

I have read the Citrus Park Christian School policy handbook completely. I understand the importance of this information and will abide by the policies set forth as long as my child is a student.

As I am a Christian and Citrus Park Christian School is a Christian ministry organization, both parties agree that they would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this Agreement. To do otherwise would be in clear violation of Biblical teaching and practice. Accordingly, I agree to resolve all potential claims, disputes or causes of action through binding arbitration using the procedures outlined in the student handbook.

If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently and there will be less friction and misunderstanding. This harmony will result in greater academic achievement and a greater degree of satisfaction for all.

I have read and agree to abide by the requirements in Section 1 of the parent/student handbook.

\_\_\_\_\_  
Student Initials                      Parent Initials

I have read and agree to abide by the requirements in Section 2 of the parent/student handbook.

\_\_\_\_\_  
Student Initials                      Parent Initials

I have read and agree to abide by the requirements in Section 3 of the parent/student handbook.

\_\_\_\_\_  
Student Initials                      Parent Initials

I have read and agree to abide by the requirements in Section 4 of the parent/student handbook.

\_\_\_\_\_  
Student Initials                      Parent Initials

\_\_\_\_ I have read and agree to abide by the requirements in Section 5 of the parent/student handbook.

\_\_\_\_\_  
Student Initials                      Parent Initials

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature (Legal Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature (Legal Guardian)

\_\_\_\_\_  
Date

Please sign Internet Use Agreement on reverse side

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# Citrus Park Christian School

## Internet Use Agreement

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Citrus Park Christian School is dedicated to providing students with advanced technology resources which make learning more efficient and enjoyable. In order to keep our facilities in working order and ensure a safe, Christian environment for learning, the following agreement outlines what is expected of anyone who uses the technology resources on the campus of CPCS.

### **Stewardship of Equipment**

CPCS has invested a large amount of resources into providing adequate computer workstations and computer facilities. The following rules apply to the computer labs or any area where computers are made available for student use.

1. Students are expected to treat all equipment and facilities with appropriate care.
2. No food or drink is allowed in the computer labs (no exceptions).
3. Students are not to put their feet on the desks or computer equipment in any way.
4. Sitting on the computer desks is prohibited.
5. Students are not to damage/tamper with any computer equipment or the computer desks in any way.

**Failure to comply with guideline 5 will result in financial reparations for any damaged equipment.**

### **Internet Access & Network Conduct**

Many things can be found on the Internet that do not follow Christian standards or beliefs. CPCS subscribes to a content filtering service to block content which we feel would be detrimental to our beliefs as Christians and/or harmful to students. Below you will find a list of guidelines that pertain to use of the internet and general network conduct.

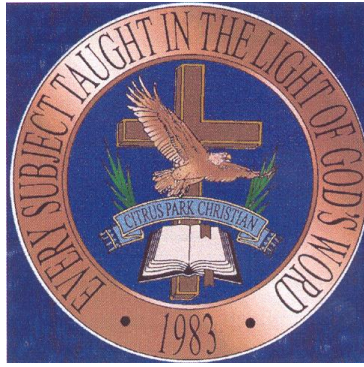
1. Trying to accessing sites that are blocked is strictly prohibited.
2. Students are not to engage in any online conversation that is discriminatory or harassing, derogatory to any individual or group, obscene, sexually explicit, defamatory, or threatening. This includes conversations via chat programs, forums, journals, blogs, message boards, email, or any other form of digital media.
3. Students should refrain from violating laws governing copyrighted material. This includes plagiarism of copyrighted books or media; downloading, viewing, or sharing copyrighted files of any type is also prohibited.
4. Students are not to use a teacher's workstation.
5. Vandalism and mischief that incapacitates, compromises, or destroys CPCS resources is forbidden. This includes the uploading of computer viruses, illegal use of other user's passwords, or attempting to gain access to secure areas of the network.

**Failure to comply with any of the listed guidelines above will result in appropriate disciplinary action.**

**Student Agreement:** *I understand and will abide by the rules and guidelines listed in the above Internet Use Agreement. I further understand that any violation could result in the loss of privileges and in school disciplinary action.*

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Citrus Park Christian School**

7705 Gunn Highway  
Tampa, Florida 33625

Phone (813) 920-3960 ~ Fax (813) 926-1240  
Website: [www.citrusparkchristianschool.com](http://www.citrusparkchristianschool.com).

### **Member Schools**

Florida Association of Christian Colleges and Schools  
Middle States Association of Colleges and Schools

### **ACADEMIC ADMINISTRATOR'S OFFICE**

Extension 212

### **ADMISSIONS OFFICE**

Extension 211

### **BUSINESS ADMINISTRATOR'S OFFICE**

Extension 202

### **CHURCH OFFICE**

Extension 201

### **FINANCE OFFICE**

Extension 210

### **GUIDANCE COUNSELOR**

Extension 307

### **HEAD OF SCHOOL**

Extension 208

### **PRINCIPAL**

Extension 218

### **REGISTRAR / SECONDARY OFFICE**

Extension 246

### **SCHOOL OFFICE**

Extension 207

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## Admissions Policy

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

## Mission Statement

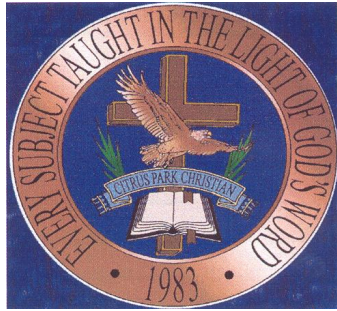
It is the mission of Citrus Park Christian School to connect children and families to Christ through Christian education.

## Vision Statement

It is our vision for children to develop lifelong Christian character through the integration of Biblical Worldview instruction, making them strong enough to withstand life's challenges.

Our school is committed to providing a curriculum with a two-fold purpose:

- To equip students with a working knowledge of God's Word (2 Timothy 3:16) and an understanding of God's unconditional love for every child and the hope of eternal salvation through a personal relationship with Jesus Christ.
- To present a challenging and stimulating academic curriculum that encourages a natural curiosity for learning that will prepare them to be independent thinkers, productive citizens and leaders for Christ in the 21st century (Romans 12:2).



## **Letter of Welcome**

Dear Parents,

In a society with declining values, rearing children has certainly become an ever increasing challenge. Each year it becomes more difficult to transfer traditional values of God, country, and family to our children as they are assailed with ideas that contradict our sacred principles.

By choosing to partner with Citrus Park Christian School for the educational needs of your children, we will be working together to “Train up your child in the way he (or she) should go” (Prov. 22:6). You have demonstrated your willingness to sacrifice for the good of your children by making such an important commitment. You are making a commitment to not only the welfare of your child’s future, but also to the future welfare of the church and the country.

We take seriously the trust that you have placed in us. We commit not only to providing a superior academic environment for your children, but also to preparing them spiritually, emotionally, morally, and intellectually. Please pray with us in this great labor of Christian ministry.

The administration, faculty and staff recognize that as parents you hold the ultimate responsibility for the education and future of your children. We pledge to you our prayers and commitment for your family’s decision to provide a well-rounded Christian education for your children.

Finally no education is complete without spiritual instruction. CPCS commits to instilling in children knowledge of the Word of God and a personal relationship with the Lord Jesus Christ. Our goal is for our student to not only know the Word, but to live the Word.

May God bless you and your family this coming school year.

CPCS Administration, Faculty and Staff

## Part I

### GENERAL INFORMATION

#### History

Citrus Park Christian was founded as a ministry of the First Baptist Church of Citrus Park. The vision of Pastor Harold Warner was to have a Christian School that was quality but affordable. This philosophy continues today. The first year of operation was 1983 with grades K-4 through 6<sup>th</sup> grade with about eighty students. Each year a grade was added until it reached 8<sup>th</sup> grade. By 1997, the church realized a need for a Christian high school in our area and voted to add grades 9-12, one year at a time. Classes necessary for completion of high school have been added, along with fine arts and an athletic program. The class of 2001 became our first high school graduating class. We have held state recognized accreditations since 1990.

Citrus Park Christian School offers a well-rounded college-prep program. Athletic and other school activities are held at the Ministry Activity Center (MAC) located at 18105 Gunn Highway, Odessa, 33556, approximately ½ mile north of Van Dyke Road. The ministry currently owns 40 acres at this location for future development.

We are very proud of the young men and women who have received their education from CPCS. The graduates are well equipped Biblically and academically. Approximately 90% or more attend college. Because CPCS is Bible based in principle and practice, the school's motto "Every subject taught in the Light of God's Word" is as powerful and true today as it was in 1983.

#### Philosophy of Christian Education

The word "philosophy" comes from Greek words meaning "love of wisdom". Since the time of the Garden of Eden, man has desired to be wise and has done all he knows to do to know all truth (Gen. 3:5). In searching for the truth, every man develops a system of values and beliefs that directs his every action. This plan or system becomes his philosophy of life.

The Christian must develop his philosophy by studying God's Word, the Bible (John 17:17).

God's Word is truth and is the only standard by which one can chart his life.

The apostle Paul warns us not to be spoiled by the philosophies of this world – philosophies such as materialism, situation ethics, humanism or other New Age thought behaviors (Colossians 2:8). Paul defines a Christian philosophy as one that follows after Christ, and not after the world, because in Christ "are hid all the treasures of wisdom and knowledge." (Colossians 2:3).

The Christian's philosophy must be based on the Lord Jesus Christ as He is revealed in the Scriptures. A man whose system of values and beliefs is determined by any source other than God's Word is susceptible to worldly influences and error. There are certain Biblical truths that help us recognize the need for Christian education:

- God created man in His own image.
- 
- Man has inherited a sin nature, is condemned before God and needs a Savior.
- God has provided for man's salvation through the gift of His Son, the Lord Jesus Christ and His work at Calvary.
- The church is the Body of Christ, composed of every true believer from Pentecost to the Rapture.

Although the term "Christian Education" does not occur in the Bible, it does say a great deal about the education of young people. The education of children according to the Bible is primarily the responsibility of the parents. The beginning of the Christian school movement was prompted by concerns arising within the public school system. It is the goal of Christian schools in general, CPCS in particular, to partner with the parents and assist them in the development of the children. The church is a mandatory part of your child's development as well. The Word of God speaks of moral and spiritual instruction of the believer in general, and of children in particular (Deut. 6:6-7; Prov. 22:6).

God makes it plain that His will for all Christians is that they "be adequate, equipped for every good work" (II Tim. 3:17 NASB). To accomplish this task, God gives men various gifts "for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: till

we all come in the unity of the faith, and of the knowledge of the Son of God, unto the measure of the stature of the fullness of Christ" (Eph. 4:12-13 KJV).

#### THEREFORE:

1. We believe that each student is a distinct individual creation of an omnipotent God (John 1:2; Eph. 2:10; Eccl. 12:1).
2. We believe that each individual is the creation of God, and therefore, is the property of God (Ps. 119:73; Col. 1:16; Heb. 2:10).
3. We believe that each man must be a careful and faithful steward of his conscience (Acts 24:16; 23:1; I Cor. 8: 7-10; I Pet. 2:19; Heb. 10:22).
4. We believe that each individual student is directly responsible to God for the direction of his life (Ps. 119:105; Prov. 16:9; Ps. 37:23).
5. We believe that an individual who allows the Lord to govern his life will demonstrate proper Christian character (Matt. 12:34, 35; Col. 2:6,7; Prov. 3:5,6).
6. We believe that we need to establish models of Christian character for our students to emulate (I Tim. 4:12; Tit. 2:2-5; Prov. 23:26).
7. We believe that parents have a God-given responsibility of educating their children, and that the Christian school acts as an extension of the Christian home (Prov. 22:6; Deut. 6:6-9; Eph. 6:4; II Tim. 3:15).
8. Thus, we believe that a Christian school is Christian teachers training Christian students with a Christ-centered philosophy.

These verses describe the goal of Christian education: to help create in every young person the likeness of Christ. Christian education should develop Christians whose activities in this life anticipate their eventual conformity to the image of Christ (Rom. 8:29).

#### **EDUCATION – A DEFINITION**

"Education is the transmission of communication skills and the accumulated knowledge of society – along with principles (especially moral) to individuals. This is more effectively done by teachers having authority who present the material to students trying to motivate them to endure the pain of learning in order to reap the fruits of intellectual attainment. Character is developed by decisions made as principles are

presented. Honest presentation will cause there to be decisions made with the full knowledge of consequences either way. The end result should be a person who can communicate on his own and having become whatever he has become by his own choice."

-Dr. Wayne VanGelderren

#### **Statement of Faith**

1. The Bible in its original documents is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its statements. II Tim. 3:16; John 10:35; Ps. 89:34; Hebrews 6:18; II Peter 3:16.
2. There is one God, eternally existent, creator of the heaven and earth. He is manifested in three persons - - Father, Son, and Holy Spirit. Isa. 7:14; Isa. 9:6; John 14:9; I Tim. 3:16; I John 5:7; Genesis 1:2.
3. The Lord Jesus Christ is fully God who took on flesh and dwelt on earth. He was sinlessly perfect and gave Himself as a substitutionary sacrifice by shedding His blood and dying on the cross; He then came back from the dead. This was to pay for all sins (past, present, and future) for all who believe. II Cor. 5:21; Heb. 2:9; Titus 2:14; Heb. 10:10-14; Heb. 9:12-28; Acts 13:38-41; I Peter 2:24; I John 3:5.
4. God is absolutely sovereign and in His sovereignty gave man a free will to accept or reject the salvation that He has provided. It is God's will that all would be saved and that none should perish. God permits man's destiny to depend upon man's choice. I Tim. 2:4; II Thes. 2:13; I Pet. 1:2; II Pet. 3:9; John 6:64; Acts 10:34; I Cor. 1:21; Eph. 1:5-14; Rom. 8:29-30; Rom. 9:30-32.
5. Each member of the human race is fallen, sinful and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. The moment a person receives Christ as his Savior, immediately, the Holy Spirit indwells the believer who is sealed until the day of redemption. Rom. 3:23; John 3:7; I Cor. 6:19; Eph. 1:13-14; Luke 24:49; Titus 3:5.

6. Man is saved by undeserved mercy through faith and nothing of man enters into his salvation; it is a free gift. Man's efforts, regardless of how good or well-intended, before or after salvation, have nothing to do with it. Salvation is by the finished work of Christ and nothing can be added to it. Eph. 2:8-9; Gal. 2:16; Rom. 11:6; Col. 2:13; Titus 3:5; Romans 3:22.
7. The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers. By the Holy Spirit we are all baptized into the one body of Christ. Water baptism is not essential for salvation but is a testimony to the world. Acts 1:8; I. Cor. 6:19, 20; Acts 2:1-4; I. Cor. 12:13; Eph. 4:5; Acts 10:47.
8. Every true child of God possesses eternal life, being justified by faith, sanctified by God, sealed with the Holy Spirit, is safe and secure for all eternity. However, a Christian can, through sin, lose his fellowship, joy, power, testimony, and reward, and incur the Father's chastisement. Relationship is eternal, being established by the new birth; fellowship and spirituality, however, are dependent upon obedience to the Word of God. I Cor. 3:11-17; Heb. 12:5-11; I Cor. 11:30-32.
9. A true child of God has two births; one of the flesh, the other of the Spirit, giving man a flesh nature and a Spirit nature. The flesh nature is neither good nor righteous. The Spiritual Man does not commit any sin. This results in a warfare between the Spirit and the flesh, which continues until physical death, or the return of the Lord. The flesh nature of the man does not change in any way with the new birth, but can be controlled and kept subdued by the new man. John 3:3-7; Rom. 7:15-25; Rom. 8:8; Gal. 5:17; I John 3:9; I Pet. 1:23; I John 5:18; I John 1:8.
10. We believe that God instituted the union of one man and one woman in marriage to be the head of each family unit. As the Scripture says, "A man shall leave his father and mother and shall be joined to his wife, and the two shall become one flesh. Eph. 5:31; Eph. 5: 22-33.
11. There will be a resurrection of the saved and of the lost; of the saved unto eternal life, and of the lost unto eternal conscious punishment. I Thess. 4:13-18; Daniel 12:2; Rev. 20:15; Matt. 24:41.
12. We believe in the personal, return of our Lord and Savior, Jesus Christ. I Thess. 5:9-11; I Thess. 1:10; II Thess. 2:1-8; Rev. 3:10; Luke 21:36; Titus 2:13; Isa. 26:17-21; Isa. 27:1; Rev. 4:4.
12. Satan is a fallen angel the author of sin, and he and his angels shall be eternally punished. Ezek. 28:15, 17; Isa. 14:12-15; Rev. 20:10; Matt. 25:41.
13. The true child of God is not under the Law but under grace: saved by grace and disciplined by grace. Rom. 6:14; Rom. 11:6; II Cor. 3:17.
14. It is every Christian's privilege and duty to make clear God's plan of salvation wherever and in whatever vocation he or she may be. Mark 16:15; I Thess. 2:4.
15. The general plan of salvation in God's Word in a brief outline that is believed and practiced by the Citrus Park Christian School of Hillsborough County, Inc., is as follows:
- a.) Establish the fact that all men are sinners. Rom. 3:10; Rom. 3:23; Isa. 64:6; Jer. 17:9; James 2:10.
  - b.) Establish the fact that the penalty of sin is death. Rom. 6:23; Ezek. 18:20.
  - c.) Establish the fact that you must be perfect to enter heaven. Rev. 21:27.
  - d.) Establish the fact that man can do nothing of himself to obtain this perfection. Eph. 2:8; Gal. 2:16; Rom. 4:5.
  - e.) Show how God provided a sin-bearer and imputes to man His righteousness. II. Cor. 5:21; Phil. 3:9; Isa. 53:6; I Pet. 3:18.



- f.) Establish the fact that man needs only belief in the Lord Jesus Christ as his personal Savior for salvation. John 3:16; Rom. 10:9; John 1:12; Acts 16:31.
- g.) Establish the fact that man can be certain of his salvation now, and that his salvation cannot be lost because eternal life is eternal. John. 6:37-39; John 10:28; I Pet. 1:5; Heb. 10:10-14; I John 5:13.

## Affiliation and Accreditation

Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association.

Citrus Park Christian School is accredited through the Florida Association of Christian Colleges and Schools (FACCS) and Middle States Association Commission on Elementary & Secondary Schools (MSA/CESS).

## Admissions

### ◇ Policy

CPCS is a non-denominational Christian school providing a traditional, academically sound Bible based education. Our reputation for high standards of academics and discipline allows us the opportunity to provide a quality, well-rounded Christian education to your children.

### ◇ Non-discrimination Policy

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

### ◇ Enrollment Procedures/Registration

Enrollment for students in K3 through 12<sup>th</sup> grade will be finalized upon completion of the following:

1. The parent(s) and the student will be interviewed by administration.
2. An application packet is completed online and submitted with the appropriate fee.

3. The student is given an entrance test.
4. The following documents are to be presented to the school office:
  - a. A certified copy of the student's birth certificate
  - b. A current Florida state health exam form (yellow form – DH 3040)
  - c. An immunization record (blue card – DH 680)

### ◇ Re-Enrollment

Re-enrollment occurs within the first 9 weeks of second semester and is finalized when the online application packet is completed and submitted with appropriate fees.

Citrus Park Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of students who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all previous financial obligations have been met.

### ◇ Home School Athletics/Fine Arts

Home school students must complete registration information and pay a registration fee to cover insurance and paperwork. See current fee schedule for rate. This must be completed and paid prior to the first scheduled practice/class. Each non-FHSAA sport can only have two home schooled students participating and these students must be in high school (grades 9-12). This guideline will be followed unless CPCS needs additional players to complete a team.

In addition to registration fees, home school students are expected to pay an additional fee per sport and fine arts activity. See current fee schedule for rate.

No home school student is allowed on campus to participate in activities other than those for which they have registered. This includes, but is not limited to, plays, choir, and music lessons.

CPCS offers no academic enrollment for home school students.

### ◇ Health and Immunization Requirements

Florida law 232.032 requires that every student must provide evidence of proper immunization to

attend school. Please see the registration packet to be sure your student is in compliance.

#### ◇ **Student Insurance**

It is necessary to report all injuries to the school office (within 24 hours) or possibly forfeit an insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The finance office completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement. Inquiries regarding coverage and claim filing should be directed to the finance office.

#### ◇ **Withdrawal**

If a parent voluntarily withdraws their child or children from school or if the student is dismissed, they are responsible to pay tuition up to the end of the month, realizing that fees for enrollment, electives, graduation, etc. are non-refundable after the initial day of school.

Withdrawal from school must be made two (2) days in advance by a parent in person in the school office. An official withdrawal form will be processed and the necessary signatures obtained. The process includes releases from the following departments: library, principal or dean of students, registrar, athletic director, fine arts coordinator and bookkeeping. All tuition charges will continue until the bookkeeper has received this form. Parents should expect the withdrawal process to take two full school days. Tuition charges are per month; therefore, any student withdrawing within a given month is responsible to pay for the entire month's charge.

All schools need cooperation from both students and parents in the education process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.

## Financial Information

If you have a question regarding finances or the status of your account, please contact the CPCS Finance Office.

#### ◇ **K3 – 12th Grade Yearly Tuition Rates and Fees**

Please see current fee schedule for tuition rates and multiple children discounts.

#### ◇ **Registration Fee**

This non-refundable fee is due at the time of online reenrollment and due annually to re-enroll each student. See schedule for current fee.

#### ◇ **Curriculum Fees**

Curriculum fees for preschool and elementary students are due June 1<sup>st</sup> each year. Curriculum for secondary students is purchased through the CPCS online bookstore.

#### ◇ **Activity Fees**

An Activity Fee for students in grades 6-12 will be assessed in July each year.

#### ◇ **Payment Plans**

The tuition of each child is figured on a ten, eleven or twelve month basis. Payments are due monthly beginning in June, July or August and are non-refundable. Tuition payments are made through an ACH deduction sent to CPCS. All other billing is paid directly to CPCS.

**Students attending one day or more of any month will owe the full month's tuition.**

#### ◇ **Late Fees & Collection Policies**

Late fees will be assessed by Citrus Park Christian School for delinquent payment, according to the following practices:

#### **Late or incomplete payments:**

A late fee of fifty dollars (\$50.00) will be assessed to accounts unpaid by the 15<sup>th</sup> of each month.

## Collection Policies

If an account is not current within 60 days, students may not return to school until the account is current.

In addition to the late fees described above, any payments outstanding at the end of a grading period (whether of tuition, morning or after care, lunch fees, athletic, or any other fees owed to the school) will result in the student not participating in the area or program, up to and including attending class until full payment is received of all outstanding balances. Citrus Park Christian School may use any legal means at its disposal to reclaim funds past due, including the engagement of third-party collection agencies to whom financial details will be passed by the school as is permissible by law.

If parents find themselves in financial difficulty and are concerned that prompt payment of tuition, fees or other charges may be an issue, *it is important to speak to the school administration about this in a timely manner (in advance of missing any payments)*, to discuss whether special arrangements might be made in order to help with payments until the financial situation improves. Citrus Park Christian School is always happy to work with families in whatever ways it can to assist in such matters; however, it is critical that they be discussed *in advance* of missed payments, and that parents do not simply assume that missed payments will be overlooked

### ◇ Returned Check Fee

A fee will be incurred for any checks that are returned. Please see current fee schedule.

### ◇ Refund Policy

If for any reason your child is not accepted by Citrus Park Christian School, registration fees will be refunded.

### ◇ Scholarships

We accept Step Up For Students scholarship, the McKay Scholarship and Gardiner Scholarship and are a current VPK provider. For more information, log on at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

### ◇ Financial Aid

Financial Aid is strictly dependent on private contributions and/or donations; therefore funding may or may not be available. Please contact the finance office to see if funding is available. If available, once families have completed the CPCS online registration and paid registration fees, they must complete the FACTS financial aid application online.

### ◇ Advanced Placement or Lab Fee

All fees for AP classes or lab fees are due at the beginning of each year after drop/add week.

### ◇ Athletic Fee

Students have an opportunity to be involved in many extracurricular sports from the 6<sup>th</sup> through the 12<sup>th</sup> grade. See fee schedule for rates. Sports fees are due no later than 5 days after the first official practice for each sport.

### ◇ Graduation Fees

These fees for students in grades K5, 5<sup>th</sup> and 12<sup>th</sup> are charged to the account at the end of March and must be paid by the parents or the guardian prior to graduation.

### ◇ CPCS Music Academy

Private, vocal, piano or instrumental lessons will no longer be billed to the school account. Payment will be made directly to the instructor.

### ◇ Testing Fees

The PSAT and Pre-ACT tests are administered to students in 9-11<sup>th</sup> grades. ASVAB tests are administered to students in 11-th-12<sup>th</sup> grades. Charges will be posted to the accounts of students in those grades. Those fees should be paid prior to the students taking the test.

### ◇ Replacement Book Fee (Elementary)

Any student who is missing a text book for three (3) consecutive days will be given a new one and the account will be charged.

Students who are not returning for the following school year MUST be withdrawn from CPCS in writing and online in RenWeb. Because our systems are automated, if a student is not returning, they must be withdrawn no later than June 30<sup>th</sup> of that year.

#### ◇ **Extended Care**

Morning Care Hours are 6:30 a.m. to 7:40 a.m. and open to all students. After Care by CPCS is a service for K3 & K4 students. It is available Monday-Friday until 6:00 p.m. when school is in session. Registration for this program is limited to a certain number of students.

Bradstreet Sports After School Program: Students in grades K5-5<sup>th</sup> grade who remain after school may enroll with the CPCS on-site after care, Bradstreet Sports. Registration and payments are made directly to Bradstreet. For information on registering, contact the school office or Bradstreet Sports at [www.bradstreetsports.com](http://www.bradstreetsports.com).

#### After School Homework Program (6-12<sup>th</sup> grades)

3:30-5:30 p.m.,

Students in grades 6-12 not picked up by 3:30 p.m. will be taken to the after school homework program. No student is allowed to remain on campus unattended past 3:30 p.m.

**\*\*All Extended Care payments must be kept current. Charges must be paid promptly or the child cannot stay in any CPCS Extended Care.**

Extended Care/study hall is not available on days when classes are dismissed early or not in session.

Charges must be paid monthly. If previous monthly Extended Care is not paid, the student will not be allowed to stay until the account is current.

Students involved in any after school sponsored program or help class should be picked up promptly at the conclusion of the activity or class.

#### ◇ **Uniforms**

All students K5 – 12<sup>th</sup> grade are required to wear uniforms from our uniform provider. Exception: Students may purchase uniform bottoms locally. All uniform bottoms must conform to the CPCS dress code (section 4) in length, style, color and fit. See uniform provider information sheet for uniform selection, prices, phone number and location. Students are expected to be in uniform every day without exception or excuses.

#### ◇ **Withdrawal Notification**

# Part II ACADEMIC PROGRAM

## GENERAL

### ◇ Classification of Students

#### Elementary Grades K3-5

Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made. Summer school is available and may be recommended or required

#### Middle School Grades 6-8

Our 6<sup>th</sup> through 8<sup>th</sup> grade students qualify for grade-level promotion by passing all subjects during the school year, or making these subjects up during summer school.

#### Senior High Grades 9-12

A freshman may advance to the sophomore class with at least 6 credits. A sophomore may advance to the junior class with at least 12 credits, and a junior may advance to the senior class with at least 18 credits. Failed classes may be taken during summer on a semester basis.

### ◇ Grading Scale

In compliance with Section 232.2463 of the Florida Statutes, Citrus Park Christian School's grading scale is as follows:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

F....59 and below failing

Standard non-weighted scale is as follows:

Example: A+ = 4.25 A = 4.00 A- = 3.75

### ◇ Honors

These courses are weighted by adding .5 point.

Example: A+ = 4.75 A = 4.5 A- = 4.25

### ◇ Advanced Placement/Dual Enrollment

These courses are weighted by adding 1 point.

Example: A+ = 5.25 A = 5.0 A- = 4.75

The Advanced Placement Program, a cooperative educational endeavor between secondary schools and colleges and universities, allows high school students to undertake college level academic learning courses and gives them the opportunity to show they have mastered the advanced material by taking AP exams. Students can receive credit, advanced placement, or both, from hundreds of colleges and universities that participate in the AP Program. All of our AP classes are College Board approved.

### ◇ Homework

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. The following are reasons that Citrus Park Christian uses homework:

**Reinforcement:** We believe that most students require solid drilling to master material essential to their educational progress.

**Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

**Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework (following instruction) is given to overcome such difficulties.

**Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teachers. Parents should check to see that all homework is completed and all books returned to the classroom. The effectiveness of homework is hindered by forgotten textbooks.

All submitted homework must be the student's original work and done in the student's own handwriting unless the student and/or the parents have received special permission from the

teacher/administration for temporary extenuating circumstances. The student will be given a zero for any work turned in, in someone else's handwriting without prior permission.

#### ◇ **Assignment Sheet/Planners**

All students in grades 1-5 will be given a copy of the weekly assignments. This assignment sheet must be read and initialed every night by a parent.

Students in grades 6-8 are required to keep a weekly planner of assignments. This does not need to be signed.

#### ◇ **Help Classes**

All teachers (grades 1 and higher) offer help classes as a free service for students who may have minor academic gaps or are experiencing academic difficulties. Help classes are not meant for remediation. Elementary help classes are held Monday and Wednesday mornings at 7:25 a.m. as needed. Middle and High school help classes are held before school, and it is the responsibility of the student and parent to make arrangements with the teacher and provide transportation.

#### ◇ **Parental Involvement**

Experience has shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We appreciate and encourage parental involvement. Some suggested ways of doing this are:

- ◇ Joining the Eagle Athletic Club. This is an avenue through which you can support our athletic program.
- ◇ Attending functions such as plays, concerts, and athletic events.
- ◇ Volunteering
- ◇ Joining committees or groups such as the Parent Teacher Christian Fellowship.
- ◇ Chaperoning field trips.
- ◇ Joining Moms-in-Prayer.
- ◇ Volunteering to be or assist a Homeroom Mom.
- ◇ See volunteer handbook for opportunities to volunteer in the classroom or school-wide.

#### ◇ **Parent/Teacher Conference**

Parents are encouraged to meet with their child's teacher to discuss academic problems or concerns.

If you need to speak with a faculty member, please call the school office and leave a message via voice mail for the teacher to schedule a time to meet. You may also e-mail the teacher at any time. Your call or e-mail will be returned within 24 hours. Please do not schedule a conference with an administrator without first meeting with the teacher.

#### ◇ **Academic Probation**

A student who has two (2) or more failing grades in a semester will be placed on academic probation for the following semester at the faculty/administrator's recommendation.

While a student is on academic probation they may not hold a school office or participate in extracurricular activities until the next report card is issued.

Two consecutive semesters of academic probation may result in a student being asked to withdraw. Nine week report cards will be evaluated. If a student does poorly on the 2<sup>nd</sup> or 4<sup>th</sup> nine weeks regardless of the semester average, they may be retained on probation for the 1<sup>st</sup> nine weeks of the following semester.

#### ◇ **Summer School**

Any student in grades 1-5 who fails a subject for the year must take that subject in summer school. Failure of more than 2 subjects will result in repeating the grade. Students with excessive tardies or absences may be required to take summer school if more than 20 days are missed.

Any student in grades 6-12 who fails a math or English course for the semester must retake that course in summer school. Additional courses may be offered. Failure of more than 4 semesters of coursework will result in repeating the grade.

All summer school courses for returning students must be taken at Citrus Park Christian School if offered. All students attending summer school must abide by the summer school dress code. Upon completion of a subject in summer school, the grade achieved will be averaged with the grade given during the regular school session. This policy would apply to any student taking summer school regardless of the reason. Students wishing to take summer school to obtain a higher grade in a subject already taken must obtain prior approval from the administration.

Students attending summer school must pass all courses taken. Failure to pass any course may result in academic probation.

### ◇ Standardized Testing

Citrus Park Christian School uses the following tests on an annual basis to determine student progress:

- ◇ The Stanford Achievement Test (SAT10) is given to students in grades K5-11<sup>th</sup> in the spring. The Otis Lenin I.Q. Test (OLSAT) is given in odd numbered grades beginning with the 3<sup>rd</sup> grade. Results are mailed home at the end of the school year.
- ◇ EXPLORE Test is given to 8<sup>th</sup> graders and consists of 4 multiple choice subtests. EXPLORE helps plan a student's choices of high school courses, prepare for the ACT college examination or choose a career direction.
- ◇ PSAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given to all 9 – 11<sup>th</sup> grade students. This test prepares students for college entrance tests and determines eligibility for National Merit Scholarships.
- ◇ PLAN (The preliminary ACT test) is given to all 9-11 grade students for the ACT college examination and is used for career exploration. This test will assess academic achievement through high-order thinking skills in English, mathematics, reading, and science reasoning.
- ◇ ACT and SAT Tests – These college entrance tests should be taken during the junior and senior years. All seniors must take one or both of these tests. Information is available in the Guidance office.
- ◇ ASVAB (Armed Service Vocational Aptitude Battery) will be administered in the 11<sup>th</sup> and 12<sup>th</sup> grade. The test is offered by the military to assess academic strengths and aptitude toward various careers. The test gives the student an overall view of where he excels. The test shows several areas the student could focus on for his career.

### ◇ Academic Records

Educational records of students are transferred/released only under the following conditions:

1. With a signed request on school letterhead from the new school.

2. In compliance with a judicial order or subpoena.

Student records are not released directly to a parent. It should be noted that most educational institutions will not accept a transcript presented directly by a parent or student as a means of protecting privacy.

The high school does, routinely, release the names, addresses, academic data of general nature, and leadership information of a general nature to colleges and other reputable organization who may wish to provide assistance to our students.

### ◇ Report Cards and Progress Reports

Progress reports for grades 1 – 12 are posted electronically each week. Report cards for K5-5<sup>th</sup> grades are sent home at the end of each nine week period. Grades 6<sup>th</sup> – 12<sup>th</sup> will be posted electronically. **Note: A hard copy of a report card or progress report in 6-12 grades will only be mailed at the request of the parent.** Printing and postage fee will be assessed.

## Elementary School (K3-5<sup>th</sup>)

### ◇ Curricula

Three Christian school curricula are used in three-year old kindergarten through grade five:

- ◇ A Beka Book Curricula
- ◇ Bob Jones University Press Curricula
- ◇ Positive Action Bible

These curricula are nationally recognized for their high academic results, giving strength to the mental and moral development of each student.

### ◇ Academic Penalties

- ◇ If one or two core subjects are failed, the student will have to make up the work during summer school.
- ◇ If two or more core subjects are failed, the student must repeat the grade.
- ◇ Any exceptions to the above regulation must be approved by the administration.
- ◇ If a student receives a "D" average in a core subject, he or she will be encouraged to attend summer school.
- ◇ No more than two subjects may be taken in summer school.

### ◇ Computer Education

The computer lab consists of laptops or desktops and is available to the prek and elementary classes on a weekly basis. The computer lab is also available for classroom teachers as a resource to enrich their curriculum and classroom activities.

### ◇ Enrichment Classes

Students in K5 – 5<sup>th</sup> grades have weekly classes in Library, Spanish, Art, Computer, and Music and also have Physical Education daily. Students in K4 extended day have music, art, computer, Spanish and library weekly. K3 students have art, computer, library and music.

### ◇ Private Music Lessons

Private lessons in instrumental and voice are available to students in grades 1 through 12. Lessons are one half hour each week for a total of 30 lessons per year. **Class assignments missed during the lesson are to be made up by the student.** Lesson fees will be billed and paid through the providing teacher. Students who discontinue their lessons during a month are financially responsible for the entire month. Lessons missed because of an excused absence will be made up. Lessons that are missed because of an unexcused absence will not be made up.

### ◇ Summer School

Summer school will be offered for students in K5-5<sup>th</sup> grade for remedial help or course failure. If summer school is recommended or required, notification will be sent home during the last nine weeks of school by the teacher. Rate information will be announced prior to the end of the school year. Summer school may also be required to due to excessive tardies and absences to meet state attendance guidelines.

## Middle School/High School (6<sup>th</sup>-12<sup>th</sup>)

### ◇ Required Coursework (6-8 grade)

The Middle School program is designed to develop the learning skills in all subject areas including daily instruction in the Bible. The course of study is as follows:

- ◇ Bible
- ◇ English

- ◇ American/World History
- ◇ Life/Earth/Integrated/Physical Science
- ◇ Math, Pre-Algebra/Advanced Pre-Algebra/Algebra I
- ◇ Physical Education/Health

Elective options may include:

- ◇ Art (wheel)
- ◇ Choir (year-long)
- ◇ Geography (wheel)
- ◇ Keyboarding (wheel)
- ◇ Spanish (wheel)

### ◇ Required Coursework (9-12 grade)

Graduation requires successful completion of a minimum of 26 academic credits in grades 9 through 12. The credits will be distributed as follows:

- ◇ Four credits in English, with major concentration in grammar, composition and literature.
- ◇ Four credits in mathematics. These credits must be Algebra I and higher-level mathematics courses.
- ◇ Four credits in Science, two of which must have a laboratory component.
- ◇ Three credits in Social Studies.
- ◇ One credit in a Performing Art.
- ◇ One credit in a Practical Art.
- ◇ One and ½ credits in Physical Education and Health
- ◇ Two credits in Foreign Language (consecutive years/same language)
- ◇ Four credits in Biblical Studies ( ½ credit Life Management)
- ◇ Elective credits

### ◇ Valedictorian/Salutatorian

The criteria for Valedictorian or Salutatorian of Citrus Park Christian School are:

- ◇ Must be a Secondary student at CPCS for at least two years.
- ◇ Only courses taken at CPCS (not dual enrollment/online) will be used to calculate.

Valedictorian and Salutatorian are determined by the accumulative GPA through the end of the 3<sup>rd</sup> nine weeks of the senior year.



### ◇ Graduation/Marching Requirements

Seniors must be within two credits of graduation (26 credits), have maintained a minimum cumulative GPA of 2.0, taken the ACT and/or SAT college entrance test and completed 120 hours of community service to be eligible to march. Students with fewer than 24 credits and/or who do not have a 2.0 GPA or completed 120 community service hours will not be allowed to march. Twenty-six credits of the required CPCS coursework are required by the end of senior summer school sessions for graduation. \*\* Only regalia awarded by CPCS will be allowed to be worn during the graduation ceremony.

### ◇ Community Service

Community service is required of each student in grades 9-12. Each student is expected to satisfy a minimum of thirty hours of community service per enrolled year. He must have a total of 120 hours to graduate from CPCS.

Ministry opportunities are encouraged but are not the same as community service. In general we are looking at service as opportunities to serve non-profit organizations, community projects, and individuals in the community with needs, or opportunities to serve through the church or school. See the guidance counselor for areas and opportunities of service.

Verification forms are required to be signed by the individual in charge of the activity. All hours must be signed by a non-family member. Forms may be obtained by the guidance counselor. The form must indicate the hours of work, where, and the name, position, and phone number of the one in charge of the project. **Seniors must have their community service hours completed by the last day of classes in order to receive their diploma.**

Community service hours are required by the State to qualify for the *Bright Futures Program*. If a student receives remuneration for service it does not count as community service. Please check with the Guidance Counselor if you are unsure a project or job qualifies as community service.

### ◇ Exam Exemptions

End of semester exams will be given in each class. **NO planned absences may be used during exam week. Failure to appear at the scheduled**

**exam day and time will result in a zero grade. Semester exams cannot be administered early or taken after the exam date.**

9<sup>th</sup> through 12 grade students may exempt up to 2 exams if they meet the following requirements:

1. **Have a solid A average (93% or higher) in both nine weeks.**
2. **Have no more than 5 absences in that class for the semester.**
3. **Students with fewer than 5 demerits and no Saturday detention may exempt a 3<sup>rd</sup> exam per semester.**

**Middle school students will not have a semester exam schedule. Middle school students will maintain a normal schedule and not be dismissed early on these days.**

### ◇ Dual Enrollment

Dual enrollment is an opportunity for sophomores, juniors or seniors with a 3.0 GPA or higher to enroll concurrently in courses offered by participating area colleges or at CPCS. Interested students must see the guidance counselor for information and permission to dual enroll. We are contracted with University of South Florida, Hillsborough Community College, St. Petersburg College, and Pasco-Hernando Community College. On campus Dual Enrollment is through Southeastern University.

Courses taken off campus must be pre-approved by administration and may not replicate course descriptions that CPCS offers.

### ◇ Student Council

Class Officers and one elected class member comprise the Student Council. Meetings are held periodically to discuss student activities and other subjects as needed.

### ◇ Florida Bright Futures Scholarship Program

Seniors at Citrus Park Christian are eligible for the Bright Futures Scholarship if they have met the requirements. Each year the Guidance Counselor will distribute the most up to date information.

### ◇ The National Honor Society

Citrus Park Christian High School sponsors a chapter of the National Honor Society (NHS) in the high school. Membership in the society is based on character, scholarship, leadership, and service. To

be eligible for induction, the student must be in 10<sup>th</sup> grade or higher with a cumulative GPA of 3.50 or higher. A student must be enrolled at the beginning of the school year to be eligible for induction. Transfer students would become eligible the following year. No student is eligible for membership if he/she has received excessive detentions. Suspension from school will automatically disqualify a student from the honor society. Members are encouraged to be of service and to offer positive leadership both before and certainly after induction to the honor society. All current NHS students must maintain a 3.5 GPA and not receive an “F” in any subject for any semester. Students will also be evaluated on the basis of character on a yearly basis.

◇ **Transcripts**

Juniors, seniors or graduates who wish to send transcripts to colleges or employers must fill out a Transcript Request Form. Records and transcripts are only sent when the account is current.

◇ **Academic Penalties**

All 9<sup>th</sup> – 12<sup>th</sup> grade students must have a minimum cumulative grade point average of 2.0 by the end of the junior year. Failure to do so may result in dismissal from CPCS.

Any student failing one or two courses will be required to attend summer school. Failure of three or more courses may result in probation or dismissal from CPCS. Any failing grade not made up may result in retention in that grade.

◇ **Summer School**

Summer school will be offered for students in grades 6-12 for course recovery or grade improvement. If summer school is recommended or required, notification will be sent home during the last nine weeks of school by the teacher or guidance counselor. Rate information will be announced prior to the end of the school year.

◇ **Extracurricular Eligibility Policy**

In order for a CPCS student to be eligible for athletics, he/she must meet all Florida High School Activities Association (FHSA) and Citrus Park Christian School standards. All students must have a 2.0 cumulative grade point average at the end of each semester to be eligible. Once declared ineligible, a student may not participate until he/she

has brought up their GPA to a 2.0 at the next semester. Students may not participate in sports with an “F” grade in any core academic subject: English, Math, Science, and History in a semester. Students ending the year with an “F” in a core academic class may take a course recovery class to be eligible the following semester. Please refer to the Athletic Handbook for complete academic requirements for eligibility. A student may be declared ineligible by the administrator for non-academic reasons.

**Attendance**

**School Hours**

Elementary, K3-5<sup>th</sup> 8:00 a.m. – 3:00 p.m.  
 Secondary, 6<sup>th</sup>–12<sup>th</sup> 7:45 a.m. – 3:15 p.m.

◇ **Bell Schedule for Secondary**

Regular		Chapel (Thursday)	
Regular		Chapel (Thursday)	
Regular		Chapel (Thursday)	
7:45-7:51	Homeroom	7:45-7:50	Homeroom
7:53-8:47	Period 1	7:50-8:40	HS Chapel, MS Period 1
8:51-9:45	Period 2	8:44-9:31	MS Chapel, HS Period 1
9:45-9:57	Snack Break	9:35-10:22	Period 2
10:01-10:55	Period 3	10:22-10:34	Snack Break
10:59-11:53	Period 4	10:38-11:25	Period 3
11:53-12:19	Lunch M.S.	11:29-12:16	Period 4
11:57-12:51	Period 5 H.S.	12:16-12:41	Lunch M.S.
12:23-1:17	Period 5 M.S.	12:20-1:07	Period 5 H.S.
12:51-1:17	Lunch H.S.	12:45-1:32	Period 5 MS.
1:21-2:15	Period 6	1:07-1:32	Lunch H.S.

◇ **Absences and Excuses**

Florida School Law states: **“Each parent of a child within the compulsory attendance age will be responsible for such child’s attendance as required by law.”** The law further states, “When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence, explain the cause of such absence to the teacher or principal of the school.” The following are valid excuses for student absences for part or all of a day from school, if satisfactory evidence (written note) of the excuse is provided by the parent to the respective school office:

- ◇ Illness or injury
- ◇ Death in immediate family
- ◇ Quarantine
- ◇ Medical or dental appointment
- ◇ Court or administrative proceedings

- ◇ Religious observances
- ◇ Educational opportunity with proper advance notice
- ◇ Inclement weather conditions agreed upon by administrator
- ◇ Pre-approved family trip with necessary form on file prior to absence.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions such as family emergencies will be evaluated on a case-by-case basis.

#### ◆Elementary Attendance

A student who must leave before 10:00 a.m. will be counted absent for the school day. Students who leave after 10:00 a.m. but before 1:00 p.m. will be counted present one-half day. Students leaving after 1:00 p.m. will be counted present for the day.

A student who arrives before 10:00 a.m. will be counted present for the day. Students arriving between 10:00 a.m. and 1:00 p.m. will be counted present for one-half day. Students arriving after 1:00 p.m. will not be counted present for the day.

Students missing more than 20 days per year (excused or unexcused and regardless of doctor's excuses) may be required to attend summer school in order to make up time missed and may be subject to retention. (Every 3 unexcused tardies equals one day's absence).

#### ◆Secondary Period Attendance

In the secondary, period attendance is used to calculate for semester absences and exam exemptions. Students must be in class for 30 minutes to be counted present for the class period.

◆Attendance in K3 is not mandatory; however, we do stress regular attendance. Many learning activities build on previous lessons. Regular attendance enhances the student's learning and helps build good foundations for future learning.

◆Students participating in the VPK program must meet certain attendance requirements. A form stating parents understand and will cooperate with CPCS attendance requirements for the VPK program must be signed at the start of school. Parents will be contacted by the Early Childhood Learning Center if excessive days are missed which may forfeit the VPK agreement.

◆Middle and High School student athletes must be present for five of the daily periods in order to attend that day's practice or game. If a student goes home from school sick, he or she may not come back that afternoon/evening for a practice or game.

#### ◇ Planned Absences

Our planned absence policy will be as follows:

Planned absences per school year are not to exceed a total of 5 school days. The principal is to be notified at least one (1) school day in advance. Any quizzes or tests missed must be made up within (2) days of their return. Homework and daily work will be due on the date of return. The **student** is responsible to schedule the quiz or test with the teacher. (If the student fails to do this, he/she will receive a zero for that test.)

\*\*These trips may **NOT** be taken during achievement testing or during semester exam week.

**NO planned absences may be used during exam week. Failure to appear at the scheduled exam day and time will result in a zero grade. Semester exams cannot be administered early or taken after the exam date.**

**No planned absence will be approved after the absence.**

**PLEASE NOTE:** Any and all planned absences after the maximum allowed will be considered unexcused and work cannot be made up. Zeros will be given for all daily work and quizzes missed. Any tests missed may be made up with an academic penalty of 20 points.

#### ◇ Unplanned Absences

(Illness, Family Death, etc.)

When a student returns to school after an absence, they should bring a parent/guardian signed note giving the reason for the absence. The administration will determine if the absence is excused or unexcused. A doctor's note will be required for absences of five or more days.

#### ◇ Unexcused Absences/Truancy

Deliberate absences or tardiness without the school and/or parent's knowledge and permission will

result in a grade of zero for the work missed and discipline by the administration. Continued truancy will result in the student's dismissal from school.

Unexcused absences are considered to be: missing a ride, running out of gas, oversleeping, weather problems, personal difficulties, suspensions, etc. and **any class work missed will not be made up. Any tests missed may be made up with an academic penalty of 20 points.**

#### ◇ Academic Implications for Absences

ALL work missed because of sickness or excused absences must be made up within one day for each day absent, up to three days. After three days, a zero will be given. In cases of lengthy absences due to illness, teacher's discretion may be used as to time allowed to make up work.

**Students needing to make up quizzes and tests in the secondary division should make them up before school at 7:30 a.m. Monday, Wednesday or Friday or after school Monday-Friday. If a student is absent for only one day, please refer to the teacher's online information for the student's work.**

When a student is absent for several days, the teacher will give the parent essential papers and books for the child to do at home when or if he is able. Please call the school office for this before noon to allow time to obtain the materials.

**PLEASE NOTE: Work may be picked up between 3:30-4:00 p.m. in the school office.**

#### ◇ Excessive Absences

A STUDENT MUST NOT MISS MORE THAN TEN (10) DAYS PER SEMESTER (FDOE), PER CLASS, EXCUSED OR UNEXCUSED. Attendance is necessary if your child is to work to his/her potential. If a student misses more than five (5) days per semester due to illness, a written doctor's excuse will be required when the student returns to class. Any student having more than ten (10) days absence per semester, per class, will not be eligible to receive a passing grade for that semester and will be required to attend summer school.

**Students missing more than 20 days per year may be required to attend summer school in order to make up time missed and subject to retention.**

#### ◇ Forging

The forging of a note by a student is grounds for suspension. A parent who falsifies a note of illness or absence may be asked to withdraw his child from Citrus Park Christian School.

#### ◇ Tardiness

Elementary students must be in their classroom seat by 8:00 when the tardy bell rings. Middle School and High School students must be in their classroom seat by 7:45 when the tardy bell rings. All K3-12 grade students, arriving after the starting bell, must report to their respective office for a late pass to class. The student will need to present the slip to the teacher in order to enter the classroom. Parents must sign the student in or send a detailed note giving the reason for the tardiness. The administration will determine if the note/reason given is excused. Students without notes or with excuses deemed unsatisfactory will receive an unexcused tardy. Three unexcused tardies equals one absence. **\*\*A fine of \$10.00 will be assessed to the family account for each unexcused tardy after the third incident.**

Tardy to Class (1<sup>st</sup> – 7<sup>th</sup> period)

In order for teachers and students to utilize class time efficiently, class interruptions must be kept to an absolute minimum. Classes must also begin on time. Toward this end, a student is considered tardy if he is not in his or her assigned seat by the time the bell finishes ringing. In grades 6-12, when a student is tardy he or she will receive a violation. A student in grades 6-12 must be in attendance for at least 25 minutes of a class period to be recorded present for that class.

#### Excused Tardies (Examples)

- ◇ An illness of the student or a medical/dental appointment. A doctor's statement may be required by school officials.
- ◇ An accident resulting in injury to the student.
- ◇ Severe weather conditions.
- ◇ A major personal or family problem.
- ◇ Fire, flood, or other major damage to the home.
- ◇ An accident on the way to school.

Note: Missing or a late carpool, excessive traffic and/or construction **are not valid excuses** for tardiness.

### ◊ **Leaving the Campus**

Citrus Park Christian School operates under a "closed campus policy." Once a student arrives on school property in the morning, he is not to leave until he is dismissed from school in the afternoon. For student athletes, this time period would include after school practice time. Failure to comply may result in disciplinary action by both the school and the Athletic Director. Exceptions are made only by the administration. If a student becomes ill and needs to leave school, he must report to the school office and have administration or office personnel speak to a parent. He may not arrange his own ride home.

### ◊ **Removal from Class**

No one other than the school administration may remove a student from class. When signing out a student early, the parent or guardian must be present at the school office to have the child called out of class.

## Part III

### DISCIPLINE

At Citrus Park Christian School, it is our goal to encourage our students in Godly conduct, words, and relationships. This is accomplished by setting clear rules and expectations for students to follow. In leading a life for Christ, we surrender to Him. In this endeavor, the ultimate goal is equipping our students to have self-discipline. This is the submission of their spirit to god's plan. As this is actualized, students will learn to discern right from wrong as they make decisions based on Biblical principles. This establishes the ultimate goal of understanding and conducting oneself with an eye toward the future instead of the immediate.

This goal of self-discipline is achieved only when the school and home work together. CPCS partners with parents to reinforce God's directive in scripture to "Train up a child in the way he should go," which directly relates to the molding of one's character. This is prompted by structure and guidelines and is acknowledged by reward for good behavior and consequences for poor behavior. Partnership can be achieved as the parents and students honestly try to understand the rationale for each portion of our disciplinary program (or candidly inquire of the administration concerning misunderstandings), and then support it with actions and attitudes.

Discipline policies and procedures exist to achieve obedience, respect, responsibility, reverence, and regard from students, and create a safe, secure, and life-giving school environment. This type of atmosphere fosters spiritual growth and achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory.

This handbook is used by the administration as a guide and may be revised or other programs set up by the administrative staff. Each case and circumstance are considered individually.

#### Response to Discipline

When students are disciplined, they should never discuss the problem and argue with a teacher in front of other students. If the student feels a misunderstanding exists, he or she should obey the

teacher without protest and take the following steps to satisfy the matter.

- ◇ Make an appointment to see the teacher to discuss the matter privately.
- ◇ Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.
- ◇ If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

This represents the Matthew 18 principle and should be followed in every instance. A student taking matters into his own hands could result in disciplinary consequences regardless of the originating event.

#### Corporal Punishment

Citrus Park Christian School views corporal punishment, properly administered, as a Scriptural and sound method of correction. We also believe parents are responsible to properly discipline their children. Parents may be called to school to discipline their child if the situation warrants it. Citrus Park Christian School does not administer corporal punishment.

#### Standards of Conduct

Citrus Park Christian School expects its students to conduct themselves appropriately and to live above reproach showing respect to God, country, family, faculty, and fellow students. There are some types of behavior which are serious and prevalent enough in our society to merit special attention. The actions and behavior listed below will not be tolerated:

**CHEATING:** God's Word says in Galatians 6:4, "*But let every man prove, (examine, distinguish) his own work and then he shall have rejoicing in himself alone, and not in another.*" (emphasis added) It will be the policy of CPCS that any student caught cheating will receive a zero on that specific paper or project, demerits will be given and the parents notified. We do not view cheating lightly and it will be dealt with severely.

Cheating may be considered as:

- ◇ copying someone's homework
- ◇ looking on another's quizzes or tests for answers
- ◇ having cheat sheets

- ◇ giving, selling, or using any subject material, or individual work, graded or ungraded
- ◇ having books open during tests without permission
- ◇ working on projects together when instructed otherwise, etc.  
\*If a student is not positive that he/she has permission to work together on a paper or project, then he should not do it.
- ◇ attempting to pass off another's work of any kind (homework, tests, quizzes, papers, etc.) as one's own.
- ◇ Participating in or assisting someone else in cheating

This is an area we hope we will not have to deal with, and along with parents' help and backing, this should not be a problem. Cheating does not have to be proven. If a teacher determines a student is acting suspiciously (talking, passing notes, looking around, etc.) the student will face disciplinary measures. Students should avoid even the appearance of evil.

**PLAGIARISM:** Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is taken from another individual's work without giving credit to the original author. Plagiarism includes:

- ◇ Work copied word for word from another source and presented as one's own work.
- ◇ Work that has been paraphrased (even heavily altered) without giving credit.
- ◇ Work that has been paraphrased insufficiently even **with** source citation.
- ◇ Material cut and pasted directly from websites.

Any student that is discovered to be plagiarizing will be in violation of the CPCS Standard of Conduct and Behavior and will be issued demerits. The student will not be given credit for the work and will receive a zero for the assignment.

**STEALING:** It will be the policy of CPCS that any student caught stealing (first offense) will be reprimanded, issued demerits, forced to make restitution in accordance to that which was stolen, and have their parents notified. Stealing will not be tolerated, and if it persists with any individual student(s), the Administration will review the situation and determine the disciplinary action to be

taken, which could include dismissal. CPCS takes stealing very seriously and defines it as "taking the property of another wrongfully." CPCS believes God takes stealing seriously as well; His eighth commandment is, "Thou shalt not steal" (Exodus 20:15).

**USE OF DRUGS ALCOHOL, OR TOBACCO:** Any use or possession of drugs, tobacco or alcohol on or off campus may result in immediate expulsion.

**DANGEROUS ITEMS:** Any student who brings any item to school that would endanger his life or the life of others will immediately be suspended until it is determined by the administration if he/she will be asked to withdraw. Weapons and firearms are defined in F.S. 790.001 and include, but are not limited to: firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

There will be **zero tolerance** regarding weapons brought on campus, regardless of size or reality.

**DEVIANT BEHAVIOR:** Genesis 1:26-28 tells us that God made man and woman and gave them the power of procreating and consistently condemned deviation from this relationship. In the spirit of God's Word, any deviant sexual behavior such as homosexuality, incest, bisexuality, bestiality, lesbianism, or transgenderism, on or off campus, will not be tolerated. Such activity will result in immediate expulsion. (Rom. 1:24-28) Improper behavior, talk, or gestures or posting discussions, pictures, or action through websites or any electronic means including social media, may result in suspension or expulsion. Acts of identifying statements of sexual impurity or promiscuity will not be tolerated on or off campus.

**IMMORALITY:** Students who engage in any sexual activity may be expelled when the accusation has been proven true. The administration has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students.

In the event that the administration has a reasonable suspicion that a student is pregnant, steps may be taken to verify it. If information cannot be obtained from either the student or her parents or guardian, the administration shall suspend the student until such time as medical proof is presented. A student who is pregnant will not be allowed to continue at CPCS.

**THREATS:** Threats to any student, faculty, or staff member are to be taken seriously. Students who make a statement of a threatening nature will be suspended and possibly expelled after an investigation into the seriousness of the threat. This would include statements made orally or electronically through e-mail, Facebook, twitter, Instagram, Snapchat, etc. A family may be required to seek counseling after such incidents, especially in cases of threats to one's self. A threat should NEVER be made even in a joking or lighthearted manner. Parents and students must understand law enforcement may be engaged to resolve these threats.

**PROFANITY:** The use of profanity, using the Lord's name in vain, or telling improper or indecent jokes or any type of racial slur will not be tolerated. Use of profanity or unacceptable language will result in receiving demerits, and may result in immediate suspension or expulsion.

**PORNOGRAPHY:** Pornographic or obscene magazines, pictures, cards, or by any electronic means, are not permitted. This includes, but is not limited to, sending or possessing sexually suggestive or explicit images or text. Transmission of this material in any form including electronically through email, text, social sites, internet sites, or any other method is prohibited. An infraction of this rule may result in a student being suspended or expelled.

**PERSONAL BODILY HARM:** Upon discovery of a student inflicting bodily harm upon themselves (cutting, scratching, etc.) or being involved in eating disorders, parents will be notified, and professional counseling may be required for continuing as a student at CPCS.

#### **INFLECTING BODILY HARM TO OTHER**

**STUDENTS:** Students who injure or hurt another student (intentionally or unintentionally) will be dealt with severely at the discretion of the administration. CPCS holds a no tolerance policy for fighting. An

infraction of this rule may result in a student being suspended or expelled.

If there are medical costs, etc., parents are encouraged to settle matters between themselves.

**BULLYING/SEXUAL HARRASSMENT:** Citrus Park Christian School is dedicated to educating students in an environment that is not only safe, but encouraging and nurturing in the classrooms, throughout the campus, and on school sponsored trips. This freedom is fundamental to our K-12 education program and is extended to everyone without exception. Therefore, the school will not tolerate any type of sexual harassment or bullying. Sexual harassment includes, but is not limited to, slurs, jokes and other verbal graphic or offensive conduct. "Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or reasonably interfere with the individual's school performance or participation; and may involve:

- A. Teasing
- B. Threats
- C. Intimidation
- D. Stalking
- E. Cyberstalking
- F. Physical violence
- G. Theft
- H. Sexual, religious or racial harassment
- I. Public or private humiliation
- J. Destruction or property; and
- K. Social exclusion

Students who have been bullied, parents whose students have been bullied, or students who observe bullying behavior are encouraged to make an oral and/or written complaint to a teacher or administrator. All such reports will be investigated immediately by the school. Anyone found to have violated this policy will be subject to disciplinary action up to and possibly including expulsion from school if they are a student or termination from employment if they are an employee.

#### **BOY- GIRL RELATIONSHIPS:**

CPCS is a co-ed institution and realizes that it is important to develop wholesome relationships. We



feel that Scripture is very clear in this matter and stand on God's Word for our guidelines. Students are not to have any physical contact such as holding hands, arms around one another, hugging or kissing. This applies to being on campus and at all school sponsored events. We will teach our students the importance of dating standards and marriage using the Bible as our guideline. Violating these guidelines will result in demerits.

## **CELL PHONE POLICY**

### **Middle and High School Students:**

Middle and high school students are not permitted to use a cell phone on campus during school hours (7:45 a.m.-3:15 p.m.). After school, students should not use cell phones until they have left the school buildings. Any use of a cell phone in school during school hours by students in those grades will result in disciplinary action.

**If a middle or high school student brings a cell phone to school, the cell phone must be either locked in the student's locker or left in their backpack and must be turned off.** If a student brings a cell phone to class and carries it during the school day, a faculty or administrative member may confiscate it (**Confiscated phones will be held and released to parents when they come in to pick it up.**)

### **All Disciplinary actions apply.**

**Note:** "Forgetting" to turn off the cell phone is not an excuse.

- Possession of a cell phone during a test or quiz for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken as laid out in the handbook.
- No taking of cell phone photographs/videos is permitted on school grounds. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.
- Because cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by administration pursuant to the school's normal search policy and administrative discretion. Any content deemed to be inappropriate is at the discretion of administration and may be grounds for further disciplinary action.
- Parents who need to contact their child during the school day for emergency purposes should use the school's normal contact process and call the main

school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should **not** consider their child's cell phone as a means of contacting their child for **any reason** during the school day.

**STUDENT WEBSITES:** Any student who decides to operate a personal online website, Instagram, etc., or contributes to a blog is susceptible to having that website monitored. Student and parent cooperation is expected. Any material that is deemed inappropriate to the purpose and mission of the school will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend this school.

**PRANKING:** Pranking is not allowed on the CPCS campus. While pranking can take many forms, one of the most common is taking another's belongings and hiding them. Students should leave things alone which do not belong to them. They should also refrain from exchanging, hiding, or otherwise disturbing another student's lock or locker. In more severe cases, any disruption of use of any school facilities will result in demerits, suspension or expulsion. The administration will determine the appropriate response on an individual basis.

**INTERNET USAGE:** The Internet will be available for student use. Students may not access websites without the permission of the teacher first. Website usage at school should only be used for educational purposes. Students may not visit chat room or other sites while on campus. Any abuse or misuse of these privileges will result in disciplinary action. Depending on the website being viewed, a warning or suspension of internet usage will be given. **No second warnings will be given.** The student will lose his privilege to access the Internet at school. This will result in grade reduction in computer based classes. Any cursing, suggestive language, or obscene verbiage will be dealt with accordingly. All computer privileges will be revoked!

**Choices have consequences. Students who will not cooperate spiritually, morally, or scholastically may be required to withdraw. A student who displays an attitude at the end of any given school year that he or she would not cooperate spiritually, morally, or scholastically may be asked not to return.**

*Citrus Park Christian School expects full cooperation from both student and parent in the education of the student.*

Citrus Park Christian School is a private institution; therefore, attending Citrus Park Christian School is a privilege, not a right.

## PRESCHOOL DISCIPLINE

**Classroom Discipline:** A positive reinforcement system is used to promote appropriate classroom behavior. The goal is to have the student conform to the correct behavior or procedure. Each teacher has a “move up and down” behavior chart which is easily understood by the student. This acknowledges both proper and improper behavior in the classroom and playground.

A simple daily communication to the parent is a hand stamp on the child that informs parents of proper behavior and cooperation. Your child should come home with a stamp regularly. If he/she seldom has this stamp, it is an indication of more serious problems or that the maturity level for school readiness has not been achieved.

**Discipline Issues:** If more severe discipline issues must be addressed with your child, you will receive a behavior notice from the teacher. If the inappropriate behavior persists, the teacher will contact the parent for a conference.

One issue that must be dealt with and corrected in an immediate manner is any type of physical or verbal abuse toward another child or toward the teacher, i.e., biting, hitting, kicking, causing deliberate harm or extreme display of temper. **In this case, the parent will be called to come to school to pick up their child.** The teachers and administration will work with the parents and student to correct the behavior. If the child’s behavior does not improve, the child may be suspended from school. If this behavior persists for several weeks, it could be an indicator the child is not ready for the school environment. In that case, the parents will be asked to withdraw their child. If the parents refuse, the school may be forced to dismiss the child.

## ELEMENTARY DISCIPLINE

**Classroom Discipline:** Effective classroom discipline is a necessary key ingredient for a good learning environment. The teacher is responsible to maintain appropriate classroom behavior.

Six fundamental rules must be followed in the classroom.

- ◇ Stay in your assigned seat.
- ◇ Raise hand to be recognized before speaking.
- ◇ Do not harm another student in any way.
- ◇ No teasing or name calling.
- ◇ Follow directions the first time given by teachers.
- ◇ Bring books, notebooks, homework assignments and pencils to class.

Students are not to chew gum in the classroom or anywhere else on the school grounds. Unnecessary items such as electronic game devices, magazines, etc. are not to be brought to school and will be confiscated. The teacher and/or administration must approve any magazine or outside reading material before using it in class.

**Disciplinary Procedures:** Procedures will be strictly enforced in grades K5 through fifth. A written record will be kept of all offenses.

GENERAL DISRUPTIONS include talking without permission, getting out of seat without permission, writing notes, unkind actions.

- ◇ Teacher will speak to student concerning disruption. Student will be reminded of classroom rules and proper conduct.
- ◇ If the problem is not corrected, the teacher will call or email the parent and enlist their help in correcting the conduct.
- ◇ If the problem persists, the teacher will send the parent a discipline note. **This note must be signed and returned to school the next day.**
- ◇ If the problem continues, the parent will be called for a conference with the teacher and the Principal. Continued disruptive behavior may result in suspension or expulsion.

## FORMS OF DISCIPLINE:

### Grades K5-2 (daily)

- ◇ 1<sup>st</sup> move down = 5 minutes off recess
- ◇ 2<sup>nd</sup> move down = 10 minutes off recess
- ◇ 3<sup>rd</sup> move down = parent phone call/note
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents and **may result in the child being sent home for the remainder of the school day.**

### Grade 3 (weekly)

- ◇ 1<sup>st</sup> move down = warning
- ◇ 2<sup>nd</sup> move down = parent phone call/note
- ◇ 3<sup>rd</sup> move down = behavior report
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents and **may result in the child being sent home for the remainder of the school day.**

### Grades 4-5 (weekly)

- ◇ Loss of 1 merit = warning
- ◇ Loss of 2 merits = lunch detention
- ◇ Loss of 3 merits = parent phone call/note
- ◇ Loss of 4 merits = behavior report
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents and **may result in the child being sent home for the remainder of the school day.**

Upper elementary (grades 4-5) uses a merit system to encourage good behavior and to deal effectively with inappropriate actions.

### Elementary Detention

As our policy stands, our main recourse for severe misbehavior is in-school or out-of-school suspension. This punishment at the present time is not preceded by any lesser (yet substantial) forms of correction besides a behavior notice, phone call or parent conference. For lesser discipline problems, but for infractions that may be leading up to more severe problems, a one hour detention will be required after the 4<sup>th</sup> behavior notice. Upon the 5<sup>th</sup> behavior notice and each notice thereafter a one hour detention will be served. This policy will renew at the beginning of each 9-week period. Suspensions will still apply when deemed necessary by the administration and are not necessarily the last resort. A discipline slip may also be given after the first two (2) dress code

violations per 9 weeks. **Students may also be given detention (without going through the preceding behavior notice process) for any type of physical infraction against another student. A charge of \$10 for each detention will apply.**

### Behavioral Probation

**Any time during the school year a student may be placed on Behavioral Probation for continued misbehavior or a major offense.** The probation will serve as a warning that more serious consequences will follow. This is the time for the school staff and the family to closely monitor behaviors and attitudes. **Necessary steps such as counseling may be required.** Our desired result is always restoration. This probation will last for at least one full 9 week period.

Major Disruptions Include: lying, stealing, cheating, direct disobedience or rebellion, cursing, disrespect, damaging school or another's property, etc.

- ◇ Warning one-on-one and teacher sends the parent a discipline note. Note must be signed and returned to school the following day.
- ◇ On the second offense, the student is sent to the principal and the teacher calls the parents (a record of the call will be made).
- ◇ On the third offense, parents will be called to come to school for a conference with the teacher and principals, and discipline will be determined.
- ◇ At this point, the student may be suspended or expelled. **Suspension may be an in or out of school suspension and the student will receive a zero in every class missed.**

**\*\*Parents will be responsible to pay for labor and material for physical damage to school property.**

### BULLYING

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational

environment; cause discomfort or humiliation; or reasonable interfere with the individual's school performance or participation; and may involve:

- A. Teasing
- B. Threats
- C. Intimidation
- D. Stalking
- E. Cyberstalking
- F. Physical violence
- G. Theft
- H. Sexual, religious or racial harassment
- I. Public or private humiliation
- J. Destruction or property; and
- K. Social exclusion

Any student or student's parent/guardian who believes she/he has been or is the victim of bullying or harassment should immediately report the situation to the school administration.

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely accused another as a means of bullying or harassment may range from mentoring up to and including in-school or out-of-school suspension or expulsion.

## **SECONDARY DISCIPLINE (6-12)**

While in middle and senior high school, students develop their individual identities. During this period of their lives, perfection is not expected; rather, students are expected to be vibrant, creative, growing, and constantly pressing to become all God calls them to be. Often, students need the leeway to be less than perfect to build their character and develop their sense of a real world that demands constant adaptation.

Keeping rules is an important step to maturity, one that allows a student to learn civic responsibility and the true key to happiness. However, in order to follow the rules (the vision), one must understand and know what the rules are. That is the purpose of this section of the parent/student handbook.

Part of the process of gaining maturity is developing self-discipline. Self-discipline and self-control is a fruit of receiving Christ as Savior and must be exercised in our lives. Individuals must recognize for themselves the advantages of using time wisely, following established rules, and developing healthy relations with peers. Citrus Park has established a system of violations and

demerits for students to help them remain on course. For minor infractions of the CPCS standard Code of Conduct, students will receive a Violation. Infractions that qualify for a Violation include:

- ◇ Tardy to class/out of class without permission
- ◇ Chewing gum
- ◇ Sleeping in class
- ◇ Dress Code violations
- ◇ Not having homework
- ◇ Negative talk or attitude
- ◇ Profanity/using God's name in vain
- ◇ Disruption in the hallways
- ◇ Disrupting Class (Talking, out of seat, etc.)
- ◇ Littering/not cleaning up after one's self
- ◇ Unapproved magazines/reading material
- ◇ Suspicious behavior during tests and quizzes
- ◇ Being unprepared for class (books, materials, homework, etc.)
- ◇ Eating/drinking outside the cafeteria without permission
- ◇ Disrupting Chapel/Disrespectful conduct in Chapel

\*\*These infractions can result in demerits depending on the severity of the incident.

When a student repeatedly violates minor rules, the totality of their behavior on an issue must be taken into account. A pattern of disobedience will not be tolerated. Students must be encouraged to keep bad habits from developing. Violations will have cumulative results for students who earn multiple violations in a single category.

- ◇ 3 violations for the same offense will result in an afternoon detention
- ◇ 6 violations for the same offense will result in a Saturday detention (\$40 charge) and parent conference,
- ◇ 9 violations for the same offense will result in an In-School Suspension (\$75 charge), and a parent conference with the administration and faculty representative.
- ◇ Violations are cumulative per semester.

## ◇ Conduct in Assemblies/Chapel

At all times the student's behavior should be courteous and respectful. Whether guests are present or not, each student is personally responsible for the impressions made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program. Depending on the severity of the disruption a student could receive a violation or demerits.

## ◇ Detentions

There are two levels of detentions at Citrus Park Christian School: afternoon detentions and Saturday detentions. Detention notices will be sent by e-mail. It is the parent's responsibility to have students attend. Afternoon detentions are typically held on Tuesdays and Thursdays. Once notified, students will serve detention on the next Tuesday or Thursday for one hour (3:20 p.m. – 4:20 p.m.). Students must come to detention in dress code and with writing supplies.

**ATTENTION: A \$10 detention fee will be charged to the student account for each after-school detention.**

Saturday detentions will be held as needed from 9:00 a.m.-12:00 p.m. Students must come to detention in uniform and with supplies for writing.

## ◇ Detention Attendance and Rescheduling

Students who-

- show up late to an afternoon detention
  - fail to show for a scheduled detention or have
  - disruptive behavior during detention will be dismissed, **charged \$10** and scheduled for the next detention date and for an additional \$10 fee.
- A second missed detention will result in a Saturday detention. If a student is unable to make a detention, he must present a **request in writing** for rescheduling with the reason to the School Principal before the start of class on the day of the detention or earlier. Students may not reschedule more than two detentions in a semester. Extra-curricular activities are not an acceptable reason for rescheduling. Detention takes priority and must be served.

For more serious infractions or repeat violations students will serve a Saturday morning detention. Detentions will be monitored by faculty, and work

will be assigned. Students must be prepared to work. If any extracurricular activities conflict with detentions, the detention takes priority.

**ATTENTION: A \$40 detention fee will be charged to the student account for each Saturday detention.**

Students who-

- show up late to a Saturday detention
- fail to show for a scheduled Saturday detention, or have
- disruptive behavior during detention will be dismissed, **charged a \$40 fee** and scheduled for the next detention date.

A second missed Saturday detention will result in an In-School Suspension (\$75 charge). If a student is unable to make a Saturday detention, he must present a **request in writing** for rescheduling with the reason to the School Principal before the start of class on the Friday before the detention or earlier. Students may not reschedule more than one Saturday detention in a semester. Extra-curricular activities are not an acceptable reason for rescheduling. Detention takes priority and must be served.

Detention Schedule: Tues. & Thur. 1 hr 3:20-4:20 p.m.

Saturday 3 hrs. 9:00 a.m.-12:00 p.m.

## Demerits

The demerit system is a guide for discipline on the Middle School/High School level at Citrus Park Christian School. The positive side of discipline is stressed according to Proverbs 22:6. The administration expects students at CPCS to be well disciplined and to maintain the highest standards of behavior at all times. Failure to comply with the codes and regulations will result in the issuing of demerits and other disciplinary action designed to help bring about self-discipline. A "Student Demerit Report" may be written by a faculty member for any student who is not complying with school policies. This report is submitted to the School Principal who will administer appropriate disciplinary action. Students who aid or encourage inappropriate behavior will receive demerits commensurate with the offense. (Offenses not listed in the handbook will be dealt with at the discretion of the administration).

Demerit level offenses include, but are not limited to:

Electronic devices, dress code, Physical contact (i.e. display of affection) Cell Phone not in Locker, Cell phone usage, Texting in class,

Plagiarism, Damage to property, Disrespect to students, Roughhousing, Improper computer use, Cheating, Disrespect, Cutting class, Direct disobedience, Profanity, vulgarity, inappropriate language, or obscene gestures, Lying, Stealing, Forgery, Fighting, Leaving campus without permission, Vandalism, Notes, texts or any electronic posting containing vulgarity, swearing, cursing, lewd devious or sexual innuendoes, Skipping school, Bullying/Cyber Bulling/Harassment, Pornography, pornographic websites, adult magazines or materials

A demerit report resulting in one to four demerits will result in an after-school detention within 5 days of the infraction.

Accumulating excessive demerits or continued inappropriate behavior will jeopardize both a student's participation in school activities and continued enrollment at Citrus Park Christian School.

\*Demerits will be doubled one week prior to exams.

Five or more demerits may result in any of the following:

- ◇ Parent Contact
- ◇ Saturday detention
- ◇ In-school suspension
- ◇ Out-of-school suspension
- ◇ Suspension from extra-curricular activities
- ◇ Being placed on behavioral probation
- ◇ Expulsion

Continual behavioral infractions may affect the student's ability to re-enroll for the coming school year.

### ◇ In-School Suspensions

In-School Suspensions will be served immediately following the day of the infraction. ISS consists of a full day out of the regular classroom. Work will be assigned. Students will receive a zero for daily work. Test and quizzes may be made up after school. There is a \$75 fine per In-School suspension.

### ◇ Out-of-School Suspensions

Students who receive an Out-Of-School suspension will not be allowed on campus during the suspension and may not participate in extra-curricular activities. Students will receive a zero for

daily work and quizzes. Tests may be made up with an academic penalty of 20 points.

### ◇ Expulsion

CPCS holds a no tolerance policy on the following behaviors. Students are subject to immediate suspension and review to determine expulsion.

- ◇ Possession, use, sale or distribution, storing, or purchasing of alcohol, drugs or drug paraphernalia, controlled substances, counterfeit controlled substances, prescription or over the counter medications
- ◇ Dangerous Items
- ◇ Firearms
- ◇ Weapons
- ◇ Tobacco use (any form)
- ◇ Sexual activity of any kind
- ◇ Sexually deviant behavior
- ◇ Threats to faculty, staff, or other students
- ◇ Sexual or racial harassment
- ◇ Inflicting bodily harm
- ◇ Experimenting with, practicing, or carrying items associated with witchcraft.
- ◇ Gambling
- ◇ Parents or students taking actions or making statements out of harmony with CPCS policy and practice.
- ◇ Parents or students displaying attitudes or feelings that undermine the educational or social environment of the school.

Cooperation between the school, students and parents is critical to a successful school year. If students or their parents show a consistent pattern of making statements out of harmony with CPCS policy or display attitudes that undermine the environment of the school, the student may be expelled.

Constructive suggestions are always welcome, but griping will not be tolerated.

*"Six things doth the Lord hate...  
....He that soweth discord among the brethren.  
Proverbs 6:15*

### ◇ Restoration Program

The Restoration Program is for students who have been expelled or asked to withdraw from CPCS. The following requirements have to be completed before consideration will be given:

- ◇ Fill out an application and all the appropriate forms.
- ◇ Parent conference with administration.
- ◇ The School Steering Committee will decide eligibility for return.
- ◇ If the student is allowed the privilege of returning to Citrus Park Christian School, he or she will return on disciplinary probation.

#### ◇ Behavioral Probation

If the administration deems it necessary, they will place a student on behavioral probation. Eligibility to participate in school sponsored activities will be determined by administration.

Probationary students will be evaluated by the administration at the end of the semester to see if they will be removed from probation for the following semester.

#### ◇ Appeal Process

Even if a student disagrees with a teacher's decision to issue a violation or demerits, the student must sign the form. Signing is only an acknowledgement of receipt, not an admission of guilt. Any student who disagrees with a teacher's decision to assign a Violation or Demerit must go to the teacher issuing the infraction. The teacher may take away the infraction or let it stand. The student must be respectful to avoid further disciplinary action. If the teacher does not remove the infraction, the student may then appeal in writing to the School Principal. The Principal will then determine whether to remove the infraction or let it stand.

#### ◇ Positive Reinforcement

Citrus Park Christian desires to inspire and reward good behavior. Students are encouraged to model Christian character for others. In the middle school department, students who do not receive more than five (5) violations (no detentions) in a nine-week period will be eligible for an off campus activity at the end of the quarter or a homework pass. The activity will be during school and the eligible students will be excused from some classes that day.

In the high school department, students who do not receive more than five (5) violations (no detentions) in a nine week period will be eligible for an off

campus activity at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters or a homework pass. Students who receive fewer than five (5) demerits and no Saturday detention in a semester will be eligible to exempt a third exam at the end of the semester.

### Off Campus Standards of Conduct

Rules exist to teach a way of life. This encourages Biblical principles in our attitude toward our body as a creation of God. It strengthens our relationship with spiritual, civil, and family authority, and allows us to develop our Christian witness. Toward this end, Citrus Park requires students to conform to the CPCS Standard of Conduct and Behavior, even though this will result in the student yielding certain liberties and rights that extend to off-campus activities and conduct.

Citrus Park Christian School students must abstain from the following:

- ◇ Possession/use of tobacco products (Smoking, Vaping, Juuls), etc.
- ◇ Possession/use of alcoholic beverages
- ◇ Sexual activity, including physical contact, or viewing of pornography
- ◇ Sexually deviant behavioral lifestyle (homosexuality, lesbianism, transgenderism), etc.
- ◇ Possession/use of illegal drugs or substances, including wrongly used prescription medication
- ◇ Sexual or racial harassment
- ◇ Inflicting bodily harm
- ◇ Experimenting with, practicing, or carrying items associated with witchcraft
- ◇ Gambling
- ◇ Bullying, Cyberbullying
- ◇ Inappropriate use of electronic media
- ◇ Making threats on or off campus to other students, faculty, or staff members

Students must abstain from the appearances of evil in the following way:

- ◇ Making claims of being involved with the above prohibited items
- ◇ Criminal activity or being arrested and charged by the authorities
- ◇ Inappropriate internet activity
- ◇ Attending a party where any of the above activity is occurring

It is the responsibility of each student and parent to understand the nature of any party or event attended. If a student attends an event where illegal, criminal, or expellable activity is taking place, the student may be expelled regardless of their participation in the activity.

If a student attends a party and realizes there are such activities going on, he or she should leave the party immediately and inform the School Principal the next school day to avoid misunderstandings.

### **On Campus Standards of Conduct**

Learning be encouraged and protected. Our classrooms must foster a safe and productive learning environment; therefore, student behavior must not distract or cause incident that would lead to distraction. The following are guidelines when on campus:

#### **◆ Items prohibited on campus**

The following items are not allowed on campus at any time and carry major disciplinary action. A student found with any of these items may be suspended and may be dismissed from CPCS.

- ◆ Tobacco, alcohol, narcotics, or other drug related substances or paraphernalia including vapes, juuls, etc.
- ◆ Pornographic material, print or electronic
- ◆ Supplements in any form, including pain medication and workout supplements
- ◆ Fireworks
- ◆ Guns, knives, or weapons of any kind or anything used or resembling a weapon.

#### **◆ Searches for Suspicion of Illegal or Unauthorized Materials**

Citrus Park Christian School reserves the right to search a student's person and belongings if the school suspects that the student is in possession of prohibited items or material. Registration of a student constitutes parental consent to such searches. The following may be searched:

- Automobiles
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.
- Any electronic device including, but not limited to phones, laptops, and e-readers

If any illegal, inappropriate, or questionable material is found, the parents will be notified, and the student will be subject to immediate suspension and possible expulsion from the school. Because of state reporting laws, the school may be required to turn these materials over to the appropriate law-enforcement personnel. Failure to submit to searches or cooperate with school administration may result in an immediate suspension and possible expulsion from the school.

#### **◆ Mandatory Drug Testing**

Citrus Park Christian School administration has a responsibility to its parents, teachers, and students to ensure a safe environment. That includes the use of a controlled substance. CPCS administration reserves the right to require a drug test of a student for him or her to continue at the school.

### **General Behavior**

- ◆ Items such as phones, cameras, electronic music devices, iPads, tablets, game devices, laptops, watches, etc. do not need to be brought to school. If a student chooses to do so they accept full responsibility. The school will not be held responsible and will not get involved in the process to recover lost or stolen items.
- ◆ **Cell phones/electronic devices brought to school must remain in a student's book bag in the off or silent mode or position between the hours of 7:45 a.m.-3:15 pm. Any use of or any phone/electronic device out of the book bag between these times will be confiscated and the student subject to the discipline policy.**
- ◆ Use of these items during the school day may result in disciplinary action.
- ◆ Inappropriate use of any of these items will result in confiscation and only may be retrieved by a parent or guardian at the end of that school day by 3:30 p.m. No phones will be returned after 3:30 p.m. until the next school day after 7:45 a.m.
- ◆ Parents and/or students may no order or request delivery of any food, goods or service to the school. This includes but is not limited to food delivery services. Such deliveries will NOT be accepted by the school and will not be given to the student. Theses will be



returned at the expense of the parent and/or student.

- ◇ Walk quietly; be polite and courteous as you move through the buildings.
- ◇ Respect property (clean up after yourself, dispose of trash, refrain from defacing/writing on school property, refrain from kicking or hitting walls, doors and lockers).

#### ◇ **Conducting Business on Campus**

A student may not sell a product, collect money for a product, or solicit business in any way while on campus without permission from the School Principal. Ignoring this may result in a suspension and possible expulsion.

#### ◇ **Classroom Behavior**

Effective classroom discipline is a necessary key ingredient for a good learning environment. Parents will be notified by the teacher if a pattern of misconduct is being established. These fundamental rules must be followed in the classroom:

- Remain seated unless given permission.
- Refrain from speaking out in class without permission.
- Students will always address and reply to the teacher with utmost respect.
- Negative talk, attitudes and responses will not be tolerated. Be kind.
- Keep your hands, feet and other objects to yourself (This includes play fighting.)
- Refrain from eating or drinking in the classroom without permission from an administrator.
- Accept and obey any instruction or discipline from a teacher. Obey instruction the first time they are given.

#### ◇ **Disrespect toward a member of the Faculty or Staff**

Any student who grossly disrespects a member of the faculty or staff shall be suspended. Should such disrespect manifest itself in physical contact or in websites, instant messaging (IM), email or text messages on social networking sites, the student will be expelled from the school.

#### ◇ **Sexual Harassment**

Citrus Park Christian School will not tolerate sexual harassment. A valid complaint of sexual

harassment will lead to strict disciplinary action, which may include expulsion. Sexual harassment involves unwelcome touching, demands for sexual acts, and unwelcome comments, which create a hostile or offensive environment. Any complaints of sexual harassment should be promptly reported to the administration.

#### ◇ **Racial Statements and Remarks**

Citrus Park Christian School will not tolerate racial or inappropriate statements, drawings, references, or other behavior. A valid complaint of such behavior could lead to expulsion. On offenses that are minor, a student will be suspended. A minor offense occurs when a statement was unintentionally offensive, yet inappropriate. Repeat offenses by a student will result in expulsion. Complaints of inappropriate behavior should be reported immediately to the administration.

NO STUDENT of any color or nationality should assume that it is okay to use racial remarks as part of everyday language.

#### **Maintaining Standards of Conduct**

Parents are fully expected to support and enforce these standards of conduct as a partner with Citrus Park Christian School.

#### ◇ **Dismissal/Expulsion**

A student may be expelled or required to withdraw from school at any time they or their parents are found to be out of harmony with the rules and policies of the school. Decisions in these matters are at the full discretion of the administration, and further reviews or appeals cannot be considered.

The following are rules regarding expulsions:

- A dismissal from CPCS is for the remainder of the current school year.
- If a senior is expelled, they will not receive a diploma from CPCS nor be allowed to participate in graduation ceremonies.

# Part IV

## DRESS CODE

### Guidelines

Citrus Park Christian School believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should always honor the Lord and dress modestly, the school maintains high-quality standards for dress. It is not the intent of the administration to make hair and dress codes an issue of constant concern. These codes become an issue only when the home becomes lax in its responsibilities. Our intention is to have a Godly and Christ honoring school whose students reflect Christian character and decency by the way they look and act. We ask parents help us to see that their students are dressed properly each day and meet the hair code. Teaching the importance of dressing in a modest manner begins in the elementary grades. Therefore, the latest “fad” or clothes of questionable tastes will NOT be allowed in the school.

All students in grades K-12 are required to wear school uniforms. Uniform tops are to be purchased directly from the uniform company. **Students who do not wear their uniform to school will be sent home or will be asked to call the parent and arrange for the uniform to be brought to school.** Additional disciplinary penalties may also be administered.

It is expected that parents take responsibility to purchase enough uniforms, schedule laundering, and maintain all uniforms in such a way that students are in proper dress each day.

**No additional accessories such as suspenders, ties, scarves, bandanas, etc. may be worn with the uniform.** Clothing with inappropriate advertising or slogans may not be worn. The administration reserves the right to refuse permission to wear questionable clothing. Students who do not have on the proper uniform items or do not meet dress code requirements will not be allowed to attend classes.

#### ◇ General

Students in grades K-12 must wear the school uniform purchased through the uniform company. See uniform ordering sheet for specific guidelines.

#### Shirts

Polo shirts for boys or girls may be worn tucked or untucked. Polo shirts should be neat and not have an excess in length. Only the top button may be undone on any shirt.

#### Skirts

Uniform skirt/skort length must be no higher than two inches above the knee. Administration reserves the right to require girls to adjust their hemlines to a modest level. In K5-5<sup>th</sup> grade shorts should be worn under jumpers and dresses.

#### Shorts

Shorts for girls or boys must be no higher than two inches from the top of the knee. Shorts are offered in K-12<sup>th</sup> grades for both boys and girls.

#### Pants

Pants must be completely hemmed at the bottom without homemade cuts. Cargo or jogger style pants are not allowed.

#### Socks

Grades K-12 socks should complement the uniform in color and style. Acceptable colors are: white, brown, navy, tan, black or grey. Knee socks for girls must end below the knee; no over the top of the knee styles are permitted. Socks must be worn with tennis shoes.

#### Belts

Belts must be worn if skirts or slacks have belt loops. They must be neutral (black, brown, tan, navy, grey) in color, and complement the uniform, and be worn inside the belt loop.

Belts for middle and high school must be plain without adornments.

#### Leggings

Elementary girls may wear leggings on cold weather days (below 60 degrees). Acceptable legging colors are: white, brown, navy, tan, black or grey. **NO leggings may be worn by middle or high school girls.**

#### Shoes

Sneakers or loafers/dress shoes are acceptable and colors may vary but may not be fluorescent. Preschool and elementary aged students may also wear character themed shoes and younger girls shoes may contain glitter, sparkles, etc. **Students may not wear sandals, shoes with rollers (Heeleys), flip-flops, slippers, no-heel shoes or**

**cowboy boots.** For safety purposes, shoes should have closed toes and have a back. Shoelaces should not be fluorescent and should complement the uniform.

### **Tee-Shirts/Undershirt**

If worn under uniform, tee-shirts, short or long-sleeve, must be solid colored: white, navy, gray or tan only.

### **Jewelry**

Watches, rings, a single bracelet, a single chain/necklace or small earrings for girls may be worn. Jewelry should not be fluorescent or offensive in nature. Extreme or excessive use of jewelry will be dealt with on an individual basis. **NO OTHER BODY PIERCINGS ARE PERMITTED.** Watches, rings, bracelets or a chain/necklace (tucked inside the shirt) may be worn for boys.

### **Outerwear**

Jackets/coats: may be worn on cold days and should complement the uniforms. All jackets/coats (except CPCS jackets) must be removed for the day when the student enters homeroom.

Sweatshirts/sweaters: Solid colors such as navy, gray, maroon, black or white sweatshirts or sweaters may be worn in the classroom as well as CPCS jackets. No logos other than the CPCS logo can be worn. Student's names should be on the inside of all outerwear so that lost items can be returned.

Administration reserves the right to determine appropriate outerwear.

### **Make-up/Nail Polish and Hairstyles for Ladies**

In the Elementary grades, no make-up may be worn. In the Middle School/High school grades make-up is to be used to enhance the natural beauty. It should not be worn in excess or in a distracting manner. Extreme nail colors such as black or fluorescent designs are not permitted. Hair color must be a natural color. Natural colored highlights are permissible. The administration reserves the right to determine an inappropriate hair color or style.

### **Haircuts for Men**

Young men's hair shall be clean, neatly cut and must meet the following guidelines:

- ◇The hair is not to cover any part of the ear on the sides.
- ◇The hair is to be above the eyebrows in the front

when in a normal wearing position.

- ◇The hair is to be off the collar in the back.
- ◇The hair is not to have unnatural colored styles.
- ◇The hair is not to have letters, numbers or designs cut into it.
- ◇No man-bun may be worn on campus or at any school sponsored event at any time. This includes sporting events or practices.
- ◇Young men are to be clean-shaven at all times.

CPCS Administration reserves the right to determine if a hairstyle is inappropriate.

### **Tattoos**

Will not be allowed, whether they are temporary or permanent. If your child already has a tattoo it must be covered with a band-aid or patch if not covered by clothing.

### **Uniform Changing**

No student is to arrive on the school campus out of uniform and may not change into any other type of clothing before leaving campus. Any changing into other clothing, except for CPCS sports, must be done after leaving the campus unless special permission has been obtained from Administration.

### **Physical Education Uniform**

Students in grades 6-12 are required to purchase and use P.E. uniforms. Grade and discipline penalties will be assessed for being out of uniform. P.E. uniforms must be purchased at our uniform provider. Students must abide by the dress code for P.E. classes. Not being dressed for P.E. is treated as "not being prepared for class" and will subtract from the final grade.

### **In School Activities Dress**

For school sponsored trips or class activities specific dress code requirements will be given that students must follow. Students who do not follow the specified dress code may not be permitted to participate in activities.

### **After-School Activities Dress**

Students participating in school sponsored activities must dress in accordance with the modest principles included in the CPCS dress code.

Parents: The administration of the school asks that all parents helping in class activities or attending field trips, etc., abide by this dress code.

### ◇ Friday Dress (Elementary)

Citrus Park Christian School T-shirts and jeans or jean shorts (**Bermuda length**) may be worn on Fridays. Friday T-shirts are purchased through the uniform company.

Long Jeans guidelines:

- \*Must sit on waist; no low-rise or hip-huggers will be permitted.
- \*Must be loose fitting on the waist and leg; no stretch, skinny or spandex jeans.
  - \*Must not touch the ground; they must be above the sole of the shoe and hemmed.
  - \*Must not have holes, rips, or tears.
  - \*Must be regular blue color, not bleached out.
  - \*Must not have any embellishments (lace, ribbon, patches), oversize or cargo style pockets.

### ◇ Friday T-Shirts-Elementary Students

Only CPCS logoed T-shirts may be worn on Friday jean and T-shirt day.

### ◇ School Sponsored Dress Down Days

All students in elementary, middle and high school must follow the appropriate theme while meeting the guidelines of the CPCS dress code. Jean dress code is as follows:

- \*Must be loose fitting on the waist and leg; no stretch, skinny or spandex jeans.
  - \*Must not touch the ground; they must be above the sole of the shoe and hemmed.
  - \*Must not have holes, rips, or tears.
  - \*Must be regular blue color, not bleached out.
  - \*Must not have any embellishments (lace, ribbon, patches), oversize or cargo style pockets.

### ◇ Secondary Students Non-Uniform Days

For sixth through twelfth grades Friday dress will be school uniform bottoms with an identified CPCS t-shirt.

On themed non-uniform days, students must be dressed appropriately (i.e. on sports team day, students may wear a team jersey). If students are not participating in the theme, they must wear their uniform.

\*\*Specific jean guidelines for students in middle and high school will be given once school begins. If improper jeans are worn, students in grades 6-12 will be issued a demerit and instructed to change. Repeated offenses will require the student to change and may result in loss of privilege and ISS on the day of offense. Students may not go to class inappropriately dressed.

***Administration reserves the right to determine the appropriateness of style of jeans.***

Members of CPCS athletic teams may wear their jersey or team shirt on game days. Students will wear uniforms on field trips unless otherwise approved by administration.

### ◇ Yearbook Pictures/ Spring Pictures

Uniforms only are to be worn for yearbook pictures. No pictures will be taken in any other attire. Specific dress requirements will be announced prior to picture day.

### ◇ Homecoming Week

Homecoming week has a different dress code so that students may show school spirit. Students are expected to meet the guidelines for each day during Spirit Week. They may not simply dress casually. Students not dressing in the spirit of the day will be required to put on a school uniform.

### ◇ Formal Dress

The following guidelines apply for school sponsored events, such as Homecoming and Junior-Senior Banquet.

### Young Ladies

All dresses must be approved prior to event by administration.

- ◇ Dresses should be tea-length (mid-calf) or longer; slits in dresses should be no higher than the bottom of the knee.
- ◇ Spaghetti straps and strapless dresses are acceptable as long as there is not a low neckline.
- ◇ Backless dresses must not be lower than the bottom of the shoulder blade.
- ◇ Anything tight fitting (such as spandex or stretchy knit materials), see-through or bare midriff is unacceptable; dresses showing skin at the side of the waist are unacceptable.
- ◇ Dress shoes must be worn with formal wear.

## **Young Men**

- ◇ A tuxedo or suit must be worn to such occasions.
- ◇ Belts are to be worn with dress slacks.
- ◇ Neckties are to be worn with suits.
- ◇ Dress shoes and socks must be worn with formal wear.

*\* The Administration reserves the right to have a student change clothes if we believe the attire is inappropriate. Administration may initiate new clothing policies during the year if deemed necessary*

## Part V

### System Policies

#### ◇ Address/Phone Number Change

The parent has the responsibility to notify the school office immediately of any changes on the Student Information Card. It is mandatory that we have current information as to how to reach the parent/guardian in case of an emergency.

#### ◇ Binding Arbitration

##### Section 1-Submission to Arbitration

All students, parents or guardians of students of CPCS agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

##### Section 2-Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Parent/Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Section 1 above, and such procedures for Arbitration as are adopted pursuant to Section 3 below.

##### Section 3-Arbitration procedures

The procedures for Arbitration shall be as adopted by the administration and governing body.

#### ◇ Book Bag Policy (secondary students)

No book bags, athletic bags, tote bags, back packs, or duffle bags are permitted in the classrooms or left in the hallways. If any of the above are used to carry items to and from school, they must be placed in the locker before school begins.

#### ◇ Chapel

Chapel services are held once each week for elementary students and once each week for grades 6-12. From time to time there will be special performances and educational programs. Parents are welcome to attend chapel services.

#### ◇ Child Abuse

Any alleged child abuse must be reported to the proper school authorities to be investigated. The school administration and teachers have a legal obligation to report any suspected child abuse to legal authorities. Failure to report suspected child abuse is a violation of Florida criminal statutes.

#### ◇ Communicable Diseases

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

A faculty or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

- Acquired Immune Deficiency (AIDS)
- Aids Related Complex (ARC)
- Amebiasis
- Animal bite of humans by a potentially rabid animal
- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Gonorrhea
- Granuloma Inguinale
- Hansen's Disease (Leprosy)
- Hemorrhagic Fevers
- Hepatitis
- Histoplasmosis
- Human Immunodeficiency Virus (HIV)
- Legionnaire's Disease
- Leptospirosis
- Lymphogranuloma
- Venereum
- Malaria
- Measles (rubeola)

Meningitis  
 Meningococcal Disease  
 MRSA  
 Mumps  
 Paralytic Shellfish  
 Poisoning  
 Pertussis  
 Pesticide Poisoning  
 Plague  
 Poliomyelitis  
 Psittacosis  
 Salmonellosis  
 SARS  
 Schistosomiasis  
 Sigellosis  
 Smallpox  
 Syphilis  
 Tetanus  
 Toxoplasmosis acute  
 Trichinosis  
 Tuberculosis  
 Tularemia  
 Typhoid Fever  
 Typhus  
 Vibrio Cholera  
 Vibrio Infections  
 Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability.

Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease.

Citrus Park Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### ◊Head Lice Policy

If a student has been detected at school to have a case of head lice, he/she will immediately be excluded from all school activities, and the parents will be called so that the child may be picked up

from school. Our policy for a student to return to school after having head lice is as follows: The student must be examined by experienced personnel in the school office before they will be allowed to return to school. The student must be free from lice, nits, and/or eggs in order to return. If a student has a recurring case of head lice, the school will require the parents to provide documentation of what measures have been taken to treat the child and the home. The school may require proof of professional treatment for the student and for the home in order for the student to be readmitted to classroom activities. In these cases, these students will be checked by our experienced office personnel each day for five days before they are allowed to enter their classroom each morning. After five consecutive days being lice free, the student may return to the classroom without being checked. At the discretion of the administration, a student who has recurring cases of head lice may be released from the CPCS program for the current school year. The parent may reapply for admission the following school year.

*The school may request the help of a trained hair care specialist or medical professionals for periodic checks if there is a persistent reoccurrence within the student population.*

#### ◊ Contacting Students

Parents needing to leave a message for their child should contact the school office. Messages should be left by 2:15 p.m. We cannot guarantee the message will get to your child if you call after 2:15.

#### ◊ Damage to School Property

Any damage to school property resulting from horseplay or deliberate actions will be repaired or replaced at the school's discretion. Cost for repair will be \$40 per hour plus materials with a minimum of one hour. If work is contracted out, the bill from the contractor will be charge to the student account. We must be good stewards of that which God has given.

#### ◊ Drop-off and Pick-up

Proper traffic flow is essential in maintaining safety relative to drop-off and pick-up. If you must stop for more than the time it requires your child to leave or enter the car, please park in a designated parking area.

## Drop off

Students in Preschool, K5 or middle school are to enter from the rear of Spivey Road and be dropped off in front of the two-story or elementary buildings. Please do not cut in line from a side street.

Students in the main elementary building (except K5) are to enter the private drive from the rear of Berkford and be dropped off at the rear of the Elementary Building.

High School students are to be dropped off on Berkford at the Middle School building.

Maps showing traffic patterns will be distributed at Open House.

## Pick-up

3 hour VPK will be dismissed at 11:00 a.m. and be picked up in front of the preschool building.

K3 and K4 half day students will be dismissed between 12:00 noon and 12:10 p.m. in front of the preschool building.

Full day K3 & K4 students are picked up in front of the preschool building.

All students in the main elementary building are picked up in the rear of the Elementary Building.

Grades 6-8 are picked up in front of the two-story Building.

High School students are picked up in the rear of the middle school building.

High School students with younger siblings in Preschool or 6-8<sup>th</sup> grades are to go to their younger sibling's designated pick up area in the front of the 2-story building. High school students with siblings in the elementary building will be picked up in the rear of the middle school building; parents will then continue forward along the back private drive and pick up the K5-5<sup>th</sup> grade siblings at the rear of the elementary building.

**\*\*Carpoolers are to have all students in the carpool picked up at the youngest child's designated pick up area.**

Students are NEVER to cross the street for drop off or pick up.

**\*\*If you must park to wait on or to pick up a student, please park only in designated parking spaces in the front parking lot. Do not pull alongside of a building, or park at the crosswalk in front of the elementary or kindergarten buildings, or in designated faculty parking spaces.**

**No student is EVER to be dropped off or picked up in the front parking lot.**

## ◇ Crisis Plan

The safety of students at all times is of utmost importance. CPCS has in place a crisis plan in the event emergency situations occur during the school day. Such situations include: Fire, severe weather, bomb threats, and lock-downs due to threat of nearby criminal activity. Each classroom contains a Crisis Plan Manual and proper response to emergency situations. Students practice drills to prepare in the event of an actual emergency.

## ◇ Emergency and General Notifications

General and Emergency Notifications: CPCS has an automated phone, text and/or e-mail message system to provide notification to all CPCS families for general and emergency information that may occur during the school day or after hours. This automated system leaves a message at all of the above methods if given to the school.

**Bad Weather:** In the event of suspect weather, CPCS will follow Hillsborough County school closings. Follow media sources for closing information. **\*\*This applies only to weather related closings.**

## ◇ Emergency Drills

Periodic fire, tornado, or severe weather drills are held to prepare students for emergencies. The alarm is a loud buzzer. Upon hearing an alarm, the students are to move quietly and quickly from the building to the designated assembly area.

## ◇ Field Trips

Field trips are regularly scheduled for your child. We request that all chaperones model the high standards of dress and conduct expected from our students as stated in this manual. A signed permission form must be completed for every student participating in a field trip.



For school activities, field trips, picnics, etc., it is required for children to be transported via school arranged transportation only. For overnight trips, students will be required to stay with the group. If parents are willing to stay with the group, their child may stay with them in the same room. There can be no exception to these guidelines.

Children may leave the activity, field trip, etc., with written permission from their parents provided prior to the time of departure from the event. Students may not ride with other families without a notarized waiver releasing the school from any liability if they are going to travel in a private vehicle. A notary is available in the main school office.

#### ◊ Fundraising

Our school-wide fundraisers are conducted each year with 100 percent of the proceeds going toward special projects as determined by school administration. This money is not used to pay salaries or bills. All students are encouraged to participate. Classes may conduct fundraisers throughout the year in order to raise funds for their Senior Trip. All fundraisers should be advantageous to the buyer as well as the seller.

#### ◊ Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. Do not send your child back to school until they have been free from fever and vomiting for 24 hours. During school hours, if the office calls to notify you that your child has become ill, parents are responsible to see their child is picked up within 45 minutes of said phone call.

#### ◊ Influenza precautions:

Citrus Park Christian School has taken the following steps as their best course of action to help decrease the spread of influenza.

##### **In cases of no outbreak or mild outbreak of influenza:**

1. Teachers will instruct students in proper hand washing and ensure they are washing hands frequently.
2. Teachers will instruct children to use tissues when coughing or sneezing and to dispose of them properly.

3. Teachers will instruct students to cough or sneeze into an object such as an elbow rather than into the air to further prevent the spread of germs.
4. Desks, doorknobs, and other common use items in classrooms will be cleaned daily.
5. Common areas at school (doors, water fountains, bathrooms, etc.) will be cleaned and sanitized each day after school.
6. Students who appear to have flu-like illness will be sent to the main school office in the elementary building, separate from others and a parent called to pick them up and take them home. Students with a fever will not be sent back to class. Teachers will pack up their backpack and send it to the office.
7. Students with flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs

##### **In cases of increased outbreak of influenza:**

1. Teachers will be alert to monitor students for fever and other symptoms of flu when they arrive at school and throughout the school day.
2. Students who appear ill, or have a fever will be sent to the main school office in the elementary building and a parent called to take them home. Students with a fever will not be sent back to class. Teachers will pack up their backpack and send it to the office.
3. Students with influenza should stay home for at least 7 days, even if they have no more symptoms. If they are still sick, they should stay home until 24 hours after they have no symptoms.
4. Students with ill household members should stay home for 5 days from the day the first member got sick. This is the time period they are most likely to get sick themselves.
5. Desks may be placed farther apart in classrooms and classes that bring multiple grades together such as P.E. or chorus may be canceled for a time.
6. Depending on the severity and extent of an outbreak, school may be dismissed for five to seven calendar days.

Citrus Park Christian School will continue to monitor the Center for Disease Control (CDC) guidelines and recommended courses of action for the prevention and response to any and all varieties of influenza.

#### ◇ Immunizations

The state of Florida requires any child entering school to submit a certificate showing proof of immunizations. Students entering grades: K3-K4 MUST have four (4) DTP, three (3) polio, one (1) MMR, HIB Hepatitis 3 series and the Varicella vaccine.

K5-12 MUST have: Five (5) DTP, four (4) polio, two (2) MMR, HIB, Hepatitis 3 series, Varicella vaccine. Note: K5 through 12<sup>th</sup> grades must have two (2) doses of Varicella for entry.

7<sup>th</sup> grade MUST have a 2<sup>nd</sup> Tetanus (T or Tdap) vaccine.

#### ◇ Invitations

Children have tender hearts. In order not to offend any student, teachers in grades K3-5<sup>th</sup> grade will not send home birthday invitations in the classroom unless every child, (example: all girls, all boys) in the class receives one. The school office is not able to provide addresses or phone numbers to parents without permission, as this is a violation of privacy.

#### ◇ Library

Students in grades K3-5 regularly visit the school library. Students in grades 6-12 have regular opportunities to visit the school library. Books not returned by the due date are charged a fine of 10 cents a day. The student must pay the full amount for lost or damaged books.

#### ◇ Lockers

Lockers are assigned to all students in grades 6-12. Students may go to their lockers before and after class. Locker combinations are not to be shared. Books are to be stored in such a way that they may be easily removed and do not interfere with the closing and opening of the locker door. Books or other items left out of lockers will be placed in Lost and Found. Nothing should be attached to the outside of the lockers. No stickers are allowed inside or outside of the lockers. No wet clothes or food may be left overnight and the locker should be neat at all times. Lockers are required to be locked

at all times. Damage repair or replacement will be at the student's expense.

#### ◇ Lost and Found

Parents MUST mark every item of clothing, lunch box, book bag, etc., so that lost items can be returned. Lost items are placed on a shelf in the lunchroom or in the teacher's mailbox room in the elementary building. Items not claimed after each nine weeks will be donated or discarded. Small items such as jewelry, purses, etc. are generally kept in the main office.

#### ◇ Lunch Program

If a child forgets their lunch, please bring it to the front office, not to the classroom. If a student forgets their lunch, they may call from the office to have a parent bring it to them, but calls must be made before school, or not later than 10:00 a.m.

Students or parents are not to order food to be delivered to campus by any type or method of delivery service (UberEats, GrubHub, etc.). No deliveries will be accepted and **any student** who orders from an outside source will face disciplinary action. Family members only may make deliveries of food for their child. All deliveries should be made by the start of the student's scheduled lunch time so as not to impede academic learning time.

Children should bring a lunch from home or pre-order a school lunch. **\*\*Carbonated drinks should not be placed in lunchboxes as they may puncture and/or explode.** Menus and order forms for school lunches will be sent home each month and posted on RenWeb. Lunches should be ordered and purchased ahead of time. Water and juices are sold daily in the lunchroom.

Microwaves are available for use **ONLY** in 8<sup>th</sup> grade and above due to insurance restrictions. No students younger than 8<sup>th</sup> grade may use the microwaves at any time. Teachers or kitchen staff may not heat lunches for any students.

#### ◇ Medicine

Citrus Park Christian School will administer only prescription drugs. **Do not send non-prescription drugs (Tylenol, Motrin, cough drops or syrup, throat sprays, etc.) to school.** When a

prescription is received from the doctor, which can include ones written for non-prescription items such as Tylenol, a note signed from the parent must accompany the medication verifying correct dosage and usage. At the times written on the prescription the student will come to the school office and receive his medication from office personnel. The office personnel will log the prescription name and dosage given in the school medicine log book. **WE CANNOT AND WILL NOT DISPENSE ANY MEDICINE WITHOUT A PRESCRIPTION.**

If your child receives medication during the day, it is to be kept in the office and dispensed by office personnel. Medicine may not be kept in the classroom or with the child. Parents may come to the school and administer needed medicine for their own child.

#### ◇ Parental Custody

If there are situation regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court papers. The school must have a notarized copy of an official court document (with judge's signature) before the school can take any action. The safety of the student is the school's number one concern. At no time will the school release a student to a parent or authorized person that appears to be under the influence of substances or in an impaired condition. **Please inform the school Administration with formal or written documents of any situations of parental custody or restricted visitation.**

#### ◇ Parent Input/Expectations

The administration is always willing to hear the viewpoint of parents. The implementation of the suggestion would be at the discretion of the administration. Although we may not agree, we are always willing to listen and receive suggestions under advisement. Constructive suggestions are always welcomed. You may also write any suggestions and leave them in the main or high school office. All suggestions must be signed.

#### ◇ Parent or Adult Visits/Conferences

Due to increased security at school, all parents and visitors must stop by the front office if they need to leave something for the student (lunch, homework, P.E. uniform, etc.) or teacher, or if they have to pick up the student. **Only former students who**

**graduated from CPCS are allowed to visit on campus during the school day.** To move through the school, parents and visitors will be required to wear a visible visitor's badge which is obtained from the front office. At times, for security reasons, outside entrance doors to each building may be locked. There could be times that classroom doors may be locked for security purposes. These measures will be determined by the "terror alert status" issued by the U.S. government or in the case of a localized threat. According to fire code, all doors are designed to keep people out, not lock them inside.

**Please do not go directly to the classroom,** as this interrupts the teaching.

Parents or guardians wishing to have a conference with a teacher or administrator must do so by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Teachers are not permitted to hold impromptu conferences at the door of the classrooms or to see parents immediately before school or at dismissal. Please do not stop by to "chat" as this detains the teacher from his/her responsibilities.

#### ◇ School Office

All parents are welcome to sign in and come on campus. The elementary office is open from 7:30 a.m-4:00 p.m. Monday through Friday. Lunches, homework, books, uniforms, etc. must be delivered to an office, not to the classroom. No student should be in any office during school hours unless called by school personnel or with a pass from the teacher.

Some supplies are available in the main school office. Students may purchase them prior to the start of the school day. These supplies may not be billed to the account.

#### ◇ School Office Summer Hours

The school office is open during summer from 9:00 a.m.to 2:00 p.m. Monday through Thursday.

#### ◇ Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside: Child's name, amount (and purpose of money, i.e. Chick-fil-A, field trip, etc.), and teacher's name.

### ◇ Senior Trip

Each year the senior class travels to a destination chosen by the class and approved by administration for a fun, exciting, and educational adventure. This is the highlight and culmination of their years at CPCS. One week is set aside in the school calendar for this activity. All seniors are encouraged to participate. Students not attending the senior trip are required to be in attendance at school during the week. During 9-12 grades, class dues are collected and fundraisers held to offset costs of the senior trip, as well as other expenses during their high school years, i.e., Junior/Senior banquet, senior class gift, etc.

\*\*Students who withdraw from CPCS prior to the senior year or who decide not to attend the senior trip forfeit any monies designated toward these expenses.

### ◇ Snack Break

Kindergarten and elementary students will have a daily snack break. Acceptable snacks are as follows: fresh fruit (peeled and sliced, not canned), fresh vegetables, cheese, peanuts (shelled), raisins, pickles, cheese or peanut butter crackers, and dried fruit.

Middle and high school students will have a snack break at the end of 2<sup>nd</sup> hour. Snacks may be brought from home or purchased during snack break.

### ◇ Student Vehicles

Students driving to school must register their vehicle with the school. Forms are available at the main office. A copy of the driver's license, proof of insurance, and registration is required. Parent and student must sign an agreement to follow school policy. The permit may be revoked for improper behavior with the vehicle.

No students may be transported to or from school or any school activities in another student's vehicle without permission from the parents of both the driver and rider. Once a vehicle is parked on school property, students are not to move the vehicle or go to it without the permission of the administration.

### ◇ Telephone Use

Students are NOT permitted to use the telephone in either school office except for emergencies. Not having papers signed, forgetting books, arranging a ride with another student, are not considered emergency situations. Students must have permission to use the phone in the lunchroom.

### ◇ Cell phone/Personal Technology Policy (Elementary)

All cell phones must be shut off and kept in backpacks during school hours. If cell phones are seen, heard, or used either verbally or through text messaging, they will be confiscated. For the first offense, the phone will be confiscated for one day; the second offense, the parent will be called to come and pick up the cell phone. If this is repeated, cell phones will be confiscated for the semester. Cell phones may be turned on after school is dismissed.

In the elementary classroom all use of technology for learning will be directed and guided by the classroom teacher. This includes the use of personal cell phones, smart phones, iPods, tablets etc.

**\*\*Cell Phone policy for grades 6-12 is listed under discipline.**

### ◇ Tuesday Folders

Students in grades K3-8<sup>th</sup> grade receive a weekly Tuesday folder. Information is sent home by folder each Tuesday to be viewed by the parent. Please sign and return the folder the next day. The teacher will list the number of academic papers that are in the folder. Newsletters, calendars, flyers, meal tickets, etc. are sent home via the folder. This information will also be posted electronically on a weekly basis.

