

Dear Parents and Students,

Thank you for your interest in Coastal Christian School. We have adopted an admissions policy that opens the school to families who are supportive of our objectives and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education.

Our school is independent and evangelical, governed by a self-perpetuating board of directors since its founding in 1980. We affirm the inerrancy and literal interpretation of scripture. Unlike much of society's humanistic approach, we believe and teach that God is sovereign Creator and that His truth never changes.

Before applying for admission, we encourage you to read the student handbook, which will introduce you to many of the school's policies, procedures, and expectations. Instruction is presented in a traditional classroom format and our staff attempts to integrate Biblical principles into every subject, aiding students in applying these truths in all areas of life. We look forward to each child receiving an excellent, Christ-centered education.

We do not expect this Handbook to answer all your questions; please do not hesitate to contact us if you need clarification.

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### **Board of Directors**

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| Chair            | Mark Vannoy (207) 226-3469                                                            |
| Director         | Kara Parker (207) 530-7930                                                            |
| Director         | Paul Golden (207) 350-9181                                                            |
| Director         | Faye Sorterup (207) 557-1162                                                          |
| Administrator    | Naomi Dickinson (207) 832-4229                                                        |
| Admin. Assistant | Alyssa Stred <a href="mailto:ccsinfo@ccswalldoboro.org">ccsinfo@ccswalldoboro.org</a> |

### **Head Teachers**

|             |                      |
|-------------|----------------------|
| Elementary  | Miss Kim Smith       |
| Jr. High    | Mrs. Naomi Dickinson |
| High School | Miss Robin Hughes    |

### **Statement of Faith**

We believe the scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith and life.

*Matt. 24:35; 2<sup>nd</sup> Timothy 3:16-17*

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons – Father, Son, and Holy Spirit.

*Deut. 6:4; John 17:21-22; Matt. 28:19*

We believe that Jesus Christ is true God and was true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, shedding His blood as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into Heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate.

*John 20:24-29; Acts 1:9-11; Hebrews 2:14; Philippians 2:5-8*

We believe that man was created in the image of God but fell into sin and is therefore condemned. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

*Romans 5:12; Romans 6:23*

We believe that the shed blood of Jesus and His resurrection provide the only grounds for justification and salvation for all who believe. Only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.

*John 14:6; 1 Peter 2:24*

We believe in the personal return of Jesus and that this blessed hope has a vital bearing on the personal life and service of the believer.

*Matt. 24:27-31; Rev. 19:11-16*

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female, and that the term “marriage” has only one meaning – the uniting of one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other.

*Genesis 2:18-25, 1 Corinthians 7:2-5*

Any form of sexual immorality, including adultery, fornication, homosexual and bisexual conduct, and pornography, are sinful and offensive to God.

*1 Corinthians 6:9-10*

We believe that to preserve the function and integrity of CCS, it is imperative that all persons employed by CCS or who serve as volunteers, agree and abide by this statement on marriage, gender, and sexuality.

We also affirm that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful or harassing attitudes or behavior directed toward any individual are to be repudiated.

**Admission Process**

Enrollment for the year begins in April, and currently enrolled families have first preference before enrollment is open to the public. If space is available, enrollment is also available throughout the school year.

Prospective families can schedule a tour of CCS. If they choose to move forward with enrollment, student applicants are screened and recommended for placement by the principal and/or prospective teacher(s). Usually, parental input is an integral part of this process.

**Shadowing:**

CCS welcomes prospective students in our classrooms. Any student wishing to shadow must receive prior approval and is expected to abide by the same rules and standards as any currently enrolled student. They must sign in at the front office and remain with a designated class or student until signing out to leave.

**Testing:**

In order to provide all students with the best possible Christian education, it is of great importance that parents disclose any and all testing, evaluations, and IEP's which have been conducted. These legal documents will be kept with the cumulative records. Medical information should be shared as appropriate and necessary.

**Enrollment Process:**

Once a student has been accepted, the formal enrollment process begins.

Each family must create a CCS account on our website [www.ccswaldoboro.org](http://www.ccswaldoboro.org) and register their child(ren). They must also read and e-sign the following documents:

- Conduct at Coastal Christian School
- Financial Information
- Photo Release Form
- Statement of Faith
- Student Dress Standards
- Student Handbook 2021-2022
- OTC Medication Permission

**Non-discriminatory Policy:**

*Coastal Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. The school does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, scholarships program and athletic or other school administered programs.*

**Confidentiality:**

CCS Employees will take great care to never discuss confidential information in places where they can be overheard by those not authorized to have the information.

All student files are kept in a file cabinet in the record room and will only be released by administrative staff. Parents may access their child's file at any time.

**Communication:****SCHOOL-WIDE COMMUNICATION**

We use the **Remind App** for all general school updates, including:

- Delays & cancellations
- Important reminders
- School-wide announcements

**Remind Codes:**

- General CCS Updates: **@ccsinfo574**
- Cleaning Group: **@cleanccs**

**PARENT-TEACHER COMMUNICATION**

For individual student concerns or meeting requests:  
Please contact your child's teacher directly via **email**

**PARENT SUPPORT GROUP**

- **TeamReach** PSG Group: **CCSPSG04572**

## ATHLETIC COMMUNICATION

All sports communication is handled through the **TeamReach App**

### **TeamReach Codes:**

- Varsity Soccer: **GoRamsGo26**
- Middle School Soccer: **CCSMS574**
- Basketball: **CCSBBALL1**
- Volleyball: **CCSVBALL1**

A quick clarification on how we use our communication systems:

**Remind** is *not a group text*. Messages are sent by the school and go out as announcements. Families receive the same information at the same time; messages or replies from parents to the office, are *only* received by the office.

**TeamReach** functions like a group chat for each team. Coaches and families can communicate back and forth within their specific sports group.

We use both apps intentionally to keep communication clear, organized, and easy to follow.

***Please make sure you are joined to the correct groups in both apps to avoid missing important updates.***

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 A. Stred (Office) [ccsinfo@ccswalldoboro.org](mailto:ccsinfo@ccswalldoboro.org)  
 R. Gilbert (Kindergarten) [rgilbert@ccswalldoboro.org](mailto:rgilbert@ccswalldoboro.org)  
 S. Cusumano (Kindergarten) [scusumano@ccswalldoboro.org](mailto:scusumano@ccswalldoboro.org)  
 C. Lewis (1<sup>st</sup>) [clewis@ccswalldoboro.org](mailto:clewis@ccswalldoboro.org)  
 K. Smith (2<sup>nd</sup> /3<sup>rd</sup>) [ksmith@ccswalldoboro.org](mailto:ksmith@ccswalldoboro.org)  
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 N. Dickinson (6-8) [ccsoffice@ccswalldoboro.org](mailto:ccsoffice@ccswalldoboro.org)  
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## School Schedule

|                        |             |                               |
|------------------------|-------------|-------------------------------|
| Doors Open             | 7:45AM      |                               |
| Kindergarten – Grade 8 | 8:00 AM     | Opening                       |
| Elementary             | 10:00-10:15 | Snack break, Morning Recess   |
| Junior High            | 10:00-10:30 | Snack break, Morning Recess   |
|                        | 11:45-12:30 | Lunch break, Afternoon Recess |
|                        | 2:45 PM     | Dismissal                     |
| Senior High            | 8:00 AM     | Opening                       |
|                        | 11:20-12:15 | Lunch break, Recess           |
|                        | 2:56 PM     | Dismissal                     |

**Arrival:**

Please drop your child(ren) off at their designated entrance:

- *Elementary and Junior High Students at Main Entrance*
- *High School at the High Entrance*

Mornings are a busy time as teachers prepare for the school day and welcome students. To help ensure a smooth start to the day, we ask that parents do not enter the building during morning drop-off.

If you need to speak with your child's teacher, please do so after school at dismissal or contact the teacher to schedule a meeting at a mutually convenient time.

**Late Arrival:**

K-5 Parents must sign in their student if arriving after 8:05AM.

6-8 Parents must sign in their student if arriving after 8:00AM.

The High School entrance will be locked at 8:00AM, students arriving after 8:00AM must use the main entrance and sign in at the office.

**Early Dismissal Policy:**

Parents or guardians must notify the school office by phone or in writing (e-mail or Remind app) if a student needs to be dismissed early. For the safety of our students, only authorized individuals listed on the family's CCS account may pick up a student unless prior arrangements have been made with the school.

Students are responsible for completing any assignments or classwork missed due to an early dismissal.

All students leaving school early must sign out through the school office and exit the building through the main entrance.

**Dismissal:**

Students in Kindergarten through Grade 8 will remain in their classrooms or the library until they are dismissed by office staff. Parents or authorized pick-up individuals should come to the main entrance, where office staff will notify the teacher to release the student.

Students will only be dismissed to adults who are listed as authorized pick-up contacts on the family's CCS account. Photo identification may be required when appropriate. If an individual is not listed as an authorized pick-up contact, office staff will contact a parent or guardian for approval before releasing the student.

High School students are dismissed at 3:00PM and will go directly to either their own vehicles or parent's vehicle, upon exiting the building.

For safety reasons once an elementary student has been picked up by their parent, they must stay with the parent.

**Late Stay:**

Parents are asked to pick up students promptly at dismissal time, in the event of a late arrival please notify the office.

Parents will need to sign their student out of "Late Stay" with the teacher on duty after 3:00PM.

Any parent teacher conferences must take place after 3:00PM, after students have been dismissed to the late stay room.

High School students need to report to the duty teacher at 3:15PM.

**After School Playground Use:**

Parents may take their students on the CCS playground after school hours at their own risk!

CCS staff is not responsible for students' safety, after they have been dismissed.

**Absence Policy:**

Written excuses (e-mail or Remind) are required for all absences for all CCS students. A doctor's note may be required in some instances.

In the event of 5 or more unexcused absences, a meeting with the principal and/or board of directors may be necessary.

In cases of chronic illness, administration will coordinate with the teacher, student, and parents to create a workable plan for the student's education.

If a student is absent, he or she may not participate in school activities, such as sports on that day.

**Students are allowed 5 days for family vacations, any absences due to family vacations after the 5-day limit will be unexcused.**

**Excessive Absences:**

Absences of over 20 days (without a doctor's note to verify illness) may result in failure to complete High School courses and may jeopardize the student from being promoted.

**Tardiness Policy:**

Punctuality is essential for student success. Students are expected to be in their classrooms and ready to begin the school day when the bell rings. Any student who is not in the classroom at that time will be marked tardy.

To encourage consistent, on-time attendance, a tardy fee will be assessed at the end of each quarter for students who accumulate excessive tardies. The fee will be added directly to the family's school account.

**School Cancellation:**

CCS will notify families of closings and re-openings as soon as decisions are made. This notification will initially be sent via REMIND, the Parent Alert System, posted on the CCS Facebook page, and then via email.

**Locked Door Policy:**

All entrances are locked during the day. Due to high traffic at 7:45AM drop-off, the doors will be open for a brief period.

**Anyone entering the building during the day must enter through the Main Entrance.**

## **Health and Safety**

### **Emergency Drills:**

CCS conducts emergency drills, including fire drills, emergency evacuations and lock downs on a regular basis. This ensures that staff and students are well trained in the appropriate procedures.

In the event of an emergency, teachers and students will evacuate the building to a safe place.

The principal will ensure that all children and staff have been safely evacuated and accounted for.

### **First Aid:**

The First Aid Station is located in the front office. Minor injuries such as cuts and scrapes, will be treated by CCS staff.

Parents will be notified in case of more severe injuries (e.g. head injuries, sprains, breaks, etc.) and an accident report will be completed by the supervising teacher.

### **Playground Information:**

Weather permitting, K-5 students will use the playground during both short and long recess.

Rough play of any kind is not permitted, and toys can only be used for their intended purposes.

### **Accident Reports:**

Anytime an injury occurs, staff will fill out an accident report form. Only the injured child will be mentioned by name in the report. Parents will be notified and can request a copy of the report.

### **Tick Removal:**

If a tick is found on your child, staff will promptly remove it with a tool designed for tick removal. The tick will be sent home in a sealed envelope.

**Medication:**

Any over the counter or prescription medication must be submitted to the front office.

Students may not, under any circumstances (**not including epi pens or inhalers**) keep any type of medication in the classrooms or lockers.

- Over the counter medication must be in its original bottle and clearly labeled with the student's name.
- Prescription medication must be in its original bottle and clearly labeled with name of the student, name of medication, dosage, duration of treatment and physician's name.

If a student needs pain killer, they may come to the front office where either Tylenol or Ibuprofen can be administered to them. The office will not administer medication without parental consent. Please be sure that the medical form on your online account is up to date.

Students with life-threatening illnesses or allergies should have an emergency plan on file in the school office and classroom teacher.

If lice are discovered, all parents of the affected class will be notified first, then a school-wide notice will be sent out.

**Illnesses:**

In consideration of the health of others, a student must stay home with:

- Fever of 100 or more before medication (return after 24 hours -free)
- Vomiting (return after 24 hours -free)
- Pinkeye (return after 24 hours on medication)
- Strep throat (return after 24 hours on medication)
- Flu symptoms (return after 24 hours -free)
- Head lice (return after head has been treated and no nits/eggs/lice)
- Other contagious illnesses.

If a student becomes ill during the school day, he/she will be sent to the office, a parent will be called and must arrange for him/her to be picked up.

## Academic Standards

|    |        |
|----|--------|
| A+ | 99-100 |
| A  | 95-98  |
| A- | 93-94  |
| B+ | 91-92  |
| B  | 87-90  |
| B- | 85-86  |
| C+ | 83-84  |
| C  | 79-82  |
| C- | 77-78  |
| D+ | 75-76  |
| D  | 72-74  |
| D- | 70-71  |

### Graduation Requirements:

Bible: 4 credits  
English: 4 credits  
History: 4 credits  
Math: 3 credits  
Science: 4 credits  
Computer: 1 credit  
Fine Arts: 1 credit  
Electives: 3 credits

**Total: 24 credits**

### Honor Roll

High Honors: All A's  
Honor: A's and/or B's  
Honorable Mention: A's and /or  
B's, only one C

## Courses

### Bible

(9<sup>th</sup> & 10<sup>th</sup>) Lessons from the Early Church  
(9<sup>th</sup> & 10<sup>th</sup>) Themes from the Old Testament  
(11<sup>th</sup> & 12<sup>th</sup>) Directions for Early Christians  
(11<sup>th</sup> & 12<sup>th</sup>) Patterns for Christian Living

### English

Grammar & Writing  
Elements of Literature  
American Literature  
British Literature

### History

World History  
US History  
Government  
Geography

### Math

Algebra I  
Algebra II  
Geometry  
Precalculus  
Calculus I and II  
Personal Finance

## Computer (9<sup>th</sup>)

### Sciences

Physical Science  
Biology  
Chemistry  
Physics

### Available Independent Courses:

\*Anatomy & Physiology (partially taught)  
\*Medical Terminology (partially taught)  
\*Health and Fitness (partially taught)  
\*Astronomy (partially taught)

### Electives

Any math or science course that is taken after the student has met the required 3 credits for each is considered an elective.  
Apprenticeship (available to seniors) is considered an elective  
Dual enrollment courses for students who are in the Early College Program are considered electives.

Mechanical Drawing (taught)  
\*CAD (prerequisite: Mechanical Drawing)  
Elementary Aide (work directly with an elementary teacher)  
\*Logic (Canon Press)  
\*Rhetoric (Canon Press)

### Fine Arts

- Drawing
- Painting
- Watercolor
- Mixed Media
- Photography
- Architectural Drawing
- Drama / Theatre

Students may combine multiple Fine Arts courses to fulfill the required credit. Additional Fine Arts coursework beyond the graduation requirement will count as elective credit.

*Fine Arts offerings may vary from year to year based on staffing, enrollment, and student interest.*

**Drama:**

Students will receive a  $\frac{1}{4}$  credit for each year they complete a full year of the afterschool drama program as part of the cast. Students who only participate during play week (lights, sound, stage management) will receive a  $\frac{1}{4}$  credit after 2 years of participation.

During the second trimester, set design will be offered as part of the Fine Arts curriculum. Students will assist in designing and painting the set and designing/building props. Students will receive  $\frac{1}{3}$  credit upon completion.

Physical Education: Students receive  $\frac{1}{4}$  credit per year that they participate fully in a school sport.

The following senior high courses are weighted only for the purpose of determining class standing:

*Anatomy and Physiology, Botany, Physics, Pre-calculus, Zoology*

The following senior high courses prepare students for Advanced Placement Exams; they are not weighted for grade point purposes:

*Advanced computer programming, Advanced Government, Advanced U.S. History, Advanced Physics, Calculus, Spanish III-IV.*

**Home school students** are eligible to take classes at CCS. They must abide by the same standards as fulltime students. Tuition is \$600 per class, in addition to the \$35 registration fee and necessary materials, which are all nonrefundable.

**Progress Reports and Conferences:**

Progress Reports are sent home twice each Quarter (Mid-Quarter and End-of Quarter) for K-8 and twice each Trimester (Mid-Trimester and End-of Trimester) for High School. We encourage you to review the report with your child(ren) and take advantage of parent/teacher conferences.

## Conduct at Coastal Christian School

### Parental Grievance Procedure:

The board of directors and the staff at CCS desire to aid parents in shaping the heart, the character, and the patterns of conduct of the young people who attend. Our goal is to lovingly encourage Biblical standards of living, which begins with a whole-hearted love for the Lord and for others. Though certainly not perfect, we will strive to do our best to respond in a godly manner as issues arise.

If there are concerns or differing impressions on how discipline is handled, we ask two things from you as parents.

- Be gracious and understanding of the staff's decisions and classroom dynamics, which can be significantly different than home.
- Secondly, if your concerns are serious or if you sense an unhealthy pattern, please communicate with us - first with the teacher involved, and if necessary, with the principal.

Some of the more frequent behaviors of which we expect students to be diligently mindful are as follows:

- address adults respectfully, using Miss, Mrs., or Mr. titles
- follow the dress code
- obey teachers promptly and with a positive attitude
- avoid aggressive play which may lead to another being injured
- refrain from bullying and hurtful teasing
- respect the property of the school and other students
- refrain from using coarse or foul language
- be honest with others
- refrain from cheating or stealing
- do not bring firearms or weapons on school property

Students will likely face expulsion if found using alcohol or drugs, or if involved in immoral relationships. The board of directors has the final authority to take this action. Our goal is always to restore, but if particular actions or attitudes are detrimental to others in the school, a student may need to leave.

*"In the same way, let your light shine before others that they may see your good conduct and glorify your Father in heaven." Matthew 5:16*

*"Even a child is known by his actions, by whether his conduct is pure and right." Proverbs 20:11*

## Student Dress Standards

The Coastal Christian School dress code is designed to serve as a guide to students and their parents on the proper attire for our student body.

In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself. Parents and students have the primary responsibility to understand and adhere to the dress code.

### Standards for all Students:

Students should not dress in a way as to draw attention to his or her body, but always in a way that respects and honors God, themselves and others.

Clothing should be neat, clean and modest. This includes all special events such as graduations, Christmas/ Spring Concerts.

- Students are to be neat and well-groomed. All attire must be clean, modest, and appropriately sized – not too small or tight and not too large.
- Tops (for example, but not limited to collared shirts, turtlenecks, blouses, button-up or crewneck shirts of any color or pattern) must be long enough to cover midriff at all times.
- Sweaters, hooded sweatshirts or light jackets may be worn inside over dress code appropriate shirts for extra warmth during the colder months.
  - Inappropriate writing and logos are not proper classroom attire.
  - Pants should be free of stains and tears or neatly mended.
- Sweatpants, athletic pants, yoga pants, spandex leggings, flannel pajamas or athletic shorts are not appropriate classroom attire.
- Shoes should be worn at all times
  - Plastic shoes such as athletic slides and flip flops are not appropriate
  - For safety reasons K-4 students must have heel straps or closed backs
- Visible tattoos and piercings, other than earrings on ladies, are not appropriate in the school environment.
- Head coverings such as hats, scarves, and hoods (sweatshirts with hoods may be worn, but the hood may not be worn in the building), are not appropriate in the school environment
- KINDERGARTEN: The change of clothes kept at school must be dress code appropriate.
- FIELD TRIPS: Teachers may designate a specific dress code for students and chaperones for field trips or special events. Otherwise students and chaperones are expected to be in school dress code during school hours.
- CHAPEL DAY: Ladies are required to wear a dress or skirt
  - Gentlemen are required to wear a tucked in button-up shirt, tie/bow tie and a belt, if belt loops are present. No jeans on Chapel Day.

## **Ladies**

### **Tops:**

- Ladies are reminded that revealing cleavage or undergarments in any position is not acceptable. Tank tops or camisoles should be worn under shirts to meet this requirement.
- Tops must have at least short sleeves and cannot show undergarments or come off the shoulder. Sleeveless shirts, tank tops and cropped tops are not appropriate classroom attire.
- Tops must be opaque (no sheer or ultra-thin fabrics), may be plain or patterned, and may have logos, graphics or monograms.

### **Bottoms:**

- Pants, skirts and dresses must be loose fitting.
- Skirts, and dresses must be knee length. Leggings or shorts should be worn under dresses and skirts, especially for younger grades to avoid revealing undergarments.
- For uneven hemlines, the shortest part of the dress or skirt must not be above the knee. Fabrics may not be sheer unless an appropriate slip is worn underneath.
- Shorts must be knee length; athletic shorts are not proper classroom attire.

Ladies in grades 7-12 may wear natural looking make-up.  
Unnatural hair coloring is not allowed.

*"Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*

*1 Peter 3:3-4*

## **Gentlemen**

### **Tops:**

- Tops (collared or non-collared) must be neat, appropriately sized, and have at least short sleeves.
- Tops may be plain or patterned, and may have logos, graphics or monograms.

### **Bottoms:**

- Pants such as khaki and cargo style, or dress slacks must be appropriately sized and sit securely at the waist. Belts should be used if needed.
- Shorts must be knee length; athletic shorts are not proper classroom attire.

Boys must have tapered conventional haircuts off the ears, eyebrows, and collar.  
Faces must be clean shaven; beards or mustaches are not allowed.

*"So whether you eat or drink or whatever you do, do it all for the glory of God."*  
*1 Corinthians 10:31*

**Lunches and snacks:**

We do not serve breakfast or lunch at CCS. Each child should bring a daily snack and a lunch, including water. Most classrooms are equipped with microwaves, please check with your classroom teacher.

Currently CCS is not a peanut free facility, but please be aware that this is subject to change. If your child has a food allergy, please indicate so on your child's profile and inform the classroom teacher.

**Outdoor Recess Policy:**

Staff monitors the outdoor air temperature and if the temperature, including wind chill, is above 18° and below 90°, recesses will be spent outside.

Please be sure that your child has appropriate outdoor clothing. During the winter months, please send snow gear, boots, mittens, and gloves.

Students may bring a pair of shoes to leave in the classroom to change out of their boots.

**Student Cell Phone Policy:**

Phones must be turned off and turned in at the beginning of the school day. If a student is found violating this rule, the phone will be confiscated, and the parent/guardian will be notified. For a repeat offense, the phone will be held until a parent or guardian retrieves it at the end of the school day.

**Non-Smoking Policy:**

CCS is a smoke -free facility. Smoking is not permitted anywhere on school property.

**No Firearms or Weapons Policy:**

Only law enforcement personnel are permitted to bring firearms on school property.

## **Parent Participation**

### **PSG (Parent Support Group):**

The purpose of this parent volunteer group is to enhance the students' curriculum, to create a sense of community, to support staff and to bring joy to the children. We hope to have a large number of parents involved so that tasks are shared amongst many and to have a broader pool of inspiration.

Ways you can help:

- Prepare/serving hot lunch
- Fundraising
- Coordinate Winter Carnival
- Substitute

Each family is expected to contribute at least 6 hours of volunteer time per year. There will be many opportunities for you to share your time and talents. Because CCS is a non-profit school, your volunteer time helps us keep our costs as low as possible.

### **Cleaning:**

Because we do not have janitorial staff, 2 families are scheduled to clean each weekend. They will receive a \$50 credit toward tuition, for each time they clean.

### **CCS Workdays:**

Many hands are needed to keep up with the maintenance needs of our facility. "Workdays" are scheduled on a regular basis and specific needs will be listed, so each family can take on a project or task such as carpentry projects, electrical or plumbing needs, mowing and landscaping or simply cleaning.

### **Library:**

The Lower School Library is intended for the use of Kindergarten through 5<sup>th</sup> Grade students and is supervised by a volunteer librarian. The Librarian sets a schedule, which allows each elementary teacher an exclusive time period for the class to visit the library.

Each student may check out 2 books and return them the following week.

If a borrowed library book is not returned after 2 months, the borrower will be charged the replacement cost of the book.

### **Substitute Teachers:**

Contact the office for an application.

**Field Trip Chaperones:**

Parents should provide supervision that is consistent with CCS values whenever they are responsible for CCS students.

Any drivers must submit a copy of their current car insurance card to the front office prior to the field trip. Chaperones are asked to limit pictures to their own children and not to post pictures on their personal social media accounts, until after students have returned to CCS, being mindful of parents that wish not to post pictures of their children on the Internet.

**Family Events:**

There are several events throughout the year families are encouraged to attend. Open House, Spring Fair, Craft Fair, the High School Play, and our Christmas Program.

**Graduations:**

Each year, we celebrate Kindergarten Graduation, 8<sup>th</sup> Grade Graduation and High School Graduation. Typically, Kindergarten and 8<sup>th</sup> Grade Graduations take place on the same evening, one hour apart.

We celebrate High School Graduation a week prior, due to High School classes ending one week earlier.

**Student sponsored events and fundraising:**

Events, trips, and fundraising activities undertaken by parents, teachers, or students which involve the use of the school name or facilities, or which are intended to raise funds for any purpose related to school's activities, regardless of whether school is in session or not, must have approval by the principal in all cases.

**Sports:**

CCS offers Soccer, Basketball and Volleyball. At the beginning of each sport season, parents are required to complete the Permission Form before the first practice and pay a **\$150 sports fee per player** to offset the expenses CCS incurs to fund the sports program. Common expenses include referee contracts, travel expenses, uniform and equipment purchases.

Student Athletes who are tardy for Bible class or Chapel, will sit out the start of the next scheduled game.

Volleyball: First Game

Basketball: First Quarter

Soccer: JV- first 15 min of first half

Varsity- first 20 min of first half

**Sport Eligibility:**

Students are eligible to participate in the sports program, providing they are passing all classes. If a student receives a failing grade on a progress report or report card, they will be ineligible to participate in practices or games for one week, during which their focus will be on academics and earning a passing grade. Students may rejoin practices and games, once they are passing said subject again.

Students may also be suspended for violation of school policies in respect to personal conduct.

Suspension from or quitting an activity makes the student ineligible for awards.

Homeschool students are welcome to join the CCS extra-curricular activities and are required to abide by the same expectations and standards as full-time CCS students.

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”  
(1 Corinthians 10:31) Competitive sports are not exempt from this, therefore winning is of secondary importance to the Christian Athlete.

Athletic events may be the only impression many people will have of CCS and we want to have an excellent reputation amongst other student athletes, coaches, fans, parents and officials.

**The Six Pillars of Character® serve as guide as to how a student athlete can pursue victory with honor.**

**Trustworthiness**

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

**Respect**

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

**Responsibility**

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

**Fairness**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

**Caring**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

**Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Source: <http://charactercounts.org/sixpillars.html#>

**Expected Behavior for Student Spectators:**

Derogatory cheers, songs or chants, booing and heckling the officials decisions are unacceptable behavior. Spectators are expected to show respect to the opposing team and their conduct should always reflect the core values of CCS.

Student spectators are expected to wear regular school day attire, Chapel dress is only required for players.

## Financial Information

Once accepted, fees and tuition become a financial obligation and are due and payable to the agreed payment schedule. Parents have several payment plans to choose from and are expected to make those payments on time either through the online account or by check. Cash payments are not encouraged.

*A 5% discount will be applied if payment is made on or before the 10<sup>th</sup> of each month.*

For any accounts that reach 90 days past due, the student will become ineligible to attend classes until the account has been cleared.

Families planning on re-enrolling their students, must have their account cleared on or before Aug 31st.

The first month's tuition is due at the time of registration for newly enrolled students.

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the school year. CCS reserves the right to withhold report cards and student records until tuition and other fees have been paid in full.

By enrolling and signing the *Financial Responsibility form*, you are authorizing CCS to withhold report cards and other records until tuition and other fees have been paid in full.

### Annual Elementary Tuition

|                             | Tuition   |
|-----------------------------|-----------|
| K-8 1 <sup>st</sup> Student | \$3664.71 |
| K-8 2 <sup>nd</sup> Student | \$3411.14 |
| K-8 3 <sup>rd</sup> Student | \$3157.56 |
| K-8 4 <sup>th</sup> Student | \$1577.68 |

### Annual High School Tuition

|                         | Tuition   |
|-------------------------|-----------|
| 1 <sup>st</sup> Student | \$4101.30 |
| 2 <sup>nd</sup> Student | \$3737.48 |
| 3 <sup>rd</sup> Student | \$3373.65 |
| 4 <sup>th</sup> Student | \$1686.83 |

### Additional Fees:

Book Fees: Vary by grade level

High School Leadership: \$35 • Lab Fee 9-12: \$20 • Art Fee K-8: \$10

Activity Fee K-8: \$35 • Cleaning fee: \$50 per student

Sports Fee (per sport, per student): \$150

*A fee 10% fee will be charged for books ordered after May 31*