

CUMBERLAND CHRISTIAN SCHOOL



PRE-KINDERGARTEN 3 - 12TH GRADE PARENT AND STUDENT HANDBOOK

2025-2026

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MISSION STATEMENT

"Reaching the Mind, the Heart, and the Hands...for Christ" Proverbs 3:5-7

VISION STATEMENT

- To provide families in South Jersey with the opportunity for an excellent Christian school education for their children.
- To produce Godly leaders for our future homes, churches, and communities.
- to promote outreach, challenging and enabling our students to reach their families, friends, neighbors and world for Christ.

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GENERAL FACTS ABOUT CCS

SCHOOL VERSE

*"Trust in the LORD with all your heart, and lean not on your own understanding;
In all your ways acknowledge Him, and He shall direct your paths.
Do not be wise in your own eyes; Fear the LORD and depart from evil.*

" Proverbs 3:5-7

SCHOOL COLORS

Royal Blue and White

SCHOOL MOTTO

"Reaching the mind, the heart, and the hands... for Christ!"

SCHOOL MASCOT

The Crusader

The CCS Crusader for our school stands for "Advancing the Cause of Christ through Education." The dictionary defines a Crusader as "one who vigorously promotes and advances a cause or idea." CCS stands firm in its commitment to advance the cause of Christ through reaching young people for Christ. The color *blue* signifies loyalty to our Lord and to Scriptural revelation of God. *White* symbolizes moral, spiritual, and physical purity. Both colors remind us of separation from the things of this world that corrupt our character, outlook, performance, and dedication to the Lord of the universe.

ADMINISTRATIVE STAFF

Head of School	Mrs. Stacy Zeiger	Ext 313
Administrative Assistant	Mrs. Ana M. Torres	Ext 301
Athletic Director	Mr. Joel Soto	Ext 315
Business Manager	Mrs. Jamie Westcott	Ext 322
Director of Admissions	Mrs. Allison Hider	Ext 319
Director of Development	Mrs. Becky Lein	Ext 304
Director of Facilities	Mr. Angel Rodriguez	Ext 325
Director of Guidance	Mrs. Lisa Brandhorst	Ext 318
Lead Teacher - Elementary School	Mrs. Cynthia Richert	Ext 107
Lead Teacher - Middle School	Mrs. Jeanie Smith	Ext 129
Lead Teacher - High School	Mr. Elias Flores	Ext 144
School Nurse	Mr. Devonta Rogers/Mrs. Amanda Urbano	Ext 317
Technology Department	Mr. Chris Dillaplane	Ext 323

SCHOOL WEBSITE

www.cccrusader.org



SECTION ONE

**INTRODUCTION TO
CUMBERLAND CHRISTIAN SCHOOL**

WELCOME

Welcome to Cumberland Christian School, a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Jesus Christ. We thank God that you have joined the Cumberland Christian School family. CCS is an excellent Christian school that exists to “reach the mind, the heart, and the hands . . . for Christ!” Our mission provides us with more than words on a wall or a nice byline for our stationery. Our entire community is committed to making these words a reality in the lives of our students.

In designing a balanced approach to a healthy worldview development, it is our desire that students advance in spiritual formation, character development, Bible knowledge, the sciences, the humanities, the fine arts, and athletics. From preschool through twelfth grade, the CCS experience is full of academic, artistic, and athletic opportunities — all built upon the foundation of Biblical truth. It is our desire to come alongside parents and share in a family vision to train children in godliness and in academic excellence.

PURPOSE OF THE HANDBOOK

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Cumberland Christian School. Although the Handbook is not intended as a definitive statement of these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the school. It is important to realize that our policy and procedures provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables CCS to function orderly and with purpose. These policies and procedures are basic guidelines that encourage and train students to recognize and assume responsibility for their actions.

CUMBERLAND CHRISTIAN SCHOOL HISTORY

A small group of Christian parents met several times in 1946 to consider the formation of a Christian School. After much prayer and discussion, a constitution was written, a Board of Directors elected, and the school was incorporated under the laws of the State of New Jersey. The Vineland Christian School opened in September of 1946, with one teacher and seventeen students in grades two through six. The old Spring Road Sunday School Building was to house the school for the next twenty-two years.

Looking forward to more adequate and expanded facilities, ten and one-half acres were purchased in 1956 on West Sherman Avenue. After 13 more years, the Lord led to begin building on that site. Only a fraction of the needed funds was available, but faith in the ability of the Lord to provide was rewarded by the erection of the first stage of our present Bower Building.

During the school year 1970-71, the school increased in enrollment, so ground was broken for an addition to the building consisting of classrooms, administrative office space, and storage facilities. An eighth grade was added at this time. In 1976 eight more acres of land were purchased. Land was cleared for athletic fields, and a master plan was developed. A capacity enrollment during the 1976-77 school year necessitated the construction of additional facilities including classrooms, a library, and an art room in 1978.

A decision was made in 1979 to begin the high school program. The plan was to add ninth grade and one additional grade thereafter until all 12 grades were included in our program. To facilitate the plan, additional classroom space was built in the summer of 1980.

It was in January of 1980, that the school name was changed to Cumberland Christian School to reflect the fact that the students came from all areas of the county.

In 1981, another 10 acres of adjacent land were purchased so that the school campus now consists of a total of 28 acres. The summer of 1982 featured the completion of more classrooms (C wing), bringing classroom facilities in the Bower Building to almost 30,000 square feet. The 1982-83 school year featured the graduation of our first high school twelfth grade class.

Another major building program began in 1981 for an all-purpose facility, including a gym area, stage area, locker rooms, kitchen, and classrooms. The building was to be constructed as funds became available. In 1989 Stratton Hall was completed. It holds 1,000 people for meetings and has become the hub of high school activities.

The most recent building program was completed in the summer of 1998, with a classroom addition joining Stratton Hall.

In 1998, our school received dual accreditation by the Association of Christian Schools International and the Middle States Association of Colleges and Schools. Cumberland Christian School draws students from all five counties of South Jersey.

September 2004 was an exciting year as CCS added a kindergarten class for 4-year olds to the academic program and then added 3-year olds in 2011. These programs provide a rich learning environment – one designed to mix fun with readiness skills.

The unifying factor in our school is families working together in a common concern for a Christian education for their children—a total education: physically, spiritually, socially, and academically.

Since 1946, the school name has changed, the location has changed, and many students have passed through the doors, but the vision remains: providing quality Christian education to Christian families in South Jersey.

BIBLICAL PHILOSOPHY OF CHRISTIAN EDUCATION

Through the process of regeneration a person is enabled to live a life pleasing to God as he/she follows Scriptural teaching. The Scriptural account (Luke 2:52) indicates that Jesus grew in a four-fold way. He grew mentally in wisdom. He grew physically in stature. He grew spiritually in favor with God. Fourthly, He grew in favor with man--socially. Each aspect of growth was important. Education at Cumberland Christian School seeks to develop the total child: spiritually, mentally, physically and socially.

Cumberland Christian School espouses the historic Christian view of life as presented in the Bible: since God created and sustains everything through His Son Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and by choice, cannot in this condition glorify God. He can do this only by being recreated in God's image through receiving Christ as personal Lord and Savior. The total process of education, therefore, seeks to restore the student to a position of knowledge and righteousness, which is attainable through this commitment to Jesus Christ.

A Christian education teaches a child that life cannot be compartmentalized. All the world and all of life are in the hand of God. There is no learning or truth apart from Him. All truth is God's truth, and there is no learning that He has not created. The Christian school stands firmly against the concept of secular subjects. All subjects - history, science, and literature - are taught from a Christian perspective; hence, a child is taught a Christian philosophy of life.

A Christian education places a great deal of responsibility in the home. The school serves as an extension of the home. Parents have the responsibility for the education of a child, and the school is an institution developed to aid or complement the family. The function of the school is not to replace the home but to work with the family and to work with the church in building young men and women whose lives glorify our Savior and Lord Jesus Christ.

(This is a brief condensation of the school philosophy. A complete statement of the educational philosophy and objectives can be secured from the school office.)

HANDBOOK REVISIONS

This handbook is available by downloading its contents from our website at www.cccrusader.org and clicking on "Parents" and then clicking on "Parent-Student Handbook." The policies of this handbook provide guidelines to be observed by parents and students; however, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our Biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year; however, if during the course of the year, it becomes evident that a policy is needed or should be changed, CCS reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.



SECTION TWO

PHILOSOPHY OF MINISTRY

MISSION STATEMENT

Reaching the Mind, the Heart, and the Hands . . . for Christ!" Proverbs 3:5-7.

- Reaching the **Mind** through a diverse academic program, tailored to individual abilities and needs, and focused through the perspective of a Biblical worldview.
- Reaching the **Heart** through spiritual nurture with calls to salvation and discipleship including a stress on spiritual commitment.
- Reaching the **Hands** through promotion of Christian service and testimony with encouragement for mission activities and an emphasis on Christian citizenship.

VISION STATEMENT

- To provide every family in the five-county region with the opportunity for an excellent Christian education for all of their children, regardless of their academic abilities or challenges.
- To produce Godly leaders for our future homes, churches, and communities.
- To promote outreach that challenges and enables our students to reach their families, friends, neighbors, and world for Christ.

CORE VALUES

- . . . to hold the Bible as the basis and Christ as the center
- . . . to strive for Excellence
- . . . to grow through Service
- . . . to build Community
- . . . to meet Individual Needs
- . . . to support Christian Families
- . . . to act with Integrity
- . . . to foster Communication.

SPECIFIC OBJECTIVES

1. To encourage the student to confess his/her sins and receive Jesus Christ into his/her heart as Lord and Savior.
2. To teach that the Bible is the Word of God and to integrate Biblical teaching into all of life.
3. To teach the student to grow in his/her relationship to Christ by willingly and joyfully entering into Bible study, prayer, Christian fellowship, and regular church attendance.
4. To teach the student to witness to others of Jesus and to be concerned for world missions.
5. To develop a healthy concept of self-worth in relation to God and to others.
6. To teach the student to do critical thinking and to form opinions which enable him/her to stand up for his/her personal convictions in the face of pressure but yet to get along with others holding a different view.
7. To teach the student to manifest fairness, courtesy, kindness, and other Christian graces.
8. To teach the student to respect the authority of those whom the Lord has placed over him/her.
9. To teach the importance of the Christian family, the student's role within the family, and the function of the members of the Christian family.
10. To teach Christian stewardship of the student's life, time, body, and money.
11. To teach the student to develop and care for the body as the temple of the Holy Spirit.
12. To begin to teach the knowledge and skills required for future study or for occupational competence.
13. To develop effective communication skills in the student.
14. To help develop the creative skills of a student.
15. To develop an appreciation of the fine arts.
16. To teach the student to apply himself/herself to work to the fullest extent of his/her abilities.
17. To teach the student the importance of his/her Christian involvement in the affairs of his/her community, nation, and world.

Adopted by faculty and confirmed by the Board of Directors

STATEMENT OF FAITH

Cumberland Christian School, being an independent ministry and not a church, does not in these statements of faith seek to include all beliefs of its administration, employees, Board of Directors, or parent families; however, all those associated with the Cumberland Christian School in a responsible position must adhere to and believe the following articles of faith.

- A. This is the doctrinal statement to which the Cumberland Christian School adheres. Parents and churches participating in the school programs must agree to this foundational statement of faith.
 - 1. We believe the Bible to be the inspired and only infallible, authoritative Word of God. (II Timothy 3:16; II Peter 1:21)
 - 2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
 - 3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His Virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; Hebrews 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), in His bodily resurrection (John 11:25; I Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory. (Acts 1:11; Revelation 19:11)
 - 4. We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
 - 5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
 - 6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
 - 7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- B. This Association is committed to the following fundamental principles.
 - 1. The instruction and education of children in the school must be in accord with the Word of God.
 - 2. Education is primarily the responsibility of the parents.
- C. This Association supports the following principles.
 - 1. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
 - 2. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
 - 3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

SCHOOL GOVERNMENT

There are three types of school government in Christian schools. There are parent controlled, board controlled, and association or church controlled schools. Cumberland Christian School combines the best features of all three. The legal owner of the Cumberland Christian School is *The Christian School Association of Vineland, New Jersey*. All operational aspects of the school are vested in the Board of Directors, which are elected from that Association. The Board sets policy by which the school operates and delegates a Head of School and administrative staff to administer that policy. Parents sponsor the school in that they are the clients whom the school desires to serve.

1. **CHRISTIAN SCHOOL ASSOCIATION**

- a. The organization which owns the school and elects governing representatives is the Cumberland Christian School, Inc. It is composed of interested Christians who adhere to the Statement of Faith and agree with the goals of the Association.
- b.
- c. Faculty, part time, and full time support staff-but not including temporary employees such as coaches, substitute teachers, and bus drivers-meeting the above requirements, shall automatically become members of the association.
- d. Upon request, those friends of the school who do not have a student enrolled in the school but meet the qualifications and submit a yearly financial contribution toward the annual budget of fifty dollars or more per family which shall be received by May 15th, will be granted membership. A membership application must be completed annually, and \$50.00 or more is required before a member may vote.
- e. Association members pledge to support the school in (1) prayer, (2) publicity, (3) work effort, and (4) finances. Membership runs from July 1 to June 30 of each year and must be renewed annually. Membership closes after May 15 of each year for that current year. Applications can be acquired from the school office, but members must join at least **5 days prior** to any meeting to take part.
- f. The Association elects the Board of Directors from its membership and approves the annual school budget. The Board sets the policy by which our school operates.
- g. The Association member can and should share ideas and concerns with the Board of Directors. The Board members must evaluate that input in light of all possible data to make decisions that forward the mission of Cumberland Christian School.
- h. Our Board of Directors operates the school as trustees on behalf of our Association.
- i. Copies of the complete Constitution of the Cumberland Christian School, Inc., are available at the school office.

2. **BOARD OF DIRECTORS**

The Board of Directors consists of 12 parents and/or friends of the school. Each member is elected for a 3-year term, with four positions elected each year. The Board is the policy making body of the school. It is the Board's responsibility to set general operational lines of the school. The school administration and staff implement the policies and see that the school operates well.

1. **Letters to the Board** – Letters addressed to the Board concerning a problem will be referred first to the appropriate school staff. Do not call the Board president or contact members of the Board to handle such problems. By following the proper chain of authority all such items will be answered “decently and in order” according to the Scriptures. Unresolved problems will be brought to the Board only by following the steps of our school resolution policy.
2. **Authority of Board Members** – Members of the Board of Directors have no authority outside of Board meetings or as individuals unless the entire Board has specifically delegated a certain responsibility. Policies are formed and actions are taken by vote of the entire Board of Directors.
3. **Meeting with the Board** - The Board of Directors will make it possible for all parents, employees, and Association members to appear before the Board for the purpose of asking questions and presenting ideas to the Board. Time will be allotted at each monthly Board meeting as needed for this purpose.
 - a. Any parent, employee, or Association member who is interested in speaking to the Board during the Open Forum session must first notify the Board president **seven (7) days prior** to the scheduled meeting. **The date and time of monthly Board meetings will be posted on the on-line calendar found on our website.**

- b. The individuals will be requested to describe in paragraph form their idea or question. They will be asked if they have discussed the issue with any member of the administration. It is requested that a full discussion with an administrator take place first.
- c. If a visitor has a grievance or cause for corrective action, the issue will be referred to the normal parties in the chain of command to resolve through the normal steps of the resolution policy.
- d. Any person making an appearance will be given 5-10 minutes, depending on the issue and other persons desiring to speak to the Board. Individuals with the same concern may also appear, at the discretion of the Board president. Individuals with other concerns that they wish to address to the Board will not be present.
- e. The Board president will chair the meeting in a manner that ensures a fair and equal opportunity for those attending. Those in attendance will be asked to conduct themselves in a Christ-like manner.
- f. Such opportunities are not for the purpose of conducting Board business. No Board action will be taken at such meetings. The meetings will be for the purpose of information, with possible action at future committee or Board meetings.

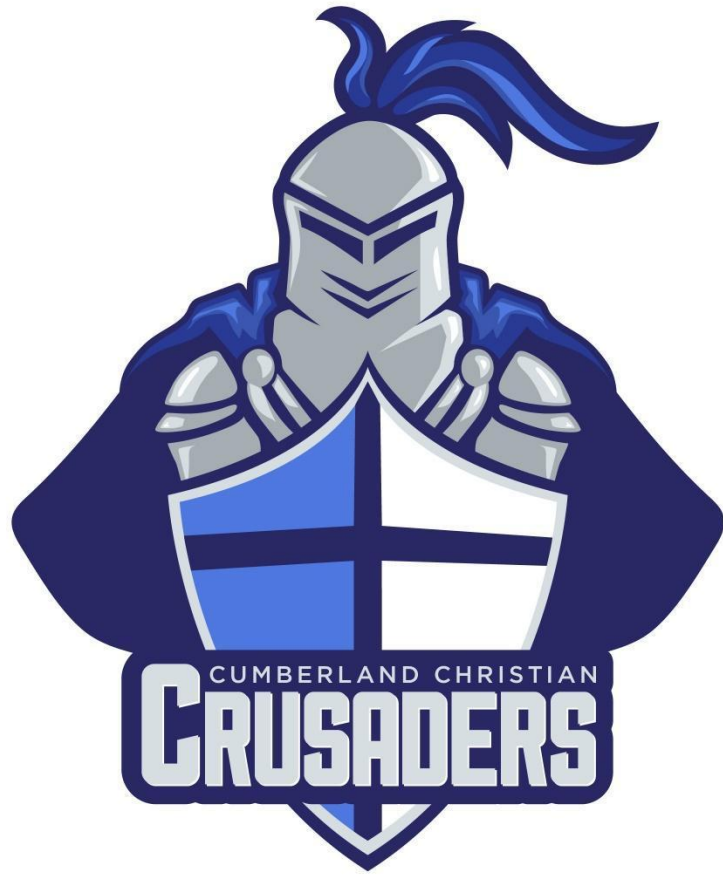
DIVERSITY WITHIN THE BODY OF BELIEVERS

Cumberland Christian School recognizes the wide diversity of belief among its Association members, an association committed to our mission of banding together for the purpose of raising our children to love and serve the Lord. Christian church distinctives and individual convictions that go beyond the unifying essential of personal faith in Christ alone for salvation and which are represented among the membership must be given all due respect. These distinctives, however, must not be practiced or promoted in any way which would undermine the essential unity of the Association and its purpose; therefore, distinctive doctrines and practices related to baptism, the Lord's Supper, the Holy Spirit, or any other doctrine that might undercut the Association's spirit of unity, should not openly be advocated or practiced by adults or students in any classes, meetings, or other gatherings of this Association, formal or informal, for whatever purpose.

PARENT CODE AND COMPORTMENT POLICY

- A. **Parent Comportment Policy** – Cumberland Christian School requires that its students, faculty, and administrators follow the rules and regulations of the school. The school also expects parents to recognize and support the rules and regulations of the school. Courtesy and civility are part of this comportment, especially when it relates to dealings between parents and the school administrators, or representatives of the school, such as the teaching staff. Parents are subject to the rules, regulations, and policies of the school in that they have a contractual relationship with the school, but, most importantly, because they also set an example to our students; therefore, we place great emphasis on comportment of all the members of the school community.
- B. **Parent Code of Conduct** – Expectations of parents are summarized, but not limited to, the items in the CCS Parent Code.
1. I will pay all of my financial obligations to CCS on or before the date due. If I am ever unable to pay on time, I will notify the business office in advance, giving a reasonable explanation for the delay, and working out a payment plan.
 2. I accept the school's statement of philosophy, objectives, and standards as a basis for admission to the school. While part of CCS, we will abide by the regulations set forth in the Parent and Student Handbook and other written materials provided by the school.
 3. I will cooperate fully in the educational functions of CCS. I understand the school may dismiss any student who does not respect the Biblical standards or cooperate in the educational process of the school. The teacher and school authorities have full discretion in discipline of my child to and from and while at school, and I will cooperate with my support in the home.
 4. I will support the school by gifts in addition to my tuition payments and fees, as I am able.
 5. I will undertake volunteer duties for CCS as opportunities arise.
 6. I will make every effort to attend meetings and parent functions of the school and PTF as I am able.
 7. If I become dissatisfied with the school or school personnel in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart. We will follow the principles of Scripture such as Matthew 18:15-17 and I Corinthians 6. We will register the necessary concern with the principal or teacher rather than spread criticism or hold a negative attitude in our hearts. We understand that individuals should resolve problems among themselves; therefore, we agree that our first commitment is to follow and abide by the school resolution procedure for the resolution of any problem areas or areas of disagreement. I will treat school personnel in a respectful manner even when I disagree with a position of the person or the school.

I understand that the school reserves the right not to continue enrollment or not to re-enroll a child if the school reasonably concludes that the actions of a parent (or guardian) seriously interfere with the school's accomplishment of its educational purposes or that the parent does not any longer agree with the school's Parent Code of Conduct or makes a positive constructive relationship impossible.



SECTION THREE

ADMISSIONS

ADMISSION STANDARDS

As a **missional** Christian School, we will encourage every student to be certain of his/her choice to accept and serve Jesus Christ as Lord and Savior. As a **nurturing** Christian School we will seek to admit and assist students in their understanding and growth of their Christian faith.

- A. The school seeks to admit only students of parents who will support the school's mission and educational philosophy. We will instruct students under the delegated authority of their parents. We seek to assist parents in their duties as primary educators to formally educate their children in harmony with a Christian philosophy of education.
- B. We will admit students who meet behavioral and academic standards and are willing to "give the Lord Jesus a fair hearing," with the support of their parents. Parents and students need not be Christians, but parents must agree to support the school's Christian philosophy of education and Biblical worldview. The parents of each enrolling student must accept that the CCS Tenants of Faith will be taught to their child (ren). They will be required to sign that they accept that their child will be taught Biblical principles in the classrooms and at chapel. The Cumberland Christian School stands for the historical Christian faith as revealed in God's Word, the Bible.
- C. At least one parent or guardian must be in agreement with our educational philosophy as printed below: Pupils must be age three on or before October 1st for admission into our K3 program. Pupils must be age four on or before October 1st for admission into our K4 program. Pupils must be age five on or before October 1st for admission into our K5 program. Birth certificates are required upon application of all new students. Students must be of suitable age for their grades. Grade placement is made at the discretion of the principal based upon the student's ability to perform the work of that grade level. Special education students will be placed based on ability.
- D. The principals, under the direction of the Head of School, shall test all new students using a national achievement test. Scores from the student's sending district may be used to meet this requirement, provided the date of the scores was within the last school year. In lieu of the achievement test requirement, students applying for admission to a self-contained special education class shall receive an educational evaluation administered by the school. Normally, a student who tests below the 35th percentile in two out of three of the skills tested (reading, language, math) would not be accepted for the grade level for which he/she is applying. If test results indicate it, it is possible that we would accept him/her for one grade level lower. If a documented learning disability or other handicap exists, acceptance may be recommended based on the school's ability to meet the student's needs. The school administration shall determine grade level placement and classroom setting. All K5 students are administered a screening test.
- E. There will be a probationary period of nine weeks for all new students. This will be a non-restrictive probation unless the family is otherwise notified. During this time the student's progress in all areas will be examined to determine ability to meet the academic, social, and spiritual standards of his/her grade level and of Cumberland Christian School.
- F. A student in CCS must be living with a parent or guardian who qualifies under the school admission requirements. Guardians must provide written documentation from a parent or proper legal authority of their authority to act on behalf of the child. If the child is 18 years old, the child must continue living with and under the subjection of the qualified parents in their home until graduation.
- G. In accepting a student for admission to CCS, the administration will consider and evaluate such things as family stability and family cooperation, student cooperation, student academic performance, and the reasons for wishing to attend CCS.
- H. To continue to be enrolled, a student must exhibit satisfactory academic achievement, emotional stability, positive social behavior, good moral character, and willing cooperation with teachers and administration. The parents must continue to cooperate with the school staff in the training.
- I. Enrollment is limited in each class. The limitations vary based on grade level and classroom conditions. Generally, these are the student limits: K3 – 15 students; K4 – 15 students; K5 – 20 students. Twenty-five students are the limit in grades 1-12. These limits may be exceeded at the discretion of the Head of School.
- J. A physical examination by a family doctor will be required of each new student before he/she enters the school. Each student must meet the state immunization requirements.

BUILDING BANKS FOR ELEMENTARY GRADES (CURRENTLY ON HOLD)

Building Banks are a way for students in grades K3 through 5 to feel that their hands are building their school. Every student is provided with a Building Bank in September and is encouraged to put in a minimum of .25 cents daily and to pray for CCS. The purpose of the banks is to remember the development program in a

"continual" way. Each month the banks are brought in, all the money is counted, and it goes to the Building Fund.

There is a friendly competition each month in grades K3 through 5th grades in Building Bank giving based on per capita giving in each class. The winning class receives an ice cream treat. For the purpose of the student contest, only gifts from students or their parents can be accepted. Other gifts may also be received for the Building Fund by simply designating on your check that you wish it to be placed in the "Building Fund."

ENROLLMENT AGREEMENT

At Cumberland Christian School (CCS) **we consider it a privilege to assist parents in fulfilling their God-given responsibility to teach their children, and to provide our students with an education of spiritual and academic excellence with which to serve God. We thank you for choosing CCS for your child (ren)'s education. The following details the Enrollment Agreement between CCS and your family.**

1. Acknowledgement: Parent/Guardian acknowledges that the policies, procedures, and practices of Cumberland Christian School (CCS), including, but not limited to, those set forth in the *Statement of Faith* and the *Parent-Student Handbook*, are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by all such policies, procedures, and practices and acknowledges that the same will be subject to periodic modification by CCS. This enrollment agreement may also be modified. In such cases, adequate notification by CCS will be provided to parents/guardians.

Parent/Guardian represents and warrants that the information provided on the FACTS SIS enrollment packet is accurate and that the parent/guardian will immediately notify CCS of any changes. Parent/Guardian understands enrollment at CCS is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the CCS administration/board. During the term of this agreement, parent/guardian does hereby promise and agree to fully and timely pay CCS (in accordance with the payment plan elected) all tuition, charges, fees, and assessments associated with the student's admission, enrollment, and/or program participation at CCS. The tuition fees for the next school year are set by the CCS Board of Directors in January of the current school year.

2. Term: Parent/Guardian understands and agrees that this agreement extends until the graduation of the student from CCS or the termination of this agreement as provided herein. Accordingly, **the term of this agreement shall be in effect for the 2025-2026 academic year and shall renew automatically for each successive academic year until graduation from CCS** unless and until this agreement is terminated by CCS or written notice of termination from parent/guardian is received in the CCS Business Office on or before February 28 of each year. Simply stated, if a student will not be returning the following school year, the parent/guardian must withdraw through the parent's web account and complete a CCS student withdrawal form by February 28 of the current school year. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within CCS and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of CCS. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges and fees through the academic year. Additionally, families who have not paid for the previous school year in full by June 30 will not be guaranteed a seat in the upcoming school year.

3. Payment: Parent/Guardian understands that **tuition for the following school year is due in full by July 1.** However, for the convenience of parents/guardians, CCS currently offers three tuition payment plans (listed below).

- 1) Annual Plan – full tuition due on July 1 (A 3% savings if paid in full)
- 2) Semi Annual Plan – two equal tuition payments are due on July 1 and January 1.
- 3) Twelve Month Plan – twelve equal tuition payments are due monthly, July through June.
- 4) Quarterly – July 1, October 1, January 1, and April 1.

Registration Fees: (cost per family)

Registration Fee for a New Family	\$300 (non-refundable)
Registration Fee for a Returning Family	\$175

4. Withdrawals: Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this contract by CCS) they accept the obligation to pay the tuition for the full academic year for which they remain enrolled. Requests for refunds are subject to the discretion of the CCS administration. Should a request be granted, refunds will be calculated as follows:

- a) For withdrawal prior to the first day of school, parents/guardians are responsible for 1/4 of the annual

tuition (less any prorated tuition assistance or other discount).

b) For withdrawal after any semester starts, parents/guardians are responsible for the total semester's tuition.

c) The one exceptions to 4a are

- 1) If applying for tuition assistance, no tuition for the following school year will be due if sufficient tuition assistance is not awarded and application for assistance was made before May 1. Written notice of termination from parent/guardian must be received in the Business Office of CCS on or before May 31. A tuition assistance application must have been on file with CCS' third party administrator, currently FACTS SIS, no later than the last day of April in order to qualify.

5. Eligibility: Parent/Guardian understands that students may not attend classes and/or participate in any school-sponsored activities until **all enrollments and registration forms**, including a signed Enrollment Agreement, are received and all enrollment fees are paid.

6. Tuition Assistance: Parent/Guardian understands that before a student qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation is verified by FACTS SIS, or past due accounts are paid.

7. Delinquent Accounts: Parent/Guardian understands that access to report cards, transcripts, and other such student records will be withheld and access to FACTS SIS will be locked should his/her account become delinquent 45 days or more. Should his/her account become 45 days past due, parent/guardian understands that student(s) are subject to being held from school-sponsored athletic activities until account is made current.

Families who have missed two monthly payments and have not made suitable payment arrangements will not be allowed to have their child (ren) attend school effective immediately. If a family discontinues FACTS SIS payments or in some other way has an interruption in FACTS SIS payments, the student will not be permitted to attend classes until suitable payment arrangements are approved.

Returned checks (NSF): Parent/Guardian understands that a service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. Parent/Guardian also understands that after two returned checks, payments may only be made with cash, cashier's check, or money order.

FINANCIAL POLICIES

**We believe we are accountable to use our resources wisely and efficiently.
We follow strict management and disclosure standards. A copy of our independently completed
CPA review or audit is available from our business office upon request.**

- A. **FEES AND RATES** - A current schedule of all tuition or fees is available from the business office and found on our website. The policies regarding tuition and fees are summarized below:

Application Fee – New Families - There is an application fee. This fee is non-refundable.

Re-enrollment – The re-enrollment fee for returning families is \$175. This is per family, NOT per student.

Tuition - Tuition covers textbooks, some supplies, and student accident insurance. In the high school grades there are supplies and consumable textbooks the student may have to purchase. A few classes such as Home Economics and Choir, and athletics may require uniforms or other supplies.

Textbooks - Nearly all textbooks are provided by the school. CCS does receive textbook aid from the state of New Jersey. A parent needs to sign a voucher for those funds. If the parent fails to sign the voucher by the deadline specified, that parent will be responsible for an **additional \$125.00 textbook fee**. Advanced Placement classes may require students to purchase textbooks and other supplemental books.

Extended Care - Extended Care is a before and after school program for CCS students. This procedure is explained more fully later in this handbook on page 28.

Maintenance - Each family in the school may receive a \$300 tuition credit by helping with the maintenance work during the school year. This procedure is explained more fully later in this handbook on page 53.

Music - Private instrumental or piano lessons will incur an additional fee. (See Instrumental Music section) There is also charge for Beginner Band and Cadet Band (grades 4 and 5). There is no charge for Middle School or High School Bands.

Graduation - There is a fee for seniors to cover the cost of caps/gowns and other graduation expenses.

On-Line Learning - There is a student fee for some on-line elective classes that students choose to take. CCS will pay for on-line classes that are required core classes.

“Bridges” – Envision the possibilities of the future, then build a bridge to reach it. This is the goal of the “Bridge” program. Using several varied avenues, our students can follow these pathways in order to succeed. There are additional fees for students who are in our Access, and Rising Stars programs. The fee is in addition to the regular tuition.

Catapult Learning – Catapult provides educational programs to improve student performance. Child Study Team evaluations, compensatory education, supplemental instruction, and speech therapy are additional programs available to our families and funded by the state of New Jersey.

- B. **PAYMENT PLANS**

FINANCIAL AGREEMENT FORM - Each family with children enrolled in Cumberland Christian School is required to complete an agreement form with the Board of Directors for payment of tuition. This form is completed on FACTS SIS when completing tuition payment set-up.

TUITION PAYMENT DUE DATES

1. Tuition is due on the first of the month, in advance, for the coming month.
2. Students may not start school in September unless at least one eleventh of the year's tuition is paid in full.
3. Tuition payment plans are prorated for students who enter during the year.

METHODS OF PAYMENT

1. Full payment by July 1 (A 3% tuition reduction may be taken if tuition is paid in full by July 1st.)
2. Half tuition by July 1 and the remainder on January 1.
3. Tuition divided into 11 or 12 equal monthly installments is to be paid before the first of each month. Although the parent may choose any of these payment plans, the first payment must be made by **July 1st**, and the full tuition must be paid before the last day of school.

SPECIAL SITUATIONS

1. **July Waiver** - A currently enrolled family may request to be set up on an eleven month payment plan with the first payment August 1st due to difficult or unusual circumstances. The request should be made on a form provided by the school before July 1st. The family should indicate the reasons for the request on the form. The business office has to approve the request. A one-time fee of \$30.00 will be charged. No additional late fees will be charged if payment is made by the 10th of each month for the next eleven months.
2. **Current Families Enrolling Late** - If a family that had not enrolled, does so in July or August, the family will be responsible for the same payment plan as a currently enrolled family. They will be charged a late fee for either month in which the 10th of the month deadline is passed. The business office may then agree upon the payment plans of such individuals upon a 10 or 11-month plan depending on when they are accepted and choose to enroll. No additional late fees will be added thereafter unless the family fails to make the required payment according to their payment plan on the 10th of each month during the course of the year.
3. **New Families** - A new family that enters after July 1st is required to pay a monthly amount within five days of their acceptance that is equal to their tuition divided by the remaining months until June. Failure to do so within five days will invite a late fee.
New families starting during the actual school year are required to pay the monthly amount equal to their tuition divided by the remaining months of school until June before the child starts. Failure to do so within five days will involve the late fee.

TUITION IN ARREARS - If a family is having financial difficulties, it is the responsibility of that family to contact our business office immediately to work out a mutually satisfactory solution.

1. Cumberland Christian School **will not re-admit a student** if tuition from the past year has not been paid in full. Any unpaid tuition from previous years is still due the school. No overdue accounts will be canceled by the Board. Delinquent tuition must be paid by July 1st in order to hold a place for the students beyond that date unless the Finance Committee has accepted an agreeable arrangement.
2. A late charge of \$30.00 per month will be assessed on any account that is not current as of the 10th of that month. This late charge will be automatic even if an agreement has been reached, unless the agreement includes Electronic Fund Transfers.
3. Tuition in arrears more than 60 days will cause suspension of services to school families. For families who were 60 days late for the last six months of the prior school year, services will be suspended if their account is more than 30 days in arrears anytime during the new school year. In the event of unusual circumstances or emergency situations, the business manager, in consultation with the Head of School, may exercise discretion in enforcing this policy.
4. The records, report cards, and transcripts of all children may be withheld until financial obligations to the school are fulfilled. This is subject to the discretion of the Finance Committee Chairman and school administration.

ENROLLMENT FOR PART OF THE YEAR – Tuition and fees will be prorated if a student enters school in the middle of a year.

ELECTRONIC FUND TRANSFERS - CCS will accept electronic fund transfers (EFT) for payment of tuition and fees or gifts.

The Business and Facilities Committee and/or business office may work out arrangements with families who are delinquent in tuition or fees by requiring the arrangements to be made through EFT. The monthly late fee may be waived in such cases according to the discretion of the committee or the business office.

C. **TUITION ASSISTANCE**

Our desire is that a family not be refused a Christian education due to financial limitations. We recognize that God blesses individuals in different ways. On some, He bestows financial blessings and on others, special talents, gifts, or ministries. The availability of Christian education cannot always be dependent upon the financial resources of a Christian family. In some cases there may be parents who desire Christian education and are willing to make the necessary sacrifices, but yet the financial cost is totally beyond their reach. In other cases there are families whose priorities are such that they are not willing to make the "sacrifice" needed for the Christian education of their children.

Some of the tuition assistance services designed to help families include the following:

1. Various scholarships
2. Tuition assistance grants
3. Work scholarships

There is other tuition assistance available, including a discount for paying tuition in advance. A brochure explaining these various programs is available at the admissions office, or you can find a listing on the CCS website under admissions. Families desiring tuition assistance must apply through a third party evaluation service. This service evaluates the financial need and reports its recommendations to the school. You may apply by going to the CCS website, click on the "Admissions" tab and then on "Tuition Assistance." On the upper right hand corner of that page, click on the **"FACTS SIS"** button. Although awards can be made throughout the year, most of the funds are committed in May and/or June for the following school year. The ideal time to apply is March through May.

GIFTS/DONATIONS/FUND DRIVE

Donations to the school are the primary source of funding for the tuition assistance provided to students. All undesignated giving goes to Student Tuition Assistance. The amount of giving helps to determine the amount of assistance available.

We allow for designated gifts as well. You may give for the building fund, for technology improvements, for scholarships, for the school endowment fund, or for operations.

The school conducts an annual fund drive to raise the needed contributions. Each family is asked to consider a "faith promise" or gifts above their regular tuition for the school year and over the summer months. A "faith-promise" means that you agree to contribute to the school a designated amount as the Lord sends it to you. Friends of the school are encouraged to present the needs of the Christian school before their church, as many churches place Cumberland Christian School on their home missions' budget. As each person considers what the Lord would have him/her do, the goal will be met.



SECTION FOUR

GENERAL INFORMATION

REGULAR SCHOOL HOURS

PreK-5th Grade.....	8:30 A.M. - 3:00 P.M.
9th-12th Grade.....	8:30 A.M. - 3:15 P.M.
School Office (school year).....	7:45 A.M. - 4:15 P.M.
School Office (summer – closed on Fridays).....	9:00 A.M. - 2:00 P.M.

EARLY DISMISSAL SCHOOL HOURS

PreK3/4-5 th Grades.....	8:30 A.M. - 11:45 A.M.
6 th -12 th Grades.....	8:30 A.M. - 12:00 P.M.
School Office (school year).....	7:45 A.M. - 1:00 P.M.

ASSEMBLIES/CHAPELS

We are privileged throughout the year to have many interesting presentations, as well as speakers, who share their ministries with us. Many of these presentations will be by local pastors or by missionaries or outstanding speakers visiting local churches. They will challenge students concerning the needs and opportunities around the world for Christian Service. Some chapels will be designed to emphasize worship; some chapels may include Christian entertainment. We will try to balance chapels to meet all the needs of the child. We will sometimes have assembly programs featuring outside guests, films, etc., of a worthwhile nature. Students have chapel weekly.

ATTENDANCE POLICIES

Attendance is important. Good attendance habits show commitment, faithfulness, and concern for the time and convenience of others. Such faithfulness is also a mark of an individual's self-discipline. A student who is absent or tardy cannot receive the full benefit educationally, even though make-up work is done.

Regular school attendance is also a state law. Students who miss more than 25 days are considered chronically absent and may face retention if time is not made up. Students may be absent only for specific reasons and/or with approval from school administration.

A. **ABSENCES:** All absences will be classified as excused or unexcused.

1. **Excused Absences or Tardiness** - This will be granted for (a) student illness, (b) serious illness or death in the immediate family, or (c) complete failure of transportation (does not include failure to make satisfactory arrangements). If the absence is excused, the student will be marked "absent" in attendance records, but there is no academic penalty, provided the student makes up the work satisfactorily within a reasonable time period.
2. **Prior Approval For Family Trips** – Absences may be excused by the head of school for (a) necessary family trips; family trips are those taken with a student's own parents; (b) appointments for medical examinations or treatment that cannot be made after school; (c) college visits. College trips are for juniors and seniors only. **Prior approval must be received for any trip more than two days in duration;** however, parents should attempt to keep trips to one week in length. **If prior approval is needed, the following are required:**
 - a. A written request for an excused absence should be submitted to the office as soon as the trip date is determined.
 - b. In order for it to be excused, the administration must approve in advance of the trip.
 - c. The student must assume all responsibility for making up work missed within the prescribed amount of time.
 - d. Long term projects due during the absence must be submitted before the absence.
3. **Unexcused Absences** – Unexcused absences may result in loss of credit, detention, suspension, or in extreme cases, expulsion from CCS. Absences will be considered unexcused unless a valid reason is given.
4. **Re-Admission After Absences** - Upon returning to school following any absence, students are required to submit a note from their parents which contains the following: (a) the date of the absence (or tardiness); (b) the specific reason for the absence or tardiness (see section A); and (c) the signature of one parent. In place of a note, parents may phone the appropriate school office to state the reason for the absence or send an email. To ensure the message is received, do not leave such messages with a teacher, the nurse, etc. Such a contact must be made immediately upon the return to school of the student. If a call/note is not received by the second day after returning to school, the absence will be considered unexcused. Students should give such notices to their teachers. The note is due the first day back; the following day the absence will be unexcused without a note. If the child has been absent five or more consecutive school days, a doctor's certificate must be presented before the pupil will be readmitted to school. A

doctor's note may be required before admission by the administration in cases where absences are occurring too frequently or when there is a serious illness or disease that endangers other students.

5. **Attendance Records** - All absences and tardies, whether excused or unexcused, are recorded on the report card. Perfect attendance awards are given at the end of each year for students who have not been absent.

B. **TARDINESS** - Whenever a student is tardy to school, that student must report to the school office for a pass.

1. A student will be marked tardy if he/she enters the room after the homeroom period begins at 8:30 A.M. If a student is at school but will not be able to be in his homeroom due to an activity, the student must notify his homeroom teacher in advance in order not to be marked absent. Tardiness will be excused or unexcused as with absences. Transportation failure, however, shall be limited to mechanical breakdown or ice/snow and shall include causes related to slow traffic because of an accident. A student with an "excused" tardy to school will still be marked tardy but will have no penalty. To be an "excused" tardy, the student must bring in a written note from parents stating the date, the reason, and the parent's signature. A phone call from parents to the school office may also be accepted. The administration will determine whether a tardy meets the "excused" criteria. If a note is not submitted to the homeroom teacher or school receptionist by the second day following the tardy, it will be unexcused.
3. In grades 6 and above, tardiness to classes during the day will normally be considered an unexcused "tardy" unless the student presents to the teacher a late pass. Continual unexcused tardies will also result in disciplinary action.

C. **EARLY DISMISSAL FROM SCHOOL** - Students may not leave the campus during school without permission. This also includes any school group on a trip or special activity. Those needing to leave early must bring a note from their parents, email the office, or call the school office. The note may be given to their homeroom teacher at 8:30 A.M or presented to the office. The early dismissal will be noted on the daily attendance sheet.

1. Dental and medical appointments should be made outside of school hours. If this is not possible, such appointments should be made in the late afternoon.
2. **Students may not contact home to arrange transportation when they feel they are sick.** They must go to the school nurse who will make such calls to the parent or emergency contact.
3. When dismissed early from school, the student may come to the office at the appointed time. In case of a student who is driving himself/herself, he/she must report to the school secretary to sign-out before he/she leaves the school. In case of illness or emergency, the student will be sent to the school nurse who will call home to arrange transportation.
4. If a written note is sent in by 8:35 AM, and the student is in school a minimum of 4 hours, the attendance roster of the student will not be affected. It is very important that written notification be presented by 8:35 AM.
5. In middle and high school, attendance will be taken in each class. Students who consistently leave early and miss afternoon classes, will not be considered for perfect attendance.
6. In elementary school, attendance will be taken in the morning and at lunch. Students who leave before lunch will accrue a half-day absence and will not be considered for perfect attendance at the end of the year.
7. Parents who wish to pick their children up early from elementary school must do so by 2:45 p.m. and provide the office with advanced notice so we can have students ready to go. From 2:45 p.m. - 3:00 p.m., elementary parents who wish to pick up their child must join the car pickup line.

D. **EXCESSIVE ABSENCES/TARDINESS** - The following guidelines will apply to the enforcement of attendance policies:

1. Students will be allowed no more than 9 unexcused absences.
2. **After 18 absences, a doctor's note is required for any absence to be deemed an excused absence.**
3. **Students who are absent more than 25 days for any reason will not receive credit for the school year.** Extenuating circumstances related to personal health may be considered by the administration.
4. Homebound instruction is the same as regular attendance.
5. Individual classes missed will also be subject to the 25-day limit.
6. If a student is tardy to school more than 25 times for any reason, there will be consideration as to whether CCS will withhold credit for class time missed.

BUS TRANSPORTATION GUIDELINES

We expect the same type of behavior on the bus ride that students practice in their classrooms. Proper bus behavior, whether on the CCS bus or another bus, includes the following:

1. Students are to stand orderly in line while waiting to get on the bus and be careful while getting on and off the bus.
2. Students are to go immediately to their seats and remain there, seated, the entire ride. They must be seated fully and not sitting on their knees. There will be no moving about until the arrival at their destination.
3. Eating and/or drinking are not allowed.
4. No throwing of anything on the floor or at anyone else, or blocking the aisle in any way is permitted.
5. There will be no loud shouting or calling out to anyone.
6. Nothing may be put out of the window for any reason, including head, arms, and feet.
7. The bus driver is in charge. He/she must be given the same respect one would give a teacher.

COMMUNICATION

At CCS we desire to maintain clear and open communication between home and school. That is the purpose of this Handbook, as well as our bi-monthly newsletter, the *Crusader*. Parents and teachers may also use any of the following means:

Report Cards. Academic progress and Christian character and conduct will be reported to parents quarterly.

Interim reports. At the midpoint of each quarter, teachers will report any academic or other difficulties being encountered by students.

Telephone - Parents or teachers may contact one another by phone to discuss matters of mutual concern. Parents should avoid calling teachers at home unless the teacher has invited such calls. When a teacher receives such a call at school, he or she will endeavor to return the call within 24 hours. (See Communication Pledge – page 50)

Parent Portal - In an effort to increase communication to parents and students, CCS has a means for parents and students to view student progress at any time from any computer connected to the internet through the FACTS SIS portal. As with many other schools, CCS now has software that will allow access to student records, particularly student grades, attendance, behavior concerns, homework and assignments, and business office information concerning an individual family. Both parents and students will have access (with limitations on a student account) through the individual user names and passwords.

Meet Your Administrator. Our administration desires to help you through clear communication and answering your questions.

For classroom problems, always go to the teacher first and clearly discuss the issue. For unresolved classroom issues or for other questions, contact the appropriate administrator.

During the year, your administrators will accommodate parents who wish to have a conference about any issue. You will need to call the assistant to the Head of School's office to set up an appointment.

Our Cumberland Christian School

COMMUNICATION PLEDGE

To Our Parents

Believing in the importance of communication, we pledge, to the best of our ability, to respond to your inquiries within 24 hours. Furthermore, we pledge to take the initiative to communicate with you regarding significant happenings involving your child.

The time at which you contact the school may affect our ability to respond promptly. For example, if you call during the school day, the teacher you are trying to reach may be in class with students for the rest of the schedule. He or she may also have an after school assignment or personal obligation that would fill the remainder of that day.

Nonetheless, we will pledge to do our best to respond to you within 24 hours.

We will communicate activities or significant happenings that involve your child.

We desire to be “**parent-sensitive**” in these areas and will always seek to communicate with you.

If a teacher does not respond to your contact within 24 hours, we request that the parent call the appropriate principal as soon as possible.

CONFIDENTIALITY

A. INFORMATION

All staff members and volunteers are required to maintain confidentiality in matters involving students and school families, except as required by law or by school policy. Faculty and staff are instructed to share appropriate information with their superiors as advisable. Information of a private nature will not be shared with others except those in the appropriate chain of authority.

B. PUBLIC RELATIONS

The school may use pictures or writing or projects of students in school publications and promotions. Such pictures will not identify students by name unless specific parental permission is secured. If any parent does not wish for his/her family members to be included, he/she should contact the Director of Admissions. We will be happy to comply.

EMERGENCY CLOSING OF SCHOOL CANCELLATION OF SCHOOL ACTIVITIES

- A. If, for any reason, it becomes necessary to cancel school or any school activity in the evening, notification will be given by text and/or email through FACTS SIS. Announcements will be on our school website www.crusader.org and the school Facebook page.
- B. If school begins 2-hours late due to icy road conditions, students will need to watch for their buses during that time since the buses will have an erratic schedule due to those road conditions. Some school districts will follow their own schedule and not the announced CCS schedule when road conditions are bad.
- C. If an all-school activity that is scheduled outside of school hours (such as an evening or weekend) needs to be canceled or postponed, notification will be given by text and/or email through FACTS SIS. Announcements will be on our school website www.crusader.org and the school Facebook page.
- D. It is conceivable that an occasion may arise when it is necessary due to hazardous road conditions, heating failure, etc., to dismiss students early without warning. Middle and high school students will be sent home. In this case the school will make every effort to contact parents of all elementary school students. If parents are not reached, the child will be placed in extended care.

EXTENDED CARE

- A. The Extended Care Program is a before and after school program for CCS students. The Extended Care Program is on a drop-in basis; simply fill out the form on the website or call the office. The Extended Care Director will be responsible for the Extended Care program.
- B. The Extended Care Program is not more "school." Students will participate in supervised recreation time with space to complete their homework, if desired. Occasionally, movies, crafts, or special activities may be provided.
- C. Extended Care will begin at 7:00 A.M. and run through 8:10 a.m. It will continue after school is dismissed and run until 5:30 P.M. The program is conducted on every school day. When school dismisses at 12:00 P.M., Extended Care will begin at 12:00 P.M. and continue until 5:30 P.M. Children must be picked up by someone listed in Emergency Contacts for pick-up.
- D. Middle school students who are dropped off early (before 8:10 a.m.) will be charged for using Extended Care as they require the supervision of our Extended Care staff. In the afternoons, middle school students may wait outside Stratton Hall or in the lobby for their parents until 4:15 p.m. They must wait for their parents quietly. When the office closes at 4:15 p.m., they will be sent to Extended Care. From 3:30 p.m. - 4:15 p.m., if middle school students misbehave or exhibit other behaviors that require intervention from our office staff, they will be sent up to Extended Care early and charged.
- E. If high school students are dropped off before 7:45 a.m., they will be charged for their time in Extended Care. This is so that we are able to pay adequate staff to arrive early to ensure they can safely enter the building. After 7:45 a. m., when our office staff arrives and is available if an issue arises, high school students will not be charged because they are much more independent than their elementary and middle school counterparts. In the afternoons, high school students may wait outside Stratton Hall or in the lobby for their parents until 4:15 p.m. They must wait for their parents quietly. When the office closes at 4:15 p.m., they will be sent to wait near the Extended Care area, but they will not be charged as long as they are waiting independently and not requiring intervention from the Extended Care staff. On the rare occasion that all other students are picked up and a high school student remains, they will be charged for Extended Care because we must pay a staff member to wait with them and ensure their safety on school property.
- F. Fees –
 - 1. **The charge is \$1 per 5 minutes.** If a child arrives at any point in a 5-minute interval (7:00 - 7:05, etc.), they will be charged. After 5:30 p.m., parents will be charged double.
 - 2. Payments must be kept current in order for a child to remain in the program. Payments may be made on a monthly basis under Incidental in FACTS SIS. A family cannot pay Extended Care fees and allow their other financial obligation to the school to lapse.

FIELD TRIPS

Classes often take advantage of useful learning opportunities in the local area. Notes will be sent home in advance informing parents of all necessary information. Parents may be asked to help with supervision and/or transportation. Usually the school bus will be used for transportation with either a teacher or an approved school bus driver. **For efficiency and safety, we sometimes need to limit the number of parents who can accompany the students on certain trips. No unauthorized visitors are permitted to accompany classes on field trips.**

GENERAL HEALTH AND SAFETY

CCS endeavors to assist parents and help students attain proper health care through preventative education, safety instruction, and limited health screenings.

A. HEALTH SCREENING

Various types of health screening in such areas as vision, hearing, etc., will be conducted. If a problem shows up, the parents are advised to check out the questioned area further. Sometimes the screening does not reveal a problem, so parents are counseled not to rely on detection for all problems through the limited school screening. Parents are asked to keep the school office informed of all health-related problems for our school records.

B. IMMUNIZATIONS

Students at our school are subject to all state immunization requirements. It is illegal for a student to attend school without proper immunization documentation. The school administration may suspend a student indefinitely for failure to comply with the health or immunization requirements of the state of New Jersey or Board policy.

C. EMERGENCY PROCEDURES

In the event of a medical emergency, the school will attempt to contact parents for instructions. First aid will be administered as needed.

If neither parent can be notified, the school will check the emergency procedure form that parents completed. Each child must have one of these forms on file each year before that child begins school. If there are other persons that the parent wishes to designate as having authority to act on behalf of the child and parents in such an emergency, the parents shall designate the same on the emergency form.

Should it be impossible to follow the parents' written instructions or to contact other designated persons, the school will have the authority to have the child treated by any licensed physician and/or surgeon who may perform such procedures or administer such medications as the emergency requires for the relief of pain or to preserve life and health. Each parent must sign a consent to treat form.

D. SUDDEN ILLNESS

If your child becomes ill while at school, we will follow the emergency policy, noting any special instructions from parents. If no one can be reached, the school will handle the situation as deemed necessary.

Please do not send a child to school in the morning if he/she has a fever of 100.0 or higher.

If your child/children experience the following symptoms, please make accommodations to keep them at home until they are illness-free, or are cleared to return to school by their physician. Those who get flu-like symptoms at school should go home and stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine. Those who have emergency warning signs should receive immediate medical care.

Influenza (flu) can cause mild to severe illness and, at times, can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

Do not send children to school when experiencing the following:

- Fever = 100.0 F or higher
- Chills
- Rigors (shivers)
- Headaches
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea
- Skin rash
- Red, irritated eyes with or without discharge

E. PHYSICAL EXAMINATIONS

Per school policy, it is required for all students at Cumberland Christian School to have a current physical on file, completed by a licensed physician. It is recommended that a physical is completed yearly, however, it is required that students submit at least one physical during each developmental stage:

1. Early childhood: PreK3 – 3rd Grade
2. Pre-adolescence: 4th Grade – 6th grade
3. Adolescence: 7th Grade – 12th Grade

Physicals are now required during initial enrollment at any grade level, for entrance into PreK3, PreK4, or Kindergarten, for 4th Grade, and for 7th Grade.

Please have the appropriate physical forms with you when you come in for your child's well visit, to be completed by your physician; if immunizations were administered, please request a new print out of your child's immunization record. If your child has a medical condition, or has had/will have medication prescribed, please contact the school nurse for any additional forms **BEFORE** your child's appointment.

A print-out physical form from your physician's office will only be accepted if it is a detailed outline of the medical history and current complete physical evaluation of the student, not just vital signs, weight, and height. Physical forms that are acceptable are these:

1. CH-14 Universal Child Health Record
2. CCS Physical Examination Form PreK – 5th Grade
3. New Jersey Sports Physical Form 5th Grade – 12th Grade.

Please note that all students 5th grade – 12th grade who wish to participate in school sports must use the state mandated Sports Physical Form. Sports physicals must be renewed yearly.

F. **NURSE**

The school provides nursing services for our students. Health questions may be addressed to her. Students who desire to see the nurse must receive a pass from their teacher.

G. **COMMUNICATING**

Please notify the school nurse when

- Your child has allergies
- Your child has a medical condition
- Your child has been diagnosed with a new medical condition
- Your child will be taking over the counter or prescription drugs during school hours
- Your child has new medications prescribed.

INJURY

If a student has an injury, the student must inform the coach or teacher in charge of the activity **at the time** of the injury or accident. If your family does not have health insurance or if there are additional charges above your insurance, you can pick up a claim form from our Business Office to see if any of the cost could be covered by our student accident insurance. It is advisable to secure this form before treatment if it is needed. School authorities will handle injuries in conformity with the "Emergency Procedures" policy.

LUNCH

A. **GENERAL**

In primary grades – K3 through 5th grade-students should bring a mid-morning snack. This could be a small, healthy snack such as a piece of fruit.

B. **MILK/DRINKS**

Students may purchase white milk, chocolate milk, juice box (elementary), juice bottles (middle/high school), soda (middle/high school), water (middle/high school), or carry their own drinks. Drinks may be purchased at lunchtime only. Because we are not set up to bill for milk or issue credits, students must have milk money on that school day in order to be able to purchase drinks.

C. **HOT LUNCHES** (Elementary, Middle School, High School)

Complete details of our hot lunch program will be available upon the opening of school in September. The hot lunch program is a convenience program and is not designed to provide a well-balanced meal. Students may still wish to bring their own fruit, carrot sticks, etc.

D. **VENDING AREA** (Middle/High School)

Students in grade 6 and above may purchase chips, pretzels, candy, and other snacks from the lunch counter in the kitchen. These items are only available for lunchtime and at no other times of the day or during special activities unless permission is granted.

MEDICATION AND DRUGS

The abuse of drugs in our society as well as the danger from unintentional mistakes in administration, require strict guidelines for any medication in a school situation. The following policies regarding medication are important for (1) the safety of students and (2) the legal ramifications to the school.

- A. Medication may not be brought to school unless there is a clearly written note of instruction from both a licensed physician as well as a note from the parents. This applies for all types of medication (both prescription and non-prescription), including aspirin and cough medicine. Medication must be brought to school by an adult and must be brought directly to the nurse's office. Please contact the school nurse for the appropriate forms.
- B. The note from the physician must include the name of the medication, the dosage, the route of administration, administration schedule, the student's name, diagnosis, and a current date. Prescription medication must be in its original container with the appropriate prescription label adhered. Students may carry cough drops or lozenges in elementary grades with a parent's note. High school students may also do so, provided there is a medical need for them. No other medication should at any time be on the person or with the belongings of a student that does not conform to the above stipulation of both physician and parental validation.
- C. All medication of any type must be kept locked in the school health room.
- D. Staff members may not administer medication nor allow students to self-administer medication unless there is both a doctor's note and written parental permission. Only designated staff members who have been properly instructed may be involved in such administration.
- E. Non-prescription topical medication may be administered for bruises, cuts, etc., by the designated staff who have been properly instructed.
- F. Parents may administer medication to their child at school.
- G. Non-prescription medication must be in an original container with the student's name, date of birth, and dosage labeled on it.
- H. Every school in New Jersey (public and private) is protected by law under a 1,000 foot radius as a Drug Free Zone. That means that special laws apply that include mandatory sentencing for either the possession or distribution of drugs.

NEWSLETTER/CRUSADER

A newsletter called *The Crusader* will be sent home throughout the year via email. *T* Parents should look for and regularly read *The Crusader* to keep informed of school happenings, announcements, and the work of Christian education. **This is the official communication from the school to our students and parents. All important announcements are made in it.**

PARENT - TEACHER CONFERENCES

Conferences are extremely important and are an excellent way to exchange information to help students receive the maximum benefit from their Christian education. Semi-annual conferences will be scheduled in the fall and winter of each year, but may be requested by teacher or parent at any other time.

PARTIES AND SOCIAL ACTIVITIES

- A. Parties for K3 through 5th grade are conducted by teachers with the help of room parents at specified holidays. Witch and other spooky themes should **not** be used.
- B. Birthday parties are not conducted in any classes, but birthday treats may be brought in. Teachers will designate the time.
- C. High school students (9-12) and middle school students (6-8) may plan school class parties through their class advisor or teacher.

Any school-sponsored class or group activity will be announced in advance in written communication from the school. If there is no such written notification from the school, the parent must assume the party or activity is not school-sponsored in any way.

PRAYER / STAFF DEVOTIONS

Each day the faculty meets early in the morning to pray for strength, guidance, and wisdom during the day. Each student, his family, and his/her teacher are prayed for in an individual way. Parents are invited to leave prayer requests with the school receptionist or your child's teacher. The staff would like to pray with you and for your needs and would appreciate your prayers for each class.

A solid prayer base is the greatest asset a school can have. Please make yourself one of the school's "Prayer Warriors." A prayer calendar for the month is also provided for each family to remember each aspect of the school program in prayer. Use both the school prayer calendar as well as the requests in *The Crusader* on a regular basis.

RESOLUTION PROCEDURES – HOW TO HANDLE UNRESOLVED PROBLEMS

It is our desire to handle concerns and questions in a Scriptural manner at the lowest level possible. If difficulty arises, the concerned parent should directly approach the teacher or other person who is closest to the problem. In most cases, this meeting will result in satisfactory resolution of the situation.

A. PHILOSOPHY

In every school or institutional system, problems or disagreements are bound to appear. The administration or Board will review only issues or complaints that follow this procedure. It is far better for a person to follow this procedure than to harbor negative feelings or spread dissension to others. The end result of that negativity and discussion is that the Lord's testimony and His work will be hurt.

We yearn to handle concerns and grievances in a Scriptural manner as quickly and as thoroughly as possible. We also believe that in any organization, the problems should be resolved at the lowest level possible, with a move up the chain of authority as necessary. If a difficulty arises, the concerned person should directly approach the teacher or other person who is closest to the problem on a personal basis. In most cases, this meeting will result in a satisfactory resolution of the situation.

It is the desire of the teachers, administration, and Board to be open to suggestions and criticisms made in a proper manner and to answer the same in an efficient and clear manner. The school aspires to see a unity of purpose even in the midst of a diversity of opinions. It is our desire that all things might be done decently and in order.

B. GENERAL STANDARDS

The school procedures are based upon the principles found in Scripture, specifically Matthew 18:15-17 and Matthew 5:21-24. There is a specific form available in the school office to help follow this procedure if the party wants to use this form.

1. Problems need to be handled in a confidential way. Problems that are discussed with others instead of those who can provide answers or solutions tend not to get resolved and to hinder the Lord's work and reputation of others. There are always two sides to an issue, and by using such a procedure, an adequate hearing of all sides can take place.

At times, a party may wish to receive counsel from others. In such a case, his/her pastor is always a possibility, but others should not be consulted without the knowledge or

agreement of the party to whom the complaint is addressed. By following this guideline, there is no backbiting, gossip, murmuring, disloyalty, or secretive discussions that do not reflect an honest, Christian response to problems.

2. Petitions by students, parents, or staff are not the best way to resolve difficulties. Individual contacts with the appropriate parties have been found to resolve issues more clearly based upon the facts. Petitions do not allow for full debate of both sides of an issue and can be an attempt to "power" a decision without full discussion on all sides of the issue.
3. Letters sent to the Board or individual Board members will be referred to the appropriate level of authority to handle, in accordance with this policy.
4. If the grievance is against an individual(s), that/those person(s) will be entitled to be present to hear all of the charges and testimony made against him/her (them).
5. Problems should be resolved as quickly as possible. No more than seven (7) school days should take place before the execution of each additional step of the process.
 - a. Sometimes due to the workload of the administrator, the seven (7) days needed for him/her to respond may be extended. In such a case, the administrator will inform the parties in writing of this problem before the expiration of the seven (7) days; but still, he/she shall endeavor to complete his/her response within three (3) more days (total of 10).
 - b. If a petitioner with a grievance fails to follow through to the next step within the time period suggested, it will be assumed that the petitioner has accepted the decision and /or explanation rendered to him/her and will not hold grudges or spread dissension within the school family.

C. **PROCEDURE**

1. **Administrative Level:**

- a. **Classroom or Teacher-Related Problem** - If a problem arises in the classroom or with a student, a person should first go to the teacher and attempt to resolve the problem. If a solution cannot be worked out, the next step would be to go to the lead teacher or principal.

The lead teacher/principal will endeavor to work with both the parent and the teacher to come to an agreement. Should the matter not be able to be resolved, the party shall submit the matter in writing to the principal, requesting the resolution procedure be followed. The lead teacher/principal (within a maximum of seven [7] school days of their meeting) will respond in writing.

If the party is not satisfied after reviewing the response, the party must notify the lead teacher/principal in writing of its desire to continue the resolution procedure (within 1-8 school days maximum). The principal will pass all the written documents to the Head of School to review.

- b. **School Policy Problem** - If there is a problem or grievance about a policy that is not classroom related, the party should meet with the appropriate administrator to attempt to resolve the problem.

Should the administrator be unable to resolve the problem to the satisfaction of the party or parties concerned, the petitioner shall submit the matter in writing to the administrator, requesting the Resolution Procedure be followed. The administrator will respond in writing within a maximum of seven (7) more school days.

If the party is not satisfied after reviewing the administrator's response, that party may notify the administrator in writing of its desire to continue the resolution procedure within 1-7 school days. The administrator will pass all the written documents on for the final review.

2. **Final Administrative Review** – The Head of School will be responsible for a final administrative effort to resolve the situation. Whenever a resolution issue is submitted for final administrative review, it shall be processed in accordance with the procedure stated below.

- a. The Head of School shall seek to meet with the petitioner within seven (7) school days, provided a mutually satisfactory time can be set. The Head of School may, at his discretion, have the issue discussed with the petitioner and the administrative team before a decision is rendered.

If the issue is heard by the administrative team, there may be a need for more than seven (7) days, but every effort will be made to hear the matter within ten (10) days, and there will not be further need to meet with the administrator separately as part of the resolution procedure.

- b. The Head of School shall render a decision in writing to the petitioner as quickly as possible following that meeting (but not to exceed 10 days).
 - c. If the Head of School's decision in the written response is unsatisfactory to the petitioner, the petitioner may request in writing a Board review of the grievance or complaint. The petitioner will submit this request to the administrator no later than 1-7 school days after receiving the administrator's response.
 - d. At this point, all information and data must be part of this written record. No new witnesses and data may be added to the grievance beyond this point.
3. **Board Level** - The administrator (in 2C above) will attach all related documents and forward the request to the President of the Board of Directors. These documents should include all those of the petitioner as well as the school staff. It is the intention that all arguments and all information in regard to the issue are part of that data.
- The President, after consulting with the other Board officers, will direct the grievance to an appropriate committee of the Board or to the entire Board. The Board of Directors may empower the committee to decide the matter on behalf of the entire Board. Within a maximum of thirty (30) days from that appearance, a written decision shall be rendered to the petitioner.

The Board of Directors is the final authority on all matters pertaining to the school; hence, the Board must prayerfully consult, ponder, and evaluate the issue. The petitioners must reconcile themselves to the final decision of the Board of Directors.

SCHOOL ARRIVAL AND DEPARTURE PLAN

Student Arrival-Dismissal - There are specific areas that students in vehicles must use to unload in the morning and load in the afternoon. Students and parents should also use all designated crosswalks when moving around the campus. The speed limit on campus is 5 miles per hour.

1. The lanes at the top of the hill and by Bower Building are exit only. This will allow those who park/drop off in front of Stratton hall to exit the school.
2. All students will be dropped off at the gates near the playground next to the Bower Building. MS/HS students may be dropped off in front of Stratton Hall in the designated drop off lanes and walk up. Parents may also park in front of Stratton Hall and walk students in any grade up to A wing doors.
3. **PLEASE NOTE:** Due to liability issues, faculty and staff are NOT PERMITTED to touch car seats, so parents at gate 1 will need to buckle their own children who use these into their vehicles. If you feel comfortable doing so, please wait to do that until you make the turn. If not, then be prepared to do it as quickly as possible. Please teach your children to buckle themselves in as soon as they are able. **For your safety, please do not get out of your car if you are at a gate.**
4. For drop off and pick up, please form two lines when you enter the Stratton Hall parking lot. Both lines will merge into one near the main office entrance. Please be kind and let cars from the lefthand lane merge in. The drop off and pick up lines move quickly once they begin. Two lanes at the start help us avoid traffic backing up onto Sherman Ave.
5. Do not try and have a discussion with a teacher during drop off or pick up,
6. Student drivers park in the Stratton Hall parking lot **C** at the east end of the school property. When student drivers enter the school property, they immediately turn right into the student parking lot. This is the required parking location any time they drive to school.
7. All drivers unloading their passengers at one of the designated drop-off points should remain in their vehicles. Please DO NOT leave your vehicle and walk around to unload your passengers. Please also avoid parking in the drop off lanes.
8. **If you need to open the trunk or get out, please park in the lot , not in the drop off lane.**

9. All students will begin the day on the playground. Middle/high school students will wait near the C wing door on the playground. In the case of inclement weather, elementary students will wait in the A wing hallway and MS/HS students will wait in C wing hallway. Students must go directly to their waiting spot when dropped off at school. MS/HS students must walk down A wing to the playground and may not detour into B wing or C wing except in the case of inclement weather.
10. **Middle/High School** students may be dropped off or collected in the drop off lane in front of Stratton Hall or may walk to a vehicle located in the parking lot, across from Stratton Hall, remembering to use the appropriate crosswalk. **Middle school** and **high school** are dismissed at **3:15 p.m.**

SIGNATURE OF PARENTS

Communication is vital for parents, students, and teachers. To assist in this, teachers and administrators will often require students to have their parents sign papers or notes. This process serves to keep parents informed and to assure teachers that parents have received such communications.

Signature of the parents does not necessarily mean that the parent agrees, but it does signify that the parent is aware of the situation or information.

The student has a responsibility to get such signatures back to the teacher within a set time frame. If the student fails to attain and return the signature, the student will receive discipline for failure to carry out the required assignment. The signatures of both parents are sometimes required. In such cases, one parent should not sign for both parents.

Failure of such communication between parent and teacher cannot be the basis of a student's grade being changed, but we will do our best to see that such communication takes place.

STUDENT INSURANCE

Each year the school purchases student accident insurance to help cover our students. The insurance costs are included in your tuition. It helps cover students while traveling (directly) to and from school, as well as during special school activities, including athletics. The insurance picks up where the parents' insurance stops. **It is a secondary coverage. If parents do not have coverage, it becomes primary but may not pay the entire claim.** If a claim form or other information is needed, please see our receptionist or school nurse.

STUDENT TRAVEL FOR SCHOOL ACTIVITIES

- A. It is school policy that students may never be allowed to drive other students while on school trips or during participation in school-sponsored activities. All trips must be taken on school buses, on a public carrier, or with parent drivers.
- B. Required Travel Together - Students participating in school activities through athletic teams, choir, class trips, or other like groups representing the school in school-approved functions are required to depart from the school together and travel back together to the school, unless a specific exception is made at the request of a parent.
- C. There may be an exception for after the activity in grades 6 –12, if parents are present at the athletic game or choir performance. We realize that, at times, these policies can create some minor inconveniences.
 1. Students are required to travel with the team/group to and from away games, but a parent who attends the away activity may sign out his/her own children to take them home directly from the game. This means only parents or legal guardians (not friends, neighbors, or siblings).
 - a. Each coach will have a clipboard on which the parents must sign his/her child out. No oral messages! No advance notice needs to be given. The requirement is simply that a student cannot leave unless his/her parent has personally signed him/her out on the coach's clipboard form.
 - b. This procedure does relieve the pressure of a parent contacting the coach in advance. On the other hand, we will be strict in requiring the parental signature as a sign-out. We do not want the coaches to have to remember who talked to them; hence, parents must sign students out in writing.

2. Parents may only take their own children unless there is a written notice from another child's parents. The advisor must be given the note the night of the game (or before) by either the student or the parent taking him/her home. Only another parent can take such a student (not a neighbor, sibling, or friend.) The parent taking the child must sign out that child as if the student were his/her own.
There must be a separate note for each away game or activity (not a blanket one for the season). In this way a coach does not have to keep track of who does or does not have notes except the notes received that game night.
3. If a student leaves a game without being signed out properly as described above, there will be ensuing action to the student ranging from a detention to possibly not going on the next away game to a suspension.
4. If a parent signs a student out after an event, but the student stays on the premises for another event, the student must abide by the same regulations and procedures as a student who was not signed out. The student continues to be a representative of CCS.
5. The parent must be at the event when it is over, and the group is ready to return. The student must leave with the group if the parent is not there, even if advance arrangements have been made. The entire group will not be able to wait.

TECHNOLOGY

Our school is wired in all classes for the Internet. Students and teachers using the computer must adhere to the school's Acceptable Use Policies and Device Friendly Agreement. A student may not use the Internet unless the student and the parent have signed an agreement to the CCS Acceptable Use Policies and Device Friendly Agreement.

TELEPHONES

Cumberland Christian School is committed to providing a positive atmosphere conducive to educational excellence and one that discourages improper conduct. Students have a personal obligation to themselves and others to see that this atmosphere is constantly maintained. Cell phones have provided our society with advanced technology that needs to be used and managed in a responsible manner. Cumberland Christian School is seeking to provide students with limited use of their cell phones. This policy seeks to enforce a commitment to educational excellence, Biblical standards of love (other person mindedness), and the Student Code of Conduct which calls for respect for others.

School Telephones:

The school telephones are to be used for business purposes. Parents or students may use the school phones for emergency purposes with permission from administrative staff.

Cell Phone and Electronics

Technology is here to stay, and CCS wants to work with parents and students to become wise users of technology. Banning technology is not the answer, but the overuse and misuse of technology must be regulated. Understanding that you as parents want to be able to reach your children in an emergency, we have come up with what we feel are reasonable expectations during school time. Students are permitted to use Chromebooks, laptops, and tablets in the classroom when deemed necessary by a teacher or staff member, but they must be used for school activities only. The use of cell phones, smart watches, and gaming consoles will not be permitted at any time during the school day. Additionally, during study halls, students may only use approved devices to work on school assignments and the screen must be visible to the study hall monitor at all times. Students who violate these privileges will be denied access to devices during school hours.

To help curb distractions during the school day, all cell phones must be stored in a backpack or a student's locker from 8:30 a.m. - 3:15 p.m. If a student is seen with a cell phone at any time during the school day, it will be confiscated by the faculty member who sees it and turned into the office for the student to pick up at the end of the school day. If a student argues or refuses to hand over the device, it will be written up as a disciplinary event and the student will receive an automatic lunch detention. Students in elementary through high school are also not permitted to make calls, text, record, take photos, play games, or communicate in any way using Apple watches or other smart watches. Students and parents are encouraged to place these devices in school mode during school hours. If found in use, they will be confiscated as well until the end of the day. On the second confiscation, the parents will be required to come get the phone or device. A third infraction will result in a parent conference with administration.

If you need to get an urgent message to your child during school hours, you may call the school office or email your child's teachers and we will pass the message along. If your child needs to contact you during the school day for any reason, phones are available in every classroom or at the main office. While we are able to look up phone numbers in our system, it is helpful if your child knows or has a list of phone numbers of important contacts. If it is determined that a student contacted a parent during school hours using their personal device, they will receive a consequence as outlined in the school's cell phone policy.

In middle and high school, phones and devices may be used before school in the morning, but no filming or photography is permitted. Phones must be put away before entering C wing in the morning. Phones, smart watches, and gaming devices may not be used at lunchtime. Computers, laptops, Chromebooks, and tablets may be used in the classroom with express permission of a teacher to work on assigned class work. Students should not use devices during school hours for non-academic purposes or for non-class specific assignments or activities unrelated to school activities.

Headphones, earpods, earphones, speakers, etc. are not permitted outside of the proper use in class with the express permission of a teacher. Additionally, these items may be used only to listen to videos or material needed to complete assignments. The use of listening devices if a student needs the headphones for a special case or as part of an ISP accommodation, permission must be obtained from the lead teacher or the head of school. A list of such permissions will be distributed to all affected teachers.

Students are responsible for the safe keeping/security of their cell phone or devices they bring to the school. The school shall not be responsible for loss, theft, or destruction of cell phones or devices brought onto school property. The responsibility for filing a police report will rest with the parents and not the school.

Students shall not utilize their cell phone or electronic device in any manner that would violate or compromise the school standards of Biblical integrity or the Student Code of Conduct. This would include any form of bullying, sexting, or inappropriate sending or receiving of nude pictures or pornography. While the school cannot discipline students for actions taken on electronic devices outside of school, parents should know that these issues often come back to the school in other ways. Students will be disciplined if actions lead to other behavior issues or conflicts at the school or if it is determined students engaged in inappropriate contact on a device during school hours.

VISITORS TO OUR SCHOOL

Parents are welcome in the school! Out of courtesy to the teacher(s), please call at least one day ahead of your visit to make arrangements. Do not bring non-CCS children with you for such a visit.

When you arrive, go directly to the school office (Stratton Hall) for a visitor's pass (lanyard), even if it is before or after school. To maintain good supervision, for the safety of students and to protect teachers from unnecessary interruptions, the office must have a record of all visitors, including parents. All doors to the building are kept locked so unauthorized visitors cannot enter the building. Always use the front door.

Alumni may visit during lunchtime with permission from the Head of School. Such visitors must be dressed modestly and appropriately.

All student visitors must make advance arrangements with the principal and must sign in at the school office (Stratton Hall) when they arrive and sign out when they leave.



SECTION FIVE

HEARTS AND HANDS LEARNING CENTER

TEACHING METHODS

Hearts and Hands Learning Center services Pre-K children ages three and four. We seek to provide children with a high-quality early school experience. Young children learn through hands-on experiences; therefore, children will be given multiple opportunities to play throughout the day. These play experiences will

include both indoor center-based play as well as outdoor play, weather permitting. There are many benefits to play:

- Children develop language skills.
- Children develop social skills.
- Children develop motor skills.
- Children develop their imaginations.
- Children develop spatial skills.

While we believe young children need opportunities to play throughout the day, we also believe that a Pre-K education serves as the academic foundation for the elementary years. Pre-K children are exposed to early Bible, literacy, mathematics, science, and social studies concepts.

ENTRANCE REQUIREMENTS

Pre-K 3 and 4 children are required to be completely toilet trained to enter the program. Regular restroom breaks will be scheduled, and students will be permitted to use the restroom as needed. Families will be asked to send an extra set of clothes to school in the event that an accident does occur. Children must be three years old by October 1st to enter Pre-K 3. Children must be four years old by October 1st to enter Pre-K 4.

EVALUATION

A. PHILOSOPHY

Children, especially young children, develop at different rates. Despite the various rates, there are developmental accomplishments that should happen as a child grows. A child should be viewed in light of his or her development in all areas: spiritual, social-emotional, cognitive/academic, and physical development. Teachers evaluate children's development through a variety of assessments.

B. METHODS

1. Anecdotal Assessment: Pre-K teachers use a developmental rubric to guide lessons and assess children. This rubric contains age appropriate accomplishments children should obtain by the end of that year of life. Teachers observe children and take narrative notes on their development. These notes are then compiled with the developmental rubric to compose a quarterly evaluation, which is shared with the families electronically through email.
2. Portfolio Assessment: Portfolios are another method which helps to document the progress of children in ways that are not always fully expressed in the quarterly evaluations. These portfolios contain photographs and children's work samples. Portions of these portfolios are shared with the families at parent-teacher conferences. The completed portfolio is distributed to the families at the end of the year.
3. Weekly Checks: Pre-Kindergarten serves as the foundation for academic skills. The teacher will have weekly check-ins with children on key academic skills.
 - a. **Bible** - Each week Pre-K 3 and Pre-K 4 children will be asked to say the week's Bible verse. If there is not a new Bible verse for the week, children will be given an opportunity to say verses they previously did not say word perfectly. Scripture mastery verses are counted toward a yearly award.
 - b. **Letters/ Sight Words**- Pre-K 4 children will be given letter cards. These letter cards are placed on a book ring. At the end of the week, teachers will check to see if students have mastered the letters and sounds represented on the ring. When children have mastered all the letters and sounds, they will be given sight words to learn. Families are encouraged to practice these skills at home.

PROMOTION

At the end of Pre-K 4, students will be considered for promotion to kindergarten. Promotion will be based on the child's development as expressed in the regular anecdotal assessments and test score on the kindergarten entrance test. Promotion or retention will be based on teacher recommendations with the concurrence of the departmental principal. Families will be given an opportunity to discuss the implications of the placement of the student, but the administration has final authority in the placement of students. Promotion and year accomplishments will be celebrated with an annual Step-up Day.

STUDENT TEXTBOOKS

All textbooks are provided for Pre-K students. The school seeks to use good quality textbooks- both Christian and secular to help provide an excellent education. It is the teacher's responsibility to teach all subjects through the lens of a Biblical worldview. Currently, Pre-K Bible verses will be taught in the New King James version in correspondence with the school curriculum.

FAMILY INVOLVEMENT ACTIVITIES

A. COMMUNICATION

Communication is essential between parents and teachers. Pre-K teachers communicate with families on a daily basis about the child's behavior and on a weekly basis regarding classroom news.

B. HOMEWORK

The purpose of homework is to extend learning opportunities, develop skills, and provide an opportunity for families to be involved in the education of their children. Pre-K 3 and 4 students receive homework one night per week. They are given one week to complete homework.

C. IN PERSON EVENTS

Pre-K will offer in person activities to foster family school relationships a few times a year. Families are encouraged to send at least one member of the family to these events. Examples include Parent Day, field trips, Gingerbread Day, and Step-Up Day. Due to COVID-19 guidelines, these events may be temporarily eliminated during the 2020-2021 school year.

SUPPLIES FOR STUDENTS

Pre-K supply lists are posted on the school website and/or will be provided by the classroom teacher through a letter or e-mail. It is important for families to provide their children with these supplies in order to make their education experience successful.

SNACKS

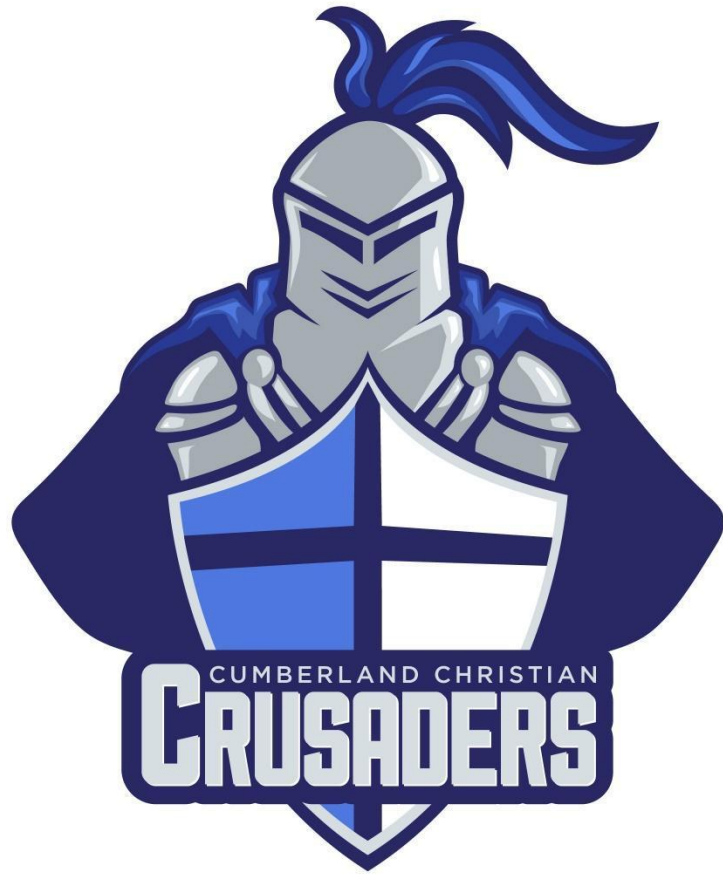
It is important for young children to eat throughout the day. Families are encouraged to send healthy snacks for the children to eat. It is also important to keep choking hazards in mind with such young children. Families are asked to quarter grapes and cut hot dogs lengthwise in order to try to prevent choking.

REST TIME

A rest time will be scheduled in the afternoons for Pre-K children. The school will supply the rest mats, but families are asked to provide a fitted crib sheet, small blanket, and pillow. Rest time materials are sent home at the end of each week to be laundered by families.

TEACHING STAFF

C.C.S. seeks to employ the best teachers available. We expect and demand high standards from our teachers. Each teacher professes the Lord Jesus as his or her Savior. Their Christian example leaves a lasting impact on students. We demand that our teachers be professionally competent. We screen candidates with the intent to employ teachers who have the gift of teaching (Ephesians 4:11-13). All of our teachers are required to have a teaching certificate through the Association of Christian Schools International (A.C.S.I.). Finally, we expect our teachers to have a "servant heart." They are at C.C.S. as a ministry to our Lord on behalf of our children. We covet the prayers of all families and friends of C.C.S. on behalf of our teachers. They need our support and our prayers.



SECTION SIX

ACADEMIC SECTION: KINDERGARTEN – 5TH GRADE

GRADING SYSTEM

A. PHILOSOPHY

Students are to be graded on the basis of their progress in achieving the grade level standards of work at Cumberland Christian School. They are graded in comparison to an acceptable standard for that grade level. We also consider the amount of effort and the amount of achievement that the student makes in terms of his/her ability. If a student receives a below average grade but is working hard and the teacher gives him an "Excellent" in effort, the parent and student should be proud. On the other hand, a student receiving an "A" may not be doing his/her best and could receive a low grade in "puts forth effort." Our emphasis is that we as Christian stewards are responsible to do our best and then be happy with that level of achievement.

B. EXPLANATION OF GRADES

1. It is not the desire of CCS that a heavy emphasis be placed upon grades in the lower grades; hence, the grading system is more general. Honor roll starts in the third grade.

E = Excellent
S+ = Good
S = Satisfactory
S- = Needs Improvement
U = Unsatisfactory
I = Improvement is needed

This scale is used for

- Handwriting
- Work habits
- Music, art, and physical education
- Social development
- All subject areas for kindergarten
- Social studies and science for grades 1 and 2

2. A = Excellent (92%-100%)
B = Good (85%-91%)
C = Average (77%-84%)
D = Below Average (70%-76%)
F = Failing (69% and below)

This scale is used for

- Bible, math, reading, spelling, and English for Grades 1 and 2
- All academic subjects for grades 3, 4, and 5

3. Independent Study: If a student is working on an individual basis (either advanced or remedial) in any subject area, the student will be graded according to that level, and it will be noted on the report card.

AL: Above Level
BL: Below Level

HOMework

The purpose of homework is to extend learning opportunities and to reinforce subject matter and skills that have been introduced. The amount of work assigned for homework will be based upon age and grade.

Teachers post homework assignments on FACTS SIS or Google classroom.

When a student has all his/her working materials at hand and is doing concentrated work without interruptions, he/she should not need more than 45 minutes on average in the lower grades (K5-5th).

Students are expected to complete homework by assigned dates. Late homework will result in a grade penalty. One day late equals a grade reduction of 10 points. Two-days late equals a grade reduction of 20

points. Three-days late equals a grade reduction of 30 points. A zero grade will be given after three-days. It should be ready by the beginning of the class on the day it is due. If special circumstances arise which prevent homework from being completed, the parent may send a written notice to the teacher. The teacher will normally honor such an occasional note, unless the student had several days' advance notice of the assignment.

If an undue amount of time is being spent on homework each night, the parent should notify the teacher to work on a solution to the problem. After school extra-curricular activities such as Little League, etc., do not constitute a valid excuse. Often homework is assigned a week in advance and/or time is given to complete it in class. In such cases, the teacher may deem it inappropriate to excuse incomplete homework, even with a note from the parent.

Special consideration will be given if the student is required to be at a school activity the night before or if several major tests are all due on the same day.

Each teacher at CCS has a FACTS SIS account linked to his/her class. Homework assignments are posted weekly or daily. During the covid-19 pandemic, Google Classroom will be the primary source of homework information.

HONOR ROLL REQUIREMENTS

To help promote a standard of excellence, an Honor Roll is utilized. This Honor Roll serves as an incentive in grades 3 and above by giving recognition to those who have done well in their achievements.

The requirement to be on the Honor Roll is to have all B's or above in all subjects (those graded A-B-C-D on that particular grade level). Students with an S- in any special or other area will not make honor roll.

To meet the requirements for High Honor Roll, a student must have all A's in all subjects.

MAKE-UP WORK

An "INC" for "Incomplete" may be given when a student has not had enough time to complete the work within these guidelines.

When absent, it is the student's responsibility to make sure that assignments are completed to the teacher's satisfaction within **two days for every day absent**. If the work is not made-up in the time prescribed by school policy, the student will receive 0% for the work.

In case of prolonged illness, the teacher may give special consideration. An "INC" (Incomplete) may be given on the report card until the work is made-up.

PROMOTION POLICY

Students who fail (F or below 70 average) for the year in two or more subjects (those graded A-B-C-D-F or with percentages), will not be able to be promoted without making up for that deficiency. Students who are doing work consistently with three or more below average grades in any subject (major or minor) may also be considered for retention. Usually a student with more than three "D" averages for the year is working far below grade level and may not be promoted. It is impossible to make up for the deficiencies of that number with summer work. Other students may be required by the principal to take additional work or make-up work during the summer in order to make up for some deficiencies, or they may not be allowed to return the following year.

In addition, some students may be doing passing work but may show academic deficiencies that will impede further progress, or some may show readiness and maturity deficiencies that may cause emotional stress and continual failure. These students may be considered for retention for their benefit. Promotion or retention will be based on teacher recommendations with the concurrence of the department principal. The administration has final authority in the placement of students.

REPORT CARD SYSTEM

A report card will be issued quarterly during the school year to give a written evaluation of each student's progress. Report cards are delivered electronically through the FACTS SIS system. It is the responsibility of both the parent and the teacher to communicate about the student's progress. In elementary grades, student work is sent home on a regular basis. Parents should examine the work with the child and discuss his/her progress in all areas -- socially and spiritually, as well as academically. Contact your child's teacher if you do not receive student work regularly or if you have any questions about the grading.

STUDENT TEXTBOOKS

Textbooks are loaned to students during the year and are assigned by number. Students are responsible for care of these books and will be held financially accountable for any abuse above normal wear.

Each book should contain the student's name, written in ink inside the front cover. No other marks should be made in textbooks, and book covers shall be kept on the books at all times!

School textbooks are examined and studied regularly so that within a six-year cycle virtually all textbook materials are evaluated for suitability. The school will seek to use good quality textbooks – both Christian & secular to help provide an excellent education. It is the teacher's responsibility to teach all subjects through the lens of a Biblical worldview.

- A. **BIBLES** - Each student in grades 1 and above is required to provide his own Bible for use at school. This Bible must be a King James Version, New King James Version, New American Standard Version, English Standard Version, or the New International Version. While other versions may be used for comparison or study purposes, each student must have his/her own Bible in one of the above versions. Our Bible workbooks use the NKJV.
- B. **TEXTBOOKS** - All textbooks are provided in grades K3-5.

Parents are not permitted to purchase teacher's guides or answer keys for the curriculum used by CCS in order prep their students for tests and quizzes or to help them complete their homework. This is considered a form of academic dishonesty and displays a lack of integrity not supported by CCS. If it is found that parents have obtained and used this information, students could face re-tests and potential removal from CCS.

SUPPLIES FOR STUDENTS

The school, with a few exceptions, provides basic school supplies. If a student misuses school supplies, the student may need to purchase more or replace materials damaged by misuse. Grade specific supply lists are posted on the school website and/or will be provided by the grade/classroom teacher through a letter or email.

TEACHING STAFF

CCS seeks to employ the best teachers available. We expect and demand high standards from our teachers. Each teacher professes the Lord Jesus as his or her Savior. Teachers meet each morning in daily prayer for their students and the school. Their Christian example leaves a lasting impact on students.

We demand that our teachers be professionally competent. We screen candidates with the intent to employ teachers who have the gift of teaching (Ephesians 4:11-13). All of our teachers are required to have a teaching certificate through The Association of Christian Schools International.

Finally, we expect our teachers to have a "servant heart." They are at CCS as a ministry to our Lord on behalf of our children. We covet the prayers of all parents and friends of CCS on behalf of our teachers. They need our support and our prayers.

TESTING

National standardized tests serve as an aid in evaluating the school, subject matter, classes, and students. Test results become part of student records. Standardized tests are administered in grades 2-11 each year. The testing program helps the school to evaluate our program in light of objective criteria. It also aids in the placement of students. Test results are distributed to parents.



SECTION SEVEN

ACADEMIC SECTION: GRADES 6-12

BRIDGES

God has blessed our students with different talents and abilities as well as weaknesses and strengths. CCS desires to minister to students with special needs as well as students with special strengths. Our Bridges program leads the way as we continue to reach out to our students in such areas.

Bridges includes the following programs:

- A. The **Access Program** is designed to minister to students who have average or better intellect but have a learning problem that hinders their performance.
- B. **Compensatory Education & Supported Instruction** is designed for students who struggle in reading, language arts, or math. Sessions are once a week and meet in small groups.
- C. **Rising Stars** – is a self-contained class for students that fall into one of two categories: cognitively impaired and autistic. This is a full day program.
- D. **Gifted & Talented Class** provides special learning activities to challenge academically able students to reach new heights.

COMPETENCY (FINAL) EXAMS

In grades 9-12, competency (final) examinations will be given for the material previously taught in each major subject. Each competency exam will count as 1/10 of the student's overall grade for that course. Competency exams will consist of a first semester exam in January and a second semester exam in June. Parents will be informed on the report cards of the first and second semester test scores.

A doctor's note is required for sickness during exam times, or the student will receive a "0" on the exam. If the absence was definitely due to an unexcused reason, the student will receive a "0." Students who are absent for any other reason will need to present proof that the absence was for a dire emergency. Students missing exams must arrange with the guidance office to make them up.

Competency exams may also be used to show proficiency in areas of advanced placement, waiver of foreign language, or transfer credit from other schools. Such cases will be examined individually by the administration. Students who fail a required course during the year may be required to pass the competency exam after making the course up during summer school as one indication that such work has brought them to a minimum competency. The principal may waive this requirement if the student passes an approved summer school program.

COURSE SELECTION AND HIGH SCHOOL LOAD

A. **MINIMUM LOAD** -

Students in grades 9-12 will be required to carry an average of 32.5 credits and a maximum of 40 each year. Exceptions to this may be granted by the Head of School only under extreme circumstances. **A student may take no more than 5 study halls per week.** Extra credits earned in any given year may be considered for required electives toward graduation. Usually a student will graduate with more than the required total credits.

B. **COURSE AVAILABILITY**

Students in grades 9-12 will select courses for the year in advance of that school year. In placing students in the classes they choose, the administration reserves the right of final approval of courses based upon

1. Course availability
2. Past student performance (certain courses require a minimum GPA average in a previous course).
3. Special testing that may be given to show capability in any given area.
4. Teacher recommendations.
4. Student's area of interest and vocational preparation plan.

A course should have a minimum of five students in order to be offered during any given year. Exceptions and/or special circumstances may be worked out by the administration in extreme cases where a graduation problem arises but is not the fault of the student.

Some classes may be offered in alternating years. This alternation is designed to help the teacher load and class size; therefore, students will need to take such courses the year they are available to them. Courses taken out of sequence may jeopardize a student's ability to take other needed courses at a later date.

- C. **HOMEROOM PLACEMENT** - will be determined by the number of years a student has been in high school, provided a sufficient number of credits has been earned.

<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>	<u>Graduation</u>
27 Credits	58 Credits	90 Credits	130 Credits

CUMULATIVE GRADE AVERAGES

Starting in grade 9, all courses taken at CCS are weighted by the number or credits of that course. At the end of each year, the student's grade average for the year is figured. All work done at CCS since 9th grade is figured into a cumulative grade average - sometimes referred to as the student's GPA. The student's average for the current year is normally referred to as the student's current grade average.

EXAM EXEMPTION PRIVILEGE CRITERIA

The following are guidelines to exempt students from taking the final competency exam in any course in which all of the following criteria are met:

- A. A student has an average of 90% or better for the four marking periods. The average of the four marking periods must be computed at 90% or better mathematically (not rounded off).
- B. There are no grades below 80% in any of those marking periods.
- C. **The minimum grade of 80% or better is achieved on the first semester competency exam.**
- D. The student has not been absent more than 12 days (excused or unexcused) and has not accumulated more than 12 tardies to school (excused or unexcused). College visits or hospital stays are not counted.
- E. The student must have been free from any major discipline - suspension, multiple detentions or demerits, etc. While no specific number is designated in every one of these areas, it is understood that a student having a pattern of tardiness to class or of behavioral problems will not receive an exemption.

9 th Grade	-	One exemption allowed
10 th Grade	-	Two exemptions allowed
11 th Grade	-	Three exemptions allowed
12 th Grade	-	An unlimited number of exemptions allowed

For students who are exempt, the grade for the year in those courses will be the average of the four marking periods.

GRADING SYSTEM

- A. **PHILOSOPHY**

Students are to be graded on the basis of their progress in achieving the grade level standards of work at Cumberland Christian School. They are graded in comparison to an acceptable standard for that grade level. We also consider the amount of effort and the amount of achievement that the student makes in terms of his/her ability. If a student receives a below average grade but is working hard, and the teacher gives him an *Excellent* in effort, the parent and student should be proud. On the other hand, a student receiving an A may not be doing his/her best and could receive a low grade in "puts forth effort." Our emphasis is that we as Christian stewards are responsible to do our best and then be happy with that level of achievement.

- B. **EXPLANATION OF GRADE**

Independent Study: If a student is working on an individual basis (either advanced or remedial) in any subject area, the student will be graded according to that level. A high school student in an honors or AP course will have the course weighted due to the degree of increased difficulty and effort.

- C. **SPECIFIC SUBJECTS AND HOW THEY ARE GRADED**

- 1. Middle School - (Grades 6-8) - All subjects are graded by percentage except those which do not meet each day.
- 2. High School - (Grades 9-12) - All subjects are graded by percentage. All subjects, except private music lessons, count toward graduation requirements and toward Honor Roll. All subjects, except private music lessons, are averaged into the student's cumulative grade average starting in grade 9.

D. **GRADING SCALE**

The grade point average will be computed using the following numerical scale:

92% - 100%	A or Excellent Progress
85% - 91%	B or Good Progress
77% - 84%	C or Average Progress
70% - 76%	D or Below Average Progress
Below 70%	F or Failing
See Honors Courses Policy	for Honors Courses

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation diplomas awarded by Cumberland Christian School are based upon verification of growth and development by course and by competency. To graduate from Cumberland Christian School, students must demonstrate satisfactory progress and achievement in their academic, spiritual, physical, and social growth as determined by the faculty. A diploma from CCS represents a high level of personal character and spiritual growth.

A. **COURSE REQUIREMENTS** - Students who successfully complete the required courses and adequate number of electives totaling 130 or more, who have shown sufficient attendance in courses and programs to gain fully the educational and social benefits of groups situations, and who have met the competencies established by the Board of Directors, faculty, and NJ Department of Education shall be eligible for the diploma of graduation.

1. **Credit Determination** - The number of credits for any course is determined by the number of times per week that course meets per year or an equivalent of the number of 40+ minute class periods per year. A course that meets for one period every week for an entire year shall earn one credit.

2. **Course Requirements** - The following are specific course requirements for graduation:

<u>Course</u>	<u>Years</u>	<u>Credits per Year</u>	<u>Total Credits</u>
Bible*	4	5	20
English *	4	5	20
Math #	3/4	5	15/20
Science #	3/4	5	15/20
Social Studies	4	5	20
Foreign Language	2	5	10
Senior Seminar	1	2.5	2.5
Family Living Seminar*	1	2.5	2.5
Health & Physical Ed.*	4	3	12
Fine & Practical Arts			5
Electives			1-22

*Must be passed every year or made up in summer school.

#Students must take 15 credits of math and 20 credits of science or 20 credits of math and 15 credits of science. Prospective college students should take math in their senior year even though it is not required for graduation.

3. **Differentiated Diplomas** – The high school will offer four types of diplomas.

a. **College Preparatory Diploma**

Students must earn 130 credits of work including:

Bible – 20 credits
English – 20 credits
Math – 15/20 credits, including Algebra 1, Algebra II, & Geometry
Science – 15/20 credits
Social Studies – 20 credits
Health & Physical Education – 12 credits
Practical & Performing Arts – 5 credits
Foreign Language – 10 credits
Christian Living – 5 credits
Electives – as needed to complete the 130 credit requirement

b. Honors Diploma

Students must meet the above requirements. In addition, students must also include the following sequences in their course offerings:

Math: Algebra II
Geometry
Pre-Calculus
Calculus (or another math if calculus is not offered)

Science: Biology
Physical Science
Chemistry
Physics or Human Anatomy

AP English (Literature and Language) or two years of dual credit English

Foreign Language – at least two years (when made available)

Electives – as needed to complete the 130 credit requirement.

Students earning an honors diploma must have a 3.2 or 86.5 average during the first two years of high school and a final GPA (end of high school) of at least 3.0 or 85.

Students are required to take the SAT or ACT before graduation.

c. General Diploma

Required:

Bible – 20 credits
English – 20 credits
Social Studies – 20 credits
Science – 15/20 credits
Math – 15/20 credits
Computer Education – 2 credits
Health & PE – 12 credits
Christian Living – 5 credits
Electives – as needed to complete the 130 credit requirement

Additional Requirements: A student must earn at least 5 credits in each of three different concentrations for a total of 15 credits. The following concentrations may be used for the 5 credit sequence: Academic Skills, Life Skills, Music, Technology, and Visual Arts.

The Academic Skills concentration includes those courses in math, history, and science that extend beyond the minimum requirements of the General Diploma. Classes included in other concentrations are included in the course descriptions found in the Course Selection Guide.

All students must earn 130 credits to graduate.

B. Curricular Proficiencies - A student must achieve an overall grade point average of 1.75 for all courses taken, beginning in the ninth grade.

C. ATTENDANCE - Attendance in courses and programs is necessary to gain the full educational and social benefits of the group situation and to assimilate the Christian philosophy being taught. Hence, to graduate from Cumberland Christian School, a student should be enrolled as a full time student during his junior and senior years. In unusual circumstances, with the approval of the high school principal/Head of School, a student may transfer in at the start of the senior year.

D. CHRISTIAN SERVICE REQUIREMENT – The purpose of the Christian Service Requirement is to ensure that students apply their learning in practical service to others. Service to others is a characteristic desired of CCS graduates. Our example is Jesus Christ, who Himself “came not to be served but to serve” (Matthew 20:28).

Students must complete four years of community service according to the guidelines set by administration. In order to graduate with a CCS diploma, a student must complete at least 15 approved

community service hours a year for a total of 60 hours. The student will be graded by the school on a pass/fail basis. The assignment must be approved by **November 1** and must be completed by **May 15**. This cannot be work supervised by parents, work for which reimbursement is received, or work done as part of in-school activities. To receive credit, the work must be approved by the school before it is done, although exceptions may be made for last-minute opportunities.

A form will be provided to each student in advance, which will require the signature of the student, parent, and pastor or supervisor of this volunteer work. The appropriate school authorities will approve that form describing the volunteer work. The student may then begin the service. At the conclusion of the service, the pastor or supervisor will evaluate the work done. There may be periodic reports during the service as well. The school will give the student credit on a pass/fail basis -- no other grade. The service, however, must be completed in a satisfactory manner each year as a graduation requirement to be promoted.

Activities may include such ministries as teaching Sunday school, serving in the nursery, working with audio-visual groups, participating in approved mission outreach activities, visiting the hospitalized, cleaning the church, mowing the church lawn, singing in the choir, etc. The work does not always have to be through the local church, but the preference is that it should be related to a Christian organization. Attendance at your church service does not count. Community service days at school do not count.

HIGH SCHOOL TRANSFER STUDENTS/TRANSFER CREDIT

A. STUDENT TRANSFERS

The guidance director will evaluate transcripts from all other schools. Consideration in awarding credits will be extended to the student where state laws or school standards differ within the following guidelines. This policy is intended to help avoid misunderstandings in terms of promotion, graduation, and class standing.

1. Since schools vary in their requirements for graduation, credits earned at another school will be accepted at face value. If it becomes apparent that the acceptable level of performance is not satisfactory, the student may be asked to repeat or drop a particular course. In this latter case, no credit will be given for the dropped course or the course that was originally transferred.
2. Graduation requirements for transfer students may not be waived (except by permission of the Head of School). A student who transfers may not be able to meet the requirements for four years of a required course or the total credits needed for graduation. Missed courses will have to be made up whenever possible.
3. If a transfer student had been taking the same courses in another school when he transferred and had completed at least one marking period (1/4 year), some credit may be awarded.
4. Scale of credits:
 - After the first 45 days, the student receives 1/4 credit value of course.
 - After the first 90 days, the student receives 1/2 credit value of course.
 - After first 135 days, student receives 3/4-credit value of course
5. Students who are late entries into CCS and/or will not be able to meet the CCS requirements of a full year course (e.g., English, physical education, etc.) may receive partial credit for the course at CCS according to the above scale.
6. The above scale may also be utilized at the principal's discretion in cases where a student has missed a considerable part of the school year due to absences.
7. Transferred credits are shown on the student's transcripts and are computed as part of the student's grade point average.

B. CCS STUDENTS WHO TAKE COURSES OUTSIDE CCS FOR ENRICHMENT

We believe that a full 4-year high school program is in the best interest of virtually all high school students for a total education. CCS has not adopted policies for early graduation of students.

At the same time, we do allow provision for some **enrichment** experiences outside of the school program in cases where such may benefit the student. Only courses not offered at CCS during the four-year high school program may be taken. Under certain conditions a student, while enrolled in CCS, may take courses outside CCS and have them applied toward waiving a specific course at CCS. Some students have taken such courses at the local county college.

1. The high school principal must approve such courses in advance.
2. The student will still need to carry the normal class load of credits expected of a CCS student each year.

HOMEWORK

The purpose of homework is to extend learning opportunities and to reinforce subject matter and skills that have been introduced. The amount of work assigned for homework will be based upon age and grade.

Most teachers clearly post homework assignments on FACTS SIS or Google classroom.

When a student has all his/her working materials at hand and is doing concentrated work without interruptions, he/she should not need more than 2 hours in grades 6-12; the total amount of homework per evening should not exceed ½ hour per subject on average on any one night.

Students are expected to complete homework by assigned dates. Late homework will result in a grade penalty. One day late equals a grade reduction of 10 points. Two-days late equals a grade reduction of 20 points. Three-days late equals a grade reduction of 30 points. A zero grade will be given after three-days. Homework should be ready by the beginning of the class or the day it is due. If special circumstances arise which prevent homework from being completed, the parent may send a written notice to the teacher. The teacher will normally honor such an occasional note, unless the student had several days' advance notice of the assignment.

If an undue amount of time is being spent on homework each night, the parent should notify the teacher to work on a solution to the problem. Often homework is assigned in advance and/or time is given to complete it in class. In such cases, the teacher may deem it inappropriate to excuse incomplete homework, even with a note from the parent.

Special consideration will be given if the student is required to be at a school activity the night before or if several major tests are all due on the same day.

Each teacher at CCS has a FACTS SIS account linked to his/her class. Homework assignments are posted weekly or daily.

HONORS COURSES

Students who have achieved a certain grade average and who have scored high on achievement tests may be invited to take certain courses as honors courses.

A student taking an honors course will be challenged by higher requirements. The student will need to accomplish more in depth work than the regular class.

Students taking honors courses will receive additional credit based upon the grade earned. High school transcripts will reflect the fact that the course was an honors course.

LETTERS OF REFERENCE AND COLLEGE TRANSCRIPTS

Students who need school officials or school employees to complete letters of reference should submit their request to the guidance office. The office will see that the appropriate party requested by the student completes the reference and mails it. A copy will also be maintained in the student's file.

Such requests should be handled this way in order to provide accountability and accuracy.

All transcripts for colleges or scholarships are requested through the high school guidance office. The first 3 transcripts are free; after that, there is a **\$2.00** charge per transcript.

LOCKERS

Each student in middle school and high school is assigned a locker. No other student may use that locker, trade lockers, etc. No locks are allowed on student lockers. Students going into other students' lockers will be subject to discipline.

NATIONAL HONOR SOCIETY

Students entering their junior or senior years who have been in our school for one complete semester may be selected to the National Honor Society if their grade average is 92% or better at the end of their sophomore or junior year. They also must have met all other qualifications that are part of the school charter and have a strong character. Before their selection, they must also be involved in 2 or more co-curricular activities during grades 9-12, with at least one activity per year for two years. (One must be completed, and the student may be currently involved in one.)

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society recognizes students in grades 7 and 8 who exhibit scholarship, character, service, leadership, citizenship, and have a grade average of 92 or better after their seventh and/or eighth grade year. At CCS we also emphasize character and Christian testimony as being synonymous.

This co-curricular activity was initiated in 2004 for middle school students. An academic standard is established annually for induction and maintenance of active membership.

OUTSIDE TUTORS AND OTHER PROFESSIONAL SERVICES

Our school provides a list of potentially helpful tutors or professional counselors. This list is not an endorsement of any individual or service. Each family/parent is advised to explore the individual's own Biblical character as part of his/her responsibility as a parent. Our school does not assume any responsibility for referrals to others outside our own staff.

If you desire to learn of such possibilities, we suggest you contact the appropriate Lead Teacher.

PROMOTION POLICY

Students who fail (F or below 70 average for the year) two or more subjects (those graded A-B-C-D-F or with percentages) will not be able to be promoted without making up for that deficiency. Students who are doing work consistently with three or more below average grades in any subject (major or minor) may also be considered for retention. Usually a student with more than three "D" averages for the year is working far below grade level and may not be promoted. It is impossible to make up for the deficiencies of that number in summer school. Other students may be required by the principal to take additional work or make-up work during the summer in order to make up for some deficiencies, or they may not be allowed to return the following year.

In addition, some students may be doing passing work but may show academic deficiencies that will impede further progress, or some may show readiness and maturity deficiencies that may cause emotional stress and continual failure. These students may be considered for retention for their benefit. Promotion or retention will be based on teacher recommendations with the concurrence of the department principal. The administration has final authority in the placement of students.

Students in grades 6-8 who fail a major subject will be required to make up that subject in summer school. A failure is considered to be any average below 70. Major subjects are Bible, math, social studies, science, and English. High school students will also be required to make up failed subjects through summer school.

REPORT CARD SYSTEM

A report card will be issued quarterly during the school year to give a written evaluation of each student's progress. Report cards are delivered electronically through the FACTS SIS system. It is the responsibility of both the parent and the teacher to communicate about the student's progress. In elementary grades, student work is sent home on a regular basis. Parents should examine the work with the child and discuss his/her progress in all areas -- socially and spiritually, as well as academically. Contact your child's teacher if you do not receive student work regularly or if you have any questions about the grading.

STANDARDIZATION OF GRADING FOR MIDDLE/HIGH SCHOOL

The following guidelines are followed by *all middle/high school* faculty members when determining student grades for five (5) credit courses.

CATEGORY	% OF ENTIRE GRADE	TYPES OF ACTIVITIES
Test (High-Level Assignments)	50%	• Tests • Projects & presentations requiring outside work, research, much student effort • Research papers • Group projects • Portfolios that require student work - not just a compilation of previous assignments
Quiz (Mid-Level Assignments)	33%	• Quizzes • Projects/presentations for which the teacher has given information, and the students make a project/presentation with that information • Science labs • Weekly spelling/vocabulary quizzes
Homework (Low-Level Assignments)	17%	• Homework • Reading checks • Grammar worksheets • Completion of assignments • Weekly vocabulary homework • Workbook assignments

FACTS SIS GRADE CALCULATION USING PERCENTS			
CATEGORIES	HOMEWORK	QUIZ	TEST
CATEGORY WEIGHT	17%	33%	50%
ASSIGNMENT GRADES (ASSIGNMENT WEIGHTS)	9/10 (1)	3/5 (1)	90/100 (1)
	80/100 (1)	10/10 (1)	43/60 (1)
	30/50 (1)	22/25 (1)	
MATHEMATICAL CALCULATION	HW: $90\% + 80\% + 60\%/3 = 77\%$ QUIZ: $60\% + 100\% + 88\%/3 = 83\%$ TEST: $90\% + 72\%/2 = 81\%$ $(77*17\%) + (83*33\%) + (81*50\%)$		
RESULT	80.98 (81)		

*AP course percentages are 60%, 30%, and 10%. AP courses are not expected to follow the above guidelines.

STUDENT TEXTBOOKS

Textbooks are loaned to students during the year and are assigned by number. Students are responsible for care of these books and will be held financially accountable for any abuse above normal wear.

Each book should contain the student's name, grade, and school year written in ink inside the front cover. No other marks should be made in textbooks, and book covers shall be kept on the books at all times!

School textbooks are examined and studied regularly so that within a six-year cycle virtually all textbook materials are evaluated for suitability. The school seeks to use good quality textbooks – both Christian & secular-to help provide an excellent education. It is the teacher's responsibility to teach all subjects through the lens of a Biblical worldview.

- B. **BIBLES** - Each student in grades 2 and above is required to provide his own Bible for use at school. This Bible must be a King James Version, New King James Version, New American Standard Version, English Standard Version, or the New International Version. While other versions may be used for comparison or study purposes, each student must have his/her own Bible in one of the above versions.
- B. **TEXTBOOKS** - All textbooks are provided in grades K3-5. The students in grades 6 and above will be responsible for purchasing any required paperback, consumable textbook, or required subject supplies. All normal hardback textbooks will be supplied by the school in these grades, except possibly for some AP classes. Any books/supplies necessary will usually be available for purchase in our school store.

Parents and students are not permitted to purchase teacher editions or other answer keys for the curriculum used by CCS. This is considered a form of academic dishonesty and is not aligned with the principles of integrity promoted at CCS. Students will receive failing grades for any assignments it is determined they used these types of aids to study with.

SUMMER SCHOOL

A summer school program may be provided in June/July to help students who need additional attention. In grades 6-12, a student may take a failed subject in summer school to have the grade improved. If the summer school course is completed satisfactorily, the grade earned during the year will be replaced with a grade computed by averaging the school-year grade with the grade earned during summer school. Because summer school is so short, virtually perfect attendance is required. All fees must be paid before a student may attend summer school.

A student may also be required to attend summer school for excessive absences.

SUPPLIES FOR STUDENTS

The school, with a few exceptions, provides basic school supplies. If a student misuses school supplies, the student may need to purchase more or replace materials damaged by misuse. Grade specific supply lists are posted on the school website and/or will be provided by the grade/classroom teacher through a letter or email.

TEACHING STAFF

CCS seeks to employ the best teachers available. We expect and demand high standards from our teachers. Each teacher professes the Lord Jesus as his or her Savior. Teachers meet each morning in daily prayer for their students and the school. Their Christian example leaves a lasting impact on students.

We demand that our teachers be professionally competent. We screen candidates with the intent to employ teachers who have the gift of teaching (Ephesians 4:11-13). All of our teachers are required to have a teaching certificate through The Association of Christian Schools International.

Finally, we expect our teachers to have a "servant heart." They are at CCS as a ministry to our Lord on behalf of our children. We covet the prayers of all parents and friends of CCS on behalf of our teachers. They need our support and our prayers.

TESTING

National standardized tests serve as an aid in evaluating the school, subject matter, classes, and students. Test results become part of student records. Standardized tests are administered in grades 2-11 each year. The testing program helps the school to evaluate our program in light of objective criteria. It also aids in the placement of students. Test results are distributed to parents.



SECTION EIGHT

DRESS CODE

**PERSONAL APPEARANCE STANDARD
STANDARDIZED DRESS**
at all school functions unless stated otherwise.

A. PHILOSOPHY

Cumberland Christian School supports the Christian home in matters of modesty, dress, hairstyles, and good grooming. Through its personal appearance standards, it seeks to encourage its students to think and act like Christian ladies and gentlemen. Parents are responsible to ensure that their student is in compliance with the dress code when departing for school. The student body should encourage each other in submission to all school rules, including dress code. Proper dress serves to create an atmosphere conducive to learning which has shown to improve the overall learning process.

Experience has shown that it is necessary for the school to set standards concerning how students dress. These standards have been worked out by the Board of Directors/Administration and are based upon three principles: (1) modesty, (2) neatness, and (3) appropriateness.

A fourth principle relating to the implementation of the dress standards is clarity. There needs to be a clear standard. Some standards are drawn where they are because they help to ease interpretation. It is impossible to eliminate all "gray" areas, but when possible, we try to do so in order to increase consistency and fairness in administration of the dress code.

Our school has adopted a "standardized dress" program that allows for options in student wardrobe yet still requires students to adhere to specific standards.

B. General Guidelines For ALL Students PreK-12th Grade

Students must wear the standardized school dress to school as well as to any daytime school functions (field trips, etc.), unless advance approval is given by the administration.

- Long or short sleeve polo shirt with a collar. Shirts may be any solid color, striped, or professional pattern.
- Solid color, striped, or professional patterned sweater, sweatshirt, or hoodie. A collared polo must be worn under any sweater, sweatshirt, or hoodie. A small brand logo on the left or right breast is acceptable. No other logos or images may be present.
- Dress pants and shorts in navy, khaki, black or gray. Pants should be of a regular fit, not tight like leggings, nor oversized. Denim pants and athletic pants are not approved attire.
- Skirts/dresses/jumpers in khaki, navy, black, gray, plaid (of the same colors). Leggings may be worn underneath.
- Any solid color polo dress. Dresses must fall no more than three inches above the knee.
- Shoes - athletic shoes, dress shoes, boots, and sandals or crocs with a strap.
- Coats, hoods, and jackets may be worn outside and between buildings in inclement weather.
- All hair should be predominantly a natural color, but colored braids, twists and highlights are acceptable as long as they do not become a distraction.
- Any apparel available for purchase in the CCS merchandise store with an approved CCS logo may be worn as part of the standardized dress policy.

This includes t-shirts, sweatshirts, shorts, joggers, sweatpants, etc. CCS gear must still adhere to CCS guidelines for length and fit.

NO

- Tight fitting pants, leggings, or biker shorts worn without a dress over them.
- Shorts, skirts, or dresses more than three inches above the knee.
- Unnatural hair colors or styles that draw undue attention. Hair should be neat and well groomed, off the face and, if needed, tied back.
- Earrings or other piercings for males of any age beyond a small stud.
- Flip-flop style sandals or soccer slides.
- Tattoos or visible body art
- Excessive ear piercings or any non-ear piercings for girls of any age

D. Casual Friday and Spirit Day Guidelines

- Pants and jeans that fit appropriately, have no rips or tears above the knee unless they are covered or have leggings underneath, and are in good, clean condition. Sweatpants are allowed on Casual Friday
- T-shirts, shirts, sweaters, and tops that are modest and appropriate, including all CCS apparel.
- Shoes should stay within the regular dress code.

NO

- Tight fitting pants, leggings, or biker shorts worn without a dress over them.
- Shorts, skirts, or dresses more than three inches above the knee.
- Unnatural hair colors or styles that draw undue attention. Hair should be neat and well groomed, off the face and, if needed, tied back.
- Earrings or other piercings for males of any age beyond a small stud.
- Flip-flop style sandals or soccer slides.
- Tattoos or visible body art
- Excessive ear piercings or any non-ear piercings for girls of any age
- Images (such as ghosts, skulls, weapons) and/or shows, bands, brands, or individuals that promote non-Christian values.

F. Physical Education and Athletic Practices (for middle and high school students)

Athletes should maintain the ideal of being neat, clean, and modest, whether practice is during or after school hours, inside or outside. These guidelines should be followed year round by students every time they use the school facilities.

- All athletic shorts should be no more than three inches above the knee. Biker shorts underneath running shorts are acceptable to meet the length guidelines.
- Shorts and pants should not be excessively tight or excessively oversized
- Sneakers must be worn to participate in physical education and other activities (cleats are appropriate for outdoor activities)
- CCS t-shirts are required for gym classes. New students to the school may wear a solid-colored t-shirt.
- Shirts are to be worn at all times.
- Tank tops with wide straps are permitted at practices (not gym class), but they may not be excessively tight and undergarments should not be visible.

- **Altered t-shirts are not allowed, including modifications to the sides, sleeves, or neckline.**
- **Sweat/Warm-up suits are optional.**
- **Compression garments (spandex/tight fitting) may only be worn with shorts over them.**

G. SPECIAL ACTIVITIES

Students in upper grades are expected to follow school dress standards when attending special school activities or functions unless instructed otherwise. If standardized dress is not required, clothes worn must be as modest as standardized dress; and it must also be neat.

1. **Student Leaders** or students representing the school as student leaders, athletes, choir members, or ministry teams are expected to follow both the letter and spirit of school dress standards. Students who do not conscientiously follow a high level in the above areas will not be allowed to represent CCS.
2. **Swimming Suits** - If there is an activity that involves swimming, boys are required to wear "boxer style" suits. Girls are required to wear modest, one-piece suits or a two-piece that covers the midriff (tankini style). They must not have revealing or low necklines. High revealing leg holes are not appropriate. (If a girl does not have a suit meeting these criteria, she must wear a top that covers the deficient areas.)
3. **Formal Dresses** worn on formal occasions must still conform to the same modesty requirements as normal school dress. Such formal dresses may not in any other way have a "revealing" tenor. The administration will give specific directions regarding appropriate formal wear.

H. Flynn & O'Hara Uniforms:

Parents who wish to purchase uniforms for their child (ren) may purchase them through Flynn & O'Hara. The following guidelines apply to the purchased uniforms:

- Only wear items listed in CCS School Specific ordering.
- Go to www.flynnohara.com.
- Click on School Specific ordering and choose Cumberland Christian School (PK-12 Boys, PK-5 Girls, and 6-12 Girls).



SECTION NINE

DISCIPLINE GUIDELINES

ANTI-BULLYING POLICY

I. Principles

Harassment and bullying are unacceptable behavior at Cumberland Christian School. They do not reflect God's love and grace. Rather, we are to "love our neighbors as ourselves."

Our goal is to develop individuals who are growing toward maturity in Christ. This maturity is demonstrated in a life of following Christ by loving God, loving others, and seeking justice.

We are made in the image of God; therefore, every person has intrinsic worth, value and dignity, and each believer should assure that others are treated accordingly.

II. Scope

Our bullying policy applies to conduct that creates disruption to the school environment and occurs on the school campus, at school-sponsored activities or events (regardless of the location), on school-provided transportation, or through school-owned technology.

III. Definition of bullying:

Bullying is hurtful behavior, repeated over a period of time. Bullying can be expressed in person, in writing, and/or electronically. The three main types of bullying are direct physical contact (hitting, kicking, shoving, etc.), verbal harassment (name calling, teasing, racist remarks, etc.), and indirect harassment (spreading rumors, deliberate social isolation or manipulation, etc.). The use of messaging systems and social sites on the internet to communicate negative or abusive statements is of special concern because of its far reaching networks.

Further concerns would include retaliation for reporting bullying and perpetuating bullying conduct by spreading demeaning material, even if the material was created by another person (e.g. forwarding offensive e-mails or text messages).

IV. Reporting and investigating incidents

A. Reporting

All bullying incidents observed should be reported immediately to a staff member. Any student who believes he/she has been or is the victim of harassment or bullying should immediately report that to a staff member, such as the teacher, bus driver, playground supervisor, or principal. In addition, parents can submit an incident report via email to office@cccruader.org. The report will be forwarded to the appropriate principal. These emails should contain the sender's name and contact information as well as a detailed explanation of the incident.

B. Consequences

Consequences for students involved in bullying may include (but are not limited to) a detention or suspensions, according to our discipline system. Repeated bullying will bring harsher consequences.

V. Communication

Parents of both the victim and the perpetrator will be informed and may be summoned to the school for a meeting about the problem. If the investigation finds that aggressive behavior occurred, it will result in prompt and appropriate remedial action.

VI. Training and Preventive Education

CCS will make provision for training for all school staff, including, but not limited to, teachers, aides, support staff, and school bus drivers on preventing, identifying, and responding to bullying. This training will occur annually.

Any form of bullying is unacceptable, and every incident needs to be taken seriously by all.

CODE OF CONDUCT

Although we do have rules and regulations, true discipline is the internal discipline of willing submission, first to the Lord Jesus Christ and then to adult authorities. Our ultimate goal is to bring every child to that internal spiritual discipline. We define discipline as “the ability to make yourself do what you don’t want to do, so that you can achieve what you want to achieve” (Romans 7:15-20).

Attendance at our school is a privilege, not a right. Students need to treat the privilege with respect and appreciation. The following are the rules we follow in expressing our Christian values:

- a. Students are expected to respond with respect at all times when speaking with adults.
- b. Students are expected to get permission to leave their seats once class has begun.
- c. Students are expected to be respectful of others and the property of others, as well as the authority of the individual teachers and administrator.
- d. Students are not to be rowdy, run, yell, etc., in the building.
- e. Hand holding, arm-in-arm activities, public displays of affection, etc., with members of the opposite sex will not be permitted on school property.
- f. Students are expected to enter classrooms on time and in an orderly fashion, to listen during classes, and to raise their hands if they desire to speak.
- g. Students are not to play or take pictures on electronic devices in school; this includes homeroom and lunch hour.
- h. Inappropriate magazines, pictures, or books are not allowed at any time.
- i. Eating is allowed only at lunchtime or at special occasions where permission has been granted.
- j. Students are not allowed to chew gum at any time at school.
- k. Students are not allowed to have any weapons on the school grounds.
- l. Students are not to use tobacco of any kind, consume alcoholic beverages, or use any type of illegal drug at any time whether on school property or not. This includes e-cigarettes and vaping.
- m. Gambling in any form is not permitted.
- n. The use of proper language is expected at all times.
- o. Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise. Students not waiting for transportation should leave shortly after school unless staying for supervised study. Student drivers may not leave campus during the school day without administrator permission.
- p. Students are to be quiet during study halls to provide the optimal atmosphere for studying. Students may not share homework. They may not work together unless given explicit permission from the study hall monitor.

DETENTIONS

The following guidelines will apply to detentions:

1. **Serving Detentions:**
 - a. **Middle/High School (Grades 6-12)**
 - i. Silent lunch detentions will be served at the first scheduled lunch period available.
 - ii. 45 minute detentions will be scheduled for the next scheduled detention day following the infraction. Detentions are typically held on Tuesdays and Thursdays from 3:15-4:00. Students who miss a scheduled detention will make it up on the next scheduled detention day. If a student misses TWO detentions in a row, they must serve an extra detention to make up for it. Athletic practices and games are NOT valid reasons for missing a detention.
 - iii. 2-hour detentions will be scheduled following communication with the parents.
 - b. **Elementary School** detentions will be scheduled by the elementary lead teacher following communication with the parents.
2. **Signature:** When a detention has been issued, a detention form will be sent home to the parents. The parents are to sign the form and have the student return it the next day.

DISCIPLINE GUIDELINES FOR MIDDLE/HIGH SCHOOL STUDENTS

Note: All items listed below are examples of behaviors that could result in the potential consequences.

Level 1 – Teacher or staff member will complete a behavior report on FACTS SIS and an email will be sent home to alert parents/guardians to the infraction. Typically, a warning is issued for the first offense, but teachers have the discretion to add additional consequences should the specific event merit them. Subsequent offenses will result in a **SILENT LUNCH DETENTION** or equivalent consequence from the teacher. A consistent pattern of level one infractions can lead to a 45-minute detention at the discretion of the lead teacher and head of school.

Talking without permission or passing notes	Chewing gum
Dress code violation	Unexcused tardy to class
Horsing around/rough housing	Moving from seat without permission or no hall pass
Throwing things in the classroom or disrupting class (minor)	Eating/drinking in class/halls without permission
Minor profanity	Forging parental/guardian signature (minor)

Level 2 – Teacher or staff member will complete a behavior report on FACTS SIS. An email will be sent home by the teacher or the lead teacher (when necessary) to inform parents/guardians of the incident and the consequence. Level 2 offenses result in a **45-MINUTE AFTER SCHOOL DETENTION** or an equivalent consequence.

Disrespect, direct disobedience, or slow obedience	Out of the building without permission or a pass
Inappropriate language, comments, innuendoes, or physical contact	Five unexcused tardies to school
Putting down or making fun of other students	Cell Phone/electronic violation after first incident
Throwing things in the classroom or disrupting class (enhanced)	Lying (minor)
Profanity (moderate)	A pattern of Level 1 infractions
Cheating or assisting with cheating (minor)	

Level 3 – Teachers will complete a behavior report on FACTS SIS and refer the infraction to the appropriate Lead Teacher. The teacher and lead teacher will work together to communicate with the parents by phone or email and assign a **TWO-HOUR DETENTION** or equivalent consequence.

3rd Infraction from Level 2	Missing/skipping a detention
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Level 4 – Teacher will complete a behavior report on FACTS SIS and refer the infraction to the appropriate Lead Teacher who will consult with the Head of School on appropriate consequences. Consequences for Level 4 infractions include, but are not limited to, one or more of the following: a parent conference, suspension from an athletic event(s), loss of driving privileges, suspension, disciplinary probation, and probation or removal from Student Government and/or National Honor Society.

A consistent pattern of infractions at Level 1 or 2	Lying (Severe)
Excessive Bullying/harassment	Missing/skipping a two hour detention
Cheating or assisting others in cheating (extreme)	Excessive Profanity
Destruction of school property	Skipping class/school
Fighting	Stealing
	Repeated dress code problems

Level 5 – Serious/Illegal Behavior – Teacher or staff will enter the infraction by completing a behavior report in FACTS SIS and will immediately notify the Lead Teacher and Head of School. The Head of School will contact parents/guardians and hold a conference as well as issue any consequences. The Board will be notified and involved as necessary.

<u>Infractions</u>	<u>Possible Action (one or more)</u>
2 nd Bullying/harassment infraction	Suspension
Assault/Threat of Bodily Harm/Violent Actions	Disciplinary Probation
Possession of dangerous (weapon, etc.) items	Expulsion
Possession of illegal drugs	Notification of legal authorities
Immoral conduct, “ <i>Sexting</i> ,” etc.	Loss of Honor Society Membership
Smoking	Removal from school organizations or teams
Theft	
Use of alcohol	

Use of a cell phone or electronic device without permission from a teacher/administrator from 8:30 a.m. until 3:15 p.m. is a violation of school policy. 1st Offense – Loss of phone for the day; 2nd Offense – Loss of phone and a 45-minute detention; 3rd Offense – Loss of phone, 45-minute detention, and parents must sign for the phone; 4th Offense – Phone must be placed in office each school day for the remainder of the year.

*Note that all behaviors at levels are examples to guide teachers in executing disciplinary procedures at CCS. Cumberland Christian School is not obligated to stay within the confines of these procedures exclusively. The teachers and administration may choose to take additional or different action at any time as deemed necessary.

PLAGIARISM

Plagiarism shall be defined as the appropriation of the words or ideas of another source (other than the student) and representing them as one's original work. Usually infractions of plagiarism are handled by the particular academic teacher. The degree of plagiarism can vary from simple lack of citation to word-for-word copying of the entire report. Hence, the action taken by the individual teacher may vary from a simple warning comment, to a reduction in grade, or to a failing grade on the report. If a student has plagiarized as intentional copying rather than as an oversight in citing of sources, it may be the cause for suspension.

POLICY ON VIOLENCE

Any use of fighting, violence, verbal or physical abuse, or harassment will not be tolerated. Any of these will result in immediate administrative action and may result in suspension

POSSESSION OF LASERS

Please understand that the possession of lasers on school premises is against state law. Any student found with a laser at CCS will have the laser confiscated and be suspended for a day. We are taking this seriously and want to encourage you as a parent to discuss this with your child. Below is the "cut-and-paste" law that was found online relating to New Jersey's prohibition of lasers on school premises:

"It shall be unlawful for any person twenty years of age or younger to possess a laser pointer on school premises, unlawful for any person eighteen years of age or younger to possess a laser pointer while in a public place and unlawful for any person to direct light emitted from a laser pointer into or through a public place; provided, however, that nothing in this section shall preclude:

(1) the temporary transfer on school premises of a laser pointer to, or possession on school premises of a laser pointer by, a person twenty years of age or younger for a valid instructional, school-related or employment purpose, where such laser pointer is used under the supervision of a school staff person, other authorized instructor, employer or employer's agent; or

(2) the temporary transfer in a public place of a laser pointer to, or possession in a public place of a laser pointer by, a person eighteen years of age or younger, during such person's hours of employment, for a valid employment purpose, where such laser pointer is used under the supervision of the employer or employer's agent; or

(3) the direction of light from a laser pointer into or through a public place by a person nineteen years of age or older, during such person's hours of employment, for a valid employment purpose."

SUBSTANCE ABUSE PREVENTION POLICY

Theological Statement: We believe we are created in God's image (Gen. 1:27) and are responsible to live as faithful representations of Christ. While we recognize that the world is imperfect, and we all may struggle with lifestyle issues, we believe that as Christians we should recognize that our bodies are the temples of God (I Cor. 6:19) and that we must keep them in purity and health. One of the pressures society places on us is the temptation to use harmful substances, some of which are also illegal. We want CCS to be a place where students and faculty can learn together about the harmful effects of such substances and have the support to stand against the pressures to use them. Our intention with this policy is to allow us as a faith community to stand together in encouraging each other to be good stewards of the bodies God has given us.

Purpose: The purpose of this policy is to direct students away from substance abuse, guiding them toward healthy, safe, and drug-free lives.

Expectations: This policy applies to alcohol and other illegal drugs. The possession, use, delivery, transfer, or sale of alcohol or any other illicit drugs by students at any time or place during their years at CCS is expressly forbidden. Any student in violation of this policy can expect to be dismissed from school and reported to his/her parents and the appropriate law enforcement agency for possible legal action. Specific searches may be made of a student's person, locker, vehicle, and/or other personal property if there is reason to believe that the student may be in possession of illegal substances. An administrator and at least one other school employee will conduct all searches. Students who refuse to cooperate will be treated as if there is a violation of the policy.

Consequences:

First Offense – Parents will be contacted immediately upon verification of the violation. In the case of possession of illegal drugs, the administration will report the student to law enforcement agencies. The student will be suspended immediately, pending a hearing before the Board of Directors for expulsion. Up until the time of the hearing, a student may be voluntarily withdrawn from school, with no further ramifications. Once the hearing has occurred, however, that privilege will no longer be available. The hearing must occur within ten days of the suspension, either at a regular meeting of the Board or at a specially called meeting. After an appropriate period of time, the student may be allowed to return. This will be with certain stipulations:

1. We will require evidence that the student has received professional intervention through assessment by an approved agency and has completed an approved educational or counseling program. (Where fees for services are involved, the family will accept responsibility for payment.)
2. We will also expect a clean discipline (no suspension for any reason) record from the school he/she attended in the meantime.
3. There will be random drug testing during the first year of the return. The parents and student must agree to this as a condition of re-admission. The testing will be at the parents' expense and will occur no less than three times during the year. All legal requirements of the state will be followed.
4. Under certain circumstances, a student may complete CCS schoolwork off-campus for credit for the balance of the school year. In that instance, additionally incurred expenses must be covered by the family.

Second Offense – Parents will be contacted immediately upon verification of the violation. In the case of possession of illegal drugs, the administration will report the student to law enforcement agencies. The student will be expelled from school and will not be allowed to return in any case.

Self-referral: Students and their families are encouraged to contact the school administration for help with discovered alcohol and/or other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers* to the school and is making satisfactory progress in following the recommendations of an approved drug treatment agency will not be liable to disciplinary actions if the self-referral occurs prior to being discovered; however, any lapse into drug use will result in all sanctions being applied.

*This must be a true self-referral; a simple admission in response to questioning of the school authorities will not qualify as self-referral.

OFFICE REFERRALS

When a student is sent to the office for discipline, the following steps will be taken:

1. Parents will be notified.
2. Disciplinary action will be imposed.
4. The student will be dealt with from a spiritual standpoint if at all possible.

THREATENING BEHAVIOR POLICY

If a child is thought to be or determined to be experiencing emotional issues, parents will be notified immediately. Due to the culture of the school and the quality of the character of our children, we often are told of issues in confidence regarding self-destructive behaviors or suicidal ideology before they become a crisis. We find out who may be in crisis when children confidentially tell an adult in the school, from parents who overhear conversations or whose children have confided in them will call the school in confidence, and sometimes the child who is in distress will come to an adult on their own.

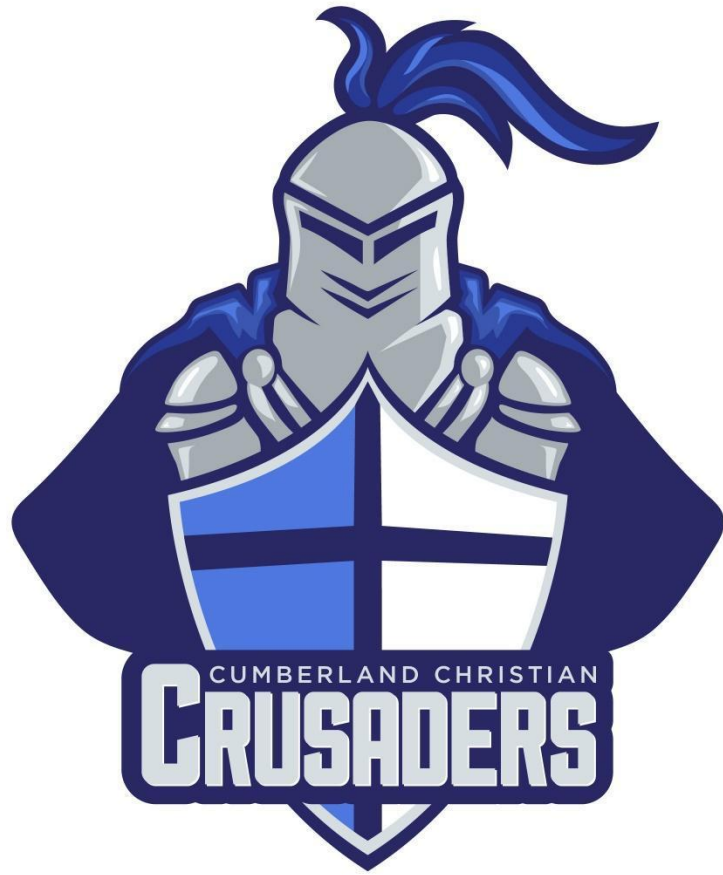
Parents or guardians are immediately notified by the principal and every effort to maintain the child's dignity and confidentiality is made. The child in crisis is then remanded directly to the parents or guardians with information regarding where to seek assistance. The child may not return to school until the parents have provided proof that they are working with a counselor and that their child is emotionally ready to return to the school. The school will work with the parents, the child, and the counseling services in compliance with the recovery plan that is

suggested by the doctor or mental health staff. The principal will discuss this policy in more detail in the event a family needs our support for their child.

THE PASS SYSTEM

Hall Passes – All students are to have passes when outside of assigned classes or study halls. Students are not to miss class unless given permission **in advance** by the teacher of that class. Mass passes may be used when a group of students is dismissed together, going to the same place. All students must report back to the class or study hall from which they were dismissed at least five minutes before the end of the same period.

Late Passes - Students who are late for a class must have a pass from the teacher who detained them. If there is no pass, that student will be subject to prescribed discipline for being tardy. In no case will a student be allowed to return to a teacher for a pass. Tardiness will be excused or unexcused as with absences.



SECTION TEN

STUDENT OPPORTUNITIES

GUIDANCE SERVICES

Cumberland Christian School is blessed with special guidance personnel to assist in special emotional, psychological, educational, and spiritual needs of our students. **Each teacher, administrator, homeroom teacher, or Christian employee also has a "front-line" ministry opportunity as well as responsibility.**

The guidance program gives counsel in academic, social, and spiritual areas, as well as career counseling in the high school.

Often members of the administration will request a guidance counselor to meet with students. Parents may request such meetings as well.

Students may also request to see the guidance counselor on their own. In such cases, students merely contact the guidance counselor and the counselor will arrange time to meet with them. Guidance Counselors do have permission to remove students from classes, within certain guidelines, to meet with the students.

The guidance office also has many materials in print, in video, and in computer software. Please also see our statement on Confidentiality in this Handbook.

REFERRALS

Since the personnel in our guidance office are not expected to do psychological or crisis counseling, great care will be taken to act ethically and proactively in order to prevent personal, emotional, or legal complications. With this in mind, the following guidelines will serve as our policy:

1. Any counseling of any kind that is outside the bounds of our job description for the guidance counselor may only be undertaken with the agreement of the Head of School.
2. Certain kinds of situations are required to be reported immediately (that day):
 - a. Expressions of depression and or suicide
 - b. Reports of drug or alcohol abuse
 - c. Reports of sexual abuse
 - d. Reports of physical abuse
 - e. Expressions of panic or deep anxiety
 - f. Reports of compulsive behavior (e.g. habitual stealing)
 - g. Reporting of a pregnancy
 - h. Reporting of use of pornography
 - i. Reporting of eating disorders
 - j. Reporting of problems of uncontrollable anger
 - k. Sexual activity
3. Any of the above situations may be referred to professional counseling. All situations involving potential for personal or emotional harm to the student or others must be referred to the Head of School. The Head of School will consult with other professionals (e.g. legal, insurance, etc.) as necessary to assess potential risk.

CAREER COUNSELING

The Guidance Office is responsible for Career and Vocational Counseling. Our guidance counselor will assist students in becoming acquainted with vocational areas, various colleges, and financial aid.

A program of meeting one or more times per year will be conducted with all students. We will attempt to help answer student questions regarding selection of colleges or possible vocations, as well as assist students in areas of personal growth.

A student or parent desiring to meet with the counselor can do so during scheduled times posted by the guidance office/bulletin board or by setting up a special appointment. A special appointment can be made by notifying the counselor in person or by leaving a note in the guidance office or with the school secretary. He will then confirm a satisfactory time with you.

There are many guidance materials available at the school, including college catalogues, government reports, computer programs, books comparing colleges or technical schools, books projecting career openings, and much more. Most materials are kept in the library and some are kept by the career counselor. Students may request to review any of these materials.

During the year, juniors and seniors may have two excused absences to allow visits to colleges. To be excused, the student may have to do some research on that college. Various college representatives will also visit our school during the year. We strongly urge students to make applications to colleges in the early fall of the senior school year.

GRADUATION AWARDS

There are many awards given to seniors. Most awards will be presented in the awards ceremony at the end of the school year. Certain awards will be reserved for graduation night.

"And Jesus grew in wisdom, and in stature, and in favor with God and man" Luke 2:52. The CCS awards at graduation will be based upon this verse of Scripture.

A. "In Wisdom" - Academic Honors

1. Valedictorian - A senior student who has been in the school during his/her complete junior and senior years and has the highest cumulative grade average in CCS, provided the student also has a positive testimony of citizenship.

If a student transfers in to CCS before the start of the junior year and that student has a GPA at CCS which may qualify the student as valedictorian, the choice of valedictorian will be made according to this guideline: The contending CCS student who has been in CCS longest in grades 9-12 will have his/her GPA figured two ways: (1) as a normal cumulative GPA score, grades 9 - 12 and (2) the GPA earned during the same time period in which the transfer student was enrolled. The highest average of the two ways will be used in deciding the valedictorian between that student's average and the transfer student with shorter enrollment.

2. Salutarian - A senior student who has been in the school during his/her complete junior and senior years and has the second highest cumulative grade average in CCS, provided the student also has a positive testimony of citizenship.

If a student transfers in to CCS before the start of the junior year and that student has a GPA at CCS which may qualify the student as salutarian, the choice of salutarian will be made according to this guideline: The contending CCS student who has been in CCS longest in grades 9-12 will have his/her GPA figured two ways: (1) as a normal cumulative GPA score, grades 9 - 12 and (2) the GPA earned during the same time period in which the transfer student was enrolled. The highest average of the two ways will be used in deciding the salutarian between that student's average and the transfer student with shorter enrollment.

B. "In Stature" - Athletics (boy and/or girl)

This award is presented to an outstanding athlete who has represented CCS well as both a person and an athlete. Some years there may not be both a girl and boy athlete. An athlete receiving this award must have participated in at least two sports during his/her senior year.

1. Minimum requirement
 - a. Must have earned at least 5 athletic letters while at CCS.
 - b. Must have exhibited positive Christian sportsmanship and attitude.
 - c. In cases of close decisions, such factors as physical education performance, number of sports, years of enrollment, attitude/performance in senior year, and general school attitude will be considered.

Honors bestowed by organizations, newspapers, or groups outside of CCS will normally not be considered in the selection process.

2. Selection will be done by the high school principal, athletic director, and coaches appointed by them. The number of letters earned may also be considered as a factor, as could the student's physical education involvement.

C. "In Favor with God" – Christian Character and Service

1. Nominated by high school principal and senior class advisors and confirmed by vote of the high school faculty. All likely candidates will be nominated for consideration.
2. Must be in school a minimum of two full school years.
3. Must be active in at least two forms of ministry either at school or church.
4. Must have a strong Christian testimony (as evidenced in writing).
5. Must demonstrate personal integrity of character in relationships with others as well as in personal standards.

- D. **“In Favor with Man”** – Christian Example – Socially
1. Selected by peers in senior class.
 2. Must have been in school a minimum of two full years.
 3. Must be a professing Christian.
 4. Is voted on by fellow seniors as the student who best exhibits qualities of friendliness, courtesy, and personal integrity.

Each student votes for three students numbering them in priority of 1-3. The votes are weighed with a 1 equaling 3 points, a 2 equaling 2 points, and a 3 equaling 1 point. The student with the most points overall will receive the award

THOMAS C. AND ANNA I. DAVIS FAMILY SCHOLARSHIP

The Thomas C. and Anna I. Davis Family Scholarship has been designed to benefit CCS seniors entering the fields of teaching or medicine at an accredited college or university. Bible colleges can qualify but not Bible Institutes. This fund will make grants to qualified students. Other considerations in the awarding of the grants include Christian testimony, academic potential, financial need, and demonstrated service to others. Applications will be made available in the spring of the graduation year, and recipients will be announced at graduation. Applications must be submitted directly to the high school office by April 30th.

INSTRUMENTAL MUSIC

A. **ELEMENTARY BANDS**

Students in grades 4 and above may elect to learn to play a musical instrument during the school year. Some preparatory instrumental experiences are provided in grade 3. In grade 4 students go to the Beginner Band. Each group will have group sessions twice a week. During the last part of the school year, the whole band meets once a week. In grade 5 students go to Cadet Band. Cadet Band meets twice a week. Due to scheduling of trips, special events, instruments needing repairs, sickness, or students forgetting their instruments, there may not be a band practice every lesson.

1. **Materials** – Instruments will be provided by the student. The student may provide his/her own instrument or may rent or purchase an instrument from a music store. CCS also has some instruments that may be rented. The student provides lesson books.
2. **Cost** - There is a yearly cost for the instrumental program. This amount can be paid in one lump sum or may be broken into ten (10) monthly payments. The same policies apply to the instrumental music fees as apply to tuition. If a child forgets his instrument, is sick, or misses due to scheduling or other reasons, the charges remain the same, as the fee is prorated over the year. Payments are made to the school office. The child is considered enrolled in the program until the school is notified in writing by the parents of his/her withdrawal.

B. **MIDDLE SCHOOL AND HIGH SCHOOL BANDS**

Students in grades 6-12 may sign up for Middle and High School Band. The band meets twice a week and takes part in several activities as they progress., including participation in concerts, chapels, and special events. See above for materials and cost.

PRIVATE PIANO AND VOICE LESSONS

Students may take piano lessons beginning at age 5. There is a fee for private lessons. Registration forms are available from the school office and online.

SCRIPTURE MASTERY PROGRAM

A Scripture Mastery Program is utilized in each grade. This program correlates with the students' Bible curriculum. Students will be required to master prescribed Scripture portions. Mastery implies the ability to recite a verse verbatim, write it, and explain its meaning. At the elementary level, students may pass with two (2) mistakes/omissions or less.

At the end of the year, a certificate is given to commemorate the mastery of that grade's verses: memorizing 100% of the recommended verses or memorizing 80% of the verses.

Memorization may be done in any of the five approved versions. The following versions are permitted at the parents' discretion: The King James Version, The New American Standard Version, The New King James Version, English Standard Version, and The New International Version. **Usually when a teacher teaches the entire class a verse in primary grades, the New King James Version will be used.**

A parent of a student is welcome to check with the teacher at any point regarding the student's progress in completing the Scripture Mastery Program. Usually the program ends in mid-May.

SENIOR OPEN CAMPUS

Senior Open Campus is a special program for seniors, designed to develop a sense of responsibility and maturity. Parental approval is required for students to become involved in the program and indicates that the parent will be responsible for the student when he/she has left the campus. Once approved for the program, students need to be in school only at times when they have homeroom and a regularly scheduled class (including electives).

Seniors who have approval for Open Campus may not leave the building at any time unless they are signed out in the office.

Seniors who have approval for Open Campus must abide by all traffic laws, including no texting and driving.

Students in the program must meet the following criteria:

- a) Have an academic course load of at least 20 credits.
- b) Have a cumulative grade average of 80% by the end of their junior year.
- c) Have received no failing final average in any course during their junior year.
- d) Have not been suspended during their junior year.

This privilege will be withdrawn from any student who does not comply with school rules and policies. Those students taken off the program will be placed into a full schedule of classes.

Each student on Open Campus is responsible for showing his/her Open Campus card when signing out of school to go off campus. A new card is issued each marking period and can be obtained in the office.

Students may only use their Senior Open Campus privilege when

- they do not have a class scheduled during their elective period.
- they sign out and in at the office.
- they have a regularly scheduled (scheduled by the guidance office) study hall during the elective period.
- they have their lunch period.
- they have a completed and signed Parental/Guardian Permission Slip on file in the guidance office.

Students will be removed from the Open Campus Program for the balance of the school year if they do any of the following:

- a) Cut a class.
- b) Fail any course in any marking period.
- c) Receive a Level 3 Detention.
- d) Get suspended.
- e) Fail to attend school regularly. Excessive absences may be cause for removal from the program.
- f) Exhibit an improper classroom attitude and/or unsatisfactory academic performance as determined by the teacher, assistant principal, and Head of School.
- g) Return late to class from Open Campus.
- h) Have a driving/parking violation on school property.
- i) Leave campus in the car of any other student without a written permission form on file in the high school office. The following permission forms must be on file:
 - 1) Written permission from a parent allowing his/her student to drive the named student in his/her

car.

2) Written permission from a parent allowing his/her student to ride with the named student.

STUDENT DRIVERS - CARS/MOTORCYCLES

- A. Seniors and juniors may request permission to drive to school immediately after they receive their license.
- B. All vehicles driven to school by students **must** be registered in the school office **each** year.
- C. School traffic regulations must be followed as well as normal safe driving practices.
- D. Students are to enter and leave school grounds through the Stratton Hall parking lot entrance. At no time are student drivers to have their vehicles in any other parking lot or driveways. This includes after school hours for athletic events, choir, etc.
- E. During school hours, student vehicles are to be parked legally within the designated parking lines in Stratton Hall lot (east side of the property). We suggest that cars remain locked during the day.
- F. Vehicles must be left unoccupied by students from the time of arrival until the student leaves the school at the end of the day. Students may **not** go out to their cars during the day unless they have a pass from the office.
- G. Once a student arrives at school, the student may not leave school property or use his car on school property during the day without permission.
- H. Passengers - A student driver may not transport students without the advance written permission of the parents of those students. Students may ride as passengers only when they have been listed as approved on the student driver form.
- I. Due to conditions in the parking areas (such as snow or special school functions which cause crowding), the administration may need to withdraw privileges from time to time.
- J. Permission to drive to school may be denied, revoked, or suspended if a student does not follow safe driving practices **on or off** school grounds, does not show driving courtesy, has **3** or more unexcused lateness to school, or does not follow school driving rules.

SUMMER SAFARI

Summer Safari is an action packed summer activity program for children entering kindergarten through those entering eighth grade. It is open from 7:00 am through 5:30 pm. The main activities take place between 9:00am and 3:00pm. Children may enroll for one week, several weeks, or all nine weeks. There is flexibility in how many days per week a child attends. Activities include swimming, sports, computers, arts and crafts, Bible stories, music, cooking, puppets, board games, and much, much more!



SECTION ELEVEN

PARENT OPPORTUNITIES

PARENT-TEACHER ORGANIZATION

PURPOSE

The objectives of the Parent-Teacher Organization include the following:

1. To acquaint the parent with the philosophy of Christian education.
2. To foster communication between the home and school.
3. To provide the school community with opportunities to come together in support of our students.
4. To provide an opportunity for parents and teachers to know and fellowship with each other.
5. To assist the school by coordinating volunteer service and special projects.

B. ORGANIZATION

1. The functioning of the Parent-Teacher Organization is the joint responsibility of the administration, teachers, and parents. All parents and teachers are automatically members of the Parent-Teacher Organization. Any parent may become more active in the affairs of the Parent-Teacher Organization by working on the special projects and assisting in the affairs of the Parent-Teacher Organization executive committee.
2. The executive committee oversees and directs the affairs of the Parent-Teacher Organization. This committee represents parents, administrators, and teachers. The executive committee establishes job descriptions and duties for its officers. It also chooses special projects.

VOLUNTEERS

Every parent and friend of CCS is encouraged to do volunteer service at the school. Usually a questionnaire is distributed to parents each fall to list ways in which they desire to help. If you can volunteer and have not done so, or have not been called on in any area, contact the school office, as there are many areas of service.

Here are a few areas in which volunteers have assisted: cleaning, snow removal, lunch program, preparing school mailings, making refreshments, distributing literature, mowing grass, going on field trips, painting, weeding gardens, guest lecturing, transporting students, helping with sports, helping with school pictures, driving buses, collecting money on bank days, serving on the PTF committee, sewing costumes, preparing subs, typing, helping in the library, directing traffic, repairing lawn mower and/or school vehicles, welding, counting money, chaperoning students, installing electrical outlets, fixing the fire alarm, repairing equipment, lending trucks and equipment, speaking at chapels, serving meals, building scenery, singing, hauling things, planting shrubbery, running errands, helping with field day, donating materials, etc., and praying!

Whenever doing volunteer work, children cannot be here unless they are in their regular class. Pre-school children cannot be present while parents are doing volunteer work (including chaperoning activities).



SECTION TWELVE

CO-CURRICULAR ACTIVITIES

ATHLETIC EVENTS - SPECTATORS

Spectators are encouraged to cheer for our teams. We ask that parents and other spectators not make negative remarks to or about officials, opponents, or our own players or coaches. If a spectator is upset about anything that happens at a game, that spectator must allow appropriate school authorities to handle it or to approach the appropriate school authorities a day or more after the game. Spectators may not approach officials, team players, coaches, or opponents before, during, or after a game except to make positive or encouraging remarks.

Students are welcome to stay for athletic events, but they may not wander the school grounds and are required to stay by the field or in the gym where the event is being held. Students should remember that they still represent CCS during the event. Those who break school rules or exhibit otherwise inappropriate behavior will be held to school discipline guidelines and/or asked to leave.

ATHLETES & SPECTATORS CODE OF CONDUCT

We believe in portraying a Christ-like attitude in sports. The following was written and adopted by the Student Activity Council. It applies to all of our students, parents, and friends.

We believe in treating opponents, officials, and visitors with the respect due them.
This, therefore, eliminates all booing, razzing, and throwing of objects.
Team members and spectators are prohibited from making
negative comments of any type towards officials, opponents, or our own team members or
coaches during or after the games.
We also believe in maintaining the highest level of conduct and sportsmanship,
whether in victory or defeat.

ATHLETIC PHYSICAL EXAMS

All school athletes (grades 5 -12) participating in any interscholastic sport must have a physical by a licensed physician. One physical will cover the entire year provided the mandated **state form** is used. This includes any middle school, junior varsity, or varsity athlete in softball, baseball, basketball, soccer, cheerleading, or track. This one physical exam will cover **all** such sports.

The family can have its own physician administer the physical or go to an urgent care facility, but the student **must** use the required **state form** which is available from the school nurse or our receptionist.

Athletic physicals will **NOT** be administered at CCS.

**REMEMBER: A SPORTS PHYSICAL IS REQUIRED FOR ANY SPORT DURING THE YEAR
BEFORE THE STUDENT MAY PRACTICE OR PLAY.**

(Must be completed on the **required state forms**)

CO-CURRICULAR PARTICIPATION REQUIREMENTS ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

- A. **Definition of Co-Curricular Activities** - A co-curricular activity is any club, team, or meeting conducted during or after school hours for which a student does not receive a grade. Such activities include drama club, student government, and athletics, among others
- B. **Academic Eligibility for Athletics**
 - 1) Students involved in athletics must maintain an overall 2.0 GPA, 70%, or "C" following each grading quarter in order to be eligible.
 - 2) If a student athlete has an "F" in any class at the end of a nine-week grading period, the student-athlete will lose eligibility for two weeks
 - a. During the outlined period, the student-athlete will be placed in mandatory lunchtime study hall (at least once a week) and is expected to use this time to complete any missing work and perform any tasks needed to return to the required academic level.
 - b. The student-athlete will remain ineligible until the end of the two-week period when his/her grade will be reviewed.
 - c. If there is still a failing grade, the student-athlete will lose eligibility until the end of that grading period.
 - d. The student-athlete may practice but not play in any contest (scrimmage and games) during this

two-week period.

- 3) If a student-athlete falls to an "F" in any class at any time during a grading period, he/she will be put on academic probation for a period of time (one to two weeks) to be determined jointly by his/her teacher and/or guidance counselor and approved by the administration.
 - a. This academic status will be indicated by the teacher and reported to the guidance counselor and coaching staff.
 - b. During the outlined period, the student-athlete will be placed in mandatory lunchtime study hall (at least once per week) and is expected to use this time to complete any missing work and perform any tasks needed to return to the required academic level.
 1. At the end of the designated period of time, a grade check will be performed to determine if the student-athlete is to be relieved of academic probation. If not, another designated period (one to two weeks) will ensue.
 2. If at the end of the second designated period the student-athlete is not performing satisfactorily, he/she will be placed on the ineligibility list.
 - The student-athlete would still attend practice during this period.
 - The student-athlete may attend home games and support his/her teammates on the sidelines for the game. The student-athlete will not be in game uniform.
 - The student-athlete will not be allowed to travel to away games with the team.
 - At the end of this designated period, a grade check will be performed to determine if probation is to be removed.
 - If there is still a failing grade, the student-athlete will lose eligibility until the end of that grading period.
- 4) When school begins in the fall, all student athletes will be eligible for athletics.

C. Academic Eligibility for Other Co-Curricular Activities - A co-curricular activity is any club, team, or meeting conducted during or after school hours for which a student does not receive a grade. Such activities include drama club, student government, and athletics, among others

- 1) Students involved in co-curricular activities must maintain an overall 2.0 GPA or "C" following each grading quarter in order to be eligible.
- 2) If a student has an "F" in any class at the end of any nine-week grading period, he/she will be put on academic probation for a period of time (one to two weeks) to be determined jointly by his/her teacher and/or guidance counselor and approved by the administration.
 - a. This academic status will be indicated by the teacher and reported to the guidance counselor and advisor.
 - b. During the outlined period, the student will be placed in mandatory lunchtime study hall (at least once per week) and is expected to use this time to complete any missing work and perform any tasks needed to return to the required academic level.
 - c. At the end of the designated period of time, a grade check will be performed to determine if the student is to be relieved of academic probation. If not, another designated period (one to two weeks) will ensue.
 - d. If at the end of the 2nd designated period the student is not performing satisfactorily, he/she will be placed in a mandatory lunchtime study hall (at least once per week).
 - e. The student would still participate in the co-curricular activities during this period.
 - f. At the end of this designated period, a grade check will be performed to determine if probation is to be removed.
 - g. If there is still a failing grade, the student will lose eligibility until the end of that grading period.
- 3) If a student falls to an "F" in any class at any time during a grading period, he/she will be put on academic probation for a period of time (one to two weeks) to be determined jointly by his/her teacher and/or guidance counselor and approved by the administration.
- 4) When school begins in the fall, all students will be eligible for co-curricular activities.

D. Probation - A student on restrictive probation for behavioral/social issues may not participate in co-curricular activities.

E. Procedures involving ineligibility due to behavioral/social probation:

- 1) Ineligible students may not practice, observe practices, or participate in any contests/activities with that team/organization during their ineligibility.
- 2) A student must be eligible or become eligible before tryouts begin.

F. Physical examinations and written parental permission are required before practice is allowed in any interscholastic athletic activity.

G. School Attendance - A player, cheerleader, or participant must be in school for that normal school day in order to participate in any club or activity during that day. A student may only participate if the absence was for a funeral or a college visitation trip. Doctor appointments ARE NOT approved reasons for absences. Any athletic participant must also be dressed and satisfactorily participate in any PE classes that are held on that day,

unless excused by the administration.

- H. Students who have been classified with a specific learning problem may be able to participate in co-curricular activities, provided they are putting forth conscientious effort as determined by the administration.

CO-CURRICULAR ACTIVITIES

Athletic Teams
Cheerleading
National Honor Society

National Jr. Honor Society

Chess Club
Drama Club

SAO Leadership
Socials (Class)
Elementary Intramurals

HIGH SCHOOL LETTER AWARD PROGRAM

A Letter Award Program has been instituted to recognize students in major sports or competitive activities. Special awards may also be made from time to time in other special activities.

A. **SENIOR HIGH (VARSITY LEVEL)**

1. A student who earns a first time letter will receive a 6" chenille letter with a clutch back metal insert of that sport and a varsity certificate. Each year a letter is earned in that same activity/sport, the student will receive an insert service bar and another varsity certificate. When a student earns a letter in another sport/activity, the student will receive a clutch back metal insert of that sport/activity to put on his original letter, and a varsity certificate.
2. All letters (including non-athletic letters) will normally be awarded at a banquet at the end of the school year.
3. Seniors who have earned five or more varsity letters in any combination of sports/activities or in the number of years, will receive a "letter plaque" in their senior year listing the sports/activities and years the students earned the letters.
4. If a varsity team wins the league tournament championship, special awards will be purchased for each team member. (The team must win the championship clearly and cannot tie for the championship.)
5. In each athletic sport, the student who demonstrated the best attitude towards his own competition, towards officials, towards teammates, and towards opponents will be recognized. In all these areas, a Christian attitude must be observed and the student's attitude must demonstrate a positive witness. Often such a student will become either the team's leader or will become one of the most improved players on the team. The recipient of the award in that sport is chosen by the coach with the approval of the athletic director.

B. **BASIS FOR AWARDS**

1. **Athletics or Competitive Activities**
The letter awards program involves all interscholastic athletic teams. The certificates and/or letters are distributed to students based upon the amount and quality of participation in each area. The coach's recommendation is the prime requirement, but the following guidelines must also be considered:
 - a. Students are required to attend all practices unless excused in advance by the coach.
 - b. Students are required to attend all games except for sickness or due to an excused emergency.
 - c. A student must participate in at least 50% of the playing time in all regular games. (Seniors who do not play 50% of the time but have been faithful in all other team aspects, and have made worthwhile contributions to the team may be awarded a letter. Cheerleaders may miss no more than two games, provided they are excused absences.)
 - d. During the season, the student's attitude towards his performance and towards his opponents must exemplify good sportsmanship and Christian attitudes.
 - e. To receive an award or any public recognition, the student must complete the season. The student may not have quit or been removed for any behavioral or academic reason.

- f. Managers may also earn letters based upon the above guidelines in modified form.

2. **Middle School**

- a. Students on Middle School teams will earn certificates of participation.
- b. A student cannot earn more than one award by being on both levels of a team in the same sport in the same year.

3. **Non-competitive Letters**

Music is not normally a competitive activity, but awards will be made for faithfulness in after-school performances over the student's high school career. Students in grades 9-12 receive academic credit towards graduation for band or concert choir. Consequently, they will not receive annual awards. In Concert Choir, since it is an active co-curricular performance group, three years of faithful attendance and service at out-of-school functions may earn members a choir pin suitable to be worn through the senior year. For four full years of faithful and satisfactory service in the Concert Choir or Band, a student may earn a music letter. To earn this letter the student would have had to attend special practices and performances determined by the music director. The student must have exhibited a good cooperative attitude and must have the music teacher's recommendation in addition to the four years of service. During that time, the student must have a 3.0 or better average at the end of each of those school years in the subject.

Drama or Yearbook letters may also be presented when practice and preparation time is roughly equivalent to that time and effort required in a varsity sport. Students with major parts may get a letter for participation, but students with minor parts may be required to participate for three years before earning a letter.