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### *Our Call*

“To prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”

### *Our Mission*

CSCL is Morningstar Ministries’ K-12 day school, located at Heritage International Ministries (HIM). The mission of CSCL is to educate and help prepare creative and high-impact leaders for the emerging generation to fulfill the Great Commission in virtually every field of knowledge and work.

CSCL has also been used to develop new methods of teaching that have been so effective that our students go to school four days a week and are not given homework. Yet they consistently test among the best in the nation academically. One whole graduating class at CSCL received academic scholarships, and CSCL graduates have been accepted into the best universities in the country. Even so, our main goal is for each CSCL student to know his/her purpose in Christ and fulfill it.

### *Our Purpose*

In order to fulfill the vision of our school, we endeavor to provide:

- An education which ministers to the full potential of each student.
- An atmosphere that encourages a love for learning through a creative classroom environment.
- A curriculum that promotes excellence in academics.
- A philosophy of education which encourages self-motivated learning.
- A firm foundation in Scripture.
- The development and facilitation of each student’s spiritual gifts, talents, passions, and leadership skills.

## CSCL Student Covenant

In the process of becoming a solid Godly leader and as a student at CSCL, I want to achieve strong character based on the fruits of the Spirit, (Galatians 5:22-23: “But the fruit of the Spirit is love, joy, peace, kindness, patience, goodness, faithfulness, gentleness, self-control. Against such there is no law.”)

In order to work towards this, I pledge the following:

I will strive not “to conform to the ways of this world.” (Romans 12:2)

I will have the courage to speak up, step out, and do the right thing.

I promise to be a “fruit inspector” and “gold miner” instead of a harsh critic.

I will address problems, even with other students, in a kind manner, as

Jesus says in Matthew 7:15-20. I will not judge based on hatred about how someone acts or who they’ve chosen to be, but I will look for the “gold” and call them to a higher standard. (Romans 14:13-17)

I will respect and honor those in authority, elders, teachers, and volunteers by honoring them above myself. I will not interrupt or talk back. “Never speak harshly to another elder, but appeal to them with respect.”(1 Peter 5:5).

I will respect my peers and classmates in the way that I treat them, speak to them, and listen to them. “Talk to younger men as you would to your own brothers...treat younger women with all purity as you would your own sisters.” (1 Timothy 5:1-2)

Everyone has the right to learn and no one has the right to take that away.

My behavior towards the opposite sex will always be to treat them as sons and daughters of the King of Kings.

I will not use crude jokes or profane language. I will speak as if Jesus were present so that I may reflect the image of God. “.out of the abundance of the heart the mouth speaks.” (Luke 6:45)

My speech (including cell phone use) and my behavior will reflect that I am a child of God both in CSCL and out of school.

I understand that the CSCL student handbook lists malicious violence, use of drugs or alcohol on school property, open rebellion, defiance, and possession of inappropriate items (weapons, pornography, stolen goods, explosive materials, etc.) as grounds for immediate dismissal.

1 Thessalonians 4:3-8 “For God did not call us to be impure, but to live a holy life. Therefore, anyone who rejects this instruction does not reject a human being but God, the very God who gives you his Holy Spirit.”

As a CSCL student and rising leader, I, \_\_\_\_\_, promise to abide by these standards as I grow and help others grow in and become like Christ. I will keep myself accountable to my fellow CSCL students and the CSCL staff in order to gain Godly characteristics.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Student Government Organization**

CSCL Student Government Organization (SGO) is a tangible expression of its desire to raise up leaders. SGO officers are elected by the student body and are expected to provide wise direction and leadership to improve student life at school. SGO acts as an intermediary between students and the administration in extra curricular and certain academic areas. Its main focus is to support growth in all aspects among the students. SGO is responsible for planning CSCL events and activities such as the Junior High Winter Social, Homecoming Week festivities, the school-wide Spirit Week, and Prom.

SGO officers include the president, vice-president, secretary, treasurer, historian and chaplain. Each grade level elects a class representative to participate in student government as well. Officer elections are held every Spring; class representative elections are held in the beginning of the school year.

Each SGO officer and representative must maintain at least a minimum grade point average specific to the office with no failing grades in any course. Student government officers and representative are expected to attend all SGO sponsored events and to hold to the highest standard of behavior.

### **Summary**

A goal of CSCL is to raise up self-motivated learners who have accepted the responsibility for their own education and are diligently working to do their best and achieve the highest standards. Self-motivated learners also see parents and teachers as those who have come to assist them in this task and provide them with all the tools they need to achieve their best. Self-motivated learners have internalized the importance of education and embraced the idea that they are responsible for their own education. Students of this mind set will hold to the idea of doing extra work because of a desire for excellence rather than mandate. This is the harder road, but when students have acquired this attitude, they will have it for life, and it will flow into all other areas of discipline.

## **Parent Involvement**

Great schools don't just happen; they are created. We believe it takes more than high quality staffing and facilities to produce excellence in education. Parents and teachers must work diligently and cooperatively in the process of shepherding students' minds and spirits. The role of parental involvement is vital in achieving this mandate. Students learn best when our efforts are united with family, church, and school

### **Admissions and Re-Enrollment Policy**

#### **Academic Requirements**

All prospective students are required to take an entrance exam and interview with members of the CSCL administration to be considered for admission into CSCL. Any student scoring below his/her current grade level may be asked to attend summer school, receive tutoring, or repeat the last grade attended before acceptance is granted. Acceptance into any grade does not mean automatic acceptance the following year. Each student's academic achievement is reviewed for enrollment and re-enrollment.

Transfer students must have acceptable grades to be considered for enrollment. Elementary students must submit proper records showing they have met grade level benchmarks. Middle and high school students, including home-schooled students, must have a transcript showing a 2.3 GPA on a 4.0 scale before the admission testing or interviews will take place. All home-schooled students must provide a portfolio detailing the courses they have completed, along with curricula names, test scores and work samples.

#### **Spiritual Requirements**

All students must attend a local church, be actively involved in a youth group, and profess and demonstrate a viable relationship with Jesus Christ, their Lord and Savior. A letter of recommendation from the student's pastor or youth leader must accompany the application for admission.

Each student should exhibit high moral character and a dedication to pursuing God's call on his/her life. Upper School students are expected to display openness to the leading of the Holy Spirit, a continued honing of their leadership skills, and an ever-increasing vision for the use of their talents to effect change in the world. It is imperative that all students have a strong desire to attend CSCL, with the understanding that they are here to be trained as leaders.

## **General Requirements**

Current immunization records, as required by state law, are required for admission from all new and current students. All students, regardless of the state in which they reside, must submit a DHEC immunization form to the school office within 30 days of the start of their schooling at CSCL.

***Minimum requirements as per the State of South Carolina Department of Health and Environmental Control are listed in detail on the back cover of this handbook.***

A copy of each student's birth certificate must be included in his/her records as well as a copy of their social security card. (Social Security information will be kept in strictest confidence and is only used for identification purposes with other educational institutions.)

New students who are accepted into CSCL are placed on a 90-day probation period, during which time the student and his/her family's adjustment to CSCL is evaluated. Enrollment may be withdrawn if the student fails to abide by the policies in the CSCL handbook and/or cannot maintain the educational standards for his/her grade level.

All students, regardless of age, must live with parents or with a legal guardian in order to attend CSCL.

CSCL admits students of any race, color, or sex, and any national or ethnic origin.

## **Student Drivers**

Driving to school is a privilege, permission for which must be obtained from the school administration. Both student drivers and their parents are required to complete a Student Driver Eligibility Form (available from the school office) to be kept in the student's school file. Student drivers must abide by the following rules. Failure to abide by these rules may result in the withdrawal of driving privileges for any school-related activity:

1. Student drivers are permitted to drive other students provided that parental permission (from both the driver's parents and the rider's parents) has been granted in advance.
2. Student drivers are not permitted to go to their cars during a school day unless a staff person has granted permission.
3. Student drivers must drive no faster than 15mph when on school property.
4. Student drivers may not engage in any type of behavior which the school staff determines to be dangerous while driving on school property.
5. Cars driven by student drivers must be inspected and registered according to state law.

## **Intern Privileges**

Students in the upper high school grades may choose an internship either on or off campus as part of the high school experience. All interns are required to complete an Internship Learning Plan with their intern instructor, keep a weekly log of their duties and write a brief report at the end of the internship period. Interns are also permitted to leave campus as long as a permissions slip signed by a parent or guardian is on file for the term of the internship.

## **Field Trips**

Field trips are considered an essential part of a student's learning experience and are regarded as a regular school day. Because we endeavor to provide a school that is experientially rich, students in each grade level participate in field trips. In order to attend a field trip, the Book & Supply Fee must be paid in full and the student must be in good academic and behavioral standing. While we make every effort to minimize the cost of our field trips, there are times when a cost is involved, especially for overnight trips. Classroom teachers provide specific information for field trips as they are scheduled. Please note that all overnight trips require a notarized permission slip and medical waiver form.

## Personal Property

The school is not responsible for personal property left on the premises or in the building. All items that are found should be turned into the school office to be deposited into the Lost & Found. Unclaimed Lost & Found items are donated to charity at the end of each month. Students are urged to check the Lost & Found for particular missing items.

Students are not permitted to bring to school personal belongings not pertinent to classroom activities. ***Electronic devices of any kind are generally not permitted at any school-related functions.*** Such items will be confiscated by the teacher and returned at the end of the day. At the discretion of the teacher, these items may or may not be permitted on field trips.

## Elementary & Middle School Cell Phone and Internet Capable Device Policy

In the elementary and middle school grades, cell phones and electronic devices with internet capability such as *Ipods* and laptops are not permitted to be used during school hours without teacher's permission. Students must turn off their cell phone and other devices and store them out of sight while on campus. Violators of this policy will have their cell phone and other messaging devices confiscated and delivered to the school office. **Cell phones/messaging devices will be returned only to the student's parent at the end of the day. Arrangements must be made for pick-up. Students who violate this school policy more than two times will have their cell phone confiscated for a week and face an in-school suspension.** Laptop computers are permitted for use in the classroom for note taking, completing assignments, writing papers, and at the discretion of the teacher.

## High School Cell Phone & Internet Capable Device Policy

In order to teach proper social media etiquette, cell phones are permitted for use at CACL by students in grades nine thru twelve. Phones must be set to vibrate, and students are permitted to use them as long as they are engaged in class work. Teachers will request that phones be turned off or turned in whenever a test, quiz or other assessment is being given. Cell phones should never be used as replacements for calculators. At times students may be asked to turn cell phones off as a sign of respect to guest speakers and at the request of the staff. Cell phone privileges may be revoked if a student violates classroom policy or "cyber-bullies" another student or staff member.

Laptop computers are permitted for use by high school students for note taking or other classroom activity. Students are expected to adhere to proper internet usage guidelines.

## Academic Information

### CACL Grading Scale /Quality Point Scale

A+	95-100	4.5
A	90-94	4.0
A-	87-89	3.7
B+	85-86	3.5
B	80-84	3.0
B-	77-79	2.7
C+	75-76	2.5
C	70-74	2.0
C-	67-69	1.7
D+	65-66	1.5
D	60-64	1.0
F	59 or below	0

## GPA and Class Rank

The Guidance Office determines grade point average (GPA) after final report cards have been completed. GPA is computed for each student finishing high school level courses using the South Carolina Uniform Grading Scale conversion chart. Class rank at each high school grade level is determined solely according to GPA. In cases in which students have an identical GPA, the Guidance Office determines class rank according to the level of rigor of courses taken by each student.

## Transcripts

Graduates will receive their first transcript free of charge; additional transcripts will be prepared for a cost of \$2.00 each. All transcripts will include final GPA and class rank.

## **Evaluations and Promotions**

Report cards are issued at the end of each of the five (5) marking periods. Bi-weekly progress reports are sent home to the parents of all students to inform them of their child's academic situation in all major courses. Students who are failing a course or are performing at below average levels will be placed on academic probation until their grade(s) improve. (Please refer to Academic Intervention)

At the end of the school year, the final report card will indicate the year-end average for every course for students in grades 6 through 12. Please note that only those students with a final grade of 67 or above are considered to have satisfactorily completed the necessary course material for each subject. Those with grades below a 67 in any core subject may be required to receive tutoring and/or attend summer school before advancing to a higher-level course. Students must earn a minimum of 6 credits each year in order to be promoted to the next grade and earn at least 20 credits before being admitted into the senior class.

## **New Student Probationary Period/Invitation to Re-enroll/Return**

All students newly enrolled at CSCL are placed on a 90-day probationary status. At the beginning of December, new student progress will be reviewed by their teachers and the administration. Reviews will be based on academic performance, student engagement, and student behavior. This process may take place earlier if it is evident that CSCL is not the correct placement for the student.

All students are evaluated each year and invited to re-enroll based on academic eligibility, character, and behavior. Students who fall short will be requested to meet with the Administration prior to acceptance for the following school year.

## **Course Offerings and Graduation Requirements**

Twenty-eight credits earned in grades 9-12 are required in order to graduate from CSCL. CSCL follows the curriculum requirements for earning a South Carolina State High School diploma as stipulated by the SC Department of Education. Credit for courses earned is based on the Carnegie unit: 120—135 contact hours per course.

High School students meet periodically with CSCL administrators and advisors to discuss their progress and to schedule courses. The Activation Specialist, (Guidance), discusses standardized testing, internships, college and career options as well as current courses with students.

ripped, or muscle shirts without a t-shirt underneath. High school male students are allowed to have facial hair but it must be neat and well-groomed at all times.

Female students are required to dress in modest and non-revealing clothing: nothing too tight or which shows too much "skin". Halter-tops, tops with "racer backs" or spaghetti straps, tops that have low necklines and/or exposed midriffs or backs are not permitted. Shorts and skirts must be of a reasonable length, no more than 2 inches above the knee. This also applies to jeggings/leggings worn under tunic tops.

Hoodies may be worn, but the hood must remain down, (not worn up around the head,) at all times.

## **Lunches**

Students must bring their own lunches each day, which should include a beverage. (We request that no soda be consumed during school hours in the elementary grades.) Refrigerators are not available for student use. Since lunches need to be stored and eaten at room temperature, the use of an ice pack is helpful to avoid food spoilage. For healthy minds and bodies, we encourage student lunches that are nutritious as well as delicious and ask that families keep to a minimum food that is lacking in nutritional value. *Please note: students are not permitted to use microwaves at any time during the school day.*

## **Senior Lunch**

It is the policy at CSCL that responsible members of the senior class be permitted to go off campus for lunch providing they have parent permission to do so and do not leave class early for lunch nor return late from lunch. This permission is normally granted at the end of the first marking period. All students leaving for lunch must sign out and back again at the reception desk. Should a student miss class at any time for an off campus lunch, that student will no longer be permitted to leave campus during lunch time.

## **Lockers**

Each Upper School student is assigned a locker. It is the policy at CSCL to require all backpacks, lunches, articles of clothing, and all books not in use during class to be kept in each student's locker. Students must keep their lockers clean and not deface them in any way. Pictures may be hung with magnets only on the inside of lockers. Students are cautioned against storing money or other valuables in their lockers.

All lockers with locks must remain locked when not in use. Locks found on other students' lockers will be confiscated.

classroom such as failure to complete and/or turn in work, chronic tardiness, disruptive classroom behavior, cutting class, cheating, copying others' work, and other offenses. At this level, misbehavior is viewed as an opportunity for individual problem solving and preparation for the real world.

In the Upper School, detentions and, in some cases, in-school suspensions will be given for any direct violations to the policies and guidelines stated in this manual.

The following behaviors will result in instant dismissal: malicious violence, use of drugs or alcohol on school property, open rebellion, defiance to teachers and staff, and possession of inappropriate items (weapons, pornography, stolen goods, explosive materials, etc.). The administration of CSCL reserves the right to expel a student, at any time, regardless of the nature of the offense.

While we hope that these measures are unnecessary, it is important to adopt a disciplinary policy that serves as a deterrent to disruptive and disrespectful behavior, while encouraging godly and respectful behavior.

### **Plagiarism**

The Comenius School for Creative Leadership has a zero-tolerance plagiarism policy. We define plagiarism as using another person's ideas as your own without giving them the credit they deserve. As such, plagiarism constitutes intellectual fraud and has no place in any institution that seeks to cultivate a body of intelligent and creative students. Without exception, any assignment failing to properly use and cite borrowed information according to a recognized format (i.e. MLA, APA, Chicago Style, etc.) will receive a failing grade. Repeat offenses or particularly serious incidents of plagiarism will result in suspension or expulsion from CSCL.

### **Student Life**

#### **Dress Code**

Although CSCL does not have a formal dress code, we do believe that students should dress and groom themselves in a manner that is neat and respectful to themselves and the school. Students are not to wear any clothing that promotes alcohol, cigarettes, illegal substances, ungodly groups or influences. All clothes must be free of questionable language and phrases, and include no derogatory statements about people groups. In short, students are expected to dress like "students".

Male students are not permitted to wear jeans that hang down below the waistline and/or reveal boxer shorts, clothing that is torn or

The following is a list of courses offered at CSCL (Graduation requirements are in bold):

#### **Math**

**(4 credits at 1.0 credit each)**

**Algebra I**

**Geometry**

**Algebra II\***

Probability & Statistics

Pre-Calculus\*

AP Calculus AB & BC

#### **English**

**(4 credits at 1.0 credit each)**

**English 9: Composition\***

**American Literature\***

**World Literature\***

**British Literature\* or**

**Advanced Composition\***

AP English Language & Composition

AP English Literature & Composition

#### **History**

**(3 credits at 1.0 credit each)**

**World History\***

**US History\***

**Government & Economics\***

European History\*

AP US History

#### **Physical Education**

**(2 classes at 0.5 credits each)**

**P.E./Health**

#### **Science**

**(3 credits at 1.0 credit each)**

**Physical Science (IPC)\***

**Biology\***

**Chemistry\***

Physics\*

#### **Foreign Language**

**(1 credits of the same language; 2 credits of the same language are highly recommended)**

**Chinese I**

Chinese II

**Spanish I**

Spanish II

Advanced Spanish

#### **Technology**

**(1 credit)**

**Computer Applications**

#### **Bible**

**(4 classes at 0.5 credits each)**

#### **Electives**

**(Must total 9 credits)**

Fine Arts (1 credit) recommended

## Elective Credit

Students in grades 9 through 12 should give special consideration to earning elective credit. The typical high school student at CSCL earns six credits yearly in direct instruction Monday through Thursday. It is up to each student to earn a total of four credits afterhours during his/her high school career in order to satisfy CSCL graduation requirements. The staff at CSCL highly recommends using Friday to explore and practice options for earning elective credit. Students desiring credit for courses or work completed outside of CSCL must complete an Elective Credit Request Form in its entirety. Granting of partial or full credit is up to the discretion of the staff at CSCL.

Note: Many electives are offered at CSCL occur outside of normal school hours and vary yearly. These may include Art, Drama, and Music, and others. They may also carry an additional cost depending on the instructor. The South Carolina Virtual School Program (VirtualSC.org) also offers students course options for high school credit. Please see a CSCL administrator for more information.

## Fridays

Friday is a day given to students to pursue interests and work experiences that would otherwise be impossible with a full week of school. This may include community service, paid employment, sports, art, dance, internships, and/or further education in areas not available at CSCL. The staff at CSCL is happy to assist students and parents with ideas and opportunities. How the student uses this free time will be used as an indicator when considering students for promotion to higher grades. We believe that our time is one of our most precious commodities, and that it should not be wasted. Students may be required to give an account of how they use this free day.

## Early Graduation

Students who will have successfully completed at least 7 semesters of high school and will have earned 28 high school credits may submit an application with the CSCL Administrative Staff to be considered for Early Graduation. Criteria for Early Graduation consideration and an application form are available in the Guidance Office. Please note that the process must be completed and request submitted to the Principal **before June 1st** prior to the student's senior year.

provided.

At CSCL all behavior is to be guided by respect that is rooted in love. Students in grades Kindergarten through twelve are required to abide by the CSCL Rule of Respect, which applies to all students and staff in all situations at all times. This applies to respect for God, Leadership, Others, Self, and Property.

When a student fails in an area of respect, teachers and administration take consistent steps to deter disrespectful behavior or attitudes. At CSCL, we believe that

- students should be guided and expected to solve the problems they create without making problems for anyone else.
- there should be a logical connection between misbehavior and resulting natural consequences instead of punishment whenever possible.
- every attempt should be made to maintain the dignity of both adults and students.
- students should have the opportunity to tell their side of the story (due process hearing) when the consequences appear to be unfair.
- every student has the right to learn and no one has the right to take that away.

## Elementary School

In the event that a student in grades Kindergarten through 5 fails to abide by the CSCL or classroom rules, the teacher will use the guidelines above to implement disciplinary action. Each elementary class has a plan, guided by CSCL rules of respect, which is age appropriate and involves student and parental participation. Individual classroom teachers communicate their class-specific discipline policy with the children and parents at the start of the school year. Continued problems in the same area will lead to parental meetings and finally to expulsion. Our aim is to see change occur in the student's behavior.

## Middle/High School

At the start of each academic course, Middle and Upper School teachers will clearly communicate their academic and conduct expectations to the students. The CSCL administration desires to respect the varied personalities and diverse classroom management philosophies of its teachers. Therefore, the administration has not mandated an across-the-board classroom management policy for its teachers as long as policies include the guidelines stated above. Teachers will confront and correct behavioral issues that occur within their

## School Closings

- Text message—please see the administrative assistant to “opt-in.”
- Postings on [www.comeniusschool.com](http://www.comeniusschool.com) & on the CSCL Facebook page.
- Up-to-date message on the school’s voice messaging system. Please call (803)547-3223 for that message. *Please note: If we are going to have a regular school day, there will not be any postings or voice messaging.*
- NBC/WCNC and check the bottom of your TV screen or log onto [www.WCNC.com](http://www.WCNC.com). *Please note: We use the local school district closings as a guideline, but we do not necessarily close school if and when they close. Please check our postings to ensure that you have the correct information.*
- **Emergency Closings** -In the event of a pandemic or other social emergency in which CSCL and other institutions must close, the following policy is in place to continue the education of our school population:
  - Parents and students will access their teacher’s webpage on the CSCL web site [www.comeniusschool.com](http://www.comeniusschool.com).
  - Education will continue over the internet with assignments and student assessments being posted daily. Students will complete lessons at home and communicate with teachers via the internet.
  - Parents must take an active role in ensuring that each child is diligent to continue their education as directed by the teacher.
  - Ideally, students will be able to return to school after its closing and be able to resume classes without having to make up time or work.

The staff at CSCL hopes that emergency closure never takes place, but is meeting to develop detailed plans for “distance learning” nonetheless.

## Medication Permission Slips

Students taking any type of medication (prescription or non-prescription) must bring a permission slip signed by their parents identifying the medication, its purpose, and how often it must be taken. The permission slips and prescribed medication should be turned in to the office staff immediately upon arrival at school. The slips will be kept on file and the medication kept in the office and dispensed according to parents’ directions. School personnel will not dispense medication without parents’ written approval.

## *Disciplinary Policy*

We are committed to providing all students with a learning atmosphere that is fun, creative, conducive to learning, and physically, emotionally, and spiritually safe. Firm limits presented with clear directions are consistently

## Homework

Research in education has shown that many young people are experiencing levels of stress that are equivalent to the stress that CEO’s of large companies experience. With this high level of stress comes the physical and mental health problems with which young bodies and minds are unable to cope. The source of this stress is homework.

We believe that young students should not be burdened by such large amounts of homework, and that the students should be free to enjoy their youth and explore interests and hobbies outside of school, as well as foster friendships, family relationships, and spirituality. Our aim is to give all students the resources and time to complete all schoolwork at school during school hours. However, we recognize that every person requires differing amounts of time to process and absorb information. Students who desire extra time preparing in a relaxed home environment to be successful are encouraged to do so. In fact, we encourage students to take time outside of school to strengthen core subjects in which they may be struggling. We also encourage the involvement of parents in this process, to ensure that their children are doing well in all subjects. The goal of the CSCL learning experience is to deposit in students such a love for learning that they will want to dig deeper in areas that interest them.

The only exception to this policy for all students is reading literature for English. There is not enough time in class to allow this and still have time for teaching. In addition, many students find that the solitude in their own environment is the best situation for reading. Because of these two factors, book lists for the following year will be given at the beginning of summer. This will allow students plenty of time to read lengthy works, even before school begins.

Students who opt to take Honors and Advanced Placement courses will need to allow extra time at home and after school to sufficiently complete the necessary coursework. Due to the extra workload and level of difficulty of such courses, students who satisfactorily complete Honors and AP courses are awarded extra quality points when GPA is calculated.

## Academic Intervention

Parents of students who are struggling and falling behind in certain subjects will be presented with several options as soon as the problem is observed. These options may include one or more of the following:

1. Teachers may request that students do extra work for practice or reinforcement of class work. The aim of this is to motivate the student to master concepts and to improve their understanding of the course material. This should result in an improvement in academic performance.

2. Parents may be requested to arrange for private tutoring after school or at other times. Many teachers are available for tutoring and will set up times for individual tutoring. This involves some cost to the parent and is for students who are having difficulty understanding the concepts and ideas being taught and need more specialized attention to the course material.

3. Parents may request extra work assignments from the teacher of the class in which the student is struggling. This extra work can then be done at home under the supervision of the parent and used as practice and reinforcement of the topics being taught during the day. This needs to be set up and maintained by the parent in communication with the teacher.

4. Students may be required to take extra notes or keep a more detailed notebook of assignments completed in class. This option is presented for students who do not make good use of their time in class.

5. Testing by an outside source may be deemed necessary in those cases where other means of intervention have not been successful. Recommendations by outside sources can then be considered and, if possible, implemented by the teacher and other staff members.

Other options may be presented depending on the degree of the academic intervention needed to help the student improve his or her performance in the course. If the problem is not taken care of quickly the student may fall behind so much that his/her promotion to the next grade is in jeopardy. If parents and students fail to take any action to help improve the situation and the student continues to fall behind, he/she may be released from the school. This is in agreement with our belief that only when the parents are working together with the teachers can we succeed in properly educating the students.

## Conferences

Parent/teacher conferences are scheduled two times a year for Lower School students. These conferences take place after the first and fourth marking periods. This provides an opportunity for parents and teachers to discuss student progress and/or areas of concern. Scheduling notices are sent home

requirements, students who miss more than 10 hours of class in a seven (7) week marking period put their promotion at risk. This includes both excused and unexcused absences.

## Early Dismissal

Should a student need to be dismissed early from school, a note should be presented to the student's homeroom teacher at the beginning of that school day. No student may leave school, for any reason, without a note, complete with date, and signed by a parent or guardian. All parents must sign their child out in the office prior to early dismissal.

## Tardiness

The CSCL school day starts at 8:15 a.m. If a student arrives late to school, he/she should proceed to the school office before going to class. It is recommended that parents accompany students to the office and sign them in. If not, the student must produce a note by the parent stating the reason for the tardiness. After three unexcused tardies, students in grades 2 through 5 miss one recess, but students in grades 6 through 12 receive a detention. Detentions are typically served after school. Chronic tardiness requires a parental meeting with the administration.

*Please note that only unusual traffic delays are considered sufficient reason for tardiness due to traffic.*

## Pick-Up & After-School Care

After classes end at 3:00 p.m., all students must be picked up by 3:20 p.m., unless the student is participating in a sport, elective, tutoring, or other school sponsored function. Students participating in extra-curricula activities must report to designated locations. Students will not be permitted to loiter in the parking lot or classroom areas after school hours.

After-School Care is now available for those families who cannot pick up their children before 3:20 and for any students who remain at CSCL after 3:20 and are not involved in a school activity. Students will be under the supervision and guidance of OutoftheBoxdrama Camp which offers physical activity, teaches a second language, trains in vocal conditioning and creative expression and allows for study time. Financial arrangements should be made directly with Outoftheboxdrama Camp.

### **Attendance Policy**

The CSCL school week runs Monday through Thursday, with occasional field trips or elective classes held on Fridays. The school day begins at 8:15 a.m. and ends at 3:00 p.m. Students should not be dropped off prior to 8:00 a.m. and must be picked up promptly at 3:00 p.m. For the safety of the students, they are not permitted in the building or on the school grounds after school without direct parental or teacher supervision.

Because the teachers' time with their students is irreplaceable, please schedule medical and dental appointments for Fridays and after school hours in order to avoid missing the classroom experience.

### **Absences**

There are three types of absences:

- an excused absence due to sickness or documented family emergency such as a family death, accident or hospitalization.
- a previously scheduled absence in which a student will miss school for a planned reason (family wedding, unique opportunity, etc.).
- an unexcused absence for which there is not sufficient grounds to warrant missing school

When a student is absent from school, a signed note must be brought from home stating the reason for the absence, including the student's first and last name, the date(s) of the absence, and a parent signature. This note should be given to the student's homeroom teacher before the start of classes. It is recommended that parents contact the school office to arrange for pick-up of missed assignments for the day. All work, including tests, quizzes, projects, and classroom assignments must be made up, without exception. Tests, quizzes and projects must be taken on an mutually agreeable day after the student's return if the absence was an excused absence. In the case of an unexcused absence, tests and quizzes may not be made up and projects will be counted as late.

In the event of a previously scheduled absence, the student or parent must inform the school office in advance of the nature and date(s) of the absence. Teachers are then requested to note any assignments and/or work for the student to complete. Students must receive assignments prior to the scheduled absence and complete them within an agreed upon time frame.

**Any student needing extra time with a teacher outside of normal school day hours is expected to compensate the teacher for his/her time, especially in the case of student absence.**

Due to the limited number of school days and state contact hour

in advance of conference dates.

Parents of students in any grade may also request conferences with individual teachers and administrators throughout the year by making appointments as needed.

### **Athletics Program**

Part of the vision of CSCL is to prepare students to be equipped physically as well as spiritually and mentally. Team sports provide another outlet for students to cultivate the discipline, determination, focus, and excellence that athletic competition demands. CSCL currently offers High School Girls' and Boys' Volleyball, and both Girls' and Boys' Basketball, Soccer, Cross Country, and Tennis on the varsity level. Additional sports teams will be offered as enrollment increases.

### **Eligibility**

All students who desire to play an extra-curricular team sport must pass and submit a sports physical by a local physician prior to the start of team play. In addition, students must have at least a "C" average (2.0) and no failing grades on their most recent report card or progress report in order to be eligible to practice and compete on a team. The minimum letter grade for a "C" is 70. Students' grades are reviewed with each progress report and a "C" average must be maintained in order to remain eligible for play. This is intended to serve as a motivation for students to be leaders both on and off the playing field. Students must attend classes at least ½ of the school day, check-in no later than 11:30 a.m. to be eligible to play in a scheduled game or participate in team practice that afternoon.

CSCL athletes are expected to uphold exceptional standards of behavior wherever they are. They not only represent their team, but also their school and the church at large. Athletes are to dress appropriately the day of any scheduled game and conduct themselves in a manner worthy of Jesus Christ at competitions, both home and away.