



**CLASSICAL CHRISTIAN SCHOOL FOR THE ARTS**  
**4981 78th Ave North Pinellas Park, FL 33781**  
**727-547-6820 www.ccsa.us**

## **PARENT-STUDENT HANDBOOK**

### **ADMINISTRATION**

#### **Daniel L. Baker, School Co-Founder**

B.S. Social Science, University of San Diego

Counseling Certificate, ACSI

ACSI Bible Specialist Cert.

BD Biblical Studies, Ordained Minister

Member, Florida School Counselor Association

#### **Lori-Kim Merrigan, Executive Director**

Business Management, University of New Hampshire

Accounting, University of Maine

Social Services, Malone College, Canton, Ohio

Member American Booksellers Association

#### **Shawn Williams, Principal**

Bachelor of Science, Secondary Education, Social Science, Samford University

M.ED, Educational Leadership, Administration and Policy, University of South Florida

ED.S, Educational Specialist, Administration, University of South Florida

ACSI Certified Principal

Certified, Secondary Social Sciences, Education Administration

## MEMBERSHIPS & AFFILIATIONS

Classical Christian School for the Arts is a Florida State Certified school and as such adheres to all the academic and health guidelines established by the Florida Department of Education. CCSA is a church-sponsored school and member of the Pinellas Park/Gateway Chamber of Commerce. CCSA is involved in numerous regional and national arts initiatives.

## NONDISCRIMINATORY STATEMENT

Classical Christian School for the Arts, Inc. is a non-denominational, church sponsored school that accepts students of all faiths. CCSA will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students. CCSA will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs or any other school administered program.

## CURRICULUM AND CLASS CONCEPT

1. To provide a liberal arts, classical education with acceleration in literacy and mathematics through a biblical worldview.
2. To develop students who can analyze and reason through all subjects.
3. To develop citizens of integrity through character development, manners instruction, and community service.
4. To nurture an interest in and to develop skill in the arts including drama, visual art, dance, music and sports.

## OUR MISSION

Classical Christian School for the Arts is committed to providing our community with excellence in academic and artistic education at an affordable family rate. CCSA depends upon our donors' generosity to continue to keep tuition costs reasonable.

We are proud to offer a Godly, secure, and caring environment. CCSA students are encouraged to achieve their highest spiritual, academic, artistic, athletic, and personal goals. The CCSA curricular goals include a classical arts education, wherein instructors understand that students learn incrementally in three phases including memorization, logic – reasoning, and rhetoric.

At Classical Christian School for the Arts, we value Christian ethics including respect, loyalty, and care one for another. We assure our student body that they will be treated fairly and with respect. Our objective is to make decisions that will best represent the student body. We believe that all students should contribute to school functions and community service. Several opportunities for community service are offered throughout the school year.

## OUR GOAL

At CCSA it is our desire to graduate students whose lives reveal spiritual and academic excellence. We hopefully anticipate as we trust God that our graduates:

- . Choose a lifestyle that reflects a clear Godly testimony of kindness and love.
- . Seek to understand and identify God's purpose in their lives; take time to explore their many gifts.
- . Are adequately and comprehensively prepared for higher education.
- . Understand and adhere to excellent work ethics.
- . Commit to personal study in academics and arts (in addition to required class/homework).
- . Hold personal convictions that demonstrate a Godly, compassionate worldview.
- . Understand the importance of serving their communities to demonstrate the concern and love of God.
- . Become life-long learners.
- . Develop an appreciation of the arts and understand their relevance to the Creator.
- . Develop their God-given talents in the arts and in sports to the greater glory of God and the satisfaction of personal fulfillment.

## CHAPEL & AWARDS

CCSA students will begin each morning with bible study that will include character development and a comprehensive study of the Code of Ethics. Bible curriculum includes note-worthy, student-friendly publications. Once per week, students will enjoy a chapel service with a variety of special guests including local youth pastors, missionaries, and inspirational speakers. CCSA homeroom classes participate in the chapel service through music, skits, and recitations. Chapel provides an opportunity to award students for their academic, civic, and artistic achievements. Awards are presented quarterly and frequently unannounced throughout the school year.

## CODE OF ETHICS

CCSA adheres to the following ethical standards. All faculty, parents, and students are expected to know the CODE OF ETHICS and to apply them both in and out of school.

- . We will commit ourselves to love the Lord our God with all our heart, mind, and strength.
- . We will respect and appreciate the individuality and uniqueness of each student.
- . We will love one another as Christ has loved us, avoiding favoritism and cliques.
- . We will respect the personal and private property of others.
- . We will refrain from gossip and maligning, while seeking the highest good for each person.
- . We will dedicate ourselves to our studies, seeking to fulfill all our responsibilities to the best of our ability.

## ENROLLMENT PROCESS

For enrollment consideration, students must submit the paperwork listed below along with the enrollment fee of \$375.00. There is an additional \$85 Assessment Test for new applicants.

Upon receipt of all required forms and references, please call or stop by the office to schedule your child's entrance test and an audition, if appropriate. The criteria for determination will include: assessment of student's prior academic and behavioral records; CCSA Assessment Test, student interview; parent interview; commitment of the parents to support the staff and administration of CCSA; reference letters; church and-or community involvement.

The enrollment fee is nonrefundable unless the school admissions board denies admission for your child. In that case, your enrollment fee will be refunded less a \$50.00 processing fee.

### K5 Applicants

1. A completed application & enrollment fee (non-refundable)
2. A copy of your child's birth certificate
3. Florida Certificate of Immunization form #680
4. Florida Physical Exam form #3040

### Elementary, Middle School and High School Applicants

1. A completed application & enrollment fee (non-refundable)
2. A copy of your child's birth certificate
3. A copy of your child's previous report cards
4. A copy of your child's previous achievement test scores (FCAT, SAT, etc.)
5. Florida Certification of Immunization form #680
6. Florida Physical Exam form #3040
7. 2 Reference Letters on behalf of the applicant and the family

### Enrollment Guidelines

#### Kindergarten Students:

Students must be 5 years old on or before September 30 of the school year for which they are applying. Students who are 4 years old through December of the application year may request admission based on interview with an early elementary teacher.

#### Elementary – High School Students:

Students must demonstrate ability to adjust and cooperate with classroom learning. Students must have a good behavioral record and be willing to adhere to the CCSA Code of Ethics. Students must be fluent in English or be willing to complete 2 quarters of English tutoring at additional expense. Acceptance will be granted after an evaluation of the student's academic history.

## FAMILY SUPPORT AND FUND-RAISING

All families must fully agree to abide by school policies, assist the school and support the school officials in the implementation of policies and procedures. Families are required to participate in school fundraising activities; fundraising helps to keep tuition affordable. If a parent becomes uncooperative and will not follow the policies and procedures of the school; if a parent antagonizes a teacher with threatening phone calls or e-mails of an argumentative nature, then administration may ask the family to withdraw from CCSA.

## SELECTION PROCESS

. Each applicant of CCSA must strive for the highest moral character and submission to all ethics policies. All students and parents must be law-abiding citizens of the state of Florida and of the United States of America.

1. Students must demonstrate a desire and willingness to study as evidenced on prior report cards.
2. Students must have a school history of good conduct and character.
3. Students and families must be willing to work in close partnership with CCSA as evidenced by signing the Parent-Student Handbook, a statement of cooperation, and participating in Parent-Teacher-Partnership meetings and volunteer hours.
4. CCSA does not accept students who have been expelled from other schools.
5. CCSA does not accept students who have used illegal drugs.

### Priority of Acceptance

1. Students currently enrolled and wishing to continue at CCSA will be given first priority for enrollment. This protected enrollment period continues until the end of the re-enrollment period only. Acceptance for re-enrollment is based on the prior year's academic and behavioral status and the faithful attendance to financial obligations.
2. Children of staff members of CCSA.
3. Students whose parents demonstrate encouragement and support of the educational process.
4. Children of families who have one or more siblings currently enrolled at CCSA.
5. Students referred by families with currently enrolled students.

CCSA will make a decision regarding school acceptance after receiving and reviewing all documentation records.

## PARENTAL SUPPORT & VOLUNTEER HOURS

Christian parents are our partners for a successful Christian school. CCSA relies upon parental involvement for the success of their children's education. Parents are expected to support the teachers and administration at all times. Negativity and maligning will not be tolerated and is grounds for student withdrawal. Parents are always welcomed and encouraged to schedule an appointment to discuss concerns at any time. Your suggestions are always welcomed and considered with an open mind. The CCSA staff desires a harmonious relationship with parents. If parents have a question about a school policy or event that involves their child, they are to notify their child's teacher, schedule a meeting to discuss the matter. If a school administrator is available, he/she may join your meeting. An effort will be made to resolve any differences and maintain excellent communication between parents and school staff.

CCSA Parents are required to volunteer 20 hours per school year. Parents need to log their own hours and submit their volunteer logs at the end of each quarter. Parents must select committees on which to serve at the time of enrollment. If parents are unable to volunteer the required hours, they will be required to make a payment of \$500.00 per year in lieu of volunteer service. A minimum of 10 volunteer hours must be met by January of the current school calendar to avoid the volunteer surcharge. \$250.00 will be charged at the end of January if 10 hours have not been completed.

CCSA Parents are required to participate in fundraising activities as they are a vital part of the school's operational budget. Fundraising is required in public and private schools and is necessary to keep private school tuition affordable. CCSA parents must agree to pay tuition as arranged at registration. Late payments may incur a late fee. A hardship application is available in the school office for those seeking an adjusted tuition rate.

## OUR TEACHERS

### Academic Teachers

CCSA seeks to employ devoted Christian teachers with a passion for education, a love for students, appreciation for the arts, and a willingness to grow both spiritually and academically. We seek teachers with good communication skills who understand the value of the parents' role in education. All teachers are required to meet the Florida State guidelines for certification. Please see the website to read more about our faculty – [www.ccsa.us](http://www.ccsa.us).

### Arts and Activities Teachers

CCSA Arts subcontractor instructors are selected for their passion for their personal educational background and experience in their chosen field of expertise. CCSA Arts teachers are well known in our community for their participation in community, regional and national arts events.

### Other Requirements

All CCSA teachers are required to submit fingerprints for a full background check, in accordance with the State of Florida guidelines. All CCSA full time teachers are required to maintain a current CPR certificate.

## CHARACTER DEVELOPMENT

Classical Christian School for the Arts integrates the instruction of Godly characteristics across the curriculum. Each month students who have exemplified a deeper understanding of the monthly characteristic are awarded during a chapel program.

## Virtues Definitions

Responsibility: Being answerable to your own behaviors; fulfilling one's own obligations.

Trust: To rely on the honesty of another.

Faithfulness: Behavior that demonstrates allegiance to a person or duty.

Friendship: Supportive relationships characterized by respect.

Patience: The restraint to wait for something or someone beyond the typical time period and/or in opposition to your plans.

Hope: Desire accompanied by divine expectation.

Honesty: Free from deceptive behavior. Frank, open, and upright.

Loyalty: Faithful to government or a cause.

Patriotism: Love for one's country.

Generosity: Abundant in sharing; free to give to others.

Kindness: Courteous, agreeable, and sympathetic.

## ARTS & ACTIVITIES

CCSA provides students the opportunity to develop an understanding of culture and statesmanship through participation in the arts as a required portion of their curriculum. Students will select classes for the following year in the first week of August for the upcoming school year. Parents & student must register for those on time in order to avoid a late fee. Arts and activities are selected for the year and may not be changed each semester. CCSA provides for 10 periods of activities weekly. All students in grades 4-12 are required to participate in Band, Orchestra or Guitar. It is the parent's responsibility to ensure that the student has a band instrument in good condition beginning the first week of school. Instruments are available for rent through the school at the rate of \$25 month. Private lessons are available at competitive rates.

## PHYSICAL EDUCATION

CCSA believes that physical fitness is a vital part of a balanced education. For this reason all students will attend physical education classes weekly.

## STUDENT COUNCIL

Leadership Objectives for Students in Grades K-Grade 2:

1. Students will understand cooperative work.
2. Students will identify the role of team members and be able to work effectively as a team.



3. Students will know when teamwork is appropriate.
4. Students will be able to evaluate the effectiveness of their teamwork and be able to make suggestions for improvement.
5. Students will be able to organize a team to solve a problem.
6. Students will define the responsibility of each member of the team.
7. Students will play cooperatively in team sports as supervised in physical education classes or in the classroom.

Leadership Goals for Students in Grades 3-4:

1. Students will engage in oral presentation activities within the classroom.
2. Students will identify and demonstrate organizational skills.
3. Students will experience different roles while working cooperatively and effectively in team situations. Ex: Team captain, co-captain, etc.
4. Students will contribute to school activities including school drama, band concerts, fund-raisers, and community service.

Leadership Goals for Students in Grades 5-8:

1. Students will assume roles within a team setting.
2. Students will present information clearly, with precision, and with appropriate manners.
3. Students may have the opportunity to campaign for student government.
4. Students may elect student council officers.
5. Students may develop peer mentoring.
6. Students may introduce and participate in community service projects.
7. Students may serve on special school project committees.
8. Students may attend regional leadership conferences.

CLASSICAL CHRISTIAN SCHOOL FOR THE ARTS ANNUAL TUITION RATES

GRADES K-6

Regular Rate \$5,900.00

Enrollment Fee \$375.00

Arts & Activity Fee \$570.00

Grades 7-12

Regular Rate \$6,500.00

Enrollment Fee \$375.00

Arts & Activity Fee \$570.00

\*\*New Student Assessment Fee \$85.00 – All Grades

\*\* Multiple student family discount available

#### Miscellaneous Fees:

Field trips, school uniforms and school supplies. Lunches are provided by the parents.

\* All textbooks are the property of Classical Christian School for the Arts. Parents will automatically be billed a flat fee of \$50.00 for any lost or damaged textbook.

All fees and tuition are non-refundable.

#### FINANCIAL POLICIES

The operating budget for Classical Christian School for the Arts depends upon tuition and fees. Financial responsibility is required to provide quality Christian education for your child. Your cooperation with the financial policies is necessary for the responsible operation of the school. Please consider making a tax deductible gift to CCSA in addition to your tuition fees, if you are able to do so. We believe God will bless your generosity. 501(c)3 Non-profit organization – Tax ID/EIN: 20-2425321

#### ENROLLMENT FEE

The enrollment fee of \$375.00 must accompany the ENROLLMENT APPLICATION for both new and returning students. This fee is non-refundable unless the student is not accepted for enrollment. If the student is not accepted by CCSA, \$320 will be refunded.

#### PAYMENT PLAN

The annual tuition and fees may be paid in (10-12) equal installments at 0% interest beginning in July of the incoming or renewing school year. FACTS Tuition Management Services specializes in payment processing; enrollment in FACTS is handled through the CCSA administrative office. Tuition payments are nonrefundable. Tuition is payable in full by August 1st to qualify for a 5% discount.

#### LATE FEES

Partial payments or payments received after the 10-day grace period will result in a late charge of \$35.00. See FACTS guidelines for non-sufficient funds policies.

#### DELINQUENT ACCOUNTS

We realize that from time to time extenuating circumstances exist. If you are unable to make your payment in a timely manner, please speak directly with administration as soon as possible to avoid possible student dismissal..

## FINES/DEBTS/FEES

Occasionally fines or debts may accumulate which could include aftercare, loss of books, or damage to school property. The school office will send statements to inform you of any outstanding charges. Payments should be made directly to Classical Christian School for the Arts when they are due.

## WITHDRAWAL POLICY

Students withdrawn before August 1st will be subject to the \$375.00 enrollment fee. Students withdrawn after school begins will be responsible for the full semester's tuition. If the student is expelled, tuition through the quarter in which the student was expelled is payable immediately. The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full and all school materials have been returned.

## SCHOOL HOURS – DROP OFF & PICK UP GUIDELINES

School is in session from 8:00AM – 3:00PM Monday through Friday. Students should arrive no later than 7:50AM to ensure beginning classes on time. Students must be picked up promptly at 3:00PM. Students who are not picked up by 3:15 PM will be escorted to aftercare and will be charged according to the current After Care fees. CCSA does not provide childcare during the hours of 8:00AM-3:00PM. CCSA does not assume responsibility for students dropped off before 7:30AM or not picked up by 3:15 PM.

## HEALTH AND NURSING

CCSA has a school nurse on-call who will triage emergency situations and provide resources for public health information. Students who become ill or suffer an accident will be sent to the school office and the parents will be contacted promptly. Students who are ill during school hours will need to be picked up by the parents immediately. If we are unable to reach the parents, we will contact whomever the parent has listed on the application for admission as the emergency contact. In cases of serious injury, 911 will be called.

The school will administer prescription medications only with written consent and directions from a medical doctor. Prescription medicines must be in the original container with the exact dosage specified. Any changes or PRN orders must be in writing from the doctor. This policy is without exception and students are not allowed to carry medicine during school, with the exception of inhalers. If you wish to keep Tylenol, etc. for your child to use upon occasion, be sure it is CLEARLY MARKED and brought to the front office. Parents are encouraged to inform the school office regarding any infectious or contagious disease. Scoliosis screening for students in Grade 6 will be provided annually in accordance with the State of Florida guidelines.

## ACADEMIC POLICIES

Parents may check the status of the student's academic progress through Renweb, a parent-school online interface. Parents are strongly encouraged to check their child's grades on a bi-weekly basis. IF YOU DO NOT HAVE ACCESS TO THE INTERNET PLEASE NOTIFY YOUR

## CHILD'S TEACHER THE FIRST DAY OF SCHOOL.

Parent-teacher conferences may be scheduled at any time by the parents or the teacher by contacting the school office. Parents are strongly encouraged to meet with their children's teachers routinely and to correspond by e-mail or by pre-scheduled meetings.

## HONOR ROLL & DEAN'S LIST

Students receive quarterly recognition for outstanding achievement in numerous areas, including Honor Roll and Principal's List.

## GRADING SCALE

A (90%-100%)    B (80%-90%)    C (70%-80%)    D (60%-70)    F (Below 60%)

## HOMEWORK

Homework assignments are not optional. Homework is required to be completed and turned in promptly on the day that it is due. Homework is a vital part of our education program and all homework assignments are mandatory. Teachers will maintain effective communication through the use of Renweb so that parents will be aware of assignments given on a daily or weekly basis. Parents are asked to check Renweb daily for homework assignments.

\* Late homework will cause student to lose overall points in class.

## ACADEMIC PROBATION

If a student's cumulative average for the quarter falls below a 62% average, he/she may be probated from sports until the grade average has been elevated to a 70%.

## STUDENT RETENTION

- . Retention of students in Kindergarten will be at the discretion of the teacher and the administration.
- . Retention of students in Grades 1-4 will be determined by the academic and social progress of each child at the discretion of the teacher and the administration.
- . Students in any grade who fail two subjects for the year will be retained. Students who fail only one subject will be considered for promotion following a successful completion of summer school classes and a placement test.
- . SUMMER SCHOOL IS AN ADDITIONAL FEE OF \$400.00 FOR 12 - ONE HOUR SESSIONS.
- . Parents may choose to attend summer school elsewhere, however, CCSA will need verification of that by mid-August.

## SUMMER SCHOOL/TUTORING

### Summer School Recommendations:

Students with a "D" average in any subject will be recommended for summer school.

Students who need to build skill or speed in reading or mathematics will be recommended for summer school. Students whose written language is not at grade level will be recommended for summer school. Private tutoring may replace summer school with proper documentation from the tutor.

## GRADUATION REQUIREMENTS

To graduation from Kindergarten students must:

- . Demonstrate skill mastery in phonics instruction.
- . Demonstrate skill mastery in math instruction.
- . Demonstrate appropriate social skills.
- . Demonstrate courtesy and respect to faculty and peers.
- . Demonstrate cooperation with teachers.
- . Be recommended by the teacher to advance.
- . Be recommended by the administration to advance.
- . Be up to date on all tuition and fees payments.

To graduate from Grade 8 and High School students must:

- . Pass all assigned courses.
- . Demonstrate courtesy and respect to faculty and peers.
- . Comply with all attendance and tardy policies.
- . Follow all homework policies.
- . Earn all required credits.
- . Complete any required summer school courses.
- . Be up to date on all tuition and fees payments.
- . Pay the \$85.00 graduation fee.

## DISCIPLINE POLICIES

CCSA discipline policies include the use of infractions, detentions, strikes, and expulsion.

Infraction: A report of student violation of a school policy.

Detention: An after-school penalty for accumulated infractions or for a single offence.

Strikes: A report for serious student violations. Following 3 Strikes, the student will be expelled from attendance at CCSA.

Suspension: Suspension occurs after the 2nd strike or at the Principal's s discretion for a serious offence.

Expulsion: Following the 3rd strike, the student will be expelled from attendance at CCSA.

INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING OFFENCES:

1. Disruptive behavior or lack of cooperation.
2. Disrespectful behavior toward faculty or peers.
3. Delinquent homework.
4. Dress code violation.
5. Eating food in classrooms or hallways.
6. Chewing gum during school hours.
7. Any other violation of school rules, the Code of Ethics, or general school procedures.

## EXPULSION

The school administration may expel students for any inappropriate behavior including but not limited to the use of alcohol or illegal drugs. A student may be dismissed if he/she is out of harmony with the Code of Ethics, the policies of the school as determined in the sole discretion of the administration. Note: Students are automatically expelled following the 3rd Strike.

STRIKES or EXPULSION: At the discretion of the administration.

Strike offences include:

- . Cheating
- . Stealing
- . Verbal or written curse words; use of profanities
- . Smoking on or off campus
- . Skipping class or skipping school
- . Leaving school boundaries during school hours
- . Fighting: Physical assaults of any kind on anyone for any reason.
- . Damage to school property in any form. \*Requires financial compensation in addition to the Strike
- . Any form of harassment
- . Mocking or disrespectful behavior toward students or teachers.
- . Continual behavior of any kind that undermines the philosophy, ethics, or mission of CCSA
- . Plagiarism
- . Every 3rd detention results in a Strike
- . Petting/Physical contact: Demonstration of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in suspension or expulsion.

STRIKE THREE: Upon the third serious offense, the principal will expel the student at the sole discretion of the combined consultation of the teacher(s), the principal, and the administration.

## RE-ADMITTANCE POLICY

A student who is expelled from CCSA will not be eligible for re-admittance until the following school year. At that time the student and the parents will meet with the Administration to determine enrollment eligibility. Readmission consideration following dismissal will be determined on a case-by-case basis.

Note: All academic records must be received and a placement test must be taken before a final decision for re-admittance can be made. The standard application fee of \$375.00 will apply.

## ATTENDANCE POLICIES

### ABSENCES

It is the parents' responsibility to ensure that their children are in school daily. Excused absences include: 1) Death in the family; 2) Court summons; 3) Personal Illness. When a student is absent, he/she must present a note from the parents to the school office upon return. When a student is absent for 3 or more consecutive days for illness, a note must be presented from the child's physician. In addition to the written note, parents are asked to call the school office when their children will be absent.

### MAKE UP WORK – NOTE TIME LIMITS

The student must make up any work missed while out sick. The student will be granted an equal number of days to make up his/her work. For example, if the student is out ill for 2 days, he/she will have 2 days after returning to school to make up the work. It is the parents' responsibility to make sure the work is completed within the established timeframe.

### TARDINESS

Parents understand the importance of arriving at school early in order to avoid class disturbances. However, if the tardiness is unavoidable, the parent must present a note upon arrival at school, accompanying the student to the school office. Legitimate excuses for tardiness include transportation problems, notice of a family death, broken down car, etc. Unexcused tardiness includes being up late the night before, oversleeping, and a lack of cooperation on the child's behalf.

### UNIFORMS

CCSA requires uniforms for all students in all grades. The school uniform may be ordered through Allen Sports in Seminole, FL. A limited supply will be on hand to purchase from the school itself.

Boys:

- . Navy blue twill pants with pockets limited to the top front and back; Cargo pants are not permitted.
- . Navy blue Bermuda shorts, uniform style; Cargo shorts are not permitted.
- . Belts are required.
- . Red, white, or navy blue polo shirts with CCSA logo; shirts must be tucked in at all times.
- . Shoes must be enclosed at the toe and the heel. Socks are required.
- . Gym uniforms are required for P.E. but may not be worn on other days.
- . Navy blue sweaters or CCSA Gym Fleece top.

Girls:

- . School Uniform: White with navy, red, and gold plaid skort, skirt, or jumper. \*Must be exact match of uniform plaid.
- . Red, white, or navy blue polo shirts with CCSA logo.
- . Shoes and sneakers must be enclosed at the toe and the heel, with no more than a 2" heel. Shoes and sneakers must be a solid color.
- . Socks are required. Socks must be a solid color of navy, black, red or white.
- . Gym uniforms are required for P.E., but may not be worn on other days.
- . Navy blue sweaters or CCSA Gym Fleece top.

HATS: Hats or coats may not be worn in the school building at any time; solid navy blue sweaters or the CCSA Fleece top may be worn inside the school building.

Dancewear may not be worn in the hallways except as allowed by the instructor. Students must change in to their dancewear JUST PRIOR to class. Students must change back in to school uniform before leaving the building. Students ARE NOT ALLOWED to be leaving campus out of uniform without prior consent of administration.

## GROOMING

BOYS: Deodorant must be used daily. Boys must wear traditional haircuts. Boys must be clean-shaven daily with no facial hair. Side burns must be no lower than the bottom of the ear. Nails must be trimmed and clean. Cologne may be used sparingly. Earrings and tattoos are prohibited.

GIRLS: Deodorant must be used daily. Girls in grades 7 and up may use moderate makeup. Fingernails may be 1" long only. Nail polish may be pink, red, or clear. Earrings must be limited to no more than 2 per ear, and may not be worn on any other body parts. Earrings cannot exceed 1" long. Tattoos are prohibited.

## EARLY DISMISSALS

Parents wishing to dismiss their students must first come to the office to sign out the student. The student will be called to the office at that time. Please do not enter the classroom without first coming to the office. Medical appointments or family emergencies are the only excusable early dismissals. Unauthorized early dismissals will result in the same penalty as "Tardy"; when 5 accrue, the student will receive a detention. When the parent arrives, someone will get your child from his/her classroom. Please do not call the office ahead of time to go find your child; the administrative office is extremely busy; we will be happy to get your child as soon as you arrive.

CCSA will require licenses of any individual who is not already listed on your pick up or emergency file.

## FAMILY VACATIONS

CCSA believes in the supporting the family in any way possible. However, vacations that do not coordinate with the school calendar are discouraged. Parents must meet with the principal two



(2) weeks prior to a vacation departure to request an “excused” absence status. Parents must also provide a written request at that time. Once the absence is approved, the office will notify the teacher(s) in writing. Parents are not to request vacation work from teachers prior to receiving approval from the administration. While teachers will make every effort to provide parents with upcoming school work, it remains the parents’ responsibility to ensure that the student makes up any missed work. It is not the teachers’ responsibility to re-teach any classroom instruction that the student may have missed while out of school.

## WEAPONS

Any student who brings a weapon of any kind including knives or any item that could be used or mistaken for a weapon will be suspended until the administration has ample time to determine whether or not the student should continue at CCSA.

## ELECTRONICS AND TOYS

Cell phones, I-pods, Mp3s, headphones, pagers, radios, tape or CD players, electronic toys and such items are not permitted during school hours. If students bring such items to school, they must leave them in the front office and pick them up at 3pm. If students do not adhere to the above policy and are found with the devices, they will be confiscated and taken to the school office. The parents may pick up the items after school. Students who carry cell phones at the parents’ request must leave them at the school office for the duration of school hours, also.

## EMERGENCY PROCEDURES

CCSA staff will routinely enroll in up-to-date training in emergency procedures as we provide emergency workshops annually. CCSA teachers are required to maintain up-to-date CPR licensure. We want to assure our families that we will make every effort to be fully prepared for any emergency that should arise. Please take the time to read our procedures so that you are fully aware of our emergency protocol.

Communication: CCSA will monitor the news at all times for threats and attacks. If we hear of a credible threat or attack, the crisis team will immediately convene to take action. You will be notified as soon as possible by all means available to us. Such means include a blast e-mail to all in-school computers; voice mail to a selected group to be shared with others; notification by security and other trained crisis workers using bullhorns or walking through the school. The school staff has been trained to quickly and calmly follow directions and the advice of the crisis team.

Fire Alarms: Under any condition, the sounding of a fire alarm means that teachers and students will exit the buildings as they would normally during a fire drill and await further instructions.

Evacuating CCSA: Should CCSA need to be closed, you will be instructed to leave the campus in an orderly fashion. Faculty members have been trained to follow the directions of the crisis staff.

Shelter In: If we receive news that advises us to seek cover indoors, you will be advised by the methods outlined above. Faculty and students will be assigned to designated areas by the incident commander.

Communication with Officials: The crisis management team will continuously monitor the situation and communicate with county and state officials to determine when the danger has passed.

Family Contact: Depending on the nature of the crisis, staff may not be able to answer incoming calls to the school.

NOTE: It is absolutely imperative that you provide us with emergency contacts in the event that we can not reach you and must remove your child from the premises.

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CCSA HANDBOOK AGREEMENT, 2013-2014

For: All Parents

We, the parents or guardians of (student name) \_\_\_\_\_ hereby agree to uphold the policies and procedures written in the CCSA handbook. We will honor the school's policies and treat the school administration, faculty, staff, and students with utmost respect at all times. We have thoroughly explained the school ideals and policies to our children and we will encourage our student(s) to adhere to the policies herein stated, reviewing with them the rules and regulations of CCSA.

Parent/Guardian Signatures:

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

