

A large, stylized owl logo in a darker shade of purple, serving as a background for the text. The owl's face is the central focus, with its eyes and beak clearly defined.

# **CINCO**

## Christian School

Training up children in the way they should go.  
Proverbs 22:6

**Parent / Student 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 Dive NE, 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 are 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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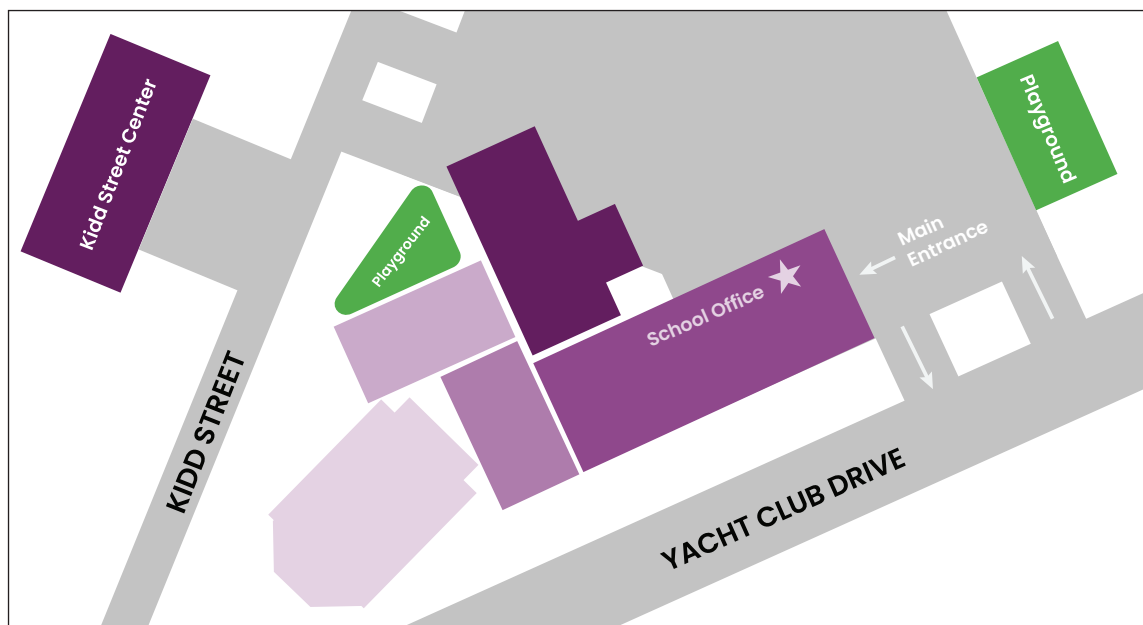
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## School Map



## School Calendar

Cinco Christian School follows a similar calendar as Okaloosa County public schools. 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](http://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 by appointment with the school office. 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 2K 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 260 students. In August 2016, the Family Day Out (FDO) program formerly managed as a ministry of Cinco Baptist Church, became a program under Cinco Christian School. The FDO provided Tuesday and Thursday programs for children ages 12 months to 36 months. In 2019, CCS administration formally ended the FDO program.

### 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 lives.

### 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 Non-discrimination

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 accredited by the Florida League of Christian Schools (FLOCS), the International League of Christian Schools (ILCS), and Congia (formerly AdvancED). Additionally, Cinco Christian School is a member of the Florida Department of Education (FDOE), and the Florida Department of Children and Families (DCF).

# Admissions

## Preschool New Student Enrollment Procedures

1. Application
  - A. Applications can be submitted online through our website.
  - B. A completed application does not guarantee admission.
  - C. Once your application is submitted, you will be contacted to schedule an interview.
  - D. Students entering K2 must be two (2) years old by September 1st  
Students entering K3 must be three (3) years old by September 1st  
Students entering K4 must be four (4) years old by September 1st
2. Interview
  - 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.)
3. Final Review
  - A. Once admittance has been approved, registration fees will be applied according to the date of application.
  - 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 \$7,500.00 a year. Parents may pay tuition in 10 monthly installments.
  - D. Upon enrollment, the school will require a copy of the student's birth certificate, a current state immunization record, and a current Florida physical form.

## Elementary New Student Enrollment Procedures

1. Application
  - A. Applications can be submitted online at [cincoschool.org](http://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@cincooschool.org prior to their family interview.
  - B. School administration will review the documents to determine the student's 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.)
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 (prior payment plans available) before the student may begin classes.
  - C. Tuition is \$7,500.00 a year. Parents may pay tuition in 10 monthly installments.

### **Re-Enrollment**

Students are required to re-enroll every year. There are NO exceptions. The dates for enrollment will be posted on the school calendar provided at orientation and available on our website. 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 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.



## Updating 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.***

All 3K and 4K preschool students MUST be completely potty trained in order to be a part of Cinco Christian School. Completely potty trained means that the student is able to tell the teacher when they need to use the restroom and completely care for themselves while in the bathroom.

Teachers are available to help with buttons, snaps, and zippers until the students can accomplish these things on their own. Students who are not completely potty trained are subject to dismissal. CCS will assist with potty training in our 2K classrooms.

## 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 enrollment sheet 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. Forms are available in the school office.

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. See the Financial Secretary to clear all outstanding balances on or before the student's last day of attendance.

## **Financial Information**

Most all communication from the Financial Secretary is made to your email (for privacy purposes). Please check your email often and be sure your email address is current. Scholarship authorizations/information, past due balances, late fees, etc... are all communicated this way.

### **Tuition and Fees**

Cinco Christian School is a non-profit 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. Registration fees are non-refundable and non-transferable.
2. Tuition and childcare fees for the school year may be paid in full or divided into 10 equal payments.
3. All holidays, etc. have been taken into account when setting the tuition and childcare rates.

### **Before And After School Program and Fees**

1. Before and after care fees are charged monthly. Payments are due the first of each month. 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. Students whose accounts are not paid by the 10th of the month are charged a \$25 late fee. If not paid by the 15th, they 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 (ACH) 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).
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 and declined ACH payments. When an account has received two (2) returned checks or declined ACH payments 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.

\* A child must be fever free for 24 hrs. prior to his/her return to school.

\*\*ANY child on an antibiotic needs to be on the medication for 24 hours before returning to school

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 of the disease and circumstances warrant, CCS may require an independent physician's examination of the student to verify the diagnosis of communicable disease.

### 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. <i>Note: *Cinco will NOT participate in COVID-19 contact tracing.*</i>	No



## 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 frequency, 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 must be kept in the office. Epinephrine shots may be with the student's teacher. You may wish to ask your doctor for two of these items, one for home and one for school.

## 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. Number of chaperones may be limited. Chaperones will not ride on the school bus, they must provide their own transportation.

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.

## Bus

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 items like cookies or cupcakes without nuts 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

Day care is not offered on Teacher Work Days, 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. should be left in the office for delivery to the student.

## Parent Volunteers

Parent volunteers are 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.

Parents will be invited to download Brightwheel. Brightwheel is our standard communication tool for all teachers and parents.

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, [www.cincoschool.org](http://www.cincoschool.org).



## **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 should be no publication of photos without the written 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. Car line takes place at the school's back entrance. All elementary students will use car line unless they have a preschool sibling. 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. A late pick up fee will be charged to your account \$15 for the first 10 minutes and \$1 per minute after that. Preschool students MUST be picked up at the main entrance. Parents should park and their student will be brought to them.

## **Recreation Time**

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**

Movies may be used in your child's class as an educational tool or activity. All movies are 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. When a claim is made, a parent/guardian will need to go to the financial office to complete their portion of the claim form.

## **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. VPK parents may donate supplies but are not required to provide school supplies.

Preschool students that stay for nap time (after 12:00pm) will need to bring a nap mat and a small blanket. An extra change of clothes is required for all kindergarten and preschool students.



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. Preschool students may bring a small stuffed animal or security item to sleep with during nap time. Please remember that the items your child brings will need to fit inside their cubbie or backpack.

### **Breakfast**

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

### **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. The lunch account is not a charge account. You may put funds on the account daily, weekly, or monthly. You may not charge lunches and pay them at a later date. If your student arrives without a lunch, a school lunch will be ordered for them and the parent will be charged and required to pay for it. In the event a student is absent, your child's pre-ordered lunch can be canceled on your parent portal before 8:30 a.m. Parents are responsible for canceling lunches, otherwise payment will be expected. Lunch menus are 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 (Elementary age)**

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 a.m. Unless your student is enrolled in Before & After School, they will not be permitted to enter the classroom until doors are opened. If your student arrives before 7:45 a.m. they will be placed in Before Care and parents will be charged a drop in fee.

Dismissal time for Elementary is 3:00 p.m. Students will automatically be sent to car line once school is dismissed.

Dismissal time for Preschool is 3 p.m. VPK is Tuesday - Friday from 8:00 a.m. - 11:45 a.m. Students in VPK only are dismissed at 11:45 a.m. outside their classes.

Preschool students (2K, 3K, 4K) who stay until 3:00 p.m. will automatically be sent to walk up line. Students enrolled in 2K Class 8 - 3 are to be picked up inside.

### **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. Please keep pin numbers private. 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 (Elementary students)**

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

### **Tardy (Elementary students)**

Students arriving in class after the 8:00 a.m. bell, will be marked as tardy. Parents are required to sign students in after 8:00 a.m. 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 6th tardy, the parent will receive a letter from the school
2. On the 8th tardy, the parent will be contacted by the school principal
3. On the 9th tardy and there after a fine of \$25.00 will be charged to your school account.  
The letter must be signed and returned to the school office. 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 (Elementary Students)**

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 7th absence, the parent will be contacted by letter from the school office.
- B. On the 9th absence, the parent will be contacted by the principal.
- C. On the 12th absence, the school principal will review the student's file and recommendations will be made.
- D. 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 (Elementary Students)**

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 (Elementary Students)**

Unexcused absences are for truancy, days absent because of suspension, family vacations, 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 (Elementary Students)**

Make-up work for a grade is not available for out of school suspended students. It must be completed for student knowledge for test purposes. 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

### **Attendance Policy (VPK Students)**

Cinco Christian School offers the Voluntary Pre-Kindergarten (VPK) Program of 540 hours during the preschool year. VPK is Tuesday – Friday from 8:00 a.m. – 11:45 a.m.

For your child to receive the high-quality benefits of our VPK program, it is essential that your child be present and arrive by 8:00 a.m. every day. In the event that your child will be absent, please call us at 850-243-7515, or message your child's teacher on Brightwheel so that we may plan accordingly. The state VPK program requires that children be in attendance for 80% or more per month and 80% or more for the entire VPK year. This allows for your child to be absent 20% or less for each month and 20% or less for the entire VPK year. If your student is absent 20% of the time or more, the school is not paid for those days. We cannot operate this program without payment.

It is important to know the VPK voucher covers our VPK program for only 540 hours. If you chose to stay at the Cinco Christian School after the instructional time, you must be enrolled in our wrap around program. Our VPK program requires that your child be signed in daily in our Sign-in books located inside our classroom doors. This is a legal and required document for every child on a daily basis.

The VPK program also requires that each parent verify their child's attendance at the end of each month by signing the monthly VPK form prepared for you. We expect that you will verify your child's attendance no earlier than the last VPK day of the month and no later than 3 VPK days after the end of the month. We will let everyone know when the monthly VPK attendance form is available to sign.

In the event that circumstances arise outside of the above-listed VPK attendance policy, termination from our VPK program is at the discretion of Cinco Christian School.

## **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. Discipline exists to point children toward the gospel and the love of Jesus.

### **Preschool Conduct**

The following is not a complete list but is representative of unacceptable behavior: Any kind of aggressive contact with another student and/or staff member, i.e. hitting, kicking, spitting, biting, etc. lying, stealing, disrespect, and damaging school and/or another's property. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. While each teacher may have a different style of classroom management, the following steps will be used when misbehavior occurs:

1. Positive verbal reminders will be used to encourage proper behavior.
2. Children who need to expend extra energy may be asked to run a lap around the preschool playground as a form of discipline.
3. Time outs are used. Generally, one minute per the age of the child.
4. A written note, Brightwheel message, and/or phone call to the parents.
5. Conference with parent, teacher, and supervisor.
6. Dismissal from the program if the offense (or repeated offenses) warrants it.

### **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.

### **Elementary Conduct**

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 verbal or physical bullying. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Typical corrective measures include: tally, missing a special class, 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. We have quarterly tally reports that are kept in student binders that are sent home daily.

### **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) - 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. 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 to be completed but not counted the day the student returns to school.

### **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 online. Parents will be given a user name and password at orientation so that they can access their student's 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      S = Satisfactory
- 80-89 = B      N = Needs Improvement
- 70-79 = C      U = Unsatisfactory
- 60-69 = D      I = Incomplete
- 0-59 = F

## Elementary Classes

Bible	K-5th Grade	<i>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 - 2nd Grade	
Reading	K - 5th Grade	
History & Geography	K - 5th Grade	
Science	K - 5th Grade	
Missions	K - 5th Grade	
STEM	3rd - 5th Grade	
Music/Drama	K - 5th Grade	
Physical Education	K - 5th Grade	

## Preschool Classes

Art	2K - 4K
Bible	2K - 4K
Arithmetic	2K - 4K
Phonics	3K - 4K
Reading	4K
Science	2K - 4K
Music/Drama	3K - 4K



## **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 urge, however, that such visits be made by definite appointment with the teacher at a convenient after school hour.

## **Preschool Dress Code**

There are no uniform requirements for preschool students. Durable washable play clothes are best for school days.

Hats, caps and head coverings are not to be worn inside the building except on special dress up days.

Clothing bearing inappropriate or questionable slogans or pictures (i.e., alcohol, drugs, racial remarks, violence, sexual connotations, magic) is prohibited.

Shoes are to be worn at all times. CCS requires sneakers or shoes which enclose the feet and are secured without having to tie laces. Sandals may be worn as long as they have a back strap. Flip flops are prohibited.

Clothing must cover the mid section of the body.






Preschool girls should wear shorts under dresses for modesty purposes.

A change of clothes, extra underwear, and socks must be brought and kept in case of emergency.

The school administration reserves the right to initiate policies on dress codes throughout the school year.



## Elementary Girls Dress Code





ITEM	COLOR(S)	SPECIFICATIONS
 Polo Shirt	Grey, purple	Cinco Logo is mandatory; short or long sleeve; shirts must be long enough to cover belt loops unless tucked in with a belt; <b>Long sleeve undershirt must be gray, purple, white or black</b> and must be tucked in.
 Pants	Khaki, navy, black, & grey	Dress style – flat, pleated, pull-on plain, straight or gently-flared; Capris are fine. <b>Leggings MAY NOT be worn as pants.</b> Must fit appropriately—correct length and fit around waist
 Shorts	Khaki, navy, black, & grey	<b>Shorts must be Bermuda style and/or come within 3 inches of the knee;</b> No decorative designs please. No athletic wear. NOTE: If shirt is tucked in, a belt must be worn. Must fit appropriately—correct length and fit around waist
 Skirt Skort Jumper	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		Casual athletic shoes. <b>No flip-flops or Crocs; sandals must have a back strap; P.E. Dress</b> – Athletic type shoes or sneakers with socks must be worn 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	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.
<b>FRIDAY FREE DRESS SPECIFICATIONS</b>		
		In addition to the daily dress code guidelines, the following applies:
Friday Cinco Spirit Day		<ul style="list-style-type: none"> <li>• Shorts must still be appropriate length</li> <li>• Cinco Spirit shirts, past field day shirts, and dresses that are purple or grey may be worn.</li> <li>• Jeans, pants, and shorts should not have holes, rips or tears</li> </ul>

*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.*



## Elementary Boys Dress Code

ITEM	COLOR(S)	SPECIFICATIONS
 Polo Shirt	Grey, purple	Cinco Logo is mandatory; short or long sleeve; shirts must be long enough to cover belt loops unless tucked in with a belt; <b>Long sleeve undershirt must be gray, purple, white or black</b> and must be tucked in.
 Pants	Khaki, navy, black, & grey	Dress style – flat, pleated, pull-on plain, straight or gently-flared; Must fit appropriately—correct length and fit around waist
 Shorts	Khaki, navy, black, & grey	<b>Shorts must be Bermuda style and/or come within 3 inches of the knee;</b> No decorative designs please. No athletic wear. NOTE: If shirt is tucked in, a belt must be worn. Must fit appropriately—correct length and fit around waist
 Shoes		Casual athletic shoes. <b>No flip-flops or Crocs; sandals must have a back strap; P.E. Dress</b> – Athletic type shoes or sneakers with socks must be worn to facilitate your child’s full participation in PE. Shoes with laces or Velcro are preferred for safety reasons.
Jewelry	Matching school colors	Earrings: Boys—Not appropriate at Cinco School
All Clothing	Per Uniform Requirements	Clean; Neat in appearance; Fit appropriately (not too large, small, or short); Appropriate length
Hair	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.
<b>FRIDAY FREE DRESS SPECIFICATIONS</b>		
In addition to the daily dress code guidelines, the following applies:		
Friday Cinco Spirit Day		<ul style="list-style-type: none"> <li>• Shorts must still be appropriate length</li> <li>• Cinco Spirit shirts and past field day shirts may be worn</li> <li>• Jeans, pants, and shorts should not have holes, rips or tears</li> </ul>

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