



Elementary
Parent/Student Handbook
2022 - 2023



Cinco Christian School 2019-2020 School Handbook



Dear Parents,

Welcome to Cinco Christian School. It is our goal to teach children Christian values and broaden their understanding of the world they live in through a quality Christian educational program.

Cinco Christian School is a ministry of Cinco Baptist Church. We are located at 26 Yacht Club Dr., Fort Walton Beach, Florida. We can be reached at 850-243-7515.

The Pastor and Ministerial Team encourage you to be an active part of your child's learning experience. Our Director/Principal and School Staff is available to you, if you have any questions or concerns.

If our Staff can help you or your family in any way, please contact us. If your family does not have a church home, please feel free to come and worship with us.

Sincerely,

Cinco Christian School Staff



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SCHOOL CALENDAR

Cinco Christian School follows a similar calendar as Okaloosa County public school. We observe most federal and school holidays including, but not limited to: Labor Day, Veteran's Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, President's Day, Spring Break, and Good Friday.

Day Care will be available on teacher work days. These days will be posted on the School's Calendar given out at Orientation and on our website, www.cincoschool.org. Day Care will be available at an additional cost.

INTRODUCTION

◆ School Program

Cinco Christian School is a private preschool and elementary school.

Our program revolves around teaching children Christian values which center on God, family, and community. Our program institutes a variety of curriculum in all the classrooms. Our curriculum focuses on academics from a Biblical worldview, and incorporates drama, poetry, music, art, health and manners. It is distinctively Christian in its content, and it is academically excellent. The curriculum is available to view on the school website. Field trips are also a part of the learning experience. Trips cover a variety of encounters and we encourage parent participation in classroom activities and field trips.

Cinco Christian School also offers Before and After School Care beginning with children in 3K preschool. Activities include a study hall time for homework, recreation, and games.

◆ History Of Cinco Baptist Christian School

On February 23, 1994, the Staff and Members of Cinco Baptist Church elected to close its Child Development Center which catered to infants through children five years of age. In its place, a new ministry was formed. Cinco Christian School (formerly Cinco Baptist School) opened its doors in August 1994 under the leadership of Dr. Fred M. Evers, with an enrollment of four Kindergarten students and 42 preschool students. May of 2001, brought the first graduation class of 11 students. Presently, our program offers a 2K– 5th grade academically advanced program with over 240 students.

◆ School Verse

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

◆ Mission Statement

The mission of Cinco Christian School is to partner with parents to provide a biblically integrated education so that students will be able to discern the call of God on their life.

◆ Vision Statement

The vision of Cinco Christian School is to train students in the knowledge of God and insure they are equipped to advance the kingdom of God.

◆ School Motto

For Knowledge and For Kingdom

◆ Statement of Nondiscrimination

Cinco Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

◆ Affiliation

Cinco Christian School is affiliated with the Florida Association of Christian Colleges and Schools (FACCS), a state and nationally recognized accrediting association and the Florida League of Christian Schools (FLOCS).

ADMISSIONS

◆ New Student Enrollment Procedures

1. Application

- A. Applications can be submitted online at cincoschool.org.
- B. Parents will be contacted to schedule an interview once the application is complete.

2. Submit Transcripts

- A. Parent must email a copy of their child's school records (Transcripts, Medical, IEP, Disciplinary, etc.) to support@cincoschool.org prior to their family interview.
- B. School administration will review the documents to determine the students potential success at CCS:

3. Interview and Placement Test

- A. Establishing and maintaining a strong relationship between school staff, and families is extremely important to CCS. The interview is designed to be a time when parents meet with school administration and are able to hear CCS educational philosophy, mission, vision, and programs that are available. (Interviews last an hour and conclude with a tour of our facility.)
- B. Students will take a placement test to determine their success at CCS.

4. Final Review

- A. The administration **may** elect to call the previous school for a verbal reference.
- B. Each student will be required to pay a registration fee and a curriculum fee (payment plans available) before the student may begin classes.
- C. Tuition is \$6,000.00 a year. Parents can pay tuition in 10 monthly installments.

◆ Re-Enrollment

Students are required to re-enroll every year. There are NO exceptions. Re-enrollment is done through your Praxi Parent Portal

◆ Requests For Teachers

Cinco Christian School does not take requests for specific teachers.

◆ School Records

The school will obtain and keep current the following:

- 1) The child's full legal name, birth date, current address, preferred name, and social security number.
- 2) The name and addresses of the parents.
- 3) Telephone numbers or instructions as to how the parents may be reached during the hours the child is at school. Telephone numbers and cell phone carriers are to be updated periodically in case of changes.
- 4) Names, addresses, and telephone numbers of persons who can assume responsibility for the child if for some reason the parents cannot be reached immediately in an emergency. These also need to be kept updated.
- 5) Names and addresses of persons authorized to pick up the child from the school. These should be updated periodically.
- 6) A copy of your child's birth certificate.
- 7) A Florida Certificate of Immunization and a Physical Exam.
- 8) A signed and notarized Boarding Pass.
- 9) Custody—in cases where a parent's visitation or contact is limited or prohibited there must be verification signed by a judge on file in the school office.

◆ Up-Dating Record Information

Notification must be made immediately of change of address or telephone number (home or business). It is imperative that we have this information in case of an emergency.

◆ Admission Policy

Cinco Christian School admits students of any race, color, national and ethnic origin. We seek to provide a quality educational program within the context of a Biblical world and life view. Whenever possible, CCS seeks to be inclusive in its admission policies so long as there is a realistic prospect that a student's educational needs can be properly met without detriment to the progress of other students. CCS reserves the right to dismiss students whose conduct or behavior is out of harmony with the school.

The academic programs at CCS are designed for average and above average students. Provisions are not currently available for students that are cognitively challenged or students with emotional/behavioral disabilities. CCS reserves the right to dismiss students who we feel cannot be successful at our school.

◆ Chapel

Students enrolled at Cinco Christian School must participate in all religious studies including Chapel.

◆ Leaving and Calling For A Child

A reliable person must accompany your child when you bring them or pick them up from school. Your child will be sent home with only those persons you have designated and are known by our staff. If someone other than the people listed on your is picking up your child, you must send a written note (in case of an emergency we will accept a phone call) with the name of the person who will pick them up. Children will only be released to people approved by the parent/guardian. Everyone on your list, including you, will be asked for identification. Please instruct anyone who picks up your child to bring a picture I.D. with them.

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

Late pick up charges will be administered when a child is called for later than their dismissal time. ONE MINUTE AFTER CLOSING TIME IS LATE. There is a \$15.00 charge for the first ten minutes. After that, the charge is \$1.00 per minute.

Students that need to leave prior to dismissal time will need to check out through the School Office. Your child will be brought to the school office for you to pick up.

◆ Withdrawals

You must officially withdraw students through the School Office. Two weeks notice must be given for all withdrawals. Registration and Insurance Fees are non-refundable. If advanced tuition payments have been made, it may be refunded. All charges will continue until the office receives official written notice of withdrawal from the parent or guardian.

Cinco Christian School reserves the right to hold all grades, transcripts, books, and supplies for non-payment of fees, including Lunch charges and Before and After School fees.

FINANCIAL INFORMATION

◆ Tuition and Fees

Cinco Christian School is a nonprofit institution. Student fees are used for functions and services intended to benefit the students of our school. Our goal is to provide the highest quality instruction and care for your child at the lowest possible cost. Your prompt payment of fees will assist us in meeting this goal. **Cinco Christian School makes every effort to keep the cost of tuition/fees at a minimum. However, it may be necessary to increase tuition/fees on a yearly basis.**

- 1) Application and registration fees are non-refundable and non-transferable.
- 2) Tuition for the school year is divided into 10 equal payments.
- 3) All holidays, etc. have been taken into account when setting the tuition rates.

◆ Before And After School Program and Fees

- 1) Before and after care fees are charged weekly. Payments are due Monday of each week beginning the first day of school. Child Care payments can be paid bi-weekly or monthly prior to the care, but they must be paid in advance. **School closings have been taken into consideration when setting these fees.**
- 2) Child Care fees are due regardless of the number of days the child attends.
- 3) Reservations must be made in advance for students to attend day care during Teacher Work Days. There is an additional fee, on top of the aforementioned Before and After School fees for care during Teacher Work Days.
- 4) Students whose accounts are not paid by Monday of the current week, will not be able to attend Before and After School until all fees are made current

◆ Financial Policies

- 1) Tuition payments are due on the **first** of each month. A late charge of \$25.00 is made after the tenth of each month.
- 2) Students whose accounts are not paid by the 15th day of the month will not be permitted to attend classes until tuition and fees are paid in full.
- 3) Accounts may be paid online using your checking account or credit card by going to your PraxiSchool Parent Portal. Accounts paid online through your checking account take 5 days to post. Credit Card payments post immediately. There is a nominal fee for payments made online. Online payments must be received in our office on time or late fees will apply. (See policy 1&2).

◆ Financial Policies Continued

- 4) If you choose to pay by check, checks are to be brought by the parent to the school office or mailed to:
- Cinco Christian School
26 Yacht Club Drive N.E.
Fort Walton Beach, FL 32548

Checks are NOT to be given to the student or to the teacher. We will not be responsible for payments left anywhere other than the drop box or with our office personnel.

- 5) Post-dated checks will not be accepted.
- 6) Accounts must be paid in full before the child will be permitted to register for another program.
- 7) There is a \$35.00 fee for all returned checks. When an account has received two (2) returned checks it will result in the account being changed to a cash-only status.
- 8) Records will not be released until accounts are at a zero (0) balance.
- 9) Tuition fees and Child Care fees are due regardless of days your child attends. All holidays have already been taken into account when setting the fees.

GENERAL INFORMATION

◆ Health

Upon entrance to Cinco Christian School, each child must have a physical form on file from a licensed physician or authorized agent of the Okaloosa County Health Department, attesting that:

1. The child is in good health, or that any known irregular condition is under treatment.
2. Immunizations appropriate to the child's age are up-to-date or are in the process of being brought up-to-date.

The Okaloosa County Health Department requires that immunizations be kept current and any noncompliance with these rulings will result in the child not being accepted back into the program until the requirement is met.

We can accept only well children. We are depending on you to help us maintain this policy. All children will be observed upon arrival at the school each morning. If symptoms of illness are noted, **the child will be sent home**. Symptoms that are cause for keeping your child home are as follows:

Flushed skin, an earache, red eyes, severe coughing, stiff neck, conjunctivitis, chills, headache, skin eruptions, sore throat, fever, diarrhea, and vomiting. Should a child's temperature reach 100.0 or should a child become ill during the day, a parent will be contacted to come for the child as soon as possible.

*** Please see page 8 for our Communicable Disease Policy**

The school operates under the guidelines set forth by the Okaloosa County Health Department and any ruling they might have regarding contagious diseases. If the nature or the disease and circumstances warrant, CCS may require an independent physician's examination of the student to verify the diagnosis of communicable disease.

◆ Medication

Only prescription medication is dispensed by the school. The medication should be brought to the school office in the original container with name of the doctor, child, and directions for administration, written on the label. A form furnished by the school and completed by the parent shall accompany the medication, stating the amount of dosage, and the name of the medication to be given to the child. **We do not administer ANY over the counter medications nor do we allow students to bring any medication and administer it to themselves.** This includes Tylenol, Advil, eye drops, cough drops, ear drops, etc.

Medication is not allowed to remain with the student or in a classroom. All medications, including inhalers and Epinephrine shots must be kept in the office. You may wish to ask your doctor for two of these items, one for home and one for school.

Cinco Christian School

COMMUNICABLE DISEASE POLICY

SYMPTOM	MAY RETURN	NOTE REQUIRED
Temperature – over 100 degrees	After a fever has subsided and has not returned for 24 hours without medication.	No
Vomiting	24 hours after last episode.	No
Diarrhea	24 hours after last episode.	No
Skin sores/rashes/ infections	With medical note identifying.	Yes
Ring Worm	24 hours after treatment started and must be covered.	Yes
Hand, foot and mouth	24 hours after treatment started and no fever.	Yes
Lice	Louse and NIT FREE and with documentation of treatment (box, prescription, etc.)	Yes
Strep throat	24 hours after treatment started and no fever.	Yes
Nasal drainage (green/ yellow for 10 +days)	24 hours after treatment started and no fever.	Yes
Uncontrolled cough Difficult/rapid breathing	24 hours after treatment started and no fever.	No
Pink eye	24 hours after treatment started and no fever.	Yes
COVID-19	5 days after positive diagnosis. Note: *Cinco will NOT participate in COVID-19 contact tracing.*	No

◆ **Field Trips**

Students are to participate in field trips planned for his/her class. All students are to be transported together unless otherwise instructed and cleared by the Administration. Students will leave from the campus as a group and return to the campus as a group. Parents or guardians may sign a release wavier with their student’s teacher to check out the student while on a field trip. No other children or family members will be allowed to attend these field trips except chaperones.

If a student misbehaves while on a field trip the Administrator reserves the right to deny permission for future field trips or require parent participation.

◆ **Buses**

Students are to behave properly while on the bus. No eating, drinking, or gum chewing is allowed. There will be no standing or changing seats once the students have boarded. The driver has the right to assign seats. No objects will be thrown from the windows. Due to the liability risk, students brought to the School Office for behavior problems on the bus will not be allowed to ride the vehicles after the third offense. Parents will be notified any time there is a problem on the school vehicles.

◆ **Holidays**

Jesus Christ is the center of our program at all times. We stress that fact to our students throughout all holidays and in all holiday celebrations.

◆ **Birthdays**

Birthdays may be recognized at lunchtime by the parent providing cookies or cupcakes as a special treat for the child’s class. Please coordinate this with your child’s teacher. We request that you not bring a cake because of the time involved in cutting/ serving.

◆ **School Hours**

Office	7:30 a.m. - 4:30 p.m.
School Day	8:00 a.m. - 3:00 p.m.
Child Care	6:30 a.m. - 8:00 a.m.
	3:00 p.m. - 5:30 p.m.
Hours of Operation	6:30 a.m. - 5:30 p.m.

◆ **Teacher Work Days**

Students who participate in Day Care for Teacher Work Days cannot be in care for more than ten hours per day. Day Care will be available on Teacher Work Days only. Regular Before and After School Fees apply whether your child attends or not. Day Care is available at an additional cost. Day care is not offered on Federal Holidays, Thanksgiving Break, Christmas Break, Spring Break, and Good Friday.

◆ **Inclement Weather**

In the event of hurricanes, snow and ice storms, or other bad weather, we follow Okaloosa County’s policy for school closure. If Okaloosa County schools are closed due to weather, we will be closed. Credit will not be given for Tuition or Before & After School on days we are closed for bad weather.

◆ **Visitors**

For the safety of all students, there is only one entrance available to parents and guests. Parents or visitors wishing to visit a classroom or eat lunch with a student must come to the school office, sign in, and get a badge. DO NOT go directly to the classroom or lunch room. Forgotten lunches, homework, etc. may be left in the office for delivery to the student.

◆ **Parent Volunteers**

Parent volunteering is a welcomed part of our program. You can be an integral part of our school by participating in PTO. Volunteer hours must be limited to 20 hours per month. As a safety precaution, you must sign in at each visit and receive a Visitor Badge. You will not be allowed to enter the classroom without a badge. All volunteers are expected to conform to CCS policies.

◆ **Parent Information**

Information regarding school activities are available in several different ways. The school’s Facebook or Instagram page are a great way to keep up with all that is happening at CCS. A paper newsletter, “The Lion’s Roar,” is released and available monthly on our school website, or copies are available at the school. In addition, this publication can always be found on our website: www.cincobaptist.org/school

◆ **School Pictures**

Students are required to take school pictures, whether the parent chooses to buy them or not. Pictures are used for the school yearbook and student files. There is no publication of photos without the permission of the parent.

◆ Car Line

Car line is available between 7:45am and 8:00am each morning and 3:00pm to 3:15pm every afternoon. Elementary students MUST use car line unless they have a preschool sibling. Car line takes place at the school's main entrance. Safety Patrol as well as school employees will be available to assist your child in and out of the vehicle. At 3:15 any remaining students will be taken to the School Office for parents to pick up from there

◆ Recreation Time & PE

Students are required to participate in all outside activities. If it is necessary for your child to stay inside, they must have a written doctor's excuse. There will be **no exceptions**.

* **P.E. Dress** - Athletic type shoes or sneakers must be worn on all PE days to facilitate your child's full participation in PE. Shoes with laces or Velcro are preferred for safety reasons. If your child's foot wear prohibits them from fully participating in PE, their grade will be effected. Shorts or slacks are best for PE days. If girls elect to wear skirts, jumpers, or dresses, shorts must be worn underneath.

◆ Movies

All movies must be pre-approved by the School Administration before viewing.

◆ Student Accident Insurance

A fee is charged annually for insurance. This is mandatory for all students and is included with the registration fee. This insurance is a supplemental accident plan to cover your child while they are in our care.

◆ Supplies & Valuable Possessions

Supply lists for students are available on our website under the info tab, at local retailers, or in the School Office. Additional supplies may be requested by your child's teacher at Orientation and throughout the school year.

Kindergarten students will need to bring a nap mat and a small blanket as well as an extra change of clothes

All belongings should be marked with the student's name. The school is not responsible for lost clothing or any other article brought to the school. Valuables such as jewelry and money in excess of the amount needed for the day should not be brought to school. Clothing that may be removed at school such as coats, jackets, sweaters, and raincoats, should be labeled with the child's name.

Students are not permitted to bring toys, cell phones, or other electronic devices to school unless requested by the teacher. Please remember that the items your child brings will need to fit inside their cubbie or backpack.

◆ Breakfast

Children should be in our Before Care Program on or before 7:15 a.m. if they will require help with their breakfast. Cinco Christian School does not provide breakfast. Breakfast must be provided by the parent.

◆ Lunch

All students are required to have a lunch. Students are to bring their lunch or purchase one through the Parent Portal.

Lunch is available for purchase through your Praxi Parent Portal. Lunches are pre-paid and pre-ordered by the parent on their Praxi account. In the event a student absences, your child's pre-ordered lunch can be cancelled on your parent portal before 8:30. Lunch menus are also available on the school website and on the Parent Information Board outside the school office.

◆ Library

Students will be allowed to visit the library and check out books. The books can be checked out for a one week period. If your child loses or damages a book, you will be charged a replacement fee according to the cost of the book. Do not purchase and send in a replacement book as this will be done by our Librarian. Students will not be allowed to check out a new book until the lost or damaged book is found or replaced.

ATTENDANCE

◆ School Day

Private schools are required to keep and prepare certain attendance records for compulsory attendance purposes. F.S. 1002.42(4) and 1003.23(2), F.S. Rule 6A-1.09512, F.A.C. - in order to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level.

The school building will open at 6:30 a.m. and close at 5:30 p.m. Monday through Friday for all Before & After School students.

The regular academic day for school begins at 8:00 a.m. Doors open at 7:45. Unless your student is enrolled in Before & After School, they will not be permitted to enter the classroom until doors are opened. Dismissal time for Elementary is 3:00 p.m. Students will automatically be sent to car line once school is dismissed.

If your child is not enrolled in our Before and After School program, you will be charged an additional fee for students dropped off before 7:45 or picked up after 3:15.

◆ School Safety

In order to ensure the safety of everyone, all students, parents, and visitors are to enter through the main entrance only. Before and After School parents will be given a 4 digit pin number so they can access their students before and after hours. All visitors MUST sign in at the School Office and receive a badge in order to be allowed on campus.

◆ Lockdown Procedures

In the event of a school lockdown, no one will be allowed to enter or exit the building until it is cleared by the Sheriff's Department. Parents are not allowed on school grounds during lockdown emergencies. Non-compliance could result in arrest.

◆ Punctuality

The greatest ability is dependability. Being on time is important. Classes begin promptly each morning at 8:00am. The warning bell rings at 7:58 am, so students not already in class, should quickly head there. Once the bell rings at 8:00am, students not in their classroom are tardy.

◆ Tardy

Students arriving in class after the 8:00am bell, will be marked as tardy. Students arriving after 8:00 a.m. must be checked in through the school office. Students leaving prior to dismissal must be checked out through the School Office. *Perfect attendance requires that a student attend every day and accrue no more than 3 late check-ins or 3 early check-outs during each nine-week period.

Excessive absences and/or tardiness will result in review with the possibility of dismissal or denial of future enrollment. To help assist the parent/student, the following procedures will be followed per nine week period:

1. On the 4th tardy, the parent will be contacted by the child's teacher - letter
2. On the 6th tardy, the parent will receive a letter from the school
3. On the 8th tardy, the parent will be contacted by the school principal
4. On the 9th tardy and there after a fine of \$25.00 will be charged to your school account. Scholarship students may be subject to further consequences by the Florida department of education.

Therapies, such as speech and occupational, and/or Public School District services and interventions that are provided on Cinco Christian School campus, do not count as tardies or absences.

◆ Absences

If a student is absent from school, the office should be called before 9:00am or a written note submitted for file upon return. The note should contain the full name of the child, the reason for their absences, and the signature and phone number of the parent or guardian. The note should be turned into the office or given to the teacher on the returning day. To help assist the parent, the following procedure will take place per semester:

- A. After the 5th absence the parent will be contacted by letter from the teacher. The letter must be signed and returned by the parent.
- B. After the 7th absence the parent will be contacted by letter from the school office.
- C. On the 9th absence the parent will be contacted by the principal.
- D. On the 12th absence, the school principal will review the student's file and recommendations will be made.
- E. A review of absenteeism records at the end of the first semester and again at the end of the second semester will take place; readmission is contingent on this record.

◆ Excused Absence

An excused absence results from serious illness or death in the immediate family, personal illness of the student, and/or reason acceptable to the Administration. Missed work must be made up within five (5) school days, beginning with the day of return. It is the responsibility of the student to see that all work missed is completed. However, faculty members will give appropriate guidance.

◆ Unexcused Absence

Unexcused absences are for truancy, days absent because of suspension, and for the absences not classified as excused. A grade of zero (0) is given for all work missed. Work may not be made up for credit.

◆ Make-Up Work

When a student is absent from school for more than one (1) day, a parent may request assignments. This will be done through the Office. Please do not request assignments for students who are absent only one day. The student will be allowed to make up work upon returning to school. A period of 5 days from the date the student returns to school will be given to turn in missed work.

Late assignments will be accepted one day after the due date, but will receive 25% off the grade earned for the assignment.

Assignments turned in after the one day grace period will result in a zero.

Assignments that were due on the date of an absence must be turned in on the return day

DISCIPLINE

◆ Philosophy of Discipline

Discipline is needed in order to provide the best possible learning environment in a Christian atmosphere. In order to maintain a good learning environment, we expect students to conduct themselves appropriately.

◆ General Classroom Conduct

There are four basic codes of conduct in all classes at CCS.

Respect - Respect self, others, and property.

1 Peter 2:17

Ownership - Take ownership of your actions and words.

Deuteronomy 6:18

Attitude - Display a Christ like attitude.

Ephesians 5:1 & 2

Responsibility - Be prepared for each day.

Galatians 6:5

Cinco Christian School considers discipline as positive training in the right direction. Although it has some negative aspects, discipline is corrective in nature and not punitive.

The following is not a complete list, but is representative of unacceptable behavior: Talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, forging another's name, cheating, damaging school and/or another's property, and bullying. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Typical corrective measures include: tally, detention, conference, suspension.

◆ Tally System

At CCS we use a tally system called "How I Act." This system reminds the student of school rules while at the same time teaches the student that they are responsible for their own behavior. Each letter in "How I Act" stands for a behavior as listed here:

"H" Horsing around (orange tally)

"O" Out of Order (yellow tally)

"W" Work Lacking (brown tally)

"I" Intentional (red tally)

"A" Attitude (purple tally)

"C" Courtesy lacking (blue tally)

"T" Talking (green tally)

When a student exhibits an unacceptable behavior he/she is given a warning. If the student chooses to repeat the behavior, he/she will be asked to pull a tally and place it in an envelope marked with the students' name. At the end of the day tallies are totaled up and recorded. If a student receives three tallies in one day, an excessive tally sheet will be sent home for the parent to sign and return the following day, and a detention may be given. Friday folders will contain a weekly conduct sheet detailing the number of tallies received. Conduct grades are given based on the number of tallies a student receives.

◆ Detention

Detentions may be issued to students for unacceptable behavior or excessive tallies. During detentions, students will write class rules and other productive content to enhance their learning and to avoid future infractions of the kind. Detention activities may reflect the lesson that needs to be learned for the specific student situation. Three detentions for the same offense in a grading period will warrant an in-school suspension.

◆ Suspension

Students whose actions have been shown to be unacceptable may be subject to suspension. There are two forms of suspension.

1) In-School Suspension - (ISS) - The student will spend the entire school day in the office and must complete all assigned work. Work completed during ISS will be returned to the teacher for evaluation and feedback, and if appropriate for grading. All tests, quizzes, and class work not completed will result in a zero grade and averaged in with the current term's grades. A telephone call to parents and an In-School Suspension (ISS) form will be completed and sent home for the parent to review and sign. The form will state the infraction that occurred and the date the suspension is to be served. The student reports to his/her teacher the following morning, gathers all work to be completed and reports to the office. Further behavioral problems could result in Out-Of School Suspension (OSS) or dismissal.

2) Out of School Suspension (OSS) – The student is banned from school grounds for the designated length of time appropriate to the infraction. Students that are serving an out of school suspension (OSS) are not allowed to attend any functions that are taking place during suspension times. All missed tests, quizzes, and class work are expected to be made up the day the student returns to school. A zero grade will be given in all subjects and averaged in with the current term's grades. A telephone call to parents for immediate pick-up and an OSS form/letter will be completed for parent signature upon pick-up. The form will state the infraction that occurred and the dates by which suspension will be served. Further behavioral problems could result in dismissal.

◆ Dismissal

Students who are a chronic behavioral problem or who do not comply with the rules set forth by Cinco Christian School may be dismissed or not invited to return. Other reasons for dismissal are:

Alcohol	Drugs	Tobacco	Pornography	Assault	Indecent Language
Vandalism	Immorality	Gambling	Weapons	Bullying	

ACADEMICS

◆ Grading Scale

Grades are available to view on line. Parents will be given a user name and password at orientation so that they can access their students grades at their convenience. Report cards are issued at the end of each nine (9) week period. Progress reports are given at the midway point of each nine week grading period. In determining the grade, the teacher takes into consideration tests, homework assignments, daily work, oral recitation, memory work, neatness, correct spelling, and correct grammar in both oral and written work. The grading scale is as follows:

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

◆ Classes

Bible -	K - 5th Grade
	<i>NOTE: Students who fail Bible for two (2) consecutive semesters may not be eligible for enrollment the following school year.</i>
Art -	K - 5th Grade
Arithmetic -	K - 5th Grade
Spelling -	K - 5th Grade
Phonics -	K - 5th Grade
Reading -	K - 5th Grade
History & Geography	K - 5th Grade
Science -	K - 5th Grade
Health -	K - 5th Grade
Missions -	K - 5th Grade
STEM -	K - 5th Grade
Music/Drama -	K - 5th Grade
Physical Education -	K - 5th Grade

Students are required to participate in all outside activities. If it is necessary for your child to stay inside, they must have a written doctor's excuse. There will be **no exceptions**. Students **MUST** wear tennis shoes on PE days. Students who do not wear appropriate shoes on PE days will have points deducted from their grade.

◆ Progress Reports

These reports are to serve as an indicator of the progress or difficulty being experienced by your child. Reasons and recommendations are given to encourage your help at home if your child is doing below average work. Parents are urged to confer with the teacher frequently in these cases. These reports are to be signed and returned in a timely manner.

◆ Report Cards

Report cards are sent home with the students and should be signed and returned in a timely manner. Final report cards will be handed out the last day of school provided your account is clear of any balance. Report cards are issued at the end of each 9 week term.

◆ Homework

Students at CCS may be assigned homework. We believe it is an integral part of the school program which will aid students in advancing their studies. Students are expected to complete the assigned homework. Parents are expected to monitor their child's homework activity. Homework is given for several purposes:

- 1) For drill – to master material essential to the educational process.
- 2) For remedial activity – to strengthen various academic weaknesses.
- 3) For projects – to expand the academic experience with book reports and special research assignment.

We do request the parents' full cooperation in seeing that the assignments are complete. Failure to complete homework will affect the student's daily grade. Assignments that are not completed or turned in at the time the teacher specified will be considered late. Late homework assignments may be accepted one day after the due date, but will receive 25% off the grade earned. Any assignments turned in after the grace period will result in a zero. Assignments that were due on the date of an absence must be turned in on the return day.

◆ Academic Evaluation

Students of Cinco Christian School are subject to evaluations throughout the school year. If an evaluation shows that the student is unable to be successful at our school, a conference will be requested and options will be presented.

The academic programs at CCS are designed for average and above average students. Provisions are not currently available for students that are cognitively challenged or students with emotional/behavioral disabilities. CCS reserves the right to dismiss students who we feel cannot be successful at our school.

◆ Standardized Testing

A standardized test will be administered to students to track student academic success.

◆ Parent / Teacher Conferences

Please feel free to consult with the school regarding problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Teachers welcome a visit or conference from parents. We do require however, that such visits be made by appointment with the teacher at a convenient after school hour.

Girl's Dress Code



Item	Color	Specifications
Polo Shirt 	Colors: gray, purple	Cinco Logo is mandatory; short or long sleeve; shirts must be long enough to cover belt loops unless tucked in with a belt; Long sleeve undershirt must be gray, purple, white or black and must be tucked in.
Pants 	Colors: khaki, navy, black, & grey	Dress style - flat, pleated, pull-on Plain, straight or gently-flaired; Capris are fine. Leggings MAY NOT be worn as pants. Must fit appropriately—correct length and fit around waist
Shorts 	Colors: khaki, navy, black, & grey	Shorts must be Bermuda style and/or come within 3 inches of the knee; No decorative designs please. NOTE: If shirt is tucked in, a belt must be worn. Must fit appropriately—correct length and fit around waist
Skirt Skort Jumper 	Colors: khaki, navy, black, & grey	Solid in color; Length must come within 3 inches of the knee; Plain fabric please without decorative designs; Must fit appropriately—correct length and fit around waist <i>*Girls must wear shorts under their skirts or jumpers</i>
Shoes 	Preferred Colors: Black, Navy, Brown, Tan, White, Gray, Purple	Casual dress shoe (flats) or athletic shoe. No flip-flops or Crocs; sandals must have a back strap; P.E. Dress - Athletic type shoes or sneakers must be worn on all PE days to facilitate your child's full participation in PE. Shoes with laces or Velcro are preferred for safety reasons.
All Clothing	Per Uniform Requirements	Clean; Neat in appearance; Fit appropriately (not too large, small, or short); Appropriate length
Hair	Colors: Natural Colors Only.	Neat in appearance, clean, and well-groomed; May not cover eyes, interfere with vision, or create a distraction to learning.
Undershirts & Camisoles		May be worn under uniform shirt; Long sleeve undershirts must be gray, purple, white or black only; Must be tucked in.
Friday Free Dress Specifications		
Friday Free Dress		In addition to the daily dress code guidelines, the following applies: Clothing bearing inappropriate or questionable slogans or pictures (alcohol, drugs, racial remarks, violence, sexual connotations, magic) is always prohibited Jeans, pants, and shorts should not have holes, rips or tears Shorts must be Bermuda/within 3 inches of the knee Skirts must come within 3 inches of the knee Leggings worn as pants must be covered with long shirts or dresses

Student appearance should enhance a Christian's testimony of a life adhering to Biblical principles rather than worldly standards. Appropriateness, modesty, cleanliness and neatness of appearance are expected.

Cinco School Administration reserves the right to initiate policies on dress code throughout the school year.

Boy's Dress Code



Item	Color	Specifications
Polo Shirt 	Colors: gray, purple	Cinco Logo is mandatory; short or long sleeve; shirts must be long enough to cover belt loops unless tucked in with a belt; Long sleeve undershirt must be gray, purple, white or black and must be tucked in.
Pants 	Colors: khaki, navy, black, & grey	Dress style - flat, pleated, pull-on Plain, straight or gently-flaired; Must fit appropriately—correct length and fit around waist
Shorts 	Colors: khaki, navy, black, & grey	Shorts must be Bermuda style and/or come within 3 inches of the knee; No decorative designs please. NOTE: If shirt is tucked in, a belt must be worn. Must fit appropriately—correct length and fit around waist
Shoes 	Preferred Colors: Black, Navy, Brown, Tan, White, Gray, Purple	Casual dress shoe (flats) or athletic shoe. No flip-flops or Crocs; sandals must have a back strap; P.E. Dress - Athletic type shoes or sneakers must be worn on all PE days to facilitate your child's full participation in PE. Shoes with laces or Velcro are preferred for safety reasons.
All Clothing	Per Uniform Requirements	Clean; Neat in appearance; Fit appropriately (not too large, small, or short); Appropriate length
Jewelry	Matching school colors	Earrings: Boys—Not appropriate at Cinco School
Hair	Colors: Natural Colors Only.	Neat in appearance, clean, and well-groomed; May not cover eyes, interfere with vision, or create a distraction to learning. Boys: Preferred cut above shirt collar and above eyebrows. Longer styles must be pulled back/up to meet requirements.
Undershirts		May be worn under uniform shirt; Long sleeve undershirts must be gray, purple, white or black only; Must be tucked in.
Friday Free Dress Specifications		
Friday Free Dress		In addition to the daily dress code guidelines, the following applies: Shorts must still be appropriate length Clothing bearing inappropriate or questionable slogans or pictures (alcohol, drugs, racial remarks, violence, sexual connotations, magic) is always prohibited Jeans, pants, and shorts should not have holes, rips or tears

Student appearance should enhance a Christian's testimony of a life adhering to Biblical principles rather than worldly standards. Appropriateness, modesty, cleanliness and neatness of appearance are expected.

Cinco School Administration reserves the right to initiate policies on dress code throughout the school year.