

## WELCOME

We are delighted that you have chosen to be a part of the Canaanland Christian School family. At CCS we are committed to ensuring the success of your children. By the grace of God, we are confident that each student will grow spiritually, academically, socially, artistically, and physically. Please know that your commitment to CCS will be a blessing as well.

Academically, our goal is to be a blessing and aid to your children as they study to gain the knowledge they need to prepare for adulthood. Spiritually, our foremost desire is that they will develop a Christian character that will prepare them to be strong witnesses and laborers for the Lord.

CCS is unapologetically a distinct Christian school. We preach and teach from the King James Bible only and do not allow other versions in our school. Our staff is highly trained academically, but desire above all to honor and serve the Lord. CCS operates under the leadership of the pastor of the Canaanland Baptist Church and a school board comprised of deacons and officers from Canaanland Baptist Church.

This primary purpose of this handbook is to define the policies of the school. Please read it from cover to cover. If you have suggestions or comments, please feel free to call or visit us anytime.

May God richly bless you as we begin another school year together!

## **ADMINISTRATION**

Pastor ..... Bro. Isaac Johns  
Principal/Admin: ..... Bro. Phillip Johns  
Administrative Assistant: ..... Brandy Johns  
Senior Learning Center Supervisor: ..... Demetria Staley  
Senior Learning Center Monitor: ..... Charity Tidwell  
Art Supervisor: ..... Tammy Shugart  
Elementary Learning Center Supervisor: ..... Brandy Johns  
K5-1<sup>st</sup> Grade Supervisor: ..... Brittany Crow

## **BOARD MEMBERS**

Bro. Doyle Johns  
Bro Perry Johns  
Bro. David Ballew  
Bro. Steve Higdon  
Bro. Alan Bennett

## **MISSION STATEMENT**

The mission of the Canaanland Christian School is to provide students with a quality Christian education that assists them in maximizing their God-given potential, making positive contributions to their communities and impacting the world for the glory of God.

## OUR STORY

In 1981 a group of concerned parents expressed a desire for a school where their children could receive a quality education in an environment that cultivated spiritual development and Christian values. After much prayer, Canaanland Christian School was established that same year under the direction of Bro. Isaac Johns, pastor of Canaanland Baptist Church.

Since 1982, CCS has had graduating seniors almost every year and the school's alumni serve in a variety of professions in their communities and abroad. Today CCS continues to be a beacon of light in the Whitfield, Murray, and Gordon County communities.

## PHILOSOPHY

We believe the best education is Christ-centered. Christ should be our example in every area of our lives; therefore, we are to teach and train our children in this manner. We feel that this Christ-centered educational philosophy provides the best opportunity for our children to become mature Christians, responsible citizens, and better instruments for our Master's use.

Our objective is to develop to the fullest extent, each student's abilities, talents, and Christian character. Our curriculum is designed so that every student can progress at their own pace, thus they must develop self-discipline and responsibility for their actions, their progress, and accountability to God and man.

When God created the world and all that is in it, He declared its original state to be good. Man's sin has caused the current fallen state of the world and all that is in it (Genesis chapters 1-3). Empowered by God, Christians in a fallen world must act as agents of redemption, helping to influence people and institutions in a direction for righteousness and goodness (Col. 1:20, II Cor. 5:17-18). Every person and institution created by God has redemptive qualities (II Cor. 5:17-18).

Canaanland Christian School is distinguished by its completely God-centered orientation of life. We acknowledge that our students are made in the image of God and are thus multifaceted beings. We address the multifaceted nature of the learner by engaging our students in activities that enrich them spiritually, academically, socially, artistically, and physically. Our goals are accomplished by engaging students in stimulating classroom activities that help them to learn about God's creation. Our goals are also accomplished by activities outside of the classroom, such as field trips, extracurricular activities, and social events.

At CCS we recognize that the primary responsibility before God for a child's education belongs to the parents. CCS partners with the family in providing a quality Christian education that will maximize each child's God-given potential to make a positive impact in the world for the glory of God (Eph. 6:1-4).

## **STATEMENT OF FAITH**

We believe the Old and New Testament to be the true Word of God without mixture or error.

We believe there is one and only one true God, and the unity of the God-head. There are three persons – the Father, the Son, and the Holy Spirit.

We believe that man was created in holiness, but by voluntary transgression fell; and the only way to God is wholly of grace through the atoning death and bodily resurrection of Jesus Christ.

We believe that the blessing of the Gospel is free for whosoever will.

We believe in order for sinners to be saved they must repent and be born again through the work of the Holy Spirit.

We believe in preaching the Book to all men. II Timothy 4:2

We believe in the blood atonement for sin. Hebrews 9:22

We believe in separation from the world. II Corinthians 6:14

We believe Jesus is coming soon to rapture the Church. Titus 2:13

## **ADMISSIONS POLICY AND PROCEDURES**

CCS implements a selective admissions policy. While we desire to service as many students as possible, often we do not have adequate space or resources to do so effectively.

Admission to CCS is primarily based on the following criteria:

- Available space – Admission is subject to available space in a classroom as well as the overall number of classrooms available to the school.
- Available resources – our school is prepared to address the needs of most, but not all students. Students who require special resources or considerations that extend beyond the common classroom setting will not be admitted.
- We will not accept 9th-12th grade students transferring from public school.
- A student must turn 5 years of age before December 31 to be eligible for Kindergarten enrollment.
- Entrance exam scores – Students applying for admission to grades 2 - 12 must take the entrance exam. The admissions committee will review the exam results to determine if our school can meet the educational needs of the applicant.
- Cooperation of parents and students – Admission depends on the willingness of the parents (or guardians) and students to adhere to the policies of the school.
- Statement of faith – Parents and students must support the school's Statement of Faith.
- Interview – Parents of prospective students must participate in a pre-admission interview at the school.

Procedures for admission:

- Acquire a Student Handbook from the school office.

- Set up interview appointment with school administrator.
- We will schedule entrance exam date.
- We will review the results of the entrance exam and interview notes and contact you by phone regarding our decision.
- If accepted, an appointment will be scheduled for you to come in and fill out enrollment papers.

Once admission is granted the student will be automatically qualified for re-enrollment for subsequent school years provided that he or she remains in good standing with the school.

There is a \$25.00 testing fee for each student who was previously enrolled at any educational institution that did not use *ACE* curriculum (2nd-12th Grades). This fee must be paid prior to testing and is non-refundable.

There is a \$75.00 yearly registration fee for all students. This fee must be paid by August 1<sup>st</sup> of each year and is non-refundable.

All new students will be placed under a 90 day trial period.

Pre-registration is usually the first week in May. Check our calendar at [www.canaanlandchristianschool.com](http://www.canaanlandchristianschool.com) or call us at (706) 629-7430 to confirm.

## CURRICULUM

CCS uses *Abeka* curriculum in the K5-1st Grades and *ACE (School of Tomorrow)* curriculum in grades 2nd - 12th. These are self-motivational curriculums that allow the student to work at his or her own pace.

## **MONTHLY TUITION**

1st Child (9th – 12th).....	\$200.00
1st Child (K5 – 8th).....	\$180.00
2nd Child (9th – 12th) .....	\$175.00
2nd Child (K5 – 8th).....	\$155.00
3rd Child (9th – 12th).....	\$150.00
3rd Child (K5 – 8th) .....	\$130.00

Tuition is to be paid in advance and is due on the 1st to the 15th day of each month. After the 15th, there is a late fee of 5% charged to your account. Tuition must be paid by the last day of the month for your child to continue as a student of this school. If financial difficulty exists, please contact us before the end of the month. (There is a \$20 returned check fee.)

## **WITHDRAWAL POLICY**

Grades and records for withdrawing students will not be released until all applicable fees and tuition payments are made.

## **SCHOOL SCHEDULE**

The school doors open at 8:15 a.m. and classes begin promptly at 8:30 a.m. After 8:30 a.m., any arriving students will be considered tardy. It is recommended that each student arrive at school prior to 8:30 a.m. so they do not risk missing any class time. Students who are tardy will often miss the most important class time. Tardiness can also be a distraction and hindrance to the rest of the class.

School dismisses promptly at 3:00 p.m. Friday's schedule is 8:30 a.m. till 12:30 p.m. On Monday-Thursday, all students are required to be picked up by 3:15 p.m.

Parent and student drivers are advised to be alert when arriving or leaving the school. The parking lot can be very congested at these times. The speed limit is 5 miles per hour. PLEASE USE CAUTION!

## **LUNCH**

Students must bring their own lunches. Due to our low budget and limited space we do not provide or prepare cooked meals for any students; however, microwavable entrees are allowed. All food and drinks must be kept in the cafeteria. Credit for vending (drink and snack) machines may be given but must be paid each Friday or no credit will be extended for the next week.

## **ATTENDANCE AND MAKEUP WORK**

Students are expected to have regular attendance at school. If a student must miss school, the teacher will notify the student of any missed work. To reach the goals and requirements set by our State Association, we must require regular attendance for all students. Any student in Kindergarten through Elementary Learning Center missing more than seven (7) days, or students in Jr./Sr. Learning Center missing more than five (5) days will be required to repeat the PACE's completed that nine (9) weeks. Exceptions are allowed in certain cases (I.e. sickness with a doctor's excuse, death of immediate family member). Failure to comply with these requirements will result in dismissal from school. If a senior is ahead in their studies, they are permitted to leave early.



# GEORGIA CERTIFICATE OF ENROLLMENT FORMS

The state of Georgia requires that any student 15 years of age or above who applies for a learner’s permit or driver’s license present a certificate of enrollment form. These are available thru the school office.

## CHECKING IN LATE - CHECKING OUT EARLY

Any student who checks in after 8:30 a.m. will be tardy will receive a detention. Students with a doctor’s excuse will not be counted as tardy.

To check out before 3:00 p.m., a parent or guardian should call the school office on behalf of the student. Students who miss more than half the school day will be counted as absent for that day. Students who leave after the following times will be counted as present, but leaving early.

	<b>Mon - Thu</b>	<b>Friday</b>
<b>K-Elementary</b>	11:30 a.m.	11:00 a.m.
<b>Jr/Sr Learning Center</b>	12:00 p.m.	11:00 a.m.

If your child leaves early (anytime before class is dismissed) three (3) times during any quarter for an unexcused reason, they will be considered absent one (1) day for that quarter. This also counts toward their 5 days in the Jr. & Sr. Learning Centers or their 7 days in the K5/1st grade and Elementary Learning Center. Exceptions are allowed in certain cases (I.e. sickness with a doctor’s excuse, death of immediate family member). We understand that sometimes students are at the mercy of Dr/Dentist offices to work you in whenever they can; however, in order for a student to be excused we will need to have written notice from them within three days of appointment.

## FIELD TRIPS

To enrich our educational program, field trips are implemented throughout the school year. Parents are always notified in advance of a planned field trip. A field trip form will be sent home with your child and a parent must sign and return it to the teacher before the student's participation will be permitted. If no field trip permission form is received for a child, the child will not be permitted to go on the field trip. Verbal permission is unacceptable.

Transportation to and from a field trip destination will be arranged by the school. Generally, there will be a cost to parents for food, transportation, and admission. Parents are encouraged to attend field trips with their children. Please let your child's teacher know if you would be available to assist as a chaperone. Please note that all parents and siblings attending field trips must abide by the school dress code.

## REPORT CARDS

Report cards are issued quarterly (every 9 weeks). All report cards must be signed by a parent or guardian and promptly returned to the student's teacher. GRADING SCALES

K5 - 1 <sup>st</sup>		Jr/Sr LCs	
98 - 100	A+	94 - 100	A
96 - 97	A	88 - 93	B
94 - 95	A-	80 - 87	C
90 - 93	B+		
88 - 89	B		
86 - 87	B-		
84 - 85	C+		
82 - 83	C		
80 - 81	C-		

## **PARENT-TEACHER CONFERENCES**

It is important that parents and teachers maintain open lines of communication. To facilitate this process, parents are encouraged to meet with their children's teachers regularly throughout the school year. Concerns can be addressed by contacting the school and scheduling parent/teacher conference. To avoid disrupting the learning environment, parents are not permitted to enter class rooms during the school day.

## **PTF MEETINGS**

At the end of each quarter a PTF (Parent Teacher Fellowship) meeting is conducted. It is required that at least one parent attend.

## **HOMEWORK**

Students are expected to complete all homework assignments by their respective due dates. Our teachers do not assign excessive homework so no child should routinely have hours of homework. If a child seems to routinely have an excessive amount of homework, then the parent is encouraged to contact the student's teacher. Often, excessive homework is simply the result of unproductive utilization of class time or poor time management. These problems can be solved and communicating with the student's teacher is the best way to address them.

## **GENERAL POLICIES**

- All students are encouraged to be active in their home churches.
- No visitors are allowed on campus unless authorized by the principal.
- Any messages from parents to students during the school day should be directed by phone to the school office. Students will not be permitted to receive or place phone calls during the

school day. In the case of an emergency, a staff member will make any necessary phone calls.

- Pagers and cellular phones are not allowed during school hours. If you wish for your 6th grade or above child to carry a cellular phone or pager, they will be required to turn it in at the teacher's desk each morning. Students below the 6th grade are not permitted to bring a cellular phone or pager. Any student who does not follow these guidelines will be assigned a detention. They will be confiscated if they are seen or heard during the school day and will be returned only to a parent.
- Students are discouraged from bringing valuables to school.
- Radios, Walkman CD/tape players, iPods, MP3 players, stereos, laser lights, etc. are not to be brought to school without the permission of the principal. They will be confiscated if they are seen or heard during the school day and will be returned only to a parent. The student will be assigned detention.
- Students are to conduct themselves at school and away from school in a way that would bring honor to God and not bring reproach upon the school.
- Any student caught cheating will be reported to the administration for disciplinary measures.
- Any student guilty of stealing, vandalism, or violence will be reported to the administration for disciplinary measures.
- Offensive language or gestures will not be tolerated. Teachers will define what is offensive in the classroom.
- Food and drinks will be allowed only in the cafeteria unless permission is granted from the principal.
- Students are not allowed to be out of the classroom during class time without permission.
- No public display of affection is permitted at CCS. (6 inch rule)
- Irreverent behavior during chapel or assemblies will be dealt with firmly.
- Every student bears the responsibility of helping keep the school and campus clean and attractive.

- No weapons will be allowed on campus. Weapons include, but are not limited to, firearms, knives, brass knuckles, chains, etc.
- Students are not permitted in the office unless accompanied by a staff member.
- No one is to conduct any sales or fundraisers without written permission from the principal. Such permission will be granted at the principal's discretion and should be requested in writing.
- No toys (except those requested or approved by a teacher for show and tell, etc.) or non-educational materials should be brought to school.
- All playground equipment must be used in its intended manner.
- Note passing during class is a distraction. Any student that writes a note for any reason, or receives a note and doesn't turn it in to a teacher, (it does not matter what it says,) will be given an automatic detention. Notes containing foul language of any type (cursing, sexual connotations, suggestive innuendo, etc) will result in all parties being suspended for 3 days; no exceptions.
- Any student who posts inappropriate material on their personal Facebook, My Space, Twitter, etc. will be given a detention for the first offence and suspended from school for every offence thereafter. Suspensions will be determined by administration based on the severity of the post.

## SEARCHES

School staff retains the right to search any property (including, but not limited to, automobiles, purses, book bags, etc) on campus at any time. Students who are found in possession of restricted, dangerous, or illegal materials may be subject to dismissal.

## DRESS CODE

At CCS, we believe that dress has a direct effect on how we feel and behave. This is why we feel that it is important we dress in a manner that is conducive to success at school.

There are three objectives that our dress code is designed to accomplish:

- We want our students to look nice.
- We want to eliminate the distractions that some clothing can create.
- We want to minimize the peer pressure sometimes associated with dress (i.e. some students may not be able to afford the expensive clothes that others may be able to afford).

Each student will have three (3) daily uniform shirts (available for purchase in school office). The uniform shirt is to be worn every day. Failure to comply with uniform standards may result in disciplinary action.

CCS will enforce a very modest dress code for all additional articles of clothing.

**GIRLS**—All dress or skirt lengths must be below the knees. Splits in a dress or skirt must be below the knee. Wrap-around skirts are not allowed.

**BOYS**—No faded blue jeans or cargo pants/jeans. No patches. Carpenter or regular jeans only.

In addition to the dress code requirements, other guidelines are as follows:

- Boy's hair should be kept neat and clean. Extreme styles and colors are unacceptable. Hair must be off the ears, off the collar, above eyebrows, and with no long sideburns. No facial hair is permitted.

- Girls are not allowed to display body piercings - with the exception of the ear lobes (no more than two earrings per ear). Anklets or foot jewelry is not allowed.
- Clothing should be neat, clean, and without holes. No torn, sloppy, tattered, frayed, or taped clothing will be permitted.
- Any clothing which is too tight, too loose or too revealing is unacceptable. Determination of what qualifies as too tight, too loose, or too revealing will be at the discretion of the CCS administration.
  
- The following are prohibited at CCS:
  - Necklace/Earrings on boys
  - Tattoos and body art
  - Facial and/or body piercing
  - Black fingernail polish or lipstick
  - Hats and sunglasses inside
  - Bandannas
  - Excessive jewelry
  - Chains on billfolds
  - Any clothing or accessory deemed inappropriate by the administration
  - Mohawks

Students who violate the dress code will be assigned a formal detention and may not be permitted to attend class until the violation is corrected. Repeated violations will result in suspension or dismissal. Parents and students are expected to support the objectives of the dress code and adhere to it.

## **GRADUATION DRESS CODE**

**GIRLS**—Red uniform shirt, black skirt & black closed-toe dress shoes

**BOYS**—Red uniform Shirt, black dress pants, black belt & black dress shoes

## PE DRESS CODE

Female students should wear modest (knee-length) culottes, a T-shirt or sweatshirt, athletic socks, and tennis shoes with soles that do not leave scuff marks on the floor. Shorts and tank tops of any kind are not permitted. An order form is available in school office if you wish to order culottes.

Boys must wear jeans or long athletic pants, a T-shirt or sweatshirt, athletic socks, and tennis shoes with soles that do not leave scuff marks on the floor. Shorts and tank tops of any kind are not permitted.

## RULES FOR DEMERITS

One demerit is given for each violation.

- Getting up without permission
- Going to the scoring station without permission
- Completing part or all of a self-test without initials
- Bringing food or drink into the learning center
- Leaving the testing table without permission
- Going to the restroom during class (please provide a note regarding physical problems if needed)
- Talking in the learning center (unless permitted by supervisor)
- Leaving your chair away from your desk
- Turning around in your office
- Laughing out loud/disturbing others
- Leaving flag up (after teacher has come)
- Leaning back in your chair
- Taking a pencil to the scoring station
- Chewing gum
- Leaving lunch box in hallway
- Changing own goals
- Failure to get signature on papers/envelopes sent home
- Incomplete goals
- Extra red marks in PACE



- Blocking progress chart or goal card

## **AUTOMATIC DETENTION**

- Copying answers from score key/improper scoring
- Any violation concerning taking tests
- Breaking the six (6) inch rule
- Taking red pen to your office
- Green pen at school (1st offense)
- Failure to memorize monthly scripture verses (not making practical effort)
- Being late for morning assembly
- Boys not shaving
- Violation of dress code
- Not turning cell phone in at teachers desk

## **AUTOMATIC CORPORAL PUNISHMENT**

- Pushing, shoving, fighting, horseplay
- Disrespect to staff (minor infraction)
- Disrespect to authority, misbehavior during devotions or chapel services
- Green pen at school (2nd offense)
- Five (5) tallies in the same day (kindergarten & 1st grade)
- Five (5) demerits in the same day (2nd-12th)
- Two detentions in a week (elementary, junior & senior learning centers)
- Damaging or defacing school property

Corporal punishment is left to the discretion of administrator and staff and used when deemed necessary.

Discipline is what is done FOR the child, not TO the child.

## GROUNDS FOR DISMISSAL

- Fornication or exhibiting or promoting homosexuality
- Using tobacco, alcoholic beverages, or drugs on or away from school property
- Violating a law of the State of Georgia or the United States
- Refusal to abide by the school's dress code during field trips, fellowship, or any other school related trip
- Rebellious attitude. We will not tolerate disrespect for staff, other students, or the school in general.
- Any threats of violence - regardless of intent - may constitute grounds for serious discipline, up to and including dismissal.
- Repeat automatic detentions (3 or more) for the same offense. (Except tardiness.)

## PENALTIES FOR DETENTIONS

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Detention	Punishment
1 <sup>st</sup>	Grace
2 <sup>nd</sup>	Grace
3 <sup>rd</sup>	Grace
4 <sup>th</sup>	20 Minutes
5 <sup>th</sup>	30 Minutes
6 <sup>th</sup> and after	45 Minutes

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## PENALTIES FOR SCORING VIOLATION

### *Elementary Learning Center*

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1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Detention
3 <sup>rd</sup> Offense	Paddling
4 <sup>th</sup> Offense	Paddling

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5 <sup>th</sup> Offense	One Day Suspension
6 <sup>th</sup> Offense	Three Day Suspension
7 <sup>th</sup> Offense	Dismissed

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## PENALTIES FOR SCORING VIOLATION

### *Junior & Senior Learning Centers*

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1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Detention
3 <sup>rd</sup> Offense	Paddling
4 <sup>th</sup> Offense	One Day Suspension
5 <sup>th</sup> Offense	Three Day Suspension
6 <sup>th</sup> Offense	Dismissed

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**Note: Detentions for scoring violations will not be counted as Grace Detentions. They will be served at break time.**

## BIBLE STUDY

Bible study is a required subject at CCS. We believe that it is fundamentally essential in bringing enlightenment to all other areas of study. Without knowledge of biblical truth, a student at CCS is not considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the "Book of Books."

It is our goal to help students develop a Biblical worldview that will enable them to think, act, and live Christ-like.

Students are required to memorize a portion of scripture each month and encouraged to hide it in their heart that they "might not sin against God."

## AWARDS

Awards are given out each school year to deserving students. We believe honor should be given where honor is due. Some of the awards include:

- Best chapel outlines
- Bible study
- Subject area awards
- Attendance awards
- Christian character awards

In addition, some students are selected each week by the staff to receive the “Student of the Week” award. This award is based on a student's classroom performance and overall attitude.

## HIGH SCHOOL BANQUET

It is required for seniors to attend the Jr. /Sr. Banquet. If seniors do not attend, they will not be allowed to participate in the graduation ceremony at the end of the year. Exceptions are allowed in certain cases (I.e. sickness with a doctor’s excuse, death of immediate family member or other valid reason at the discretion of administration).

## GRADUATION

At the end of each school year we have a Kindergarten & Senior class graduation ceremony. All students (k-5 thru 12th) are required to attend. Students who do not attend the ceremony will not be allowed to return the following year. A fee must be collected from parents to help cover the cost of the caps, gowns, and other items associated with the graduation.

## HONOR ROLL REQUIREMENTS

- At least three stars each quarter in each academic subject: Math, English, Social Studies, Science, and Word Building. (If a student has completed a subject, they will still be required to have a total of 15 PACE's completed.)
- A total PACE test average: 'A' Honor Roll (94 - 100); 'B' Honor Roll (88 - 93)
- Each of that quarter's monthly scriptures memorized
- No more than one (1) failed PACE per quarter
- No more than one (1) unexcused absence for the quarter
- Must be on grade level (within three paces or according to their projection.)

## CHAPEL

Each week there will be a chapel service. The intent of this chapel service is to help students develop their relationships with God. Men from area churches will be brought in to preach at these chapel services. Students will also be encouraged to use their gifts to minister during these chapel services. Students will be given the opportunity to give offerings that will be used to support various ministries. Irreverence of any form will not be tolerated during the chapel service.

## LIBRARY BOOK POLICY

Books are available for checkout in the CCS library. Literature books may be checked out for the time required to complete the associated Literature PACE. Other books are allowed a two week check out period. The student is responsible for each book checked out in his or her name. If any checked out book is not returned in good condition, the student's parent(s) or guardian(s) must purchase the book.

## **PHYSICAL EDUCATION AND PARTICIPATION**

The PE grade will be based on the student's participation and meeting dress code requirements.

## **POLICY ON RELEASE OF TRANSCRIPTS**

At the request of parent, student or graduate, we will release a copy of their school transcript; however, we will forward it to the school or college requested. We do not give them to parents, students or graduate because most colleges will not accept them if they do not come directly from the school.

## **SCHOOL CLOSING FOR INCLEMENT WEATHER**

CCS follows the lead of Murray County schools regarding inclement weather. If the county schools cancel classes, within reason, CCS will also cancel classes. Please check local radio or TV stations to verify. The school answering machine and Facebook page will also advise if we are closed.

## **REPORTING OF SUSPECTED CHILD ABUSE**

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **MEDICATION AND STUDENT HEALTH**

The physical health and welfare of each student is important at CCS. Teaching is not effective when a child is ill. Therefore, do not send your child to school with a fever of more than 100 degrees. If any child becomes ill with a fever, the parents will be called to come and pick up the child.

If you want the school to administer Tylenol or aspirin to your child, permission must be noted on the Student's File Cough drops (such as Hall's, Luden's, etc.) should be accompanied by a permission slip from the parent. Under no circumstance will a student be permitted to bring his own medication to school and/or administer it to himself. Special health problems should be discussed with the school principal.

## **COMMUNICABLE DISEASES**

CCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or other staff member who reasonably suspects that a student or employee has a communicable disease will immediately notify the school principal. Any student 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. CCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases with the school.

A student with head lice will be sent home from school. The student must remain out of school three days once treatment has begun and

will not be allowed to return to school without proof that the treatments were successful and no signs of lice are left.

Every student is required by Georgia State Department of Health to have their immunization record on file in the school office. New students must supply a copy of an up-to-date immunization record with their registration packet. Screening for vision, dental, and hearing will need to be in the student's cumulative record file. Parents of such students are responsible for securing regular medical evaluations and releasing this information to the school. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment. Short term exclusions may be used where, either in the judgment of the screening committee, there is need for additional medical diagnostic appraisals, or, in the judgment of the administrator, there is a situation of such serious and urgent nature that temporary removal of the infected person from the educational environment is in the best interest of all concerned. More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others, or would himself/herself be subjected to serious risk of infection from others.

If you don't immunize your child due to religious or personal beliefs, we have a form that must be filled out and on file at all times in the school office. Also, if there was an outbreak of sickness, those children would not be allowed to return to school until the outbreak is under control.

## **EMERGENCY PROCEDURES**

First aid will be administered in the school office in cases of minor injury (such as skinned knees, etc.). If an illness or a serious accident occurs during the school day an attempt will be made to notify the parents at once. If a parent cannot be reached the school will arrange to have the child taken to the hospital if necessary (the parent is responsible for the cost of transporting the child). Serious accidents will be documented on the school's Accident Report Form.



Fire and tornado drills are practiced on a regular basis. In any event that would endanger the safety of our students the school will attempt to contact parents at once. CCS will provide emergency care and shelter until parents arrive to pick up their child. Transportation will be provided only in extreme conditions. In the event of an emergency requiring evacuation and departure from the campus, parents will be notified where to pick up their child. Emergency building escape/evacuation routes for the buildings are posted in each room. Should the school be without phone service we will communicate with parents through the local police and fire departments.

## **CUSTODY POLICY**

Any adoption or custody papers that prevent a biological parent from picking up his or her child must be provided and be kept on file in the school office. All persons who are permitted to pick up the student should be listed on the back of the Student's Information.

## **SCHOOL INSURANCE**

CCS offers student accident insurance. This is mandatory for each family to pay for their child. Cost for this will be determined and must be paid with October Tuition. The student accident insurance is secondary to a parent's health insurance.

## **PRINTING ERRORS**

The school reserves the right to correct any errors in any of its printed materials, including this handbook.

## **COURSES OF STUDY LEADING TO A DIPLOMA**

### *College Preparatory*

<b>Course</b>	<b>Description</b>	<b>Units</b>
Math	Algebra I (1097 - 1108)	1

	Geometry (1109 - 1120)	1
	Algebra II (1121 - 1132)	1
	Trigonometry (1133 - 1138)	1
Social Studies	World History (1097 - 1108)	1
	American History (112)	1
	Civics (1133 - 1138)	½
	Economics (1139 - 1144)	½
English	English I (1097 - 1108)	1
	English II (1109 - 1120)	1
	English III (1121 - 1132)	1
	English IV (1133 - 1144)	1
Science	Biology (1097 - 1108)	1
	Physical Science (1109 - 1120)	1
	Chemistry (1121 - 1132)	1
	Physics (1133 - 1144)	1
Physical Education	Required as long as enrolled	2
Foreign Language	Spanish	2
Bible	New Testament Survey	1
	Life of Christ	1
	Soul Winning	½
Electives	Keyboarding	1
	Document Processing	1
	Literature	1
	Health	½
	Etymology (1097 - 1108)	1

## COURSES OF STUDY LEADING TO A DIPLOMA

*Career / Tech*

<b>Course</b>	<b>Description</b>	<b>Units</b>
Math	48 Paces	4
Social Studies	36 Paces	3
English	48 Paces	4
Science	36 Paces	3
Physical Education	Required as long as enrolled	2
Bible	New Testament Survey	1
	Life of Christ	1
	Soul Winning	½
Electives	Keyboarding	1
	Document Processing	1
	Etymology (1097 - 1108)	1
	Literature	1
	Health	½

No High School credits can be given for paces below 1085.

Credits will start at 1085 and above.

## **SENIOR CLASSIFICATION**

In order to be classified as a senior, the student must not have more than 66 Pace's to be completed. All Paces' must be completed to graduate. This does not mean that a student could not complete more than 66 Pace's in their senior year; however, no student will be allowed to order their cap and gown unless they are within the minimum number of Pace's required to graduate.

## **SUPPLY LISTS BY GRADE**

<b>Kindergarten</b>	<b>First Grade</b>
Pencils (#2) & Pencil Box	Pencils (#2) & Pencil Box

Construction Paper	2 – One Subject Wide Ruled Notebooks
Crayons (Crayola)	Crayons (Crayola)
Coloring Book	Coloring Book
Glue Stick	Glue Stick
Scissors	Scissors
Eraser	Eraser
Drawing Paper	Drawing Paper
\$5.00 Art Fee	\$5.00 Art Fee
Nap Pad	3 <sup>rd</sup> Grade Writing Tablet (Cursive)
Small Pillow & Blanket	Standard Ruler
<b>2<sup>nd</sup> – 6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> – 12<sup>th</sup> Grade</b>
Pencils (#2)	Pencils (#2)
Standard Ruler	Standard Ruler
Regular Paper	Regular Paper
Blue or Black Pens	Blue or Black Pens
King James Version Bible	King James Version Bible
Eraser	Eraser
Crayons	Colored Pencils
Coloring Book (Optional)	Compass
	Protractor
	Texas Instruments T1-30XA Calculator (will need by Math Pace 1075)

Since CCS is a non-profit organization, we appreciate any and all donations and help offered to the school. Some supplies that are almost always needed are toilet paper, cleaning supplies, paper plates & cups, etc.

## 2019-2020 SCHOOL CALENDAR

<b>August 21</b>	First Day of School
<b>August 21 – October 18</b>	First Quarter
<b>September 2</b>	No School (Labor Day)
<b>October 8</b>	School Pictures
<b>October 21 – January 10</b>	Second Quarter
<b>October 21</b>	Report Cards
<b>October 21</b>	PTF Meeting (7:30 p.m.)
<b>November 21 - 22</b>	No School (Teacher’s Convention)
<b>November 25 – 29</b>	No School (Thanksgiving Holidays)
<b>December 19</b>	Christmas Party (K5, 1 <sup>st</sup> Grade, & Elementary Learning Center at 12:00 p.m.)
<b>December 20</b>	Christmas Party (Junior & Senior Learning Centers – Starting at 9:30 a.m.)
<b>December 23 – January 3</b>	No School (Christmas Holidays)
<b>January 10 – March 13</b>	Third Quarter
<b>January 13</b>	Report Cards
<b>January 13</b>	PTF Meeting (7:30 p.m.)
<b>February 17</b>	No School (Presidents Day)
<b>March 16 – May 29</b>	Fourth Quarter
<b>March 16</b>	Report Cards
<b>March 16</b>	PTF Meeting (7:30 p.m.)
<b>March 30 – April 3</b>	No School (Spring Break)
<b>April 10</b>	No School (Good Friday)
<b>April 18</b>	Senior Banquet
<b>April 27 – May 1</b>	2020 – 2021 Pre-registration
<b>May 25</b>	No School (Memorial Day)

May 27	School out at 12:00 p.m.
May 28	Kindergarten Graduation (7:30 p.m.)
May 29	Senior Graduation (7:30 p.m.)

Total School Days: 180

## TIPS FOR PARENTS AND STUDENTS

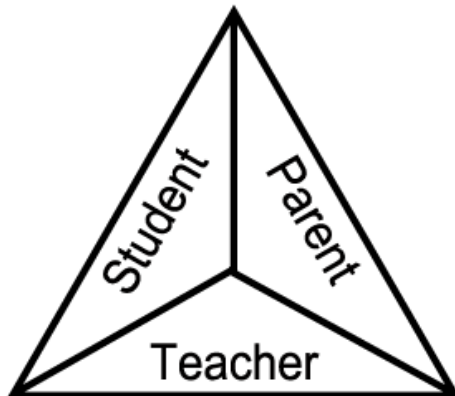
Reasons for PACE failure:

- Improper scoring
- Not correcting errors-especially on Check-ups
- Taking too long to finish PACE, forgetting contents
- Attitude – When you fail, don't decide you can't do it!! TRY harder the next time and determine to do a good job.
- If possible, get plenty of sleep the night before the test.

## PARENTS CAN HELP

- Quiz student on Vocabulary Words
- Quiz student on Check-ups and Self-Test

## LEARNING IS LIKE A TRIANGLE



PARENT – Providing financial needs. Most important – encouraging and re-enforcing what a child has learned at school, especially in preparation for test.

TEACHER/SCHOOL – Make materials available, encourage, motivate, re-assure, and inspire the student. We will provide any help or assistance necessary with their academic materials and intellectual maturity.

STUDENT – It is the student's responsibility to take the initiative to learn the skills and materials provided by parent and school. Neither parents nor school personnel can acquire the knowledge for the student. The amount of knowledge acquired will depend on the student.

VERY IMPORTANT – we must ALL work and pray together to be the BEST WE CAN BE for the GLORY OF GOD.