turn in **vehicle keys** upon arriving in the Upper Learning Center.

P.E. CLOTHES

P.E. uniforms consist of CCS shorts and T-shirt. They are available in the office for all classes and are required for the Learning Centers. Cold weather P.E. attire includes CCS hoodie, over PE shirt, and sweatpants. No other cold weather attire is permitted. Athletic shoes must be worn for P.E.

SPECIAL DRESS CODE ALLOWANCE

A privilege day may be designated one day each week by teachers. On this day, students who have earned privileges may wear "Creekside Wear" which includes, CCS spirit shirts, PE shirts and/or shorts and jeans or denim Capri pants. Athletic game day attire will be allowed when announced by the Principal. If there is any other change in dress code allowance, notification will be made in advance.

SENIOR DRESS CODE

Boys may wear any collared shirt (polo or buttoned down) with pants (khaki or other colored pants—no blue denim) or knee length shorts. Closed toed shoes. Shirts must be tucked in with belt. Boys are permitted to have facial hair that is neatly trimmed. All other dress codes apply.

Girls may wear any collared shirt (polo or buttoned down) with pants or knee length shorts or capris or a skirt or dress (Convention Rules).

GIRLS' HAIR

Girls' hair must be neat, clean, well groomed, and kept out of the eyes at all times. Girls should style their hair in such a way as to promote their femininity. Unnatural coloring is not permitted.

BOYS' HAIR

Boys' hair must be cut with no gaps, names, or shaved spots. No extreme lines or color in hair. Hair must be cut so as to be off the eyebrows, ears, and collar at all times. Boys must be clean shaven, with sideburns no longer than the bottom of the ear. A dress code slip will be issued for **hair violations**. **Violations must be corrected within 3 school days and student will have inside break until violation is corrected.**

PIERCINGS AND TATTOOS

Girls may wear up to two earrings in the bottom lobe only. No earrings on boys. No visible tattoos at any time. No new tattoos are allowed after initial enrollment.

DRESS CODE FOR AWARDS

As this is a special night celebrating the accomplishment of our students, we require a more formal dress code.

Girls: Dressy dresses or skirts and blouses that are modest in every detail. The dress or skirt must not be tight fitting. Dresses must follow the "3-3-3" rule. 3 fingertips wide shoulder straps, no more than 3 fingertips below the clavicle and no more than 3 fingertips above the knee. Flip flops are not acceptable.

Boys: A conservative dress shirt, dress pants (dress black denim allowed), **tie**, belt, and dress shoes or boots and socks are required.

GENERAL INFORMATION

SCHOOL HOURS

School hours are Monday-Thursday 8:00 a.m. to 3:00 p.m. and Friday 8:00 a.m. to 12 noon. All students must be picked up within 15 minutes of dismissal.

ARRIVAL / DEPARTURE

Parents are responsible for securing transportation for their own children, or securing the option of the bus with the school. The doors are open at 7:30 a.m. The school cannot take responsibility for students arriving before this time. The speed limit on campus is 5 mph. Upon arrival please be sure your child is ready to exit the vehicle so as to avoid making others wait.

Please do not park in the parking lot when dropping off or picking up your children.

Arrival: Classes begin at 8:00. All students should enter the school building through the designated area. Students arriving before 8:00 will remain under supervision in a common area. At 8:05 a.m. any student not in his/her assigned area will be considered **TARDY** and must report to the office to receive a tardy admit to class.

Departure: School is dismissed at 3:00 p.m. Parents are asked to remain in their car. A staff member or safety patrol will escort the student to their car. Early pick up causes students to miss valuable instructional time. Please keep early pick up to a minimum.

Attendance Requirements

Florida statute 1003.26 requires students ages 6-16 to regularly attend school the entire school term (170 days). In an effort to help each child meet his/her full potential, promptness and attendance are requirements to attend CCS. Therefore the following policies should be carefully considered and followed.

Students are allowed a maximum of 18 absences for one school year.

Attendance Requirements (cont'd)

Parents will be notified when a student has reached 9 absences. If students reach 18 absences a parent conference will be arranged, and student will be placed on probation. Students working in PACE's miss 20-25 pages each day they are absent. This work must be made up in order for the student to meet academic requirements. If students are absent for the entire day, they may not participate in extracurricular school activities. Students must be in school a minimum of four hours to be considered present.

Parents are **required** to send a written note stating the reason for any absences of their child. Failure to send in a note the day student returns to class will result in the student's receiving demerits each day.

Absences for the following reasons will be classified as excused:

- Illness or injury
- Death in the immediate family
- Medical or dental appointments
- Court proceedings
- Special circumstances determined by administrative approval

TARDINESS

Punctuality is a very important character quality. It shows consideration for other people's time. We must work together to instill this quality in our students. School begins at 8:00 a.m. and students are tardy after 8:05 a.m. If a student is not in his/her assigned area by 8:05 a.m., he/she must go to the school office to receive an admit slip. If a parent believes a student has an excused tardy, they must send a note that day or come into the office with the student stating the reason. Administration will determine if the tardy is excused or unexcused based on the criteria listed below. If a student does not bring in a note from the parent, the tardy will automatically be unexcused. After three warnings, unexcused tardies will receive demerits.

EXCUSED TARDINESS

1. Documented appointments with health care professional
2. Court appearance (copy of subpoena required)
3. Car trouble (except for stopping for gas)
4. Sickness (habitual offenses may require doctor's documentation)
5. Administrative approval