



**CORAL SPRINGS CHRISTIAN ACADEMY**

*Renewing Minds • Engaging Hearts • Transforming Culture*

2251 Riverside Drive, Coral Springs, FL 33065 • [www.cscs.us](http://www.cscs.us) • 954-752-2870

**CORAL SPRINGS**



**CHRISTIAN ACADEMY**

# Lower School Student Handbook

**2016-2017**

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## **I. School Offices**

Main School Office.....	954-752-2870
Finance Office.....	954-840-1135
After School Care..... (after 4:00p.m.)	954-729-8929
First Presbyterian Church .....	954-840-1220

## **II. Philosophy and Objectives**

### Preface

The purpose of the student handbook is to present significant information regarding the Standards and Regulations of the school to parents whose children attend Coral Springs Christian Academy.

### “Coram Deo”

“Coram Deo” is Latin for “Before the Face of God.” One of our many goals at Coral Springs Christian Academy is to keep our children before God in His immediate presence much like the angels in heaven. As Jesus said in Matthew 18:10, “See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.”

As we teach our children to live their lives in His presence, they will learn to obey, honor and follow Him. He who dwells in the shelter of the Most High will rest in the shadow of the Almighty, I will say of the LORD, “He is my refuge and my fortress, my God, in whom I trust.” If you make the Most High your dwelling – even the LORD, who is my refuge - then no harm will befall you, no disaster will come near your tent. For he will command His angels concerning you to guard you in all your ways; they will lift you up in their hands, so that you will not strike your foot against a stone. - Psalm 91:1-2, 9-12

Jesus loves our children. As Christian parents and educators, we need to bring our children to Jesus. We need to teach them about the saving grace and mercy of Jesus Christ as Lord and Savior. He called a little child and had him stand among them. And he said, “I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.”

### 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 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 more than just a curriculum within which is contained a Bible class. It is a manner of teaching in which the Word of God shapes and governs every subject. Children are taught to think with a Biblical worldview in mind and incorporate a purposeful design mindset in aligning all subjects.

**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 students 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 and 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 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 and life 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 all children of our community without regard to race or ethnic background.
- To provide an instructional program that places the Bible at the center and asks the 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 a comprehensible 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 guide each student as they develop a Christian world and life view.
- To instill in the heart of the student a strong love for Christ, family, school, community, and country.
- To endeavor to lead the unsaved student to a personal commitment to Jesus Christ and then guide him/her to a responsible Christian lifestyle.

## **III. ACADMEMIC STANDARDS**

### Placement of Students

Student placement in grades 1-5 will be determined by the school administration. Parents will be notified of classroom assignments at Meet Your Teacher Day.

### Parent – Teacher Conferences

One of the strengths in the total education of a student is the close partnership between teachers and parents. Designated times have been scheduled for semester conferences. Teacher conferences may also be scheduled by contacting the teacher.

### Eligibility for Promotion

Student promotion from one grade to the next is not automatic; it occurs upon successful completion and mastery of all the required grade level course work and with a recommendation from the classroom teacher confirming readiness for the next grade level. Any student with a final average of less than 70% in both Reading (Language Arts) and Math will not be promoted to the next grade level. The student may be retained in the same grade level or asked to be withdrawn from CSCA. Students who earn less than 70% in a core subject for two grading quarters will be placed on academic probation. Students achieving a final average of less than 70% in a single core subject will be required to attend CSCA's summer school program or provide proof of completion of professional tutoring and evaluation in that subject before promotion is considered.

## **Reports to Parents**

Teacher/parent communication is necessary for the overall progress of our students. Regular communication between parents and teachers is encouraged. Teachers will send home communication to parents to show the progress or lack of progress of students in class. Parents have a responsibility to pay careful attention to the academic progress of their children. If a student is struggling to maintain academic progress with standard classwork for his/her grade and falls behind in a core subject area for two quarters, the student will be placed on academic probation. Parents will be advised of student probationary status at the end of each quarter.

## **Daily Agendas**

All students in grades 2-5 are required to keep "Daily Agendas." The "Daily Agenda" is to be taken home every evening, signed by a parent and returned the next school day. Teachers will check agendas daily. Agenda books not filled in, signed or returned each day will result in a disciplinary action per the classroom policy.

## **Grading Scale**

### **Elementary Conduct Scale**

- 1 = Meets Expectations
- 2 = Working Towards Expectations
- 3 = Does Not Meet Expectations

### **Basic Elementary Scale**

A+ = 97-100%	C+ = 77-79%
A = 94-96%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+ = 87-89%	D+ = 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
	F = 0-59%

### **Elementary Specials Academic Scale**

E = Excellent, G = Good, S = Satisfactory, NI = Needs Improvement

## **Honor Roll**

### **Headmaster's Honor Roll**

To achieve this recognition, a student must receive no grade lower than an "A-" on his/her report card.

### **Principal's Honor Roll**

To achieve this recognition, a student must receive no grade lower than a "B-" on his/her report card.

**Note: Students having been assigned more than 3 behavior reports for the quarter will not be eligible for inclusion on either honor roll.**

## **Standardized Testing**

The primary standardized test administered to students in grades one through five is the Terra Nova, Third Edition Complete Battery. This test indicates a student's mastery of national academic skills at the student's grade level and also provides a comparison of your child with others in their age and type of school across the nation. **This is by far the most important objective assessment of your child's academic progress you will receive.** This data is one of the key planning tools used by CSCA in determining student placement. CSCA will send home a code for online access to a summary of each child's test results at the conclusion of the school year.

## **Probation**

Students who earn less than 70% in Reading (Language Arts) and/or Math for two grading quarters, or have a cumulative GPA less than 2.0 will be placed on academic probation for a period of time as determined by administration. Students on probation may not be eligible to participate in interscholastic sports (where applicable).

## **Special Recognition**

End of the year awards will be presented to students in Grades 1-5. These class and schoolwide gatherings recognize top students or those who have earned other honors throughout the year, including honor roll recognition, perfect attendance, and exhibiting outstanding Christian character for all four quarters of the school year.

## **Summer School**

Summer school is mandatory for students who achieve less than a final average of 70% in one core subject (Reading, Language Arts, or Math) for the year. If insufficient progress is made during the summer or should the student fail to attend the required number of sessions as determined by administration, the student will be retained or be asked to find another educational setting. If summer school for a particular subject is not available, proof of completion of professional tutoring and evaluation in that subject will be required before promotion is considered.

# **IV. ATTENDANCE**

In order for Coral Springs Christian Academy to maintain high Christian and academic standards, the following policies have been adopted.

**All students must maintain regular attendance.** This is necessary to successfully complete the daily academic requirements of Coral Springs Christian Academy and to conform to Florida attendance laws. **Any student who misses more than 18 days of school in any school year may be asked to repeat the entire year.**

**It is important for students to be in school the entire day,** and for parents to support the school attendance policy. Late sign-ins or early releases should be done only on an emergency basis and kept to a minimum. Please be aware that late sign-ins or early releases will cause your child to miss valuable classroom instruction and disrupt the teaching process. Please try to schedule doctor appointments after school.

The school calendar affords many days of vacation. Parents are encouraged to take their vacations and family trips during scheduled school holidays.

### **School Hours**

Kindergarten-----	8:15 a.m. - 2:25 p.m.
1 <sup>st</sup> grade - 5 <sup>th</sup> grade-----	8:15 a.m. - 3:05 p.m.
Pre-k3 & Pre-k4 -----	8:15 a.m. – 11:30 a.m. or 12:15 – 3:30 p.m.
Kindergarten Readiness -----	8:15 a.m. – 2:30 p.m.

### **Perfect Attendance**

A student may only be tardy five times (excused or unexcused) during the school year in order to qualify for perfect attendance.

### **Absences**

**Parents must report their student’s absence and the reason for the absence by 8:30 a.m.** on the day of the absence. Please call the Elementary Office or leave the information on the elementary absence voicemail.

**A note stating the reason for the absence and signed by a parent is required on the day the student returns** to school and should be given to the classroom teacher.

Examples of **valid excused** absences are:

- Sickness or injury
- Marriage or bereavement in the family
- Medical appointments, which cannot be scheduled outside of school
- Absences due to providential hindrances

One day for every day missed will be allotted to make up missed work.

**MAKE-UP WORK AND DUE DATES FROM TEACHERS. PLEASE NOTIFY THE OFFICE BY 11:00 A.M. TO REQUEST ASSIGNMENTS FOR ABSENT STUDENTS. ASSIGNMENTS WILL BE READY IN THE ELEMENTARY OFFICE FOR PICK UP AFTER 3:00 P.M. THAT SAME DAY.**

Planned absences must be pre-approved by the school administration. Homework will be provided prior to the absence and is due on the first day of the student’s return to school.

### **Tardiness**

**Students in PreK3 - 5<sup>th</sup> grade will be considered tardy after 8:15 a.m. and will not be admitted to class without a late pass from the school office.** Tardy students are not to be dropped off, but must be accompanied by a parent or adult to the elementary office where a determination is made whether the tardy is excused or unexcused.

Students arriving to school after 12 noon or leaving before noon will be considered absent a half day.

Examples of excused tardiness are:

- Illness
- Car trouble
- Accidents

- Medical or dental appointments
- Family emergency
- Providential hindrances

Excused tardiness will be granted when the parent presents a valid note verifying one of the above examples.

**\*ALL TARDIES WILL BE DOCUMENTED ON THE STUDENT REPORT CARD WHETHER EXCUSED OR UNEXCUSED**

Examples of unexcused tardiness are:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Failure to bring a written note (or verbal explanation by parent) for a tardy that would otherwise be excused

**IF A PATTERN OF EXCUSED OR UNEXCUSED TARDIES BEGINS TO DEVELOP, PARENTS WILL BE ASKED TO CONFERENCE WITH THE TEACHER TO REMEDY THE SITUATION.**

**Early Release**

Students must be present in school until 12 noon to be considered present for the day. Students leaving school before noon will be marked absent for a half day.

**After 2:45 p.m. there will be no student sign-outs except for an illness or an emergency.** Teachers and students are completing class and preparing for dismissal. During this time, students are receiving final instruction to close out the day. **Students must be properly released by the classroom teacher to parents in a teacher designated area.**

**V. DRESS CODE**

The intent of the CSCA student dress code is to promote modesty, dignity and consistency in excellent attire for all students. The administration and staff ask that parents help to properly monitor their children's attire prior to their arrival on campus. Our goal is to maintain a Christ centered learning community and not distract or obstruct the schooling process with materialistic displays. The school reserves the right to refuse to admit into any classroom any student that is inappropriately attired. This includes trips and activities sponsored by CSCA.

If dress code violations become excessive, a meeting will be set with the teacher and/or administrator and a parent to discuss how the parent can help the school enforce the dress code.

A student found in violation of the dress code will be asked to comply. If a change of clothing is necessary, the parent will be asked to bring to school the proper attire so that the student may return to class. Students are to adhere to standards set forth in the Student Handbook, wearing Risse Brothers uniforms only. Failure to do so is a behavior offense.

## **Dress Code Policy:**

### **Pants:**

- Pants/shorts are to be from the official CSCA uniform company list.
- Pants may not be tight fitting, baggy, or drag on the ground and should be worn at the waist.
- Boys and girls must wear a belt with pants or shorts. Approved colors are black, brown, and CSCA colors.
- Girls may wear capris from the uniform company.
- Shorts must be a modest length, no more than four inches from the floor when kneeling.

### **Shirts:**

- All polo shirts must have the CSCA logo.
- The shirt or blouse must be buttoned up to the top two buttons.
- Shirt or blouse must be tucked in at all times.
- Tank tops or camisoles may not be visible or seen through the uniform shirt and may not hang below the uniform shirt.
- T-shirts may not be worn so that they hang below the uniform shirt. Only red, navy or white shirts may be worn. Graphics are not allowed on t-shirts.

### **Skirts/Jumpers/Skorts and Dresses:**

- Must be from the official CSCA uniform company list.
- Must be no higher than four inches from the floor when kneeling.

### **P.E. Uniform:**

- P.E. uniforms are to be worn only on the student's designated P.E. day.
- Official CSCA PE shorts and PE t-shirt must be worn.
- Appropriate sneakers and socks must be worn.
- Warm-ups in red, navy or gray may be worn as part of the PE uniform on cold weather days.
- P.E. T-shirts may reflect special clubs or events for the current school year only.

### **Jewelry:**

- No more than 2 earrings per ear, and in the lower part of the ear only. Earrings may not be larger than the circumference of a quarter or longer than 2 inches. Boys may not wear earrings.
- No long chains hanging outside uniform shirt. No choker necklaces.
- No excessive jewelry may be worn.

### **Hair:**

- No extreme haircuts or hair colors. Hair may not obstruct the eyes.
- Boys hair may not be worn below the ear or collar

### **Hands:**

- Girls may only wear red, pink, and natural shades of fingernail polish (no blue, green, black, purple, etc.).
- Only one ring per hand.

### **Shoes/Socks:**

- Shoes or sneakers must be worn at all times. Athletic shoes are preferred. Other footwear includes a closed toe, supportive tie or buckle rubber soled shoe. Acceptable colors are white, navy, brown, cordovan or black.
- Sandals, flip-flops, open-toed or open-backed shoes are not permitted.
- High heeled or high top shoes are not permitted.

- Boots may be worn on special occasions such as dress-down or when the temperature dips below 50 degrees.
- Socks must be worn and must be white, khaki, or navy. Approved colors are black, brown, and CSCA colors. No printing or wording on the socks.
- Girls may wear tights or leggings in the above colors. Approved colors are black, brown, and CSCA colors.

**Sweatshirts/Sweatpants:**

- Only CSCA uniform company or plain red, navy or gray sweatshirts and sweaters are allowed.
- No hooded sweatshirts are permitted.
- Winter apparel other than CSCA uniform company jackets may only be worn outside the buildings during recess, PE, and arrival and dismissal times.

**Book bags:**

- For safety reasons, no book bags with rollers are allowed in school.
- Book bags cannot have any inappropriate information or writing on them.

Students must demonstrate modesty and neatness at all times.

**Cold Weather Dress Code**

On cold weather days, CSCA students may wear non-CSCA jackets to school, over their normal CSCA school uniform; this is for days when it is cold but the temperature has not dropped below 50 degrees. Jackets may be worn outside the buildings, during recess and PE, but must be removed inside the classroom.

No hooded sweatshirts are permitted.

If the temperature is going to be below 50 degrees at any time between 7 a.m. and 3 p.m., students may wear boots, jeans and hooded sweatshirts, along with any of the above CSCA “Cold Weather Dress” items.

**VI. 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 school’s standards of discipline, it significantly affects the quality and consistency of their conduct.

**Student Response to Discipline**

Students are not to display a negative attitude or argue with a teacher regarding discipline or a disciplinary assignment. If the student feels a misunderstanding exists, he/she should obey the teacher without protest, and then take the following Biblical steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. If the issue is still not resolved, the student should talk the matter over with his/her parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the Principal regarding the problem.

### **Explanation of Discipline Methods**

The CSCA disciplinary system is designed to clearly define the boundaries of healthy student conduct that fosters the effective delivery of our Christ centered community, Christian character and rigorous academic standards. Occasionally, students may violate the boundaries that protect our school's excellence. The staff is committed to correcting all disciplinary infractions and to reminding students that attendance at CSCA is a privilege with corresponding responsibilities. In circumstances where a student's behavior violates CSCA's standards of excellence, corrective discipline will be administered with the following purpose in view: to teach appropriate Christian conduct, to protect the productivity of the learning environment and to maintain a healthy school community.

The CSCA disciplinary standards reflect the mission and purpose of Christian education at CSCA. As such they are not subject to arbitrary interpretations by students or their parents. When major infractions occur, the student's parents/guardian will be contacted to assist in obtaining correct behavior. The typical elementary school discipline process at CSCA involves: a corrective warning, a disciplinary consequence, followed by disciplinary removal. In the exceptional case where a student's misbehavior continues or occurs in another way, the student may be referred to the administration for escalated consequences. Please see the individual teacher for specific explanations of classroom behavior expectations and consequences for violations.

### **Bullying**

It is the goal of the staff and faculty of CSCA to provide a safe, caring environment where students feel protected, valued and loved, and to train all students in compassion, respect and care for others in alignment with Christian ethical standards. If bullying behavior is determined by the administration to have occurred, physically, socially or through cyber bullying the following consequences are typically applied:

- 1<sup>st</sup> Offense – Referral and parent conference
- 2<sup>nd</sup> Offense – Suspension and/or probation
- 3<sup>rd</sup> Offense – Withdraw or expulsion

### **Dangerous or Distracting Items (e.g. weapons, electronic devices)**

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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.

### **After School Teacher Detention**

A detention may be given to any student who violates a school rule. Students will be notified at least one day in advance of the detention. Detentions will be held for 30-45 minutes in the teacher's classroom. Students not picked up after the detention will be placed in After Care.

### **Suspensions**

A student will be suspended from school when a pattern of inappropriate conduct is evidenced or when a major infraction occurs. Suspensions will be assigned by the administration. Students serving an out-of-school suspension are not allowed to come to school during the specified suspension. Students are allowed to make up all missed work within the time allowed by the teacher.

### **Expulsion**

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 of Excellence, the Elementary Handbook, or when the student or parent refuses to cooperate with the administration The Headmaster may determine to ask that the student be withdrawn or to expel the student. A request to withdraw or an expulsion is a final act by CSCA.

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

## **VII. PHYSICAL EDUCATION**

Physical Education is required for 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 the physical condition that prevents participation of any kind (i.e., heart condition, respiratory problems). A letter from the physician must be presented to both the school nurse and the physical education teacher.

### **Extended Time Excuses**

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

### **Valid Parental Excuses**

Parental requests covering a particular minor ailment (flu, colds, and minor injuries) will be honored for two days. A medical excuse from a physician will be required if the student needs to be excused from PE for more than two days.

If the physical education teacher sees a pattern developing where a student is habitually absent and thereby misusing this privilege, no excuses will be accepted unless a physician validates them.

Students may wear their PE uniform to school on days they have physical education.

## **VIII. GENERAL POLICIES**

### **Chapel**

The highlight of our school week is the worship service every Wednesday morning. Opportunities will be provided for students to participate in group singing, praise, worship, and study of God's Word. Students participate and learn leadership skills as they assume some responsibility for presentations. Chapel speakers include administrators, teachers, pastors, missionaries, and others. Often classes will give plays, or the music department will give performances. It is a time of building unity in the school as well as for corporate worship of our Lord. Parents are encouraged and welcome to attend our weekly chapel services.

### **Bible**

The English Standard Version of the Bible (ESV) is recommended for all students in grades 1-5.

### **Homework**

The object of homework is to reinforce school learning by providing the necessary practice, integration and application of the skills learned in class. Homework facilitates the student's development in areas such as initiative, independence, responsibility, self-direction, and self-discipline, and enriches the total school experience. Parents should expect regular homework assignments from each classroom teacher. Please plan to have designated homework space, time and accountability conversations with your child. Review your student's assigned work, help them manage time properly and above all encourage them to do their very best.

### **Wednesday Night Homework Policy**

The CSCA elementary faculty will target no more than 20 minutes of homework on Wednesday nights. CSCA elementary faculty may schedule tests and quizzes on Thursday given that the students have multiple days to study.

### **Student Insurance**

Student accident insurance is maintained on every student while the student is on school property or engaged in activities sponsored by the school. In order for students to participate in extra-curricular activities sponsored by the school, they must be officially registered with all registration and financial obligations met. There are limitations on this school policy.

### **Safety**

In order to provide the greatest protection for each student while they are in school, the following regulations are in effect. Respect for authority will be shown to the on-duty security/safety personnel.

- Children should never accept a ride with a stranger.
- Visitors' must sign in at the Main office and secure a visitor's pass.
- If it is necessary for another person to take a child out of school, a phone call or note to the appropriate school office should be given. No child will be released during school hours until the parent makes a request to the school office.  
K – 5<sup>th</sup> grade: Elementary office..... (954) 752-2870
- If a parent needs to pick up a child during school hours, they must meet them at the Elementary School Office and sign them out. After 2:45PM there will be no student sign-outs except for an illness or an emergency. Teachers and students are completing class and preparing for dismissal. During this time, students are receiving final instructions to close out the day.
- After School Care is provided by the school for students in kindergarten through 5<sup>th</sup> grade. A fee is charged for this service. The Registrar's Office should be notified immediately of changes in the home address or phone number, place of employment or work phone number, cell phone or pager number.

### **Safety Drills**

Safety drills are conducted periodically for the purpose of assuring safety standards. Students should exit quietly and quickly in an orderly fashion. All students, faculty, and staff are expected to treat safety drills with the utmost seriousness.

The alarm for safety drills is an electric buzzer. Students are to move quickly from the building in a straight line without talking, running, crowding, or touching each other. Upon reaching the proper distance from the building (designated by the teacher), the student should face away from the building, ready for roll call. Emergency evacuation routes are posted in each classroom.

### **Bicycles / Skateboards**

Students riding their bikes to school must dismount upon entering school grounds and place their bike in the appropriate bike rack.

CSCA is not responsible for theft or vandalism of bikes.

Skateboards, hoverboards, in-line skates, and sneakers with rollers are not allowed on campus.

### **Cell Phones, i-pods and Electronic Devices**

If a student has to have a cell phone/iPod/electronic device while on campus, the cell phone/iPod/electronic device must be kept in the off position and kept out of sight or in a designated place in the classroom. The cell phone/iPod/electronic device may not be turned on or used for any reason during school hours, 8:00 a.m. - 3:25 p.m.

If a cell phone/electronic device is seen or heard during school hours it will be confiscated and disciplinary action taken. If a student needs to use a phone for emergency reasons, they must use the phone in the Elementary Office.

### **Classroom Interruptions**

Parents are asked not to enter any classroom to speak to their child during the school day. If you need to speak with your child or bring something for them, please report to the Elementary Office.

### **Textbooks**

All textbooks are on loan to students. Textbooks are to be handled with the utmost care and kept in good condition. They are not to be marked on, defaced, or mistreated in any manner. The student will be charged for each lost or damaged book at the conclusion of the school year.

### **Student Services**

Tutoring- A list of tutors is available through the Elementary Office.

I.E.P.'s (Individualized Educational Plans) may be developed for students demonstrating such a need.

### **Media Center**

The Media Center offers a wide variety of materials and services. It is open to all students in kindergarten through the twelfth grade from 7:30 a.m. to 3:30 p.m. The Media Center is to be used for research, reading, and studying. Please respect the right of others work quietly and take proper care of all materials. Any book that is checked out in a student's name becomes his/her responsibility. If a book is damaged, lost, or stolen, it must be paid for by that student. Overdue book notices are sent out weekly to remind students of any books that they have not returned.

### **Media Release Policy:**

From time to time, CSCA or news media may come 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 fill out the Media Non Consent form available in the school office; otherwise, Coral Springs Christian Academy may allow your student to be a part of such media activity.

### **Before and After School Care**

Coral Springs Christian offers both Before and After School Care programs for Pre-K thru 5th grade students.

- Outdoor play & games
- Early kindergarten Dismissal Care
- Homework supervision
- Daily rates
- Snacks with a beverage

**Before School Care- 7:15- 8:00 a.m.**

**After School Care- Dismissal - 6:00 p.m.**

**SIGN-UP FORMS ARE AVAILABLE IN THE ELEMENTARY OFFICE.**

9/4/16