

# CURTIS BAPTIST SCHOOL



## 2019-2020 Student/Parent Handbook

### **Mission Statement**

**To infuse a Biblical worldview in all areas of academics, fine arts,  
and athletics, developing bold and devoted followers of Jesus Christ.**

School Office (706) 828-6624  
Day Care (706) 396-1006  
Fax (706) 828-6627  
1326 Broad Street - Augusta, GA 30901  
[curtisbaptistchristianschool.org](http://curtisbaptistchristianschool.org)

## **Advisory**

The school administration will make every effort to avoid changing policies and procedures in this handbook during the course of the school year. Changes will be made if it affects the safety, health and well-being of the students. If changes are required, whenever possible, a two-week transition will take place for discussion, staff/faculty input, and parental notification. Curtis Baptist School recruits and admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

In addition, it does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission's policies, scholarships, loans, fees, waivers, educational programs, and athletic/extracurricular activities.

## **Disclaimer**

The Curtis Baptist School Student/Parent Handbook is meant to serve as a means of communication between the school, the student, and family. It does not constitute an agreement or contract between the student and parent, either expressed or implied. Curtis Baptist School is not a static entity, and as such, the handbook may be amended by the Curtis Baptist School Board and/or administration to address concerns and circumstances as they arise.

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# Philosophy of Christian Education

At Curtis Baptist School our desire is to have everything we do honor God and help our students to grow in knowing Him personally. We endeavor for excellence in academics, fine arts, athletics, and daily living skills by integrating spiritual principles into every phase of our school life.

Inherent in our philosophy of Christian education is our commitment to provide educators who model Biblical truth, communicate facts, skills, character, and the Christian lifestyle.

Further, the curriculum of our school is taught from a Biblical worldview of truth. The education process is seen as a means used by the Holy Spirit to bring students into a fellowship with God, to help them become strong in the spirit by developing the mind of Christ, and to help students demonstrate Christ-like character qualities to fulfill God's total purpose for their lives, personally and vocationally.

We seek students who are serious about learning and desire to be at Curtis Baptist School. We seek families that desire for their children to be at Curtis, and parents who understand and strive to be Biblically-grounded parents.

## Objectives

### **1. Spiritual and Moral Growth:**

- a. Salvation
  - i. To lead lost students to accept Christ as Savior (John 3:16)
- b. Christian Growth
  - i. To lead saved students to recognize Christ as Lord by following His authority through obedience (Psalm 119:10, 15-16)
  - ii. To love the Bible as God's revealed and inspired Word (Psalm 19:11)

### **2. Servant Leadership**

- a. To create opportunities for sharing and service (mission projects, chapel participation) (Matthew 25:35-40)
- b. To become involved in a Bible teaching church (Hebrews 10:24-25)
- c. To identify and develop their gifts and abilities for the benefit of the Christian community (Ephesians 4:12-16)

### **3. Educational Objectives**

- a. To encourage students to think logically, clearly, and independently (Prov. 8:32-36)
- b. To cultivate strong work and study habits (I Thessalonians 4:11)
- c. To appreciate fine arts (Jeremiah 9:24)
- d. To develop good citizenship (Matthew 7:12)
- e. To develop good stewardship of the environment (Jeremiah 27:5)
- f. To gain skills in setting short and long-range goals (Philippians 3:14)
- g. To prepare students to pursue academic and vocational goals (Colossians 1:10-11)
- h. To utilize creative and critical thinking and develop the proper use of Biblical criteria for evaluation (Proverbs 8:10-11)

## School Verse

We have not ceased to pray for you and to ask that you be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God. Colossians 1:9-10

## Code of Conduct

- ❖ **INTEGRITY** – Strive to maintain a lifestyle that is above reproach. A Christian should be honest, moral and trustworthy in all dealings, **seen or unseen**, on or off campus. ~ *Titus 1:8, Proverbs 20:11*
- ❖ **RESPECT** – An attitude that highly esteems those in properly placed authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gives us a Biblical command to honor those in authority for our own good. ~ *Hebrews 13:7*
- ❖ **OBEDIENCE** – The outworking of the attitude of respect. We are to obey God and be submissive to those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as he has promised. ~ *Romans 12:1-7*
- ❖ **SELF-DISCIPLINE** – The ability to control one’s thoughts and actions. The ultimate goal is to have a life under control – disciplined by the Spirit of God. ~ *2 Timothy 1:7*
- ❖ **GODLY LIVING** – Consists of a lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God’s Word, and our desire must be one with God and His holiness. ~ *Galatians 5:16-26, 2 Timothy 2:22*
- ❖ **WISDOM** – Divine understanding based on what is true from God’s perspective and doing what is right. Wisdom comes from God and our respect for him. Wisdom may be further developed in our lives when we respond to correction according to the Biblical model. If we do not respond to correction with a teachable spirit, the Bible calls us fools and we are unable to attain wisdom. ~ *Proverbs 1:7*
- ❖ **RESPONSIBILITY** – Being dependable and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort, and forgive. Furthermore, initiative, intellectual integrity, and excellence should be the goals of all tasks we attempt. ~ *Galatians 6:1-5*
- ❖ **THANKFULNESS** – In developing an attitude of gratefulness we are to be thankful for everything God brings into our lives. Knowing that God’s dealings in our lives are intended for our own “good” will, foster a lifestyle of gratefulness that will be demonstrated through our attitudes and actions. ~ *Philippians 4:6-7*
- ❖ **SERVICE** – A spirit of humility that focuses on the needs of others without **self-seeking motives**. Christ is our example in living a life that is not self-centered. Christ, the Son of God, is the ultimate servant leader. ~ *Philippians 2:3-11*
- ❖ **ETERNAL VALUES** – Set your minds on things above-not on earthly things. The key is to evaluate our priorities and live our lives each day with the understanding that only what is done for eternity counts. ~ *Colossians 3:2*



## **Statement of Faith**

### **One God**

We believe there is one God: The Father, the Son, and the Holy Spirit, who subsist in unity and also as three separate distinct Persons.

### **God**

We believe that there is one, and only one, living and true God. He is the creator of heaven and earth, inexpressively glorious in holiness and worthy of all our honor, confidence and love. We believe that the Godhead externally exists as three persons in one – Father, Son and Holy Spirit – a teaching known as the Trinity.

### **Jesus Christ Is God's Son**

We believe Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth.

### **The Holy Spirit**

We believe the Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, to convict of sin, to lead to repentance, to guide believers, to comfort, to strengthen, and to sanctify the soul.

### **The Bible**

We believe the Bible is God's Holy Word, without error and is the sole authority for life.

### **Man's Need for God**

We believe human beings are the special creations of God, made in His image. They fell through the sin of the first man, Adam, and all human beings are sinners in need of salvation.

### **Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

### **Salvation**

We believe salvation is a gift through repentance toward God and faith in Jesus Christ. Every person who is truly saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

### **Baptism**

We believe baptism is by immersion after salvation and is done in obedience to Jesus Christ's command.

### **Believer's Access to God**

We believe each believer has direct access to God through the Lord Jesus Christ.

### **The Church**

We believe the Church (Curtis Baptist Church) is a local body of baptized believers with the Lord Jesus Christ as the Head.

## **Marriage**

We believe marriage means only a legal union between one man and one woman as husband and wife, and that a spouse refers only to a person of the opposite sex who is a husband or a wife.

## **Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe marriage means only a legal union between one man and one woman as husband and wife, and that a spouse refers only to a person of the opposite sex who is a husband or a wife.

We believe that the term "marriage" has only one meaning: Marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Curtis Baptist School, and to provide a biblical role model to employees, students, families and the community, it is imperative that all persons employed by Curtis Baptist School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Curtis Baptist School.

## **Doctrine**

Curtis Baptist School adheres to the doctrine of Curtis Baptist Church as stated in The 2000 Baptist Faith and Message. For full description see Curtis Baptist Church Statement of Doctrine.

## **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Curtis Baptist School's faith, doctrine, practice, policy, and discipline, our church leadership and school leadership are Curtis Baptist School's final interpretive authority on the Bible's meaning and application.

## **Conflict Resolution**

Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. It is interesting to recognize that Christ's teachings regarding conflicts with one another is followed by

instructions in forgiveness (*Matthew 18:21-35*). Based on this passage in God's Word, the following should be applied to teacher/parent/student relationships:

- Personal conflicts cannot be avoided in life and should be viewed as a learning opportunity for all involved.
- When a conflict arises, the two parties involved should discuss the issue as soon as possible.
- A third party should only become involved if the conflict cannot be resolved between those in conflict.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example.

All confrontations should have the purpose of resolution. The ultimate goal is restoration, not revenge.

### **Biblical Appeal Guidelines**

The word appeal is defined as: the means used to call upon or **request** consideration from an authority. Many examples are given in Scripture when individuals appealed to those in authority: Nehemiah, Joseph, Esther, Daniel, the Prodigal Son, and even Balaam's donkey. When an appeal is brought forth and handled correctly, it is a blessing to all involved. For parents of students involved in a situation that warrants further review or action, it is prudent to follow these steps to ensure proper resolution:

1. Take your appeal to the Lord first in order to receive His wisdom and gain proper perspective. Keep in mind that the anger of man will not accomplish the righteousness of God (James 1:20).
2. **Speak with the child's teacher first**, using the Matthew 18 principle.
3. If no resolution is reached, schedule a meeting with the teacher and the principal while still praying that God's purposes will be revealed throughout the process.
4. If needed, schedule additional meetings with the teacher, principal, and head of school, as a way to bring the school's policies and God's perspective more fully into the discussion. Jesus prays for us to be in perfect unity even as He and His Father are One, so that the whole world will recognize the love of God (John 17:21-23). We all are expected to make "every effort to keep the unity in the bond of peace" by being completely humble, gentle, patient, and forbearing (Ephesians. 4:2-3).

## **Academic Policies and Procedures**

### **Academic Observation**

#### **Grades 6 - 12**

A student who receives a grade point average of less than 1.70 for a specific marking period will be placed on *Academic Observation* for the next marking period. The parents will be contacted in writing informing them of their child's academic status.

Teacher(s), parent(s), and student, should work together and agree on strategies that will assist the student to be more successful in the coming marking period.

The student's grades will be reviewed every three weeks. As long as the student on *Academic Observation* is putting forth a reasonable amount of effort to correct the situation, he/she may or may not be excluded from extra-curricular or co-curricular activities.

A student will be removed from *Academic Observation* when his/her quarterly and/or final grade point average is greater than 1.70.

**Grades 4 - 5:** Students in grades 4 - 5 will be placed on *Academic Observation* for the next marking period and the above guidelines will be followed if they are in danger of failing a subject for the school year.

## **Beta Club**

### **Candidate Eligibility**

A Beta Club candidate for membership must be a current student in good standing at Curtis Baptist School as a freshman (that attended CBS during 8<sup>th</sup> grade), sophomore, junior, or senior.

A Beta Club candidate for membership must have a year-end weighted average of 85 or above from the previous school year in each of the four core classes (Math, English, Science, History/Geography) for incoming sophomores.

A student who has been removed from membership due to grades, attendance, or disciplinary issues, may re-apply for membership in subsequent years.

All candidates must demonstrate exemplary attendance, behavior, and citizenship habits. Candidates must have had at least 90% attendance rate for the previous school year and must not have been assigned any type of suspension (to include athletic suspension) during the previous school year to be eligible for membership. The final determination regarding a candidate's citizenship eligibility for membership or re-instatement will be based on the criteria outlined in the Beta Club constitution.

Candidates must complete all requirements for membership **prior** to initiation and by deadline dates set by the sponsor, including but not limited to timely submission of application, timely submission of all required forms and monetary dues, and attendance of all required meetings.

A member may transfer his/her membership into this chapter of the National Beta Club if he/she meets the requirements set by this club.

## **Class Ranking**

Class ranking for Valedictorian/Salutatorian and Honor Graduates will be based on an overall cumulative grade point average in all courses.

## **Dropping a Course**

Because of credit requirements, dropping a course is generally considered unacceptable. A student may not drop a required course or request a course change based on personal preference. If, however, **within the first two full weeks** of the school year, a student wishes to drop or change a course, he/she must complete the add/drop form (with required signatures) and turn it in to the Guidance Counselor.

If, after the first two weeks of the school year, the student wishes to drop a course because of failure in that course, he/she must complete the add/drop form, but will receive a WF (withdrew failing) on the report card and transcript. If the student is passing, it shall be recorded on the report card and transcript as a WP (withdrew passing). No credit will be given if a course is dropped.

## **Dual Enrollment/Dual Credit**

Dual Enrollment/Dual Credit programs provide opportunities for Georgia and South Carolina high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while in high school.

Dual Enrollment/Dual Credit courses are primarily available for any eligible 11<sup>th</sup> or 12<sup>th</sup> grade high school students. Students may enroll in credit-bearing college level courses approved by the respective State Board of Education.

The following requirements for Dual Enrollment must be met:

- Student must be 16 year of age or older.
- Student must maintain an overall high school grade point average of 3.0 on a 4.0 scale.
- Dual Enrollment courses must work with the student schedule at the enrolled high school.
- Student must meet Dual Enrollment requirements determined by the accredited college or university to which the student is applying for courses. This includes taking the SAT/ACT/COMPASS test and meeting minimum scores determined by the accredited college or university.
- Requirements for Dual Enrollment vary at different colleges. Students must contact the institution for specific requirements.

Dual Enrollment requires a parent and student conference with the high school guidance counselor where graduation requirements and the college level courses can be reviewed for approval. This conference must occur before the appropriate forms can be completed and signed by the counselor, parent, and student as required by state legislation.

## **Grading Scale K - 12**

E	Excellent	A	90 - 100	Excellent
G	Good	B	80 - 89	Good
S	Satisfactory	C	70 - 79	Average
NI	Needs Improving	D	65 – 69	Passing
U	Unsatisfactory	F	Below 65	Failing

## **Graduation Fee**

The \$100 graduation fee is due by March 1. This fee includes, but is not limited to, costs acquired for the speaker, diplomas, diploma covers, tassels, cords, seals, transcripts sent during the current school year, and the final transcript.

## **Graduation Requirements**

Curtis Baptist School offers a college preparatory diploma. Students must complete all graduation requirements set forth by the state in which the students resides (Georgia or South Carolina) in order to receive their diplomas.

Carnegie credits are awarded for yearlong courses to students based on the full-year average rather than the semester average. Credits are awarded to semester courses at the end of the semester. Transfer credit from an accredited school will be accepted as stated on the transcript.

Students must earn a minimum grade of 65 or higher in order to earn credit for the course. If a grade of 65 is not earned, a student must retake the course to recover the credit.

Students are required to take one credit of Bible each year they are in high school.

**Georgia Graduation Requirements**

English	4 Credits
Math	4 Credits
Science	4 Credits
Social Studies	3 Credits
Health & Physical Education	1 Credit
Electives	4 Credits
Career, Technical and Agricultural Education (CTAE), and/or Modern Language/Latin, and/or Fine Arts	3 Credits
<b>Total Credits = 23</b>	

**South Carolina Graduation Requirements**

English	4 Credits
Math	4 Credits
Science	3 Credits
Social Studies	3 Credits
Computer Science	1 Credit
Physical Education or JROTC	1 Credit
Electives	7 Credits
Career, Agriculture Education, and Technical Education (CATE) or World Language	1 Credit
<b>Total Credits = 24</b>	

In addition to the GA/SC requirements, **CBS requires:**

Bible	4 credits
Fine Arts	1 credit

**Honor Graduate**

- Student must complete 3 units of the same foreign language.
- Student must complete a minimum of two Dual Enrollment core courses at an accredited college or university.
- Student must have a minimum grade point average of 3.7 in all courses.
- Student will receive a gold honor cord and gold tassel to be worn at the graduation ceremony.
- Students in the senior class who have a cumulative grade point average of 3.5 in college prep or honors core courses on a weighted 4.0 scale will receive an honor cord to be worn at the graduation ceremony.

**Honor Roll**

We believe recognition of academic honors is an incentive for outstanding achievement in grades 6 -12. There are three levels of quarterly academic awards given to students in grades 6 - 12.

- Honors    3.25 to 3.49 grade point average

- High Honors                    3.50 to 3.74 grade point average
- Highest Honors                3.75 to 4+ grade point average

Any grades lower than an “80,” will automatically disqualify a student from the honor roll; excessive disciplinary action or excessive absences may also be taken into consideration when determining Honor Roll.

### **Honor Roll for Grades 3-5**

Honor Roll will be computed at mid-term of the fourth grading period, and a yearly Honor Roll list will be compiled. The following criteria will be used when computing honor roll recognition:

- “A” Honor Roll is for those receiving an average of 90 or above in all academic areas
- "A-B" Honor Roll is for those receiving an average of 80 or above, with a minimum of one A, in all academic areas of their report card.

The end-of-the-year Honor Roll awards will be issued on Awards Day. \*\*Students are eligible for Honor Roll only if behavior is consistent with the character of our school.

### **Incomplete Grade on Report Card**

An “I” for “Incomplete” may be given when a student has been **absent** and has not had enough time to complete the work within the previously stated guidelines.

A grade of “Incomplete” must be made up within **two weeks**. Work not completed within this time period will be assessed as a failure. It is the student’s responsibility to make up all outstanding work.

### **Promotion Policies**

**Students entering Kindergarten must be five (5) years old on or before September 1.**

Kindergarten – 5<sup>th</sup> will be advanced to the next grade level based on classroom performance, ability to pass required subjects, social maturity, and teacher evaluation.

### **Semester Exams**

First and second semester exams will be given to students in grades 9 – 12. Exams are given in English, math, science, history, Bible, and Spanish.

All students, including seniors, are required to take semester exams. If, however, a student maintains a **95** or above each quarter and earns a 90 or higher on their 1<sup>st</sup> semester exam, they will be exempt from taking the 2<sup>nd</sup> semester exam in that subject. Students are ineligible for this exemption if they have had any suspensions or more than ten (10) absences.

Semester exams will count as 20% of the semester grade. These grades are recorded on the second quarter and final report cards.

Exams must be taken when scheduled and will only be excused in the case of illness. A doctor’s note is required for sickness during exam times, or the student will receive a “0” on the exam.

## **Standardized Testing**

CBS students in grades 1 - 11 are given the **Terra Nova Test Series** annually.

The **Preliminary Scholastic Aptitude (PSAT)** is administered to ALL sophomores each October. Any 11<sup>th</sup> grade student who chooses to take the PSAT may do so at a cost of \$20.00 per student.

## **Summer School (MS/HS)**

- Students in grades 6 - 12 who fail a core subject may be required to make up that subject in summer school. Core subjects are Bible, math, history, science, foreign language, and English.
- Parents must find a summer school program that offers the courses needed. Discuss your selection with our guidance counselor.
- If a student fails summer school, summer school is no longer an option for that discipline. The student must retake the course during the regular school year.
- A student may also be required to attend summer school for excessive absences.

## **Transcripts**

Written requests need to be made to the MS/HS office at least two days in advance for transcripts and college recommendations.

## **Valedictorian/Salutatorian Requirements**

- Student must be enrolled as a student attending Curtis Baptist School. The student cannot be a home school student taking courses at Curtis Baptist School.
- Student must have attended Curtis Baptist School for the junior and senior years.
- Student must attend at least one scheduled course on campus at Curtis Baptist School each school year if they are dual enrolled at an accredited college or university.
- Student must meet the Honors Graduate requirements.
- The top two students in the senior class with the highest overall cumulative grade point average in all courses will be named Valedictorian and Salutatorian.

## **Weighting of Courses**

Core Courses	4.0 scale
Advanced Placement courses	5.0 scale
Dual Enrollment core courses	5.0 scale
Honors courses	4.5 scale

## **Accreditation**

Curtis Baptist School is accredited by the Georgia Accrediting Commission (GAC), the Association of Christian Schools International (ACSI), and the Southern Association of Colleges and Schools (SACS). CBS is also an active member of the South Carolina Independent School Association (SCISA).



## After School

When students are dismissed from school at the end of the day, they are to make immediate preparations to leave school by carline. Students should not be on the school grounds after 3:05 p.m. (K - 5) and 3:15 p.m. (6 - 12) unless they are involved in supervised after-school activities; therefore, all other students are expected to have left the campus.

Students may NOT remain on campus while waiting for an activity to begin without adult supervision. Arrangements must be made to pick up the student and to bring them back for the scheduled activity; but when bringing them back, they must have adult supervision before, during and after the activity.

Students not picked up by 3:05 p.m. (K – 5) and 3:15 p.m. (6 – 12) will be taken to an after-school study program (fee for service) supervised by a teacher. If they plan to attend an after school activity, they must be picked up from the after school program and brought to that activity.

After care will not be provided on early dismissal days or on any day that school is not in session.

## Attendance

Regular school attendance is important to your child's success. It lays the foundation for good work habits that your child will carry into adulthood. When a student is absent, there are many missed educational opportunities. Written work can be made up, but missed instructional time cannot. Instruction, including explanations, demonstrations, discussions, experiments, and group practice, continues whether your child is present or absent. Therefore, try to schedule doctor and dental appointments for after-school hours and take family vacations when school is not in session.

State law requires regular school attendance. Students may be absent only for specific reasons and/or with approval from school administration.

Curtis Baptist has established the following maximum absences for the entire school year.

Elementary: 20 days                      MS/HS: 10 periods in any class or 10 days

### Perfect Attendance

Elementary: Perfect Attendance is given for students who have 0 absences and no more than 3 tardies for the entire school year.

MS/HS: If a student misses more than 10 minutes of a class period; he/she will be counted absent for the full period. Perfect attendance will be awarded if a student has less than 1 full day absence in any class period.

### Excused Absences

When **properly documented** (*either parent or doctor note*) the following absences will not be counted toward the limits listed above.

- Juniors and seniors may receive a maximum of 4 excused absences in order to visit college campuses. In order for the absence to be excused, the student must receive approval from the administrator at least 2 days prior to each visit. Written proof from the college must be provided when returning back to school.

- Student illness – Dr. note for 3 or more days
- Serious illness or death in the immediate family
- Hospitalization
- Court appearances
- Driver’s test
- Mission trips – with prior administrative approval – Limit one per year.
- Youth retreat – with prior administrative approval – Limit two per year.
- Quarantine

## **Family Trips**

Family vacations during the school year require prior approval by the principal in order for the student to make up work.

Parents/guardians who choose to schedule vacations other than during school closings, must write a letter or email the principal at least one week prior to the student’s absence. Upon receipt of the email or letter, the student’s teachers will be notified and establish reasonable timelines for the make-up of missed assignments and assessments. Family vacations are not allowed during Terra Nova testing week (see school schedule).

## **Absence Procedures**

1. For the safety of our students, parents are asked to call the school office (706-828-6624) or e-mail ([gglover@curtisbaptist.org](mailto:gglover@curtisbaptist.org)) the school prior to 8:00 a.m. if their child will not be attending school that day. Please note that phone call reporting just allows us to account for our students, but **does not** excuse the absence. Only absences due to the reasons listed under “Excused Absences” will be excused.
2. Upon **returning** to school following any absence, students **are required to submit a note from their parents or doctor**. Excused absence requests **must be in writing**, NOT by phone or personal conversation with a staff member.
  - a. Elementary students will submit notes to their classroom teacher who will submit it to the school office.
  - b. MS/HS students will submit notes to the high school office.
  - c. Notes can also be e-mailed to [gglover@curtisbaptist.org](mailto:gglover@curtisbaptist.org).

**Notes need to contain the following (Without this information, a student will be marked as unexcused):**

- The date of the absence
  - The specific reason for the absence or tardiness
  - The signature of the parent
3. If the child has been absent three or more consecutive school days, a doctor’s certificate must be presented before the student will be readmitted to school. A doctor’s note may be required by the administration before re-admission in such cases when absences are occurring **too frequently** or when there is a serious illness or disease that endangers other students.
  4. The receptionist will notify the parents via email each morning of their child’s absence.
  5. During Terra Nova 3 testing and semester exams, the only absences accepted are doctor’s note and

extreme circumstances approved by the administration.

6. If a student exceeds the cumulative absences allowed for a full year, the following will apply:

### **Excessive Absences**

For excessive absences, the student and parent(s) will be contacted by the administration and may be referred to the Student Affairs Committee to determine if credit will be given based on the reasons for the absences.

#### **MS/HS**

Students who miss more than 10 days (or 10 periods of one subject class period) of school may need to attend summer school or complete credit make-up. Please know that since summer school is not available on campus, parents are responsible to pay for their child to attend summer school elsewhere.

#### **Elementary**

Students who miss more than 20 days of school may need to attend summer school.

### **Full Day Attendance**

Students must be in school at least four hours in order to receive credit for the full day. Students must sign in to school prior to 11:30 a.m. in order to be eligible to participate in any school activities scheduled that day or evening, events such as proms, athletic events and practices.

### **Half Day Attendance**

If a student signs in after 11:30 a.m. or signs out prior to 11:30 a.m., he/she will be marked absent for a half day.

### **Make-Up Work Policy**

- Parents of elementary students may request homework/classwork when a child has been absent due to illness. This request must be made in the office no later than 9:30 a.m. Assignments and books may be picked up in the office after 2:45 p.m.
- MS/HS students are responsible for making arrangements with their individual teachers for any missed assignments due to illness.
- Pre-arranged absence assignments, with proper one week notice, will be given to the student on the last day before leaving for the pre-arranged absence and are due **the first day the student returns**.
- Students will have one day for each day absent to make up the missed work and assessments.

### **Tardiness**

Lateness to school, for whatever reason, has a negative impact on the classroom atmosphere. One of a parent's major responsibilities is to assure that students arrive at school on time.

The school day begins promptly at 8:00 a.m.; therefore, the carline closes at 7:55 a.m. Students are expected to be seated at their desks, ready to work when the 8:00 bell rings. Students arriving after the 8:00 bell will be marked tardy. Whenever a student is tardy to school, that student must report to the receptionist for a pass to

class. Students and parents need to be mindful of the time it takes for a student to walk to class in order to avoid tardiness.

MS/HS students reporting late to 1<sup>st</sup> period receive a tardy slip from the receptionist. MS/HS students must report to the MS/HS office for a tardy slip between classes.

### **Elementary Tardy Policy**

Each student will be allowed three (3) tardies per nine week period. If a student has more than three unexcused tardies on one **nine week period**, the following actions will occur:

4 <sup>th</sup> Tardy	Parent notified by the school
7 <sup>th</sup> Tardy	Parent will be notified by administration
10 <sup>th</sup> Tardy	Case is referred to the Student Affairs Committee of the School Board for consideration of tardy contract and/or consequences

### **MS/HS Tardy Policy**

Parents, older siblings, and car-poolers should allow time in the morning so the riders will not be tardy; however, the student is responsible for being on time regardless of transportation arrangements. Tardiness caused by traffic or car trouble will be unexcused.

A student is considered tardy to school when not in the classroom when the bell rings at 8:00 a.m. A student who arrives to school late or who arrives in the classroom after the tardy bell has rung will be recorded as being "Tardy". Tardiness will be excused if the student presents a notice of excused tardiness from the office or from a teacher. If tardy, the student should report to the school office to obtain a Tardy Pass. If a student is tardy due to a doctor's/dentist appointment, the student must check in at the main desk when arriving, present a valid excuse from the appropriate physician's office, and receive a tardy slip from the appropriate school office.

Excessive tardies will be handled as follows for **each nine week period**:

1 <sup>st</sup> - 3 <sup>rd</sup> Tardies	Renweb notification warning letter to parents about subsequent tardies
4 <sup>th</sup> Tardy	One hour detention (\$10.00 fee)
5 <sup>th</sup> Tardy	Two consecutive detentions (one hour each)
6 <sup>th</sup> Tardy	ISS – in school suspension (\$60.00 fee to cover substitute cost)
7 <sup>th</sup> Tardy	Referred to Student Affairs Committee for possible expulsion

### **Early Dismissal from School**

Students may not leave the campus during school without parental permission. This also includes any school group trip or special activity. Students will not be called to the office for early dismissal until parents are in the office to sign them out.

- All students leaving early must be signed out at the receptionist desk by a parent before leaving. With parental permission, students who drive may sign out themselves. The student is responsible for all missed class work. MS/HS students will be marked "A" for the period(s) missed.
- Dental and medical appointments should be made outside of school hours.
- Students may **not** call home to arrange transportation when they feel they are sick. They must

report to the main or high school office, and we will call home if warranted.

- **Elementary:** Students needing to leave early should bring a note from their parents and give it to their classroom teacher at 8:00 a.m. The office will notify the classroom when the parent arrives to sign out the child.
- **MS/HS:** The office will notify the classroom when the parent arrives to sign out the child. Student drivers may sign out with a note from home. **MS/HS students who sign out early may not remain on campus; they MUST leave the campus at the time of signing out.**

## Before / After Care

All students who arrive on campus before 7:15 a.m. must come in through the Day Care entrance and sign-in with the morning care teacher. There is a \$5 per day charge for the service. Morning care is located in room H-112.

Students who arrive after 7:15 a.m. should report to the following classrooms:

- Kindergarten - 2nd grade - H-121
- 3<sup>rd</sup> - 5<sup>th</sup> grades - H-213
- 6<sup>th</sup> - 12<sup>th</sup> grades - gym
- After 7:45 a.m., all students are to go directly to their classrooms.

Students must obtain a Tardy Pass at the receptionist desk after 8:00 a.m.

Students who have not been picked up in the afternoons by 3:05 p.m. (K – 5) and 3:15 p.m. (6 – 12) will be directed to after care and will be charged \$10 per day for service. Parents must then go directly to after care to sign out their child. For the safety of our students, at no time before or after school hours, will students be allowed to roam the hallways or campus unsupervised. If a student cannot follow these guidelines, parents will be asked to make alternate arrangements for their children before and after school.

After care will **not** be available for grades K – 12 on days there is no school.

## Bible Version

CBS has adopted the New International Version (NIV) to be used in all classrooms.

## Celebration of Holidays and Birthdays

Curtis Baptist School chooses to celebrate holidays from a Christian perspective; therefore, we will not recognize Halloween (including use of bats, witches, black cats, etc.) or use Santa Claus, leprechauns or Easter bunnies in parties, classrooms, handouts, bulletin boards, etc.

### **Birthday Invitations**

Students may bring birthday invitations to school for distribution, provided all members of the class are included. The student should give the invitations to the teacher for distribution. However, under no circumstance should we ever give out a student's personally identifiable information such as: home addresses, phone numbers, or email addresses. It is our policy to protect families from solicitation and unwanted phone calls.

# Cell Phones, Smart Watches, and Personal Electronic Devices

## School-Wide Cell Phone, Smart Watch and Personal Electronic Device Policy

- In order to preserve both academic integrity and an uninterrupted instructional environment, the school will adhere to the following school-wide cell phone and personal electronic device policy.
- Cell phones and other electronic devices (including Smart Watches) are to be turned OFF and stored out of sight in the student's book bag or locker. Electronic devices are to be turned off before entering the school building and may not be turned back on until exiting the school building at the end of the day. Electronic devices are not allowed during aftercare.
- Any student who uses a cell phone or other electronic device during the instructional day at any time will have the device confiscated and turned in to the administrator. The device will only be returned to a parent or guardian.
- It is the responsibility of the student to ensure that no disruption occurs as a result of a cell phone or electronic device signaling or sounding. Violation of this policy will result in the device being confiscated and turned in to the administrator.
- There is a student phone available in the elementary office and the MS/HS office should the need arise for a student to contact a parent during the school day. Parents should not text or call their child on their cell phone during the school day. If parents need to contact their child, they must contact the elementary or middle/high school offices. Notification of emergency situations should always go through the school office.

Students are solely responsible for all of their possessions. Curtis Baptist School will not assume responsibility for theft, loss, damage, or unauthorized usage of any electronic device or cell phone.

### **Consequences for Violation of Cell Phone and Electronic Device Policy:**

- 1<sup>st</sup> Offense – The cell phone/device will be confiscated. Parent must pick up the cell phone/device.
- 2<sup>nd</sup> Offense – The cell phone/device will be confiscated and not returned for 5 days. Parent must pick up the phone/device.
- 3<sup>rd</sup> Offense – The cell phone/device will be confiscated and not returned for 10 days. Parent must pick up the phone/device.
- Repeated violations of the personal cell phone/device policy will result in additional disciplinary action.

## Channel of Communication

If a concern has not been resolved (see “Conflict Resolution”), then it is logical to communicate with someone at the next appropriate level. It is our policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted. The proper channeling of communication should be as follows:

### For Academic or Other Conflict Concerns

Teacher  
Counselor  
Principal  
Head of School  
School Board

### For Athletic Concerns

Coach  
Athletic Director  
Head of School  
School Board

The school board will only receive communication in writing and only if the appropriate channels of communication stated here were followed.

## Chapel

Chapel is a vital part of the CBS curriculum. Students bring their Bibles to chapel. Because the spiritual growth of students is so important, consistent chapel attendance cannot be stressed enough.

## Closed Campus / Security

To ensure the safety and security of our students and staff, CBS operates as a closed campus. Entry to school buildings during school hours requires the use of a doorbell. Staff and students are instructed to not open doors to anyone, allowing the office to grant access using a camera and intercom.

Attendance is required for the full school day, regardless of the number of free periods a student may have, so they may not wander the campus or be signed out early.

After arriving at school in the morning, no student in any grade may leave the grounds without permission from the parents and the administration. MS/HS students waiting for rides or extracurricular activities should not leave the school grounds without the school receiving permission from parents.

Alumni who wish to visit the school and/or faculty may only do so during lunch, and the visit **must be approved in advance**.

All visitors must be **dressed modestly and appropriately**, report to the school office, sign in, and wear a visitor’s pass. Staff is instructed to report to the office any visitor seen without a visitor’s pass.

## Communication

Communication between home and school is vital. Please feel free to contact teachers or administrative staff whenever questions arise.

If a parent wishes to speak with a teacher, call and leave a message, send in a note with your child, or e-mail the teacher. The teacher will attempt to reply within 24 hours of receiving your message. If you fail to hear from the teacher within 48 hours, please contact the office, and an administrator will assist you.

Our teachers are happy to meet with you to discuss any concerns you may have about your child. We simply request that you make an appointment with the teacher in advance, so that he/she may set aside ample time to address your concerns, without the student present. Teachers are not free to meet with you during the day without an appointment as they are focused on their classes.

When the school needs to communicate with parents/guardians, either e-mailing and/or phoning will be used; it is imperative that all information is kept up-to-date with the school office. CBS also has the ability to communicate information and reminders with mass e-mails and a mass phone calling system to all families or just certain groups (for mass phone calls, the caller ID will appear as 706-828-6624).

## Community Service

To live like Christ is to emulate the greatest Servant Leader. Believing that students should be taught to serve others, community service is required for all high school students attending CBS. Students will be required to report their community service hours to the Guidance Counselor no later than May 1. These service hours will consist of unpaid volunteer work completed outside of school activities. These hours may be completed during the school year or during the summer prior and cannot be carried over to the coming year. **It is the responsibility of each student to pick up the community service form in the high school office and return the completed form for posting on transcripts.** Students must have a minimum of 35 community service hours prior to graduation. Recommended community service hours are as follows:

- 9<sup>th</sup> Grade – 7 hours
- 10<sup>th</sup> Grade – 7 hours
- 11<sup>th</sup> Grade – 9 hours
- 12<sup>th</sup> Grade – 12 hours

## Computer Usage at School

Students must agree to the following guidelines while using any computer or electronic device at Curtis Baptist School. Students will not engage in the following:

- Add any device to the school network that hasn't been approved by the technology department
- Send or post discriminatory, harassing, or threatening messages, or images
- Use the computer resources for personal gain
- Use or disclose someone else's code or password without authorization
- Copy, pirate, or download software and electronic files without permission
- Violate copyright law



- Engage in unauthorized transactions that may incur cost to the school or initiate unwanted internet services and transmissions
- Send or post messages or material that could damage the church/school or our Lord's reputation
- Participate in the viewing or exchange of pornography or obscene materials
- Send or post messages that defame or slander other individuals
- Engage in cyber bullying
- Send or post chain letters, solicitations, or advertisements not related to school related purposes or activities
- Use the internet for political causes or any sort of gambling
- Jeopardize the security of the school's electronic communications system
- Pass off personal views as representing those of the church/school
- Send anonymous emails

## Disasters and Evacuations

In the event of an emergency or disaster, including vehicular accidents, we ask that parents listen to a local radio or television station, as well as check their phones and e-mails for messages, via our parent emergency notification system (be sure to always keep your contact information updated at the school office).

Emergency information about the emergency or disaster and evacuation plans will be provided in this manner, as well as notification of a designated area for parents to pick up their children, if applicable. Keep in mind, CBS will also comply with authorities as the situation dictates, including communication with the media.

Parents will be allowed to pick up their children as soon as every child and staff member is accounted for and as allowed by local and/or state authorities. Parents' cooperation and help during the emergency will make the process more efficient and safer for all involved.

Please note that, in accordance with Curtis Baptist School's Crisis Management Plan, all staff receive extensive training in Evacuation Drill and Lock Down Drill procedures; teachers train students, and these drills are practiced with staff and students monthly during the school year.

For the protection of our students, faculty and staff, evacuation procedures are not shared outside the school.

## Discipline Guidelines

Curtis Baptist School trains its students to strive for living above reproach, showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate spiritually, morally, or scholastically will jeopardize their privilege to attend CBS.

It is the goal of both administration and teachers to stay in close communication with parents and work together as partners in the process. We recognize that every person is a sinner and is in need of God's grace to live obediently and righteously. It is our desire to help students know God's Word and to respond to the patterns and standards that God has designed for us. Real discipline is discipleship.

### **Academic Dishonesty**

You shall not steal - Exodus 20:15. Students are expected to complete all of their schoolwork by their own honest effort and to the best of their ability. Unless a teacher explicitly states that a project requires collaboration

between students, it is expected that students work on assignments independently. It is the responsibility of the administration, teachers, and students to maintain the academic integrity of the school. While no form of academic dishonesty will be tolerated, there are different degrees of this infraction:

### **Cheating**

- Cheating is defined as copying homework, collaborating on independent assignments, looking on another student's paper during a test, quiz, handwritten notes, use of electronic devices, etc.
- If a student is found cheating, a zero will be given for the assignment with no opportunity for a make-up or retake.
- Additionally, the incident will be made matter of record and placed in the student's file. This information will be available for any faculty members involved in writing recommendations or voting on the student for an honors award.
- Accomplices implicated in a cheating incident will receive the same penalties.
- Additional disciplinary actions may be taken depending on the severity of the offense.

### **Plagiarism**

- While cheating compromises the academic integrity of the student and the school, plagiarism is a more serious offense, one that predominantly occurs during the "research stage" of more comprehensive writing assignments.
- Plagiarism is a form of cheating that is defined by "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own".
- Examples of plagiarism include incorrectly cited research papers, "cutting and pasting" from electronic sources, and generally, the improper use of written material, computers, computer discs, and the Internet.
- If a student is found plagiarizing, a zero will be given for the assignment with no opportunity for a make-up or retake. Additionally, the student will be issued a detention, and the incident will be made a matter of record and placed in the student's discipline file. This information will be available for any faculty members involved in writing recommendations or voting on the student for an honors award.
- Additional disciplinary actions will be taken depending on the severity of the offense.
- If a student is caught cheating for a second time, he/she may be dismissed from CBS.

### **Bullying**

Bullying is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, mental, physical or sensory handicap, (or by any other distinguishing characteristic) that takes place on school property, at any school-sponsored function, or on a school bus. Any behavior that could harm the student or property of the student, place a student in fear of harm to his/her person or damage to property, or has the effect of insulting or demeaning a student will **not be tolerated**.

Bullying is further defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying can be expressed to a person, in writing, and/or electronically. The three main types of bullying are: direct physical contact (hitting, kicking, shoving, punching, etc.), verbal abuse (name calling, teasing, racist remarks, etc.), and indirect misbehavior (spreading rumors, deliberate social isolation, or manipulation, etc.).

Students and staff should report any perceived incidents of harassment, bullying, intimidation, or hazing to the school administration. The school administrators will investigate each case and determine appropriate discipline. In some cases the police will be notified and criminal charges could be filed. In addition, students should be aware that incidents of cyber bullying will be taken seriously and investigated by our school administration.

## **Discipline Principles**

Basic principles of discipline include:

1. Teachers and administrators pray with the child.
2. Clear communication between home and school is necessary.
3. Rules, guidelines and standards of behavior are to be clearly established.
4. Teachers and administrators have the right to expect well-behaved, well-mannered students in school.
5. The school may dismiss any student who does not cooperate with the educational process.
6. It is important that students and parents be supportive, in attitude and action, in respect to corrective measures taken by teachers and administration.

## **Discipline Infractions & Consequences for Grades K - 12**

**Level ONE** infractions may include, but are not limited to:

- Dress code violations
- Talking disruption
- Not following instructions
- Inappropriate behavior/language
- Chewing gum
- No food or drink in the classrooms (except teacher sponsored activities). Water bottles will be allowed.

**Level TWO** infractions may include, but are not limited to:

- Personal electronic violation
- Continual classroom disruption
- Disrespect/unkind to another student
- Bus misbehavior
- Excessive tardies
- Repeat dress code violation
- Invasion of privacy
- Repeat Level 1 offense

**Level THREE** infractions may include, but are not limited to:

- Profanity
- Fighting
- Lying
- Gambling/betting
- Harassment (sexual, racial, etc.)

- Inappropriate material
- Disrespect to staff
- No-show for detention
- Vandalism
- Stealing
- Cheating/Plagiarism
- Possession of or use of tobacco
- Skipping class or school
- Repeat Level 2 offense

**Level FOUR** infractions may include, but are not limited to:

- Arson
- Assault on staff or students
- Sexual misconduct
- Possession of a weapon
- Threats of any kind (made in person or through cyber bullying)
- Possession of, use of, or selling illegal drugs or alcohol

## **Discipline Consequences for Grades K- 12**

Students may receive the following consequences for violating school standards:

- Consequences listed on individual classroom management plan
- Student conference with teacher
- Parent-teacher phone conference and/or meeting
- Parent-teacher-student meeting
- Student conference with the principal

The consequences may include, but are not limited to:

- Written warning
- Silent lunch
- After school detention (\$10 fee)
- In-School Suspension (\$60 fee)
- Out-of-School Suspension
- Behavioral probation
- Expulsion or withdrawal from school

Any part of the above process may be adjusted at the principal's discretion.

## **Procedures for Serving Detentions**

CBS uses a detention system to assist parents in the disciplinary process of their student. Afterschool detentions will be served on assigned days: Tuesday or Thursday. The detention is as follows:

- The student and parent are responsible for working out transportation needs.
- **After school detentions** are served from 3:05 -3:55 p.m. Students should report directly to the assigned classroom after school. A \$10.00 fee will need to be paid at the time of detention. Students will be dismissed at 3:55 p.m. to the horseshoe area. Students who are late or fail to attend a scheduled after

school detention will serve an additional detention.

- Students should be prepared to work during the assigned detention time.
- **Detentions** are given as a consequence for the poor choices a student makes. For this correction to be effective it requires the assistance of the parents in supporting school rules and working together to correct wrong student behavior.
- The student may attend sports practices or games following detention; however, the parent will be responsible for transportation.

Any part of the above process may be modified at the Dean of Students or Principal's discretion.

## **In-School Suspension**

- The student will serve the suspension at school and a substitute will be hired to be with the student during the suspension. The family will be responsible for paying for the cost of the substitute (\$60).
- The student will not be permitted to attend classes or any activities during the period of suspension.
- Students who have been suspended are not eligible to participate in the homecoming court.
- Multiple day suspension: The length will be determined by administration and communicated to parents in a formal letter concerning withdrawal or expulsion from school.
- A suspended student (ISS or OSS) cannot participate in ANY school-sponsored activities for the duration of the suspension and may also lose additional privileges.

## **Expulsion**

An expulsion will be used in extreme cases of repeated misbehavior or severe misbehavior (see Level Four infractions). All efforts will be taken to work with parents and students before an expulsion is warranted.

## **Dress Code**

### **Philosophy**

The standards have been set by the administration and are based upon three characteristics of dress: appropriateness, neatness, and modesty. Students should follow the dress code when attending school functions such as home sporting events. Students and families are expected to abide by the school dress code as described below:

### **Standards for Boys**

#### **Shirts**

- On Monday, Tuesday, and Thursday, all shirts must have a collar, long or short sleeves, be loose-fitting, be either polo or oxford style, and may be worn with only the top button unbuttoned.
- On Wednesdays, students may wear their church youth ministry t-shirts. Students that choose not to wear a church t-shirt should follow the standard dress code.
- Shirts must not be made of transparent material.
- On Friday, School Spirit Day, any Curtis Baptist School-themed attire is permissible. Students that choose not to wear Curtis Baptist School themed attire should follow the standard dress code.

### Pants

- Boys must wear solid, cotton, “khaki style” (any solid color) pants, knee length shorts, or blue jeans.
- All pants, blue jeans, and knee length shorts must be worn at the waist. Students who do not abide by this will be required to wear a belt.
- Blue jeans must be in good repair. No holes, no frayed edges, and blue color only. Various other colors are not acceptable.

### Shoes

- **Elementary** boys must wear closed toe, closed heel shoes. Crocs, flip flops, or any other type of sandals are not permitted for elementary students.
- **Middle & High School** boys may wear closed toe, closed heel shoes, or open toed shoes that have a back strap.

### Jacket & Coats

- Students may wear sweaters, coats, jackets, varsity jackets, and raincoats to school. Students may wear zip-up jackets with hoods but no other hoodies with the exception of hoodies and sweatshirts with Curtis Baptist School logo that can only be worn on Fridays as part of Spirit Day.

### General Appearance

- All hair should be neat and well groomed. No distracting hair styles. Only natural/ethnic hair colors allowed.
- No ponytails, mohawks, excessive spikes, are allowed. **The administration reserves the right to address other hairstyles that are deemed inappropriate for school on an individual basis.**
- Sideburns must be well groomed.
- Boys facial hair must be well groomed at all times - no excuses. Boys who are not well groomed will be asked to correct the issue and grooming will be checked the following day.
- Boys are NOT permitted to wear earrings while at school, on campus, or while attending school functions, including sports events/practices. In addition, no plastic posts may be worn under any circumstance.
- Students may not have any visible tattoos, body art, or body piercings.
- Hats and/or sunglasses may not be worn inside the church or school building.
- Excessive use of hygiene products in the classroom or classroom grooming is not permitted.
- Boys are NOT permitted to wear makeup or nail polish.

## Standards for Girls

### Shirts

- On Monday, Tuesday, and Thursday, all shirts must have a collar, long or short sleeves, be loose-fitting, be either polo or oxford style, and may be worn with only the top button unbuttoned.
- On Wednesdays, students may wear their church youth ministry t-shirts. Students that choose not to wear a church t-shirt should follow the standard dress code.
- Shirts must not be made of transparent material.
- On Friday, School Spirit Day, any Curtis Baptist School-themed attire is permissible. Students that choose not to wear Curtis Baptist School themed attire should follow the standard dress code.

### Pants

- Girls must wear loose fitting (not baggy) solid, cotton, “khaki style” (any solid color) pants, blue jeans,

capris, or knee length shorts.

- All pants, capris, and knee length shorts must be worn at the waist. Students who do not abide by this will be required to wear a belt.
- Blue jeans must be in good repair. No holes, no frayed edges, and blue color only. Various other colors are not acceptable.
- Skirts, Leggings, jeggings, knit pants, or other tight-fitting pants are not permissible.

### **Shoes**

- **Elementary** girls must wear closed toe, closed heel shoes. Crocs, flip flops, or any other types of sandal are not permitted for elementary students. No platform shoes or heels are permitted.
- **Middle & High School** girls may wear closed toe, closed heel shoes, or open toed shoes that have a back strap. No platform shoes or heels are permitted.

### **Jacket & Coats**

- Students may wear sweaters, coats, jackets, varsity jackets, and raincoats to school. Students may wear zip-up jackets with hoods but no other hoodies with the exception of hoodies and sweatshirts with Curtis Baptist School logo that can only be worn on Fridays as part of Spirit Day.

### **General Appearance**

- All hair should be neat and well groomed. Only natural/ethnic hair colors allowed. Modest highlighting and hair colors that compliment a student are permitted. No shaved areas or designs, Mohawks, feathers, excessive spikes or dread-locks allowed. The administration reserves the right to address other hairstyles that are deemed inappropriate for school.
- Make-up is permitted for girls in grades 6 – 12 but must be applied moderately and be natural in appearance.
- Nail polish is permitted except for black polish.
- Girls are not to apply make-up or nail polish during class.
- Girls are permitted to wear earrings. Girls may not wear more than two earrings in each ear. Only studs can be worn for cartilage piercing.
- Students may not have any visible tattoos, body art, or body piercings.
- Nose rings or other jewelry requiring body piercing are not permitted. In addition, no plastic posts may be worn under any circumstance.
- Hats and/or sunglasses may not be worn inside the church or school building.
- Excessive use of hygiene products in the classroom or classroom grooming is not permitted.

**\*\*The administration reserves the right to define appropriate dress and grooming standards.**

## **Drop Off and Pick Up Procedures**

### **Drop Off Procedures**

For safety purposes, it is preferred that elementary parents use the car line to drop off your child. We appreciate your cooperation and understanding as once the first student of the day enters the classroom the teacher must give all attention to the students and cannot engage in conversations.

We ask that parents, who need to walk their child to class, walk them to the door and walk away keeping in mind that the teacher is responsible for watching all students in the classroom. The teacher is very happy to meet with

you at another appointed time. You may call the office or write a note/email to the teacher to set up a time to meet.

## **Pick Up Procedures**

All students in **grades K - 5<sup>th</sup>** grade will be dismissed at **2:50 pm**. Please hold up the cardstock name tag (distributed by the school office) so that it is clearly visible to the teachers.

Please pull up to the tall cone and place your car in park. We will dismiss the students to go to their car once four cars are stopped. We will release you once all four cars are loaded.

If you have specific school business you need to take care of, please park your car and come into the school. Teachers are available to speak with you after their carline duty is finished.

Only people on the authorized pick-up list will be allowed to pick up your student from school. Please note that identification will be required at the time of pick up.

## **Faculty**

The basic qualifications for faculty at CBS are as follows:

- Profess a personal faith in Jesus Christ as Savior and Lord and maintain a positive Christian testimony
- Agree with the CBS Statement of Faith
- Be an active member of a local church that agrees with the Statement of Faith, beliefs, and practices of CBS
- Attend church regularly and be involved in church ministry whenever possible
- Have obtained at least a college level bachelor's degree
- Have a current ACSI teaching certificate, or agree to an administratively approved timetable for obtaining one
- Have a personal conviction regarding the importance of Christian education

## **Financial Obligations**

### **Registration and Tuition**

Returning students' registration is due in February. On June 1, the family has the option of paying tuition annually, quarterly, in 12 payments, or 10 payments. The Development Fee and half of the registration fee is refundable only if the school cannot accept the student or if the family moves out of the area prior to the start of school (half of the registration fee is applied to processing and testing fees). In rare and tragic cases involving the death of the student or a parent, registration and development fees will also be refundable prior to the start of the school year.

### **Tuition and Fees**



Tuition and fees are due on the first of each month. A late charge is due on all monthly fees after the 20th of the month. Checks should be made payable to Curtis Baptist School. A fee of \$25 will be charged for all returned checks. Absences because of sickness or other reasons will cause no reduction in tuition. If satisfactory arrangements for unpaid tuition and fees have not been made by the end of the school term, the school will hold the records for that child pending full payment of the account balance.

## **Withdrawals**

Parents considering the withdrawal of their child from Curtis must first check with the financial office for clearance to have records released. A signed official records request form must be filled out by the parent in order for records to be released and sent to a new school. Account balance must be paid in full in order for records to be released. Any request for release of remaining tuition agreement will be considered by the School Board.

## **Discounts**

Siblings of current students will each receive a 10% discount on tuition. **Active** members of Curtis Baptist Church will receive a 15% discount on tuition.

## **Development Fee**

A development fee of \$500 is required for all new families who enroll students in grades 1-12. This fee is payable only one time regardless of how many years the student attends or how many students from that family enroll.

## **Accident Insurance**

Accident insurance is provided for all students and serves as secondary coverage to the family's primary health insurance. It covers accidents occurring at school and on school trips. Accident forms are available in the school office. **All accidents are to be reported to the office within 24 hours.**

## **Financial Aid Assistance**

### **Purpose**

Financial aid assistance exists at Curtis Baptist School to aid worthy students who would otherwise be unable to attend our school. Eligibility for this program shall be determined with the aid of family financial information.

### **Qualification**

To qualify, a student must meet the standard entrance qualifications and be approved through the regular student acceptance procedures. He/she must maintain passing grades and enter into the spirit of the school program.

### **Application**

Parents must complete a financial aid application and submit all materials to Curtis Baptist School's financial secretary by May 1. The completed application, along with required financial records, will be filed with the Financial Aid Committee of Curtis Baptist School. This committee will notify all applicants of its decision in a timely manner.

## Field Trips

At various times throughout the school year, individual classes will take field trips off campus. Information about each specific trip is sent home via the student prior to the time of the trip. Though parents authorize permission for children to attend field trips at the time of registration, an additional permission slip must be signed and returned in order for the child to attend.

An adequate number of chaperones are invited on each field trip. All chaperones must be authorized by the administration and must submit permission for a background check. To avoid conflict of interest and to promote an educational tenor to each trip, only a certain number of chaperones may attend any given field trip.

Generally, parents are given the opportunity to serve as a chaperone no more than once per year. Parents not selected as chaperones will not be allowed to accompany the students on the trip. **Chaperones may not bring siblings on the trip and need to limit cell phone usage to emergency situations only.**

The students who participate share the cost of a field trip. This includes transportation, entrance fees, food, or other necessary expenses.

Students who do not attend a field trip must attend school except in case of illness. Students who do not attend a field trip for any reason cannot participate in extracurricular activities for the duration of the field trip. Refunds will not be issued for non-attendance as we must pre-pay for each student whether or not they attend.

Electronic devices are not permitted on field trips.

## In-House Field Trips

Due to the ever-rising cost of gasoline, our school has made a cost-effective decision to bring some field trips to our campus. We will contract with reputable companies to offer our school the ultimate school assembly programs without the astronomical fees associated with traveling. The total cost for each program will be divided among all of the student body and collected by the homeroom teacher. Therefore, it is not an option to attend or not to attend the in-house field trips; students are required to participate.

## Health Services

Curtis Baptist does not have a nurse on staff. The elementary office staff will help K - 5 students who are ill, and the MS/HS office will attend to the 6 - 12<sup>th</sup> grade students who are ill. The staff in both offices are certified in first aid and CPR.

## Health Exams and Immunizations

Parents/Guardians must present evidence that prior to attending school, students have been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles (Rosella and Rubella), Hepatitis B, Mumps, Varicella, Meningitis, Haemophilus influenza (Hib), Pneumonia and influenza, as applicable by age/grade.

For medical or religious reasons, exceptions to this policy will be granted only as provided by state law. In such cases, a statement signed by a physician (in the religious grounds) will be submitted to the Head of School. Any student failing to comply with any part of this policy will be excluded from school.

## **Illness**

If a child becomes ill while at school, the parents will be contacted for instructions. Should first aid be required, the school will administer the same. If no parent or emergency contact can be reached, the school will handle situation as deemed necessary.

Please **do not** send a child to school in the morning if he/she has a fever (100 or higher) or is vomiting or appears sick. Students with a fever (100 or higher) or other contagious symptoms need to be picked up from school. Children who are sick are required to stay at home until a physician releases them to return to school. Students not under a doctor's care are not to return to school until they are fever/symptom free for 24 hours without medication.

Head lice is no reflection in any way upon a person's personal hygiene or cleanliness. However, when a student has been found with lice in the school, they must be picked up from school and properly treated (shampooed with a specifically designed lice shampoo). All parents will be notified of a head lice incident in the school so other students can be checked as a precaution. No names or any other information will be disclosed. The infected student will not be allowed to return until they are mite free for 24 hours and must have documentation from their health care provider.

Parents that move during the school year, change employment, or change a phone number must communicate these changes with the office staff. We must have current contact information on file at all times in the event of an emergency.

## **Non-Prescription Medication**

Non-prescription medication will not be administered at CBS without written parental permission.

Students should not possess, self-administer, or dispense non-prescription medication. The only exception will be cough drops or throat lozenges with a teacher's permission. Cough drops should be given to the teacher at the beginning of the day for students in grades PreK – 4. Due to potential liability issues, the school cannot provide cough drops for the students.

## **Prescription Medication**

Every effort should be made to have prescription medication scheduled so that it does not have to be taken during school hours. The following conditions must be met for the school to dispense the medication.

- A doctor's note must be given to the school requesting the medication to be given during school hours. A parent's note of permission must also be submitted to the school office.
- All prescription medication must be turned into the school office, where it will be kept under lock and key. Students will not be allowed to keep medication in their possession. EPI pens are kept in the classroom with the teacher.
- Directions for administering must be clearly written on the medication or explained in the note from the doctor.

## **Self-Administration of Inhalers**

Students who have been prescribed inhalers for asthmatic or allergic conditions may receive an exception for

self-administration. The following procedures must be met:

- A doctor's note must be given to the school requesting the medication be self-administered during school hours. A parent's note of permission must also be submitted.
- Students in grade 4 and above may keep their inhaler in their possession and self-administer.
- Students in grade 3 and below must give their inhaler to their teacher and self-administer with supervision by the office staff or teacher.

## Homework

Homework is an assumable fact at Curtis Baptist School and will be assigned grade and subject appropriate. Homework will be adjusted or minimized when possible on Wednesdays. Parents are encouraged to e-mail or call teachers if there is a question about a specific assignment. Curtis provides an online overview of what children are working on each week through RenWeb. It is important to note that online information could change according to the progress of the previous day's lesson.

### Procedures

Students excused early from school for athletic events, other activities, or appointments must submit a request for the assignments to their teachers before they leave school; and they are responsible to obtain and complete assignments for the next day. Early dismissal is never an excuse for missed homework assignments, except in the case of illness.

When students who are involved in athletic activities miss class time, the student is responsible for all work assigned and due. Students excused early for athletic activities are also responsible to obtain and complete assignments for the next day. Students who miss quizzes or tests must make up the test or quiz the day following early dismissal.

- The purpose of homework is to extend learning opportunities and to reinforce subject matter and skills that have been introduced.
- The amount of work assigned for homework will be based on age and grade.
- When a student has all his/her working materials at hand and is doing concentrated work without interruptions, he should not need more than 45 minutes in the lower grades (K – 5) or more than 90 minutes in grades 6 and above on any one night.
- Students are expected to complete homework by assigned dates. At the elementary level, it is the parents' responsibility to ensure the homework is complete. Parents will be contacted if their student has failed to complete homework by the assigned dates.
- Required assignments such as reports, book reviews, projects, or research papers are **not optional** for students. In grades 6 – 12, if a student does not turn in the required project or report, the student will be given a detention. If the project or report is not turned in within 2 weeks, the student will be suspended and will not be permitted to return to school until the assignment is complete.

### Make-up Work

When a student is absent, he/she is responsible for obtaining any homework assignments missed and submitting them to his/her teachers. One day for each excused missed day is given, if necessary, to complete assigned homework.

## Lockers

Locker privileges are provided for all students in grades 6 – 12.

- Students are responsible to keep their lockers clean and orderly.
- Students are responsible for any damage to their locker.
- Students are never to open another student's locker without permission.
- At the year's end, students are required to thoroughly clean their locker.
- The administration reserves the right to open and inspect a student's locker at any time, with or without the student present.

## Lost and Found

Parents are encouraged to **label** jackets, shoes, coats, and any other items that young students may lose so we can identify the owner and return any lost items. If you should lose an item, please contact the school office and leave a detailed description of the article that has been misplaced. Lost articles are kept for a designated time; after that time, all items are donated to charity. The church and school assume no responsibility for the loss or theft of valuables.

## Lunch Information

Curtis Baptist has an optional lunch program for our students; menus are available prior to the start of each month in order to select lunches for that next month.

- Orders are taken **monthly only**. Menus can be found on our website.
- Packed lunches should be sent to the school with the child.
- In case of a forgotten lunch, the parent should drop the lunch off in the front office (**prior to 10:45 a.m.**)
- Extra lunches are very limited and may not be available. Parents need to call **before 9:00 a.m.** if lunch has been forgotten and one cannot be dropped off.
- If a parent is unable to bring a lunch for the student, a lunch and a drink will be provided at the **daily price**. Forgotten lunches will be billed and **payment due the following school day**.
- Students are **not permitted** to charge lunches.
- Credit **cannot** be issued for absence or school events. There are **NO** refunds.

### Elementary (K-5<sup>th</sup>): Monthly Lunch Calendar

- Lunches: \$3.50 daily
- Extra milk/juice: \$0.50
- Ice cream (available on Fridays only): \$1.00 - to be paid on that day.
- Due to safety concerns, microwaves are **not** available to elementary students.
- Vending machines are **not** available for elementary students.

Parents of elementary students are required to send in the monthly lunch calendar, with their lunch selections and payment, in advance. Due dates are listed on the menu. **Orders are taken monthly only.**

## **Middle School (6<sup>th</sup> - 8<sup>th</sup>): Monthly Lunch Calendar OR Cash Menu**

- Lunches: \$4.00 daily
- Extra milk/juice: \$0.50
- Cash menu available: prices vary from \$1.50 - \$4.00
- Microwaves available
- Vending machines available

Middle school students have the choice of eating either a school lunch or choosing items off of the Cash Menu. Monthly lunch calendars are to be sent, with their lunch selections and payment, in advance. Due dates are listed on the menu. **Orders are taken monthly only.** For cash menu items, students are **to bring in cash and pay for these items on a daily basis** in the cafeteria.

## **High School (9<sup>th</sup> - 12<sup>th</sup>): Cash Menu**

- Lunches: \$4.00 daily
- Extra milk/juice: \$0.50
- Cash menu available: prices vary from \$1.50 - \$4.00
- Microwaves available
- Vending machines available

High school students have the choice of eating either a school lunch or choosing off of the Cash Menu. All high school lunches are paid daily or in advance. They are **not required** to send in a monthly lunch calendar in advance. For Cash Menu items, students are **to bring in cash and pay for these items on a daily basis** in the cafeteria.

Parents are encouraged to come to school to have lunch with their student. Please remember to sign in at the receptionist desk prior to proceeding to the lunch area. If a school lunch needs to be provided for the parent, it must be ordered in advance. Otherwise, parents need to bring a lunch with them. Tables are provided for parents to eat with their student(s). To avoid hurt feelings, we ask that only your child sit with you.

## **Parent Communication**

### **Report Cards**

Report cards are issued every nine weeks. The first report card will be issued directly to the parents at a teacher/parent conference. The second and third nine-week report cards will be issued *one week* after the nine-week period ends. Final report cards will be mailed to those families with no outstanding fees.

### **RenWeb**

RenWeb is the CBS School Management Software. This system allows a view of your student's weekly assignments, homework, the teacher's CBS email, etc. The RenWeb system has up-to-date calendar information including athletic events and weekly grading notifications. Information is available for first-time CBS parents and students in the school office. The RenWeb Parents Web can be accessed through the RenWeb link on the CBS website or by visiting [www.renweb.com/login](http://www.renweb.com/login). The Curtis Baptist School ID is CBS-GA.

## **Crusader Club**

The Crusader Club is an organization of parents and teachers designed to promote unity and to enhance involvement of family in the life of the school. The Crusader Club coordinates the parent volunteers, supports school and sports functions, increases parent-teacher communication, and provides fellowship and encouragement of one another, our administration, and teachers. Officers are elected by the membership. Participation is encouraged.

## **Physical Education**

Students in elementary and middle school attend PE classes weekly. Tennis shoes must be worn on PE days.

### **PE Uniforms MS/HS**

A uniform will be required for students in grades 6<sup>th</sup> - 12<sup>th</sup> for PE classes and weight training class.

- Non-form fitting, shorts may not be shorter than 2" below the tip of the finger when the hand is extended down the side of the leg.
- Student is required to wear a solid tee-shirt or any CBS tee-shirt.
- To receive full credit, students must dress out for PE.

## **School Closing**

If for any reason it becomes necessary to close school on short notice, parents will be given details by way of the school Web site, the media listed below, and/or a personal phone call. **We normally follow Richmond County closings for snow, ice, flood, disasters, etc.** Watch local television stations for information and directions. Area radio stations will also be contacted with closure information.

Listed below are the radio stations and television channels that will have closure information for Curtis.

### **Radio Stations/TV Channels**

WAFJ - 88.3 FM

WRDW – Channel 12

WAGT – Channel 26 ~ NBC Augusta

WJBF – Channel 6

## **School Day Hours**

It is the policy of Curtis Baptist School to have a minimum school day as required by the Georgia Accrediting Commission. Requirements may be exceeded as deemed necessary by the CBS School Board.

The school day is as follows:

Elementary	8:00 a.m. – 2:50 p.m.
MS/HS	8:00 a.m. – 3:00 p.m.

## School Records

Per the US Department of Education and Family Educational Rights and Privacy Act (FERPA), parents/guardians of students currently in attendance or eligible students have the right to:

- Inspect and review the student's education records. Please call the principal's office to make arrangements.
- Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. This request must be submitted in writing to the principal's office.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and Section 99.31, authorize disclosure without consent.
- File with the Department a complaint under Section 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

The school maintains a cumulative academic, attendance, and health record for each student enrolled in accordance with the Federal Family Rights and Education Privacy Act. Information on the student's permanent record will be given out to the following:

- To the parents/guardians and adult students by written request.
- To colleges, universities, and military services upon the student's written request.
- To the court system by parental/guardian permission or by warrant (parent/guardian will be notified).
- Records are not released if accounts are not current.

## Social Media Policy

### OVERVIEW OF DOCUMENT

This document has been developed to provide a set of guidelines in the use of social media applications within Curtis Baptist School. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help you identify and avoid potential issues we have compiled these guidelines. They are examples of best practices from various institutions and are intended to help you understand, from a wide range of perspectives, the implications of participation in social media.

### THINGS TO CONSIDER WHEN BEGINNING TO USE SOCIAL MEDIA

Applications that allow you to interact with others online (e.g. Facebook, Twitter, Instagram, Vines, Snapchat, Hoot Suite, etc.) require careful consideration to assess the implications of "friending," "linking," "following," or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate and staff-student merit close consideration of the implications and the nature of the social interaction. The following are some guidelines to follow in these cases.

### GENERAL GUIDELINES

Sharing school news, events or promoting faculty and student work through social media tools is an excellent, low-cost way to engage the community and build our brand. Employees are encouraged to repost and share



information with their family and friends that is available to the public (press releases, articles in the Ledger, Internet news, etc.). The best way to share academy news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

### **MAINTAIN CONFIDENTIALITY**

Do not post confidential or proprietary information about Curtis Baptist School, its students, or its alumni. Use good ethical judgment, follow academy policies, and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Review <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html> for HIPAA requirements and [http://registrar.ucf.edu/ferpa/for\\_requirements](http://registrar.ucf.edu/ferpa/for_requirements).

### **MAINTAIN PRIVACY**

Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

### **DO NO HARM**

Let your Internet social networking do no harm to the Curtis Baptist School or to yourself whether you are navigating those networks on the job or off.

### **CORRECT MISTAKES**

If you make a mistake, admit it. Be upfront and be quick with your correction. If you are posting to a blog, you may choose to modify an earlier post—just make it clear that you.

### **RESPECT OTHERS**

You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

### **BE A VALUED MEMBER**

If you join a social network, make sure you are contributing valuable insights. Don't hijack the discussion and redirect by posting self/organizational-promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

### **THINK BEFORE YOU POST**

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.). Curtis uses social media to supplement traditional press and marketing efforts. Employees are encouraged to share academy news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the school and build community. When you might be perceived online as an agent/expert of Curtis, you need to make sure it is clear to the audience that you are not representing the position of Curtis or Curtis' policy. When posting to a social media site you should:

### **BE AUTHENTIC**

Be honest about your identity. Please be clear that you are sharing your personal views and are not speaking as a formal representative of Curtis. If you identify yourself as a member of the Curtis community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

## **USE A DISCLAIMER**

If you publish content to any website outside of Curtis and it has something to do with the work you do or subjects associated with Curtis, use a disclaimer such as this: “The postings on this site are my own and do not represent Curtis’ positions, strategies or opinions.”

## **DO NOT USE THE CURTIS LOGOS OR MAKE ENDORSEMENTS**

Do not use Curtis’ name to promote or endorse any product, cause, political party or candidate.

## **TAKE THE HIGH GROUND**

If you identify your affiliation with Curtis in your comments, readers may associate you with the academy, even with the disclaimer that your views are your own. Remember that you are most likely to build a high-quality following if you discuss ideas and situations civilly. Don’t pick fights online.

## **GUIDELINES WHEN POSTING AS AN INDIVIDUAL**

### **DO NOT USE PSEUDONYMS**

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

### **PROTECT YOUR IDENTITY**

While you should be honest about yourself, don’t provide personal information that scam artists or identity thieves could use. Don’t list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.

### **DOES IT PASS THE PUBLICITY TEST**

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

### **RESPECT YOUR AUDIENCE**

Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in Curtis’ community. You should also show proper consideration for others’ privacy and for topics that may be considered sensitive —such as politics and religion.

### **MONITOR COMMENTS**

Most people who maintain social media sites welcome comments— it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments. A common practice among individuals who write about the industry in which they work is to include a disclaimer on their site, usually on their “About Me” page. If you discuss higher education on your own social media site, we suggest you include a sentence similar to this: “The views expressed on this [blog, Website] are mine alone and do not necessarily reflect the views of the Curtis Baptist School.” This is particularly important if you could be perceived to be in a leadership role at Curtis.

Textbooks are checked out to students at the beginning of the year. Students are responsible for turning them in at the end of the school year. Parents are responsible for the replacement costs of textbooks that are damaged or lost.

## Library Books

### RETURNING/ RENEWING LIBRARY BOOKS

- All materials must be checked out before being removed from the library.
- Students may renew books if forgotten or if more time is required with the book.
- Return books to the drop box at the front desk.

### OVERDUE NOTICES

- Overdue notices will be generated each Monday that school is in session.
- Additional books will not be checked out to students who have overdue books.
- All overdue books must be returned AND all fines must be paid before student can receive report card.

POLICY	K-4 <sup>th</sup>	5 <sup>th</sup> -12 <sup>th</sup>	STAFF
BOOKS	ONE WEEK		UNLIMITED
MAGAZINES	ONE WEEK		UNLIMITED
Book Limit	ONE	TWO	UNLIMITED
Book and magazine fines	10 CENTS PER DAY		

### DAMAGED OR LOST MATERIALS

If a book is damaged or lost when it is checked out to an individual, it will result in a penalty:

TYPE OF MATERIAL	FEE DUE
SOFT COVER BOOKS	\$5.00
HARD COVER BOOKS	\$10.00

*\*Money will be used to replace materials, if possible. If returned before the end of the school year, 50% of the fine will be refunded. Instead of paying the penalty, the material may be purchased, given to the library and the applicable fine paid. Be aware that some books are already in bad shape and unless positive the material was damaged while checked out no fines will be imposed.*

## Yearbooks

Each CBS student will receive one yearbook. If a family desires additional yearbooks, they can be purchased at either the Elementary or MS/HS offices. Students that withdraw from CBS and do not finish the school year will not receive a yearbook.

## Visitors

- All visitors must enter through the main school entrance to receive a visitor's badge.
- During lunch – parents are encouraged to have lunch with their child. Please sign in and receive a visitor's badge. Parents, please sit at the designated parent/visitor table with your child. To avoid hurt feelings we ask that only your child sit with you.
- Former CBS graduates who visit during lunch are asked to sign in to receive a visitor's badge and sit at the visitor's table.
- If dropping off lunch items, please bring them to the main entrance and we will get them to your child.
- STUDENT SHADOWING - Before a student can be considered for shadowing, a consent form must be filled out and approved by administration prior to the day of the visit. A visitor's badge must be worn at all times.

## Curtis Baptist School Computer Use Waiver Form

All students in grades 5 - 12 must have a signed copy of this form on file with the school office. Curtis Baptist School maintains all rights to monitor, at any time, any communication, files, or other information in the computer assigned to me by the school or on any technological device that I use while at school.

I agree to refrain from the following practices while using any computer or electronic device, whether assigned to me by the school or my own personal device, at Curtis Baptist School. Please initial each statement.

- \_\_\_\_\_ Add any device to the school network that hasn't been approved by the technology department.
- \_\_\_\_\_ Send or post discriminatory, harassing, or threatening messages or images.
- \_\_\_\_\_ Use the computer resources for personal gain.
- \_\_\_\_\_ Use or disclose someone else's code or password without authorization.
- \_\_\_\_\_ Copy, pirate, or download software and electronic files without permission.
- \_\_\_\_\_ Violate copyright law.
- \_\_\_\_\_ Engage in unauthorized transactions that may incur cost to the school or initiate unwanted internet services and transmissions.
- \_\_\_\_\_ Send or post messages or material that could damage the church/school or our Lord's reputation.
- \_\_\_\_\_ Participate in the viewing or exchange of pornography or obscene materials.
- \_\_\_\_\_ Send or post messages that defame or slander other individuals.
- \_\_\_\_\_ Engage in cyber bullying.
- \_\_\_\_\_ Send or post chain letters, solicitations, or advertisements not related to school related purposes or activities.
- \_\_\_\_\_ Use the internet for political causes or any sort of gambling.
- \_\_\_\_\_ Jeopardize the security of the school's electronic communications system.
- \_\_\_\_\_ Pass off personal views as representing those of the church/school.
- \_\_\_\_\_ Send anonymous e-mail messages.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Curtis Baptist School - Parental Cooperation Agreement

Curtis Baptist School endeavors to provide an environment which infuses Biblical truth with spiritual growth in the development of young people. Our standard of conduct is based on the following Biblical principles:

- All student and school activities must be subordinate to the glory of God in conjunction with school policy. (Colossians 3:23)
- All students are expected to avoid all practices that would tarnish the testimony of themselves, their church, parents, or Curtis Baptist School. (I Thessalonians 5:21-23)
- Each student should maintain Christian standards in courtesy, kindness, morality, and honesty. (Ephesians 4:24-31)
- Students should abide by these standards throughout their enrollment whether at home, school, or in the community. (Philippians 4:8)

Students are not permitted to use alcohol, tobacco, illegal drugs, and/or participate in immoral behavior. Students found to violate any of these actions will be subject to disciplinary action by the Administration and/or Student Affairs Committee.

As a parent or guardian, I understand that attendance at Curtis Baptist School is a privilege. By enrolling my child(ren) in CBS, I agree to abide by the Biblical standards set forth. I also agree to be supportive and encouraging when dealing with situations and will deal with them in a Biblical manner as laid out in Scripture.

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Father/Guardian Name (please print)

Signature

Date

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Mother/Guardian Name (please print)

Signature

Date

Names of Students Attending:

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