

The Charleston Christian School

2010-11 CCS Handbook

A Handbook for CCS Parents

The Charleston Christian School
2234 Plainview Road
Charleston, SC 29414
Phone: (843) 556-4480
Charlestonchristian.org

2010 – 2011 CCS Handbook

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C.C.S. HANDBOOK FOR PARENTS, STUDENTS, AND TEACHERS

I. Purpose and Goals of CCS

The purpose of this handbook is to provide information and guidance to parents and teachers in the understanding and application of Board policies which flow out of the constitution of The Charleston Christian School. The constitution, in turn, is a serious attempt to reflect the authoritative guidance of God's Word in this vital ministry of the Church of the Lord Jesus Christ. The goals of CCS should fit within the philosophical framework of Christian education as a whole. This means that we must have a vision for who God is, who man is, and what the universe is. We must take as our educational starting point a sovereign God, Creator and Sustainer of all things, Who has revealed Himself to us through the Scriptures, the person of Jesus Christ, and creation. In that revelation, we see Jesus Christ as the focal point of all reality - the One through Whom and for Whom all things were created. We see man, created in God's likeness, as vice-regent of the earth, to exercise dominion over it for his own happiness and God's glory. *All that man does is a response to God and either pleases or displeases Him.* Man in his fallen state can do nothing to please God, even though his response to God will be used to God's end and glory. Man in his redeemed state is enabled to give a more adequate (though not completely adequate) response to God. Knowledge in all areas must begin with the truth revealed in the Scriptures. Consequently, we would state our goals as follows:

1) *To teach the Word of God in conjunction with and in support of both the church and the home.* If, indeed, the Christian school is to help students learn to respond properly to God in the task of dominion, it is necessary that even at a very early age a Christian world-life view be established. Children should know that all acts are responses to God, not just those exhibited at church and Sunday school.

2) *To teach all units, subjects, classes, etc., within an integrated Christian framework.* In order to rule the earth adequately, one must be able to conceptualize and reason in a disciplined and logical manner. But thinking responsibly requires prior mastery of the tools with which to think. We are justifiably concerned that the school deals with the basic tools of symbolic communication, e.g., skills in language (reading and writing) and mathematics.

3) *To teach for a mastery of the skills of reading, writing, and mathematics.* Finally, skills cannot and should not be learned as ends in themselves. Skills should be expressed and used as part of one's response to God. Even the small child can then experience dominion over some part of creation and be challenged to consider his response in light of God's will, the effects of sin in the world, and the power of Jesus Christ given to the redeemed. This means the school would include a study of sciences and humanities, utilizing the skills mentioned above, also taught within an integrated Christian framework.

4) *To teach the manifold aspects of the creation, to help the student apply his knowledge and skills in developing a Christian world-life view.*

In conclusion, we note that this handbook is a working document and subject to such revision as further study of God's Word, together with on-the-job experience, indicates is necessary. Our prayer is that this handbook will enable parents, students, and teachers to work together more effectively for the common purpose of serving our risen and sovereign Lord in this particular vineyard.

Cordially, on behalf of the Board
The Executive Committee 2010-2011

II. Administrative Structure

Authority and Accountability Structure

The Session of Church Creek Presbyterian

The Charleston Christian School Board

Principal

Teachers

III. Academic Policies

A. Academic Schedule

The academic year, August through May, shall be divided into four grading periods or quarters. The purpose of the quarter plan is to allow the teacher to measure student progress systematically and to make changes in course content as needs dictate.

B. Homework

Homework is an important part of the learning process, and parents are expected to help as needed to motivate their children to complete their assignments promptly. Completed homework and/or tests may be sent home for parents' signatures.

C. Grading

The Charleston Christian School uses a numerical grading system.

100-92 = A

91-84 = B

83-76 = C

75-70 = D

69 and below = F

D. Tutoring

When academic problems persist, teachers or the principal may recommend individual tutoring. If a teacher from The Charleston Christian School is not available for tutoring, or if the parents prefer to contact someone outside the school, we recommend that they employ a tutor who is qualified in the subject area in question.

E. Student Evaluation and Conferences

Teachers will give examinations as necessary to evaluate student progress and determine when extra help is needed. Quarterly evaluation will be based on homework, class work, and tests given throughout the period. A child who is not performing at a desired minimum level is in danger of failing. When a potential failure is noticed, teachers and the principal will make every effort to provide help through extra work, tutorial sessions with teachers, and home study guidance. Report cards documenting academic progress and social adaptation will be given each quarter. Standardized national achievement tests will be administered to students annually, and the individual results reported to the parents by the faculty. A summary of results will be given to the School Board by the Principal.

F. Failure

Should a child score below 70 in two or more subjects, he will be kept in his present grade. A grade below 70 in any subject at the conclusion of the year will necessitate the retaking of that subject.

If a student is failing a subject at mid-quarter or at the end of a quarter, the following procedure will be used:

1. The teacher will meet with the student and parent(s) to determine the reason for failure and suggest a plan to help the student succeed in the class.
2. If no progress is made, the teacher and principal will meet with the student and the parent(s) to decide on means to correct the situation.
3. Continued lack of progress will result in the CCS Board's decision regarding the student's continuing at the Charleston Christian School.

G. Field Trips

The faculty will occasionally organize field trips for some of the students. Since the field trip will be educational, students will be required to attend. We will do our best to inform parents well in advance of such outings so that adequate preparations can be made.

H. Graduation and Diplomas

A formal graduation exercise is held at the conclusion of the school year for those students satisfactorily completing the eighth grade. Diplomas will be awarded.

IV. Admissions Policies

A. Philosophy of Admissions

The Charleston Christian School is a ministry of Church Creek Presbyterian, and enrollment is limited to covenant children, on the basis of Scripture and the school constitution. A covenant child is the natural or adopted offspring of parents who profess saving faith in the Lord Jesus Christ and whose family and church life are indicative of a solidly Christ-centered home. The solemn obligation of the Admissions Committee is to determine, insofar as possible on the basis of verbal testimony and evidence in the lives of the parents (Fruit of the Spirit), whether that profession of faith is authentic. The committee also is obligated to determine if there is clear support for the school's policies, procedures, and goals. These are the reasons for the interview required of all parents who seek their children's admission to the school.

B. Admissions

1. Parents of students must make application in writing.
2. At least one parent must be a Christian and sign the following parental agreement form and statement of cooperation:

C. CCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, activities generally accorded or made available to students at the school.

PARENTAL AGREEMENT

Even though I may not agree with every point of doctrine held by the Church Creek Presbyterian and the Charleston Christian School, I understand the position, purpose, and goals of the school and pledge my whole-hearted support of the spiritual and academic program of the school.

I agree that my child shall participate in all classes, school activities and events, field days, and class trips. I furthermore agree to pay for fees associated with these occasions.

I agree to support the school's policy of classroom discipline.

I agree to support my child's teacher in areas of homework and discipline.

I agree to make all tuition payments on time, and I understand that the school reserves the right to suspend any student whose tuition is thirty (30) days past due.

I understand that the school reserves the right to suspend or expel students for irresolvable problems of discipline.

I agree to maintain membership in a Christian church and to attend regularly with my child(ren). I will find other schooling for my child(ren) should I decide to no longer attend church and will notify the school if I move my church membership.

I have read the Charleston Christian School Handbook.

STATEMENT OF COOPERATION

I give the Charleston Christian School permission for my child to take part in all school activities, including bus trips, sports activities, and school-sponsored trips away from the school premises.

I further agree to hold the school and its agents (field trip drivers, parent assistants, etc.) harmless for any liability to my child or any parent or guardian thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against the Charleston Christian School or any employee or agent thereof on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages and other costs that the Charleston Christian School or its agents should incur to defend itself against such action.

3. Parents must be interviewed by the Admissions Committee and will be notified of the Board's decision within two days (week days).

Note: Students entering the school in the middle school grades (6th – 8th) must participate in the interview process.

Note: If at any time during the middle school years a student fails to conform with the purpose and goals of CCS or is unwilling to comply with the policies and standards of the school, a conference involving the student, his or her parents, the teachers, and the principal shall be scheduled to consider the student's withdrawal from the CCS.

4. The child must meet the school's age requirements for entering kindergarten. A child entering K-4 or K-5 shall be four or five years old, respectively, by September 1 of that school year.
5. In case of transfer, verification of previous school enrollment and placement shall be submitted, including transcripts.
6. A properly completed Certificate of Immunization or Conditional Statement of Immunization must be presented before a child may be enrolled.
7. The Administration has full responsibility for placing the student in the proper grade. Testing will be completed to ensure proper grade placement.

C. Transfer and Withdrawal

1. Return school books and materials to the homeroom teacher.
2. Request in writing that transcripts be sent to you or to a new school.

D. Waiting List Policy

The Charleston Christian School shall adopt a waiting list policy on applications to the school once maximum enrollment is reached. This list shall be administered on a "first-applied/first-accepted" basis. The date of reception of a formal application will be considered the date of application.

- E. Placement/Testing for Incoming Students
Placement tests will be used to help determine the appropriate grade level of incoming students.

V. Attendance

- A. Student Benefit
Regular attendance at school is necessary for the students to reap the maximum benefit from the educational program.
- B. Daily Requirement
Students must be present in the classroom four hours to be considered 'present' for a full day; students must be present in the classroom two hours to receive credit for a half day. Students who are present for any fewer hours will be marked absent for the day.
- C. Requirements for Promotion
A student must attend school 160 days before he can be considered for promotion, with exceptions made in special cases (e.g. extended illness) on recommendation by the Education/Curriculum Committee and subsequent approval by the Board. The school reserves the right to require a doctor's excuse for absences. In the event of extended illness, arrangements shall be made with the child's teacher for makeup work and tests, as appropriate.
- D. Explanation for Absences
After absence from school, a note of explanation giving the reason for and the date of the absence should be presented to the teacher by the student upon his return to school. The note is to be written by the student's parent or guardian and signed by them.
- E. Tardiness
Because tardiness is disruptive to the student's whole class and displays a lack of responsibility, it will be required that parents or car pool drivers accompany their children to the school office and provide an explanation for tardiness. Students will be given an admittance form from the school secretary so that the teacher will admit them to class. The bell will ring at 8:25; students will be expected to be in their seats and ready for class at 8:30.
- F. Arrival and Dismissal
Students should arrive no earlier than 8:00. Since there is no supervision before that time, the school assumes no responsibility for the care of students whose parents drop them off earlier. Dismissal is at 3:00. Students who remain after 3:15 will work on extra assignments, and the parent(s) will go to the office to pick them up.

VI. Conduct Policy

- A. Dress Code
 1. CCS has an approved Uniform List from which students are required to dress. A copy of the Uniform List is included in the back of this handbook.

It is our desire to reflect the following Scriptural principles regarding dress:

- a. Not placing great emphasis on what we wear. [Matt. 6:25-33] This avoids preoccupation with appearance, deliberately careless dress, and dressing to impress others.

b. Practicing modesty. [I Tim. 2:9]

2. Specific rules not addressed on the Uniform List are as follows:

Girls

- | | |
|--------------------------|-----------------------------------|
| 1. No excessive jewelry. | 3. Hair must be kept out of eyes. |
| 2. No excessive make-up. | 4. No caps worn in buildings. |

Boys

- | | |
|---------------------------------------|-------------------------------|
| 1. Hair must be off the collar. | 3. No earrings. |
| 2. Hair must be kept out of the eyes. | 4. No caps worn in buildings. |

3. Parents of students who are not in compliance with the dress code will be contacted so that problems can be resolved.

4. Other Guidelines

- Belts are to be worn with all pants and shorts. (1-8)
- Shirts/blouses are to be tucked in, except for camp shirts.
- Proper undergarments should be worn for modesty.
- Shoes are to be secure, closed-toe, closed-heel, and low heeled in style.
- Athletic or leather shoes are to be worn (no sandals, clogs, stacks, flip-flops, crocs, etc).
- All clothing should be clean, in good condition, and properly sized (neither overly tight nor baggy).
- Heelies are not to be worn.

B. Rules of Conduct

1. Conduct in the Classrooms

- a. Students are not permitted to talk back to teachers or any other authority; rather they are expected to address and respond in a respectful manner. Authorities include all CCS teaches, principal, substitute or volunteer teachers, field trip chaperones, and any other adult in the students' presence.
- b. Students are not to disrupt the classroom instructional process or chapel services. Disruption is anything that draws attention away from the lesson or service.
- c. Students are not to show disrespect toward other students. Neither harmful physical contact (hitting, fighting) nor hurtful verbal expressions (name-calling, mean comments, teasing, threatening, gossip) are permitted. Instead, students should treat each other with compassion and kindness and build each other up. Older students should exercise care and concern for the needs of younger ones and become role models for them.
- d. Students are not permitted to show disrespect toward the property of the school or of other students. Disrespect is shown when taking others' possessions without their permission or defacing their property.
- e. Students are not permitted to show disrespect toward school and church property. Disrespect is shown when students kick or hit desks, doors, chairs, walls, etc., or deface these things with pencils, markers, and hand or shoe prints. Disrespect is also shown when students sit or walk on tables in the classroom or on the grounds. Students and/or their families will pay the school for damage to property.
- f. Students will leave toys and entertainment/communication media at home unless teachers have granted permission specifically to the student for assignment.

- g. Lying and cheating are not tolerated.
 - h. Profanity and vulgarity will not be used.
 - i. Computers will be used only with teacher permission. Computer software must be approved by the teacher.
 - j. A student shall not be permitted to leave the school campus without written permission from one of the parents, except in a case of an emergency that requires others to assist the student.
 - k. The teacher has the authority to establish and enforce classroom rules.
2. Conduct on Grounds and Buildings
- a. Students should put all paper and other refuse into trash containers.
 - b. Students will not leave the school property without permission from a teacher.
 - c. Students will not enter the church building without permission from a teacher.
 - d. Students are not permitted to enter a parking lot in which cars are parked except as allowed by the teacher.
 - e. Students may not play near the creek/marsh or the public roads, but they must remain in play areas designated by the attending teacher.
 - f. Students may not climb trees and fences or use the playground equipment other than for its intended purpose.
 - g. Students may not enter private property bordering the school.
3. Fire Drill Procedures
- a. Fire drills will be conducted regularly.
 - b. All students will be familiar with the fire exit closest to their regular classrooms.
 - c. Students will not tamper with extinguishers.
4. Telephone Usage
- a. Incoming telephone messages to students will normally be held until class recess or lunch break unless the person initially receiving the message deems it urgent enough to interrupt a class.
 - b. Students may use office phones or cell phones only with teacher permission. Students will turn cell phones off and keep them in their backpacks. Teachers will take phones from students when students use them improperly; parents may pick the phones up from the teacher or office.
5. School Correspondence
- . Students will deliver all notes (Wednesday green notes, for example), letters, or other correspondence to their parents on the day they are given to them. Parents will have the responsibility to ask students for the notes and sign that they have received the notes and read them. Students then return the signed portion to their homeroom teacher.

VII. Discipline Policy

A. Biblical Basis

"Children, obey your parents in the Lord, for this is right. 'Honor your father and mother' - which is the first commandment with a promise - 'that it may go well with you and that you may enjoy long life on the earth.' Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." [Ephesians 6:1-4, NIV]

Because children are sinners, means are needed to enforce the godly authority given to parents to train children so that obedience to God becomes part of their nature. As in all other areas, the Bible clearly supplies us with instruction as to how this training and discipline are to be administered. The biblical method of training is patient, loving teaching of God's Law-Word day after day. We must be consistent and diligent in this.

B. General Discipline

General discipline is left to the discretion of the teachers. The general principle students are expected to follow is simply, "Respect your teachers." All of the rules of conduct are contained in this understanding. The rules alone are not the issue; obedience is the underlying issue.

The procedure teachers will usually follow when a student misbehaves is the following:

1. Instruct the students so that they understand that there is wrongdoing and how the behavior is to be corrected. The student is thus warned regarding consequences for repeating the offense.
2. Parents are informed about the problem if the student's behavior does not change.
3. Repeated disobedience will require the teacher to use appropriate disciplinary measures in accordance with school and classroom policies.

C. Corporal Discipline

Another means of training our children is spanking. "He who spares the rod hates his son, but he who loves him disciplines him diligently." [Proverbs 13:24 NASB] Notice that spanking here is associated with a parent's love for his child. We are not to use spanking as a means of venting anger. Rather, it is used as a method of training a child in the difference between right and wrong in relation to the Lord's standards. "Discipline" means "teach." Because the Charleston Christian School uses Scripture as the primary authority in governing life and believes godly parental control includes the use of corporal punishment and because the parents have signed agreement with the school, the teachers or the principal (or designee in the absence of principal) is authorized to spank children when necessary. Spankings may be necessary if a child willfully disobeys the rules of conduct (Section VI). Spankings are administered in private with a paddle on the buttocks of the child and always in the presence of another staff adult. Clothing is never removed. The child will be told the biblical reason for the discipline, and prayer will be incorporated. Before a child receives a spanking, the parents will be notified by telephone or in person by the teacher and will be given the reason for the spanking.

D. Suspension and Expulsion

Attendance at the Charleston Christian School is considered a privilege. When serious misbehavior requires discipline beyond our normal routine, it may be necessary for the Principal to suspend a student from school or to recommend immediate expulsion. For persistent violations of rules of conduct, suspension will result, using the following procedures:

1. The First Suspension will be for two days.
 - a. All work missed during suspension must be made up.
 - b. The principal and the teacher involved will hold a conference with the parents before readmission.

- c. The purpose of this conference will be the following:
 - [1] Ensure that the student and parent(s) sufficiently understand the seriousness of the offense, the conditions for re-admittance, and the consequences of further occurrences.
 - [2] Obtain a commitment from the student to refrain from similar behavior in the future.
- d. If the offense was made in public, an apology should be made in public before the same group.
- 2. If a second suspension should become necessary, that suspension will be for four days. The student and parent(s) must request readmission from the CCS Board.
- 3. Upon the necessity of a third suspension, the Principal will recommend expulsion to the School Board.

VIII. Financial Policy

A. Fees

- 1. Application
Each application for admission or readmission should include a \$100 (non-refundable) application fee.
- 2. Registration

Registration or re-enrollment fee for the next school year is \$200.00 per student. (Note discount: Registration fees received on or before March 1 will be \$100.00.)
- 3. Books and Materials
A \$200.00 book fee per child is due on June 30.
- 4. Refunds
 - a. An enrollment/registration fee will not be refunded unless a student moves from Charleston before the first day of class.
 - b. Up to \$100 credit per child will be granted to parents who have paid non-refundable registration fees to other schools.
- 5. Activities
From time to time, nominal costs will be assessed for field trips or other school activities.

B. Tuition

- 1. Total amounts
The total rates per school year are as follows (this figure does not include other fees):

<u>Year 2009 - 2010</u>	<u>12 Monthly Pmts.</u>	<u>9 Monthly Pmts.</u>
Kindergarten	\$273.00	
Grades 1-7	\$451.00	
Grade 8		\$595.00

2. Multi-student Discount

Tuition discounts for families with more than one child attending CCS are as follows:

- a. The first child in the family pays full tuition.
- b. All children after the first receive a 10% discount.

3. Payment Plans:

CCS tuition is paid by bank draft or credit card through FACTS Management Co.

- a. Monthly payments - withdrawals will take place over a twelve month plan for grades K4 through 7 and nine months for students entering grade 8.

4. Delinquent Tuition

- a. Charleston Christian depends upon timely tuition payments for its operation. If a family's tuition is past due, CCS will notify the family to remove the students or make payment for the past due amount.
- b. Grades and transcripts will not be released when there is unpaid tuition.

5. Tuition Refunds

- a. Tuition will be refunded on a pro-rated basis for students who withdraw before the end of the school year.
- b. No refund will be made for absences during the school year.

C. Damaged and Lost Property

Students or their parents will be expected to pay for all school property that is damaged or lost by the students (e.g., library books, windows, playground equipment, etc.).

IX. Health Policies

A. Health Code

Students with any type of contagious or communicable illness should remain in the care of their parents. Should a child become ill during the course of the school day, the parents will be notified. A student should be free of fever 24 hours before returning to school after an illness.

B. Accident Policy

1. At the start of each term, parents will notify the school of a telephone number at which one or both parents may be contacted, plus an emergency number of a friend or relative, as well as the name and phone number of the child's physician.
2. If these numbers change during the term, parents will notify the school.
3. All accidents which occur on the school grounds or in the classroom should be reported as soon as possible to the teacher in charge or to the nearest teacher.
4. Parents or guardians who will be out of town while a student continues attending the school will notify the school in writing as to who is exercising guardianship and how that person may be contacted in the parents' absence.

X. The Charleston Christian School Association

The Charleston Christian School Association (CCSA) is viewed by the Board as very important for the staunch support of the school program.

A. Purpose of C.C.S.A.

1. To promote the welfare of the children in the home, school, church, and community.
2. To bring the home and the school into close relation, so that parents and teachers may cooperate intelligently in the training of the child.

B. Membership Criteria

Requirements for membership of CCSA shall consist of having children enrolled in CCS, being 18 years of age or older, subscribing to the school constitution, and making an annual contribution to the school.

XI. School Calendar/School Closings

A. School Calendar

At the beginning of each school year, parents will receive a calendar for the current year.

B. School Closings

In case of inclement weather, CCS will coincide with closings announced by the Charleston County Public School System.

XII. Visitor's Policy

- A. The Board and staff of the school welcome parents and other interested persons to visit the school. Parents are urged to visit during school hours and will be allowed privileges that do not interfere with the instructional programs of the school, at the discretion of the teacher or principal. Advance notice is expected.
- B. Any visitor to the school during the school day shall report to the school office first.
- C. At the discretion of the teacher, visiting students are allowed to sit in and participate in the regular class schedule. Advance notice is requested to aid in teacher preparation for normal classroom activities.

XIII. Current Office Holders

The Charleston Christian School, along with its School Board, as a ministry of Church Creek Presbyterian, is under the authority of the Session of CCP.

A. SESSION

John Olson, Moderator and Pastor	Dean Ezell
David Walters, Sr., Clerk of Session	Terry Clark
Dean Walters	John Musselman
Stephen Channell	Rob Moller

B. SCHOOL BOARD

Jeff Beall, Jessica Clark, Joanne Janus,
Dean Walters, and Nannette Watson

C. STAFF

Principal

Philip Weston

Secretary

Lynn Fleming

Teachers

Jessica Bell	Rob Moller	Cherie Walters
Erika Blanco	Ellen Moore	Jack White
Linda Kampen	Daniell Smith	

