

Parent – Student Handbook

Revised August 2016

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GENERAL SCHOOL CONTACT INFORMATION

Address: 2251 Riverside Drive, Coral Springs, Florida 33065

Telephone Number: 954 – 755 - 3217

Fax Number: 954 – 346 – 1107

Website: www.coralspringschristianacademy.com

Office Email: office@cscs.us

School Office Hours: Monday – Friday 7:30am – 3:30pm

Summer Office Hours: Monday – Thursday 9:00am – 2:00pm / Friday 9:00am – 12:00pm

FOUNDING PRINCIPLES AND ORGANIZATION

ABOUT OUR ACADEMY

Christ-centered excellence in faith, academics, character, excellence, and service; this is Coral Springs Christian Academy. We offer a biblically integrated, Christ-centered college preparatory curriculum. Small classes and outstanding Christian educators combine together to create a safe and dynamic learning environment for students. Outside the classroom, students participate in a variety of extracurricular activities, including athletics, the visual and performing arts, and a strong Curriculum Enhancement Program.

HISTORY OF CSCA

Coral Springs Christian Academy was established in 1971 as an outreach ministry of First Presbyterian Church. Since its inception as a pre-academy and elementary academy, CSCA has continued to prosper and has developed into a fully accredited, full-service college preparatory academy serving students and families in a Pre-K through 12th grade setting.

OUR MISSION

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 for God’s glory.

OUR VISION

Coral Springs Christian Academy endeavors to instill in each student a Biblical worldview in order that they may be prepared to serve the Lord in the twenty-first century.

ACCREDITATION and MEMBERSHIPS

Coral Springs Christian Academy is accredited by the Association of Christian Schools International (ACSI), the Florida Council of Independent Schools (FCIS), AdvancEd (SACS), and the Florida Kindergarten Council (FKC). CSCA is granted the DCF Gold Seal for high quality Early Childhood Education.

STATEMENT OF FAITH

The following Statement of Faith outlines the beliefs that are foundational in the operation of the School:

I. God. We believe in one (Deut. 6:4, Isa. 45:5-6) eternal (1 Tim. 1:17), knowable (Heb. 1:1-2), sovereign God (Dan. 4:34-35). He knows all things (Psa. 139:1-4), and providentially oversees all things (Mt. 10:29-31). He is merciful (Exod. 34:6), and just (Acts 17:31), loving (1 Jn. 4:8), and holy (Rev. 4:8), great in power (Ps. 147:5) and good in purpose (Rom. 8:28). His glory is our chief concern (1 Cor. 10:31).

II. Trinity. We believe in one God who exists in three Persons: Father, Son, and Holy Spirit (Mt. 28:19). All three are uncreated, coeternal, and equal in power, glory, and honor. They are rightly worshiped as the one true God—three in one, and one in three (Rev. 22:13, Acts 5:3-4).

III. Scripture. We believe, that while God has revealed himself in his creation (Ps. 19:1-6, Rom. 1:18-20), he has spoken to us most clearly in his word (Jn. 14:25-26, Deut. 6:6-7). The Scriptures of the Old and New Testaments are breathed out by God, holy, complete, and entirely without error in the original manuscripts (2 Tim. 3:16, Jn. 10:35, 2 Pet. 1:20-21). The Bible is our final authority in life, doctrine, and godliness (Mt. 4:4, 2 Pet. 1:3-4).

IV. Creation. We believe God created the entire universe out of nothing (Gen. 1:1, Heb. 11:3). Man and woman were the crown of God's good creation, being created in his own image (Gen. 1:26-27). As image-bearers, we were created to worship God and reflect him in true knowledge, righteousness, and holiness (Eph. 4:22-24, Col. 3:9-10).

V. Fall. We believe that Adam and Eve, our first parents, rebelled against God and plunged themselves and all their offspring into ruin (Gen. 3:1-19). Because of Adam's sin, we are all guilty sinners (Rom. 5:12-21). We come into the world with corrupt natures through and through (Ps. 51:5). We are spiritually dead until God makes us alive in Christ (Jn. 6:44, Rom. 3:10-18, Eph. 2:1-5).

VI. Person of Jesus Christ. We believe Jesus of Nazareth was and is the Christ, the Messiah, the Anointed One. We believe he is also the Son of the Living God (Mt. 16:16). He is fully man and fully God (1 Tim. 2:5, Titus 2:13). He was born of the virgin Mary, lived a perfect life, taught the way of God's kingdom, worked miracles, suffered, died, and (bodily) rose again (1 Cor. 15:1-8).

VII. Work of Jesus Christ. We believe Jesus Christ lived a perfect life and died a shameful death that we might be counted righteous and forgiven of our sins (2 Cor. 5:21). He was our sacrificial substitute (1 Pet. 3:18). He defeated the devil (Rev. 12:9), removed our guilt (Isa. 53:4-6), and became a curse for us (Gal. 3:13), bearing the weight of God's wrath (1 Jn. 1:8-2:2).

VIII. Salvation. We believe that we are justified—declared righteous before God—through faith alone in Christ alone by grace alone (Gal. 2:16). The only way (Jn. 14:6) to be adopted into God's family is through union with his Son, Jesus Christ (Eph. 1:3-6).

IX. Holy Spirit. We believe the Holy Spirit, working through the word, supernaturally converts (regenerates) the hearts of God's people by making alive what was spiritually dead (Titus 3:5, 1 Pet. 1:23). The Spirit convicts us of sin (Jn. 16:8-11), leads us to repentance (Eze. 36:26-27), causes us to grow in holiness (2 Cor. 3:18), seals us for the day of redemption that we might be assured of our salvation (Eph. 1:13-14), and equips us with spiritual gifts for the building up of the body (1 Cor. 12:7).

X. Church. We believe the church is the communion of God's people drawn from every tribe, language, people, and nation (Eph. 2:11-12, Rev. 5:9-10). This invisible body, of which Christ Jesus is the head, exists locally, and imperfectly, as the visible church. Jesus Christ has given his church two sacraments: Baptism and the Lord's Supper (Mt. 28:19-20, 1 Cor. 11:23-26).

XI. The Future. We believe that Jesus Christ, the Son of God, will return to renew the whole creation and to judge the living and the dead (Mt. 16:27, Acts 1:11, 2 Tim. 4:1-2, Rev. 21:1-4, 2 Tim. 4:1a)

XII. Marks and Mission. We believe God's people should be marked by Christlikeness (Eph. 5:1-2), prayerfulness (Rom. 12:12), joyful obedience (John 14:15), love of God and love of neighbor (Mt. 22:37-44). We believe the mission of the church is to make disciples by declaring the gospel of Jesus Christ in the power of the Spirit to the glory of God the Father (Mt. 28:19-20) light (Mt. 5:13-16), we seek to save the lost (1 Cor. 9:19-23), love others in word and deed (1 Pet. 4:11), work for righteousness and justice (Amos 5:24), and care for the hurting and needy (Jn. 3:16-18).

XIII. Marriage, Gender and Sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of CSCA as Christian ministry, and to provide a biblical role model to the CSCA families, it is imperative that all persons employed by CSCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

STATEMENT OF CHRISTIAN EDUCATION

“... From childhood you have known the sacred writings which are able to give you wisdom that leads to salvation through faith in Christ Jesus.” - II Timothy 3:15

All knowledge comes from God, and we believe curriculum should have a unified perspective, which trains the whole student to know and serve God and our fellow-man. God has revealed Himself to man in the person of Jesus Christ as Savior. Our curriculum centers on Christ’s claim as Messiah and Lord. Our Christian curriculum and education is Christ-centered and Christ-controlled.

We anticipate and encourage all parents to take an active role in the education and discipline of their children. Teachers will seek the assistance and support of parents in training and setting goals for classroom participation and active student learning. *In Him was life; and the life was the light of men, John 1:4*

Biblical Focus

“For in Him, we live, and more, and have our being” -Acts 17:28

All classes have daily Bible instruction and use a variety of resources, such as books, puppets, and manipulatives to capture the children’s interest and stimulate their imaginations. All students visit the sanctuary weekly, where they experience and participate in age appropriate services, which includes Bible stories, songs, praise and worship. Christmas and Easter are very important events, and are celebrated in a Christian, religious context with special emphasis on the delivery and development of the Gospel of Jesus Christ.

“Religion (at CSCA) is taught as a formal lesson each day, but more importantly—Christianity is taught by example. We found, without exception, the joy of God’s love present in every word, every look, and every action of the teachers toward the children. This, in turn, provides an atmosphere very receptive to the learning process.”

(Quote from accreditation report—ACSI, 2005)

OUR CORE VALUES

In the pursuit of our mission, we hold to the following core values:

1. We embrace historic Christianity as represented in the tradition of the Protestant Reformation with the major tenets of the following:
 - a. ***Sola Scriptura***: We reaffirm the inerrant Scripture to be the sole source of written divine revelation, which alone can bind the conscience. The Bible alone teaches all that is necessary for our salvation from sin and is the standard by which all Christian behavior must be measured.¹
 - b. ***Solus Christus***: We reaffirm that our salvation is accomplished by the mediatorial work of the historical Christ alone. His sinless life and substitutionary atonement alone are sufficient for our justification and reconciliation to the Father.¹
 - c. ***Sola Gratia***: We reaffirm that in salvation we are rescued from God's wrath by his grace alone. It is the supernatural work of the Holy Spirit that brings us to Christ by releasing us from our bondage to sin and raising us from spiritual death to spiritual life.¹
 - d. ***Sola Fide***: We reaffirm that justification is by grace alone through faith alone because of Christ alone. In justification Christ's righteousness is imputed to us as the only possible satisfaction of God's perfect justice.¹
 - e. ***Soli Deo Gloria***: We reaffirm that because salvation is of God and has been accomplished by God, it is for God's glory and that we must glorify him always. We must live our entire lives before the face of God, under the authority of God and for his glory alone.¹
2. While we hold to a distinctly Reformed doctrinal tradition, we welcome and respect other Christian perspectives in the CSCA community.
3. The responsibility to train and educate children belongs to parents. CSCA serves to assist parents in fulfilling this biblical charge.
4. A home life that embodies biblical principles of lifelong learning and child raising provides a strong foundation for a CSCA education. Active parental involvement, in age-appropriate ways, is important to a child's education.
5. In our common pursuit of lives that please God and honor one another, we value mutual respect, edifying speech, humble behavior, gentlemanly conduct, modest appearance, and biblical conflict resolution. We hold high expectations for the conduct and behavior of the entire school community -- students, parents, faculty and staff.
6. A warm and well-ordered atmosphere facilitates the education of our students. We continually strive for an environment that is joyful, peaceful, and disciplined.
7. Gifted teachers with a passion for learning and a love for students are essential. They must model careful thinking while evaluating ideas and philosophies, both historical and contemporary, in light of God's word. Our teachers should cultivate wisdom in our students while building a solid academic foundation.

¹ The Cambridge Declaration of the Alliance of Confessing Evangelicals

STANDARDS FOR EXCELLENCE

Every student is encouraged to make every effort to meet, and whenever possible, exceed these Standards for Excellence. Students are expected to maintain high Christian principles both on and off campus. Since the testimony of our lives is so important, students and parents will sign the Contract of Enrollment/Re-enrollment, indicating that they have read and will abide by the Standards of Excellence Statement.

1. Strive for a Christ-centered attitude and behavior. Col. 3:2-17
2. Honor and obey my parents. Ex. 20:12, Eph. 6:1-3
3. Strive for excellence as a student. Phil. 1:10, Prov. 18:9, Gal. 5:22-23, Eph. 2:10
4. Cooperate respectfully and obey willingly those in authority. Heb. 13:7, Rom. 13:1-5
5. Abstain from immoral actions, profanity, sexual immorality, and witchcraft. I Thess. 4:3-7,
6. Refrain from television, movies, music, and other media that emphasize ungodliness, impurity, immorality, the drug culture, or rebellion against authority. Phil. 4:8
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 Thess. 5:22, I Tim. 6:11, II Tim. 2:22
8. Follow the dress code that has been established at CSCA and to wear modest apparel. 1Tim. 2:9, Deut. 22:5, Prov. 7:10
9. Refrain from dissension, gossip, arguing, and complaining. Phil. 2:14-15, Prov. 26:20
10. Submit to the discipline of Coral Springs Christian Academy. Heb. 13:17, Rom 13:1-5

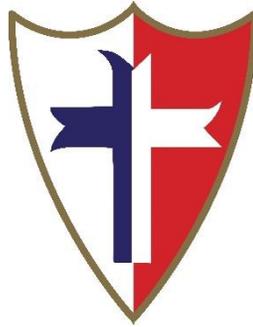
SCHOOL MASCOT

The mascot of Coral Springs Christian Academy is the Crusader.

SCHOOL COLORS

Coral Springs Christian Academy colors are Navy Blue, Red and White.

SCHOOL LOGO



SCHOOL BOARD

The CSCA School Board consists of members serving a predetermined term. The School Board is responsible for the overall supervision of the school.

The School Board is responsible for hiring and evaluating the Head of School and for creating and overseeing the school's policies, procedures, and financial practices.

SCHOOL ADMINISTRATION

The school is administered by the Head of School who works with an administrative team in divisional administration. The Principals are responsible to direct the faculty and staff in his/her area. Additional areas of administrative support include assistant to the Head of School, finance, athletics, advancement and guidance counseling.

In the absence of the Head of School another member of the administrative team takes on chief administration. The Administrative Assistant to the Head of School serves as a liaison to the administrators in his/her absence.

TEACHER and PARENT ORGANIZATION (TAP)

The Coral Springs Christian Academy Teacher and Parent Organization (TAP) is an organization dedicated to building and maintaining strong ties between parents, teachers, and staff because of one special common commitment—our students. Throughout the year there are several opportunities to serve or participate in activities and events which bless our students, faculty, and staff in a big way for a relatively small investment of time. These include the monthly TAP meetings, Grandparents Day, prayer partners and matching new families with returning families.

TAP has been established for the purpose of furthering the interests of the school, promoting fellowship among the parents and teachers, and assisting the school at social and other functions as needed. All parents, guardians, and teachers are members of TAP.

All funds raised by TAP will be deemed “designated” and therefore only used for the specific purpose determined by the CSCA Administration and the Executive Committee of TAP. Funds will be kept in a separate line item within the general school budget or in a separate account under the management of the CSCA Finance Office and the President of TAP.

RESPONSIBILITIES OF PARENTS

The school and parents must work together to help children mature academically, socially, and spiritually. Whether or not parents agree with the school standards, they are expected to support the rules of the school. It is our desire to enjoy the support of parents in the following areas:

- **Discipline:** The school has full discretion in the discipline of the children within the bounds of the discipline policy. As CSCA seeks to partner with parents in the discipleship of students, regular and healthy communication between parents and the school is essential.
- **Volunteer Time:** We rely on the volunteer assistance of parents to accomplish a myriad of tasks within our school. Interested parents should contact the school office.
- **School Functions:** Attendance at school events is encouraged.
- **Emergency Contact Information:** Each CSCA family must provide at least two local contacts that can be available to care for their child when they are not available.
- **Special Gifts and Fundraising Events:** Tuition does not cover all the costs of educating the students. The school relies on special gifts, which are tax-deductible, to bridge the gap. Parents are encouraged to participate in and support various school fundraisers. The school holds several major school-wide fundraising events annually such as the Annual Fund.
- **Admission Requirements:**
 - A. Parents should have a clear understanding of the biblical philosophy and purpose of CSCA. Including a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways.
 - B. Parents should be willing to cooperate fully with all written policies of CSCA. Particularly in the area of discipline, schoolwork standards and communication with teacher(s) and administration.

ACADEMIC POLICIES

ADMISSION PROCEDURES/REQUIREMENTS

Coral Springs Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally afforded or made available to students at the school. The school does not discriminate on the basis of race, color, or national ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Coral Springs Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment. One of the goals of Coral Springs Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Coral Springs Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. CSCA expects and requires that both students and parents will support the school and its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, the Academy believes that the Bible prohibits sexual immorality of any type, including, but not limited to, pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, or condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout our CSCA Handbooks and Manuals.

(Genesis 1:26-27, Psalm 139:13-16, Romans 1:26-27, Leviticus 18:22, Ephesians 5:3)

Students are accepted into the school on the basis of their character, scholastic record, test results, interview and available space without regard to race, creed, color, and national and ethnic origin. Parents must have a genuine desire to have their children in a Christian school and be willing for them to abide by the school policies and program. Therefore, only the children who we feel will adjust adequately to the program and whose parents agree to cooperate fully with the teachers and administration will be admitted and retained as students in the school.

Pictures: Occasionally photographs are taken of the students in action during class and at special events. Parents / guardians will provide a signature of release to CSCA at the start of each school year, allowing the school to utilize the image of their child.

I. Admission Requirements for the Student:

A. Academic Factors considered to determine acceptance:

- a. CSCA must have sufficient information on the student to make a decision on acceptance.
- b. CSCA must be able to meet the needs of the student.
- c. There must be availability within the grade level for which the student would be entering.
- d. Students are required to demonstrate they are on grade level academically or not more than 1.5 grade levels below the current grade
- e. Prior to enrollment, the school will review a student's transcript, including the most recent report card, standardized test scores, and any disciplinary or special needs information from the last school attended or the school where the student is presently enrolled. If a child has successfully completed the previous school year and his schoolwork and behavior compare favorably to the comparable grade at CSCA, the child will be placed in the grade for which he is applying. If, however, there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he may repeat the previous grade at CSCA. Grade level placement is determined by CSCA and is provisional for the student's first quarter.

B. Student Grade Placement:

- a. Upper School student placement rests with the Upper School Principal and Guidance Counselor. Placement of a student is determined by previous academic work, standardized test scores, and teacher recommendation.
- b. Placement of a student in grades PK-5 will be determined by the Lower School Principal. Parents will be notified of classroom assignments at Meet Your Teacher Day.
 - i. A child entering Kindergarten must have reached the age of five years before September 1st of the present academic year and must be able to demonstrate age level success on the screening tests and appropriate maturity level.
 - ii. A Preschool student must be the required age by September 1st of the school year and must be able to demonstrate age level success on the screening tests and appropriate maturity level.
 - iii. All Preschoolers must be able to use the toilet independently**

C. Students Records:

All students' records are secured in designated offices. Records are made available for examination by DCF, ACSI, and FCIS as part of the accreditation and substantial compliance process. Parents may obtain records upon request.

II. Admission Procedures:

- A. Parents and/or students must apply using our online application. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted. A non-refundable fee must be submitted with each application.

To begin the Online Application process, create an account. Then log in to your account and create a New Student Application for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

- B. Upon the completion of the application, testing is scheduled. After the testing is completed, an interview with the family will be arranged. The family may be asked to bring their student to the interview as well.
- C. After the interview, and after reviewing all other required materials (as stated on the application process form), the decision will be made whether or not to recommend to the Head of School the family be admitted into CSCA.
- D. The Admissions Director, will then notify the parents in writing with the decision regarding acceptance. If accepted, the Admissions Director will provide for the family an acceptance letter and other mandatory forms to be completed.
- E. All financial arrangements between the family and the school must be understood before admission is considered final. Parents may also be asked to financially support the school in addition to the tuition and fees charged for education. This includes involvement in fundraisers and donating to the Annual Fund if able.

ACADEMIC ELIGIBILITY for CO-CURRICULAR ACTIVITIES

Students are eligible to participate in CSCA co-curricular activities (sport, drama, clubs, yearbook, etc.) according to the following guidelines. Ineligibility is not meant as punishment for past academic work; it provides the student with both the incentive and the time to give extra effort to academic work. All students will be considered eligible at the beginning of each school year.

1. Athletic eligibility for grades 6-12 will be in conjunction with the guidelines established by the Florida High School Athletic Association (FHSAA)
2. Eligibility for non-FHSAA athletics, and all other CSCA activities, will be evaluated at the midpoint of each semester and at the end of each semester. Students will be ineligible for the following reasons:
 - a. Multiple D's in major subjects.
 - b. A grade of F in any subject.
3. A student's eligibility may be reinstated as soon as the grades shown in RenWeb are raised to acceptable levels. This may happen at any point during the semester.
4. The student is expected to maintain the academic standard on normally assigned coursework. Extra-credit work for the purpose of raising a grade may not be given by teachers to a student on academic suspension, *unless the entire class is receiving the same optional assignment.*
5. Curricular goals and lesson plans made by the teacher will determine how often assessments are given. Teachers are not expected to increase the frequency of assessments in response to a student's ineligibility.

ARRIVAL AND DEPARTURE RULES

SCHOOL HOURS

The regular school day is as follows:

- Early Education: 8:15 a.m. - 2:30 p.m.
 8:15 a.m. – 11:30 a.m.
 12:15 p.m. – 3:30 p.m.
- Lower School: 8:15 a.m. – 3:05 p.m.
- Upper School: 7:45 a.m. – 2:35 p.m.

DROP OFF/PICK-UP PROCEDURES

Arrival

1. Drop off students in the designated area in front and in the back of the school. Please do not allow students in Pre-School – 5th grade to exit the car in the parking spaces unless you are walking into the school building with them.
2. Parking in the drop-off area is prohibited. The main parking lot must be used.
3. Any student entering the building after the start of school must sign-in at the main office.
4. Preschool students are to be escorted to the classroom by an adult permitted to sign attendance book.
5. PreK-5th grade students arriving after school starts must be signed in by an adult.

Dismissal / Car Pick-Up

1. Cars must line up in the designated areas with the student's last name displayed in the windshield.
2. Parking in the drop-off area is prohibited. The main parking lot must be used.
3. A CSCA staff member will communicate the student's name to where children are waiting. Please do not get out of your car in the semi-circle driveway. A staff member will place your child in the car.
4. Students may be picked up at the designated areas of the school campus. Please allow your student to walk with the class all the way to dismissal. This ensures your child's safety.
5. Students not picked up by end of dismissal time, will be taken to Extended Care; fees apply.
6. The speed limit on campus is five miles per hour, and it is strictly enforced.

Rainy Dismissal

During inclement weather, which occurs quite often in South Florida, students will not be dismissed in the regular location, instead they will wait in the sanctuary. If there is lightning present, all children will remain safely inside. Parents will be required to park their cars and walk to the classrooms to pick-up their children.

ATTENDANCE GUIDELINES

While acknowledging that parents may excuse their children from school for purposes that they deem reasonable, CSCA asks that parents consider the integrity of the classroom day when making those decisions. Students entering and leaving the classrooms at random times interrupt the lessons and classroom routines that teachers have designed, distracting other students from their tasks. Parents are asked, whenever possible, to time appointments to minimize interruptions. For example, if a student can leave at a transition time, there is no effect on a lesson.

1. Regular attendance for the entire school day is expected of all students.
2. Absence due to an illness, a doctor's note will be required after the third day of absence.
3. All students entering the building after the start of the school day must sign in at the front desk. *Grammar school parents must park and accompany grammar school students to the front desk for sign-in.*
4. Any student entering the building after the start of school is considered officially tardy.
5. Students who take vacation while school is in session should refer to RenWeb for assignments to complete while away. Teachers are not required to collect work for students prior to a vacation, but parents are encouraged to speak with teachers in advance to get advice on what resources should be taken along.
6. Students who are ill or have a fever should not be sent to school. In the case of emergency, illness or a disciplinary issue, parents will be notified to come to the school to pick-up their child. The student must be picked-up from the school within the hour.

CHEATING/PLAGIARISM

As cheating becomes a greater problem in society, it is important that we set high standards in dealing with this issue both as an educational institution and as a Christian community. An initial incident may result in opportunity for mercy, but further cheating must result in severe consequences as such behavior patterns can lead to far more serious problems later in life.

This includes all schoolwork such as homework, class work, projects, quizzes, tests, etc. Cheating includes, but is not limited to: acquiring answers from another student, person, or source (other than legitimate research), providing answers to another student, changing grades, plagiarism – using someone else's writing or ideas and trying to pass them off as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source's key words, phrases or ideas as one's own without proper citation, parent-generated work turned in as student-generated or forging parental signatures.

It is assumed that all assignments require individual effort, unless specifically designated otherwise by the teacher. Both the student giving and the student receiving inappropriate assistance will receive disciplinary and academic penalties. Disciplinary action may include: reduced, or no, credit on the assignment as well as the requirement that the assignment be re-done, suspension or expulsion at the discretion of the Principal and Head of School.

GRADE PLACEMENT

The school has full discretion for the grade placement of each student. Students in grades PreK-12 may be given an entrance test to determine grade placement and determine if they fit the educational capabilities of the school. All grade placement is provisional for a student's first semester at CSCA. This decision will be made after consultation between the Director of Admissions, Principal and Head of School.

HOMEWORK PHILOSOPHY

CSCA may assign homework at any time. Below are the primary reasons for homework assignments:

- I. Students often need extra practice in specific new concepts, skills, or facts. In certain subjects (e.g., math or languages), students may not have enough time in a school day necessary for mastery. The teacher may assign homework to provide the necessary practice.
- II. Repeated short periods of practice or study of new information is often a better way to learn than one long study period.
- III. Reading assignments by nature cannot usually be completed during school hours and will, therefore, be routinely assigned as homework.
- IV. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a punitive and practical purpose.
- V. CSCA understands and expects there to be moments of struggle, but our intention is not to have a student be overwhelmed with the amount of homework. Should you find your child struggling in this area, we strongly encourage you to speak with your child's teacher.

INTERNATIONAL STUDENT ADMISSIONS GUIDELINES

Coral Springs Christian Academy will provide housing for International Students by referring students to school and church families. Parents are required to sign a Power of Attorney to the housing family.

Step 1- Online Application at (www.cscsa.us):

- Complete the Online Application
- Pay the \$200.00 - **non-refundable** Application Fee

Before a child will be considered for admission to our school, the child must meet the following minimum screening standards on step 2. However, meeting such standards is not a guarantee of acceptance, but only one step in the admission process.

Step 2- Student eligibility requirements for Admissions:

- Student must have a passing score on the TOEFL-Junior test with a minimum score of Advanced-level 5 on the Performance Descriptor Scale
- Student must have a minimum GPA of 2.5
- Student was not suspended, dismissed, or expelled from his/her previous school (2 years record)

Step 3- Required Documents:

- Copy of original birth certificate (translated in English and notarized)
- A recent student photo
- Copy of most recent report card
- Copy of most recent transcript (translated and evaluated)
- Current School Reference letter in English (This document is provided by CSCA)
- Copy of the student's valid passport

- Immunization Records (Immunization should be updated once the student is in the United States to fulfill the State of Florida requirements)

After the application is complete, all documents have been reviewed, and the student has been accepted, the school will contact the applicant for a possible Skype interview.

Step 4- Before issuing the I-20 Visa, the student family must pay in full the following fees:

- Applicable Fees: (**non-refundable** ~ see schedule of tuition and fee for the year of entry)
- International Yearly Fee: will be charged it includes hot lunch, school uniforms, supplies, and athletics. This fee may reduce after the first year. This fee is refundable if the visa is denied.
- Tuition Fee (see schedule of tuition and fee for rate) Tuition is refundable as follows: 75% during first week of classes, 50% during second week of classes, and not refundable after third week of classes

Step 5- All forms below should be signed:

- Guardianship Form to the host family (Document provided by CSCA and needs to be notarized)
- Signed Release From Liability Form (This document is provided by CSCA)
- CSCA Enrollment Contract (This document is provided by CSCA)

International Health Insurance is required and proof of insurance must be provided before student leaves home country.

SCHOOL CLOSING

In case of emergencies, Coral Springs Christian Academy will follow the same emergency closing procedures as the Broward County Public Schools. This information will be available through local news media outlets.

Following an emergency closing, our re-opening may be different from Broward County schools. Please call 954-752-2870 for recorded messages or check our CSCA website at www.cscs.us for further information.

Should the need arise for an emergency closing during regular school hours, parents and guardians will be contacted promptly. School personnel will remain with all students in a safe area.

STANDARDIZED TESTS

CSCA administers standardized testing to students in various grades each spring. Parents will receive more detailed information about testing dates prior to the test administration. CSCA receives the testing reports and forwards the individual score reports to families. School administrators are available to help parents interpret test scores.

STUDENT DRIVERS

1. Students with a valid Florida driver's license must submit a "Student Driver Permit Form" annually to the school office with a copy of their driver's license, registration, and insurance card to be allowed to park on campus.
2. Students will park in the area designated by the administration and will remain parked until the end of the school day. Students may not visit their cars during the school day without permission and must sign-out at the front desk to do so.
3. No other students are to be transported by the student driver unless written parental permission from both the driver and passenger has been given in advance to the school office.
4. Student drivers may not exit the parking lot between 3:05 and 3:15 without specific permission from an administrator or the CSCA staff member supervising dismissal.
5. Failure to comply with these guidelines or any reckless driving will result in the revocation of campus parking privileges.

CSCA campus speed limit is 10 mph - Please be sure to carefully monitor your speed

COMMUNICATION

GENERAL CONTACT INFORMATION

If you need to contact us with information or a question, please email the school office or send in a note with your child. We will answer in writing or call you as soon as possible. Except in the case of emergencies, students will not be contacted with a phone message during class, nor will they be called out of class to receive calls.

Our school website includes a faculty and staff directory with email and phone numbers. As much as possible, parents and teachers are encouraged to use electronic communications (through RenWeb and the school email accounts) as this provides a record. A phone call or face to face meeting, however, is often the most effective means of communicating and should be a regular exercise. Especially at the Lower School level, teachers will reinforce electronic communications with paper copies of notes for parents to sign (allowing the child to be tangibly involved in the communication process). Parents wishing to contact teachers by telephone should do so between 7:45am and 3:15pm and do their best to avoid contacting teachers during evenings and weekends. Meetings may be set up by appointment with a teacher or administrator. If a teacher is occupied in a class, a voicemail message can be left.

To build trust, strong teacher-student relationships, and healthy independence, parents should encourage their upper school student to handle as many communication needs as possible by talking directly with their teachers or an administrator. Teachers and parents should also maintain their own line of communication (independently from the student) so that all larger issues can be handled by adults in an open and cooperative manner. Parents should also keep healthy lines of communication open with parents of classmates. CSCA administrators are able to facilitate such parent to parent communications but will generally assume that they are taking place in a regular and productive manner. When concerns between parents, teachers or students are not resolved by direct communication between the individuals involved, please include an administrator. Any concerns unresolved by the Principals should be referred to the Head of School and finally to the School Board.

RENWEB: school/parent software which is used for communication with parents, providing assignments, grades, homework and more.

PHONE TREE: used to notify school families in a timely manner of important upcoming events, schedule changes, and other developments.

CRUSADER NEWSLETTER: weekly email publication which contains interesting, timely, and important school news and updates.

IN A CASE OF EMERGENCY: It is extremely important that we have available at least one emergency contact number on file. This should be someone who could pick up your child in a case of illness or act on your behalf in an emergency.

CONFERENCES:

Two conferences are scheduled during the school year (fall and spring). Additional conferences may be arranged on an individual basis as necessary. Your child's teachers will notify you **immediately** if there is any concern that merits immediate attention

BACK-TO-SCHOOL NIGHTS

In the fall, the school hosts a Back-To-School night which gives parents an opportunity to meet faculty, learn about their child's curriculum, and fellowship with other school parents. Back-to-School Night is not a time to discuss individual student concerns with teachers. Parents should request to schedule an individual conference with the teacher if they have questions or concerns about their individual children. Please note this evening is for parents only, not children.

STUDENT CONDUCT AND EXPECTATIONS

As God's image bearers, students at CSCA are expected to pursue their vocation as scholars with their whole body, heart, mind, and strength, enthusiastically urging themselves and their peers to grow more like Christ. Throughout the school day and at all school sponsored events, students will be expected to:

1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18).

It is expected that students will obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving direction. It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining will be addressed.

2. Exercise joy and diligence in work and play. (Eph. 6:6,7).

It is expected that students will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed. We also expect students to be diligent in their play when it is the appropriate activity. Apathy, at work or play, is not acceptable.

3. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14).

It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and "tattle tales" will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.

4. Display consideration, kindness, and compassion. (Eph. 4:25, 32).

It is expected that students will treat others with kindness in action and in speech. Harsh words and harmful behavior will be addressed and will result in appropriate discipline.

5. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40).

It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that students will take an active part in maintaining their personal belongings and the school's appearance. It is expected that they will demonstrate orderly behavior when in groups.

COMMUNITY SERVICE GUIDELINES

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. 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. 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.

- All hours are to be performed through a non-profit or church organization. Private individuals or businesses do not qualify.
- All hours are to be performed under adult supervision.
- Hours worked for compensation cannot be counted for service.
- Hours worked may not be supervised by parents or other family members.
- Hours may not be performed during school hours without authorization from an Upper School administrator.
- The annual requirement of hours must be completed the week before final exams.
- 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, Toy Drive, etc.).
- However, service hours may be earned at after-school special events hosted by CSCA (banquets, Country Fair, etc.) Hours must be pre-approved by an administrator.
- We encourage our students to be involved with their home church or CSCA, or other organizations in the community. All hours performed at their churches or CSCA will be credited toward senior honor cords and scholarship opportunities. A minimum of ten hours per yearly requirement should be at an organization outside of the home church or CSCA.

** Freshman – 35 hours
Sophomore – 35 hours
Junior – 40 hours
Senior – 40 hours

SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES

The purpose of the Coral Springs Christian Academy Expectations and Procedures is to shepherd all students in grades Pre-Kindergarten thru 12th grade, holding them consistently accountable to godly conduct. We maintain Scripture as the center of our school and as the standard by which we educate and train our students. These expectations and procedures apply to our students during school hours as well as at all school sponsored events before and/or after normal school hours.

“Train up the child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6

Expectations:

Coral Springs Christian Academy expects every student to refrain from behaviors which include: disrespect shown to any staff member, dishonesty in any situation while at school, including lying, cheating, and stealing, rebellion, fighting, i.e. striking in anger with the intention to harm the other student(s), obscene, vulgar, or profane language, images or gestures, as well as taking the name of the Lord in vain, gross violence, vandalism of school property, violations of civil law such as bringing and/or possessing a weapon on school grounds or to a school sponsored event, involvement with alcohol or illegal drugs or any flagrant act in clear contradiction to scriptural commands. We value and preserve the warm and orderly environment that characterizes our school and that makes it possible for each student, teacher and coach to pursue our mission.

Procedures:

Students who do not demonstrate these biblical characteristics will require discipline and restoration. CSCA handles each on a “case by case” basis, maintaining equitable standards while walking the student through a process of full restoration. Responsibility starts with the school appointed supervisor. As needed, the Principal and the Head of School will work with and support all parties involved. Parents are informed at each stage and their supportive involvement is integral to the process. Although we strive to communicate regularly, these electronic communications will not remain in the student’s permanent record. Only those incidents deemed worthy of a formal office visit will be filed and done so with the parents’ knowledge.

The following consequences are used in the course of the discipline and restoration process: warnings, student conferences, parent meetings, opportunities for seeking and granting forgiveness, restitution, recess detention, after school detentions, suspensions, and expulsion. Additional disciplinary measures may be added as deemed necessary by the CSCA Administration.

Preschool parents are required to sign and return provided CSCA’s Discipline Policy Code, which is kept in student’s files.

STUDENT APPEARANCE GUIDELINES

1. All students will present themselves with an appearance that is characterized as modest, clean, neat, and not distracting (not drawing undue attention to one's self).
2. Hair must be kept clean and neatly combed out of the eyes. Unnatural (i.e.—blue, pink, etc.) hair colors or hair styles deemed to be extreme by the Principal or Head of School are not permitted.
3. Jewelry must be minimal and not involve pierced body parts with the exception of girls' ears. Boys are not permitted to wear earrings.
4. All students are required to wear the Coral Springs Christian Academy approved uniform when in the school building during school hours. Students must enter the building in uniform.
5. All students are required to wear closed toed shoes.
6. "Cold Weather Dress" would include jeans, sweaters, sweatshirts, jackets, etc.
7. "Dress Down Code" – CSCA tops or sweatshirts and regular school uniform bottom.
8. The Administrators are authorized to interpret and enforce these guidelines and to grant exceptions where needed.
9. Failure to comply with the requirements of the uniform policy will result in an "Out of Uniform Notice" being emailed to parents.
10. After the first offense, disciplinary action could include but is not limited to detention, student not attending class until the uniform problem is corrected, parent conference, etc.
11. See the appendix for your child's grade level for more specific dress code guidelines.

LOST AND FOUND

The following procedures will be followed with items ending up in the Lost and Found:

1. Clothing and unmarked personal items left on the playground, in hallways, outside of the lockers and other areas in the school will be placed in the Lost and Found.
2. All unclaimed, unmarked clothing will occasionally be displayed for reclaiming. If not claimed after a period of time, items will be made available for resale or discarded.

Parents can help alleviate the build-up of articles in the lost and found by marking your child's name on all uniform items, jackets, lunchboxes and other personal items. It is the responsibility of the parents to instruct their children to take care of all clothing and personal items. CSCA assumes no responsibility for these items.

CELL PHONES

Cell phones must remain off and out of sight between during school hours, unless we are experiencing a school-wide emergency.

The above rule applies at all events during school hours and throughout the day, exceptions will be made for certain grade levels and during certain times of the day. These details will be clearly communicated to the students at the start of the school year. Students who violate the rules will have their cell phones confiscated and returned only to their parents (unless other arrangements are made by an administrator due to extenuating circumstances).

Parents desiring to contact their child may contact the school office requesting a return call at a convenient time (or immediately in the case of an emergency). Students may also ask supervising adults for use of the office phone in case they need to contact their parents during the school day.

VISITORS

Remember ALL visitors to the Coral Springs Christian Academy campus must SIGN IN and SIGN OUT at the CSCA main office. The sign-out book is used to account for every person on the campus during emergencies.

VOLUNTEER BACKGROUND CHECKS

The school relies on volunteers to carry out a variety of tasks both during and after school hours. The school takes every precaution necessary to ensure the safety of the children under our care. For this reason, the school requires **all** volunteers who are in the school and around students on a regular basis to submit to a criminal background check. This includes classroom helpers, drivers, etc.

BEFORE AND AFTER SCHOOL CARE

The before and after school care is a service provided to our school families on a fee basis. The fee for this service is provided by the school office or by emailing the Before/After Care Director.

Early Education students not picked-up by designated dismissal time, will be escorted to after care personnel. See Early Education appendix for specific dismissal times and Lunch Bunch program. Any Lower School student who remains on school property after 3:30 p.m. is required to be in a designated location with school appointed supervision. After school care is not be provided on days when the school dismisses prior to 3:00pm. Upper school students will be required to wait in designated areas after school. Any upper school student who does not remain where they are expected to be will be sent to after school care and charged an appropriate amount.

Lower School students staying after school to attend an event must stay in after care until the starting time of the event, provided they have parental permission. Students will not be dismissed from after care to attend the event until a parent arrives to pick them up. Unless your child is a regular user of after care, please inform the school office on the days your child will be attending after care. Parents must sign out their student from after care.

FINANCIAL

Tuition Payment Policy

To ensure that tuition is collected in a timely manner and to establish policy whereby unpaid tuition is collected as quickly as possible. CSCA does not have the luxury of past due accounts. Once we have started school, seventy-five percent of our annual cost is under contract. Consequently, we expect all of our parents to maintain their financial commitment with one time tuition payments, and we are grateful to the families who faithfully uphold this responsibility.

Tuition is calculated on a yearly basis. Three payment options are available:

- Annual – paid in full by June 1st
- Semester – first payment made by June 1st and the second by October 1st.
- Monthly – 12 monthly payments beginning June 1st. Monthly payments are made through FACTS tuition management program.

This process is to be followed unless specific other arrangements have been made between the Head of School and the family involved. Good faith will be presumed on the part of the family unless subsequent circumstances indicate no positive action can be expected.

Definitions:

Late fee: A charge assessed when tuition payment is not received in full by the first business day of the month in which it is due.

Returned check fee: A charge assessed when a check is returned to the school from the financial institution due to insufficient funds in the payer's account.

Guidelines:

The following process is to be followed in the collection of tuition payments:

1. CSCA will accept tuition payment in the form of personal checks or money orders. Cash will not be accepted.
2. Tuition payments are non-refundable, and non-transferable, regardless of the circumstances.
3. In the event tuition payment is not received in full by the first business day of the month, the Head of School or his delegate will contact the family not later than the end of the second business day of the month.
4. Beginning on the second business day of each month, a late fee of ten (\$10.00) dollars per business day will be assessed each day and added to the outstanding tuition balance until the balance is paid in full.
5. If the outstanding balance is not paid, or arrangements are not made within fifteen days of the original due date, the Head of School or his delegate will personally contact the student's parents. The essential elements or agreements made at that time will be recorded and filed.

6. If after all the efforts noted above have been exercised and a period of thirty days from the original due date has elapsed, the Headmaster or his delegate will inform the family concerned that their student(s) is subject to immediate expulsion for financial reasons. At this time, a collection service may be retained to elicit payment of the outstanding tuition balance and any related fees.
7. If at any time a check is returned to the school from the bank due to insufficient funds, a twenty (\$20.00) dollar returned check fee will be assessed and added to the outstanding tuition balance, and the late fees described above in paragraph 4 shall accrue as though CSCA had not received the check.
8. All payments received from families who are not current in their tuition payments shall be credited toward that arrearage. Payments received from families who are not current in their tuition payments shall not be credited toward registration or application fees. The tuition arrearage must be paid in full, so that there is no arrearage, before the family may register for the following year or apply for assistance for the following year.
Furthermore, no family may be accepted for the following year, nor shall a place be held for a student if the family is not current in tuition payments, including all late fees, by June 30.
9. No student records will be released until all financial obligations to CSCA have been satisfied.

HEALTH REGULATIONS AND SERVICES

Injuries/Illnesses

In a case of injury, first aid will be administered to our students. With prior documented parental authorization, medication may also be dispensed. The medicine must be in its original container with a current date and/or pharmacy label. For safety reasons, students may not carry medicine. The Authorization to Dispense Medication form is kept on file the current school year.

Policy for Communicable Disease Control

1. Coral Springs Christian Academy will work cooperatively with local, county and state agencies to enforce and adhere to the state health codes for the prevention, control and containment of communicable diseases in schools.
2. All students must be in compliance with the required immunization schedule before the first day of school. School personnel will complete and coordinate all immunization data, waivers, and exclusions, including the necessary Immunization Assessment Program form to provide for preventable communicable disease control.
3. In order to maintain a healthy classroom environment, children will not be permitted to attend class if they have a fever or cough (except in the case of a non-communicable allergies). If your child becomes ill while in school, you will be called immediately. Please make provisions for a speedy pick up. **Children should be free from fever (99.9), vomiting and diarrhea for 24 hours before returning to school.**
4. Students with any type of infectious illness or symptoms, such as childhood communicable diseases, infections of the skin or eyes, head lice, etc., must receive proper treatment from a physician before returning to school. In cases of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school office regarding any limitation of activities or other special considerations. **For children diagnosed with strep throat, a 10-day doctor's follow-up note is required.**
5. CSCA may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. The administration will refer all reportable communicable disease to local health unit. Each communicable disease will be judged on its individual merits and consequences.
6. The decision to close the school due to communicable disease outbreak is at the discretion of the CSCA administration.

See the appendix for preschool Physical Activity Statement.

LUNCH

- Students may purchase a hot lunch from our provider. Cost per lunch and details for ordering lunch will be provided prior to the start of the school year.
- Hot lunch is not available to preschool students.
- Students must bring their own lunches.
- Lower School students, including children of staff, do not have access to refrigerators or microwaves.
- Upper school students may use the microwaves located in the lunchroom.
- If a student forgets a lunch, CSCA will provide a lunch to the student, if one is available, and the family will be charged the appropriate amount for the lunch.
- See the appendix for preschool lunch and snack guidelines.

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.

SCHOOL ACTIVITIES

The school provides a variety of activities and programs to promote student and family involvement in school life. Co-curricular activities, both during school and after school, are an important part of the educational process.

Eligibility requirements apply to all non-credit student activities, such as athletic teams, choir, trips, and all school-related clubs. Students are expected to maintain a high standard of Christian conduct. Any student who fails to do so will be declared ineligible.

Students must be at school by 10:30 am and may not leave before 1:00 pm to participate in after-school activities (unless approved exception by the Principal or Head of School).