



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

I understand that CPCS is not responsible for my child after 3:35 unless they are involved in a school activity, extended care or prior arrangements are made. I further hold the school harmless and blameless for anything that occurs between the designated pick up time and the time they are picked up.

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

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

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Father's Signature (Legal Guardian)

Date

Mother's Signature (Legal Guardian)

Date

Citrus Park Christian School

7705 Gunn Highway
Tampa, Florida 33625
Phone (813) 920-3960 ~ Fax (813) 926-1240
Website: www.citruspark.org

Member Schools

Florida Association of Christian Colleges and Schools
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seen, heard, or used either verbally or through text messaging, they will be confiscated. For the first offense, the phone will be confiscated for one day; the second offense, the parent will be called to come and pick up the cell phone. If this is repeated, cell phones will be confiscated for the semester. Cell phones may be turned on after school is dismissed.

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

◇ **Tuesday Folders**

Students in grades K3-9th grade receive a weekly Tuesday folder. Information is sent home by folder each Tuesday to be viewed by the parent. Please sign and return the folder the next day. The teacher will list the number of academic papers that are in the folder. Newsletters, calendars, flyers, meal tickets, etc. are sent home via the folder. This information will also be posted weekly to Edline.

◇ Parent or Adult Visits/Conferences

Due to increased security at school, all parents and visitors must stop by the school office if they need to leave something for the student (lunch, homework, P.E. uniform, etc.) or teacher, or if they have to pick up the student. **Only former students who graduated from CPCS are allowed to visit on campus during the school day.** To move through the school, parents and visitors will be required to wear a visible visitor's pass which is obtained from the school office. At times, for security reasons, outside entrance doors, except the main school entrance, may be locked. There could be times that classroom doors may be locked for security purposes. These measures will be determined by the "terror alert status" issued by the U.S. government or in the case of a localized threat. According to fire code, all doors are designed to keep people out, not lock them inside.

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

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

◇ School Office

All parents are welcome in the school office. The office is open from 7:15 a.m.-4:00 p.m. Monday through Friday. Lunches, homework, books, uniforms, etc. must be delivered to the office, not to the classroom. No student should be in the office during school hours unless called by school personnel or with a pass from the teacher.

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

◇ School Office Summer Hours

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

◇ Sending Money to School

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

◇ Senior Trip

Each year the senior class travels to Europe for a fun, exciting, and educational adventure. This is the highlight and culmination of their years at CPCS. One week is set aside in the school calendar for this activity. All seniors are encouraged to participate. During 9-12 grades, class dues are collected and fundraisers held to offset costs of the senior trip, as well as other expenses during their high school years, i.e., Junior/Senior banquet, senior class gift, etc.

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

◇ Student Vehicles

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

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

◇ Telephone Use

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

◇ Cell phone Policy (Elementary)

All cell phones must be shut off and kept in backpacks during school hours. If cell phones are

◇ **Library**

Students in grades 1-5 regularly visit the school library. Students in grades 6-12 have regular opportunities to visit the school library. Books not returned by the due date are charged a fine of 10 cents a day. The student must pay the full amount for lost or damaged books.

◇ **Lockers**

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

◇ **Lost and Found**

Parents MUST mark every item of clothing, lunch box, book bag, etc., so that lost items can be returned. Lost items are kept in a bin behind the lunchroom. Items not claimed after each nine weeks will be donated or discarded. Small items such as jewelry, purses, etc. are generally kept in the main office.

◇ **Lunch Program**

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

Parents please do not deliver special lunches (McDonald's, KFC, etc.) except on special occasions such as birthdays. Children should bring a lunch from home. Carbonated drinks should not be placed in lunchboxes as they may puncture and/or explode.

A sub sandwich meal is available on Monday's, Chick-fil-A (sponsored by the senior class) on Wednesday's and Pizza on Friday's. These MUST

be ordered by Wednesday of the preceding week. Drinks are available for purchase in the lunchroom.

◇ **Medicine**

Citrus Park Christian School will administer only prescription drugs. Do not send non-prescription drugs (Tylenol, Motrin, cough drops or syrup, throat sprays, etc.) to school. When we receive a prescription from the doctor, a note signed from the parent must accompany the medication verifying correct dosage and usage. At the times written on the prescription the student will come to the school office and receive his medication from office personnel. The office personnel will log the prescription name and dosage given in the school medicine log book. **WE CANNOT AND WILL NOT DISPENSE ANY MEDICINE WITHOUT A PRESCRIPTION.**

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

◇ **Parental Custody**

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

◇ **Parent Input/Expectations**

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

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Admissions Policy

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

Missions Statement

Citrus Park Christian School, in partnership with parents, will educate and train children to be disciples of Jesus Christ and foster in children a life-long love for learning in an atmosphere of academic excellence.

Vision Statement

It is the vision of our faculty and staff to see that all students who enroll receive Jesus Christ as their personal Savior. Our vision expands to see students develop Christian character, excel in their academics, and develop Biblical values in all aspects of life. We desire to reach the family as well as the student.



Letter of Welcome

Dear Parents,

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

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

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

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

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

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

CPCS Administration, Faculty and Staff

the account. For questions regarding setting up or monitoring the student's edline account, please contact the systems administrator at ext. 217.

◇ Emergency and General Notifications

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

Bad Weather: In the event of adverse weather, school closing announcements will be made over the communication services listed below:

Radio—WFLA, 970 AM and WKES 91.1 FM

Television—Channel 13 and channel 8

In **most** cases, if Hillsborough County Schools close for bad weather conditions, CPCS will also close. ****This applies for weather situations only.**

◇ Field Trips

Field trips are regularly scheduled for your child. We request that all chaperones model the high standards of dress and conduct expected from our students as stated in this manual.

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

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

◇ Fire Drill

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

◇ Fruit Break

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

◇ Fundraising

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

◇ Illness

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

◇ Immunizations

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

K5-6 MUST have: Five (5) DTP, four (4) polio, two (2) MMR, HIB, Hepatitis 3 series, Varicella vaccine. Note: K5 only must have two (2) doses of Varicella for entry. 7th grade MUST have a 2nd Tetanus vaccine.

◇ Invitations

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

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

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

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

◇ **Contacting Students**

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

◇ **Damage to School Property**

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

◇ **Drop-off and Pick-up**

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

Drop off

Pre-K, Kindergarten and Grades 4-8 are to enter from the rear of Spivey Road and be dropped off at the two-story Kindergarten Building. Please do not cut in line from a side street.

Grades 1-3 are to enter the private drive from the rear of Berkford and be dropped off at the rear of the Elementary Building.

Sr. High are to be dropped off on Berkford at the Sr. High Building.

Maps showing traffic patterns will be distributed at Open House.

Pick-up

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

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

K5 half day students will be dismissed between 12:30 p.m. and 12:40 p.m. in front of Kindergarten Building.

Grades 1-3 picked up in rear of Elementary Building.

Grades 4-5 picked up in front Elementary Building

Grades 6-8 picked up in front Kindergarten Building.

Sr. High picked up on Berkford Street by high school building.

Sr. High students with younger siblings in Kindergarten or 4-8th grades are to go to their younger siblings designated pick up area. Those with siblings in 1-3rd grades will be picked up on Berkford; parents will then pick up the 1st-3rd grade child(ren) at the rear of the elementary building.

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

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

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

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

◇ **Edline**

The Edline program is the most effective means of communication. With this program, parents can access progress reports that are updated weekly, view financial statements, and keep apprised of news and information from the school. Edline requires an e-mail address of the parent to set up

Part I

GENERAL INFORMATION

History

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

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

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

Philosophy of Christian Education

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

The Christian must develop his philosophy by studying God's Word, the Bible (John 17:17). God's Word is truth and is the only standard by which one can chart his life.

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

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

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

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

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

Part V System Policies

◇ Address/Phone Number Change

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

◇ Book Bag Policy (secondary students)

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

◇ Chapel

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

◇ Child Abuse

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

◇ Communicable Diseases

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

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

- Acquired Immune Deficiency (AIDS)
- Aids Related Complex (ARC)

Amebiasis
Animal bite of humans by a potentially rabid animal
Anthrax
Botulism
Brucellosis
Diphtheria
Gonorrhea
Granuloma Inguinale
Hansen's Disease (Leprosy)
Hemorrhagic Fevers

Hepatitis
Histoplasmosis
Human Immunodeficiency Virus (HIV)
Legionnaire's Disease
Leptospirosis
Lymphogranuloma
Venereum
Malaria
Measles (rubeola)
Meningitis
Meningococcal Disease
Mumps
Paralytic Shellfish
Poisoning
Pertussis
Pesticide Poisoning
Plague
Poliomyelitis
Psittacosis
Salmonellosis
SARS
Schistosomiasis
Sigellosis
Smallpox
Syphilis
Tetanus
Toxoplasmosis acute
Trichinosis
Tuberculosis
Tularemia
Typhoid Fever
Typhus
Vibrio Cholera
Vibrio Infections
Yellow Fever

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

- ◇ Must not touch the ground; they must be above the sole of the shoe and hemmed.
- ◇ Must not have holes, rips, or tears.
- ◇ Must be regular blue color, not bleached out.
- ◇ Must not have any embellishments, oversize or cargo style pockets

****Specific jean guidelines for students in middle and high school will be given once school begins. If improper jeans are worn, students in grades 6-12 will be issued a violation and asked not to wear them again. If they wear improper jeans the second time, students in grades 6-12 will receive demerits and lose the privilege for the semester or year.**

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

◇ Friday T-Shirts

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

◇ Yearbook Pictures

Uniforms only are to be worn for yearbook pictures. No pictures will be taken in any other attire.

◇ Spring Pictures

Young Ladies

- ◇ Knee length (or below) dresses or skirts.
- ◇ (No sleeveless, strapless, sundresses or belly shirts)
- ◇ Dress slacks only (loose fitting) may be worn
- ◇ (No jeans or shorts, except uniform shorts)
- ◇ Shirts/blouses must have modest necklines; low-cut shirts are not permitted.

Young Men

- ◇ Collared shirts
- ◇ Dress pants – must wear a belt.
- ◇ No jeans or shorts (except uniform shorts).

◇ Homecoming Week

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

◇ Formal Dress

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

Young Ladies

The Guidance Counselor and/or Principal must approve all dresses prior to event.

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

Young Men

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

** The Administration reserves the right to have a student change clothes if we believe the attire is inappropriate. If you are unsure whether an outfit is appropriate or not, be sure to bring a change of clothes.*

***Citrus Park Christian School administration reserves the right to initiate policies on new fads and changes in style during the school year.*

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

THEREFORE:

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

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

EDUCATION – A DEFINITION

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

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

-Dr. Wayne VanGelderren

Statement of Faith

Section 1. We believe in **THE HOLY SCRIPTURES**; accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts and therefore wholly without error as originally given of God, altogether sufficient in themselves as our only infallible and authoritative rule of faith and practice.

Section 2. We believe in **THE ONE TRIUNE GOD**; Who is personal, spirit, and sovereign; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate and above the world as its Creator, yet everywhere present in the world as the Upholder of all things; self-existent and self-revealing in three distinct persons, the Father, the Son, and the Holy Spirit.

Section 3. We believe in **THE LORD JESUS CHRIST**; Who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the Virgin Birth thus to continue forever as both true God and true Man.

Section 4. We believe in **THE HOLY SPIRIT**; Who is the third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals, and anoints all who become children of God through Christ at the moment of salvation.

Section 5. We believe **ALL MEN ARE BY NATURE AND CHOICE SINFUL AND LOST**; THAT MAN WAS THE DIRECT CREATION OF God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature; the

father of a fallen race which is universally sinful in both nature and practice.

Section 6. We believe in **SALVATION BY GRACE THROUGH FAITH**; that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue of work of man, but received only by personal faith in the Lord Jesus Christ.

Section 7. We believe in **RIGHTEOUS LIVING AND GODLY WORKS**; not as a means of salvation in any sense, but as its proper evidence and fruit.

Section 8. We believe in **THE EXISTENCE OF SATAN**; who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character.

Section 9. We believe in **THE SECOND COMING OF CHRIST**; that His return from Heaven will be personal, visible and glorious, a blessed Hope for which we should constantly watch and pray, the time being unrevealed but always imminent.

Section 10. We believe in **FUTURE LIFE, BODILY RESURRECTION AND ETERNAL JUDGMENT**; that the spirit of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hell where they are kept under punishment until the final day of judgment.

Section 11. We believe in **THE PRIESTHOOD OF ALL BELIEVERS**; that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest.

Section 12. We believe in **THE LORDSHIP OF JESUS CHRIST**; that He alone is Head of the Body of Christ, into which all true believers are immediately baptized by the Holy Spirit.

Section 13. We believe in **THE IMPORTANCE OF THE LOCAL CHURCH**; that a New Testament church is a local assembly of born again baptized believers united in organization to practice New Testament ordinances.

Section 14. We believe in **THE INDEPENDENCE AND AUTONOMY OF THE LOCAL CHURCH**; that each New Testament church is free to govern itself without ecclesiastical interference.

Section 15. We believe **THE ORDINANCES GIVEN TO THE LOCAL CHURCH ARE BAPTISM AND THE LORD'S SUPPER**; that Baptism is by immersion of believers, thus portraying the death, burial, and resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

Section 16. HUMAN SEXUALITY. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

Affiliation and Accreditation

The following statement made by the Department of Education accurately represents their position on accreditation: "By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."

be worn in the classroom as well as CPCS jackets. No logos other than the CPCS logo can be worn. Student's names should be on the inside of all outerwear so that lost items can be returned.

Make-up/Nail Polish and Hairstyles for Ladies

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

Haircuts for Men

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

- ◇ The hair is not to cover any part of the ear on the sides.
- ◇ The hair is to be above the eyebrows in the front when in a normal wearing position.
- ◇ The hair is to be off the collar in the back.
- ◇ The hair is not to have unnatural colored styles.
- ◇ The hair is not to have lines, letters, numbers or designs cut into it.
- ◇ The hair is not to be shaved on the sides or top leaving sharp contrast with the rest of the hair.
- ◇ Faddish or extreme hairstyles are not the style at CPCS.
- ◇ Young men are to be clean-shaven at all times.

Tattoos

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

Uniform Changing

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

Physical Education Uniform

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

After-School Activities Dress Shirts

must have sleeves, no tank tops, not be excessively tight, and the stomach should not be showing.

Pants should be loose fitting and fit at the normal waistline. Not "low rise".

Shorts should be within three inches from the top of the knee (allowed only at sporting events).

Skirt length should be at least to the top of the knee.

Any tight, see-through, bare midriff or low neckline styles are prohibited from all school functions. The administration reserves the right to make decisions in areas of modesty that may not be covered by these guidelines. Violation in these areas will be handled as part of the school discipline system, and students will be asked to leave the activity. School dress code is required for all extracurricular school functions.

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

◇ **Friday Dress (Does not begin right away; you will be notified of the start date)**

Citrus Park Christian School T-shirts and jeans may be worn on Fridays. (This will not be immediately.) An announcement will be made after T-shirts are ordered several weeks after school begins.

Jeans:

- ◇ Must sit on waist; no low-rise or hip-huggers will be permitted.
- ◇ Must be loose fitting on the waist and leg; no stretch, skinny or spandex jeans.

Part IV DRESS CODE

Guidelines

Citrus Park Christian School believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should always honor the Lord and dress modestly, the school maintains high-quality standards for dress. Parents should cooperate in enforcing these standards.

All students in grades 1-12 are required to wear school uniforms. Uniforms are to be purchased directly from the uniform company. Students who have uniforms, but do not wear them to school will be sent home or will be asked to call the parent and arrange for the uniform to be brought to school. Additional disciplinary penalties may also be administered.

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

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

◇ General

Students in grades 1-12 must wear the school uniform purchased through the uniform company. See uniform ordering sheet for specific guidelines.

Shirts

All shirts that are designed to be tucked must remain tucked while on campus. Only the top button may be undone on any shirt. Exceptions: Oxford shirts are worn untucked.

Skirts

Uniform skirt/skort must be property hemmed at the knee. If the administration thinks it is necessary, they reserve the right to require girls to adjust their

hemlines to a modest level. In 1st-5th grade shorts should be worn under and jumpers.

Pants

Pants must be completely hemmed at the bottom without homemade cuts.

Socks

Grades 1-12 socks should complement the uniform; socks must be worn with tennis shoes. They must be worn properly and not rolled down into the shoes.

Belts

Belts must be worn if skirts or slacks have belt loops. They must be black, navy, brown or khaki leather and be worn inside the belt loop. No ornamentation such as studs, stripes, glitter, etc. The buckle should be small and simple.

Shoes

Sneakers or loafers/dress shoes are acceptable and must compliment the uniform. Students may not wear sandals, shoes with rollers (Heeleys), flip-flops, slippers, no-heel shoes or cowboy boots. For safety purposes, shoes should have closed toes and have a back. Shoelaces should complement the uniform. NO shoes with rollers (Heeleys) may be worn in the Ministry Activity Center (MAC) at any time.

Tee-Shirts/Undershirt

If worn under uniform, tee-shirts, short or long-sleeve, must be solid colored: white, navy, gray or tan only. Middle School/High School if worn under button down oxford must be white only and not exceed the length of the uniform shirt.

Jewelry

Watches, rings, a single bracelet, a single chain/necklace or small earrings for girls may be worn. Extreme or excessive use of jewelry will be dealt with on an individual basis. NO OTHER BODY PIERCINGS ARE PERMITTED.

Watches, rings, a single bracelet or a single chain/necklace (tucked inside the shirt) may be worn for boys.

Outerwear

Jackets/coats: may be worn on cold days and should compliment the uniforms. All jackets (except CPCS jackets) and coats must be removed for the day when the student enters homeroom. Sweatshirts/sweaters: Solid colors such as navy, gray, maroon or white sweatshirts or sweaters may

The State of Florida does not accredit any schools, public or private. Hence, all accreditation in Florida is accomplished by licensed accrediting agencies. The Florida Association of Christian Colleges and Schools (FACCS) is one of them. FACCS is recognized by the National Council for Private School Accreditation (NCPSA) and the Florida Association of Academic Non-public Schools (FAANS) and is validated by the State of Florida. Citrus Park Christian School holds full accreditation status through FACCS and holds a dual accreditation through the Southern Association of Colleges and Schools /CITA.

Admissions

◇ Policy

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

◇ Non-discrimination Policy

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

◇ Enrollment Procedures/Registration

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

1. The parent(s) and the student will be interviewed by the principal.
2. An application packet is completed and submitted with the appropriate fee.
3. The student is given an entrance test.
4. The following documents are to be presented to the school office:
 - a. A certified copy of the student's birth certificate
 - b. A current Florida state health exam form (yellow form – DH 3040)
 - c. An immunization record (blue card – DH 680)

◇ Re-Enrollment

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

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

◇ Home School Athletic/Fine Arts

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

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

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

CPCS offers no academic enrollment for home school students.

◇ Health and Immunization Requirements

Florida law 232.032 requires that every student must provide evidence of proper immunization to attend school. Please see the registration packet to be sure your student is in compliance.

◇ Student Insurance

It is necessary to report all injuries to the school office (within 24 hours) or possibly forfeit an insurance claim. The school insurance covers only the portion of the medical bill not covered by the

student's primary policy and only partially covers uninsured students' medical bills. The finance office completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement. Inquiries regarding coverage and claim filing should be directed to the finance office.

◇ **Withdrawal**

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

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

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

Financial Information

If you have a question regarding finances or the status of your account, please contact the finance office.

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

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

◇ **Registration Fee**

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

All new students must pay a registration fee at the time of registration.

◇ **Payment Plans**

The tuition of each child is figured on a ten-month basis. Payments are due by the first of each month beginning August 1 and are non-refundable. Payments are considered late after the 10th. Please contact the finance office to make arrangements if unable to pay by then.

Students attending one day or more of any month will owe the full month's tuition. NO student records will be transferred until all accounts are paid in full.

◇ **Delinquent Accounts**

A late payment fee will be charged if tuition is received after the 10th of the month.

Accounts, including tuition and extended care, not paid by the end of the month will result in removal of the child from school until the account is brought up to date (The school may work out a pay-plan with parents to avoid withdrawal).

Report cards will not be released at the end of the nine-week period if the account is in arrears (This includes Extended Care charges).

◇ **Returned Check Fee**

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

◇ **Refund Policy**

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

◇ **Financial Aid**

Financial Aid is available for those families who apply and qualify according to the financial aid guidelines. Once you have completed the CPCS registration package and paid your fees, you may

policies of the school. Decisions in these matters are at the full discretion of the administration, and further reviews or appeals cannot be considered.

The following are rules regarding expulsions:

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

can be costly. Each incident will be dealt with as follows:

- **First offense – 1 demerit and charged \$10.**
- **Second offense – 1 demerit and charged \$20**
- **Third offense – 1 demerit and charged \$30**
- **Fourth offense and each following offense – 3 demerits, \$40 and a Saturday detention**

◇ Unnecessary items such as electronic music devices (mp3, ipod, etc.) and game devices (PSP, Gameboy, etc.), magazines, etc. are not to be brought to school. These items will be confiscated and may be picked up by a parent or guardian.

*The administration must approve any magazine or outside reading material before using it in class.

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

◇ **Conducting Business on Campus**

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

◇ **Classroom Behavior**

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

- Remain seated unless given permission.
- Refrain from speaking out in class without permission.
- Students will always address and reply to the teacher with utmost respect.
- Negative talk, attitudes and responses will not be tolerated. Be kind.
- Keep your hands, feet and other objects to yourself (This includes play fighting.)

- Refrain from eating or drinking in the classroom without permission from an administrator.
- Accept and obey any instruction or discipline from a teacher. Obey instruction the first time they are given.

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

Any student who grossly disrespects a member of the faculty or staff shall be suspended. Should such disrespect manifest itself in physical contact, the student will be expelled from the school.

◇ **Sexual Harassment**

Citrus Park Christian School will not tolerate sexual harassment. A valid complaint of sexual harassment will lead to strict disciplinary action, which may include expulsion. Sexual harassment involves unwelcome touching, demands for sexual acts, and unwelcome comments, which create a hostile or offensive environment. Any complaints of sexual harassment should be promptly reported to the administration.

◇ **Racial Statements and Remarks**

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

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

Maintaining Standards of Conduct

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

◇ **Dismissal/Expulsion**

A student may be expelled or required to withdraw from school at any time they or their parents are found to be out of harmony with the rules and

pick up an FFNA application in the CPCS Finance Office and mail it directly to Family Financial Needs Assessment or it may be completed online.

◇ **Scholarships**

We accept Step Up For Students scholarships. You can log on at www.schoolchoice.org and find more information. We also accept McKay Scholarship and are a current VPK provider.

◇ **Athletic Fee**

Students have an opportunity to be involved in many extracurricular sports from the 6th through the 12th grade. See fee schedule for rates. Intramural sports are offered in grades 4 and 5. Fee information is sent home via Tuesday newsletter prior to the start of each sport.

◇ **Graduation Fees**

These fees are charged to the account in the spring and must be paid by the parents or the guardian in cash or by credit card prior to graduation.

◇ **Testing Fees**

The PSAT and PLAN test are administered to students in 9-11th grades and will be billed to the account

◇ **Replacement Book Fee**

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

◇ **Special Event Billing**

Charges that may be billed to an account are: extended care, voice lessons, and instrumental lessons, which are payable every 30 days. All other activities or events must be paid prior to the date of the event by cash, check or credit card.

◇ **Extended Care**

This is a service for K3 through 6th grade students. 7th-8th graders must obtain administrator approval to attend. It is available Monday through Friday when school is in session. Registration for this program is limited to a certain number of students. Hours of

operation are 6:30 a.m. to 7:40 a.m. and 3:30 p.m. to 6:00 p.m.

Extended care is NOT available for grades 9-12.

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

Extended Care charges must be paid on a monthly basis. If previous monthly Extended Care is not paid, the students will not be allowed to stay in Extended Care until the account is paid up to date.

Middle and high school students should not be left on campus unless in a sports program or help class, unless previous arrangements have been made through the administration.

The school is not responsible to supervise your child after 3:35 p.m. unless he/she is in a school sponsored program. The student should be picked up promptly at the conclusion of the activity. Students will be allowed to wait on the benches in front of the Elementary Building until the parent arrives. The school assumes no liability, and will provide no supervision for students waiting to be picked up after the set time. If emergencies occur, contact the school office for permission to attend extended care.

◇ **Uniforms**

All students 1st – 12th grade are required to wear uniforms from our uniform provider. See uniform provider information sheet for uniform selection, prices, phone number and location. Students are expected to be in uniform every day without exception or excuses.

Part II ACADEMIC PROGRAM

GENERAL

◇ Classification of Students

- ◇ **Elementary Grades K3-5**
Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made.
- ◇ **Middle School Grades 6-8**
Our 6th through 8th grade students qualify for grade-level promotion by passing all subjects during the school year, or making these subjects up during summer school.
- ◇ **Senior High Grades 9-12**
A freshman may advance to the sophomore class with at least 6 credits. A sophomore may advance to the junior class with at least 12 credits, and a junior may advance to the senior class with at least 18 credits. Failed classes may be taken during summer on a semester basis.

◇ Grading Scale

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

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
F....59 and below failing			

◇ Honors/ Dual Enrollment

These courses are weighted by adding .5 point.
Example: A+ = 4.75 A = 4.5 A- = 4.25

◇ Advanced Placement

These courses are weighted by adding 1 point.
Example: A+ = 5.25 A = 5.0 A- = 4.75

The Advanced Placement Program, a cooperative educational endeavor between secondary schools

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

◇ Homework

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

- ◇ Reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
- ◇ Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- ◇ Remedial Activity: As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework (following instruction) is given to overcome such difficulties.
- ◇ Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

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

◇ Assignment Sheet/Planners

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

us to develop our Christian witness. Toward this end, Citrus Park requires students to conform to the CPCS Standard of Conduct and Behavior, even though this will result in the student yielding certain liberties and rights that extend to off-campus activities and conduct.

Citrus Park Christian School students must abstain from the following:

- ◇ Possession/use of tobacco products
- ◇ Possession/use of alcoholic beverages
- ◇ Sexual activity, including physical contact, or viewing of pornography
- ◇ Possession/use of illegal drugs or substances, including wrongly used prescription medication
- ◇ Sexual or racial harassment
- ◇ Inflicting bodily harm
- ◇ Experimenting with, practicing, or carrying items associated with witchcraft.
- ◇ Gambling
- ◇ Making threats on or off campus to other students, faculty, or staff member

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

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

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

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

On Campus Standards of Conduct

Ultimately without classroom learning, our school would not exist. Therefore it is imperative that learning be encouraged and protected. Our classrooms must foster a safe and productive

learning environment; therefore, student behavior must not distract or cause incident that would lead to distraction. The following are guidelines when on campus:

◇ Items prohibited on campus

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

- ◇ Tobacco, alcohol, narcotics, or other drug related substances or paraphernalia
- ◇ Pornographic material
- ◇ Supplements in any form, including pain medication and workout supplements
- ◇ Fireworks
- ◇ Guns, knives, or anything used as or resembling a weapon.

◇ Searches for Suspicion of Illegal or Unauthorized Materials

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

- Automobiles
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

If any articles listed are found, the parents will be notified, and the student will be dismissed from the school and possibly turned over to the appropriate law-enforcement personnel.

◇ Mandatory Drug Testing

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

General Behavior

- ◇ Students are not to chew gum anywhere on school grounds. Because of the damage and unsanitary nature of gum when it is improperly disposed of, infractions of this rule will be dealt with rather severely. Removing gum from carpet and other areas

- ◇ Parents or students taking actions or making statements out of harmony with CPCS policy and practice. This includes breaking the “spirit” of the policy and practice.
- ◇ Parents or students displaying attitudes or feelings that undermine the educational or social environment of the school.

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

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

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

◇ Restoration Program

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

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

◇ Probation Guidelines

A student who has 2 semesters in a row where they accumulate 15 or more demerits is automatically placed on *behavioral probation* for the following semester. If a student accumulates 20 or more demerits in a single semester, they are automatically placed on behavioral probation for the following semester.

◇ Behavioral Probation

While a student is on probation he/she will not be allowed to hold any school office. If a student on probation accumulates 8 or more demerits he/she will be declared ineligible for extracurricular

activities. If a student on this probation receives 13 demerits, or has as many as 6 hours of detention, that student will be asked to withdraw immediately. **The withdrawal will not be due to the latest offense, but to the accumulation of demerits indicating continuing negative behavior.**

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

◇ Appeal Process

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

◇ Positive Reinforcement

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

In the high school department, students who do not receive more than five (5) violations (no detentions) in a nine week period will be eligible for an off campus lunch at the end of the 1st and 3rd quarters. Students who do not receive more than five (5) demerits or a Saturday detention in a semester will be eligible to exempt a third exam at the end of the semester.

Off Campus Standards of Conduct

Rules exist to teach a way of life. This encourages Biblical principles in our attitude toward our body as a creation of God. It strengthens our relationship with spiritual, civil, and family authority, and allows

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

◇ Help Classes

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

◇ Parental Involvement

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

- ◇ Joining the Booster Club. This is an avenue through which you can support our athletic program.
- ◇ Attending functions such as plays, concerts, and athletic events.
- ◇ Volunteering.
- ◇ Chaperoning field trips.
- ◇ Attending Mom’s-in-Touch
- ◇ Volunteering to be or assist a Homeroom Mom
- ◇ See volunteer handbook for opportunities to volunteer in the classroom or school-wide

◇ Parent/Teacher Conference

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

◇ Academic Probation

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

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

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

◇ Summer School

Any student grades 1-5 who fails a subject for the year must take that subject in summer school. Failure of more than 2 subjects will result in repeating the grade.

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

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

◇ Standardized Testing

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

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

◇ Academic Records

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

1. With a signed request on school letterhead from the new school.
2. In compliance with a judicial order or subpoena.

◆ Records will not be released unless the account is current.

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

The high school does, routinely, release the names, addresses, academic data of general nature, and leadership information of a general nature to

colleges and other reputable organization who may wish to provide assistance to our students.

◇ Report Cards and Progress Reports

Progress reports for grades 2 – 12 are sent through edline during each grading period. Report cards for K5-5th grades are sent home at the end of each nine week period. Grades 6th – 12th will be posted to edline. **Note: A hard copy of a report card or progress report in 6-12 grades will only be mailed at the request of the parent.** Printing and postage fee will be assessed.

Elementary School (K3-5th)

◇ Curricula

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

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

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

◇ Academic Penalties

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

◇ Computer Education

The computer lab consists of P.C. computers and is available to the elementary classes on a weekly basis. The computer lab is also available for classroom teachers as a resource to enrich their curriculum and classroom activities.

Demerits and Demerit Levels

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

Offense	Max. # of Demerits	Repeat Offenses
Having or Chewing gum	1	3
Improperly Disposing of gum	3	5
Electronic devices	3	5
Physical contact (i.e. display of affection)	3	5
Cell Phone not in Locker	3	5
Cell phone usage	5	10
Texting in class	10 & ISS	15
Plagiarism	5	10
Damage to property	5	10
Disrespect to students	5	10
Roughhousing	5	10
Improper computer use	5	10
Cheating	5	10
Disrespect	5	10
Cutting Class (per class)	5	10
Direct disobedience	5	10
Profanity, vulgarity, inappropriate language, or obscene gestures	5	10
Lying, Stealing, Forgery	5	10
Fighting	10	15
Leaving campus without permission	10	15
Vandalism	15	20
Notes containing vulgarity, swearing, cursing, lewd devious or sexual innuendoes	15	20
Skipping school	15	20
Bullying/Harassment	Determined by administration	Determined by administration
Pornography or adult magazines or materials	25	Expulsion

A demerit report resulting in one to four demerits will result in a Tuesday/Thursday detention.

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

- ◇ 5-10 demerits – parent conference
Student will serve a Saturday suspension (\$30 charge).
- ◇ 15 demerits –parent conference
Student will serve an In-School Suspension (\$75 charge).
- ◇ 20 demerits – parent conference with the disciplinary committee
Student will serve a 3 day out-of-school suspension, be suspended from extra-curricular activities and placed on behavioral probation.
- ◇ 25 demerits – Student will be in danger of immediate expulsion pending recommendation by the disciplinary committee and the school steering committee.

All suspensions will be served immediately following the day of the infraction. Demerits are cumulative per semester.

A student who accumulates thirty (30) demerits in two consecutive semesters (15 per semester) will NOT be allowed to re-enroll without administrative and steering committee approval.

◇ Expulsion

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

- ◇ Possession, use, sale or distribution, storing, or purchasing of alcohol, drugs or drug paraphernalia, controlled substances, counterfeit controlled substances, prescription or over the counter medications
- ◇ Dangerous Items
- ◇ Tobacco use (any form)
- ◇ Sexual activity of any kind
- ◇ Threats to faculty, staff, or other students
- ◇ Sexual or racial harassment
- ◇ Inflicting bodily harm
- ◇ Experimenting with, practicing, or carrying items associated with witchcraft.
- ◇ Gambling

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

- ◇ 3 violations for the same offense will result in an afternoon detention
- ◇ 6 violations for the same offense will result in a Saturday detention (\$30 charge), parent conference, and removal from student government office and/or NHS.
- ◇ 9 violations for the same offense will result in an In-School Suspension (\$75 charge), and a parent conference with the disciplinary committee.
- ◇ Violations are cumulative per semester.

Disciplinary Committee

The disciplinary committee will address repeat offenders and those who display an attitude of unwillingness to comply with school rules. It is composed of administration and faculty.

◇ **Conduct in Assemblies/Chapel**

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

◇ **Detentions**

There are two levels of detentions at Citrus Park Christian School: afternoon detentions and Saturday detentions. Parents will be notified of detentions by e-mail or voice mail.

Afternoon detentions are typically held on Tuesdays and Thursdays. Once notified, students will serve detention on the next Tuesday or Thursday for one hour (3:20 p.m. – 4:20 p.m.). Students must come to detention in dress code and with writing supplies.

Saturday detentions will be held as needed from 8:00-11:00 a.m. Students must come to detention in uniform and with supplies for writing.

◇ **Detention Attendance and Rescheduling**

Students who-

- show up late to an afternoon detention
- fail to show for a scheduled detention, or have
- disruptive behavior during detention will be dismissed, **charged \$10** and scheduled for the next detention date.

A second missed detention will result in a Saturday detention. If a student is unable to make a detention, he must present a **request in writing** for rescheduling with the reason to the Dean of Students before the start of class on the day of the detention or earlier. Students may not reschedule more than two detentions in a semester. Extra-curricular activities are not an acceptable reason for rescheduling.

For more serious infractions (5 demerits or more) or repeat offenses students will serve a Saturday morning detention. Detentions will be monitored by faculty, and work will be assigned. Students must come to detention in dress code and with writing supplies. If any extracurricular activities conflict with detentions, the detention takes priority.

ATTENTION: A \$30 detention fee will be charged to the student account for each Saturday detention.

Students who-

- show up late to a Saturday detention
- fail to show for a scheduled Saturday detention, or have
- disruptive behavior during detention will be dismissed, **charged \$10** and scheduled for the next detention date.

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

Detention Schedule

Tuesday and Thursday	1 hour	3:20-4:20 p.m.
Saturday	3 hours	8:00-11:00 a.m.

◇ **Enrichment Classes**

Students in 1st – 5th grades have weekly classes in Library, Spanish, Art, Computer, and Music and also have Physical Education daily. Students in K3 – K5 have Music and Library weekly.

◇ **Private Music Lessons**

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

◇ **Summer School**

Summer school will be offered for students in K5-5th grade for remedial help or course failure. If summer school is recommended or required, notification will be sent home during the last nine weeks of school by the teacher. Rate information will be announced prior to the end of the school year.

Middle School/High School (6th-12th)

◇ **Required Coursework (6-8 grade)**

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

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

Elective options may include:

- ◇ Art
- ◇ Band
- ◇ Choir
- ◇ Creative Writing/Drama
- ◇ Keyboarding
- ◇ Spanish

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

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

- ◇ Four credits in English, with major concentration in grammar, composition and literature.
- ◇ Four credits in mathematics. These credits must be Algebra I and higher-level mathematics courses.
- ◇ Three or four credits in Science, two of which must have a laboratory component.
- ◇ Three or four credits in Social Studies.
- ◇ One-half credit Life Management with Health integration
- ◇ One-half credit Health**(beginning Freshman year with the 2009-2010 class)
- ◇ One-half credit in a Performing Art.
- ◇ One-half credit in a Practical Art.
- ◇ One credit in Physical Education (1/2 credit Personal Fitness; 1/2 credit Team Sports)
- ◇ Two or three credits in Foreign Language (consecutive years/same language)
- ◇ Four credits in Biblical Studies
- ◇ Elective credits (maximum 6 1/2)

◇ **Valedictorian/Salutatorian**

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

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

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

◇ **Graduation/Marching Requirements**

Seniors must be within two credits of graduation (26 credits) and have maintained a minimum grade point average of 1.5 to be eligible to march. Students with fewer than 24 credits and/or who do not have a 1.5 GPA will not be allowed to march. Twenty-six credits of the required CPCS coursework are required by the end of senior summer school sessions for graduation. Seniors must also have maintained a minimum cumulative grade point average of 1.5 to receive a diploma.

** Only regalia awarded by CPCS will be allowed to be worn during the graduation ceremony.

◇ Community Service

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

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

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

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

◇ Exam Exemptions

End of semester exams will be given in each class. 9th through 12 grade students may exempt up to 2 exams if they meet the following requirements:

1. **Have a solid A average (93% or higher) in both nine weeks.**
2. **Have less than 5 demerits.**
3. **Have no more than 5 absences in that class for the semester.**

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

◇ Dual Enrollment

Dual enrollment is an opportunity for juniors or seniors with a 3.0 GPA or higher to enroll concurrently in courses offered by participating area colleges. Interested students must see the guidance counselor for information and permissions to dual enroll. We are contracted with University of South Florida, Hillsborough Community College, St. Petersburg College and Clearwater Christian College.

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

◇ Student Council

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

◇ Florida Bright Futures Scholarship Program

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

◇ The National Honor Society

Citrus Park Christian High School sponsors a chapter of the National Honor Society (NHS) in the high school. Membership in the society is based on character, scholarship, leadership, and service. To be eligible for induction, the student must be in 10th grade or higher with a cumulative GPA of 3.50 or higher. A student must be enrolled at the beginning of the school year to be eligible for induction. Transfer students would become eligible the following year. No student is eligible for membership if he/she has received excessive detentions. Suspension from school will automatically disqualify a student from the honor society. Members are encouraged to be of service and to offer positive leadership both before and certainly after induction to the honor society. All current NHS students must maintain a 3.5 GPA and not receive an "F" in any subject for any semester. Students will also be evaluated on the basis of character on a yearly basis.

consequences will follow. This is the time for the school staff and the family to closely monitor behaviors and attitudes. Necessary steps such as counseling may be required. Our desired result is always restoration. This probation will be at least one full 9 week period.

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

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

BULLYING/ Physical and Verbal Violence and other more extreme behaviors include: fighting, hitting, slapping, punching, kicking, pinching, pushing, internet bullying, inappropriate innuendos, filthy talking and swearing will be handled as follows:

Consequences

- ◇ Behavior notice and after-school detention. Note must be signed and returned the following day. Teacher will call parent (a record of the call will be made).
- ◇ The second offense the student will receive a one-day in-school suspension. The parents must come to the school for a conference with the teacher and principal.
- ◇ The third offense the student will receive a 2-day out-of-school suspension. The student may reenter school after a meeting between the parents, teacher, student and principal takes place.
- ◇ Any further incident may result in expulsion.

SECONDARY DISCIPLINE (6-12)

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

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

Part of the process of gaining maturity is developing self-discipline. Self-discipline is not easily achieved, nor is it easily taught. Individuals must recognize for themselves the advantages of using time wisely, following established rules, and developing healthy relations with peers. Citrus Park has established a system of Violations for students to help them remain on course. For minor infractions of the CPCS standard Code of Conduct, students will receive a Violation. Infractions that qualify for a Violation include:

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

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

ELEMENTARY DISCIPLINE

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

Six fundamental rules must be followed in the classroom.

- ◇ Stay in your assigned seat.
- ◇ Raise hand to be recognized before speaking.
- ◇ Keep hands, feet and objects to yourself.
- ◇ No teasing or name calling.
- ◇ Follow directions the first time given.
- ◇ Bring books, notebooks, homework assignments and pencils to class.

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

Disciplinary Procedures: Procedures will be strictly enforced in grades one through five. A written record will be kept of all offenses.

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

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

FORMS OF DISCIPLINE:

Grades 1-2 (daily)

- ◇ 1st move down = 5 minutes off recess

- ◇ 2nd move down = 10 minutes off recess
- ◇ 3rd move down = parent phone call/note
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents.

Grade 3 (weekly)

- ◇ 1st move down = warning
- ◇ 2nd move down = parent phone call/note
- ◇ 3rd move down = behavior report
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents.

Grades 4-5 (weekly)

- ◇ Loss of 1 merit = warning
- ◇ Loss of 2 merits = lunch detention
- ◇ Loss of 3 merits = parent phone call/note
- ◇ Loss of 4 merits = behavior report
- ◇ Continued disruptions will result in a referral to the principal and/or a conference with the parents.

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

Elementary Detention

As our policy stands, our main recourse for severe misbehavior is in-school or out-of-school suspension. This punishment at the present time is not preceded by any lesser (yet substantial) forms of correction besides a behavior notice, phone call or parent conference. For lesser discipline problems, but for infractions that may be leading up to more severe problems, a one hour detention will be required after the 4th behavior notice. Upon the 5th behavior notice and each notice thereafter a one hour detention will be served. This policy will renew at the beginning of each 9-week period. Suspensions will still apply when deemed necessary by the administration and are not necessarily the last resort. A discipline slip may also be given after the first two (2) dress code violations per 9 weeks. A charge of \$10 for each detention will apply.

Behavioral Probation

Any time during the school year a student may be placed on Behavioral Probation for continued misbehavior or a major offense. The probation will serve as a warning that more serious

◇ Transcripts

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

◇ Academic Penalties

All 9th – 12th grade students must have a minimum cumulative grade point average of 1.5 by the end of the junior year. Failure to do so may result in dismissal from CPCS.

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

◇ Summer School

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

◇ Extracurricular Eligibility Policy

In order for a CPCS student to be eligible for athletics, he/she must meet all Florida High School Activities Association (FHSA) and Citrus Park Christian School standards. All students must have a 2.0 cumulative grade point average at the end of each semester to be eligible. Once declared ineligible, a student may not participate until he/she has brought up their GPA to a 2.0 at the next semester. A student may also be declared ineligible by the administrator for non-academic reasons.

Attendance

School Hours

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

Morning Care, K3-5th 6:30 a.m. – 7:40 a.m. (Fee)
K3-6th grade ext. care. 3:30 p.m. – 6:00 p.m. (Fee)

◇ Bell Schedule for Secondary

Regular		Chapel (Thursday)	
7:45-7:51	Homeroom	7:45-7:50	Homeroom
7:53-8:47	Period 1	7:50-8:40	Chapel
8:51-9:45	Period 2	8:44-9:31	Period 1
9:45-9:55	Snack Break	9:35-10:22	Period 2
9:59-10:53	Period 3	10:22-10:32	Snack Break
10:57-11:51	Period 4	10:36-11:23	Period 3
11:51-12:17	Lunch M.S.	11:27-12:14	Period 4
11:55-12:49	Period 5 H.S.	12:14-12:39	Lunch M.S.
12:21-1:15	Period 5 M.S.	12:18-1:05	Period 5 H.S.
12:49-1:15	Lunch H.S.	12:43-1:30	Period 5 M.S.
1:19-2:13	Period 6	1:05-1:30	Lunch H.S.
2:17-3:15	Period 7	1:34-2:21	Period 6
		2:24-3:15	Period 7

◇ Absences and Excuses

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

- ◇ Illness or injury
- ◇ Death in immediate family
- ◇ Quarantine
- ◇ Medical or dental appointment
- ◇ Court or administrative proceedings
- ◇ Religious observances
- ◇ Educational opportunity with proper advance notice
- ◇ Inclement weather conditions agreed upon by administrator
- ◇ Pre-approved family trip with necessary form on file prior to absence.

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

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

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

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

◆ Planned Absences

Our planned absence policy will be as follows:

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

These trips may not be taken during semester or final exams, or during achievement tests.

No planned absence will be approved after the absence.

PLEASE NOTE: Any and all planned absences after the maximum allowed will be considered unexcused and work cannot be made up. Zeros will be given for all work missed. Any tests missed may be made up to a grade no greater than 80%.

◆ Unplanned Absences (Illness, Family Death, etc.)

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

◆ Unexcused Absences/Truancy

Deliberate absences or tardiness without the school and/or parent's knowledge and permission will result in a grade of zero for the work missed and discipline by the administration. Continued truancy will result in the student's dismissal from school.

Unexcused absences are considered to be: missing a ride, running out of gas, oversleeping, weather problems, personal difficulties, suspensions, etc. and **any class work missed will not be made up. Any tests missed may be made up to a grade no greater than 80%.**

◆ Academic Implications for Absences

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

If a student is absent for only one day, please refer to edline for the student's work.

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

PLEASE NOTE: Work may be picked up between 3:40-4:00 p.m. in the school office.

◆ Excessive Absences

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

◆ Forging

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

◆ Tardiness

Elementary students must be in their classroom seat by 8:00 when the tardy bell rings. Middle School and High School students must be in their classroom seat by 7:45 when the tardy bell rings. All K3-12 grade students, arriving after the starting bell, must report to their respective office for a late

● Parents who need to contact their child during the school day for emergency purposes should use the school's normal contact process and call the main school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for **any reason** during the school day.

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

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

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

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

cooperate spiritually, morally, or scholastically may be asked not to return.

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

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

KINDERGARTEN DISCIPLINE

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

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

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

One issue that must be dealt with and corrected in an immediate manner is any type of physical abuse toward another child. The teachers and administration will work with the parents and student to correct the behavior, but if it persists for several weeks, it could be an indicator the child is not ready for the school environment. In that case, the parents will be asked to withdraw their child. If the parents refuse, they school may be forced to dismiss the child.

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

PORNOGRAPHY: Pornographic or obscene magazines, pictures, cards, or CDs are not permitted. This includes, but is not limited to, sending or possessing sexually explicit images or text. An infraction of this rule will result in a student being suspended or expelled.

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

INFLECTING BODILY HARM TO OTHER STUDENTS: Students who injure or hurt another student (intentionally or unintentionally) will be dealt with severely at the discretion of the administration. CPCS holds a no tolerance policy for fighting. If there are medical costs, etc., parents are encouraged to settle matters between themselves.

BULLYING/SEXUAL HARRASSMENT: Citrus Park Christian School is dedicated to educating students in an environment that is not only safe, but encouraging and nurturing in the classrooms, throughout the campus, and on school sponsored trips. This freedom is fundamental to our K-12 education program and is extended to everyone without exception. Therefore the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes and other verbal graphic or offensive conduct relating to race, color, sex, national or ethnic origin. Bullying includes but is not limited to, physical or verbal aggression, teasing, social exclusion, threat, intimidation, theft, sexual or racial harassment, public humiliation, and destruction of property. This would include harassment or bullying through creating websites, instant messaging, e-mail, and messages on social networking sites (e.g. MySpace, Facebook, etc.).

Students who have been bullied, parents whose students have been bullied, or students who observe bullying behavior are encouraged to make an oral and/or written complaint to a teacher or

administrator. All such reports will be investigated immediately by the school. Anyone found to have violated this policy will be subject to disciplinary action up to and possibly including expulsion from school if they are a student or termination from employment if they are an employee.

BOY- GIRL RELATIONSHIPS: CPCS is a co-ed institution and realizes that it is important to develop wholesome relationships. We feel that Scripture is very clear in this matter and stand on God's Word for our guidelines. Students are not to have any physical contact such as holding hands, arms around one another or kissing. We will teach our students the importance of dating standards and marriage using the Bible as our guideline. Violating these guidelines will result in demerits.

CELL PHONE POLICY: Students are not permitted to use a cell phone on campus during school hours (7:45 a.m.-3:15 p.m.). After school, students should not use cell phones until they have left the school buildings. Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be locked in the student's locker and must be turned off. If a student brings a cell phone to class and carries it during the school day, a faculty or administrative member may confiscate it and disciplinary action will be taken. **(Confiscated phones will be returned to parents only.)**

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

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

pass to class. The student will need to present the slip to the teacher in order to enter the classroom. Parents must sign the student in or send a detailed note giving the reason for the tardiness. The administration will determine if the note/reason given is excused. Students without notes or with excuses deemed unsatisfactory will receive an unexcused tardy. Three unexcused tardies equals one absence.

Tardy to Class (1st – 7th period)

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

Excused Tardies (Examples)

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

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

◇ **Leaving the Campus**

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

◇ **Removal from Class**

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

Part III DISCIPLINE

The ultimate goal of discipline is *self-discipline*. A good discipline plan teaches students to submit their will to the proper authority while not breaking their spirit. As this is accomplished, a student will learn to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

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

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

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

Response to Discipline

When students are disciplined, they should never discuss the problem and argue with a teacher in front of other students. If the student feels a misunderstanding exists, he or she should obey the teacher without protest and take the following steps to satisfy the matter.

- ◇ Make an appointment to see the teacher to discuss the matter privately.
- ◇ Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.

- ◇ If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

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

Corporal Punishment

Citrus Park Christian School views corporal punishment, properly administered, as a Scriptural and sound method of correction. We also believe parents are responsible to properly discipline their children. Parents may be called to school to discipline their child if the situation warrants it.

Standards of Conduct

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

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

- ◇ copying someone's homework
 - ◇ looking on another's quizzes or tests for answers
 - ◇ having cheat sheets
 - ◇ giving, selling, or using any subject material, graded or ungraded
 - ◇ having books open during tests without permission
 - ◇ working on projects together when instructed otherwise, etc.
- *If a student is not positive that he/she has permission to work together on a paper or project, then he should not do it.

- ◇ attempting to pass off another's work of any kind (homework, tests, quizzes, papers, etc.) as one's own.
- ◇ Participating in or assisting someone else in cheating

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

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

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

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

STEALING: It will be the policy of CPCS that any student caught stealing (first offense) will be reprimanded, issued demerits, forced to make restitution in accordance to that which was stolen, and have their parents notified. Stealing will not be tolerated, and if it persists with any individual student(s), the Administration will review the situation and determine the disciplinary action to be taken, which could include dismissal. CPCS takes stealing very seriously and defines it as "taking the property of another wrongfully." CPCS believes God takes stealing seriously as well; His eighth commandment is, "Thou shalt not steal" (Exodus 20:15).

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

DANGEROUS ITEMS: Any student who brings any item to school that would endanger his life or the life of others will immediately be suspended until it is determined by the administration if he/she will be asked to withdraw. This includes, but is not limited to firearms, knives or explosives. There will be **zero tolerance** regarding weapons brought on campus, regardless of size or reality.

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

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

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

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