



CIRCLE CHRISTIAN SCHOOL

Student Covenant Codes

Enrollment in Circle and attendance of Circle classes is based on a covenant relationship between Circle and the families and students it serves. The covenant relationship is necessary to provide an excellent academic environment, ensure the safety of its students, and maintain the integrity of the campus locations. The Student Covenant Codes are intended to identify the boundaries and behavior expectations of students attending classes on Circle campuses as well as at Circle sponsored events. The Dress Code is required on Circle campuses but modest attire (as defined by the code) is required at all Circle sponsored events.

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NOTE: Student Covenant Codes are subject to change.

Campus students and parents are required to read and sign the codes in August each year.



Academic Honor Code

Circle students must sign and agree to abide by the following honor code for all academic assignments:

“I have not cheated, copied, or plagiarized another’s work on this assignment/test; nor have I seen anyone else copy or plagiarize another’s work.”

Any student caught breaking this code through plagiarism, sharing or copying of another’s work (a student, a computer, any published or unpublished work, written by someone else) is considered in violation of this code and will receive a zero for the work. If anyone sees or knows of someone else in violation of this code they are expected by this code to reveal the information known to them to a teacher, or administrator. Duplicate work received from students will result in each student receiving a zero.

Plagiarism in any form is stealing another person’s work or ideas without giving them proper credit for it. This is a serious offense in both academic and professional arenas. It is the student’s responsibility to ensure that none of their work is copied from Internet sources without proper quotation marks and citing the reference.

Since grades are assigned individually, students are expected to “do their own work” for every assignment unless the teacher specifically allows collaboration. For any work requiring research or outside sources, including required textbooks, the student must quote and cite all referenced material.

Cheating in any form will at the minimum be given a 0 on work marred by cheating or plagiarism. Cheating is grounds for immediate dismissal from classes. Probation status may be granted upon completion of a compensatory academic assignment, at the discretion of Campus Administration.

Students may be asked to sign the code on individual assignments at the discretion of the teacher.



Academic Policies, Probation, and Procedures

Student Success is our Passion

It is our deepest desire for students to succeed in our accelerated, university model of education. However, because this is not a model that fits the academic inclinations of all students and because we desire the best for our families, the policies, probation and procedures listed below are designed to help students be responsible for their academic achievements.

Late Work Policy

All assigned work is required to be submitted on time. Students are allowed to receive credit or partial credit for a maximum of three late assignments submitted per year (graces). Two graces will be allowed in the first semester and one in the second semester. The instructor may also limit the time window and deduct points for late assignment acceptance. Students are responsible for knowing the late work window and point deductions for each teacher. No work that is more than 4 weeks past due will receive any credit. After the graces are used (two in the first semester, one in the second semester), all subsequent late work will receive a zero.

Important: To request one additional grace to replace a late work zero the student and a parent must appeal together to the Upper School Director within the 4-week maximum time frame. No work that is more than 4 weeks past due will receive any credit.

Note: A student may not use a late grace to 'skip' an assignment or 'redo' an incomplete assignment. Work due in class from a student with an excused absence (parent submitted **prior** notification to the campus manager and the teacher) is not considered late but must be made up in accordance within the teacher's new deadline(s). No work (even from an excused absence) that is more than 4 weeks past due will receive credit. Any appeal must be made to the Upper School Director.

Mandatory Academic Probation Program (MAPP)

In order to remain enrolled, any student whose grade falls below a D (59 and under) in any grade reporting period may be referred to the Circle Administration for the Mandatory Academic Probation Program.

- Parent partnership with the MAPP process is required to remain enrolled.
- A signed, detailed MAPP contract designed to help the student earn a passing grade and/or complete work in a timely manner is required.
- Completion of all incomplete assignments, as designated by the Circle Administration, is required.
- Teachers and administration will determine the appropriate level of credit for late work as a part of academic probation. This may differ from the general class or school policy on late work.
- **A printed weekly assignment sheet (WAS) initialed/signed by the parent and/or other designated adult(s) indicating that all required assignments were completed must be turned into the Circle Administration each week of MAPP to track progress. Failure to comply with this may result in dismissal.**
- A weekly organizational/time management plan demonstrating how the assigned work will get accomplished each week may be required.
- A minimum grade of C in next month's grade reporting period is required to be released from the Mandatory Academic Probation Program.
- MAPP is a minimum four-week and a maximum eight-week process. If the student is unable to improve their grade(s) by the end of the eighth week, a dismissal hearing may be scheduled at the discretion of the Circle Administration.
- Students in the MAPP may face limitations in CCS Athletics and Arts.
- Students who have entered the MAPP more than two consecutive months or more than twice in an academic year are subject to a \$100 administrative charge in addition to meeting with the Circle Administration.
- **Students who fail to complete any part of the program as outlined by the Circle Administration may be removed from the Mandatory Academic Probation Program and dismissed from Circle Christian School through the Dismissal Hearing Process.**

Dismissal Hearing / Dismissal Process: Circle Administration may send non-compliant MAPP students to the Director of Guidance with a recommendation for dismissal from Circle Christian School. If the student is not dismissed from Circle and returns a following year to Circle, the student automatically begins the new school year on a probationary basis subject to immediate dismissal. There is no reimbursement of class fees or relief from financial obligation.



Attendance Code

Circle Christian School Students, that are registered for classes in which grades are awarded, are required to attend all classes. Parents must notify the school every time a student is absent.

Excused Absences

Excused absences: absences in which the **parent** contacts the Campus Manager and teacher (Upper School - 407-222-8248, Lower School – 407-267-6041 in Oviedo and 407-222-8248 in Winter Park) **in advance** of the missed class and includes:

1. Illness and injury
2. Illness or death in student's immediate family
3. Participation in approved school related activity (The Athletic or Arts Director will provide teacher and family prior notification in event of required absence.)
4. Prearranged absences of educational value, college visits, leadership forums, competitions, talent opportunities. Prearranged absences must be arranged, at minimum, 48 hours in advance of the class.

Students are responsible to schedule and take make-up tests, quizzes and to turn in all homework on the eLC, by the next class, or as directed by the teacher.

No more than 3 excused absences are allowed per class per semester.

If a student exceeds 3 absences, for any reason, they must have administrative approval for the absence to be excused. The 4th absence upon proper communication by the parent may be approved by the Upper School Director. All absences above 4 must be approved by the Academic Guidance Department.

Three unexcused absences per class per semester may result in a probation/dismissal hearing. Students may be dismissed from the right to attend Circle classes after three unexcused absences. Probation may be extended to the student at the discretion of the administration.

Illness or required sports related absences are considered 1 day = 1 absence rather than multiple class absences missed in one day counting as multiple absences. (This is in the event of excused absences only.) Students are responsible to contact the teacher directly for the make up work for each individual class.

Excused Tardies

Excused tardies: Parent or student calls the Campus Manager (Upper School - 407-222-8248, Lower School – 407-267-6041) **in advance** of the start time of the class to state that they will be late and the reason. Each unexcused tardy may generate an email to the parents stating date, time and class in which the tardy occurred.

Note that the excused status of absences and tardies is based on the place in time that notification of the absence or tardy is given to the Campus Manager, teacher or the administrative staff. The notification must be made in advance of the start time of the late or missed class or it will be unexcused regardless of the reason.

Excessive tardies may generate a probation/dismissal hearing. Consequence of excessive tardies may include a fine per tardy if tardies occur after the hearing during probationary status.

Probationary Status

Probationary status is considered zero tolerance student status. The student on probation will be allowed to continue attending Circle Christian School classes on the condition that there are 0 unexcused absences, no more than 1 unexcused tardy and 0 code violations for the remainder of the semester.

Violation of any of the above probationary conditions may result in immediate suspension, dismissal from campus classes for the semester or year without refund or relief of financial obligation, or expulsion from Circle Christian School.



Suspension status may include suspension from campus classes, campus functions, school-wide functions, school related functions, athletics, arts, aviation, or any other program as deemed appropriate by the assigned Circle Administrator.

Conduct Code

As a student of Circle Christian School I agree to treat my fellow students, teachers, administrators, with respect. I agree to take good care of the property where I attend class. I agree to abide by the Circle Covenant Code of Conduct. I realize that my status as a student at Circle is a privilege and based on my ability to comply with the Circle standards and codes defined below.

1. Only Circle Christian School students, families and staff members are permitted on Circle campuses on the days for which they are registered.

- a. Students are not permitted to be on campus on days they do not have scheduled classes. Exceptions, such as Classroom or Campus Assistants, must be approved by the campus administration. Guest students **must request prior permission to be on campus from administration** and sign in at the administration desk upon arrival.
- b. Circle students on campus during the academic day must be rostered in a class or study hall.
- c. Students are permitted to leave campus at the end of their schedule of classes by returning their name badges to their folder. They do not need to sign out.
- d. Students are permitted to leave campus **early (prior to the end of a class or schedule of classes)** only with parents or with parental permission *after* signing out with the administration. Students who are registered for consecutive classes *and/or study hall* may not leave campus at anytime between classes or during lunch alone, or with other students unless they have a full period open before the next class **and** written approval is given to administration from parents. Students leaving any rostered class early must sign out with administration. Students may not leave campus for lunch with another student driver unless **both** parents have provided written approval to the campus manager. No student may leave campus at lunch, even with permission from a parent, if they do not have a study hall prior or after their scheduled lunch.
- e. Circle students remain in registered classes, study halls, in the lunchroom, or in halls of the campus building during classes, breaks and lunch periods.
- f. Loitering in parking lots, other buildings, classrooms or offices, and/or sitting in cars is not permitted unless accompanied by a parent.
- g. Students must leave campus promptly after the last registered class has been dismissed. If a student needs to remain on campus for more than 20 minutes after their last class, they will be placed in and temporarily rostered in study hall. To leave campus, the student will need to sign out with administration. Repeated incidents will incur a study hall fee added to the parent's account.
- h. Driving on campus is a privilege. Students are expected to obey all traffic laws on campus. Reckless driving will not be tolerated. A student's right to drive on campus may be revoked for reckless driving, which includes failure to stop at stop signs in the parking lot. The right to drive on campus may also be revoked if a student does not follow policies regarding leaving campus and sitting in their car.

2. Circle Students keep cell phones powered off in backpacks, purses or pockets while in the classroom. (Cell phones may not be in hands or sleeves, or powered on while in the classroom.) Cell phone use (including texting) is not permitted at any time during class time or in the classroom except when permission is granted by the administrative staff to contact parents. Study hall is considered class time and cell phone use is prohibited in the study hall. Teachers and staff reserve the right to collect cell phones for inappropriate usage and to turn them into the administration for parent pick-up at the end of the day. Cell phone use is allowed in the hallways, and lunchroom between class periods only. Cell phones must be powered off any place on campus during class periods.

3. Circle Students are good citizens and behave in a manner consistent with the laws of the land.

4. Circle Students are allowed to use portable electronic devices, such as laptop computers and tablets, for academic purposes provided they follow the Digital Media Code. (Circle is not responsible for the loss or damage to a student's digital devices.) Permission may be revoked at any time for violation of the campus covenant by viewing inappropriate material, movies, or pictures, playing music, or for any other activity considered by the campus staff to be disruptive to the campus environment.



5. **Circle Students do not chew gum or have it in their mouths** on any campus, at any time, for any reason.
6. **Circle Students do not engage in Public Displays of Affection (PDA)** with non-immediate family members on any campus grounds, parking lots and/or at all Circle sponsored events. PDA is defined as lingering embrace, kissing, hand holding, and/or touching another's torso below the neck and above the knees.
7. **Circle Students do not actively promote or participate in non-biblical sexuality.**
8. **Circle Students treat others with respect.** Verbal, physical, mental, emotional, or sexual harassment and or abuse will not be tolerated at any time, or at any place, both on and/or off campus. This harassment/abuse code includes all Internet social networking sites. This is a zero tolerance policy. Violators may be subject to immediate dismissal from Circle. *(At the discretion of the administration probationary or suspension status may be granted upon completion of a compensatory assignment.)* Circle Christian School reserves the right to inform parents of observed or reported inappropriate content on social media sites.
9. **Circle Students may bring bottled water into class.** No food or drink other than water is allowed unless part of a pre-planned class activity as arranged by the teacher or staff.
10. **Circle Students use respectful language.** Vulgar, obscene language, or curse words are not permitted on campus or in digital media. The use of such language may result in a student being dismissed from campus classes or from Circle.
11. **Circle Students speak politely to teachers and staff.** Arguing, talking back, raised voices, or any speech or action that is demeaning, or said with the intent to harm (emotionally or physically) are not permitted. Students who are disrespectful **may** receive a disciplinary action report and if the behavior occurs in class, may be dismissed with an unexcused absence.
12. **Circle Students treat the campus facilities and property with respect and care.** Vandalism, or destruction of property in any form will not be tolerated. Vandalism that results in permanent damage to the facility will result in immediate dismissal of the student. Cost of property restoration due to vandalism will be the responsibility of the student and/or guardian.
13. **Circle Students do not take pictures or record video on campus for any reason without the express permission of the administration.**
14. **Circle Students do not use and abuse chemical or mind-altering substances.** This includes legal and illegal substances, or any substance used in a non-prescribed way. (Medications, prescribed to a student by a licensed physician, when used in accordance with the prescribed directions are not a violation of this code.) Students who arrive on campus, or to any school sponsored event that exhibit evidence of drug or chemical use, due to erratic behavior, physical evidence, or other unusual behavior will be dismissed immediately from the campus or event. A drug test may be requested at the expense of the family for reinstatement to the class or activity. A Probation/Suspension/Dismissal meeting will be scheduled. Verification of substance abuse will result in immediate dismissal from all campus classes and activities without reimbursement of financial obligations. Probationary status may be granted for the following semester after an appropriate and verified drug or alcohol treatment program has been completed.
15. **Circle Students do not bring the following items on campus.** The following items are prohibited from campus except where permission is granted by administration for specific class assignments or, where allowed by other codes, ie, Upper School Digital Media Code.
 - Cigarettes / E-cigarettes / Vapors
 - Firearms
 - Illegal drugs
 - Knives (including pocket)
 - Laser lights or pointers
 - Matches/lighters
 - Mood altering substance (legal or illegal)
 - Pornographic images
 - Roller shoes
 - Scooters
 - Skateboards



- Skates
- Sports equipment
- Toys
- Weapons of any kind

These items will be confiscated and returned only to the parent/guardian. Disciplinary action will be taken in accordance to the policy described below. Possession of firearms, weapons, or illegal drugs may result in immediate dismissal as well as notification of the appropriate civil authorities.

Conduct Code Violations

Conduct Code violations will result in the following procedures:

1. A code infraction will generate a Disciplinary Action Report that will be filed in the student's records and emailed to the administration, as well as the parent/guardian.
2. The 3rd Disciplinary Action Report will result in a Probation/Suspension/Dismissal meeting with a Circle administrator, the student's parents/guardian, and the student. The student may be suspended, dismissed from campus classes without refund, or placed on zero tolerance probation status.
3. Probation/Suspension/Dismissal will be determined by the assigned Circle Administrator.

Probation status is considered zero tolerance student status.

The student on probation will be allowed to continue attending Circle classes on the following conditions during the probation period:

1. Zero (0) unexcused absences,
2. No more than 1 unexcused tardy
3. Zero (0) behavior code violations for the remainder of the semester.
4. Completion of a compensatory assignment levied at the discretion of the case administrator.

Violation of any of the above probation conditions may result in immediate suspension or dismissal (without reimbursement, or relief of financial obligation) of the student from attending classes on a Circle campus for the semester or year.

Suspension status may include suspension from campus classes, campus functions, school-wide functions, athletics, arts, aviation, or any other program or location as deemed appropriate by the assigned Circle Administrator.

If a student returning to classes after leaving as a result of a disciplinary issue may be placed on probationary status for one or both semesters and may be subject to additional requirements as deemed appropriate by the administration.



Digital Media Code

Digital Media includes: cell phones, iPad/iPod, digital readers, and laptops.

1. **Circle Christian School students are allowed to have cell phones, laptops, tablets (iPad/iPod) and other digital media on campus. Approved digital media use is allowed in the hallways and lunchroom between class periods.** Permission may be revoked at any time for violation of the Digital Media Code, or for any other activity considered by the campus staff to be disruptive to the campus environment.
2. **However, digital media is only to be used for educational purposes on CCS campuses. Cell phone use is restricted to between classes and at lunch and may not be used to take pictures.**
3. During lunch periods or in between classes, only appropriate use of digital media is allowed. **Inappropriate use of digital media** (inappropriate texts, postings, games, sites, videos, images, or music, as determined by the site administration) **may result in a Disciplinary Action Report, a meeting with parents, and/or immediate dismissal from campus classes.**
4. Digital media use (including cell phones) is not allowed during class periods (including hallways and bathrooms). Cell phones and other digital media must be powered off in backpacks or purses while in the classroom. (Cell phones may not be in hands or clothing, or powered on while in the classroom unless under teacher direction.)
5. Texting, emailing, and other digital media use is not permitted in any place **during class times** except when permission is granted by the administration or by the teacher for use in a class assignment.
6. **Study hall is considered class time** and the digital media code applies. Cell phone use is prohibited in the study hall. Laptop or tablet use is allowed only for educational purposes.
7. CCS is not responsible for the loss or damage to digital media components brought to campus.
8. CCS provides Internet access for educational purposes only. CCS does not provide a filter or a secured network. Misuse of the Internet to access social media or other non-school related sites may result in disciplinary action. Students will be held responsible for misuse of the internet including copyright laws, cyberbullying, and/or sending threatening messages
9. Teachers and staff reserve the right to collect any digital media component for inappropriate use and to hold for parent pick-up until the end of the day. Repeat violations of the Digital Media Code may result in a Disciplinary Action Report and/or complete loss of an individual's digital media privilege on campus.
10. All relevant digital media may be subject to observation and monitoring by CCS personnel at any time while on campus.
11. Digital media interactions are subject to the CCS Conduct Code and the Academic Code including the prohibition of profanity, inappropriate images, storing and accessing inappropriate material, harassment, bullying, inappropriate personal advances, inappropriate communication of affection, bullying, plagiarism, breaking copyright laws, and cheating.

Please note: No staff member associated with Circle Christian School is assigned to monitor social media sites, posts, comments and interactions on Facebook or other social media sites. Given that social media sites are deemed public, not private, the covenant relationship at CCS requires that all social media interactions adhere to the Conduct Code that expects Circle students to treat each other and the school with respect.

CCS reserves the right to immediately dismiss (without reimbursement or relief of financial obligation) a student from Circle Christian School for the semester/year for any violation of the Circle Christian School codes.



Dress Code

Name-tags are required to be worn in clear view on all campuses.

Tops: An official CCS polo shirt is the school uniform and is required to be worn on all campuses in order to attend class. (Polos should be long enough to cover the waistband of pants when sitting.) An official CCS sweatshirt may be worn in addition to the polo. CCS Team or CCS Letter Jackets are acceptable Circle Gear.

Bottoms: Solid jeans or pants, solid or plaid long walking or “Bermuda” style shorts, or solid skirts may be worn. Leggings may be worn under shorts or a skirt that is no shorter than 3 inches above the knee. Leggings may not be worn as pants.

Upper school: Skirts and shorts may be no shorter than 3” above the knee; this includes slits in skirts.

Upper and Lower school: All pants, jeans, shorts, or skirts must be hemmed, no frayed edges, tears, or holes, or see through material.

Theatre students: Theatre uniform pants may only be worn in theatre related classes. Theatre students may also wear other designated clothing on campus for rehearsals, etc., however, a CCS Polo must be worn in hallways, lunchrooms, etc. at all times.

Hair: Natural color or style for all; cut above the collar for boys. No hats, sunglasses, or caps.

Body: No visible piercings, other than small ear piercings for girls(no plugs), or tattoos will be permitted in class. Boys are not permitted to wear earrings or plugs on campus and will be asked to remove them before entering the classroom.

Shoes: Shoes must be worn for attendance.

Dress code exceptions: Assignment based or project based costumes. (Limited to the class period of the assignment.)

Dress code violations may include but are not limited to the following:

Any shirt or pant that does not fit in the above defined category.

A polo that is too short and waist, torso or undergarments are seen when sitting.

Jeans that are so low cut so that undergarments show when sitting.

Jeans with frayed edges, holes, or tears.

Baggy pants, leggings, pajama pants, sweat, or exercise pants. Sheer skirt.

Slippers or roller-type shoes.

Hair that is pink, blue, purple, maroon, yellow, green, or any other unnatural color (determined at the discretion of the administration) as well as mohawks, or symbols shaved or cut into hair will not be permitted to attend class. Bandanas or “do-rags” are not considered dress code and will be removed before the student is allowed into class.

Dress Code Violations

Any student arriving on campus outside of dress code will not be allowed into class and will receive one of the following consequences:

Shirt violations: an appropriate fitting shirt from the office supply may be issued to the student and an unexcused tardy (if applicable) may be recorded. A uniform fee for the cost of the item will be added to the family account.

Pants violations: student will remain with administrative staff until parent arrives with an appropriate change of clothes, and an automatic unexcused tardy (if applicable) may be recorded. (*Upper School students who miss class for more than 30 minutes may be given an unexcused absence.*)

Hair violations may result in dismissal from class until hair is within dress code.

Off Campus Modest Dress Code for Circle Special Events

Skirts must be no shorter than 4 inches above the knee. No cleavage or midriff showing.

Violators of the off campus modesty code will not be permitted to attend the event unless modifications are made in order to comply with the Modest Dress code.

