



Parent-Student Handbook

CLASSICAL CHRISTIAN SCHOOL FOR THE ARTS

HIGHEST ACADEMICS - BRIGHTEST ARTS
4981 78th Ave. N., Pinellas Park, FL 33781
www.ccsa.us ~ 727-547-6820

SCHOOL PROFILE

Classical Christian School for the Arts (CCSA) is set among the oak trees on a 7-acre campus next to the Pinellas Park City Hall. CCSA is a nonprofit 501(c) (3); it operates as an independent, church sponsored, private institution, state registered school.

Registration#20-2425321

CCSA FOUNDERS - 2005

Pastor Dan Baker & Sylvia Morgan Baker

ADMINISTRATION

Matthew Hammer, Business Administrator
ccsaknights@gmail.com

Kim Merrigan, Executive Director
ccsa@live.com

Shawn Williams, Principal
ccsa105@gmail.com

MEMBERSHIPS & AFFILIATIONS

Classical Christian School for the Arts is a *Florida Department of Education Recognized 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 as a member of the Pinellas Park/Gateway Chamber of Commerce, 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.

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

CODE OF CONDUCT

Students are expected to be prompt and demonstrate courteous obedience to all school personnel, staff members, and campus guests.

Students are expected to remain out of any unauthorized area unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.

Students are expected to arrive to each class on time (arriving late to the same class 3 times will result in detention) and come prepared with books, assignments, pencils, pens, and any other materials that may be necessary for the daily class work.

Students are expected to listen attentively to teachers at all times as well as other students when appropriate.

Students are expected to respect property or the personal property of others. Students are not to deface, damage, or remove any school property or the property of another person. Parents will assume full financial liability for any and all damages (including textbooks and lockers) incurred at school, or at school sponsored functions and activities, which are the result of their child's actions.

Students are expected to assume personal responsibility for doing their part to keep the campus looking neat and clean. This means that students are expected to keep personal property out of walk areas and to place trash in the appropriate receptacles.

Students are expected to show respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically.

Students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.

Students are expected to use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activity.

Students are expected to not chew gum on campus at any time.

Students are expected to dress appropriately and follow the modesty guidelines; showing a demonstrative willingness and cooperative spirit in adhering to the CCSA dress code policy at all times. This also encompasses field trips, school-sponsored events at the Performing Arts Center, sports programs and any other special CCSA-sponsored off campus functions.

Students are expected to refrain from any public displays of affection while on campus or at any school sponsored activity or function.

Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them.

MAJOR INFRACTIONS OF THE CODE OF CONDUCT

Although not all-inclusive, the following may result in suspension or immediate expulsion from the school:

Abusive or Profane Language – using abusive or profane language, verbal abuse and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating language or causing bodily harm to any person or property, as well as interference with the rights of others.

Disrespect – disrespect towards CCSA Faculty and Staff will not be tolerated. Disrespect includes arguing, talking back, being defiant, refusing to follow simple directions the first time, raising one's voice or making inappropriate comments. A student who is disrespectful towards a CCSA faculty or staff member will be sent home or placed in In-School Suspension.

Academic Dishonesty – any attempt to gain an unfair advantage on an assignment, a quiz, or a test. Use of a cell phone during a quiz or test will result in an automatic zero and is considered a major offense.

Drug and Substance Abuse -The possession, use, or distribution of drugs, alcohol, and tobacco products is prohibited. This also includes electronic nicotine delivery systems also known as e-cigarette, e-cigars, e-hookahs and e-pipes. Vaping devices and products are prohibited. Any situation where a student is suspected of engaging in such activities

will be thoroughly investigated and parents will be notified and the student will be subject to possible expulsion.

Damage to School Property – Parents are responsible for the cost of replacing or repairing school property, including computer equipment damaged by their child. This includes classroom items, furniture, textbooks, playground equipment, PE equipment, and school buildings. Report cards will be held until all fees are paid. Under no circumstances will the administration tolerate any type of student pranks on campus.

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.

PARENTAL SUPPORT & VOLUNTEER HOURS

Parents are viewed as ultimately responsible for the education and spiritual development of their children. By placing them in CCSA, they agree to accept and abide by the policies and procedures established by the school. 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 and 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. 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

PERSONAL RESPONSIBILITY

Classical Christian School for the Arts encourages school employees, students, and parents with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect, and consideration that you use face-to-face and in work-related settings.

The lines between public and private, personal and professional are blurred in the digital world so by virtue of identifying yourself as a CCSA employee, student, or parent online, you are now connected to colleagues, students, parents and the school community. Teachers, parents, and students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on any social media which would be disruptive and derogatory to the school or the school community, or threaten, demean, or bully students, faculty, or parents is prohibited.

OUR 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.

CCSA Arts subcontractor instructors are selected for their passion for their personal educational background and experience in their chosen field of expertise.

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 5-10 periods of activities weekly.

All students in Grades 4 and 5 are required to participate in Band. 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 a rate of \$20 per 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, children in grades K-5th will attend physical education classes weekly.

**CLASSICAL CHRISTIAN SCHOOL FOR THE
ARTS ANNUAL TUITION RATES**

Grades K-5 \$6800 Grades 6-8 \$7100 Grades 9-12 \$7500

ENROLLMENT FEE

An enrollment fee of \$100.00 must accompany the school application for both new and returning students. This fee is non-refundable.

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

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. Tuition may be paid via check or recurring billing through Paypal, or your banking institution. Tuition payments are nonrefundable. Tuition is payable in full by August 1st to qualify for a 5% discount. Tuition for the year is required except in cases of family out-of-state relocation with required documentation.

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.

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.

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. Additionally, CCSA annually hosts an opportunity for parents to meet with teachers at the conclusion of quarter 1 and quarter 3.

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

To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form. Complete withdrawal forms are to be submitted to the school office.

Students need to turn in all textbooks and other school property to the school office. Records will not be released until all forms are completed and all financial matters are resolved. 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 – ARRIVAL AND DISMISSAL GUIDELINES

School is in session from 8:00AM - 3:00PM Monday through Friday. Students should arrive no later than 7:50AM to ensure classes begin on time. Drop off is at the rear of the building. If you wish to walk your student in to the classroom, please park in a proper parking spot. Do not leave your car unattended in the drop-off line. Do not park in front of the school doors. Students must be picked up promptly at 3:00PM. Students who are not picked up by 3:15PM 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.** After-care is available from 3:15 pm to 4:00 pm and is \$3.50 per hour.

TARDINESS

Parents understand the importance of arriving at school early in order to avoid class disturbances. Excused tardies are given for the following reasons: Doctor/Dental visits, traffic situations that result in a large number of students being late. All other tardies will be considered unexcused.

Three unexcused tardies will equal one absence. After accumulating 10 unexcused absences, parents will be reminded that any additional absences could result in possible grade retention of the student.

DISMISSAL

School ends at 3:00pm. Parents who have immediate needs or must pick up their students early are required to park in a parking space in the parking lot, walk to the front office and have their child called to the office for dismissal.

Early dismissals will be granted for emergencies, and medical and dental appointments that could not be scheduled before or after school hours.

ATTENDANCE POLICIES

ABSENCES

It is the parents' responsibility to ensure that their children are in school daily.

Excused Absences: Parent or Guardian MUST call the school to notify the office of student's absence. These absences are still reported with the student's total absences on the report card and transcript, but without penalty for makeup work or exams, if made up during the designated period of time. Examples of academically excused absences include illness of student, death in the immediate family, unavoidable family emergency, pre-approved absences (available from Principal only). 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. After accumulating 10 unexcused absences, parents will be reminded that any additional absences could result in possible grade retention of the student.

Unexcused Absences: An absence not reported to the school office by a parent or guardian on the same day of absence, any absence that does not fall under one of the above excused reasons, missing 15+ minutes of a class for an unexcused reason, running errands, personal reasons, employment.

MAKE UP WORK- PLEASE NOTE TIME LIMITS

Work missed due to an unexcused absence should be made up, however, no credit will be given for this work. Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence may set up an appointment with the Principal to present the circumstances of their situation.

For an excused absence, students have one day for each day absent to make up work, regardless of the reason for the absence. Credit will be given for work submitted within the established timeframe.

For unexpected absence's, students should utilize Renweb for missed instruction and communicate directly with the teacher(s) via email while absent. Please do not call the school office to request assignments.

VISITORS

All visitors must sign in at the front office to receive a Visitor's Tag. You are welcome

to join your student for lunch or chapel but, as a rule, visiting the school during school hours is not permitted. If you would like to schedule an appointment with administration or staff, please email for an appointment. Please do not take your student's teacher away from the classroom during school time.

LUNCH & SNACKS

CCSA does not offer a lunch program. Please pack your student's lunch daily, ensuring it can be kept hot or cold throughout the day. Students do not have access to a microwave or a refrigerator. Any student found using the microwave or refrigerator without written permission from an administrator will be subject to disciplinary action.

CCSA does NOT allow student deliveries of food. If a parent wishes to drop off lunch for a student, they must park their car in the parking lot and personally deliver it to the front office. Administration will ensure the student receives their lunch. Students are not allowed to wait in the front office for their lunch.

HEALTH AND NURSING

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 in reasonable time. 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.

Any prescription or over-the-counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. All medications must be in their original, properly labeled container. The school will not accept medication in unlabeled bottles or zip lock bags. Students are never allowed to keep prescription or over-the-counter medications in their personal possession while on campus, including lunch boxes, personal bags, backpacks or lockers. If you wish to keep Tylenol, ibuprofen, Tums, 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 7 will be provided annually in accordance with the State of Florida

guidelines.

HONOR ROLL & PRINCIPAL'S LIST

Students receive quarterly recognition for outstanding achievement in numerous areas.

Honor Roll Recognition is given to students who receive all A's and B's

Principal's List Recognition is given to students with all A's

Grading Scale: A = 90-100% B= 80-89% C= 70-79% D=60-79% U = below 60%

HOMEWORK

Homework assignments are not optional. Any assigned homework will be meaningful and not homework for homework's sake. It may include preparation for a lesson, reinforcement of an area covered, or aid for a student in an area of difficulty.

Completing classwork is not considered to be homework unless assigned as such.

Homework is required to be completed and turned in promptly on the day that it is due.

Students in grades 2-5 who do not submit their homework may be held in from recess to complete the work. 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 for homework assignments.

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

ACADEMIC PROBATION

If a student's cumulative average for the quarter falls below a 64% average, he/she will be probated from sports until the grade average has been elevated to a 70%.

Students must maintain a GPA of 2.5 to play team sports

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 **\$500.00 per course.**

GRADUATION REQUIREMENTS for HIGH SCHOOL

4 Credits each: English, Math, Science, Social Studies

2 Credits of a Foreign Language

DISCIPLINE POLICIES

CCSA expects students to follow directions, be courteous and honest, and to be respectful. Respectful with and towards their classmates and fellow students, respectful of the classroom and learning environment, respectful of the campus and buildings, and respectful with and towards their teachers. Students who are not able to meet these expectations, follow the code of ethics, follow this handbook, or follow the specific rules set forth by teachers and classes will face school discipline. School discipline, depending on the offense, may be assigned any of the following forms of discipline at the discretion of school administration:

Lunch Detention: Student will be given the task of ensuring the Dining Hall is clean and tidy for one week.

Before School Detention: Student will report to Third Grade Room promptly at **7:10am** and will remain there until **7:50am**, writing the CCSA Code of Ethics.

After School Detention: **3:15pm – 4:00pm** Students who are given detention for chewing gum will be given the task of scraping gum from desks, picking up campus trash, or cleaning windows.

Parents will be notified of detentions at least 2 days in advance so as to make necessary transportation arrangements.

Students who need to defer the detention must have advanced approval of the Principal to do so. Failure to report to detention, tardiness to detention or disruptive behavior during detention will result in further disciplinary action, including a one day In-School Detention.

After a student has been assigned detention 3 times for the same infraction (ex: dress code violation) the student will serve an In-School Suspension for each following

infraction.

Students who have been assigned three In-School or Out-of-School Suspensions will be placed on Probation. While on Probation, a student may be asked to leave CCSA if an additional infraction occurs.

When assigned to serve an In-School or Out-of-School Suspension, any work that is missed, not taken or due on the day of suspension will be given a grade of zero and is not eligible to be made up or retaken.

UNIFORMS AND DRESS

Basics: A student's appearance reflects their values. That which is visible often reflects and represents that which is not visible. We do not want your child's appearance to conflict with the values of CCSA.

ALL STUDENTS:

All clothing should be in good condition and not in need of repair. Shirts are to tucked in at all times. Long sleeve t-shirts are not allowed under short sleeve uniform shirts unless they are the same color. Students may only wear approved uniform jackets, sweater, or sweatshirts in the classroom. School uniform shirts must be worn under sweatshirts. Hats, doo rags, and head scarves are not be worn in the school building or at school related activities. No "slides" are allowed to be worn during school hours. Boots are not allowed in the classroom but may be worn outside in inclement weather. HOODIES ARE NEVER ALLOWED TO BE UP INSIDE THE SCHOOL BUILDING AND AT SCHOOL RELATED FUNCTIONS UNLESS THE STUDENT IS OUTSIDE DURING INCLEMENT WEATHER.

The administration reserves the right to determine if a student is dressed or groomed appropriately. CCSA requires uniforms for all students in all grades. Students need to be fully dressed and in compliance with the CCSA dress code upon arrival on campus. School uniforms may be ordered through the school website www.ccsa.us . It is recommended to label uniforms with your students name.

BOYS

- Navy blue twill pants with pockets limited to the top front and back; Cargo pants are not permitted. They may not bag or sag abnormally on the body.
- Navy blue Bermuda shorts, uniform style; Cargo shorts are not permitted. They may not bag or sag abnormally on the body.
- 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. Shoes may not be mismatched. Solid navy, white or black socks only.
- Gym uniforms are required for P.E. and Sports but may not be worn on other days.
- Navy blue sweaters or CCSA Sweatshirt.

GROOMING FOR BOYS

Hair must be combed and kept neatly above the collar, the eyebrows, and halfway on the ear. Hair may not cover the eyes. Boys hairstyles must be reasonable and neat in appearance. Mohawks or designs cut into hair/scalp are not allowed. Any student who does not exercise good judgement with regard to what would be considered appropriate for school will be asked to leave campus and not permitted to return until it is fixed. Unnatural hair colors are not permitted. Face must be clean shaven with no facial hair. Boys who fail to do so will be asked to shave with a razor provided by the school before being allowed to attend class. Boys who arrive at school unshaven will be issued a detention. Sideburns must not extend below the bottom of the ear. Boys may not wear earrings or other body piercings on campus or at any school-sponsored events. Tattoos are prohibited.

GIRLS

- School Uniform: Navy or “uniform plaid” skort or jumper CCSA logo. Skirts and skorts must be fingertip length and worn properly with the zipper done up and the waistband buttoned.
- Red, white, or navy blue polo shirts with CCSA logo. Improperly fitted shirts are not permitted. This includes shirts that are too tight and/or too short.
- 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 and match.
- Socks are required. Socks must be a solid color of navy, black, red or white. Leggings, tights or hosiery must be fleshtone, white, navy or black.
- Gym uniforms are required for P.E. or Sports but may not be worn on other days.
- Navy blue sweaters or CCSA Sweatshirt
- Modesty dress guidelines: Skorts, skirts or dresses worn on or off campus at school related events must be no shorter than mid-thigh in length. No cleavage or tight fitting tops.

GROOMING FOR GIRLS

Girls in grades 7 and up may use moderate makeup. Lip gloss only. Fingernails may be 1" long only. Nail polish may be pink, red, or clear. Perfume may be used sparingly. Unnatural hair colors are not permitted.

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

WINTER GARMENTS

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

DANCEWEAR

Dancewear may not be worn in hallways except as allowed by the instructor. Students must change into the dancewear JUST PRIOR to class. Students may wear their PE clothes, leotards & tights, etc for dance but must be in school uniform for academic classes. Ballet or Jazz shoes recommended. No crop shirts or low-cut shirts. Students must change back into school uniform before leaving the building. Students ARE NOT ALLOWED to be leaving campus out of uniform without prior consent from school administration.

LOCKERS

Middle and High School students will be issued lockers at the beginning of the school year. Students are expected to keep their lockers neat, tidy and to treat them with care.

Lockers should, at all times, be considered the property of CCSA and not the private property of the student. Students may not handle, touch, take or use any of the contents in a locker that does not belong to them. Any student who does not adhere to this policy will be subject to disciplinary action. CCSA is not responsible for lost or stolen items belonging to any student.

Students are not permitted to exchange locks or swap lockers with another student under any circumstances.

Students are responsible for the lock and locker that is assigned to them for the school year.

Locker combinations are not to be given to others, so as to give them access. Locks that

are not issued by CCSA are not permitted. Locker checks may be performed periodically for the purpose of ensuring that food and trash are not being stored in the lockers. The Administration may search a student's locker at any time.

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.

LOST & FOUND

All articles left on campus will be placed in the Lost and Found. Unclaimed items will be disposed of periodically. CCSA does not assume responsibility for damage to personal property or lost items. Please be sure all jackets, sweaters, sweatshirts, and other personal items are marked with the student's name .

ATHLETICS

Student athletics is a privilege. A CCSA student is first and foremost a student, but also a representative of the school on the courts and the fields, home or away. High School athletes must maintain a minimum cumulative GPA of 2.5 to be considered eligible to try out for a sport or to be placed on the team roster. All athletes will sign an "Athlete Contract", in which they understand they will be models of good behavior in the classroom and during athletic practice or competition. Any infractions in the classroom or at school-sponsored events may result in the athlete being "benched" or removed from the roster.

All students participating in CCSA athletics are required to have proof of insurance, a current medical release, and a Sports Physical, on file in the school office.

ELECTRONICS AND TOYS

Cell phones, I-pods, Mp3s, headphones, pagers, radios, tape or CD players, electronic toys and such items are not permitted to be in use in the school building. If a student needs to bring their cell phone or other electronic device (including headphones) to school, it is recommended that it be locked away in their locker or given to the front office to hold until the end of the school day.

If a student is found with their cell phone on or out of their pocket/backpack, etc during school hours, the cell phone WILL be confiscated by teachers and staff and given to the Principal and the student will serve a Before School Detention. The phone will only be returned to a parent or guardian. **There is a \$10 fee to retrieve cell phones from the school administrator.**

WEATHER RELATED INCIDENTS

CCSA follows the procedures of Pinellas County Schools'. Information can be found at www.PCSB.org and Bay News 9. We have emergency procedures in place in case of fire. Parents are notified via Renweb in the case of an emergency procedure.

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.

