

Conecuh Springs Christian School

2016-2017 Student/Parent Manual

CONECUH SPRINGS CHRISTIAN SCHOOL

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Conecuh Springs Christian School admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on this basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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Section 1- Introduction

History of Conecuh Springs Christian School

Conecuh Springs Christian School was started in the fall of 2001. The school occupies the buildings and property of the former Bullock Memorial School.

Doctrinal Statement

All board members and staff members uphold the beliefs listed below and testify to them both in conduct and conversation:

- Believe the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and that they are the supreme and final authority in faith and life.
- Believe in one God: eternal, omnipotent, omnipresent, manifesting Himself in three persons - the Father, Son and Holy Spirit - one in nature and equal in attributes, power and glory.
- Believe that the Lord Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary and that He is all God and all man.
- Believe that man was created in the image of God and in a state of innocence, but man willfully transgressed God's law and lost communion with God becoming dead in sin, corrupt in nature and incapable of pleasing God.
- Believe that Jesus Christ died for our sins, according to the Scriptures as a representative and substitutionary sacrifice, and rose again, and all who believe in Him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from merit and works.
- Believe that all who are born again by the Holy Spirit and receive the Lord Jesus by faith through the Word of God have thereby become the children of God, possessing eternal life.
- Believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.
- Believe in the personal and visible return of our Lord Jesus Christ to reign upon the earth.
- Believe in the bodily resurrection of all the dead-the saved to a life of eternal glory and bliss in heaven with God, and the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.
- Believe in separation from all practices that would hinder a believer's testimony and walk with the Lord, since his walk with the Lord and God's everlasting grace is the only scriptural basis for a useful Christian life.
- Believe that God commanded that children be taught to love God and place Him first in their lives.
- Believe that God has mandated the authority and responsibility for the education of children to their parents (particularly the fathers). Upon requests of parents, Conecuh Springs Christian School becomes a partner in training their children (Gal. 4:2, Deut. 6, Eph. 6:4).

Our Philosophy of Education

Conecuh Springs Christian School is dedicated to the philosophy that Christian Education is the only truly valid education. True education must be administered in a spiritual atmosphere and must recognize God as the supreme source of all knowledge and wisdom.

Education at Conecuh Springs Christian School is based on the traditional Christian approach in contrast to the humanistic, progressive systems of education. We believe the traditional Christian approach provides students with the best possible program and methods of studies. We seek to impart to each student Christian character development, communicative skills of language and subject matter in harmony with God's truth in all the various academic disciplines. The objective of Christian education is to develop, within the framework of students' God-given personalities, potentials and abilities, individuals who are articulate, knowledgeable and of good character.

The Word of God is our sole authority. We believe the Scriptures give us the true view of God man. The scriptures tell us that God is an orderly Personality, who created man and the universe and that He is the Author of the order, reason and reality that are reflected in the universe. Traditional Christian education is rooted in objective reality and absolutes, as opposed to relativism. All truth is God's truth.

We believe the content of Christian education must be in harmony with "Whatsoever things are true...honest...just...pure...(and) lovely," (Phil. 4:8).

We believe the classroom methods should be teacher directed (Deut. 6:7), with the student acquiring knowledge through studying (II Tim. 2:15), researching (John 5:39), reasoning (Acts 24:25), relating (Luke 24:27), and recording (III John 12).

Our Purpose

- To provide a Christ-centered program of education with the highest academic standards relating all subject matter to the truth of God's Word.
- To lead students to a saving knowledge of Christ and to a total commitment to God's will for their lives.
- To teach the fundamental elements of education and bring each student to the place where he can reason intelligently, read understandably, compute accurately, write legibly and spell correctly.
- To direct, according to Biblical standards, the total development of every student, mentally, physically, spiritually, emotionally and socially.
- To develop each student's talents so he/she can use them for active service for God.

Our Mission

The mission of Conecuh Springs Christian School is to guide students to discover God's truth while striving for academic excellence.

Our Objectives

The objectives of Conecuh Springs Christian School in the education of young people are as follows:

- To lead children to a personal knowledge of Christ as their true Savior and Lord.
- To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
- To prepare children to serve God effectively.
- To encourage them to think clearly, logically and independently.
- To offer an instructional program that meets the academic needs of children.
- To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
- To achieve mastery in the tools of learning and communication.
- To develop a sense of responsibility in each child as a citizen and as a Christian.
- To develop a moral, ethical and spiritual sense which will aid them in appreciation of their own personal worth and that of others.
- To provide them with opportunities to develop an understanding appreciation for the arts as well as contributing to them.
- To provide opportunities for developing skills necessary to make a living.
- To offer opportunities to participate in wholesome forms of recreation.
- To prepare each child for an outstanding position in life and for spiritual leadership in school, home, church, community, state, nation and the world.
- To teach that God is the Creator and Sustainer of the universe and of man.
- To teach that the Bible is the inspired Word of God.
- To teach the application of Biblical principles to every part of daily life.
- To teach American heritage and the current problems facing the country and the world.
- To teach the student to stand up for his/her personal convictions in the face of pressure.
- To teach the student to apply himself to his work and to fulfill his various responsibilities.
- To teach the knowledge and skills required for future study and/or for occupational competence.
- To make the student aware of his/her present civic responsibilities and prepare him/her for adult responsibilities as a Christian citizen of the nation.

Section 2 - ADMISSIONS

Admissions Policy

Selection of students is based upon achievement, standardized testing results and an interview with an administrator or admissions committee. Conecuh Springs Christian School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to all of the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admission policies and in athletic and other school-administered programs.

New students in grades kindergarten through eleventh grade will not be allowed admittance after February 1. A student in the twelfth grade must attend Conecuh Springs Christian School their entire senior year in order to complete our requirements for graduation. The administration may grant exception to this policy if the student has been enrolled in an *A Beka* program or is moving from out of town.

Conecuh Springs Christian School has an open enrollment policy.

Steps to Admission

- Application forms are available in the School Office. An application form is submitted with required registration fee to the School Office.
The registration fee covers all children in the same family unit.(K-5 - 12)
- New students may be required to take the necessary entrance diagnostic test.
- No student will be accepted who has a history of emotional, social, or behavioral problems, or failing academic progress.
- Children entering K5 and First Grade must be the correct age by September 1.
- The student himself must want to attend Conecuh Springs Christian School.
- An interview will be held with the student and at least one parent.

Testing New Students

- A student will be admitted to grades first through twelfth on the basis of successful completion of the previous grade, and an average score on Scholastic Aptitude Test.
- A student is required to score a grade equivalent on the entrance exam within two years of his/her actual grade level.
- A student who scores more than two years below his/her grade level on a recognized achievement test will be admitted to one grade level below that for which he has applied.
- No student will be accepted if his grade placement is more than two years below the normal grade placement for a student of his/her chronological age.

Other Requirements

- A copy of each child's Birth Certificate as issued by the Department of Health and a copy of each child's social security card.
- Immunization records (Blue Slip) signed by a licensed physician or issued by the Department of Health.
- Recommendation/evaluation from the former school or a local pastor.
- Transfer of all records, including request form.
- Parents are required to sign a Statement of Cooperation at the beginning of each school year.
- When all information is collected, it is given to our Admissions Committee.

The committee will accept or reject a student based on the results of the testing, previous school history (behavioral/academic/attendance) and on occasion a pastoral approval or disapproval.

If a student is denied enrollment at Conecuh Springs Christian School, parents are notified in writing. When a student is accepted for enrollment the application is noted as "accepted" and returned to the school office. Upon completion of registrations, the student's name and data are then entered into the computer and the Office Administrator sets up his/her account.

Re-enrollment of Current Students for the Next School Year

Each March a re-enrollment application for the next school year will be provided to current students. Applications must be returned by the date stated on the re-enrollment letter, usually about four to six weeks. This early re-enrollment period gives priority to current student families before enrollment is opened to the public.

The assignment of students to a class will be entirely within the jurisdiction of the administration. Teachers at Conecuh Springs Christian School are qualified and each student will receive a quality education.

Parents will not be allowed to re-enroll a child in school if they have a past due account balance from the previous school year. Our school does not normally enroll married students, students with children or expectant mothers.

Enrollment of New Students for the Next School Year

New students will be provided the opportunity to register for enrollment in the school beginning either the last week in March or the first week in April.

Information concerning the current year's registration fees and other information material may be secured from the School Office.

Section 3 - FINANCES

Tuition and Fees

The Board of Directors sets the amount of tuition and fees annually. Tuition is payable in **one lump sum**. A payment plan is available however, as a service to the parents, wherein payments may be made in **ten or twelve** equal monthly payments as per contract. Late enrollees may choose to pay the full annual tuition fee or have their tuition **prorated over the number of months remaining between the date of enrollment and the last day of the school year**.

A Book Fee and Comprehensive School Fee, also set annually by the Board, covers the following school expenses **for the 2015-2016 school year**:

1. The cost of textbooks
2. The Alabama Christian Education Association's and American Association of Christian School's annual per-student fee
2. An accident insurance policy for each student
3. A technology fee for computers, software, and Internet access
4. A standardized testing fee applicable to each student accordingly
5. A yearbook fee providing a 2015-2016 yearbook for each student
6. An athletic fee to support each student's involvement and support of continued sports
7. 7th-12th grades only-P.E. Uniforms for each student
8. 9th-12th grades only-Drug Testing for each student

Future fees will include, but may not be limited to a locker fee, and a parking fee.

The Family Registration Fee holds your child's (children's) position in class until June 1st. Payment of the lump sum annual tuition cost or the June payment will continue to hold your position. Since we have limited class sizes, failure to make June's payment may result in the loss of your child's position at the school. June and July payments are non-refundable should the child withdraw after registering.

Monthly payments are due on the first of the month, June through the next May. A **late fee** of \$25 will be charged for payments received after the tenth of the month. **Note:** If the tenth falls on a weekend or holiday, you must make arrangements to have your payment in the office before this date.

Collection Policies and Procedures

Conecuh Springs Christian School solicits private grants, donations, and other forms of endowments. It is necessary that fees and tuition be paid when due. To enroll and maintain a student in the school all tuition and fee policies must be satisfied as prescribed by the school board.

Any check returned by the bank for insufficient funds or other reasons will result in an additional charge of \$34 to cover bank charges and other bookkeeping costs.

Students may not attend class if financial obligations are in arrears. If the delinquency has not been paid, or other adequate arrangements made, and the account becomes 45 days in arrears, we notify the parents of our intent to dismiss the student from school if

arrangements are not made by a specified date. If a child is suspended due to past-due account status, then all tuition, daycare and any and all other fees must be paid in full before report cards, diplomas and/or transcripts will be released. Unpaid delinquencies beyond that point will be reviewed by the school board and possibly referred to an attorney for collection or other actions.

Parents owing a past due balance will not be allowed to register their children for the next academic year.

Section 4 - ATTENDANCE

Policy for Attendance/Tardiness

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. It is important that the habits of good attendance and punctuality be stressed at an early age. Regular attendance at school is the responsibility of the parents.

There are two kinds of absences:

- An excused absence is granted with parental notice for acceptable reasons (verified illness of the student, bereavements, verified medical appointments or inclement weather). **Unless notification has been given prior to the absence, the parent must send a note by the end of the second day after the student's return to class.** Without this note, the absence is considered unexcused. However, make-up work **may be** allowed and credit given.
- An unexcused absence is issued when no parental note is received by the end of the second day after the student's return to class. Two points are deducted from the student's grade average for each subject. However, make-up work is allowed and credit given.

Absences for family trips and other personal reasons (five school days per year) may be excused, provided they are known and approved by the Principal in advance, and the student has no current failing grades in any subject. Requests for these absences must be in writing and approved in advance of the absence.

If a student needs to leave school early for out-of-town trips or for any other personal reason, a note must be given to his/her homeroom teacher stating the time he is to be checked out and the reason for leaving early. The homeroom teacher must receive this note at the beginning of the school day. If no note is sent, the early check out will be counted as an unexcused absence in all classes missed.

A student who has been absent from school should present a parental note to his/her homeroom teacher on the day of his return to school. The note should contain the date of absence, a clear reason for the absence and the parent's signature.

Important Notes Concerning Absences:

- If a student misses more than 90 minutes in a day, it will be considered a half-day's absence. This will count against perfect attendance. Furthermore, if a student is not present for at least three consecutive hours, he/she will be considered absent for the entire day.
- If a student is absent more than 10 days during a semester, he/she will not receive credit for the class (classes) missed. To satisfy the minimum hours of instruction per credit, one hour of make up time for each hour of class missed must be made up if the student has been absent more than 10 days that semester. Hours may be made up before or after the regular school day begins or during Saturday School when available. Before make-up work can be accepted, a student must demonstrate mastery of the subject matter as specified by his/her teacher and/or school administration. Each absence over 10 must be made up as it occurs.
- Make-up work and tests must be completed within five days after the student returns to school. The number of days given to make up work should be equal to the number of days absent, including absences for illness, vacation, personal days and sports-related events.
- If a student plans to check out at or after 1:35 p.m., he/she must bring a note from the parent stating the reason, and it must meet the requirements for excused absences. Without this note, the absence, which is only for 90 minutes or less, will be considered unexcused. Students will be allowed 3 such absences per semester. The 4th will count as a half days absence.
- If a student checks out early after a field trip or some special event, it will be counted as an unexcused absence.
- Two unexcused tardies will result in the loss of perfect attendance for all students.
- Under no circumstances will students be allowed to enhance their grades by working for extra credit points. This is especially applicable in the case of excessive absences.

TARDINESS

Students who arrive at school at or after 8:00 a.m. are considered tardy. A student will be allowed **3** excused tardies per nine weeks. After the 3 tardies all other will be considered unexcused. This policy also applies to tardies while changing classes.

- If a student receives a fourth tardy in a nine weeks grading period, the student will be assigned a work detail before or after school.
- If a student receives a fifth tardy during a nine weeks grading period, the student will be assigned two work details.
- If a student receives a sixth tardy during a nine weeks grading period, the student will be suspended from school for one day.
- For each additional tardy after six during the nine weeks, the student will be suspended from school for two days.

(There will be two separate categories: tardies for homeroom, tardies for classes. These will be kept as two separate records.)

Section 5 – BEHAVIOR

Our General Philosophy of Discipline

The philosophy of discipline at Conecuh Springs Christian School is that parents, guided by the Word of God, are mandated to discipline their children. The responsibility of the school is to support and enforce discipline consistent with the scripture. Therefore, the school enlists parental assistance to resolve disciplinary problems when normal procedures fail. The school prefers to notify parents of students' successes rather than their failures.

General Classroom Behavior

Each teacher has the freedom to establish his/her own classroom rules, and students may take part in the formulation of these rules. All classroom disciplinary problems are to be handled first by the teacher. The goal of discipline is to resolve problems between the student and teacher and to restore the relationship, not to be punitive. If the teacher and student are unable to resolve the situation, the Administrator can be invited to participate in the process and in consultation with the Board Chairman as needed.

Paddling is a means of discipline and a consequence for poor behavior of students. Options for not taking a paddling can range from in-school suspension (ISS) to out-of-school suspension. The parent must request in writing each school year that their child **not** be paddled. In any event, the parent will be notified before the student is paddled or suspended.

Discipline System

The purpose of school discipline is to teach students the importance of listening, developing self-control, accepting responsibility, making good decisions and forgiving one another. These are principles taken from Scripture. Conecuh Springs Christian School's goal is two fold.

1. We want the individual student to imitate Christ in his/her daily walk.
2. We also want the school to be represented in the community by students who radiate an image and make an impression because of what they have learned about demeanor and conduct at home and at school. We want our students to stand out in a crowd for all the right reasons.

The faculty and staff have certain expectations of each student in regard to conduct. Teachers address these principles in their individual classrooms. In return, proper conduct is affirmed and improper conduct is disciplined with the expressed goal of changing the student's attitude and behavior.

The administration has tried to limit the rules concerning discipline. We are interested in the heart of our students. Rules accomplish nothing if the student's heart is not in accord with the general purposes of the school. Hopefully, the following rules will help students see the true purpose of Conecuh Springs Christian School.

- Students are expected to show genuine respect at all times to faculty members, secretaries, custodians, fellow students and visitors.

- Students are expected to be truthful and honorable in regard to academic pursuits and in dealing with people in the school community. Accounts of lying, cheating or stealing will be reviewed by the administration and could lead to expulsion.
- Respect for self and for others is demonstrated in a student's speech. Vulgarity in speech or actions will not be tolerated.
- Respect for self and for others is also demonstrated in the treatment of school property. Students have a responsibility to keep the campus and buildings neat and attractive.
- A student's possession of or the use of drugs, alcoholic beverages or tobacco products, whether on or off campus, could lead to expulsion.
- Annoying or dangerous articles, such as knives, guns, water pistols, matches, and firecrackers are not permitted on campus or at any school function. Possession could lead to expulsion.
- Toys, radios, cassette players, CD players, Mp3's, IPADS, cellular phones are not allowed on campus or field trips. Phones will be allowed on overnight trips with parent permission.
- K-4 through sixth grade may not bring make-up including lip gloss to school.
- Students may not use the office telephone except in case of emergencies. Daily routines are not considered emergencies.
- Students are not to chew gum on campus at any time.
- Students should not draw or write on themselves or others at any time.

In order for our school's education program to be successful, we expect certain standards, attitudes and cooperation from our student body. It is imperative that each student and teacher knows and understands the rules and regulations. Since it is impossible to make rules to cover every type of infraction, good behavior must come from the heart and must not be mere conformity to man-made regulations. However, the following items will be implemented to help us be fair and consistent in our discipline.

Sexual Harassment

The sexual harassment of an employee or student will not be tolerated by an employee or a student. It is grounds for immediate termination of an employee or expulsion of a student. Sexual harassment is defined as unwelcome touching, unwelcome sexual advances or propositions, requests for sexual favors, sexually degrading words, graphic comments about a person's body or other unwelcome oral, written, or physical conduct of a sexual nature.

Cellular Phones

Students are discouraged from bringing cellular phones to school. However, if a phone is brought to school, it must remain turned off and left in the car or in the locker. They are not allowed to be carried in purses, backpacks, pockets, etc. If a phone is seen by a faculty or staff member during school hours, the phone will be taken up and given to the School Secretary. The phone must be picked up by a parent. If the phone is used on campus during school hours, the phone will be taken up and given to the School Secretary. The student will receive an After-School Detention and the phone must

be picked up by a parent. If the problem persists and the parents are unable to correct the problem, the phone will not be returned until the end of the school year.

Discipline Offenses

The following are examples of the kinds of behavior that are inconsistent with the purposes of the school:

- Talking and disrupting class
- Running in building, on sidewalks, etc.
- Yelling unnecessarily, horseplay
- Chewing gum
- Spitting or other unacceptable manners
- Excessive tardiness
- Dress code violation
- Using profanity, improper or vulgar language
- Direct disobedience and disrespect
- Lying, cheating and stealing
- Destruction of property
- Leaving school or class without a proper pass
- Fighting and verbal harassment
- Displaying a lax attitude about academics
- Smoking, using or being in possession of alcohol or illegal drugs
- Carrying knives, guns or any kind of explosive
- Terrorist threatening of teachers or other students
- Possession of pornographic, new age or satanic materials

We cannot anticipate and specify every situation that might occur. Every effort will be made to use sound judgment and to assure that corrective procedures are appropriate and fair. We are more interested in correcting misbehavior than in punishing it. Consequently, faculty and staff members will first work with the student in helping him/her change attitudes and behavior. If the student chooses to continue to engage in behavior that violates the goals of the school, he also chooses to face the consequences of that behavior.

When a student chooses not to follow school rules or policies, possible consequences may include: a warning, extra class work, paddling, teacher-initiated detention, in-school suspension (1 to 10 days), or expulsion. This listing does not imply a sequential process or order. The consequence will be determined by the Administrator and in consultation with the Board Chairman as needed.

Any member of the faculty or staff may issue at any time conduct referrals at on- or off-campus school events. These referrals are submitted to the Administrator. A faculty or staff member's willingness to issue warnings instead of conduct referrals should, in no way, lead students to believe they are entitled to warnings. Once a conduct referral has been reported and filed, it cannot be revoked. Teachers may choose to have students work off conduct referrals, but they are under no obligation to do so. Students should not expect this as an option. Students can get a conduct referral off with a paddling with the Administrator deciding the number of licks.

Bullying/Hazing Policy

Conecuh Springs Christian School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Conecuh Springs Christian School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. It is expected that students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct will be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Corporal Punishment (Paddling or Spanking)

The school permits paddling by the administrative staff. Anyone using this means of punishment must have at least one adult witness. If you do not want your child to be punished by this method, write a statement to that affect on the back page of this handbook before you sign and return the page to your child's homeroom teacher. The administration anticipates the use of paddling to be very exceptional, and it would only be used when all other options have failed.

After School Detention

CSCS will maintain an After-School Detention (ASD). Teachers may assign students to ASD for disrupting class, being tardy for school or a class more than three times in one semester, violating dress code, cheating, lying, being disobedient, and failure to do homework.

Any time a student is sent to ASD, the teacher responsible will submit a brief report to the Administrator explaining the circumstances of the incident. If deemed necessary, the Administrator will meet with the teacher and the student to resolve the problem.

A student who attends ASD more than three times during a nine week period will be assigned to Saturday school. If a student does not attend the Saturday School assignment, student will be suspended.

A Special Note to "Couples"

Romans 13:14 teaches us that we should avoid situation that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid this temptation, we do not permit displays of affection, such as hand holding, walking arm-in-arm, hugging or any other act of physical contact that is intentional. Any student who abuses this rule will be separated, while at school, for a definite time period.

Students' Behavior Off Campus

Students need to recognize the "elastic principle" as part of the discipline policy at the school. The elastic principle simply means that students are accountable to the school for behavior occurring off campus. When students engage in behavior outside of school that brings discredit to them, they will be held accountable to the school and may be suspended or expelled.

Although the school's purpose is not to monitor conduct off campus, students are expected to act in a manner that brings credit to themselves, their families, their school and our Lord. The elastic principle also applies to field trips, athletic events away from home and school trips. Leaders and sponsors will spell out rules of conduct for trips and students who violate them may be suspended or expelled. Conecuh Springs Christian School does not encourage a "do your own thing" philosophy of life. We encourage students to do that which is right in the sight of God, healthy for good government and helpful toward their fellow man.

General Principles for a Dress Code

All students are required to dress neatly, conservatively and modestly in accordance with the Christian testimony of Conecuh Springs Christian School. A student's conduct parallels his/her dress. General scriptural guidelines for dress are:

- Modesty (I Tim. 1:9; II Tim. 2:22)
- Distinction between the sexes (Deut. 22:5; I Cor. 11:14, 15)
- Identification with the Lord and not with the world (I Tim. 4:12; Romans 12:1,2; I John 2:15,16)
- Hair is to be worn so that is neatly maintained. It should not cover the eyebrows, extend below the collar, cover the ears, or be allowed to grow "bushy". No fad haircuts, such as those with extreme differences in length or with designs cut into them.
- The growth of facial hair is not permitted. Side burns should not come below the bottom of the ear.
- No tongue piercing, body piercing, or tattoos of any kind while the student is enrolled at CSCS. (Girls-No more than two sets of earrings should be worn at a time.)

The dress code also applies to all field trips.

Conecuh Springs Christian School Student Dress Code and Appearance Standards

CSCS school logos are available through www.landsend.com
or locally through Crystal Davis with In the Bag

General Guidelines

1. All dress code clothing will embody school colors:
Solid Red, Navy Blue, and White
Royal blue, pink, maroon, and other hues are not acceptable color choices.
2. Clothing will not be frayed, patched, un-hemmed, or with holes.
3. **Hair should be neat, clean and appropriate.** Boys- Hair should not extend below the collar in the back, below the eyebrow in the front, and below the middle of the ear. No facial hair of any kind is acceptable. Hair dye must be of a natural color, no pinks, purples, etc.
4. No hats or head coverings should be worn on campus.
5. Tattoos are not allowed. If a student has a tattoo before enrolling in CSCS, the tattoo must remain covered at all times (school, practices, games).
6. Casual days may be designated by the administration.
7. All clothing must be appropriate size for students (not too big, not too little) and must be worn in the way in which it was designed.
8. The administrator will have the final say on any and all dress code decisions.

***Shorts/Pants/Capri Pants (blue, beige/tan: solid colors, no decorations)**

All pants, shorts, Capri's should be worn with the shirt/blouse tucked in.

NO SWEAT PANTS OR "PULL-ON" STYLE PANTS

Shorts should not be more than 2" above the knee.

***Shoes**

closed toe, closed heel

May be pull-on, Velcro, tie or zip- but must stay on the feet.

Non-marking soles

Heels no higher than 1 ½ "

Shoes must be appropriate for PE or others should be brought from home.

***Socks/ stockings**

Socks are optional and may be any style in the appropriate colors.

Girl's tights/stockings should be solid (no lace, net, etc.) and adhere to the recommended colors.

***Jackets/Coats**

Jackets, over-coats, bulky sweaters and other outerwear will only be worn out of doors. When entering the classroom the student should remove his/her outerwear and hang it in the place designated by the classroom teacher. This also includes scarves, hats, mittens, and gloves.

Students should dress appropriately for the season. Only school colored zipper jackets may be worn indoors (red, blue, gray).

***Shirts (solid red, white, or navy)**

A polo style (2 or 3 button, collared sleeved) shirt, which must stay tucked in, is acceptable.

Small trademarks are acceptable, but no other screen print or embroidery is acceptable unless it is in pocket area and has a school logo.

If an undershirt is worn it must be *solid white*. Solid white turtlenecks are acceptable as under shirts only.

Royal blue or other hues are not acceptable. Sleeveless is not acceptable. Girls may wear banded shirts.

*** Skorts/Skirts/Jumpers- (navy, tan, khaki, plaid composed of school colors)**

Girls may wear jumpers with a collared shirt or turtleneck, or skirts no shorter than 2 inches above the knee (while kneeling). Shirts worn must be consistent with shirts worn by boys. Shorts must be worn under skirts for grades K-2.

***The following allowances will be made for K4 through 2nd grade students:**

Pants may have an elastic or drawstring waist but may not be legging or tight style.

Round neck t-shirts or allowed in the above name solid colors.

Skirts, shorts, and skorts may be 3 inches above the knee.

Disciplinary Actions:

1. Students wearing attire that does not meet the dress code criteria will be required to correct the inappropriate dress immediately or be referred to the office. Students will not be allowed to return to class without proper attire. Any missed class time due to the dress code violations will be unexcused and any work missed will be a zero. In addition, offenders will be subject to the discipline systems.

2. The discipline system will be as follows:

1. Warning
2. Parent conference
3. Suspension for one day with work missed counting as a zero.

Section 6 - ACADEMICS

Curriculum

The basic curriculum used in school is *A BEKA*, developed by Pensacola Christian School in Pensacola, Florida . The curriculum provides a good foundation in phonics, math, language, history and science from a creationist viewpoint. Both the Bible curriculum and the academic curriculum provide good training for building good character. Conecuh Springs Christian School also stresses an art program.

Jr. High/Sr. High (Grades 7 - 12) Curriculum

Jr. High and Sr. High re-enforces the principles taught in elementary grades. All students are required to take seven classes, including English, math, history, science, Bible and an elective. As student interest requires and numbers justify, enrichment electives will be offered.

Report Cards

Report cards will be given each nine-weeks and will be sent home as marked on the school calendar. Parent-Teacher Meetings take place as scheduled on the calendar. Other than special programs when students are involved, parents are encouraged **not** to bring their children to the PTO Meetings. The grades, A, B and C, are given for satisfactory work. The D grade is passing but in most cases fails to indicate satisfactory work. The grade F is given for work failed. Parents are requested to examine the report card, sign it, and return it to school. A parent's signature indicates the card has been reviewed, not approved.

Interim Progress Reports

Interim Reports for all grades are sent home at the middle of each nine weeks grading period. The teacher may also use this report to indicate if a student is having a problem(s) in any area. All examination grades, quiz grades and the ratio of homework assigned to homework completed will be recorded; D's and F's will be circled in red.

Homework

Believing that homework is an important part of the school, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for reinforcement, for practice, for remedial activity and for special projects.

Guideline for homework per night:

1st	15 - 30 minutes
2nd	30 - 40 minutes
3rd	30 - 45 minutes
4th	40 - 50 minutes
5th	50 - 60 minutes
6th	60 - 75 minutes
7th-9th	75 - 90 minutes
10th-12th	90 - 120 minutes

Conecuh Springs Christian School requests parents' full cooperation in seeing that assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's expulsion.

Homework may be given on weekends and tests may be given on Mondays. When absent, the student should call a classmate to get his/her assignments.

If you have requested that your child be out for a few days, he/she is to make-up the work when he returns to school. Missed assignments may be picked up at that time.

Grade Scale

Regular Grade Scale

A - 90-100	4.0
B - 80- 89	3.0
C - 70- 79	2.0
D - 60- 69	1.0
F - 0- 59	0.0
S - Satisfactory	
U - Unsatisfactory	
I - Incomplete	
N - Needs Improvement	

Semester Average

The semester average for grades 4 - 12 is the average of the grading periods and the semester test. To get the semester average, double each nine-week average, add this to the semester test and average the five grades to get the semester average. This calculation is used for all subjects, including enrichment courses.

Promotion/Retention/Placement

If a student fails one semester and passes the other, the pass/fail grade will be determined by taking the average of the two semesters for the yearly grade (elementary level). Students will be retained who fail two core subjects for the year. Students who have not mastered the current grade level based on recommendations from their teacher and the administrator will also be retained. Therefore, if a student fails one semester and passes the other, the pass/fail grade will be determined by taking the average of the two semesters for the yearly grade.

A student's report card will contain a notation as to whether the student has been promoted or retained. Students who receive a D in language arts and/or math will be recommended for summer school. Any student with a D or F in math and/or language arts who does not attend summer school will be placed on academic probation for the first four weeks of the new school year.

For students in grades 9-12, the semesters are counted separately for credits. There will be no yearly average and failing one semester will result in the student having to make up the credit.

If academic performance is not successful or at an adequate level of proficiency is not reached, the administration has two courses of action:

1. The student will be put back a grade level in the subject (if there is an available space), or
2. The parent will be responsible for placing the student in tutoring or credit recovery.

RELATIONSHIPS

- A. Faculty to School Administrator - When there are questions or problems, the classroom teacher goes to the Administrator. The Administrator approves all leave of absences, field trips, class information going home to parents, and any curriculum changes/additions. Faculty members are free to meet with the Administrator at any time. If there are problems relating to students or parents, teachers are encouraged to meet with the parents first.
- B. Faculty-to-Faculty - Faculty members should love one another as Christ loves - with patience, kindness, and encouragement - building up one another.

Exams/Testing

Semester Exams

CSCS recognizes the importance of learning to prepare for cumulative exams. We also believe that consistent daily academic preparation and personal conduct are of high value. We hope to achieve these two goals by offering an exemption incentive for semester exams.

Grades 7 -8:

Since the administration feels that students in 7th and 8th grades have not yet learned how to take cumulative exams, they may not exempt tests with the exception of the perfect attendance exemption. Perfect attendance is still in effect.

Grades 9 - 10:

Students in 9th and 10th grades can exempt three semester tests for subjects in which they have maintained an A average. The perfect attendance exemption is also in effect.

Students may not exempt any subject where there are more than five absences.

Grades 11 - 12:

Students in 11th and 12th grades can exempt all semester tests for subjects in which they have maintained an A average. The perfect attendance exemption is also in effect.

Students may not exempt any subject where there are more than five absences.

Standardized Testing

Achievement Tests:

Each spring, students at CSCS take an achievement and an IQ Test. Test scores are sent to parents as well as included in the student's permanent record. Test scores enable the Administration to identify areas where the academic program is strong or where improvement needs to be made as well as track a student's progress.

SAT and ACT Exams:

The Administration strongly encourages each student to take the ACT or SAT exams during the spring and summer of their junior year. Students must take the SAT or ACT prior to graduation. If the composite score qualifies the student for college admission, he/she will not need to repeat additional testing unless the desired college is more selective or the student seeks an academic scholarship. The Career guidance counselor assists students in registering for these exams.

Perfect Attendance Exemption

1. The student must have perfect attendance in the subject.
2. The student must have at least an "85" average on both nine weeks grades in the subject that is to be exempted.
3. The perfect attendance policy applies to a student transferring to CSCS with proof that perfect attendance was maintained prior to the transfer and that no time was lost between schools during the transfer.
4. Students sent to After-School Detention for excessive tardies lose the perfect attendance exemption for all classes when the ASD was for homeroom or for the one Class when the ASD was for just one class period.

Graduation Requirements

Conecuh Springs Christian School offers a basic academic diploma to our students. A student must take the ACT in order to receive a diploma. It is a requirement that students attend their entire senior year in order to receive a diploma from CSCS. The administrator may wave this requirement if the student transfers from another ABeka school or moves from out of town.

Textbooks/Equipment

All ABEKA textbooks and workbooks are purchased by the students. The books will remain student property at the end of the year and will not be reused. Any student that loses any of his/her books or workbooks will be required to purchase another. Any supplementary text or texts other than ABEKA will remain property of the school. Any textbook purchased outside of the ABeka curriculum will remain property of CSCS. Any books not returned will be invoiced to the students account.

School Property

Conecuh Springs Christian School is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by Conecuh Springs Christian School students, faculty and staff.

Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to, or destruction of, school property will not be tolerated; therefore, all damage must be paid for if it was willfully done.

Students are expected to report immediately to the office about any damage that has been made to furniture or to other school property.

Field Trips

Field trips to places of educational interest are taken at various times during the school year. Students are required to maintain the same level of discipline away from school as is required of them at Conecuh Springs Christian School.

A written policy regarding the supervision of students on an overnight stay away from school, established by the school administration, will be strictly followed to ensure the safekeeping of all participants. This policy is reviewed with sponsors and student participants before these trips occur.

The cost for field trips must be covered by students' contributions (*all* students going on the trip must pay). Students are not permitted to go unless they turn in a signed permission slip. Once the permission slip is signed and returned, the student must pay whether he/she goes or not. A medical release form will be provided for all students who will need to take medication on the field trip. Some trips may require transportation by private automobiles from parents or relatives of students but will require proper insurance coverage. Documentation of insurance must be provided.

Siblings are not permitted on field trips. If a student is too sick to come to school, he/she is also too sick to go on a field trip.

Section 7- EMERGENCIES/SCHOOL DISMISSALS

Closing School Due to Severe Weather Conditions

When weather conditions are severe, storm conditions exist, and travel is in doubt, Conecuh Springs Christian School will close. Parents will be contacted via School Cast. School closing announcements are usually given on area TV stations and most of the area radio station. In the event that we must evacuate the building, all students will be transported to the First Baptist Church.

Fire Drills

An Emergency Exit map is posted in every room, positioned with directional accuracy and at eye level. A monthly fire drill will be conducted. When the fire alarm sounds (three short rings of the bell):

- Teachers are to pick up their attendance book and begin walking toward the door.
- Students are to form a line and file out of the room without talking. The last one out closes the door and turns out the lights.
- Teachers are to walk with their classes, leading them away from the building.
- When the classes are away from the building, teachers are to take roll immediately to make sure all students are present.
- When the "All-Clear" has been given, students are led back into the building.
- If a drill occurs during chapel, the chapel leader instructs the students to leave. Class advisors are to meet and check attendance for their classes.

Tornado Drill

When Conecuh Springs Christian School is in a tornado warning:

- The bells will ring continuously
- Everyone goes immediately to his/her designated area
- Students stay away from windows, doors and outside walls
- Classes do not bother to open or close windows and doors
- Students do not stay in large room, such as the dining hall, gymnasium or auditorium.

Communicable Diseases

Conecuh Springs Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host of infected person or animal to other people.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration. The reportable diseases include the following:

**Acquired Immune Deficiency Syndrome (AIDS) Aids Related Complex (ARC)
/Amebiasis /Animal bite of humans only / Anthrax /Botulism /Brucellosis
Campylobacteriosis / Chancroid /Dengue / Diphtheria / Encephalitis
Gonorrhea /Granuloma Inguinal /Hansen’s Disease (Leprosy) /Hemorrhagic
Fever / Hepatitis /Herpes Simplex 1 & 2 on face, mouth or body
/Histoplasmosis Hepatitis B /Human Immunodeficiency Virus (HIV)
/Legionnaire’s Disease /Leptospirosis /Malaria /Measles (Rubella) / Meningitis
/Meningococcal Disease/Mumps /Paralytic Shellfish Poisoning /Pertussis
/Pesticide Poisoning / Plague /Poliomyelitis Psittacosis / Rabies by a potentially
rabid animal /Relapsing Fever / Rickettsia Rocky Mt. Spotted Fever R.
/Rubella (including congenital) /Salmonellosis /Schistosomiasis /Shigellosis
/Smallpox /Syphilis /Tetanus /Toxoplasmosis (acute) /Trichinosis /Tuberculosis
/Tularemia Typhoid Fever /Typhus /Vibrio Cholera /Vibrio Infections / Yellow
Fever**

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Conecuh Springs Christian School may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Conecuh Springs Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

Blood Borne Pathogens Regulations

The Occupational Safety and Health Administration (OSHA) is the federal agency that was created by Congress in 1970, to protect workers from hazards in the workplace. OSHA has developed and implemented a ruling related to blood borne pathogens that must be followed by all schools. In order to be in compliance with the ruling, Conecuh Springs Christian School will do the following:

- Determine the exposure potential of each employee of the school
- Provide for the immunization against Hepatitis B
- Provide training for all personnel with respect to blood borne pathogens
- Provide Personal Protection Equipment for all personnel
- Keep records of training, exposure, medical precautions and medical follow up.

Procedures for Blood Injuries

To protect both students and staff, the following procedures are adhered to universally - that is - whenever direct contact with any body fluids is anticipated regardless of the source:

- Employees must wear gloves when administering first aid to anyone without exception and whenever contact with blood or potentially infectious material is anticipated.
- Employees must wear gloves when changing diapers or assisting a student who has soiled himself.
- Bloody items or other potentially infectious material must be placed in plastic bags and then into a hard-sided trash receptacle.
- After rendering aid, employees must remove the gloves and wash their hands. Latex gloves must be discarded after a single use.
- If direct contact with blood, bloody items or other potentially infectious material occurs, notify the Administrator immediately. Proper forms must be filled out and proper procedures must be initiated as set forth by OSHA.

Clean up After a Blood Injury

- Equipment and work surfaces that have been contaminated with blood or other potentially infectious material must be disinfected and cleaned immediately.
- Cleaning is always done in a way that prevents the employee from coming in contact with potentially infectious material.
- Broken glassware is picked up with the aid of mechanical means, such as a brush and dustpan, tongs or forceps. Glass is never picked up directly with the hands.
- Employees must wear rubber utility gloves when cleaning up spills and splashes. Rubber utility gloves may be disinfected and reused if they are in good condition. However, they must be discarded if they are cracked, peeling, torn, punctured, exhibit other signs of deterioration - whenever their ability to function as a barrier is compromised.
- Using paper towels, carefully blot up any blood or other potentially infectious material.

- Contaminated surfaces are clean with an EPA-approved disinfectant rated “Anti-TB” or a freshly made 1:10 solution of household liquid chlorine bleach and water.
- After initial cleaning, the bleach solution is applied to the entire area and allowed to sit for 10 minutes.
- After 20 minutes, the bleach solution is wiped up with paper towels and the area is then washed with detergent and water.
- All disposable material used to clean the area are placed in plastic bags and then into a hard-sided trash receptacle.
- Trash receptacles are emptied regularly and are never allowed to become overfull. Employees wash their hands after cleaning up splashes or a spill.

Medicine/Physical Condition

Medicines for students will only be administered in the office and will not be administered without a Physician Medication Authorization Form. This form is located in the office. ALL medications will be stored in the office. Only emergency treatment or treatment for minor cuts, scratches, etc., will be administered. Parents will be called when it is determined a student needs medical attention.

The adult in charge of the activity when the injury occurred will fill out an Accident Report Form. One copy of the report will be given to the parent; another will be placed on file in the office. First Aid kits/supplies are located in the classrooms. Kits are available when students are away from campus on trips or involved in athletic practices and games. Ice is available in the cafeteria.

Certain emergency situations arise where immediate care is beneficial and imperative. The following additional suggestions are presented:

- Give immediate, necessary and obvious care
- Report condition to the office.
- Notify parents and abide by their decisions. If you are unable to contact parents, notify the emergency contact person listed on the emergency card, and/or the physician indicated on the emergency card).

Student Illness

In order to return to school, a child should have been free of symptoms for 24 hours. If questionable symptoms are still persistent after 24 hours, a "Certificate for Return" must be obtained from the doctor stating that the child is free to return. Because of the teacher's close relationship with the children, the school considers it essential to follow his or her recommendation concerning the health of the children.

Conecuh Springs Christian School personnel will not administer any medication, including aspirin, (without a medication wavier being filled out and signed by the parent) or attempt any medical procedures unless life-threatening situations occur.

Section 8 - ARRIVAL/DEPARTURE

Hours of Operation

The School Day (Day Care) 7:00 a.m. - 5:30 p.m.

The School Day (Grade K5 through Grade 12) is 7:55 a.m. – 3:05 p.m.

Parents will observe the following:

Arrival Time: 7:30-7:50 a.m. Children arriving before 7:30 will go directly to the chapel room. Students will need to go to their classroom at 7:30. Students should be in their classroom by 7:55 a.m. and are tardy at 8:00 a.m.

Departure Time: 3:05-3:20 p.m. **Children should be picked up no later than 3:20 p.m.** (Note:) At 3:20 your child will be taken to Room #16 and placed under the supervision of the after school program. There will be an afterschool fee of \$3.00 per day charged for late pick-ups. After school daycare hours are 3:20-5:30 p.m.

Please fill out the enclosed after school application and return if you wish for your child to stay in our after-school program.

Traffic Regulations

The entrance to Conecuh Springs is located on Hicks Industrial Boulevard. The traffic flow is as follows:

- Enter through the gate marked entrance.
- Make a loop of the parking lot driving parallel to the gym building and then parallel to the school building.
- The carpool line is the lane closest to the gym building. Please be cautious of drivers pulling back into traffic from carpool line.
- Daycare drop off and pick up is on the east side of the school building. Please be cautious of drivers pulling back into traffic from daycare drop off and pick up.
- Exit through the gate marked exit.

Parents, visitors and volunteers should use only the parking areas along the front of the classroom building or out in the center lane of parking spaces. Drivers should not park nor block entrance or exit lanes.

Traffic Rules

- **Speed limit 5 mph**
- **No loitering in parking areas**
- **Once a vehicle is parked in the morning, students are not permitted to return to it without permission.**

Section 9 - PARENT/SCHOOL COMMUNICATION

Parent - Teacher Conferences

Students in Grades K5-12 will receive a report card each nine weeks during the school year. Parent-Teacher Meetings will take place on the nights listed on the school calendar. Teachers will be in present by 5:00 p.m. for P.T.O. (which begins at 5:30 p.m. and ends at 6:30 p.m.) The P.T.O president will preside over the meetings. P.T.O. is not a time for parent-teacher conferences. The teacher will be prepared to schedule a mutually satisfying time for a conference with parents who wish to set up an appointment; however he/she will not be able to talk with them that evening. Everyone, including those who lock up the building, should be free to leave no later than 7:30 p.m.

Problems

If a parent has a problem with a teacher, he/she should discuss it with the teacher. If a solution is not reached, the parent should discuss it with the Administrator. If the Administrator cannot solve the problem, the parent should write a letter to the school board and express his/her concerns. The school board chairman may call the parent if additional information is needed.

If the school board chairman cannot solve the parent's concern, the problem will be discussed at the next school board meeting. The parent will be notified of the school board's decision.

Section 10 - STUDENT ORGANIZATIONS

Organizations/Activities

From time to time, our high school will offer various clubs and organizations, activities, service projects, awards and competitions to promote student leadership and responsibilities. Students at Conecuh Springs Christian School are encouraged to participate in extracurricular activities. There are lessons to be learned from these activities that are good for the soul, mind and body; however, the beneficial value of participation in any activity can never take precedence over the student's day-to-day academic work. Participation gives the student the incentive to organize his/her study schedule so he/she may include and enjoy extra activities.

Guidelines for Student Participants in Extracurricular Activities

- Students participating in athletics agree to abide by policies set forth in the athletic manual.
- Rules, regulations and respect for authority are a part of any society. It is the policy of Conecuh Springs Christian School to support rules and regulations, which are in harmony with the Christian and educational philosophy of the school.

Section 11- GENERAL INFORMATION

General Practices

No visitor or outsider may speak or perform in any program unless permission is secured from the Administrator. This includes guest speakers and lecturers in a classroom.

No student, teacher or student organization may use the name of the school on any radio, internet or TV program or any other publication without the prior authorization from the school administration.

The school will not be responsible for any party or social function that is not officially approved or sponsored by the school.

For all school-sponsored functions, conduct and dress standards apply.

Students should not be in the gym or school building before 7:30 a.m. or after 3 p.m. without supervision by a teacher or another adult designated by the school.

School Office

The school office will be open Monday through Friday from 7:30 a.m. until 3:30 p.m.

All parents are welcome in the school. However, when a visit to the classroom is necessary, the parent must check in the office first. No parent or visitor is to go directly to the classroom. If a parent wishes to talk with his/her child's teacher, he/she should arrange for a private conference with the teacher through the school office. Teachers are happy to arrange for conferences at a scheduled times, but they should not be detained either before or after school unless a meeting has been set for that time.

Homework, books and other items may be left in the school office to be delivered to the child. School phones are for business use only. A parent who needs for his child to stay after school or to meet him/her at a different time should notify the school office so these arrangements can be properly made. Calls of this nature must be received before 2:00 p.m. Please use these services as sparingly as possible.

The school office personnel cannot act as a delivery service between family members or between families and the school office. This includes both messages and material items.

Staff

All teachers at Conecuh Springs Christian School are qualified Christian teachers. In addition to having an individual teacher for each classroom, there may be additional teachers who teach music and art.

Daycare

The Child Development Center (daycare program) was established to meet the needs of the community. Children are enrolled between the ages of six weeks and four years of age .

After School Care

After school care is provided only for students enrolled in Conecuh Springs Christian School's academic program (K-5 - Sixth Grade) and the fees are \$3.00 per child per day or \$15.00 per child per week.

This does not include any snacks. No child may stay after school unless enrolled in the after school program.

Books

The only books allowed in the possession of any student will be:

- The Bible and related study helps for personal devotions, etc.
- Books directly connected to the school curriculum.
- Conecuh Springs Christian School library books
- Public library books that have been specifically assigned by Conecuh Springs Christian School teachers for reading or for reference.
- Note: Comic books, magazines, pamphlets, should not be brought to school without permission of the faculty.

Chapel

A required Chapel service is held each week. It is a time to worship God - talking or socializing will not be permitted. Students will conduct all of the service except for presenting the message. On a rotating basis, each homeroom will be responsible for one week of chapel at a time. Parents are welcome to attend chapel services anytime.

Library

Students in Grades 7 and above may get a pass from teacher to go to the library for individual research and study. Students are responsible for books checked out and will be required to pay for damaged or lost books. Fines will be charged for books not returned on the due date.

Circulation - Books are checked out for two weeks and may be rechecked for an additional two weeks. Additional renewals are also given when the book is needed for term papers, reports, etc. Students may check out two books at a time. Reference books may be checked out after 2:55 p.m., but they must be returned by 8 a.m. the following day. Teachers are responsible for checking out library books to students and ensuring their return. A student or teacher who loses a book will be charged for the cost of replacing the book.

Library Gifts: The library gladly accepts donations of used books with the understanding that if the books, because of condition or content, cannot be used by the library they will be put on the "For Sale" table. The proceeds from the sale of these books are used for purchasing books for the library.

Lunchroom

All lunches are to be brought from home or ordered on Friday for the following week. Lunches brought from home should need minimum prep time at the school. Catered lunches are available to order from the Bullock County Public School System and will include a milk at a cost of \$3.50 per meal ordered.

***Parents are responsible for forks, spoons, napkins, etc. for lunch

Please do not send your child to school at any time with breakfast. Breakfast should be eaten before arriving to school in the mornings. Students will not be allowed to have food or drink in the chapel room while awaiting class to begin.

PARTIES

Student birthday parties are not permitted. No balloons, presents, or goody bags! However, if a parent wishes to bring cupcakes or cookies to be served to the class at break or lunchtime, the parents may leave them in the classroom (or left in the lunchroom if you provide enough for the entire student body). **Parents should bring napkins, plates, cups, forks, spoons, etc. for all parties.** Invitations to parties away from school will only be distributed to students if every member of the class is being invited.

Parties are not to begin before 2:15p.m. (11:00a.m. on a half day). Make sure the room is clean before students are dismissed at 3:05p.m. Mothers may or may not be asked to assist in the party by bringing cookies and punch. If a parent is asked by the teacher to assist with parties, the parent should sign in at the office upon arrival on campus and sign out upon departure.

For elementary grades there will be a party the last school day before the Christmas Holidays. Decorations should be minimized. **LIVE CHRISTMAS TREES ARE NOT PERMITTED IN CLASSROOMS.** Students will bring a book to swap with classmates at the Christmas Party. Even with inflation a \$5.00 maximum should be observed. Party refreshments must be kept light and no extravagant costs or outside groups should be involved. Music that is in good taste and has been approved by the teacher will be permitted. Valentines will be exchanged on Valentine's Day with refreshments served the last period of the day. Secular themes at Easter, Christmas, and Halloween will not be permitted.

Teachers are permitted to give a party for their class as a positive reward but this must be held during the last week of each nine-week grading period and before the last week of the school year.

Transportation

Since Conecuh Springs Christian School has no transportation system, the administration encourages parents to work together in carpooling.

DRUG PROGRAM

Approved by Board of Trustees on 10/30/08
Addition to Student Handbook 2008-2009

PURPOSE

Conecuh Springs Christian School is a college preparatory school where students are to be challenged with Christian principles that promote the development of the total person. Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around him. We strive to promote and maintain a learning atmosphere that is drug free at every level. It is our desire to cultivate leadership from Conecuh Springs' students and staff in the community as well as on campus. It is not the goal of this policy to humiliate or be punitive. The primary focus is on prevention as an aid in early intervention should the presence of drugs be detected.

Students, faculty, staff, and Board Members must participate in this drug program if they are to be admitted, hired, or remain at Conecuh Springs Christian School.

The Conecuh Springs Christian School board of Directors has approved this random plus drug testing and will announce its drug policy 90 days in advance of the implementation of the program. This will allow individuals that are currently using illicit drugs an opportunity to cease the behavior and help deter others from engaging in drug use. The new random plus testing policy will begin on February 16, 2008, and will continue each year thereafter.

SELF-REFERRAL

Any student, who before being notified that he or she is to be tested, by his or her own free will admits to the Conecuh Springs Christian School Administrator that he or she has a drug problem will be required to attend an assessment interview and abide by the suggestions of the counselor or agency. This will not count as a first time failure under this policy.

SCOPE OF THE DRUG TESTING PROGRAM

Student Drug Testing

The program advocates universal drug testing of all students in grades 9-12 beginning February 16, 2008. The testing schedule will be as follows:

- Initial testing--Every student in grades 9-12 will be tested at the beginning of each school year. Testing will be conducted over the course of 2-4 weeks. All students entering grades 9-12 at Conecuh Springs Christian School after the school year begins must be drug tested to comply with this program.
- Random--Students will then be randomly selected (using a random number generator and an alphabetical list of students) throughout the school year to achieve a goal of 20% of the grades 9-12 student body by the end of the school year.
- Follow-up testing / suspicion--Any student testing positive will be tested at 90-120 day intervals at the parents' expense as long as the student remains at Conecuh Springs Christian School. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 9-12 who is suspected by the Administrator of drug use will be tested. In addition, the Administrator reserves the right to conduct a second mandatory test of all students (grades 9-12), faculty, and staff at any time during the school year.

Employee / Board Member Testing

The program advocates universal drug testing of all faculty, staff, and board members. The drug testing of employee / board members is part of the overall commitment to create and maintain a drug-free school. All employees and board members will be tested at the beginning the school year. Employees or Board Members who test positive will be released from their contracts from Conecuh Springs Christian School if employed or asked to resign from the Board of Trustees. All newly hired employees or Board Members seated after the start of the school year must be tested to comply with the policy.

TESTING METHOD

Hair analysis has been selected as the method of testing. A licensed clinical laboratory Psychemedics, Inc., will perform the analysis of all hair samples. Psychemedics, Inc. uses a patented sensitive technology (radio immunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography / mass spectrometry. Each hair sample will be analyzed for 6 drugs: cocaine, opiates, marijuana, methamphetamine, PCP, and ecstasy.

The major advantage of hair testing over urine testing is that it greatly expands the detection period following use of an illicit drug. Every 1/2 inch of hair represents approximately 30 days of drug use history. A standard hair analysis will provide detection for the 90 days prior to the hair collection. Hair specimens are also more difficult to adulterate than urine specimens. Collection of hair is less intrusive and embarrassing than urine.

HAIR COLLECTION PROCEDURES

The student, employee, and / or board member will be assigned a unique identification number.

Trained staff and / or Psychemedics personnel will perform the hair collections using full chain of custody procedures. The Administrator will be the only person privy to these identification numbers. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.

A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. the sample will be sealed by the designated Conecuh Springs employee collector and initialed by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be mailed to the Psychemedics, Inc. laboratory. Results will be returned to the school via mail within 2 to 3 days. Appropriate action will be taken if the student or employee deliberately tries to avoid this collection process.

CONTESTING A POSITIVE RESULT

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography / Mass Spectrometry. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a person-testing positive wishes

to contest the result, he may do so, in writing to the Head of School within 10 days of notification. **The re-test will be at his/her expense.**

If the contesting of a positive result occurs on the second positive for a student these steps will be followed.

The student will not be allowed to attend classes or school activities and the enrollment status will be listed as "Pending Withdrawal."

Upon receipt of the written contest:

Any work or classes missed between parental notification and the written contest may not be completed for credit.

Enrollment status will be changed to "Enrolled: not in good standing."

The student will submit to another hair test immediately.

The standard practices of collection as prescribed by Psychemedics, Inc. will be administered.

The student may not attend any classes during the period of lab testing and delivery of the results of the contest.

If the results of the contest are negative, the students enrollment status will change to "Enrolled" and the student may attend classes. The student will be allowed to complete (for credit) any worked missed from the date of the written contest to the date of enrolled status.

If the results of the contest are positive, the student will be permanently dismissed from the school as stated in the Drug Testing Policy, Section V, #3.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

The unique individually coded number identifies all hair collections and results. No names are recorded on the collection bag or on the test results.

Psychemedics Corporation will confidentially provide test results of students to the Administrator.

The school will inform the parent / guardian within 15 days of the testing. All test results of students will remain strictly confidential between the student, the parent / guardian, Conecuh Springs Christian School Administrator and the confidential counseling program.

All test of employees / board will remain strictly confidential between the tested person and the Conecuh Springs Christian School Administrator and the confidential counseling program.

No test results of students will be disclosed to any person or agency beyond the persons identified above (#2) without signed written consent by the parents. Release of test results of students will be requested by the Administrator for purposes of referral for professional evaluation and possible treatment recommendations.

No test results of employees or board members will be disclosed to any person other than one tested.

V. CONSEQUENCES OF POSITIVE RESULTS

1. School personnel will not initiate criminal charges or other legal action against the student, board member, or employee based solely

on a positive drug test. (This provision should not be confused with possession of or being under the influence of drugs or alcohol on campus or at school sponsored events. Violation of these provisions of the Student Handbook will continue to be dealt with as very serious offenses which may involve expulsion and legal action).

2. The Conecuh Springs Christian School Administrator will refer the student who tests positive and the parents / guardians for a substance abuse evaluation through a licensed counselor or community agency acceptable to Conecuh Springs Christian School. This counselor or agency will provide recommendations to the family on the type of additional service that are required for successful completion of the program. the student and parents / guardians must seek this evaluation and follow all recommendations. **All costs for this will be the responsibility of the parents /guardians.** If a student or parent / guardian refuse to follow the conditions of this policy, the student will be dismissed from Conecuh springs Christian School at that time. A student who has tested positive one time and is in a counseling program approved by Conecuh Springs Christian School will continue all school activities unless directed otherwise by the parent / guardians or the substance abuse counselor.
3. Students who test positive more than one time during their enrollment at Conecuh Springs Christian School will be permanently dismissed from school. employees who test positive will be terminated as an employee of Conecuh Springs Christian School. Student and employees will be allowed to verify medications they are taking which have been prescribed and may explain test results. Conecuh Springs Christian School will consult with a medical review officer for verification of medical issues. The Conecuh Springs Christian School Administrator and will choose this medical review officer.

A counselor or community agency may provide assessments and referrals for further assistance and treatment to any student who tests positive. Referrals will be made with consideration for the economic resources of the family. Parents may choose to seek independent resources to provide an assessment of their child's history and current involvement in alcohol or other drug use. Conecuh Springs must approve the program and progress reports must be submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program.

Students or employee may undergo other drug tests outside of Conecuh Springs Christian School (at the request of parents, employers, etc.). Results of these tests will not be considered when administering this policy.

Transfer Student Drug Testing Policy

Any student in grade 9-12 who transfers to Conecuh Springs Christian School after the start of a school year will be admitted on a probationary basis. The student will be drug tested within the first two (2) weeks of classes. If the test results are positive for any illegal drug as described under the school drug policy, the student will be immediately dismissed from school. All fees are non-refundable and the tuition contract is enforceable. *(Added by action of the Board of Trustee: 2008-2009)*

A. Illegal Drugs /Controlled Substances

Conecuh Springs Christian School will not tolerate the use of, evidence of the use of, possession of, being under the influence of, or the ownership of illegal drugs or drug paraphernalia while on the CSCS campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. The school will not tolerate the improper use of, or the improper possession of any prescription drug or controlled substance while on the CSCS campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. Any student participating in such actions is subject to expulsion. The administration of Conecuh Springs Christian School will cooperate fully with all law enforcement agencies regarding activities of an illegal nature. The school will also hold accountable any student whose actions at any time jeopardize the good name of Conecuh Springs Christian School.

B. Tobacco

Conecuh Springs Christian School does not approve and will not tolerate the use of or possession of tobacco (including smokeless tobacco), mimic or substitute substances, matches or lighter on school grounds or at any school function. Violation of this policy will result in the following:

- Any offender of the tobacco policy that goes two years without further violations will have his/her record of offenses cleared. This does not apply in any cases of expulsion.
 1. First Offense
 - Two-day suspension from school
 - One -week suspension from all school activities (athletics as well as other extracurricular school activities)
 - Twenty hours of campus clean up
 2. Second Offense
 - Five-day suspension from school
 - Two-week suspension from all school activities (athletics as well as other extracurricular school activities)
 - Twenty hours of campus clean up
 3. Third Offense
 - Permanent Expulsion

C. Alcohol

Conecuh Springs Christian School will not tolerate the use of, evidence of the use possession of, being under the influence of, or the ownership of alcohol while on the CSCS campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. Any student participating in such actions is ***subject to expulsion***. The administration of Conecuh Springs Christian School will cooperate fully with all law enforcement agencies regarding activities of an illegal nature.

Violation may result in the following: The Administrator will make the determination and is the final authority.

- **Expulsion**
- Suspension
- Counseling
- Other disciplinary actions

The administration of Conecuh Springs Christian School will cooperate fully with all law enforcement agencies regarding activities of an illegal nature.

CONECUH SPRINGS CHRISTIAN SCHOOL

2016-2017

Academic Year Calendar

Mona E. Padgett, Administrator

Student Instructional Day *

In-Service Day

No School

Sep-16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Aug-16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan-17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec-16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov-16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct-16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May-17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr-17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mar-17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb-17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

CDC Closed: September 5, November 24 & 25, December 26, January 2 & 16, April 14, May 29, July 4

Grading Periods		Progress Reports		Report Cards	
1	Aug. 10-Oct. 13	45	September	12	October
2	Oct. 14-January 9	45	November	16	January
3	Jan. 10-March 15	45	February	9	March
4	March 16-May 25	45	April	25	May

CONECUH SPRINGS CHRISTIAN SCHOOL

2016-2017 SCHOOL CALENDAR

School Hours 7:55a.m.-3:05p.m.

After School Care is available with prior arrangement

Building Hours 7:00a.m. – 5:30p.m.

Office Hours 7:30a.m. – 3:30p.m.

DATE	DAY	ACTIVITY	TIME
		Weather Day	TBA when needed
August 5, 8-9, 2016	Fri., Mon-Tues	Teacher In -Service Days	8:00am-3pm
August 8, 2016	Monday	Open House	4:30pm-6:00pm
August 10, 2016	Wednesday	First Day of School (all day)	8:00am-3:05pm
August 22, 2016	Monday	Volleyball @ New Life, Millbrook JV & V	5pm
August 23, 2016	Tuesday	PTO meeting -Chapel Rm	5:30pm, Teachers arrive at 5:00pm
August 27, 2016	Saturday	Chilton JV-Volleyball Tourney	tba
August 29, 2016	Monday	Volleyball @ Legacy, Irondale- Varsity (2)	5pm
August 30, 2016	Tuesday	PTO Cookie Dough Fundraiser begins	
September 1, 2016	Monday	Volleyball Home-Success Unlimited JV, V	5pm
September 5, 2016	Monday	Labor Day	CSCS daycare and school closed
September 8, 2016	Thursday	Home Volleyball- New Life	5pm
September 12, 2016	Monday	1st nine weeks Progress Reports go home	
September 13, 2016	Tuesday	Cookie Dough Orders Due	
September 13, 2016	Tuesday	Volleyball Harvest at Home, JV & V	4:30 leave @ 3:00
September 14, 2016	Wednesday	Field Trip K-1, 2 grade -Alabama Shakespeare-Charlotte's Wb	8:00am
September 18, 2016	Sunday	Matthew Blue Golf Tournament	1:30pm
September 20, 2016	Tuesday	Volleyball @ Harvest, JV & V	
September 22, 2016	Thursday	Volleyball @ Chilton, Varsity only	
September 27, 2016	Tuesday	School Pictures-Nursery thru 12th grade, in UNIFORM DRESS CODE	In Class Order
September 27, 2016	Tuesday	Volleyball @ Success Unlimited, JV & V	5pm
September 30, 2016	Friday	Field Trip 7-9- Alabama Shakespeare Festival-The Mousetrap	10am leave at 8:30
October 10, 2016	Monday	Columbus Day- School Holiday	
October 12, 2016	Wednesday	Field Trip 3-4 grades- Alabama Shakespeare-Charlotte's Web	8:00am
October 13, 2016	Thursday	Cookie Dough Pick up	
October 17, 2015	Monday	1st nine weeks Report Cards go home	
October 23, 2015	Friday	4th grade field trip- Troy University	7:30am
October 25, 2016	Tuesday	PTO meeting -Chapel Rm	5:30pm, Teachers arrive at 5:00pm
November 11, 2016	Friday	Veteran's Day-School Holiday	school only
November 16, 2016	Wednesday	2nd nine weeks Progress Reports go home	
November 17-18, 2016	Thurs.-Fri.	AACs Accreditation Team Visit	
November 21-25, 2016	Monday-Friday	Thanksgiving Holidays (School, CDC Th-Fri)	
December 9, 2016	Friday	BMS/CSCS Alumni Game	
December 16, 2016	Friday	Nursery-12th Grades Christmas Parties-School dismisses at 12 noon, no after school	11:00am
Dec. 19-Jan. 2, 2017		Christmas Holidays (school)	Return to school on Jan 3
December 26, 2016	Monday	CSCS Daycare closed	

January 2, 2017	Monday	CSCS Daycare closed	
January 5, 2017	Thursday	Exams 1st & 3rd & 5th Period-7th-12th Grades	
January 6, 2017	Friday	Exams 4th & 6th Periods-7th-12th Grades	
January 9, 2017	Monday	Exams 2nd & 7th Periods-7th-12th Grades	
January 12, 2017	Thursday	2nd nine weeks Report Cards go home	
January 24, 2017	Tuesday	PTO meeting -Chapel Rm	5:30pm, Teachers arrive at 5:00pm
January 16, 2017	Monday	Martin Luther King, Jr's Birthday(school, CDC)	
Jan. 19-21, 2017	Thursday-Saturday	CSCS Annual Deer Hunt	
January 25, 2017	Wednesday	Field Trip 5/6- Alabama Shakespeare Festival- Because of Winn Dixie	10am leave at 8:30
February 9, 2017	Thursday	3rd nine weeks Progress Reports go home	
February 10-11, 2017	Friday-Saturday	ACEAA State Basketball Tournament (DII JH Boys, DII Varsity Girls) @ Tuscaloosa Christian School-Cottondale, AL	
February 14, 2017	Tuesday	Valentine's Day Class Parties	2:15pm
February 20, 2017	Monday	Presidents' Day (school)	
February 16-18, 2017	Thursday-Saturday	ACEAA State Basketball Championship (DI Varsity Girls, DII Varsity Boys) @ Oxford Civic Center, Oxford	
February 25, 2017	Saturday	Basketball All Star Games	
March 24, 2017	Friday	ACAA State Archery Championship @Conecuh Springs Christian School, Union Springs	
March 20, 2017	Monday	3rd nine weeks Report Cards go home	
March 11-12, 2016	Friday-Saturday	HEE-HAW Shows	7:00pm
March 27-31, 2017	Mon-Fri.	Spring Holidays (school)	
April 11, 2017	Tuesday	PTO meeting -Chapel Rm	5:30, Teachers arrive at 5:00 p.m.
April 14, 2017	Friday	Good Friday holiday CDC & School	
April 17-21, 2017	Monday-Friday	Achievement Testing	
April 17, 2016	Sunday	CSCS Art Show	displayed during the ballet
April 17, 2016	Sunday	CSCS Ballet and More RECITAL	2:30pm
April 25, 2017	Thursday	4th nine weeks Progress Reports go home	
May 12-13, 2017	Friday-Saturday	Baseball and Softball Tournament	
May 15, 2017	Monday	Sports Banquet, location TBA	7:00pm
May 22, 2017	Monday	Exams 1st & 3rd & 5th Period-7th-12th Grades	
May 23, 2017	Tuesday	Exams 4th & 6th Periods-7th-12th Grades	7-12 dismiss at noon
May 24, 2017	Wednesday	Exams 2nd & 7th Periods-7th-12th Grades	7-12 dismiss at noon
May 25, 2017	Thursday	4th nine weeks Report Cards go home (7th-12th grade will be mailed) School Closes at 12 noon, no after school	
May 25, 2017	Thursday	Kindergarten (K-5) Graduation-Gym	10:00am
May 25, 2017	Thursday	High School Graduation	7:30pm
May 26, 2017	Friday	Last Day for Teachers	8:00am-3pm
May 29-31, 2017	Mon-Tues	No School	
May 29, 2017	Monday	CDC Closed	

**Conecuh Springs Christian School
After School Program Enrollment Form**

Name: _____

Father's Name: _____

Mother's Name: _____

Home Phone # _____ **Cell Phone #** _____

Parent's Employer (Father) _____ **Phone #** _____

(Mother) _____ **Phone #** _____

Child(ren) may be released to:

1. _____

2. _____

3. _____

4. _____

The fee is \$3.00 per day for each child. Payments are due each month and must be paid monthly in order for your child or children to stay in after school the next month. This does not include any snack. If you wish for your child to have a snack, please send with your child each day or give to the after school employee to put up for the child.

Parents or Guardians Signature _____

Date: _____

Please fill out and return if you wish to register your child/children in the after school program. This form must be returned before your child/children can stay in the after school program.

Conecuh Springs Christian School Emergency Information

Child's Name _____ Date of Birth _____

Whom to call when, in an emergency, the parent(s) cannot be reached:

Name: _____

Relationship to child: _____

Home Phone _____ Work Phone _____

Name: _____

Relationship to child: _____

Home Phone _____ Work Phone _____

Family Physician _____ Phone _____

Physician Address _____

Does the child have any health of special medical problems?

_____ Yes _____ No

If yes, please explain and attach any additional information to the application: _____

Does the child take any medication on a regular basis?

_____ Yes _____ No

If yes, please give us the following information:

Name of medication: _____

Dosage: _____

Time of day to be given if to be given at school: _____

(We also will have forms for any other medication that might have to be given at others times during the summer program that you must fill out at that time for authorization.)

Parent or Guardians Signature: _____

Please fill out and remove this form from the Student/Parent Handbook and return to the school as soon as possible.

CHURCH/SCHOOL ENROLLMENT FORM

School Year 2015-2016 Public School District Bullock

I. To Be Completed By Parent Or Guardian	
Student's Name _____	Home Phone _____
Home Address _____ _____	
Date of Birth _____	Grade _____
Parent's or Guardian's Name _____	
Home Address _____	
_____ Home Phone _____	
Church/School of Enrollment <u>Conecuh Springs Christian School</u>	
School Phone <u>334-738-4800</u>	
Address <u>220 Hicks Industrial Blvd Union Springs, Al. 36089</u>	

Signature of Parent or Guardian _____	Date _____
II. To Be Completed By Church/School Administrator	
Church School Name <u>Conecuh Springs Christian School</u>	School Phone <u>334-738-4800</u>
Address <u>220 Hicks Industrial Blvd Union Springs, Al. 36089</u>	
Date of Student Enrollment _____ for _____ School Year	
Signature of Church/School Administrator _____	Date _____
III. Consent For Notification Of Student Withdrawal (To Be Completed By Parent or Guardian)	
I hereby give prior consent to the administrator of <u>Conecuh Springs Christian School</u> to notify the public school superintendent should the above named student cease attendance at said School.	

Signature of Parent or Guardian _____	Date _____

Please fill out and remove this form from the Student/Parent Handbook and return to the school as soon as possible.

An Agreement Between the School and the Home

Having enrolled our child in the Conecuh Springs Christian School for the 2015-2016 school year, and having read this manual and reviewed it with my child, we do hereby commit to abide by its policies to the best of our abilities. Should we come to the point where we can no longer support the policies of the school as set forth in this manual we will withdraw our child (children) from the school in a timely manner.

Further, we commit to pray for the school, its Board of Directors, the Pastor, Administrator, Faculty and Staff. Likewise, we covet their prayers for our family and for all the blessings God has in store for us.

We understand:

The School Day Care is from 7:00 a.m. - 5:30 p.m.

The School Day for Grades K-5 through 12th is from 7:55 a.m. – 3:05 p.m.

We will observe the following:

Arrival Time: 7:30 - 7:55 a.m. Children arriving before 7:30 will go directly to the Chapel Room for supervision. Students will go to their classroom at 7:30.

Departure Time: 3:05 - 3:20 p.m. Children should be picked up no later than 3:20 p.m.. (*Note:) At 3:20 p.m. your child will be taken to the Art Room and placed under the supervision of the after school program. There will be an afterschool fee of \$3.00 per day for late pick- ups.

Parent's Signature

Date

Child's Signature (First Grade and Above)

Please sign and remove this form from this copy of the Student/Parent Handbook and return it to the school ASAP.

**Parent's Permission to Paddle a Student After Notification by the
School (See Page 13)**

I/We **give** the school permission

do not give the school permission

to correct my child's inappropriate behavior through the
use of Corporal Punishment as outlined in this manual. I
understand this method of behavior modification will be used only
as a last result and then only after I have been notified.

Parent's Signature

Date

**Please sign and remove this form from this copy of the Student/Parent
Handbook and return it to the school as requested.**

Student Internet Use Contract

I realize that the use of the Internet is a privilege, not a right. I understand that inappropriate behavior may lead to disciplinary action and/or denial of this privilege. I understand that primary usage of the Internet at Conecuh Springs School is educational and I agree to the following:

- I will use the school Internet access only for educational purposes.
- I will use respectful, appropriate language at all times.
- In written and oral reports, I will give proper credit to all programs, books, articles, and data obtained from the Internet.
- I will respect the rights of copyright owners and will not reproduce any work protected by copyright.
- I will not try to gain unauthorized access to any other system.
- I will never give out personal information such as my address or telephone number, send pictures that are personally identifiable, or agree to a personal encounter with someone I meet on line.
- I will promptly report any messages/communications that are inappropriate or make me feel uncomfortable to the teacher.
- I will not attempt to bypass or shut off the security measures on the school's computers or network.
- I will obey the Computer Usage rules posted in the classroom.

I have carefully read and agree to follow the CSCS Student Internet Use Contract above. I understand the consequences that may result if this agreement is violated.

PRINTED NAME of Student

Signature of Student

Date

Parent Internet Consent Form

As the parent or guardian of this student, I have read and agree with the Conecuh Springs School Internet Acceptable Use Policy and the Student Internet Use Contract.

- I understand that this access is designed for educational purposes only.
- I understand that CSCS has taken available precautions to restrict/limit access to controversial materials; however, on a global network it is impossible to control all materials. In addition I recognize that any controversial material available from the Internet must be obtained by user request.
- I also accept full responsibility for any expenses incurred by my son/daughter as a result of inappropriate use of the Internet and agree to reimburse CSCS in that amount.
- I will support the school's Internet Acceptable use Policy and reinforce it with my child(ren).

PRINTED NAME of Parent/Guardian

Signature of Parent/Guardian

Date

Please sign and remove this form from this copy of the Student/Parent Handbook and return it to the school as requested.

<p style="text-align: center;">Conecuh Springs Christian School Handbook Acknowledgment Form</p>

Dear Parents,

Our purpose is to provide a ministry for students and their parents who desire the finest care and educational opportunity for their children. It is our intent that the program be a positive Christian, self-esteem building, and value developing experience for all children.

Our Student-Parent Handbook includes important guidelines we feel are necessary to provide parents, students, and staff with an excellent school experience.

We suggest both parents and students thoroughly read the Student-Parent Handbook, sign the bottom of this form and return it to the office or your child's teacher. If there are any questions or concerns, please contact the Administrator.

_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Student (one form per student)	_____ Date

Please sign and remove this form from this copy of the Student/Parent Handbook and return it to the school as requested.