



**CSCA UPPER SCHOOL
DEPARTMENT**

(6th Grade – 12th Grade)

Revised 7/2016

Table of Contents

School Offices.....	2
Revision Policy.....	3
Mission Statement.....	3
Educational Philosophy.....	3-4
Educational Objectives	4
Permission and Cooperation Agreement	5-6
Academics.....	7-14
Attendance.....	15-21
Dress Code	22-24
Discipline	25-33
Physical Education and Extra-Curricular Activities.....	34-35
Home - School Communication	36
Traffic.....	37
General Policies	38-42

Phone Numbers

Upper School Office (Second floor of Building C).....	954-757-5386
Upper School Principal	954-840-1198
Middle School Principal	954-840-1109
Upper School Fax	954-757-5383
Upper School Guidance.....	954-840-1109
Admissions Office.....	954-840-1148

Revision Policy

Coral Springs Christian Academy is always seeking to refine the school's practices, policies, and procedures toward the end of school improvement. Therefore, Coral Springs Christian Academy reserves the right to update, revise, or amend the policies and statements that appear in this Student Handbook.

Mission Statement

Coral Springs Christian Academy ministers to students in a Christ-centered learning community which instills the vision and practice of excellence in academics, character, and service to others for God's glory.

Educational Philosophy

We believe the Holy Scripture is the only infallible rule of faith and practice. Thus, the entire educational process is guided by a biblical view. The school's central goal is to bring every student to the point of maturity where they glorify God in the totality of their life. All human and spiritual resources of this institution will be directed toward this end. As Christians, our educational philosophy is shaped by the Bible, which we believe to be the inerrant, infallible Word of Almighty God. The Scriptures give the revelation of God and His plan for mankind:

- The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding. -Proverbs 9:10
- The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction. -Proverbs 1:7

We believe that our children should be well prepared to become successful contributors to their world. To do this, they must understand the world in which they live. Their worldview should reflect the fact that God's Kingdom (in which Christ is King) is over all. A Christian philosophy of education involves all areas of study. True Christian education is not simply a curriculum which contains a Bible class. It is a manner of teaching in which the Word of God shapes and governs every subject. Children need to learn to think biblically.

Science - God's universal laws and the study of creation. He is the author and sustainer of life and absolutes. We want our students to know that they are studying God's Laws for the universe.

Math - God's constancy in an unstable world.

History - God's plan for the world and the redemption of His people. We want our student's to see the unfolding of God's plan for the ages and the redemption and salvation of His people.

Government - Civil government, as ordained by God for certain specific purposes. We want our students to know that true government is ordained by God and requires our loyalty and support.

Language - To communicate God's truth to others.

Literature - To apply Christian standards to the written word. We want our students to test other writers by Christian standards in order to appreciate what is good, true, and beautiful, and discern what is false or dishonoring to God.

Economics - God's order, as revealed in the Old and New Testament.

Arts - Recognizing God's gifts of music, visual arts, drama, act, and dance, and taking Christian dominion in these areas as a form of worship to Him.

Health and Exercise - Finding God's plan for nutrition and health as well as the protection of our minds and bodies.

Character - We want our students to learn the principles of honesty, decency, cooperation, fair play, and integrity because God has declared that these are our standards by which we are to live our lives.

Bible and Chapel - We want our students to know the truth of God. We want them to know the saving grace of Jesus Christ. We want them to develop a Godly perspective and a biblical world-view. Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind." -Matthew 22:37

Educational Objectives

To provide a Christian education for children of our community, and to provide this education without regard to race or ethnic background.

To provide an instructional program that places the Bible at the center, and asks students and teachers to evaluate all they see in the world through the Word of God, because God's Word is truth.

To teach the Bible in its entirety in a graded and organized manner.

To provide a college-preparatory education of the highest quality, with an emphasis on excellence in academic, athletic, performing and visual arts training.

To facilitate each student's spiritual, mental, physical, social, cultural, and emotional development and refinement.

To help each student develop a biblical world and life view.

To instill in the heart of the student a strong love for Christ, family, and country.

To endeavor to lead the unsaved student to a personal commitment to Jesus Christ and then guide them to a responsible Christian lifestyle.

Permission and Cooperation Agreement

I pledge my full support to Coral Springs Christian Academy by agreeing to the following:

Support - the standards of CSCA in every area of its philosophy and policies including academic, behavioral, spiritual, dress, moral, disciplinary, and maintain the basic principles of Biblical morality in my home. I agree to support the school to the best of my ability through prayer, time, and participation in the various school activities.

Cooperation - I agree to cooperate fully with the teachers and the administration of Coral Springs Christian Academy. I understand that CSCA has the right to dismiss a student who is found to be out of harmony with the goals and ideals of the work and life of CSCA.

Criticism - I will promptly address any criticism I have of the administration, staff, or policies of CSCA directly to the teacher, principal, administrator, or board member, in that order, rather than in front of my child or among other parents in public and commit to following the Matthew 18 principles for Biblical resolution of any problems.

Responsibility - I agree to assume the responsibility for my child's education by supervising homework, being an encourager, and keeping in regular contact with my child's teachers. I recognize my responsibility to maintain close communication with my child's teacher by attending called conferences, by following through with any homework, assignments or slips to be signed and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.

Attendance - I will support the educational program at CSCA by seeing that my child attends school regularly, arriving on time and being picked up promptly, by sending written excuses for tardiness and absence.

Pictures - I understand that some students appear in school promotional pictures and videos. I give permission for my child to participate if selected.

Field Trips - My child may participate in all CSCA authorized functions and field trips.

Consent and Authorization - In the event my child becomes ill or injured while under school supervision, I give my consent for the school authorities to take the following steps:

1. Contact a parent of the child and follow the instructions given.
2. Contact the child's physician and/or emergency medical personnel and follow instructions given.

If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint and empower the Headmaster or his designee, to furnish on my behalf such written or oral authorization as may be required. Further, I release the Headmaster, or his designee, Coral Springs Christian Academy and First Presbyterian Church of Coral Springs/Margate from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

Transportation - I give my permission for my child to use authorized CSCA transportation including approved parental drivers for travel to and from sponsored activities.

Hold Harmless - In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby release, indemnify and hold harmless Coral Springs Christian Academy and First Presbyterian Church, its agents and employees, from any and all actions and claims for personal injury or damages of any kind resulting from the transportation of Coral Springs Christian Academy students by myself or in vehicles owned or leased by me, or from the transportation of my own child to school events and functions in vehicles neither owned nor leased by Coral Springs Christian Academy or First Presbyterian Church, whether caused in whole or in part by the negligence of the operator of any such vehicle.

Arbitration - In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby agree to submit the rules to be used and procedure that will be followed and to binding Christian arbitration any matters which cannot otherwise be resolved; and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Changes - I accept responsibility to notify CSCA of changes of residences, employment, or phone numbers.

Damage - Campus property or personal property destroyed, damaged or lost by the student will be repaired or replaced immediately by the student's family.

Academics

Standard Academic Expectations

We desire to see each student demonstrate a high level performance in every class. To support the efforts of our students, a system of standards has been developed to encourage maximum success.

Curriculum

The Christ-centered curriculum of Coral Springs Christian Academy is a medium through which a student is oriented to a life in Christ and to the culture of this world. The curriculum provided at each grade level meets or exceeds state accreditation standards. Bible, foreign language, language arts, mathematics, science, social studies, computer education, performing and visual arts, and physical education are provided at appropriate levels.

Course/Credit Remediation

F's in academic courses which are required for Graduation must be made up before a student may take the next level class in that subject for which it is listed as a prerequisite. Students who do not make up an "F" will be required to repeat the class in their next semester at CSCA. It is expected that any subject failed be retaken in summer school. When the class is passed, credit will be awarded and the new grade will appear on the transcript and be used in calculating the GPA. Students earning a "D" in a required course are strongly recommended that the course be remediated."

High School Graduation Requirements

Completion of one of these programs meets the requirements for Bright Futures, Florida's state universities and NCAA qualification. *Please note the new credit requirement chart for incoming freshman and sophomores for the 2016-2017 school year. Credit requirements remain the same for juniors and seniors.

Standard Diploma	
SUBJECT	Credits
Bible	4.0
English	4.0
Mathematics: <i>at least 1 credit beyond Algebra II</i> (4 earned in HS)	4.0
Social Studies	4.0
Science: <i>Biology, Chemistry, and Physics required.</i>	3.0
Foreign Language: <i>two years of the same language</i>	2.0
Fine/Performing Arts	1.0
Personal Fitness/Health	1.0
Technology: <i>Computer Applications</i>	0.5
<u>Additional Credits</u>	<u>4.5</u>
TOTAL CREDITS	28.0

- **Maintain a 2.0 Cumulative GPA.**
- **A minimum of 150 community service hours must be completed**

Honors Diploma

SUBJECT	Credits
Bible	4.0
English	4.0
Mathematics: <i>at least 2 credits beyond Algebra II</i> (4 earned in HS)	4.0
Social Studies	4.0
Science: <i>including Biology, Chemistry, and Physics</i> (4 earned in HS)	4.0
Foreign Language: <i>two years of the same language in high school</i>	2.0
Fine/Performing Arts	1.0
Personal Fitness/Health	1.0
Technology: <i>Computer Applications</i>	0.5
Additional Credits	4.5
TOTAL CREDITS	29.0

- **Maintain a 3.5 Cumulative GPA.**
- **Pass 8 or more advanced classes (Honors, DE, or AP)**
- **A minimum of 150 community service hours must be completed.**

Advanced Placement Diploma

SUBJECT	Credits
Bible	4.0
English	4.0
Mathematics: <i>at least 2 credits beyond Algebra II</i> (4 earned in HS)	4.0
Social Studies	4.0
Science: <i>including Biology, Chemistry, and Physics</i> (4 earned in HS)	4.0
Foreign Language: <i>three years of the same language</i> (2 earned in HS)	3.0
Fine/Performing Arts	1.0
Personal Fitness/Health	1.0
Technology: <i>Computer Applications</i>	0.5
Additional Credits	4.5
TOTAL CREDITS	30.0

- **Maintain a 4.0 Cumulative GPA.**
- **Pass 8 or more advanced level courses (Honors, DE, or AP), 4 of which must be Advanced Placement.**
- **A minimum of 150 community service hours must be completed.**

The new graduation requirements for each diploma beginning with the 2016-2017 school year are listed below. *These requirements only impact the freshman and sophomore classes. Requirements for the junior and senior classes do not change.* Core course requirements remain the same. Two additional elective credits will be required in the new diploma structure.

CSCA THREE HIGH SCHOOL DIPLOMAS

New Credit Requirement

CSCA THREE HIGH SCHOOL DIPLOMAS

THREE GRADUATION DIPLOMAS	Advanced Placement Diploma 30 CREDITS, 4.0 GPA, 4 or more ADVANCED PLACEMENT CLASSES	Honors Diploma 29 CREDITS, 3.5 GPA 8 or more HONORS CLASSES	Regular Diploma 28 CREDITS, 2.0 GPA
BIBLE	4	4	4
ENGLISH	4	4	4
MATHEMATICS	4	4	4
SCIENCE	4	4	3
SOCIAL STUDIES	4	4	4
SPANISH	3 (2 in High School)	2 (2 in High School)	2
FINE ARTS	1	1	1
PE/HEALTH	1	1	1
TECH/COMPUTER	0.5	0.5	0.5
ELECTIVES	4.5	4.5	4.5
Total	30	29	28

Honors and Advanced Placement (AP) Course Requirements

Students seeking to take Honors and/or Advanced Placement (AP) classes must meet minimum prerequisite requirements. Prerequisite requirements are designed to ensure each student has met the appropriate standards to achieve maximum success in all classes taken.

GPA (Grade Point Average) and Weights

Grade point averages are based on the weight of the class. Honors and Advanced Placement classes carry additional weight due to the academic challenge of these classes.

Honors courses are weighted 1.0 grade points

AP courses are weighted 1.5 grade points

Dual enrollment courses are weighted 1.25 grade points.

No additional points are awarded for a “D” or an “F”.

Academic weights are as follows:

College Prep	Honors	Dual Enrollment	Advanced Placement
A = 4	A = 5	A = 5.25	A = 5.5
B = 3	B = 4	B = 4.25	B = 4.5
C = 2	C = 3	C = 3.25	C = 3.5
D = 1	D = 1	D = 0	D = 1.0
		F = 0	

Honor Roll

The Coral Springs Christian Academy Honor Roll system is used as an incentive for students to do their academic best in each grading period at the upper school level. The Honor Roll system will also serve as an incentive for students to do their very best in the area of student conduct.

Headmaster Honor Roll

To achieve this recognition, a student must earn at least a 4.0 overall GPA in all subjects and receive no grade lower than an “ A-” on his/her report card. In addition, the student must meet or exceed all conduct expectations.

Principal’s Honor Roll

To achieve this recognition, a student must earn at least a 4.0 overall GPA in all subjects and receive no grade lower than an “ B-” on his/her report card. In addition, the student must meet or exceed all conduct expectations.

Valedictorian/Salutatorian

Only semester grades earned in courses while attending high school at Coral Springs Christian Academy and that carry high school credit, will be used to compute an internal GPA to determine valedictorian and salutatorian. Any student having attended high school at Coral Springs Christian Academy for at least three years, graduating with the highest internal GPA, and who, in the judgment of the faculty and administration exhibits an exemplary life, will represent the graduating class as valedictorian in the commencement ceremony. The same procedure will be used in selecting the salutatorian, the student or students with the second highest internal GPA. Students entering high school at Coral Springs Christian Academy after the first semester of the sophomore year are not eligible for these honors.

Class Changes

Class changes may only be requested during the first three weeks of the semester or in the case of a transfer student, within the first three weeks of attendance. All changes require the approval of the respective class instructor, the student’s parents, and the guidance counselor. Any and all schedule changes must adhere to this course level requirement to maintain graduation requirements.

Exam Exemption

Seniors who earn a 95% in the two grading Quarters of a second semester class AND have no more than five absences (excused or Unexcused) during the semester may choose to exempt from that exam. The same rules apply for a first semester class but only if it is a one semester course (.5) such as Economics, Bible, or Psychology. There are no other exemptions allowed.

Guidance

Guidance is available through the school for personal, academic, and vocational needs. God's Word gives the basic principles needed to solve these problems and obtain guidance. God has promised to give wisdom to all who seek it (James 1:5, Proverbs 3: 5-6). Counseling in college choice and finance is available; therefore, students are asked to consult with the guidance office for personal counseling, academic counseling, or college planning.

Academic Probation

If a student's grade point average (GPA) falls below a 2.0 (C) by the end of a nine week grading period, the parents will be notified that the student is being placed on academic probation until the end of the following grading period. The student will meet with the guidance counselor to assess whatever adjustments the student may need to make in order to correct the problem. If the student raises his/her overall average by the end of the next grading period, he/she is removed from probationary status. If the student does not raise his/her GPA to a 2.0, they will become ineligible for all extracurricular activities and may impact continued enrollment pending an administrative review.

Academic Eligibility Requirements for Participation in Co-Curricular Activities & Sports

Coral Springs Christian Academy will follow the Florida High School Athletics Association (FHSAA) Article 9.4.1 regarding academic standing for eligibility purposes. Students must maintain a cumulative GPA of 2.0

High school students cannot participate in co-curricular activities while on academic probation.

Middle school students participation on a Varsity or Junior Varsity level team will follow the high school FHSAA guidelines.

For middle school students participating in middle school level team or co-curricular activity, the following academic guidelines will be followed.

Students earning a GPA below a 2.0 from the previous semester will be ineligible to try-out or participate in any co-curricular activities during that quarter.

National Honor Society

Selection process: The National Honor Society chapter of Coral Springs Christian Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office and have been revised to meet our local chapter needs. Students are selected to be members by a faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school during the first school term.

Criteria for selection: Students in grades ten, eleven, and twelve are eligible for membership. For the scholarship criterion, students must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Student must have been in attendance a minimum of one semester at CSCA.

Those students who meet this criterion are invited to complete a Student Activity Information Form which provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. A history of leadership experiences and participation in school or community service is required. The CSCA chapter requires participation in at least two student activity organizations each year, i.e., sports teams, chorus, performing arts, Writers' Club, Math Club, discipleship groups, etc., and documented service hours in accordance to grade-level requirements:

- 10th grade: must have completed at least 25 hours of personal community service.
- 11th grade: must have completed at least 75 hours of personal community service.
- 12th grade: must have completed at least 150 hours of personal community service.

Students are encouraged to make use of the summer months to accumulate service hours towards NHS requirements. The CSCA chapter employs a June to May schedule, allowing students to begin working towards the selection criteria in the preceding June. Service hours performed by ninth grade students towards high school graduation requirements may also be used to fulfill NHS requirements.

Evaluation: In the evaluation process, the Faculty Council uses two forms of input: first, school disciplinary and academic records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. (A written essay is also required with the Information Form to assess the student's reasons for application and personal goals during membership.) Applications are strictly confidential and remain the property of the NHS; information contained therein will be shared only within the Faculty Council. A unanimous vote on the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. The Student Activity Form is an integral part of the evaluation process and must be filled out in its entirety. The absence of information in any area will automatically exclude the candidate from further consideration. Once an application is submitted and evaluated, additional information or input will not be considered.

Induction: Following notification, a formal induction ceremony is held at the school to recognize all newly selected members.

Member obligations: Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in chapter service projects.

National Junior Honor Society

Selection process: The National Junior Honor Society chapter of Coral Springs Christian Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school during the first school term.

Criteria for selection: Students in grades seven and eight are eligible for membership. For the scholarship criterion, students must have a cumulative grade point average of 3.5 or better on a 4.0 scale. A minimum of 5 service hours must be completed with the submission of the Information Form. Student must have been in attendance at CSCA for at least one semester.

Those students who meet this criterion are invited to complete a Student Activity Information Form, which provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. A history of leadership experiences and participation in school or community service is required.

Evaluation: In the evaluation process, the Faculty Council uses two forms of input: first, school disciplinary and academics records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. (A written essay is also required with the Information Form to assess the student's reasons for application and personal goals during membership.) Applications are strictly confidential and remain the property of the NJHS; information contained therein will be shared only within the Faculty Council. A unanimous vote on the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. The Student Activity Form is an integral part of the evaluation process and must be filled out in its entirety. The absence of information in any area will automatically exclude the candidate from further consideration. Once an application is submitted and evaluated, additional information or input will not be considered.

Induction: Following notification, a formal induction ceremony is held at the school to recognize all newly selected members.

Member obligations: Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year and participation in chapter service projects.

For interested students, an informational meeting will be held early in the first term for further clarification of NJHS purposes, activities, and the selection process. The NJHS will announce said meeting in a timely manner in the school's publication.

Community Service

Coral Springs Christian Academy requires that all high school students participate in a community service program and complete 150 hours prior to graduation. Each high school student must complete the minimum number of service hours per the published schedule each year between June 1st and mid-May. Community service may not be completed during school hours without permission from the Upper School administration. Service hours must be submitted to the Upper School Office during the year in which they were earned to receive credit. Official service hour log sheets are available in the office. Students are encouraged to serve additional hours and, if they accumulate a minimum of 226 hours during their high school career, may receive a community service honor cord to wear at graduation exercises.

Comprehensive community service guidelines are published by the school and are available on the website and in the Upper School Office. Students will not be permitted to take their second semester final exams until this requirement has been fulfilled. Student transcripts for college applications will indicate the number of hours performed. Graduating seniors will not receive a high school diploma, nor will final transcripts be sent to colleges until this requirement has been completed. Certain scholarship opportunities may require additional minimum community service hours to qualify. Students should check with their college or university of choice to determine community service requirements.

Community Service Guidelines

It is the intent of the Coral Springs Christian Academy Community Service Program to reach outside of the immediate school community into the local communities in South Florida. A hallmark of the Christian life is a servant spirit as demonstrated by Jesus throughout His ministry and in His final commission to the disciples in Matthew 28. Our desire is to be faithful to that commission by reaching out to a needy world with the Gospel and through acts of service.

In order to maximize the impact of our service program, the following guidelines have been developed. Although not exhaustive, they do serve to provide structure and direction for our students as they plan to fulfill the service requirement. Since community service should be a regular habit, we require a yearly activity instead of completing all hours in the last year of attendance (see schedule below) **. Any questions or need for additional information should be directed to the Upper School Office.

1. All hours are to be performed through a non-profit or church organization. Private individuals or businesses do not qualify.
2. All hours are to be performed under adult supervision.
3. Hours worked for compensation cannot be counted for service.
4. Hours worked may not be supervised by parents or other family members
5. Hours may not be performed during school hours without authorization from an Upper School administrator.
6. The annual requirement of hours must be completed the week before final exams.
7. Service hours attached to school curricular/extracurricular activities may not be counted for credit in the service hour requirement, unless they are part of a special outreach project sponsored by the school (e.g. Thanksgiving Turkey Drive, Christmas Toy Drive, etc.). However, service hours may be earned at after-school special events hosted by CSCA (e.g. banquets, Country Fair, etc.) All such hours must be pre-approved by the Upper School administration.

8. We encourage our students to be involved with their home church or at Coral Springs Christian Academy, but also want them to reach out to other organizations in the community. All hours performed at their churches or CSCA will be credited toward senior honor cords and scholarship opportunities. However, a minimum of ten hours per yearly requirement should be at an organization outside of the home church or CSCA.
 9. Exemplary Service Requirements for graduation:
White Cord: 226-325
Silver Cord: 326-450
Gold Cord: 451+
- ** Freshman – 35 hours
Sophomore – 35 hours
Junior – 40 hours
Senior – 40 hours

Attendance & Absences

Coral Springs Christian Academy is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost, to the student's detriment. Therefore, it is expected that students attend and participate in all classes. Some absences, however, are inevitable and unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance:

Excused Absences

Excused Absences always require a parental call, e-mail, or parent or medical note by the day of return citing the specific reason for the absence.

Excused Absences must meet the criteria listed below to be valid:

1. A parent/legal guardian must call to the CSCA attendance phone line and indicate the absence and reason for it prior to roll call for the child's class.
2. A signed parent or medical practitioner's note may be submitted the day the student returns citing the specific reason for the absence.

If these conditions are not met, the absence is recorded as Unexcused. All absences that do not meet the validation criteria for Excused Absences as listed below, even if they are called in, are considered officially unexcused.

Criteria for Excused Absences:

1. Personal illness, injury of the student or Medical/dental appointments.
2. Communicable illness (Nurse must be notified and doctor's note presented to return to classes).
3. Family bereavement.
4. Family emergency reported by parent.
5. Personal/family trips when written notification is received in advance by the Principal and administrative pre-approval given.
6. School suspension.
7. College visitation days for seniors and juniors (two allowed each year).
8. Parental notification of student's absence is made to the office within 24 hours.

Note: Official school trips, mission trips, or retreats are not recorded as absences. See Make-up

Work Policy for details about missed work.

All students will be limited to three (3) excused absences (EA) per class per quarter without penalty. Once a student reaches the limit, a conference with the student will be held with an administrator. For each EA in excess of three (3), a 1% quarter grade reduction per class will be applied. Students in excess of eight (8) absences (EA or unexcused) in a semester will receive a full semester grade reduction/class. Students approaching that limit and their parents will be notified by the office.

Medically excused absences (ME's) for medical/dental appointments and for students who are under care for extended illness, do not count towards the limit if a doctor's note is forwarded to the Attendance Officer.

Unexcused Absences

A student's absence from school will be deemed "unexcused" for any of the following reasons:

1. Parent/guardian fails to contact school office to excuse his/her student's absence within 24 hours.
2. Truancy.
3. Personal trip or family vacation without five days advance notice in writing to the Principal requesting administrative approval.
4. A tardy to school becomes an unexcused absence twenty (20) minutes after first period classes begin, if the appropriate school office does not receive a note or telephone call.
5. Other reasons not listed above under Criteria for Excused Absences.

Any unexcused absence (UA) will result in a 1% reduction in a student's quarter grade per class. Students will be assigned a detention and required to make up missed work according to the direction of the appropriate teacher. For each UA in excess of three (3) in a quarter, a 2% grade reduction per class will be applied and students will be suspended from classes. Students will not be readmitted to classes until parents have had a conference with the Principal. Students with five (5) UAs will be suspended from classes and receive a full semester grade reduction per class. Readmission to class will not take place until parents and students have had a conference with the Principal. Unexcused absences in excess of five (5) will jeopardize continued enrollment.

Additionally, organized "skip days" by classes or groups of students are considered unexcused absences.

After eight consecutive school days of absence, a parent conference with the Guidance Counselor is requested to create an educational plan for the student. Accommodations or arrangements need to meet the school's standards to assure continued academic progress. Students absent on the day of an exam must make up the exam to receive credit for the class. In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the maximum absence policy may be made at the discretion of the school administration. A doctor's note is required within one week of any extended absences. Classroom work will be made up at the discretion of the appropriate teacher, department head or administrator.

Tardiness

Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. It is therefore important to fully understand and support the following tardy policies and expectations.

A student is tardy if he or she is not present in homeroom or class before the bell rings.

A tardy to school becomes an unexcused absence twenty (20) minutes after first period classes begin, if the appropriate school office does not receive a note or telephone call.

A tardy will be recorded as excused only when the student is accompanied by the parent/guardian to the office, and if it meets any of the criteria listed below.

Students arriving late to school must report to the Upper School Office for a pass before they can be admitted to homeroom or to class. No student will be admitted late without an office pass.

Students dismissed late by another teacher, the office, or guidance must bring a note or pass from that staff member to the next class.

Students who are late returning from lunch must obtain a pass from the office.

Tardy students are required to submit all work due for every class that day, and take any missed quiz or test before they leave school to avoid a grade reduction.

Students must be present in periods 3-4 or 7-8 to be eligible for participation in any afterschool activity, game, or event, unless a doctor's note is presented. Any exception must be approved by the Principal.

Tardy records and any resulting consequences accrue for the semester.

Criteria for Excused Tardies

Excused tardies require the student to present a medical note or be accompanied by a parent to the office for any of the following approved reasons:

1. Personal illness or injury of the student.
2. Medical appointments.
3. Family bereavement.
4. Family emergency explained by the parent.

All other tardies are recorded as Unexcused.

Unexcused tardiness to individual classes will be treated on a semester basis in the following manner:

- 1st: No consequence.
- 2nd: No consequence.
- 3rd: 1 hour detention
- 4th: 1 hour detention
- 5th: 1 hour detention
- 6th: Saturday detention (including \$45 fee for supervision)
- 7th: Saturday Detention (including \$45 fee for supervision)
- 8th: In-school suspension with grade reduction (1% per class)
- 9th: In-school Suspension with grade reduction (1% per class)
- 10th: Out-of-School Suspension with grade reduction (2% per class)

Family Trips

Students who desire to go on a family or college trip causing them to be absent from school for more than two days, must make prior arrangements with the appropriate school office. A trip form can be obtained by sending a note from home indicating the dates and purpose of the trip. The completed form must be returned to the appropriate school office ten (10) days in advance of the trip. After reviewing the reason for the requested absence, the input from the teachers, and the current academic status of the student, a decision will be made as to the advisability of the absence.

Students who are absent, are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

Early Sign-out Policy

Early Sign-outs are appropriate for student medical or similar appointments that cannot be scheduled during non-school hours. They will be excused for the same reasons as Excused Absences. All others are considered Unexcused.

If a student becomes ill, he/she must report to the school nurse to telephone his/ her parent/guardian for permission to leave campus. **Students should not use personal cellphones for this purpose.** Parents/guardians must give permission to the school nurse before a student leaves campus.

If a student must leave campus during the school day, the parent/guardian must personally sign out their child from the office.

Parents of students who drive, must call the office and give permission for their children to sign themselves out before he/she will be allowed to leave campus.

No student may leave campus for lunch.

Any assigned work due that day must be turned in or left for the teacher before the student leaves. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving.

Students may return to school after an early sign-out with a parent's note, but must sign in upon return at the office. This will not be listed as a tardy.

Early sign-outs in excess of ten (10) in a semester (excused and unexcused) will each be recorded as an excused absence for that semester.

Dismissals for athletic events or school functions are not considered Early Sign-outs.

All Early Sign-outs and any resulting consequences accrue for the semester.

Students who leave school without permission are considered truant and are subject to suspension from school.

Students must be present for periods 3 and 4 or 7 and 8 in their entirety, to be eligible for participation in any afterschool activity, game, or event, unless a doctor's note is presented. Any exception must be approved by the Principal.

Early Dismissal Policy

Students leaving school early for athletic and other school-sponsored events/trips are responsible to turn in any class work due that day before leaving campus. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving. Coaches are responsible for monitoring compliance.

Makeup Work Policy

The responsibility for obtaining and completing missed work due to a tardy or school absence is that of the student and parent. Teacher e-mail and other students are appropriate resources. Parents planning trips during school time are expected to assume the responsibility to obtain ten-day advance notice from the Principal and for make-up arrangements with teachers before the trip.

Students returning from an Excused Absence have one day for each day absent to make up all required work and tests that were missed, starting the day after they return. For example, if you were absent for three days, upon your return, you have a deadline of three days, starting the following day. Pre-assigned work, however, is due upon returning to school unless the circumstance approved by the teacher and administration warrant otherwise. It is the student's responsibility to see every teacher immediately, and meet the deadlines. Work completed on time will receive a normal grade with no penalty. Late work will earn a grade penalty.

Students missing class for an Unexcused Absence (including skipping) who turn in any work late, will receive a late grade penalty of "F". Students will be required to take any tests missed with a fifty percent (50%) as the highest possible grade that can be earned.

For major assignments (as defined by the teacher) which are turned in late due to an

Unexcused Absence, the following grade penalties will apply:

Students will receive a 10 percent reduction per day for the first five school days after the initial due date. After those five days, the assignment will receive a zero.

Major assignments submitted late on the actual due date (a student in second hour turns in a paper after school, for example) will receive a five percent reduction.

Tardy students (Excused or Unexcused), who miss a class, are required to submit all work due that day to the teacher. Any quiz or test missed must be taken that day in testing hall (Tuesdays through Thursdays), or a place at the teacher's discretion. Otherwise, penalties for late work due to Unexcused Absence will apply.

Students missing any class due to Early Dismissal for an athletic or Field Trip must hand in any work due prior to leaving campus, or receive a late grade penalty of "F". Make-up of any test or quiz to be missed must be arranged with the teacher before leaving.

Students missing classes for one or more days on an official school trip, mission trip, or retreat, will have one day for each day away, starting the day after they return, to turn in all required work and complete any tests missed. Late penalties will otherwise be assigned.

Students serving In-school Suspension must complete and turn in all assignments due and all class work assigned to the office that day unless special arrangement is approved by a teacher.

Students serving in or out of school suspension will receive a grade reduction on tests/quizzes/or projects missed and on any assignments which are turned in upon their return to school. A grade of "0" will be assigned for participation for any classes missed.

Dress Code

Coral Springs Christian Academy has a standardized dress code and school uniforms. Uniforms must be purchased through the official CSCA uniform company. Only clothing bought from the current uniform company is permitted in school, including jackets, sweatshirts and sweaters. Other school logos will not be permitted on any uniform. Uniforms must be worn clean, properly hemmed, and pressed.

Personal Appearance Guidelines

Students are expected to be well-groomed and neatly dressed according to code during school hours. Students must follow the non-uniform guidelines when attending any school sponsored event, ie; sporting events, dances, etc. Any form of dress, jewelry, make-up, hairstyle, hair coloring, or elements of personal appearance which is considered extreme, distracting, or disruptive by the Administration, or does not follow the uniform and Handbook guidelines will not be permitted.

Girls

- **Skorts/Shorts:** Must be no higher than four inches above the top of the knee.
None of these may be rolled up.
- **Sweatshirts:** Hooded sweatshirts are not allowed during the school day. Only sweatshirts purchased from the uniform company may be worn. All jackets, sweaters, or hooded sweatshirts must be stored in locker upon arrival to class and not worn to class. Exception: seniors may wear to classes an official sweatshirt of a college they have been accepted to, but with the hood down, beginning in January.
- **Hair:** No extreme or unnatural hair color or hairstyle. Hair may not obstruct the eyes.
- **Jewelry:** No more than two earrings per ear. No earrings longer than two inches. No excessive jewelry may be worn including extra wide bracelets/wristbands.
- **Shoes:** Sneakers or shoes are allowed. Shoes must be low heeled. Sandals, slippers, boots, flip-flops, crocs, open toe, or open back shoes are not allowed.
- **P.E. Uniform:** Official CSCA PE shorts and PE t-shirt must be worn. Students may wear this uniform to homeroom if they have PE as their first period of the day. Sweatpants are worn to PE only at teacher's discretion.
- **No visible tattoos** temporary or permanent.
- **General:** No extreme makeup. No body piercings/plugs visible except for earrings (girls only).

Boys

- **Shirts:** Must be of correct size and be properly buttoned. All shirts must be tucked in. White, navy or red t-shirt only may be worn under the uniform shirt. Shirts worn under the uniform shirt may not hang below the uniform shirt. No extra logos/graphics are permitted on shirt or visible through the uniform shirt.
- **Pants/shorts:** Must be worn at, not below, the waist. Belts are required.
- **Sweatshirts:** Hooded sweatshirts are not allowed during the school day. Only sweatshirts purchased from the uniform company may be worn. All jackets, sweaters, or hooded sweatshirts must be stored in locker upon arrival to class and not worn to class. Exception: seniors may wear to classes an official sweatshirt of a college they have been accepted to, but with the hood down, beginning in January.
- **Hair:** May not be worn over eyes or below the ear. Must not extend below the collar. No extreme or unnatural hair color or hairstyle. All boys (6-11) must be clean shaven; two or three day beard growth is not acceptable. Seniors may have facial hair that is neatly trimmed.
- **Shoes:** Sneakers or shoes are allowed. Sandals, flip-flops, crocs, open toe, or open back shoes are not allowed.
- **P.E. Uniform:** Official CSCA PE shorts and PE t-shirt must be worn and only to PE class.
- **Jewelry:** No earrings or piercings. No excessive jewelry may be worn including extra wide bracelets/wristbands or those with inappropriate labels. Necklaces worn by boys must be kept inside their shirt.
- **No visible tattoos** temporary or permanent.

Non-uniform Days/After School Dress

Guidelines:

Certain days of the school year are designated as non-uniform days. Students participating must observe the following:

1. Denim jeans are permissible as long as they are not unacceptably tight, unclean, ripped, frayed, baggy, or with holes in them.
2. Shirts must not advertise alcoholic beverages, tobacco products, secular music groups, or any questionable or offensive material.
3. Girls must dress modestly and not expose the midriff or cleavage.
4. The hem of dresses and skirts should extend no higher than four inches above the top of the knee.
5. Shorts/skortts must be no shorter than four inches above the knee.
6. Hoodies are not allowed.

Those not in appropriate attire will be required to put on a regular school uniform.

Field Trip / Special Activity Dress Code

CSCA students on field trips and school sponsored off-campus activities, at the principal's discretion, may not be required to wear uniforms. However, the school's non-uniform dress code will apply. When swimming is involved, all swimsuits must be modest and girls must wear one piece suits.

Chapel Day Attire Requirements

Middle & High students are required to wear the following attire on Chapel day:

- **Boys:** Official CSCA uniform tie, oxford shirt, long pants, and belt.
- **Girls:** Official CSCA uniform skort/pants and oxford shirt.

Athletic/Sports Uniforms

Each team will have a special number of days to wear their team shirt/jersey in order to highlight particular games during the season. These days will be determined by the Athletic Director and Upper School Administration. Uniform pants/bottoms must be worn on these occasions.

Discipline

One of the distinctive qualities of Christian education at Coral Springs Christian Academy is that it is a partnership with parents and students. We seek to partner with parents to work with the school to fulfill our educational mission especially in the area of student discipline. When students are aware that their parents are supportive of the schools standards of discipline, it significantly affects the quality and consistency of their conduct.

Standards of Excellence

All students and parents are encouraged to make every effort to meet and whenever possible exceed these Standards of Excellence. Students are expected to maintain high Christian principles both on and off campus.

1. Strive for a Christ-centered attitude and behavior. Colossians 3:2-17
2. Honor and obey my parents. -Exodus 20:12, Ephesians 6:1-3
3. Strive for excellence as a student. Philippians 1:10, -Proverbs 18:9, -Galatians 5:22-23, -Ephesians 2:10
4. Cooperate respectfully and obey willingly those in authority. -Hebrews 13:7,
5. Abstain from immoral or illegal behavior, inappropriate or illegal use of electronic devices or use of alcohol and tobacco, illegal drugs, profanity, sexual immorality, and witchcraft. 1Thessalonians:3-7, -Ephesians 5:3-5
6. Refrain from television, movies, music, and other media that emphasize ungodliness, impurity, immorality, the drug culture, or rebellion against authority. -Philippians 4:8, -Ephesians 5:15-17
7. Avoid even the appearance of evil both on and off campus which would bring dishonor to Jesus Christ, my parents, and to Coral Springs Christian Academy. -I Thessalonians 5:22, -I Timothy 6:11, II Timothy 2:22
8. Follow the dress code that has been established at CSCA and to wear modest apparel. -I Timothy 2:9, Deuteronomy 22:5, Proverbs 7:1012
9. Refrain from dissension, gossip, arguing, and complaining. -Philippians 2:14-15, -Proverbs 26:20
10. Submit to the discipline of Coral Springs Christian Academy. -Hebrews 13:17, - Romans 13:1-5

Student misconduct at CSCA is divided into two categories: Category 1 Behavior, which is considered serious, and Category 2 Behavior, which is less serious but still inappropriate and unacceptable. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration.

Category 1 Behaviors

These may result in suspension and/or expulsion. Category 1 Behavior infractions include, but are not limited to, the following:

- Possession and/or use of alcoholic beverages, illegal drugs, and tobacco products on or off campus or at school-sponsored activities.
- Possession and/or use of dangerous or potentially dangerous items such as guns, knives, matches or lighters and fireworks.
- Spoken or written threats made towards anyone.
- Fighting.
- Honesty infractions such as lying, stealing (student must pay restitution), forgery, plagiarism, or cheating. If students are found cheating on homework, tests, or quizzes, they will also receive zero for that work. (additional penalties apply; see cheating/plagiarism policy)
- Skipping school (all work missed will be given a zero).
- Calling 911 (pay fee); setting a fire or pulling the fire alarm.
- Excessive detentions and/or behavioral problems.
- Participation in pranks against the school or school property.
- Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature.
- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature.
- Bullying: meaning any systematic or chronic conduct that physically, emotionally or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities.
- Off campus criminal activity.
- Physical harm to others with malicious intent
- Immorality and/or lewd behavior, including the use of technology for that purpose on or off campus

Category 2 Behaviors

These may result in reprimand, work assignment, conduct detention, Saturday detention, suspension, or other forms of disciplinary action. Type B Behavior infractions include, but are not limited to the following:

- Profanity, obscenity, and/or vulgar speech.
- Insubordination or disrespect.
- Classroom disruptions.
- Inappropriate access to the CSCA computer network, misuse of school technology, or violation of the CSCA
- Internet-use policy.
- Use of personal technology to access audio/visual content at any time on campus that is inappropriate for a Christian environment as determined by administration.
- Use of cell phones outside of lunch period for high school students, and during school hours for middle school students.
- Use of personal technology for social media interaction, playing video games, watching movies or music videos in the classroom.
- Running and/or horseplay in the building.
- Sending out for food during the school day without teacher permission.
- Public displays of affection and/or inappropriate physical contact between students.
- Entry into certain “off limits” areas of the building or grounds: kitchen, maintenance areas, closets, storage areas, and busses.
- Skipping a class. (Note: Any work that is missed—tests, quizzes, and/or homework may receive a zero when skipping is involved.)
- Reckless driving on the school parking lot or parking violations.
- Behavior which endangers others
- Acts of vandalism or defacing property (student may be asked to pay restitution)
- Repeated tardiness to school and/or classes
- Unexcused absences from school.
- Avoiding supervision /aftercare program while on campus between the hours of 3-6 p.m.
- Students who engage in other serious misconduct in or outside of school not expressly covered by the foregoing standards (e.g. **inappropriate social media posts, sexting**, or other Internet abuse), but which is disruptive to school operations and detrimental to good order and discipline, may be subject to disciplinary action up to and including suspension and/or expulsion.

Internet Use Policy

Computers used at Coral Springs Christian Academy are provided to further the goals of the Christian educational experience. Students are only authorized to access designated folders and appropriate websites. The misuse or vandalism of school computers will result in disciplinary action.

Harassment and Bullying

Harassment is defined as any verbal, written or physical conduct that threatens, insults, or dehumanizes students. Written harassment includes those committed through electronic means and the use of computer software.

Florida law expressly defines “bullying” as the act of systematically or chronologically inflicting physical harm or emotional distress on a student. The law also provides examples of conducts that may result in bullying: teasing, social exclusion; threat; intimidation; stalking; physical violence; theft; sexual or racial harassment; public humiliation; or destruction of property.

Bullying, cyber-bullying or harassment must be sufficient to place the student in reasonable fear of harm against him or his property; and sufficient to interfere with the student’s social performance, opportunities, or benefits. The Florida anti-bullying law also penalizes those who induce or coerce others to bully or harass students.

Consequences for students who commit acts of bullying or harassment may lead to suspension or expulsion. Please note: If a student’s speech or behavior outside of school results in substantial disruption of the learning environment, the student may be subject to school discipline as well. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. The principal is responsible for receiving complaints alleging violations of this policy. Any written or oral re- porting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Cyber Bullying

CSCA treats all forms of Cyber-Bullying, including acts that occur off the academy’s campus, as acts that are contrary to the academy’s moral and ethical standards and that are a disruption to the orderly operation of the academy. Students who are involved in any act(s) of cyber-bullying may be suspended or expelled based on the assessment of the building Principal and the Headmaster regarding the level of threat or harassment represented by such acts. CSCA follows the Broward county school’s definition of Cyber-Bullying. The definition of “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, and intimidates an individual or group of individuals.
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property.
3. Has the effect of substantially disrupting the orderly operation of the school.

Dangerous or Distracting Items

In order to preserve an environment conducive to learning and safe from personal threat, certain items are prohibited from the campus, and disallowed from use during school hours. Any dangerous, annoying or distracting items, including but not limited to, matches, lighters, laser pointers, water pistols, etc. are not allowed on the school campus unless otherwise specifically permitted by the school administration.

Guns (of any type, real or imitation), knives (including pocket knives) and other weapons, including tasers, pepper spray, etc. are strictly prohibited from the campus.

Electronic devices that are an attractive nuisance, such as iPods, headphones, etc. are not allowed to be used during the school day. Cell phones may be on and in use before and after school hours, and during the high school lunchtime.

Any prohibited items found or used on campus in violation of these regulations will be confiscated and may be returned to the student or parent at such a time as is deemed appropriate by the Administration. Illegal items will be turned over to the authorities.

A student's possession of any weapon, or any object that may be construed as a weapon, subjects his or her enrollment at the Academy to termination. Even cases where clearly no malice was intended or threatened may result in disciplinary action.

Drug and Alcohol Free School Policy

Coral Springs Christian Academy has a strict policy regarding any form of drugs and/or alcohol involving students. The use, possession, transportation, or involvement in the purchase of drugs or alcohol *on or off* the school campus will result in disciplinary action and possible expulsion depending on the circumstances.

Administration may request that a student submit to drug testing, either on school property or at a specialized clinic or doctor's office. Refusal to honor this requirement may result in suspension or expulsion.

The school reserves the right to question students about suspected or actual drug use. A student's locker, car, or personal belongings may be searched by school officials at any time without prior notification.

Discipline Progression

Teacher Responsibility

Individual teachers will handle inappropriate behavior in their own classrooms. It is expected that most disciplinary problems will hopefully be resolved between the student and teacher. If a student has reached the limit of the classroom teacher's discipline plan, the matter will be referred to administration for further disciplinary action.

Detention Hall

Detentions assigned by administration will be held Tuesday through Thursday from 2:45–3:45 p.m. in Room 130C. The student is to take the detention notice home to inform his parents and make transportation arrangements. The signed detention form must be turned in at the beginning of the detention time (2:45 p.m.).

Failure to serve a detention will result in an additional one-hour detention. Further missed detentions will result in the assignment of Saturday Detention.

Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the detention hall monitor. Homework or other study may be done after the written assignment has been successfully completed. Talking, sleeping, eating, drinking, chewing gum, or causing any kind of disturbance will not be tolerated. Any violations will result in a five-minute extension of the detention time per offense.

Detentions for repeated violations will progress to Saturday Detention and suspension at the discretion of Administration.

Saturday Detention

Students who are assigned this disciplinary measure are required to report to school from 8 a.m. to 11 a.m. and are assigned to on campus work projects. The student pays a \$45.00 fee which goes toward the supervisory cost of the program. Students who are late, disruptive, or non-compliant with the rules of Saturday school will be sent home. Failure to attend Saturday school or dismissal from Saturday school may result in a suspension from school and additional penalties.

Suspension

A student may be suspended for Category 1 or Category 2 Behavior violations. When possible, in-school suspensions will be used. On the day of an in-school suspension, the student must report to the office by 7:45 a.m. with enough academic work to occupy his/her time for the day. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspensions. The student is released at 2:35 p.m. A reentry meeting with parents, administrators, and/or teachers may be required.

Students serving in or out of school suspension will receive a grade reduction on tests/quizzes/or projects missed and on any assignments which are turned in upon their return to school. A grade of “0” will be assigned for participation for any classes missed.

Behavior Contract

Students who have been assigned a suspension and/or have multiple infractions of the discipline or attendance policies may have their re-enrollment for the next year placed on hold pending an administrative review. Parents will be notified if their child's enrollment for the following school year could be denied for non-compliance in regard to school policies.

A student who consistently displays behavior or attitudes in opposition to the standards and requirements of CSCA or commits a Category 1 violation could be placed on a Behavior Contract. The following conditions will define this procedure:

- Students will be placed on a Behavior Contract at the discretion of the school administration.
- The probation period will last for at least one semester.
- The Behavior Contract must be signed by the student, a parent, and an administrator.
- The contract will describe the behavior problem and the conditions for improvement.
- A Behavior Contract may specify that the student on probation will not represent CSCA as a member of any team, organization, activity, or group.

End of the Year Behavior Review

Students who have been assigned a suspension and/or have multiple infractions of the discipline or attendance policies may have their re-enrollment for the next year placed on hold pending an administrative review. Parents will be notified if their child's enrollment for the following school year could be denied for non-compliance in regard to school policies.

Expulsion

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, who are involved in very serious misconduct, or who bring discredit to Coral Springs Christian Academy, may be expelled or asked to immediately withdraw.

The administration of CSCA retains in its sole discretion the right to determine admission and continuation of enrollment at CSCA. When a student develops a history of continued misconduct or commits a serious violation of the CSCA standards, or when the student or parent refuses to cooperate with the administration, the Headmaster may ask that the student be withdrawn or may expel the student. A request to withdraw or an expulsion is a final act by CSCA administration.

Appeals beyond the final decision of the Headmaster to the School Commission will only be considered under extraordinary circumstances or in the event new information surfaces that would impact the decision.

Expellable offenses include, but are not limited to: category one violations, refusal to abide by the school standards, repeated suspensions, immoral activities, use of drugs, alcohol or tobacco products, pornography, bomb threats, bullying, stealing, defacing of property, harming self or others, or any threat to the mission and character of CSCA or its employees.

Pregnancy Policy

When the administration becomes aware of a pregnancy, the students involved will be suspended for an indefinite period of time to allow for an investigation of the facts. If it is determined that both the male and female parties responsible are students at CSCA, both parents/guardians will be asked to withdraw their child from school. The school will assist in the recommendation of counseling and further educational opportunities.

Cheating/Plagiarism

Academic cheating does great harm to a student's opportunity to progress in the mastery of student outcomes and severely limits the teacher's ability to properly diagnose a student's deficiencies. Due to the far reaching effects of this violation, incidents of cheating are cumulative for a student's entire tenure at CSCA.

Certain acts of cheating and/or plagiarism carry stricter penalties due to the greater weighting of particular assignments. For this reason, incidents of cheating are divided into two categories. Category 1 cheating applies to major assignments and projects as determined by the teacher, including, but not limited to tests, research papers, exams, and other summative assessments. Category 2 cheating takes place during quizzes and lesser assignments, including the copying of/and allowing others to copy homework. The following consequences will be applied for various levels of cheating.

Category 1 Cheating

1st offense: Student receives no credit for the assignment with the possibility of a 50% upon completion. Student is placed on behavior contract after an administrative conference with parents/guardian.

2nd offense: Student is assigned a grade of F (50%) for the quarter grade for the class in which the cheating occurred.

3rd offense: Student is asked to withdraw from CSCA.

Note: A fifth offense of Category 1 cheating over the course of a student's tenure at CSCA will result in he/she being asked to withdraw. Subsequent incidents from year to year will start at step 2 in the preceding consequence schedule.

Category 2 Cheating

1st offense: Teacher notifies parent/guardian and no credit is given for assignment

2nd offense: Student receives no credit for the assignment and a 2% quarter grade reduction is applied for the class in which the cheating occurred. Student will meet with an administrator and parent/guardian will be notified.

3rd offense: Student is placed on internal school suspension and a 2% quarter grade reduction is applied for the class in which the cheating occurred. Student is placed on behavior contract after administrative conference with parents/guardian.

4th offense: Student is asked to withdraw from CSCA.

Note: A sixth offense of Category 2 cheating over the course of a student's tenure at CSCA will result in he/she being asked to withdraw. Subsequent incidents from year to year will start at step 2 in the preceding consequence schedule.

Intentional and Unintentional Plagiarism

There are two distinct types of plagiarism: intentional plagiarism and unintentional plagiarism. The intentional type can be identified by the following behaviors:

1. A student copies another's paper completely or in part.
2. A student purchases or steals from the Internet an essay and claims it as his or her own.
3. A student copies passages, ideas, statistics or wording from a book, periodical, Web site or other source and claims it as his own without either parenthetical citations or a listing on a works cited page. Intentional plagiarism is tantamount to cheating. In such cases, students may receive the full punishment for cheating.

However, on occasion students make inadvertent mistakes on papers because of a failure to understand the breadth of plagiarism. Accordingly, we recognize that sometimes students unintentionally plagiarize. Whether or not suspect wording is merely a mistake in documentation or truly egregious plagiarism should be left to teachers and administrators. Since this issue is not simply black or white, fairness and clear judgment should prevail. Thus, the following shall serve as examples of unintentional plagiarism:

1. A student lists a source on his works cited page but fails to include it as an in-text citation.
2. A student does the reverse: he fails to put a parenthetical citation cross-reference on the works cited.
3. A student unintentionally fails to put quotation marks around a passage he paraphrases or summarizes.

In such cases the teacher should deduct points for manuscript errors and use the occasion to clarify what plagiarism is rather than imposing the full penalty for outright plagiarism.

Physical Education/Co-Curricular Activities

Athletic Program Expectations

Students, parents, coaches, and fans are asked to make every effort to demonstrate Christian character in all circumstances. It is expected that everyone associated with Coral Springs Christian Academy team sports will do their best to support and encourage our players as well as one another.

We strive to provide a Christ Centered, competitive atmosphere where success is defined as knowing you've done your best for the good of the team. We believe extracurricular activities are a privilege and that student athletes should be held to a high standard. Sportsmanship, selflessness and service to others are values that are stressed on every level of athletics at CSCA.

Students may be no more than one hour Tardy/Unexcused to school in order to participate in any after school activity, game or event. Any exception must be approved by the Principal or Athletic Director.

Sports Physical Examination

According to FHSAA, Article 11.8.1, the student must secure a physician certification prior to practice each year to certify that he/she is physically fit for interscholastic athletic competition. The following Florida High School Athletic Association forms must be filled out: FHSAA Pre-participation Physical Evaluation form and FHSAA Consent and Release from Liability Certificate. These forms may be obtained online at www.cscs.us under Athletics, from the Athletic Department, or Upper School Office.

Physical Education Program

Physical Education is required of all students. There are occasions when students have legitimate reasons for extended or temporary excuse from the regularly scheduled physical education program.

Excused Absences

- Medical Excuses
- Permanent Excuses

These must include a description of physical disabilities that prevent participation of any kind (e.g., heart conditions, respiratory problems).

Extended Time Excuses

These are for non-participation during an extended time period because of temporary physical disability (e.g., broken bones or surgery). A letter from the physician must be presented to both the school office and the physical education teacher for the above excuses.

Parental Excuses

Parental requests covering a particular minor ailment (e.g., flu, colds, and minor injuries) will be honored for two days. A medical excuse from a physician will be required after that time.

Physical Education Uniform

Students must wear the approved Coral Springs Christian Academy PE uniform; shorts and t-shirt. Sneakers and athletic socks must also be worn.

Home – School Communication

Parental Involvement

CSCA will partner and support the parents of our students. Both school and parents will emphasize the importance of respect for authority.

Guidelines

From time to time, parents and students are uncertain who they should contact regarding various matters. The following guidelines are provided to assist in directing any comments or questions to the proper individual(s):

1. Problems in the classroom (academics, communication): *Teacher, Principal*
2. Questions about physical education class: *Teacher, P.E. Department Head*
3. Questions regarding athletics: *Coach, Athletic Director*
4. Help class (extra help before or after school): *Teacher*
5. Tutoring: *Guidance Office*
6. Absenteeism/Tardiness: *School Office*
7. School bill, fees, book charges: *Finance Office*
8. Admissions: *Director of Admissions*
9. Discipline problems: *Teacher, Principal, Headmaster*
10. Curriculum questions: *Teacher, Principal, Guidance Office*
11. Homework assignments for students who are absent due to illness: *Check Renweb, Teacher, Guidance Counselor*

Parent – Teacher Conferences

Teacher conferences may be arranged by calling the school office.

“Back To School” Night

“Back-To-School” night is held in the fall. Parents visit the classrooms to meet with their children’s teachers.

Report Cards

Only final (end of the year) report cards will be e-mailed. All report cards may be accessed thru the Renweb program.

Academic Progress

Upper school student’s progress are available on-line thru the Renweb program.

Traffic

Arrival and Dismissal

Traffic around the school is busy and safety must be maintained at all times. Drivers should observe the 5 mph. posted speed limit at all times on school property. Please follow all directional signs in the parking area.

DROP-OFF: (Prior to 7:30 a.m. to avoid long lines)

PICK-UP: (2:42 p.m.)

REQUIREMENTS FOR SAFE TRAFFIC FLOW:

- Please do not leave your car while waiting in line.
- Please park in designated parking places only.
- Please exhibit patience and love; and PLEASE DO NOT BLOW your horn.
- Please refrain from using a cell phone while driving on campus.

Bicycles & Skateboards

If a student rides their bike to school, they must walk their bike upon entering school grounds and place their bike in the appropriate bike rack.

CSCA is not responsible for the vandalism or theft of any bike while on campus. Skateboards are not permitted on campus.

Student Driving Policy

Students who fail to operate their automobile safely on or in the vicinity of school grounds will have their driving privileges suspended and may also be subject to disciplinary action. This rule is for the safety of our students and will be strictly enforced. All student drivers must cooperate with the school staff assigned to supervise the parking and student drop-off/pickup areas.

Students are not permitted to go to their vehicles or the parking area during the entire school day without teacher or staff permission. Students who choose to leave the campus without permission may forfeit their driving privilege.

Students must register and secure a parking pass from the high school office to park on campus. The cost of a parking pass is \$50.00 with proceeds going to Student Government.

All students park their cars on the campus at their own risk. The school can assume no responsibility for damage or loss due to theft, vandalism, accidental, or malicious actions of others, or acts of nature.

General Policies

Chapel

Visitors are welcome to attend our Chapel services. You must sign in at the Upper School office to obtain a visitor's pass.

- Middle school Chapel is on Thursday morning following 1st or 4th period.
- High school Chapel is on Thursday morning following 1st or 4th period.

Middle and high school students must wear the appropriate uniform on Chapel day:

Boys: Official CSCA uniform tie, oxford shirt and long pants and a belt.

Girls: Official CSCA uniform skort/pants and an oxford shirt.

It is requested that each student enter Chapel service with a spirit of reverence and honor to a holy God. Disrespect during Chapel will not be tolerated and will be cause for an immediate conference with an administrator, student, and parents to make certain the inappropriate behavior is not repeated.

Field Trips

From time to time, class field trips may be scheduled. All students are expected to participate. Proper field trip permission slips must be signed by parents in order for their students to participate in the field trips. Students are required to wear school uniforms on field trips, unless otherwise notified.

Students are not eligible to attend a school sponsored trip who have a financial balance with the school equal to or greater than 50% of the trip cost or more than \$500.00.

Safety Drills

Safety drills are conducted periodically for the purpose of assuring safety standards. Intentional tripping of a fire alarm when no fire or other emergency is present is a felony and will be reported to the local authorities. Any tampering with fire extinguishers, sprinklers, smoke detectors, or any other fire prevention equipment will be considered a serious offense.

Internet Use Policy

Computers used at Coral Springs Christian Academy are provided to further the goals of the Christian educational experience. Students are only authorized to access designated folders and appropriate websites. The misuse or vandalism of school computers will result in disciplinary action.

Electronic Messaging and Internet Sites

We have moved rapidly into the 21st Century with a culture that embraces and finances high levels of technology. Schools, parents and students are seeing an increase in the challenges that are created either as a direct result of or a spin off from, the impact of these technological changes. With the capacity of technology to double itself every six months, you can realize what a moving target managing all of this can be. That is why it is so important that we all work together as a team to manage issues that come forward as a product of technology.

We view the primary oversight, responsibility and level of student involvement as a parenting issue. CSCA will continue in the ongoing partnership with our parents; with the parents assuming the primary role in the use of electronic media.

Sites such as Facebook appear to be relatively harmless and a good way for our students to communicate with each other. However, we have found that some students simply do not act in a mature and responsible manner and use these sites to share inappropriate information.

They often use language and pictures that are not truly representative of themselves, their family, or the Christian character values that we collectively hold in high esteem and teach on a daily basis. Students will sometimes misrepresent themselves under the relative anonymity of the site, unaware and temporarily sheltered from the possible ramifications that may result from internet predators and others who may not be well intended. In addition many colleges and employers scan these sites to check background information of students and prospective employees. CSCA will treat all electronic media communication as public information and as such any communication of a student that in our sole judgement violates the schools ethical and Christian standing will be subject to disciplinary action. Consistent with the rules and spirit of the student handbook.

Lockers

Student lockers are assigned to all students in grades 6-12. Combination locks are provided by the school. Locks or lockers are not to be changed without permission from the administration. Lockers must be kept locked at all times. The school administration reserves the right to check and/or inspect any lockers at any time deemed necessary. A student should not allow other students to know his/her locker combination. Defacement of school lockers will be considered an act of vandalism and will result in disciplinary action. No questionable pictures or objects should be displayed on or stored in lockers.

Cell Phones, iPods, Electronic Devices

If a student has a cell phone/iPod/electronic device while on campus, the cell phone/iPod/electronic device must be turned off during class.

If a cell phone/iPod/electronic device is seen or heard during school hours it will be confiscated *and disciplinary action taken. Any musical and/or video content accessed or shared before or after school hours on the campus must be appropriate as determined by Administration.*

CSCA is not responsible for theft or vandalism of cell phones/iPods/electronic devices.

Cell phone usage is only permitted on campus for high school students before and after school and at lunchtime. Phones may be used in class for academic purposes only when approved by teachers. Middle school students may use cell phones before and after school, but not at lunchtime. Middle school students are permitted to use cell phones in class for academic purposes, but only if approved by teachers.

Reading/Viewing Material on Campus

Any magazine, book, CD, tape or video brought on campus must be appropriate for a Christian school environment.

Leaving Campus/Early Sign Out

CSCA operates under a “closed campus” policy. All students leaving before the normal dismissal time must do so with the permission of a parent/guardian and be signed out in the office by the parent.

Lunch

CSCA offers lunch in the cafeteria for all students. Parents are welcome on campus to eat lunch with their student. Parents must sign in at the school office and receive a visitor’s pass and are also asked to check-in with the cafeteria monitor. Because of the length of the lunch period, taking students off-campus is strongly discouraged. If a parent does sign a student out during his/her lunch period and the student is late to the next period, the student will receive an unexcused tardy.

Media Center

The Upper and Lower Media Centers offers a wide variety of materials and services. It is open to all students in kindergarten through the 12th grade.

1. The Upper Media Center is open Monday-Thursday from 7:45 a.m. to 2:35 p.m. The Lower Media Center is open from 7:30 a.m. to 3:30 p.m. (later as the need arises).
2. The Media Center can be used for research, reading, and studying. Please respect the right of others who are using the Media Center. Work quietly, respect and take proper care of all materials.
3. A student may go to the Upper Media Center during the day, but must obtain a “pass” from one of his/her teachers.
4. Any book(s) that is checked out in a student’s name becomes his/her responsibility. If a book gets damaged, lost, or stolen it must be paid for by that student.

5. Overdue book notices are sent out weekly to remind students of any books that they have not returned. If a student continually ignores these notices they may be given a detention.
6. Young Adult section (YA) of the Media Center is available to 7th-12th grade students. Sixth grade students have access only with help from the Media Center personnel or with parental permission. Many of the books in this section have more mature content than our juvenile sections. Please supervise your student's reading materials whether they are from our Media Center or other places. As they grow and mature, they will be encountering more mature materials. If we are involved as parents and teachers we can use these as learning experiences with our students.
7. Every 6th & 9th grade class will receive an orientation time in the Media Center. This will familiarize each student with the Media services and how to locate and utilize the materials within the Media Center. This instruction will be enhanced during the year as teachers bring their classes in to do research, and as students come to the Media Center on their own.
8. Upper School students must sign a log sheet when they visit the Media Center.
9. A list of computer rules is posted and must be followed completely by all students.
10. The goal of the Media Center is to help each student become a capable and independent user of any library or Media Center.

Media Release Policy

From time to time, the news media comes on campus to take pictures of special activities presented by classes and to interview students and parents. If parents do not wish their children to be involved in media coverage, please notify the school office; otherwise, Coral Springs Christian Academy may allow your student to be a part of such media activity.

Social Functions

At school-sponsored activities the school dress and behavior codes are in effect. A student/guest contract may be required. The administration of CSCA reserves the right to prohibit individuals from attending school functions.

Student Searches

The school reserves the right to search a student's person or belongings. A search may be conducted by the administration without the student's or the parents' permission, since registration of the child constitutes parental consent to such searches.

Wednesday Night Homework

CSCA values and supports the vital role that youth group ministries play in the overall spiritual health and well being of the Christian learning community. Whereas the majority of these youth groups and children's programs meet on Wednesday evenings, all faculty members at all levels will be sensitive to the amount of homework assigned so as not to adversely impact the ability of students to attend these meetings.

Secondary Homework Policy for Wednesdays

Middle School - All activities (sports, clubs, performing arts, etc.) are to end at 4:30 p.m.

Limit assigned homework to 45 minutes.

High School - All after school activities (sports, clubs, performing arts, etc.) are to end at 5:00 p.m.

Limit homework to 90 minutes.

These guidelines apply to Wednesday evenings only.