



**2017-2018**

**PARENT - STUDENT**

**HANDBOOK**

**Cumberland Christian School  
1100 W. Sherman Avenue  
Vineland, NJ 08360**

**Grade PreK3 – Grade 12**

**You can contact us!!**

## **Cumberland Christian School**

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Academic Dean's Office	Ext. 312
Business Office	Ext. 322
Elementary Office	Ext. 323
Guidance Office	Ext. 318
Headmasters Office	Ext. 313
Middle/High School Office	Ext. 301
Nurse's Office	Ext. 317

Visit our Web Site at  
[www.cccrusader.org](http://www.cccrusader.org)

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The policies, procedures, and schedules contained herein may be adjusted from time to time. Such changes will be made as necessary and will take effect immediately. During the course of the school year, such changes will usually be communicated in our school newsletters. In some cases, Board policies may appear in summary form. Full-length versions may be obtained from the headmaster’s office.

Revised: January 2018

## ADMINISTRATIVE STAFF

Mr. Ken Howard	-	Headmaster/ Secondary Principal
Mrs. Sara Bates	-	Elementary Principal
Mrs. Jeanie Smith	-	Assistant Principal – Middle School
Mr. Mark Gebhardt	-	Assistant Principal/Guidance – High School
Dr. Vince Palmer	-	Academic Dean
Mrs. Karla Laws	-	Comptroller/Business Manager

## ASSISTING OUR ADMINISTRATION

Mrs. Margaret Weyman	-	Admissions/International Students
Mrs. Robin Biagi	-	Administrative Assistant to Headmaster/MS/HS Principal
Mrs. Jamie Westcott	-	Business Office
Mrs. Kathy Ploucher	-	Elementary Secretary
Mrs. Katy Bofinger	-	Athletic Director
Mr. Tracy Edwards	-	Buildings and Grounds
Mrs. Sherri Torrance	-	Director of Library Services
Mr. Charles Caldwell	-	Music Director

School colors	-	Royal Blue and White
School motto	-	“Christian Character and Academic Excellence with a Personal Touch”
School mascot	-	The Crusaders
Years in operation	-	Since 1946 – Celebrating over 70 years

## GO CRUSADERS!

The CCS Crusader for our school stands for “Advancing the Cause of Christ through Education.” The dictionary defines a Crusader as “one who vigorously promotes and advances a cause or idea.” CCS stands firm in its commitment to advance the cause of Christ through reaching young people for Christ.

The color *blue* signifies loyalty to our Lord and to Scriptural revelation of God. *White* symbolizes moral, spiritual, and physical purity. Both colors remind us of separation from the things of this world that corrupt our character, outlook, performance, and dedication to the Lord of the universe.

# INTRODUCTION

## MISSION STATEMENT

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

## VISION STATEMENT

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

## CORE VALUES

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

## SPECIFIC OBJECTIVES

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

*Adopted by faculty and confirmed by the Board of Directors*



## STATEMENT OF FAITH

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

- A. This is the doctrinal statement to which the Cumberland Christian School adheres. Parents and churches participating in the school programs must agree to this foundational statement of faith.
1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God (II Timothy 3:15-16, II Peter 1:21).
  2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30, I Corinthians 8:6, II Corinthians 3:17, 13:14, Ephesians 4:4-6, Colossians 2:9).
  3. We believe in the deity of Christ (John 10:33); in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); in His sinless life (Hebrews 4:15, Hebrews 7:26); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); in His resurrection (John 11:25, I Corinthians 15:4); in His ascension to the right hand of the father (Mark 16:19); and in His personal return to power and glory (Acts 1:11, Revelation 19:11).
  4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (John 3:16-19 & 5:24, Romans 3:23, Romans 5:8-9, Eph. 2:8-10, Titus 3:3-7).
  5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 16:13-15, Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
  6. We believe in the resurrection of both saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation (John 5:28-29).
  7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Psalm 133:1, John 17:23a, Romans 8:9, I Corinthians 1:10, I Corinthians 12:12-13, Galatians 3:26-28).
- B. This Association is committed to the following fundamental principles:
1. The instruction and education of children in the school must be in accord with the Word of God.
  2. Education is primarily the responsibility of the parents. Denominational or church doctrine is not taught, but basic Christian truth is made to permeate the entire learning situation. We feel the home and church should teach particular denominational positions while the school emphasizes basic Bible content. The above statement of faith represents those things that most evangelical Christians believe. These truths and the implications of these truths provide the basis of Biblical training provided at Cumberland Christian School. The school stands unapologetically upon a fundamental theological perspective based upon historic, evangelical Christianity. Our education philosophy and classroom teachings are based upon this stance. Parents who send their children to Cumberland Christian School are agreeing to this philosophy of teaching.
- C. Diversity within the CCS Body of Believers - Cumberland Christian School recognizes the wide diversity of belief among its Association members, an association committed to our mission of banding together for the purpose of raising our children to love and serve the Lord. Christian church distinctives and individual convictions that go beyond the unifying essential of personal faith in Christ alone for salvation and which are represented among the membership must be given all due respect. These distinctives, however, must not be practiced or promoted in any way which would undermine the essential unity of the Association and its purpose; therefore, distinctive doctrines and practices related to baptism, the Lord's Supper, the Holy Spirit, or any other doctrine that might undercut the Association's spirit of unity, should not openly be advocated or practiced by adults or students in any classes, meetings, or other gatherings of this Association, formal or informal, for whatever purpose.

## CUMBERLAND CHRISTIAN SCHOOL HISTORY

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

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

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

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

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

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

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

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

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

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

The unifying factor in our school is families working together in a common concern for a Christian education for their children--a total education: physically, spiritually, socially, and academically. Each family acknowledges Jesus Christ as their Savior and Lord and agrees to cooperate in the spiritual standards of the school.

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

**Our school is celebrating over 70 years of service to Christ through education.**

## **PHILOSOPHY OF CUMBERLAND CHRISTIAN SCHOOL**

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

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

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

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

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

## **SCHOOL GOVERNMENT**

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

### **A. CHRISTIAN SCHOOL ASSOCIATION**

The organization which owns the school and elects governing representatives is the Cumberland Christian School, Inc. It is composed of interested Christians who adhere to the Statement of Faith and agree with the goals of the Association.

Both parents and interested friends who are not parents are invited to join the Association. Association members pledge to support the school in (1) prayer, (2) publicity, (3) work effort, and (4) finances. A membership application must be completed annually, and \$25.00 or more in contributions per family is required before a member may vote. Membership runs from July 1 to June 30 of each year and must be renewed annually. Membership closes after May 15 of each year for that current year. Applications can be acquired from the school office, but members must join at least **5 days prior** to any meeting to take part.

The Association elects the Board of Directors from its membership and approves the annual school budget. The Board sets the policy by which our school operates.

The Association member can and should share ideas and concerns with the Board of Directors. The Board members must evaluate that input in light of all possible data to make decisions that forward the mission of Cumberland Christian School.

Our Board of Directors operates the school as trustees on behalf of our Association.

Copies of the complete Constitution of the Cumberland Christian School, Inc., are available at the school office.

(The Association is distinct and separate from the Parent-Teacher Fellowship – see section VI for more about the PTF.)

## **B. BOARD OF DIRECTORS**

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

1. **Letters to the Board** – Letters addressed to the Board concerning a problem will be referred first to the appropriate school staff. Do not call the Board president or contact members of the Board to handle such problems. By following the proper chain of authority all such items will be answered “decently and in order” according to the Scriptures. Unresolved problems will be brought to the Board only by following the steps of our school resolution policy.
2. **Authority of Board Members** – Members of the Board of Directors have no authority outside of Board meetings or as individuals unless the entire Board has specifically delegated a certain responsibility. Policies are formed and actions are taken by vote of the entire Board of Directors.
3. **Meeting with the Board** - The Board of Directors will make it possible for all parents, employees, and Association members to appear before the Board for the purpose of asking questions and presenting ideas to the Board. Time will be allotted at each monthly Board meeting as needed for this purpose.
  - a. Any parent, employee, or Association member who is interested in speaking to the Board during the Open Forum session must first notify the Board president *seven (7) days prior* to the scheduled meeting. Monthly Board meetings will be announced publicly in the school newsletter.
  - b. The individuals will be requested to describe in paragraph form their idea or question. They will be asked if they have discussed the issue with any member of the administration. It is requested that a full discussion with an administrator take place first.
  - c. If a visitor has a grievance or cause for corrective action, the issue will be referred to the normal parties in the chain of command to resolve through the normal steps of the resolution policy.
  - d. Any person making an appearance will be given 5-10 minutes, depending on the issue and other persons desiring to speak to the Board. Individuals with the same concern may also appear, at the discretion of the Board president. Individuals with other concerns that they wish to address to the Board will not be present.
  - e. The Board president will chair the meeting in a manner that insures a fair and equal opportunity for those attending. Those in attendance will be asked to conduct themselves in a Christ-like manner.
  - f. Such opportunities are not for the purpose of conducting Board business. No Board action will be taken at such meetings. The meetings will be for the purpose of information, with possible action at future committee or Board meetings.

## ADMISSION STANDARDS

Cumberland Christian School is not an ordinary private school. We require our students to come from Bible-believing, fundamental Christian homes. We expect that at least one parent have a "personal" experience with the Lord Jesus Christ on the basis of John 3:3. "Except a man be born again, he cannot see the Kingdom of God."

Together with the above statements, the following comprise the Board-adopted policies of admissions:

- A. Since the Christian school is the extension of the Christian home, at least one parent or guardian must acknowledge Jesus Christ as personal Lord and Savior, and the child must be actively involved in a church situation with that parent. The church must be in agreement with our school's statement of faith. The student must be living with that parent. To continue to be enrolled in CCS, the child and Christian parent must remain active in the church.
- B. At least one parent or guardian must be in agreement with our educational philosophy as printed below: The Cumberland Christian School stands for the historical Christian faith as revealed in God's Word, the Bible. Being fundamental and interdenominational, it is willing to cooperate in its education program with all those homes and denominations that agree in belief and in practice with this basic position.
- C. Pupils must be age three on or before November 1<sup>st</sup> for admission into our K3 program. Pupils must be age four on or before November 1<sup>st</sup> for admission into our K4 program. Pupils must be age five on or before November 1<sup>st</sup> for admission into our K5 program. Birth certificates are required upon application of all new students. Students must be of suitable age for their grades. Grade placement is made at the discretion of the principal based upon the student's ability to perform the work of that grade level. Special education students will be placed based on ability.
- D. The principals, under the direction of the headmaster, shall test all new students using a national achievement test. Scores from the student's sending district may be used to meet this requirement, provided the date of the scores was within the last school year. In lieu of the achievement test requirement, students applying for admission to a self-contained special education class shall receive an educational evaluation administered by the school. Normally, a student who tests below the 35<sup>th</sup> percentile in two out of three of the skills tested (reading, language, math) would not be accepted for the grade level for which he/she is applying. If test results indicate it, it is possible that we would accept him/her for one grade level lower. If a documented learning disability or other handicap exists, acceptance may be recommended based on the school's ability to meet the student's needs. The school administration shall determine grade level placement and classroom setting. All K3 & K4 students are interviewed. All K5 students are administered a screening test.
- E. There will be a probationary period of nine weeks for all new students. This will be a non-restrictive probation unless the family is otherwise notified. During this time the student's progress in all areas will be examined to determine ability to meet the academic, social, and spiritual standards of his/her grade level and of Cumberland Christian School.
- F. A student in CCS must be living with a parent or guardian who qualifies under the school admission requirements. Guardians must provide written documentation from a parent or proper legal authority of their authority to act on behalf of the child. If the child is 18 years old, the child must continue living with and under the subjection of the qualified parents in their home until graduation.
- G. In accepting a student for admission to CCS, the administration will consider and evaluate such things as family stability and family cooperation, Christian dedication, church involvement, student cooperation, student academic performance, and the reasons for wishing to attend CCS. A pastoral reference will be required.
- H. To continue to be enrolled, a student must exhibit satisfactory academic achievement, emotional stability, positive social behavior, good moral character, and willing cooperation with teachers and administration. The parents must continue to cooperate with the school staff in the training and must continue active involvement in their own church.
- I. Enrollment is limited in each class. The limitations vary based on grade level and classroom conditions. Generally, these are the student limits: K3 – 15 students; K4 – 15 students; K5 – 20 students. Twenty-five students are the limit in grades 1-12. These limits may be exceeded at the discretion of the Headmaster.
- J. A physical examination by a family doctor will be required of each new student before he/she enters the school. Each student must meet the state immunization requirements.

- K. A high school student in grades 9-12 who desires to attend CCS but does not have a parent who is a Christian, may be admitted provided that
1. The student is a Christian.
  2. The student is actively involved in a Gospel-preaching church.
  3. The parents are in agreement to work harmoniously with the school policies and rules.

## PARENT CODE AND COMPORMENT POLICY

Cumberland Christian School was founded to educate the children of Christian parents. The school does not replace the training of the home or the church. All three should be complementary, which means that all three should be in Biblical agreement with the philosophy and teaching of the school.

A. **Parent Comportment Policy** – Cumberland Christian School requires that its students, faculty, and administrators follow the rules and regulations of the school. The school also expects parents to recognize and support the rules and regulations of the school. Courtesy and civility are part of this comportment, especially when it relates to dealings between parents and the school administrators, or representatives of the school, such as the teaching staff. Parents are subject to the rules, regulations, and policies of the school in that they have a contractual relationship with the school, but, most importantly, because they also set an example to our students; therefore, we place great emphasis on comportment of all the members of the school community.

B. **Parent Code of Conduct** – Expectations of parents are summarized, but not limited to, the items in the CCS Parent Code.

1. I have read the School Statement of Faith and am in agreement with it. I will endeavor to keep denominationalism out of the school and work with other Christians in the area of agreement as found in the Statement of Faith.
2. I will pray earnestly for Cumberland Christian School (CCS). I understand that school policy requires that our family must attend a Bible-believing church. Weekly worship, active fellowship, and church membership are expected.
3. I will do my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life. I will endeavor to be an example of Christianity and of righteous living according to Biblical teaching before my children.
4. I will pay all of my financial obligations to CCS on or before the date due. If I am ever unable to pay on time, I will notify the business office in advance, giving a reasonable explanation for the delay, and working out a payment plan.
5. I accept the school's statement of philosophy, objectives, and standards as a basis for admission to the school. While part of CCS, we will abide by the regulations set forth in the School Handbook and other written materials provided by the school
6. I will cooperate fully in the educational functions of CCS. I understand the school may dismiss any student who does not respect the Biblical standards or cooperate in the educational process of the school. The teacher and school authorities have full discretion in discipline of my child to and from and while at school, and I will cooperate with my support in the home.
7. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
8. I will fulfill any work obligations (cleaning, etc.) to the school cheerfully as to the Lord and will undertake volunteer duties for CCS as opportunities arise and as God provides time and talent.
9. I will attend meetings and parent functions of the school and PTF regularly.
10. If I become dissatisfied with the school or school personnel in any respect, I will seek to resolve the matter with the person or persons involved in a Christ-like manner rather than begin to spread criticism or hold a negative attitude in my heart. We will follow the principles of Scripture such as Matthew 18:15-17 and I Corinthians 6. We will register the necessary concern with the principal or teacher rather than spread criticism or hold a negative attitude in our hearts. We understand that Christians should resolve problems among themselves in a Christ-like manner; therefore, we agree that our first commitment is to follow and abide by the school resolution procedure for the resolution of any problem areas or areas of disagreement. I will treat school personnel in a respectful manner even when I disagree with a position of the person or the school.

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

## **NON-DISCRIMINATION POLICY**

The Cumberland Christian School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to its students. It does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs as they apply to students or employees.

## **ENROLLMENT AGREEMENT**

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

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

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

**2. Term:** Parent/Guardian understands and agrees that this agreement extends until the graduation of the student from CCS or the termination of this agreement as provided herein. Accordingly, **the term of this agreement shall be in effect for the 2018-2019 academic year and shall renew automatically for each successive academic year until graduation from CCS** unless and until this agreement is terminated by CCS or written notice of termination from parent/guardian is received in the CCS Business Office on or before February 28 of each year. Simply stated, if a student will not be returning the following school year, the parent/guardian must withdraw through the parent's web account and complete a CCS student withdrawal form by February 28 of the current school year. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within CCS and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of CCS. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges and fees through the academic year.

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

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

**Registration Fees: (cost per family)**

<b>Registration Fee for a New Family</b>	<b>\$200 (non-refundable)</b>
<b>Registration Fee for a Returning Family</b>	<b>\$0</b>

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

- a) For withdrawal prior to the first day of school, parents/guardians are responsible for 1/4 of the annual tuition (less any prorated tuition assistance or other discount).
- b) For withdrawal after any semester starts, parents/guardians are responsible for the total semester's tuition.
- c) The one exceptions to 4a are:
  - 1) If applying for tuition assistance, no tuition for the following school year will be due if sufficient tuition assistance is not awarded and application for assistance was made before May 1. Written notice of termination from parent/guardian must be received in the Business Office of CCS on or before May 31. A tuition assistance application must have been on file with CCS' third party administrator, currently FAST, no later than the last day of April in order to qualify.

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

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

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

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

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

## FINANCIAL POLICIES

<p><b>We believe we are accountable to use our resources wisely and efficiently. We follow strict management and disclosure standards. A copy of our independently completed CPA review or audit is available from our business office upon request.</b></p>
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A. **FEES AND RATES** - A current schedule of all tuition or fees is available from the business office and found on our website. The policies regarding tuition and fees are summarized below:

**Application Fee – New Families** - There is an application fee. This fee is non-refundable except as specified in the Waiting List Policy.



**Re-enrollment Fee** – There is no re-enrollment fee for school families. (See Enrollment Agreement above)

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

**Textbooks** - Nearly all textbooks are provided by the school. CCS does receive textbook aid from the state of New Jersey. A parent needs to sign a voucher for those funds. If the parent fails to sign the voucher by the deadline specified, that parent will be responsible for an additional \$75.00 textbook fee. Advanced Placement classes may require students to purchase textbooks and other supplemental books.

**Maintenance Fee** - Each parent in the school has a choice between paying a fee to have the school maintained or helping with the maintenance work during the school year. This procedure is explained more fully later in this handbook.

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

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

**Learning Lab** - There are special fees for students who are in our Learning Lab program. (Search and Teach, Tutoring, and Discovery Skills Therapy) The fee is in addition to any other tuition. There is no discount for multi-child families in this program.

## B. **PAYMENT PLANS**

**FINANCIAL AGREEMENT FORM** - Each family with children enrolled in Cumberland Christian School is required to complete an agreement form with the Board of Directors for payment of tuition. This form must be turned into the office before July 1, of the new school year or immediately when a child enrolls during the year.

### **TUITION PAYMENT DUE DATES**

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

### **METHODS OF PAYMENT**

1. Full payment by July 1 (A 3% tuition reduction may be taken if tuition is paid in full by July 1<sup>st</sup>.)
2. Half tuition by July 1 and the remainder on January 1.
3. Tuition divided into 10, 11, or 12 equal monthly installments is to be paid before the first of each month. Although the parent may choose any of these payment plans, the first payment must be made by **July 1<sup>st</sup>**, and the full tuition must be paid before the last day of school.

### **SPECIAL SITUATIONS**

1. **July Waiver** - A currently enrolled family may request to be set up on an eleven month payment plan with the first payment August 1<sup>st</sup> due to difficult or unusual circumstances. The request should be made on a form provided by the school before July 1<sup>st</sup>. The family should indicate the reasons for the request on the form. The business office has to approve the request. A one-time fee of \$30.00 will be charged. No additional late fees will be charged if payment is made by the 10th of each month for the next eleven months.

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

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

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

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

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

1. Parents may elect to have their tuition paid by EFT. The family's monthly payment may be reduced by \$2.00 per month if the transfer is completed before the 10<sup>th</sup> of each month in which it is due.
2. The Business and Facilities Committee and/or business office may work out arrangements with families who are delinquent in tuition or fees by requiring the arrangements to be made through EFT. The monthly late fee may be waived in such cases according to the discretion of the committee or the business office.

## C. **FINANCIAL AID SERVICES**

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

totally beyond their reach. In other cases there are families whose priorities are such that they are not willing to make the "sacrifice" needed for the Christian education of their children.

Some of the financial aid services designed to help families include the following:

1. Church – School Matching Scholarship
2. Financial Aid Grants
3. Work scholarships

There are other financial aids available including a discount for paying tuition in advance and discounts if other children in the family attend another Christian school.

A brochure explaining these various programs are available at the school office. Inquire for more information at the business office.

Families desiring tuition assistance must apply through a third party evaluation service. This service evaluates the financial need and reports its recommendations to the school.

Apply by going to the CCS website, click on the "Admissions" tab and then on "Financial Aid Services." On the upper right hand corner of that page, click on "FAST" button.

Although awards can be made throughout the year, most of the funds are committed in May and/or June for the following school year. The ideal time to apply is March through May.

## **GIFTS/DONATIONS/FUND DRIVE**

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

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

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

## **BUILDING BANKS FOR ELEMENTARY GRADES**

Building Banks are a way for students in grades K3 through 5 to feel that their hands are building their school. Every student is provided with a Building Bank in September and is encouraged to put in a minimum of .25 cents daily and to pray for CCS. The purpose of the banks is to remember the development program in a "continual" way. Each month the banks are brought in, all the money is counted, and it goes to the Building Fund.

There is a friendly competition each month in grades K3 through 5<sup>th</sup> grades in Building Bank giving based on per capita giving in each class. The winning class receives an ice cream treat. For the purpose of the student contest, only gifts from students or their parents can be accepted.

Other gifts may also be received for the Building Fund by simply designating on your check that you wish it to be placed in the "Building Fund."

# GENERAL POLICIES AND PROCEDURES

## SCHOOL HOURS

K3/K4/K5.....	8:38 A.M. - 3:05 P.M.
1 <sup>st</sup> -5 <sup>th</sup> Grades.....	8:38 A.M. - 3:10 P.M.
6 <sup>th</sup> -12 <sup>th</sup> Grades.....	8:38 A.M. - 3:15 P.M.
School Office (school year).....	8:00 A.M. - 4:15 P.M.
School Office (summer).....	8:00 A.M. - 2:00 P.M.

## VISITORS TO OUR SCHOOL

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

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

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

All visitors must make advance arrangements with the appropriate principal and must sign in with the school receptionist when they arrive and sign out when they leave.

## TELEPHONES

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

### **School Telephones:**

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

### **Students' Cell Phones:**

While on school property or while attending school-sponsored activities, students may only use their personal cell phones with permission from administrative staff or faculty. At the beginning of the school day (first bell) until the end of the school day (last bell), students must keep their cell phones turned off. The use of cell phones by students must comply with the following conditions:

- a. Cell phones are prohibited at all testing sites during all standardized assessments.
- b. Cell phones are prohibited to be used in locker rooms and lavatories.
- c. Cell phones shall be turned off upon entering the school building (first bell) in the am. They should not be seen, heard, or used during the school day. The only exception to this condition is if there is an emergency situation that involves physical danger or an administrative staff or faculty member gives authorization to do otherwise. A classroom teacher may have their students use a cell phone for educational purposes.
- d. The use of cell phones by students is prohibited on CCS school buses.
- e. Cell phones or any electronic device shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights or another individual.

- f. When students violate any of the conditions set forth in this policy, they shall be subject to the disciplinary action set forth in this policy, including losing the privilege of bringing the cell phone or electronic device onto school property. In addition, the administrative staff or faculty may confiscate the device. The procedures for the return of a confiscated cell phone or device shall be set forth in this policy.
- g. Students are responsible for the safe keeping/security of their cell phone or devices they bring to the school. The school shall not be responsible for loss, theft, or destruction of cell phones or devices brought onto school property. The responsibility for filing a police report will rest with the parents and not the school.
- h. Students shall not utilize their cell phone or electronic device in any manner that would violate or compromise the school standards of Biblical integrity or the Student Code of Conduct. This would include any form of bullying, sexting, or inappropriate sending or receiving of nude pictures or pornography.

**Disciplinary Actions:**

The following are steps that administrative staff and faculty will use in response to any misuse of cell phones by students.

- a. Cell phones that are seen, heard, or used without administrative staff or faculty permission will be confiscated and turned into the Headmaster’s office. The Headmaster’s Administrative Assistant will document this as a first offense in the student’s Disciplinary Record. At the end of the school day, the student may go to the Headmaster’s office and retrieve the cell phone.
- b. Cell phones that are seen, heard, or used without administrative staff or faculty permission on the second offense will be confiscated and turned into the Headmaster’s office. The Headmaster’s Administrative Assistant will document this as a second offense in the student’s Disciplinary Record, along with the issuance of a detention. At the end of the school day, the student may go to the Headmaster’s office and retrieve the cell’ phone.
- c. Cell phones that are seen, heard, or used without administrative staff or faculty permission on the third offense will be confiscated and turned into the Headmaster’s office. The Headmaster’s Administrative Assistant will document this as a third offense in the student’s Disciplinary Record, along with the issuance of a detention. The Administrative Assistant will notify the parent to come to the school office to retrieve the cell phone. At that time the parent will be asked to sign a document entitled “Notice of Third Violation of School Cell Phone Policy.” This document will outline how the student with a fourth offense will no longer have the privilege of having the cell phone in his/her personal possession at any time during the school day for the remainder of the school year. In addition, after the third offense, any reported use on **any** cell phone by the student in the school or on the CCS school bus will result in automatic detentions.

**NOTICE OF THIRD VIOLATION OF SCHOOL CELL PHONE POLICY**

This notice is to inform you that your child has violated our school cell phone policy for the third time. Our policy forbids the use of cell phones during school hours without permission from the faculty or administration. All student cell phones must be kept off during school hours. If a student uses his or her cell phone without permission during school hours, the cell phone will be confiscated.

The punishment for your child’s first violation of this policy was confiscation of the cell phone for the remainder of the day. The punishment for your child’s second violation of this policy was confiscation of the cell phone for the remainder of the day and the issuance of a detention. Unfortunately, your child did not learn from the first or second incident and has been disciplined again for violating our cell phone policy.

Today, your child again used a cell phone for the third time without permission during school hours and received a detention. We request that you remind your child that if he or she violates the cell phone policy again, your child will forfeit all cell phone privileges at school and will not be permitted to possess a cell phone during school hours. Your child will then be required to turn in the cell phone to the Headmasters office at the beginning of every school day and pick it up at the end of every school day until the end of the school year. We suggest that you as the parent remind your child of this severe penalty to prevent our having to keep the cell phone on a daily basis. Repeated violations beyond the third incident with the use of **any** cell phone will earn repeated detentions.

By signing this notice, you are confirming that you have been notified of your child's cell phone violations and that you agree to assist the school in preventing continued violations of this policy. You also agree with the school that the next disciplinary measure for a fourth violation will be a forfeiture of all cell phone privileges at school. You agree that if your child violates this policy again he or she will be required to turn in his or her cell phone into the Headmaster's office at the beginning of the school day and will pick it up again at the end of the school day for the remainder of the school year. Your signature also confirms that the school has returned the confiscated cell phone into your possession. You will receive a copy of this notice and the original will be kept in the school's files.

Our school attempts to provide each student with the optimum environment for learning and growing, and you agree that unauthorized usage of cell phones during school hours detracts from that environment.

## ATTENDANCE POLICIES

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

Regular school attendance is also a state law. Students may be absent only for specific reasons and/or with approval from school administration.

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

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

5. **Attendance Records** - All absences and tardies, whether excused or unexcused, are recorded on the report card. Perfect attendance awards are given at the end of each year for students who have not been absent or tardy for any reason.
- B. **TARDINESS** - Whenever a student is tardy to school, that student must report to the office in his/her department for a pass.
1. A student will be marked tardy if he/she enters the room after homeroom period begins at 8:38AM. If a student is at school but will not be able to be in his homeroom due to an activity, the student must notify his homeroom teacher in advance in order not to be marked absent. A student who comes late to school because a public school bus is delayed, will not be considered tardy.
  2. Tardiness will be excused or unexcused as with absences. Transportation failure, however, shall be limited to mechanical breakdown or ice/snow and shall not include causes related to not leaving home on time, slow traffic, etc. A student with an "excused" tardy to school will still be marked tardy but will have no penalty. To be an "excused" tardy, the student must bring in a written note from parents stating the date, the reason, and the parent's signature. A phone call from parents to the school office may also be accepted. The respective principals will determine whether a tardy meets the "excused" criteria. If a note is not submitted to the homeroom teacher or school receptionist by the second day following the tardy, it will be unexcused.
  3. In grades 6 and above, tardiness to classes during the day will normally be considered an unexcused "tardy" unless the student presents to the teacher a late pass. Continual unexcused tardies will also result in disciplinary action.
- C. **EARLY DISMISSAL FROM SCHOOL** - Students may not leave the campus during school without permission. This also includes any school group on a trip or special activity. Those needing to leave early must bring a note from their parents, email the office, or call the school office. The note may be given to their homeroom teacher at 8:40 A.M or presented to the office. The early dismissal will be noted on the daily attendance sheet.
1. Dental and medical appointments should be made outside of school hours. If this is not possible, such appointments should be made in late afternoon.
  2. Students may not contact home to arrange transportation when they feel they are sick. They must go to the school nurse who will make such calls to the parent or emergency contact.
  3. When dismissed early from school, the student may come to the office at the appointed time. In case of a student who is driving himself/herself, he/she must report to the high school secretary to sign-out before he/she leaves the school. In case of illness or emergency, the student will be sent to the school nurse who will call home to arrange transportation.
  4. If a written note is sent in by 8:40 AM, and the student is in school a minimum of 4 hours, the attendance roster of the student will not be affected. It is very important that written notification be presented by 8:40 AM.
- D. **EXCESSIVE ABSENCES/TARDINESS** - The following guidelines will apply to the enforcement of attendance policies:
1. Students will be allowed no more than 9 unexcused absences.
  2. **After 18 absences, a doctor's note is required for any absence to be deemed an excused absence.**
  3. Students who are absent more than **36** days for any reason will not receive credit for the school year. Extenuating circumstances related to personal health may be considered by the administration.
  4. Homebound instruction is the same as regular attendance.
  5. Individual classes missed will also be subject to the **36**-day limit.
  6. If a student is tardy to school more than **36** times for any reason, there will be consideration as to whether CCS will withhold credit for class time missed.

## LUNCH

A. **GENERAL**

Students normally carry their lunch. There is, however, a limited selection of food items available for your convenience. In primary grades – K3 through 5<sup>th</sup> grade, students should bring a mid-morning snack. This could be a small, healthy snack such as a piece of fruit.

B. **MILK/DRINKS**

Students may purchase white milk, chocolate milk, or orange juice, or carry their own drink. Milk may be purchased at lunchtime only. Because we are not set up to bill for milk or issue credits, students must have milk money on that school day in order to be able to purchase drinks. If they wish to pay for the drink for the month, the entire month must be paid. The total amount for a given month will be announced ahead of time in the *Crusader*, and students may bring that amount on or before the first day of the month. If a child is absent or does not get his milk that day, we will not be able to issue refunds or rebates. To accommodate this possibility, we will reduce the monthly charge by one day for all those who pay for the month.

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

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

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

Students in grade 6 and above may purchase chips, pretzels, candy, and other snacks from the lunch counter in Room 405. These items are only available for lunchtime, and at no other times of the day or during special activities unless permission is granted.

Middle/High school students must report to the lunch area within five (5) minutes of the dismissal bell from their prior class and must remain in the lunch area or may visit the Stratton Hall restrooms at lunch, but students may not leave these areas to go anywhere else without a pass.

## EMERGENCY CLOSING OF SCHOOL CANCELLATION OF SCHOOL ACTIVITIES

A. If, for any reason, it becomes necessary to cancel school or any school activity in the evening, notification will be given by text and/or email through RenWeb. Announcements will be on our school website [www.crusader.org](http://www.crusader.org) and the school Facebook page.

B. If school begins 2-hours late due to icy road conditions, students will need to watch for their busses during that time since the busses will have an erratic schedule due to those road conditions. Some school districts will follow their own schedule and not the announced CCS schedule when road conditions are bad.

C. If an all-school activity that is scheduled outside of school hours (such as an evening or weekend) needs to be cancelled or postponed, notification will be given by text and/or email through RenWeb. Announcements will be on our school website [www.crusader.org](http://www.crusader.org) and the school Facebook page.

D. It is conceivable that an occasion may arise when it is necessary due to hazardous road conditions, heating failure, etc., to dismiss students early without warning. Middle and high school students will be sent home. In this case the school will make every effort to contact parents of all elementary school students. If parents are not reached, the child will be placed in extended care.



## PARTIES AND SOCIAL ACTIVITIES

- A. Parties for K3 through 5th grades are conducted by teachers at specified holidays. Santa Claus, Easter Bunny or witch themes should **not** be used. Christmas presents are not to be exchanged among students, as we stress giving rather than receiving.
- B. Birthday parties are not conducted in any classes, but birthday treats may be brought in. Teachers will designate the time.
- C. High school students (9-12) and middle school students (6-8) may plan school class parties through the policies established in their respective Student Activity Organizations.

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

## PERSONAL APPEARANCE STANDARD

### STANDARDIZED DRESS

**At all school functions unless stated otherwise.**

#### A. PHILOSOPHY

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

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

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

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

#### B. Clothing

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

#### Tops

- Any solid color collared long or short sleeve **polo shirt**.
- Any solid color sweater, sweatshirt, or hoodie.
- Any solid color cardigan, circle, or "V" neck sweater (K3-5)
- Turtlenecks (K3-5)
- Shirts, sweaters, and sweatshirts may only have a CCS logo or a non-CCS branding logo that is not greater than two (2) inches in diameter.
- **A collared polo shirt must be worn under any sweater, sweatshirt, or hoodie.**
- Long-sleeved shirts may not be worn under short sleeve shirts.

- T-shirts (CCS or not) **may not be worn at all** as part of school attire except on T-shirt Tuesday and within guidelines established for that day (see next page).

### **Pants, Shorts, Culottes, Skirts, and Dresses**

#### **Pants and Shorts:**

- Twill or corduroy khaki, navy, black, or gray pant.
- **May not be tight fitting.**
- Maximum four pockets.
- Modest length – shorts no more than “3” above the knee.
- Jeans **may be worn** on T-Shirt Tuesday, and they must be in good, clean condition: must be free of tears, holes, and frayed edges and **within guidelines established for that day (see next page).**

#### **Culottes (K3-8)**

- Twill or corduroy solid color – khaki, navy, black, or gray.

#### **Skirts and jumpers (K3-12)**

- Twill or corduroy solid color – khaki, navy, black, gray, or plaid.
- Modest length – no more than 3” above the knee.

#### **Polo Dress (K3-5)**

- Modest, solid color – khaki, navy, black, or gray.

#### C. **Footwear**

- Footwear with laces must be properly tied.
- Sandals must be securely strapped or tied in the front and the back (no athletic or flip-flop style).

#### D. **General (boys / girls K3-12)**

Hair must be neatly groomed.

- Hair may be colored with natural coloring.
- Extreme hair styles like spikes, Mohawks, etc., are not allowed.
- Jeans must be in good clean condition: must be free of tears, holes, and frayed edges.
- Tuesdays will be “T-Shirt Tuesday.” If wearing a t-shirt, only t-shirts with CCS logos will be permitted. Homemade CCS wear may not be worn.
- Tight fitting clothing is not permitted.
- No undergarments showing.
- Hats, hoods, and scarves (on the head) are not to be worn in the building.
- Coats are not to be worn in a classroom unless approved by a teacher because of a cold classroom; this standard also applies to lunchtime.
- No tattoos or body piercings are permitted. If a student has an existing tattoo, it must be covered while at school or at a school function. If a student has a body piercing, it must be covered or removed while at school or at school functions.

#### E. **Hair/Jewelry**

Boys are to present a traditional masculine appearance and girls a traditional feminine appearance.

#### **Boys**

- Hair must be neatly trimmed and may not cover the eyebrows, ears, or collar and may not be excessively long.
- Facial hair must be neatly trimmed.
- Earrings must be removed while at school or at a school function.

F. **Physical Education and Athletic Practices**

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

- For Physical Education, athletic shorts 3” above the knee or longer.
- All athletic practice shorts should be equal in length to regular uniform shorts for the sport in which the student participates.
- Sneakers or cleats (for outside activities).
- Any CCS t-shirt.
- Shirts are to be worn at all times (gentlemen).
- Tank tops are permitted, but girl’s undergarments should not be visible.
- Altered t-shirts are not allowed, including modifications to the sides, sleeves, or neckline.
- Sweat/Warm-up suits are permissible.
- Yoga (spandex/tight fitting) may only be worn with shorts over them.

G. **SPECIAL ACTIVITIES**

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

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

H. **Casual Dress Days**

**Preferred and Acceptable Dress**

- a. Loose fitting
- b. Tidy and clean
- c. Front neckline shall be modest (girls)
- d. Rear neck line shall not show undergarments (girls)
- e. Sleeves may be cap, short,  $\frac{3}{4}$ , or long
- f. Pants that include blue jeans
- g. Sweats or jogging suits
- h. Socks worn at all times (boys)
- i. Stone washed jeans are acceptable
- j. Hair neat and well groomed
- k. T-shirts
- l. Athletic jerseys

**Non-Acceptable Dress**

- a. Tight fitting
- b. Designed with holes or un-mended holes
- c. Sleeveless attire
- d. Undergarments showing at front or rear necklines, hemlines, or under arms
- e. Sheer fabric
- f. Midriff or back showing
- g. Packaged undershirts

- h. Writing or photographic pictures which are objectionable or obscene as determined by the administration
- i. Shoe laces untied
- j. No more than two buttons open on shirt
- k. Earrings shall not be worn (boys)
- l. Pajama pant bottoms
- m. Capri pants
- n. Hats while in the building
- o. Flip flops and athletic style sandals

I. **Flynn & O'Hara Uniforms:**

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

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

## **RESOLUTION PROCEDURES HOW TO HANDLE UNRESOLVED PROBLEMS**

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

A. **PHILOSOPHY**

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

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

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

B. **GENERAL STANDARDS**

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

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

At times, a party may wish to receive counsel from others. In such a case, his/her pastor is always a possibility, but others should not be consulted without the knowledge or agreement of the party to whom the complaint is addressed. By following this guideline, there is no backbiting, gossip, murmuring, disloyalty, or secretive discussions that do not reflect an honest, Christian response to problems.

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

## C. PROCEDURE

### 1. Administrative Level:

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

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

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

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

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

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

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

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

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

- b. The headmaster shall render a decision in writing to the petitioner as quickly as possible following that meeting (but not to exceed 10 days).
  - c. If the headmaster's decision in the written response is unsatisfactory to the petitioner, the petitioner may request in writing a Board review of the grievance or complaint. The petitioner will submit this request to the administrator no later than 1-7 school days of receiving the administrator's response.
  - d. At this point, all information and data must be part of this written record. No new witnesses and data may be added to the grievance beyond this point.
1. **Board Level** - The administrator (in 2C above) will attach all related documents and forward the request to the President of the Board of Directors. These documents should include all those of the petitioner as well as the school staff. It is the intention that all arguments and all information in regard to the issue are part of that data.

The President, after consulting with the other Board officers, will direct the grievance to an appropriate committee of the Board or to the entire Board. The Board of Directors may empower the committee to decide the matter on behalf of the entire Board. Within a maximum of thirty (30) days from that appearance, a written decision shall be rendered to the petitioner.

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

## **EXTENDED CARE**

- A. The Extended Care Program is a before and after school program for CCS students. Once a student enrolls in the program, his enrollment and the financial charges continue until the student officially withdraws by notifying the director. Our Extended Care Program is also available on a drop-in basis; simply contact the Elementary office at ext. 323 to make arrangements. The Elementary Principal will be responsible for the Extended Care Program. A student is enrolled when the registration form is submitted and the director officially notifies the family that the student is enrolled and confirms a date for the student(s) to start.
- B. The Extended Care Program will include enrichment activities, supervised recreation, and homework time (as needed), movies, crafts, daily snacks, music, etc. The program will not be more "school." There will be considerable free playtime. Students are expected to participate in scheduled activities while they attend.
- C. Extended Care will begin at 7:00 AM and will continue after school is dismissed and run until 5:30 PM. A \$5.00 late charge will be added to an account each time a child is picked up after 5:30 PM. The program is conducted on every school day. When school dismisses at 1:00 PM, Extended Care will begin at 1:00 PM and continue until 5:30PM. Parents must sign their child out with the adult supervisor before picking the child up.
- E. Fees –
  - 1. The charge is "per day" (see business office for rates) for one child for both morning and evening sessions.
  - 2. Payments must be kept current in order for a child to remain in the program. Payments may be made with the normal school tuition on a monthly basis. A family cannot pay Extended Care fees and allow their other financial obligation to the school to lapse.

## SCHOOL ARRIVAL AND DEPARTURE PLAN

Please follow the flow of traffic as designated by school traffic signs.

- A. Younger students delivered by cars may arrive **after 8:20 AM**. Elementary and Middle School students may go to the playground area **at 8:25 AM**, but **NOT BEFORE**. The doors will be opened at 8:30 AM. High school students may arrive as early as 8:00 AM. School begins at 8:38 AM sharp.
- In the afternoon, parents must be ready to pick up students at 3:15 PM. Elementary students must be picked up by 3:20. MS/HS students need to be picked up within 15 minutes. The school takes no responsibility for supervision of students other than within these times, and students **may not be on school property unsupervised!**
- B. Student Arrival - There are specific areas that students in cars and students in buses must use to unload in the morning. For the safety of our students, please note these items:
1. Bus Students will arrive and depart from the west of Bower Building (except high school).
- POINT OF EMPHASIS** For safety it is necessary for all buses and cars to observe and obey all traffic flow markings and signs. All car traffic must enter the Stratton Hall parking lot and proceed to the curb designated as the drop off point in front of Stratton Hall. Parents may drop off their passengers at this point and then proceed up the driveway to the exits located near the west end of Bower Building. Foot traffic will not be allowed in the Bower driveway during these times. Foot traffic must use the macadam path in front of Stratton Hall that leads up to the Bower parking lot located between Bower Building and Stratton Hall. Please follow the designated markings. Students must always be picked up and dropped off from the Stratton Hall parking lot. Thank you for cooperating with this important safety procedure.
2. Car Students enter the parking lot in front of Stratton Hall.
    - a. Student drivers park in the Stratton Hall parking lot. This is the required parking location any time they drive to school.
    - b. Elementary parents who walk their child (ren) to Bower Building must park their car in the Stratton Hall lot and cross the driveway at one of the three designated crosswalks.
    - c. Parents/Students may not walk through the parking lot except on sidewalks, grassy side areas or painted crosswalks. **Thank you for cooperating with this important safety procedure.**
- C. Late Car Students must enter school through the east doors by Bower parking lot. (Due to safety considerations, they may not enter through the main front entrance.)
- D. Entering the Building - Students must enter the building through specific entrances depending on the grade of the students. The assigned entrances will be specified each school year.
- E. After School Hours – When students are on the school property after school hours, they should remain at their parents’ side. When attending a sporting event, they must stay at the event with their parent. **They may not be on the playground unless a parent is on the playground with them.**

## BUS RIDER POLICY

Cumberland Christian School students are not allowed to ride any school bus other than their own (district assigned bus). If a child is going home with another student, parents should make other arrangements for transportation. Approval to ride a different bus or to have a “guest rider” will **not** be granted by CCS or by the bus company.

## **BUS TRANSPORTATION GUIDELINES**

We expect the same type of behavior on the bus ride to and from school that students practice in their classrooms. Proper bus behavior whether on the CCS bus or public school buses includes the following:

- A. Students are to stand orderly in line while waiting to get on the bus and be careful while getting on and off the bus.
- B. Students are to go immediately to their seats and remain there, seated quietly, the entire ride. They must be seated fully and not sitting on their knees. No moving about until the drop-off point.
- C. Eating and/or drinking are not allowed.
- E. No throwing of anything on the floor or at anyone else, or blocking the aisle in any way.
- F. No loud shouting or calling out to anyone.
- G. No taking anything away or receiving anything from others.
- H. Nothing may be put out of the window for any reason, including head, arms and feet.
- I. Students may not be in the driveway while buses are loading or unloading. This means they may not go between buses to cross the road nor load up on the bus unless the bus driver is at or to the west of the existing sidewalk.
- J. The bus driver is in charge. He/she must be given the same respect you would give your teacher.

**REMEMBER** that you have a part to play in the safety of that bus and everyone in it. You are also a representative of Cumberland Christian School and the Lord Jesus Christ – by the way **YOU ACT AND TALK!**



# ACADEMIC POLICIES AND PROCEDURES

## TEACHING STAFF

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

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

Finally, we expect our teachers to have a "servant heart." They are at CCS as a ministry to our Lord on behalf of our children.

We covet the prayers of all parents and friends of CCS on behalf of our teachers. They need our support and our prayers.

## GRADING SYSTEM

### A. PHILOSOPHY

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

### B. EXPLANATION OF GRADES

1. Lower Grades: In 3-year old kindergarten and 4-year old kindergarten parents will receive an annotated report card. Students will be graded on skills by age. In 5-year-old kindergarten the following scale is used:

E = Excellent

S = Satisfactory

U = Unsatisfactory

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

2. Personal Attitudes: Work habits, and minor subjects in the elementary grades (1-8) will be marked thus:

E = Excellent

U = Unsatisfactory

S = Satisfactory

I = Improvement needed (in a specific area)

A "Comment" code is also utilized in certain grades to reflect attitudes and work habits.

3. Academic Subjects: The following scale is used for major subjects in grades 1 and 2.

A = Excellent Progress is being made on a superior level.

B = Good Progress is being made on an above average level.

C = Average Progress – Student is progressing satisfactorily on grade level.

D = Below Average Progress is being made.

F = Failing.

In grades 6 and above, students will receive percentages instead of letter grades for major subjects. See grading scale below. Other subjects may be graded with letters.

4. **Individual Basis:** If a student is working on an individual basis (either advanced or remedial) in any subject area, special notation will be made on the report card and the student will be graded according to that level.

A high school student in an honors or AP course will have the course “weighted” due to the degree of increased difficulty and effort.

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

1. 3-year-old Kindergarten, 4-year-old Kindergarten and 5-year-old Kindergarten -All areas of the report card are graded E-S-U.
2. Grades 1 and 2 - Bible, Math, Reading, English, and Spelling are graded A, B, C, and D. All other subjects are graded E-S-U.
3. Grades 3-5 - All major academic subjects are graded A, B, C, and D. All other subjects are graded E-S-U.
4. Middle School - (Grades 6-8) - All subjects are graded by percentage except those which do not meet each day.
5. High School - (Grades 9-12) - All subjects graded by percentage. All subjects, except private music lessons, count toward graduation requirements and toward Honor Roll. All subjects, except private music lessons, are averaged into the student's cumulative grade average starting in grade 9 (grade 8 for honors students taking honors course).

D. **GRADING SCALE – (Taken from Faculty Handbook.)**

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

92% - 100%	A or Excellent Progress
85% - 91%	B or Good Progress
77% - 84%	C or Average Progress
70% - 76%	D or Below Average Progress
Below 70%	F or Failing
See Honor’s Course Policy	For Honor’s Courses

## **HOMework**

The purpose of homework is to extend learning opportunities and to reinforce subject matter and skills that have been introduced.

The amount of work assigned for homework will be based upon age and grade. Most teachers clearly post homework assignments on RenWeb.

When a student has all his/her working materials at hand and is doing concentrated work without interruptions, he should not need more than 45 minutes on average in the lower grades (K3-5) nor more than 2 hours in grades 6-12; the total amount of homework per evening should not exceed ½ hour per subject on average on any one night.

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

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

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

Each teacher at CCS has a RenWeb account linked to their class. Homework assignments are posted weekly or daily.

## MAKE-UP WORK

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

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

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

## STANDARDIZATION OF GRADING FOR MIDDLE/HIGH SCHOOL

### Standardization of Grading for Middle/High School

The following guidelines are followed by *ALL middle/high school* faculty members when determining student grades.

CATEGORY	% OF ENTIRE GRADE	TYPES OF ACTIVITIES
Test (High-Level Assignments)	<b>50%</b>	<ul style="list-style-type: none"> <li>• Tests</li> <li>• Projects &amp; Presentations requiring outside work, research, much student effort</li> <li>• Research papers</li> <li>• Major writing assignments</li> <li>• Portfolios that require student work - not just a compilation of previous assignments</li> </ul>
Quiz (Mid-Level Assignments)	<b>33%</b>	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Projects/Presentations which the teacher has given information and the students make a project/presentation with that information</li> <li>• Minor writing assignments</li> <li>• Weekly spelling/vocabulary quizzes</li> </ul>
Homework (Low-Level Assignments)	<b>17%</b>	<ul style="list-style-type: none"> <li>• Homework</li> <li>• Reading checks</li> <li>• Grammar worksheets</li> <li>• Completion of assignments</li> <li>• Weekly vocabulary homework</li> <li>• Workbook assignments</li> </ul>

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

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

## **REPORT CARD SYSTEM**

- A. **GENERAL** - A report card will be issued quarterly during the school year to give a written evaluation of each student's progress. Report cards are delivered electronically through the RenWeb system. It is the responsibility of both the parent and the teacher to communicate about the student's progress. In elementary grades, student work is sent home on a regular basis. Parents should examine the work with the child and discuss his/her progress in all areas -- socially and spiritually, as well as academically. Contact your child's teacher if you do not receive student work regularly or if you have any questions about the grading.
- B. **INTERIM REPORT** - In lieu of hand written Interim Reports, computerized reports will be used for Middle/High School students at mid-quarter. Each student will receive a grade report for every major subject. Grade reports will be mailed to the parent (first class mail). Please feel free to call a conference with the teacher at any time. It is the parent's responsibility as well as the teacher's to communicate regarding student progress.

## **HONOR ROLL REQUIREMENTS**

To help promote a standard of excellence an Honor Roll is utilized. This Honor Roll serves as an incentive in grades 4 and above by giving recognition to those who have done well in their achievements.

The requirement to be on the Honor Roll is to have all B's or above in all major subjects (those graded A-B-C-D on that particular grade level) and all satisfactory marks in conduct, study habits, and other subjects graded E-S-U. If a student is in choir; instrumental music, or a special elective that other students may not have, the student must still achieve the requirements in those subjects to make Honor Roll.

To meet the requirements for High Honor Roll, a student should have all A's in all major academic subjects. Students must also have satisfactory or above marks in all conduct, study habits, and other subjects.

## **NATIONAL HONOR SOCIETY AND ACADEMIC HONORS**

Students entering their junior or senior year who have been in our school the complete previous year may be selected to the National Honor Society if their grade average is 86 or better at the end of their sophomore or junior year. They also must have met all other qualifications that are part of the school charter. They must have a strong Christian testimony and character. They must also be involved in co-curricular activities during grades 9-12 before their selection. They must have lettered in one varsity level activity or have been satisfactorily involved in 3 or more other school co-curricular activities. (Two must be completed: the student may be currently involved in one.) These are non-graded activities (hence, choir cannot be included).

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society recognizes students in grades 7 & 8 who exhibit scholarship, character, service, leadership, citizenship, and grade average is 92 or better. At CCS we also emphasize character and Christian testimony to be synonymous.

This co-curricular activity was initiated in 2004 for middle school students. They meet regularly and plan activities that support the criteria listed above for use by all students in our middle school throughout the school year. An academic standard is established annually for induction and maintenance of active membership.

## PROMOTION POLICY

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

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

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

## STUDENT TEXTBOOKS

Textbooks are loaned to students during the year and are assigned by number. Students are responsible for care of these books and will be held financially accountable for any abuse above normal wear. Each book should contain the student's name, grade, and school year written in ink inside the front cover. No other marks should be made in textbooks and book covers shall be kept on the books at all times!

School textbooks are examined and studied regularly so that within a six-year cycle virtually all textbook materials are evaluated for suitability. Whenever possible, the school will seek to use good quality Christian textbooks of help promote a Christian world view.

- A. **BIBLES** - Each student in grades 2 and above is required to provide his own Bible for use at school. This Bible must be a King James Version, New King James Version, New American Standard Version, English Standard Version, or the New International Version. While other versions may be used for comparison or study purpose, each student must have his own Bible in one of the above versions.
- B. **TEXTBOOKS** - All textbooks are provided in grades K3-8. The students in grades 9 and above will be responsible for purchasing any required paperback, consumable textbook, or required subject supplies. All normal hardback textbooks will be supplied by the school in these grades, except for some AP classes. Any books/supplies necessary will usually be available for purchase in our school store.

## LOCKERS

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

## SUPPLIES FOR STUDENTS

The school, with a few exceptions, provides basic school supplies. If a student misuses school supplies, the student may need to purchase more or replace materials damaged by misuse.

- Grades K3-2** - all basic supplies are provided by the school; specific items may be requested by the teacher.
- Grades 3-5** - all basic supplies are provided except that every student will need a 3-ring loose-leaf notebook, 8½ x 11 lined notebook paper, and a pen. Specific supplies may be requested by the teacher.
- Grades 6-12** - the student will need a 3 ring loose-leaf notebook, 8½x11 lined notebook paper, and a pen.
- Grades 3-12** - students are required to purchase an "official CCS" agenda through our school store.

## INSTRUMENTAL MUSIC

### A. ELEMENTARY BANDS

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

**Materials** - Instruments will be provided by the student. The student may provide his own instrument or may rent or purchase an instrument from a music store. CCS also has some instruments that may be rented. The student provides lesson books. The lesson books can be purchased from our school store (business office).

**Cost** - There is a yearly cost for the instrumental program. This amount can be paid in one lump sum or may be broken into monthly payments. The same policies apply to the instrumental music fees as apply toward tuition. If a child forgets his instrument, is sick, or misses due to scheduling or other reasons, the charges remain the same, as the fee is pro-rated over the year. Payments are made to the school office. The child is considered enrolled in the program until the school is notified in writing by the parents of his/her withdrawal.

### B. MIDDLE SCHOOL AND HIGH SCHOOL BANDS

Students in grades 6-8 may sign up for Middle School Band. The band meets twice a week and takes part in several activities, including being the pep band for home basketball games, and participating in a spring concert.

In the high school, students may schedule Wind Ensemble as a two-credit class. The Wind Ensemble performs at several concerts during the year, both at CCS and in local churches.

There is no added fee for Middle School Band or Wind Ensemble.

## PRIVATE MUSIC LESSONS

Students may take private lessons on the piano or an instrument. Piano is available starting in grade 3. Instrumental lessons may be taken starting in grade 4. If a student is also in band, then any private instrument lessons must be scheduled outside of normal school hours. There is a fee for private lessons. Registration forms are available from school offices.

## TESTING

National standardized tests serve as an aid in evaluating the school, subject matter, classes and students. Test results become part of student records. Standardized tests are administered in grades K5-12 each year. The testing program helps the school to evaluate our program in light of objective criteria as well as aid in the placement of students. Test results are mailed to parents.

## TECHNOLOGY

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

## FIELD TRIPS

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

Dress on field trips is to be such that promotes good behavior. Standardized dress will be worn by all students on field trips, unless specifically exempted.

## LIBRARY CENTER AND MEDIA LAB

The school library and media center consist of an excellent selection of books, videos, DVD's, teaching posters, and other library materials. Our library is fully automated. The library catalogue can be accessed through the CCS web site. Books may be checked out for two-week periods. Books not returned on time will have a fine of five cents per school day. The school is a member of JerseyCat (a statewide inter-library loan program). This provides access to our students of over four million volumes from other libraries in New Jersey. The school library also has Internet access available with certain guidelines. A focus of our library is to make our students knowledgeable users of new information technology. Certain materials may also be reserved by teachers for students to use in the library.

The library is available for use throughout the school day by teachers or students as well as during study halls. During the school year, the library is available for students in 6<sup>th</sup> grade and above on certain days at the end of the school day. The days and hours the library will be open will be posted.

Our school does try to be very selective concerning material found in our library. If a parent or student questions the content of material found in our library, he/she may call the matter to the attention of our librarian. A Board policy sets forth procedures to review such material

There are provisions for school parents to become library patrons and use certain resources in the library. Contact our librarian for further details.

## INDEPENDENT LIBRARY READING AWARD

This award is designed to encourage students to read the fine quality of books *in our library*. Each student in grades 3-8 who reads a prescribed number and type of books from the school library will qualify for a Library Reading Award certificate at the end of the school year. On each grade level, there is a requirement for the number of books and certain types of books. If you have questions about what the requirements are for any grade, contact your child's teacher. All work for this award must be completed by mid-May.

Please note that each teacher has class requirements in regard to book reports in these grades. Students may read any book from our CCS reading lists – **from our school library** - that is approved by the teacher or librarian. To receive the CCS Library Reading Award, the required number of books must be read, but **they must be from our school library**. Suggested reading lists are posted on the CCS library web page.

## CO-CURRICULAR PARTICIPATION REQUIREMENTS

- A. **DEFINITION OF CO-CURRICULAR ACTIVITY** - A co-curricular activity is any club, team, or meeting conducted during or after school hours for which a student does not receive a grade. Such activities include drama, safety patrol, spelling team, Bible Quiz Team, student government, and athletics, among others.
- B. **ACADEMIC ELIGIBILITY** - A student who is academically ineligible may not participate in co-curricular activities except for class activities, SAO activities, Jr-Sr. Formal, the summer outreach program, and Senior Class Trip, provided the student is not on the planning committee for the same.
  - 1. Eligibility will be checked at the beginning and the midpoint of each sports season. All students must qualify each time. One school year does not carry over into the next.

2. A student who has one or more of the following academic deficiencies when eligibility is checked is ineligible for co-curricular activities, beginning the day after the grades are posted:
  - a. An F in any major subject.
  - b. Two or more D's in any subject.
  - c. Two unsatisfactory grades (U) in a minor subject.
  - d. Any combination of a D or U.
  - e. Any serious deficiencies in effort or conduct - to be determined by the principal.
- C. **PROBATION** - A student in grades 6-12 on restrictive probation for any reason may not be a participant or spectator in co-curricular activities. A student in grades K3-5 could attend as a spectator only if he is with a parent.
- D. **PROCEDURES INVOLVING INELIGIBILITY** due to academics and/or social probation:
  1. Ineligible players may not practice, observe practices, or participate in any way with the members of that team/club during their ineligibility.
  2. In athletics, the student will need to practice for a period of time determined by the athletic director before game play may resume.
- E. **PHYSICAL EXAMINATION AND PARENTAL PERMISSION** are required before practice is allowed in any interscholastic athletic activity.
- F. **CANCELLATIONS** - Decisions to cancel games or practices for athletic events are not made until 1:00 PM that day. Climatic conditions often change in the course of the day. Parents may call after 1:30 should they need to know in order to make transportation arrangements. Generally, practices or games are not often cancelled due to problems in rescheduling.
- G. **REMOVAL FROM A TEAM** - The athletic director or principal may remove a student from participation on the team. A teacher may not remove a student from the team for punishment although the advisor/coach may do so due to missed practice or the principal may do so for the student's own good. If the student quits a team or is removed before the end of the season, the student will receive no award or public recognition for any participation.

## CO-CURRICULAR ACTIVITIES

Athletic Teams	Chess Club	SAO Leadership
Bible Quizzing	Drama Club	Socials (Class)
C.A.R.E.	National Honor Society	STEP
Cheerleading	National Jr. Honor Society	

## STUDENT TRAVEL IN SCHOOL ACTIVITIES

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



- b. This procedure does relieve the pressure of a parent contacting the coach in advance. On the other hand, we will be strict in requiring the parental signature as a sign-out. We do not want the coaches to have to remember who talked to them; hence, parents must sign students out in writing.
2. Parents may only take their own children unless there is a written notice from another child's parents. The advisor must be given the note the night of the game (or before) by either the student or the parent taking them home. Only another parent can take such a student (not a neighbor, sibling, or friend.) The parent taking the child must sign out that child as if the student were his/her own.
 

There must be a separate note for each away game or activity (not a blanket one for the season). In this way a coach does not have to keep track of who does or does not have notes except the notes received that game night.
3. If a student leaves a game without being signed out properly as described above, there will be ensuing action to the student ranging from a detention to possibly not going on the next away game to a suspension. The student will suffer the consequences of leaving the team without satisfactory permission.
4. If a parent signs a student out after an event, but the student stays on the premises for another event, the student must abide by the same regulations and procedures as a student who was not signed out. The student continues to be a representative of CCS.
5. The parent must be at the event when it is over and the group is ready to return. The student must leave with the group if the parent is not there even, if advance arrangements have been made. The entire group will not be able to wait.

## SUMMER SCHOOL

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

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

## SUMMER SAFARI

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

## LEARNING LAB

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

Currently our Learning Lab has the following programs:

- A. Our **Discovery Learning Disability Program** is designed to minister to students with who have average or better intellect, but have a learning problem that hinders their performance. With close cooperation between a trained therapist and parental support at home, a program is designed to help the individual student. The therapy that students receive is designed to strengthen the student's area of weakness. There are also required exercises for home with parent participation.

- B. Our **Tutoring Program** is designed to help students with remedial needs or students who are especially gifted in some area or who are transitioning out of the Learning Disability program. The student meets individually or in small groups to receive assistance based upon the student's need.
- C. Our **Search and Teach Program** is designed as an early intervention program for students in kindergarten through second grade.
 

Families interested in these special programs will need to apply for enrollment. There are a limited number of openings as well as a limit to the type of assistance the program is able to provide. There are special fees for the services offered in these programs.

A student who enters or leaves the program after the marking period begins will be responsible for a pro-rated fee amount for that marking period based upon the number of days the student was enrolled. For more information – contact the Business office at (856) 696-1600, ext. 22 or visit our website and click on “Learning Lab.”
- D. **Compensatory Education** is designed for students who struggle in reading, language arts, or math. Sessions are once a week and meet in small groups.
- E. **Self-Contained Special Education Class** – This will be a self-contained class for students that fall into one of two categories: cognitively impaired and autistic. This is a full day program.
- F. **Talents and Gifted Class** provides special learning activities to challenge academically able students to reach new heights.
- G. **Learning Lab after Hours** – This program focuses on the basics. Certified tutors in reading, math, and English at all grade levels are ready to improve the skills of students. Students will be tested to analyze areas of challenge. This 8 week program is designed to strengthen specific skills.

## **OUTSIDE TUTORS AND OTHER PROFESSIONAL SERVICES**

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

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

## **SPIRITUAL LIFE**

### **ASSEMBLIES/CHAPELS**

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

## MISSIONS / EVANGELISM / SERVICE

The school endeavors to encourage and train students to become aware of both the spiritual and physical needs of others. There will be either a foreign mission or home mission project each year sponsored by the students to help stimulate this concern. Students will also be trained in areas of evangelism and encouraged to use this learning in daily situations. A part of the curriculum will also be designed to involve students in service projects around the school, in churches and in the community. All of these are practical outgrowths of a Christ-centered life. Involvement in a local Gospel preaching church is also necessary. Efforts will be made to encourage students to be actively involved with parents in sharing meaningful church experiences.

## PRAYER / STAFF DEVOTIONS

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

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

## SCRIPTURE MASTERY PROGRAM

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

At the end of the year a certificate is given with a star to commemorate the mastery of that grade's verses. If a student has memorized 100% of the recommended verses, he receives a gold star. If he has memorized 80% of the verses, he receives a green star.

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

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

## CHURCH ATTENDANCE

Cumberland Christian School takes a firm stand in the matter of church attendance. **We require that the student and at least one parent must be actively involved in a church that is in agreement with our Statement of Faith. "Active involvement" can vary in interpretation, but it surely includes regular attendance.**

Failure to attend church regularly will cause an evaluation of enrollment status. Families not attending church regularly will not be allowed to be enrolled at CCS.

Our desire is not for the letter of the regulation but the spirit of the requirement to be met. A Christian school functions to complement the Christian home and the church. The church has been instituted by Christ Himself as the means of worship, growth, support, and fellowship. The school cannot achieve its purpose without active church involvement by both the parent and the student.

# DISCIPLINE

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

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

## STUDENT CODE OF CONDUCT

1. Students are expected to respond with respect at all times when speaking with adults.
2. Students are expected to get permission to leave their seat once class has begun.
3. Students are expected to be respectful of others and the property of others, as well as the authority of the individual teachers and administrator.
4. Students are not to be rowdy, run, yell, etc., in the building.
5. Hand holding, arm-in-arm activities, etc., with members of the opposite sex will not be permitted on school property.
6. Students are expected to enter classrooms on time and in an orderly fashion, to listen during classes, and to raise their hands if they desire to speak.
7. Students are not to play radios, I pods, or other MP3 players in school; this includes homeroom and lunch hour.
8. Inappropriate magazines, pictures, or books are not allowed at any time.
9. Students are not to throw snowballs on school property.
10. Eating is allowed only at lunchtime or at special occasions where permission has been granted.
11. Students are not allowed to chew gum at any time at school.
12. Students are not allowed to have any weapon or imitation weapon on the school grounds.
13. Students are not to use tobacco of any kind, consume alcoholic beverages, or use any type of illegal drug at any time whether on school property or not. This includes e-cigarettes and “vaping.”
14. Gambling in any form is not permitted; traditional playing cards are not allowed.
15. The use of proper language is expected at all times.
16. Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise. Students not waiting for transportation should leave shortly after school unless staying for supervised study. Student drivers may not leave campus during the school day without administration permission.
17. Students are not to talk during study halls. Study halls are to be quiet at all times. Students may not work together or share homework.

## THE PASS SYSTEM

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

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

# PLAGIARISM

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

## DISCIPLINE GUIDELINES FOR MIDDLE/HIGH SCHOOL STUDENTS

**Level 1 – One (1) Strike Infractions – 3 strikes from one teacher equals a 1/2 hour SILENT LUNCH DETENTION with that teacher. Complete a Behavior Report on RenWeb. An email must be sent to the parent/guardian by the teacher when a SILENT LUNCH DETENTION is issued.**

Unprepared (books, paper, etc.) for class	Chewing gum
Dress code violations	Unexcused tardy to class
Horsing around/rough housing	Moving from seat without permission
Throwing things in the classroom	Disrupting class
Eating/drinking in class/halls without permission	No hall pass
Passing notes	Talking without permission

**Level 2 – Complete a Behavior Report on RenWeb and refer the infraction to the appropriate Assistant Principal. Each infraction must be entered into the student's RenWeb account by the teacher. An email *MUST* be sent to the parent/guardian by the teacher for each infraction. The parent/guardian must be notified by the Assistant Principal when a disciplinary action is taken by the Assistant Principal.**

4 <sup>th</sup> strike from Level 1	Out of the building without permission or a pass
Direct disobedience or slow obedience	Putting down or making fun of other students
Disrespect	Three unexcused tardies to school
2 <sup>nd</sup> use of the cell phone without permission	Inappropriate language, comments, innuendoes, or physical contact

**Level 3 – Complete a Behavior Report on RenWeb and refer the infraction to the appropriate Assistant Principal. Each infraction must be entered into the students RenWeb account by the Assistant Principal. An email *MUST* be sent to the parent/guardian by the Assistant Principal for each infraction. A phone call must be made to the parent/guardian by the Assistant Principal when a two (2) hour detention or greater is issued.**

2 <sup>nd</sup> Infraction from Level 2	Missing/skipping a detention
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**Level 4 – Complete a Behavior Report on RenWeb and immediately refer the infraction to the appropriate Assistant Principal.**

3 <sup>rd</sup> Infraction from Level 2	Lying
Bullying/harassment	Missing/skipping a two (2) – hour detention
Cheating or assisting others in cheating	Profanity
Destruction of school property	Skipping class/school
Fighting	Stealing
Forging parental/guardian signature	Repeated dress code problems

**\*Possible consequences for Level 1-4 infractions include but are not limited to a lunch detention, 45-minute detention, 2-hour work detention, conference, suspension from an athletic event(s), loss of driving privileges, suspension, disciplinary probation, and removal from student government and/or National Honor Society. Cumberland Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time by the administration. \*\*Students will start with a clean slate each semester.**

**Level 5 – Serious/Illegal Behavior – Board Action (Administrative decision dependent upon degree of infraction)**

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

**\*Any kind of sexual activity - on or off the campus, the use of illegal drugs - on or off campus, or possession of a weapon on campus will result in immediate suspension, pending a hearing before the Board of Directors for possible expulsion. Charges may be filed with local or state police.**

## DETENTIONS

The following guidelines will apply to detentions:

1. **Serving Detentions:**
  - a. **Secondary Department** - will be served on an after school detention day.
  - b. **Elementary School** – will be served as scheduled by the principal.
2. **Signature:** When a detention has been issued, a detention form will be sent home to the parents. The parents are to sign the form and return it the next day.

## POLICY ON VIOLENCE

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

## ANTI-BULLYING POLICY

### I. Principles

Harassment and bullying are unacceptable behavior at Cumberland Christian School. They do not reflect God’s love and grace. Rather, we are to “love our neighbors as ourselves.” Our goal is to develop individuals who are growing toward maturity in Christ. This maturity is demonstrated in a life of following Christ by loving God, loving others, and seeking justice. We are made in the image of God; therefore, every person has intrinsic worth, value and dignity, and each believer should assure that others are treated accordingly.

### II. Scope

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

### **III. Definition of bullying:**

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

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

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

### **IV. Reporting and investigating incidents**

#### **A. Reporting**

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

#### **B. Consequences**

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

### **V. Communication**

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

### **VI. Training and Preventive Education**

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

## **OFFICE REFERRALS**

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

1. Parents will be contacted by the administrator.
2. Disciplinary action will be imposed.
4. The student will be dealt with from a spiritual standpoint if at all possible.
5. The teacher will make every effort to call the parents prior to an office referral.

## **SUBSTANCE ABUSE PREVENTION POLICY**

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

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

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

**Consequences:**

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

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

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

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

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



# HOME - SCHOOL COOPERATION

## COMMUNICATION

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

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

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

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

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

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

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

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

## SIGNATURE OF PARENTS

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

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

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

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

## PARENT - TEACHER CONFERENCES

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

# Our Cumberland Christian School COMMUNICATION PLEDGE

## *To Our Parents*

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

The time at which you contact the school may affect our ability to respond promptly.

For example, if you call during the school day, the teacher you are trying to reach may be in class with students for the rest of the schedule.

He or she may also have an after school assignment or personal obligation that would fill the remainder of that day.

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

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

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

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

## NEWSLETTER/CRUSADER

A newsletter called the Crusader will be sent home periodically via email. The Crusader is also available on our website: [ccs@cccusader.org](mailto:ccs@cccusader.org). Please click on the RSS feed button to have the Crusader sent directly to your email. Parents should look for and regularly read the Crusader to keep informed of school happenings, announcements, and the work of Christian education. **This is the official communication from the school to our students and parents. All-important announcements are made in it.**

Most teachers in K3 – Grade 5 will also send monthly letters home to the parents of their students.

## PARENT TEACHER FELLOWSHIP

### A. PURPOSE

The objectives of the Parent Teacher Fellowship include the following:

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

### B. PTF ATTENDANCE POLICY

Parents are strongly encouraged to attend PTF-sponsored events that are focused at the specific grade levels of their children.

### C. ORGANIZATION

1. The functioning of the Parent-Teacher Fellowship is the joint responsibility of the administration, teachers, and parents. All parents and teachers are automatically members of the Parent-Teacher-Fellowship. Any parent may become more active in the affairs of the Parent- Teacher-Fellowship

- by working on the special projects and assisting in the affairs of the Parent-Teacher-Fellowship executive committee.
2. The executive committee oversees and directs the affairs of the Parent-Teacher Fellowship. This committee represents parents, administrators and teachers. The executive committee establishes job description and duties for its officers. It also chooses special projects.

## **PARENTS' MAINTENANCE WORK DAY PROGRAM**

In enrolling at CCS, each family assumes a responsibility to help with the physical work in cleaning and maintenance of the school. While many parents help in various ways during the school year, every parent has the responsibility to help with at least one maintenance workday each year. Such effort not only helps to accomplish necessary work, but it provides valuable fellowship as well.

- A. **Who** - The work is required of any mother or father who lives at home with the child. Each parent is required to assist in at least one workday before the end of the school year. A minimum of (4) four hours of assistance is expected of each parent on one of the assigned workdays. One parent may not do the work for the other parent. Parents may not bring in children on workdays. Parents are asked to exchange baby-sitting with another family.
- B. **Schedule** - A schedule for the year is published in September. Paid school staff members will be present to direct parents on the work needing to be done. To help in organization, the administration will assign parents to specific dates. Parents should be here on the assigned date unless other **prior** arrangements are made with the business office.

The tentative schedule for this coming school year is found on the CCS website calendar.

If you have children in more than one grade, it is preferred that you help the first time there is a grade scheduled in which you have a child. If a parent waits until the last day and for some reason cannot make it, that parent must pay the work fee.

- C. **Obligation** - A parent who does not wish to meet this requirement or who fails to come on a workday may be **excused** by paying the work fee in lieu of providing the service. The fee will be doubled if both parents wish to be exempt.

A parent wishing this exemption for the workday may pay this fee any time before the scheduled date or before the last one for the year. If the parent has not attended the scheduled workday and has not made other arrangements with the business office before that scheduled date, the family will be billed for the fee. Once a parent has been invoiced for failure to complete the maintenance workday as scheduled, the parent will be required to pay the fee.

The school administration may consider special circumstances such as medical excuses for exemption to this policy. Parents who withdraw during the year will have the workday fee prorated over the four marking periods.

## **VOLUNTEERS**

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

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

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

## CCS BOOSTER CLUB

The CCS Booster Club brings together school staff, parents, and friends for the purpose of supporting our interscholastic sports and co-curricular programs. Activities are formulated to raise funds for these programs so that the school's general budget will not be unduly impacted.

The Booster Club functions as an integral part of our support structure, not as an independent organization. Its activities are coordinated and guided by the administration and its actions are subject to review by the Board of Directors. The government of the school and establishment of school policy is the exclusive responsibility of the Board of Directors, and the Booster Club should avoid entanglement in this area.

The objectives of the CCS Booster Club are

- A. To plan fund-raising programs to support sports and other activities.
- B. To involve parents, staff, and friends in the organization and carrying out of those programs.
- C. To provide an opportunity for fellowship in the support group.

## CONFIDENTIALITY

### A. INFORMATION

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

### B. PUBLIC RELATIONS

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

## CCS AFFINITY PROGRAMS

### A. GROCERY GIFT CARD/CERTIFICATE PROGRAM

Our Grocery Certificate Program funds the CCS Technology Program. With no cost to parents, except a little inconvenience, we can raise a significant amount of money for these programs by purchasing grocery certificates at our school office to be used at Acme, Pathmark, and ShopRite stores.

Parents pay face amount for the certificates, but the school purchases them at a discount. Therefore, the school families lose nothing but the time involved in purchasing them and our Technology Plan reaps the profit from the total amount of cards or certificates purchased by school families.

### B. WAWA SHORTI HOAGIE COUPON PROGRAM

The proceeds from this program benefit the CCS Technology Program. Here's how it works:

- Purchase your WaWa Shorti Hoagie coupons from the CCS Business Office.
- Redeem your coupon(s) at ANY WaWa location.
- Coupons have NO EXPIRATION DATE.
- Each coupon purchased provides \$1.00 to the CCS Technology Fund.
- Order forms are available at the CCS Business Office, the Reception Desk of Bower Building, and at the High School Office in Stratton Hall.

C. **ADDITIONAL AFFINITY PROGRAMS**

Some of our programs include Campbell's Labels for Education, Online Shopping through **www.boxtops4education.com** or **www.schoolpop.com.**, Box Tops for Education, Printer Cartridge Recycling, Cell Phone Recycling, and Target. All of these programs are extremely helpful to CCS.

If you have any questions or would like to participate in any of these programs, please call Mrs. Kathy Jo Ploucher at ext. 323. Your participation is greatly appreciated. Receptacles for Box Tops and Campbell's Labels are in the foyer of Bower Building.

## **PHYSICAL AREAS: HEALTH, PHYSICAL EDUCATION, AND SAFETY**

### **GENERAL HEALTH AND SAFETY**

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

A. **HEALTH SCREENING**

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

B. **IMMUNIZATIONS**

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

C. **EMERGENCY PROCEDURES**

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

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

Should it be impossible to follow the parents' written instructions or to contact other designated persons, the school will have the authority to have the child treated by any licensed physician and/or surgeon who may perform such procedures or administer such medications as the emergency requires for the relief of pain or to preserve life and health. Each parent must sign an agreement to this action should his/her instruction not be possible to be followed.

D. **SUDDEN ILLNESS**

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

**Please do not send a child to school in the morning if he has a fever or appears sick.** Physicians recommend a child stay home for 24 hours after a fever. Also, a child who is requesting to stay in at recess presents a problem as the teachers cannot take the class out and supervise that child in the classroom at the same time.

E. **PHYSICAL EXAMINATIONS**

Each new student is required to submit a complete physical examination, at the parent's expense, before he/she may begin classes. The purpose of the exam is to determine general state of health, physical growth and development, and the presence of communicable disease. The physical includes examining height, weight, pulse, skin and lymphatics, eyes, ears and ear passages, nasal passages, mouth, pharynx, tonsils, thyroid, bony thorax, heart, lungs, and musculoskeletal function.

F. **NURSE**

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

## INJURY

If a student has an injury, the student must

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

## STUDENT INSURANCE

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

## MEDICATION AND DRUGS

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

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

Every school in New Jersey (public and private) is protected by law under a 1,000 foot radius as a Drug Free Zone. This means special laws apply that include mandatory sentencing for either the possession or distribution of drugs.

## ATHLETIC EVENTS - SPECTATORS

Students in grades K3 through 5<sup>th</sup> may not stay after school for or attend athletic events without adult supervision. The adult may not be another student or person of school age. Students in grade 6 may stay for middle school athletic events without a parent but must have a parent present to stay for varsity sports events.

Students below 9th grade may not leave the school grounds or the athletic field during such activities unless with their parents or to go home. Dress at games should be consistent with the school's dress philosophy and standards.

If it becomes necessary to cancel a game or practice due to weather, the decision will be made and announced by the athletic director by one o'clock that day.

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

When students are on the school property after school hours, they must remain at their parents' side. If they attend a sporting event, they must stay at the event with their parent. They may not be on the playground unless a parent is on the playground with them.

## SPORTSMAN'S CODE OF CONDUCT

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

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

## ATHLETIC PHYSICAL EXAMS

All school athletes (grades 6 -12) participating in any interscholastic sport must have a physical by a licensed physician. One physical will cover the entire year provided the mandated **state form** is used. This includes any middle school, junior varsity, or varsity athlete in softball, baseball, basketball, soccer, cheerleading, or track. This one physical exam will cover **all** such sports.

The family should have their own physician administer the physical, but they **must** use the required **state form**, which is available from the school nurse or our receptionist.

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

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

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

# HIGH SCHOOL POLICIES

## COMPETENCY (FINAL) EXAMS

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

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

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

## EXAM EXEMPTION PRIVILEGE CRITERIA

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

- A. A student has an average of 90% or better for the four marking periods. The average of the four marking periods must be computed 90% or better mathematically (not rounded off).
- B. There are no grades below 80% in any of those marking periods.
- C. The minimum grade of 75% or better is achieved on the first semester competency exam.
- D. The student has not been absent more than 12 days (excused or unexcused.) and has not accumulated more than 12 tardies to school (excused or unexcused). College visits or hospital stays are not counted.
- E. The student must have been free from any major discipline - suspension, multiple detentions, etc. While no specific number is designated in every one of these areas, it is understood that a student having a pattern of tardiness to class or of behavioral problems will not receive an exemption.

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

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

## HIGH SCHOOL LETTER AWARD PROGRAM

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

### A. SENIOR HIGH (VARSITY LEVEL)

- 1. A student who earns a first time letter will receive an 8" chenille letter with a clutch back metal insert of that sport and a varsity certificate. Each year a letter is earned in that same activity / sport, the student will receive a Swiss insert service bar and another varsity certificate. When a student earns a letter in another sport/activity, the student will receive a clutch back metal insert of that sport/activity to put on his original letter and a varsity certificate.
- 2. All letters (including non-athletic letters) will normally be awarded at a banquet the end of the school year.



3. Seniors who have earned five or more varsity letters in any combination of sports/activities or in number of years, will receive a "letter plaque" in their senior year listing the sports/activities and years the students earned the letters.
4. If a varsity team wins the league tournament championship, special awards will be purchased for each team member. (The team must win the championship clear and cannot tie for the championship.)
5. In each athletic sport, the student who demonstrated the best attitude towards his own competition, towards officials, towards teammates, and towards opponents will be recognized. In all these areas, a Christian attitude must be observed and the student's attitude must demonstrate a positive witness. Often such a student will become either the team's leader or will become one of the most improved players on the team. The recipient of the award in that sport is chosen by the coach with the approval of the athletic director.

**B. BASIS FOR AWARDS**

**1. Athletics or Competitive Activities**

The letter awards program involves all interscholastic athletic teams. The certificates and/or letters are distributed to students based upon the amount and quality of participation in each area. The coach's recommendation is the prime requirement, but the following guidelines must also be considered.

- a. Students are required to attend all practices unless excused in advance by the coach.
- b. Students are required to attend all games except for sickness or due to an excused emergency.
- c. A student must participate in at least 50% of the playing time in all regular games. (Seniors who do not play 50% of the time but have been faithful in all other team aspects, and have made worthwhile contributions to the team may be awarded a letter. Cheerleaders may miss no more than two games, provided they are excused absences.)
- d. During the season, the student's attitude towards his performance and towards his opponents must exemplify good sportsmanship and Christian attitudes.
- e. To receive an award or any public recognition, the student must complete the season. The student may not have quit or been removed for any behavioral or academic reason.
- f. Managers may also earn letters based upon the above guidelines in modified form.

**2. Middle School**

Students on Middle School teams will earn certificates of participation.

A student cannot earn more than one award by being on both levels of a team in the same sport in the same year.

**3. Non-competitive Letters**

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

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

4. **Special Awards**

Awards for meritorious participation in other activities may be made from time to time. For example, in track a student may be given a letter for winning 3 or more first place ribbons at the MACSA meet, or by setting a MACSA record, or by participating for 4 years on the high school level (similar to choir).

## GUIDANCE SERVICES

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

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

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

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

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

## REFERRALS

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

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

## HIGH SCHOOL GUIDANCE (GRADES 9-12)

### GENERAL DESCRIPTION PRINCIPAL

The high school principal is available to meet with individual students to discuss concerns. Students desiring to meet with him may speak directly to him regarding an appointment time or may make an appointment through the headmaster's secretary who keeps his appointment calendar.

## CAREER COUNSELING

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

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

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

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

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

## LETTERS OF REFERENCE AND COLLEGE TRANSCRIPTS

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

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

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

## HIGH SCHOOL GRADUATION REQUIREMENTS

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

A. **COURSE REQUIREMENTS** - Students who successfully complete the required courses and adequate number of electives totaling 120 credits or more, who have shown sufficient attendance in courses and programs to gain fully the educational and social benefits of groups situations, and who have met the competencies established by the Board of Directors, faculty, and NJ Department of Education shall be eligible for the diploma of graduation.

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

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

<u>Course</u>	<u>Years</u>	<u>Credits per Year</u>	<u>Total Credits</u>
Bible*	4	5	20
English *	4	5	20
Math	3	5	15
Science	3	5	15
Social Studies	3	5	15
Foreign Language	2	5	10

Christian Living Seminar*	1	5	5
Health & Physical Ed.*	4	3	12
Computer Course	1	1	1
Fine & Practical Arts			5
Electives			1-22

\*Must be passed or made up in summer school.

Prospective college students should take math in their senior year even though it is not required for graduation.

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

**a. *College Preparatory Diploma***

Students must earn 120 credits of work including:

Bible – 20 credits

English – 20 credits

Math – 15 credits, including Algebra I, Algebra II, & Geometry

Science – 15 credits

Social Studies – 15 credits

Health & Physical Education – 12 credits

Practical & Performing Arts – 5 credits

Computer Education - 2 credits

Foreign Language – 10 credits

Christian Living – 5 credits

Electives – as needed to complete the 120-credit requirement

All students receiving the college prep diploma will be required to take, at least one time, the SAT and ACT before graduation.

**b. *Honors Diploma***

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

Math: Algebra I  
Algebra II  
Geometry  
Advanced Math  
Calculus (AP)

Science: Physical Science  
Biology  
Chemistry  
Physics  
Human Anatomy

Honors English (11, 12)

Participation in special individual activities, such as the ACSI Fine Arts Festival, South Jersey Chorus, Band, or Orchestra, or some other comparable activity of the student's choice, as approved by the administration. These activities would be required each of the four years of high school.

Foreign Language – at least three years

Electives – as needed to complete the 120-credit requirement.

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

Students are required to take the SAT and ACT and either one AP test or one SAT Subject Test before graduation.

**c. General Diploma**

**Required:**

- Bible – 20 credits
- English – 20 credits
- Social Studies – 15 credits
- Science – 15 credits
- Math – 15 credits (during HS years)
- Computer Education – 2 credits
- Health & PE – 12 credits
- Christian Living – 5 credits
- Electives – as needed to complete the 120-credit requirement

**Additional Requirements:** A student must earn at least 5 credits in each of three different concentrations for a total of 15 credits. The following concentrations may be used for the 5 credit sequence:

Academic Skills    Life Skills    Music    Technology    Visual Arts

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

Students are required to take the ACT test before graduation.

**Vocational Education Concentrations:**

Students who are pursuing the General Diploma in connection with the program available through CCTEC are required to earn 4 credits in each of two different concentrations for a total of 8 credits. The credits work at CCTEC will comprise the third area of concentration required for the General Diploma.

**All students must earn 120 credits to graduate.**

4. **Curricular Proficiencies** - A student must achieve an overall grade point average of 1.75 for all courses taken at CCS beginning in the ninth grade. In the case of a transfer student, only classes taken at CCS will count in computation of grade point average.
- B. **ATTENDANCE** - Attendance in courses and programs is necessary to gain the full educational and social benefits of the group situation and to assimilate the Christian philosophy being taught. Hence, to graduate from Cumberland Christian School, a student should be enrolled as a full time student during his junior and senior years. In unusual circumstances, with the approval of the high school principal /headmaster, a student may transfer in at the start of the senior year.
- C. **CHRISTIAN SERVICE REQUIREMENT** – The purpose of the Christian Service Requirement is to insure that students apply their learning in practical service to others. Service to others is a characteristic desired of CCS graduates. Our example is "Jesus Christ, Himself, did not come to be served, but to serve." (Matthew 22:28).

Students during their junior and senior years must complete two years of approved Christian service within the guidelines set by the administration. The Christian service work will involve 30 hours of approved Christian volunteer work each year. The student will be graded by the school on a pass/fail basis. The assignment must be approved by October 15 and must be completed by April 30. This cannot be work supervised by parents, work for which reimbursement is received, or work done as part of school activities. To receive credit, the work must be approved by the school before it is done.

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

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

## **COURSE SELECTION AND HIGH SCHOOL LOAD**

A. **MINIMUM LOAD** -

Students in grades 9-12 will be required to carry a minimum of 30 credits and a maximum of 35 each year. Exceptions to this may be granted by the principal and approved by the headmaster only under extreme circumstances. A student may take no more than 5 study halls per week. Extra credits earned in any given year may be considered for required electives toward graduation. Usually a student will graduate with more than the required total credits.

B. **COURSE AVAILABILITY**

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

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

A course must have a minimum of five students in order to be offered during any given year. Exceptions and/or special circumstances may be worked out by the administration in extreme cases where a graduation problem arises but to no fault of the student.

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

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

<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>	<u>Graduation</u>
25 Credits	55 Credits	85 Credits	120 Credit

## **CUMULATIVE GRADE AVERAGES**

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

## HONORS COURSES

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

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

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

## CCTEC

### Cumberland County Technical Education Center

While many of our students continue on to college, Cumberland Christian School also supports students who may feel God leading them in a technical field of education. Arrangements have been made to provide such training through a released time program at the Cumberland County Technical Education Center in Bridgeton, New Jersey.

Students participating in this program will receive their diploma from Cumberland Christian School but will receive part of their training at CCTEC. The program is open to juniors and seniors at CCS. Some programs are one year and will be taken in the senior year. Other programs are two-year programs. Specific details of this released time program are available at the CCS Guidance Office.

## HIGH SCHOOL TRANSFER STUDENTS/TRANSFER CREDIT

### A. STUDENT TRANSFERS

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

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

B. **CCS STUDENTS WHO TAKE COURSES OUTSIDE CCS FOR ENRICHMENT**

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

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

1. The high school principal must approve such courses in advance.
2. The student will still need to carry the normal class load of credits expected of a CCS student each year.
3. A maximum of 10 such credits may be applied to any CCS requirements. If a student exceeds the limit of 10 credits or takes courses that cannot be applied towards a specific CCS course, credits will not appear on the CCS transcripts.

## **STUDENT DRIVERS - CARS/MOTORCYCLES**

- A. Seniors and juniors may request permission to drive to school immediately after they receive their license.
- B. All vehicles driven to school by students **must** be registered in the school office **each** year.
- C. School traffic regulations must be followed as well as normal safe driving practices.
- D. Students are to enter and leave school grounds through the Stratton Hall parking lot entrance. At no time are student drivers to have their vehicles in any other parking lot or driveways. This includes after school hours for athletic events, choir, etc.
- E. During school hours, student vehicles are to be parked legally within the designated parking lines in Stratton Hall lot. We suggest that cars remain locked during the day.
- F. Vehicles must be left unoccupied by students from the time of arrival until the student leaves the school at the end of the day. Students may **not** go out to their cars during the day unless they have a pass from the office.
- G. Once a student arrives at school, the student may not leave school property or use his car on school property during the day without permission.
- H. Passengers - A student driver may not transport students below 9th grade without the advance written permission of the parents of those students. Students in grades 9 and above may ride as passengers only when they have been listed as approved on the student driver form.
- I. Due to conditions in the parking areas (such as snow or special school functions which cause crowding), the administration may need to withdraw privileges from time to time.
- J. Permission to drive to school may be denied, revoked, or suspended if a student does not follow safe driving practices **on or off** school grounds, does not show driving courtesy, has **3** or more unexcused lateness to school, or does not follow school driving rules.

## **GRADUATION AWARDS**

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

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

- A. **"In Wisdom"** - Academic Honors
  1. With High Honors - Any senior student who has been in CCS a minimum of two full years, who has a grade average of 88 or better.
  2. With Honors - Any senior student who had been at CCS a minimum of two full years who has a grade average of 86 or better.
  3. Valedictorian - A senior student who has been in the school during their complete junior and senior years and has the highest cumulative grade average in CCS, provided the student also has a positive Christian testimony.



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

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

This award is presented to an outstanding athlete who has represented CCS well as both a person and an athlete. Some years there may not be both a girl and boy athlete. An athlete receiving this award must be above average.

1. Minimum requirement
  - a. Must have earned at least 5 athletic letters while at CCS.
  - b. Must have exhibited positive Christian sportsmanship and attitude.
  - c. In cases of close decisions, such factors as physical education performance, number of sports, years of enrollment, attitude/performance in senior year, and general school attitude will be considered.
2. Selection will be done by the high school principal, athletic director, and coaches appointed by them. The number of letters earned may also be considered as a factor as could the student's physical education involvement.

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

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

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

**D. "In Favor with Man" – Christian Example – Socially**

1. Selected by peers in senior class.
2. Must have been in school a minimum of two full years.
3. Must be a professing Christian.
4. Is voted on by fellow seniors as the student who best exhibits qualities of friendliness, courtesy, and personal integrity.

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

## **THOMAS C. AND ANNA I. DAVIS FAMILY SCHOLARSHIP**

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

## POSSESSION OF LASERS

**It has come to our attention that students are purchasing lasers from a student at school and using/flashing them in class. Please understand that the possession of lasers on school premises is against state law. Any student found with a laser at CCS will have the laser confiscated and be suspended for a day. We are taking this seriously and want to encourage you as a parent to discuss this with your child. Below is the “cut-and-paste” law that was found online relating to New Jersey’s prohibition of lasers on school premises:**

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

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

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

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

**This policy has been added to the 2016 – 2017 Parent – Student Handbook.**

**(Effective 2/27/2017)**

The policies, procedures and schedules contained herein may be adjusted from time to time. Such changes will be made as necessary and will take effect immediately. During the school year, such changes will usually be communicated in the weekly school newsletter, *The Crusader*.

If you have any further questions, please feel free to contact the school at 856-696-1600.  
The office is open daily during the school year from 8:00AM – 4:00PM.

Teachers are available daily after school until 3:45PM.

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