



THE CHARLESTON
CHRISTIAN SCHOOL

Shepherding hearts, sharpening minds

Family Handbook

2024-2025

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2024-2025 CCS Handbook

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I. ABOUT CCS

Mission Statement

The Charleston Christian School partners with Christian families and their churches to teach knowledge, wisdom, and virtue from a Christian perspective.

Christian Worldview

As a ministry of Church Creek Presbyterian Church, CCS is aligned with the Westminster Confession of Faith. We believe that the chief purpose of life is to “glorify God and enjoy Him forever.” We believe God has revealed Himself in natural and special revelation, and we celebrate His revelation at our school. To us, teaching from a Christian worldview means that we view all things through the lens of Scripture.

School History

In 1979, a group of families from Church Creek Presbyterian Church began praying to start a Christian school. Two years later, the school opened its doors to 14 students in the new education building. Enrollment doubled the following year. Additions to the school’s facilities were made in 1995 and 2000. The current program, Kindergarten through eighth grade, has been established since 1981.

In 2017 Church Creek Presbyterian Church and Grace on the Ashley Baptist Church entered into a partnership agreement, believing that both churches together can most effectively provide for this ministry. The campus moved from Church Creek Presbyterian Church to Grace on the Ashley in 2018. Both churches are committed to providing an excellent education through the servant-leadership of our faculty and staff. More than anything, CCS endeavors to shepherd hearts and sharpen minds.

Accreditation

The Charleston Christian School is accredited through the South Carolina Independent School Association (SCISA).

Admissions

CCS admits students throughout the year, as class size allows. To be considered for admission to CCS, families must follow the following process:

- Take a tour

- Submit an application along with the application fee and pastor recommendation
- Interview with the admissions committee
- Consent to the release of previous school records
- Student testing for proper grade placement

Criteria used to evaluate prospective families include:

- Profession of Christian faith by at least one parent
- Pastor recommendation
- Teacher recommendation
- Past academic and behavior records in previous school

Other factors taken into consideration when determining admissions include:

- Siblings of current students who are re-enrolled for the next school year
- Children of Alumni
- Children and grandchildren of Church Creek Presbyterian Church and Grace on the Ashley

The Admissions Committee makes the final decision regarding admissions.

Re-Enrollment

Successful re-enrollment is based on the recommendation of the Charleston Christian School. CCS reserves the right to deny or cancel re-enrollment to families based on, but not limited to, the following conditions:

- Failure to make payments
- Failure to complete current year grade level
- Special learning needs that we are not able to accommodate
- Student behavior
- Failure to support school policies and procedures
- Excessive absences
- Behavior of student's parents and family members

Discrimination Policy

The Charleston Christian School does not discriminate against any applicant on the basis of race, sex, national origin, or any other status protected by federal, state, or local laws.

Governance

The school is a ministry of Church Creek Presbyterian Church and thereby is subject to the following hierarchy:

- The Session of Church Creek Presbyterian Church
- School Board at The Charleston Christian School
- Head of School
- Faculty and Staff of The Charleston Christian School

All day to day concerns and operations are under the authority and the responsibility of the Head of School.

II. ACADEMICS

Classroom Expectations

Though teachers have the authority to shape the culture of their classroom by adding additional regulations, CCS holds general expectations of all students, which are as follows:

- Be on time and prepared for class. This means that each student brings all materials necessary for a successful school day. This includes but is not limited to pencils/pens, paper, planner, textbooks, and homework assignments.
- Respect fellow students. Harmful physical contact and hurtful verbal comments will not be tolerated.
- Refer to all adults by their proper title (Mr./Ms./Mrs.) and respond respectfully to questions from adults.
- Show proper respect for all property. Disrespect is shown when a student takes the property of another (physical or intellectual) without permission or defaces property.
- Show proper respect for school and church facilities. Students should never write on desks or bathroom walls. Students should clean up after themselves and not leave trash on the playground or in a classroom.

Grade Level Placement

Many factors are brought into consideration when considering a student's grade level placement. The factors are as follows:

- Successful completion of previous grade at CCS or another school
- Results of entrance testing
- Teacher observation during the first 9 weeks of school

- (For kindergarten students) Results of entrance test and birth date no later than September 1 during the student's fifth year.

The Head of School makes the final decision concerning student placement.

Grading System and Reporting

The Charleston Christian School follows the South Carolina State grading scale:

100-90 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Additionally, in some classes, students will earn a mark of "O", "S", or "N." These marks are mostly used for K5, elective classes, and homeroom character grades.

O = Outstanding

S = Satisfactory

N = Needs Improvement

Homework Philosophy

Homework is a necessary and important part of the educational process, providing students with the reinforcement and practice needed to successfully master information and skills. Homework includes not only assignments given by the teacher, but also reviewing class notes, studying for upcoming quizzes and tests, and reading assigned and unassigned books. At times, long term assignments such as reports and projects will be assigned. Such assignments should be broken up into smaller pieces. As a general rule of thumb, students should expect 10 minutes of homework per grade level each evening.

Parent Teacher Conferences

After the first quarter, conferences are scheduled with parents and teachers. This is a time when individual progress is examined and teachers have an opportunity to give first hand feedback. Parents also have the opportunity to address concerns and ask questions. Students in grades 5-8 should plan to attend the conference as well in order to self-evaluate their progress. Students are given the day off to accommodate parents and offer a variety of time slots. After the first quarter scheduled conference, parents may request a conference with teachers any time during the year.

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. Parents will be notified in advance via Family Portal regarding the details of the trip. Parents must acknowledge the Family Portal announcement in order for their child to attend the field trip. Field trips also provide an opportunity for parents to volunteer as chaperones. Unless otherwise stated, students must wear their CCS uniform on all school field trips.

The school expects all students to participate in class field trips, as they are part of the curriculum and learning experience. To avoid an unexcused absence, specific permission must be obtained from the school for any student not attending a field trip (including overnight field trips) for reasons other than sickness or family emergency. CCS makes every effort to keep the cost of field trips to a minimum and avoids arranging field trips that are too expensive. Considering that CCS must plan and purchase tickets and transportation weeks in advance, all parents in a class will be billed for the cost of a class field trip, even if their child is not able to attend.

Chaperones are expected to take students directly to the field trip and directly back to school. Students who do not return to school after a reasonable amount of time will be considered tardy. Chaperones who do not return in a timely manner, or make stops before returning to school may lose the privilege of being a chaperone in the future.

While an important part of the curriculum, field trips are a privilege, and can be revoked as a disciplinary consequence.

SCISA Events

Similar to field trips, events sponsored by our accreditation organization, SCISA (South Carolina Independent School Association), are a privilege and can be revoked as a disciplinary consequence.

Chapel

As the ultimate purpose of the Charleston Christian School is to glorify God and to instill in the students a passion for God, a love for truth, and a zeal to serve, CCS incorporates chapel services into our weekly schedule.

Our chapel services provide the opportunity to come together as a school for mutual edification from God's word and from one another. We encourage one another as we praise God through singing together, reciting scripture, catechism questions and answers, student speeches, and other material being learned in classes. We are encouraged from God's word as we bring in chapel speakers to help us reflect on God,

what he has done for us, and how we are to live as his people. Speakers are often local pastors, parents, missionaries, or school staff members.

Our chapel services are not formal worship services. Chapel is not meant to replace the local church, but to augment its ministry in the life of students and prepare them to be faithful members of their respective local churches.

Our weekly chapel services are open to the CCS community—students, parents, grandparents, members of Church Creek Presbyterian, members of Grace on the Ashley, faculty and staff. Visitors and prospective families may also attend upon approval by our Head of School. Visitors should sit in the back half of the sanctuary.

Our chapel services take various forms. Currently, we have a separate elementary and middle school chapel service. On occasion middle school and upper elementary school students meet in small groups during chapel.

Standardized Testing

Throughout the year CCS administers standardized tests. Rather than teaching to the test, we use this test as a tool to better serve our students. Standardized testing results help us make informed decisions about our curriculum choices and instructional methods. Most importantly, it helps us track individual student growth and progress over time. CCS provides individual student results to parents, and the Head of School or Director of Curriculum is available to help parents interpret their child's scores.

School Programs

Music classes at the Charleston Christian School are designed to develop and encourage our students' God-given musical abilities. At CCS, we understand that God's goodness can be found throughout His creation. Our choir classes sing thoughtfully curated choral literature that is both sacred and secular in nature. We recognize the distinction between secular music that is non-Christian and secular music that is anti-Christian. While we will never select music that is anti-Christian or contrary to the Christian message, our programs are not limited to exclusively sacred music. As image bearers, non-Christians are capable of creating music that points to the beauty of our Creator and greater truths found in Scripture. The Apostle Paul used this to his advantage when he reasoned with the men in Athens and used their own pagan poetry to point them to Christ, (Acts 17).

We affirm that music is an important part of Christian worship, and having musically literate and confident parishioners helps equip local churches as they share the gospel in our communities. We aim to empower our students to fully engage in congregational singing in their churches by developing good vocal habits and overall musicality.

We also understand that many of our students will graduate from CCS and continue to study music through private lessons and in high school and college choir, band, or orchestra. We seek to lay a foundation upon which they may continue to pursue excellence in these musical endeavors, fully equipped with the technical proficiency and musical understanding necessary to enter these programs and excel among their peers.

Choral and instrumental music that we use for singing, dancing, playing, or listening is selected with the intention of honoring God and enjoying the good gifts He has given us in artists and composers throughout history, while also reinforcing the musical skills we are currently working to strengthen.

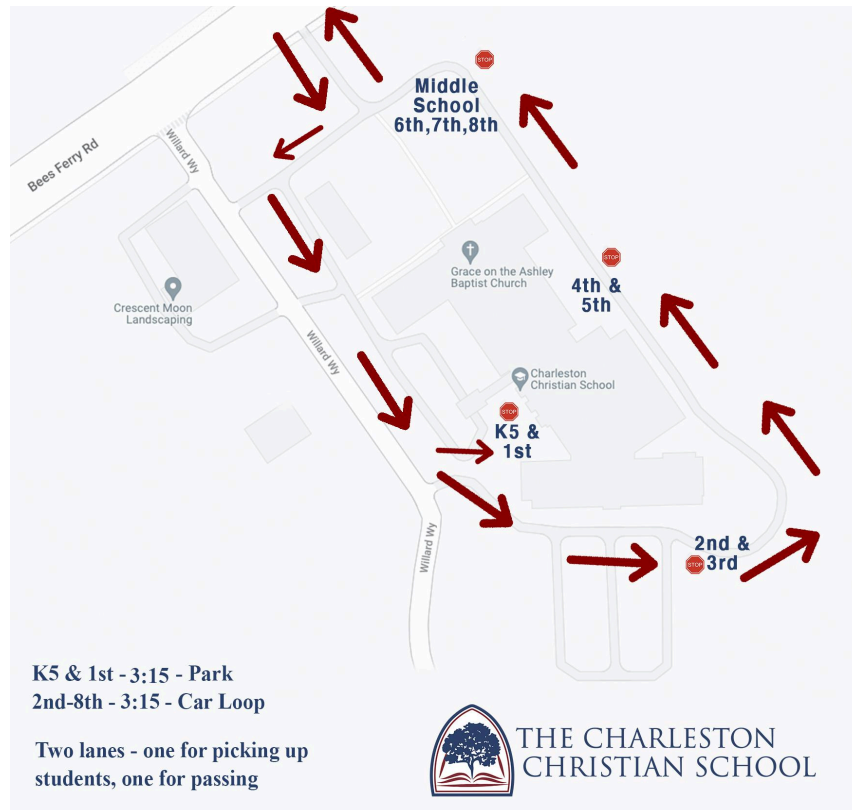
Please note that the student performance in the program counts as test grade for students in choir class (grades 3-8). Students not in attendance will be required to complete an alternate assessment.

III. ATTENDANCE & TRANSPORTATION PROCEDURES

School Hours

School begins promptly at 8:15 and ends at 3:15. Students are allowed to be dropped off in the morning as early as 8:00, but no earlier. Students not picked up by 3:30 will be sent to our after school program and will be charged accordingly.

Drop Off & Pick Up Procedures



In the Morning

Parents are allowed to drop off their children as early as 8:00. Please drop off students at the gym. Please do not drop off or park at the front door, as it disrupts our drop off line. Parents are welcome to park and walk their children to the building.

Kindergarten and 1st Grade

Kindergarten and first grade parents are welcome to walk their child to their classroom. Please enter through the small playground. Please report to the front office after 8:20 to check in and receive a tardy slip.

In the Afternoon

Kindergarten and 1st Grade

Students will be in the lower elementary playground. Parents please park in the spots around the playground. Walk to the gate to pick up students. If you have students in older grades please use the pick up lane on the left. If you are leaving please use the passing lane on the right. Please pick up students and leave the premises by 3:30. At 3:30, the playground is not available, as it is used for after school care.

2nd - 8th Grade

Pickup will begin at 3:15. There are two lanes. One for picking up and one for passing. Please merge slowly and carefully into the passing lane once you have picked up all students.

- 2nd & 3rd Grade - Upper elementary playground
- 4th & 5th Grade - Behind gym
- 6th, 7th, & 8th - Front of Grace on the Ashley

Please do not enter the building at dismissal.

Parents are required to list friends and family members who have permission to pick up their child. This information should be listed on Family Portal.

Attendance Policies

Regular attendance is necessary for success in school. Students must not miss more than 10 days per semester to be considered for promotion. More than 10 absences per semester may lead to repeating the class or a drop in grade. In middle school, attendance will be taken in every class. Learning takes place each day and cannot simply be recaptured by making up homework.

The following type of absences will be excused:

- Sickness and quarantine
- Doctor, dentist, or other health appointment
- Death in the family
- Family emergency

Tardy Policy

The school day begins at 8:15. Students who arrive after 8:20 will be considered tardy.

Middle school students with 5 tardies and/or unexcused early dismissals in a particular class will serve a lunch/recess detention to make up for lost academic time.

Notifying the School Office

Parents must notify the school office of absences by note or email the school office.

Please use the following email to communicate with the office:

office@charlestonchristian.org

Students Leaving School Early

If you need to pick up your child early from school, please email the school office and your child's teacher. Come to the office to pick up your child. The administrative assistant will bring your child to the office to meet you. Students must be present at school for four hours to be counted as present for the full day. Early dismissal requests should be submitted in writing no later than 8:30 on the day needed. Without an approved early dismissal request, students will not be dismissed early from the last class of the day, except due to illness or family emergency.

Make-Up Work Policies

It is school policy that make-up work will not be provided ahead of time unless the absence is due to a prolonged illness, surgery, etc. Make-up work for vacations is not given ahead of time. Students will receive their make-up work upon their return. All work missed because of an absence must be completed to the satisfaction of the teacher. Please directly email the teacher (not the office) to request make-up work.

Physical Education Excuses

Students who are not able to safely participate in P.E. due to a temporary illness, injury, or other physical condition should email the P.E. teacher and the school office. A doctor's note is needed for anything beyond three missed classes. Students excused from P.E. will remain with their class but will not participate. Students in grades 5-8 must wear their P.E. uniform on P.E. day.

School Closings

In the event of inclement weather, CCS will follow The Charleston County School District's decision regarding school delays, early dismissals, and school closings.

Visitors

All visitors must report to the school office, sign in, and receive a name badge.

Parents who come to the office to pick up their children early must remain in the office and wait for the administrative assistant to bring their children to the office.

If a parent comes for a teacher meeting or to talk to a teacher, the parent must wait in the office. The administrative assistant will contact the teacher to confirm that there is a scheduled meeting. If there is a scheduled meeting, the teacher must meet the parents in the office and escort them to the place best suited for a meeting. If there is not a meeting scheduled, the administrative assistant will work with the parents and the teachers to schedule a time to meet.

All meetings between parents and teachers must be scheduled in advance. Please respect our teachers and their time by avoiding impromptu meetings right before or after school.

Visitors in the classroom can disrupt instruction and the classroom environment. Should you wish to observe your child's classroom, we require expressed permission from the Head of School at least one day in advance. We reserve the right to deny this request.

After School Program

CCS offers an after school program, which begins at 3:30 and ends at 5:00. Students in the program will meet in room 122, and may play on the playground. The rate for after school care is \$10 per day per family (additional siblings are free). There is a \$30 family enrollment fee. Parents will be charged an additional dollar per minute if the parent arrives after 5:00.

IV. STUDENT LIFE

General Decorum & Appropriate Behavior

Beyond sharpening minds, CCS teachers endeavor to shepherd hearts. As a Gospel-oriented organization, we do not believe that rules change children. Rather, we have established rules and regulations in order to foster a culture in which all children are valued as image-bearers of God.

The following are examples of student behavior that negatively affect our school culture and will be addressed by the Dean of Students if they occur during the school day or at school events.

- The possession, transmission, and/or use of tobacco, alcohol, drugs, obscene material, knives, lighters, matches, or any item used as a weapon
- Fighting and inappropriate physical contact
- Insubordination
- Lying, cheating, stealing
- Leaving a classroom or CCS property without permission
- Inappropriate language, writing, or drawings
- Bullying, cyber-bullying, or hazing, as defined by repeated negative conduct (threatening, taunting, intimidating, excluding) in word and/or action toward one individual or a group of individuals.
 - Excuses like "I was just joking," or "I didn't really mean it," do not excuse students from taking responsibility for their actions.

- While cyber-bullying (the use of technology to humiliate, threaten, exclude another student) doesn't necessarily take place on campus, it affects campus life and will be addressed by the Dean of Students
- All allegations of bullying will be taken seriously and thoroughly investigated.
- Making a false allegation that another student is being a bully is a form of bullying.

Conflicts

Conflict is inevitable. Part of the learning process is learning how to work through conflict and CCS provides a safe place for children to work out their differences. This also follows the Matthew 18 principle. Of course, there are times when an adult needs to intervene. The following chart is a tool we use to help children learn when and why to reach out to an adult. We want to encourage children to reach out to adults when an intervention is needed, but we also want to help them process their motivation for telling and limit tattling.

The Difference Between Tattling and Telling¹

Tattling

- You want the other student to get in trouble
- You want the problem to get bigger
- You want everyone to know about the problem

Telling

- You believe you can't solve the problem by yourself and you need the help of an adult
- You want to right a wrong
- You want the problem to be resolved

There is a difference between student conflict and bullying. To help teachers, students, and parents discuss conflict and discern when conflict becomes bullying, we have adopted the following definition from The Charleston County School District.

“Bullying is defined as a deliberate, repeated act with intention to hurt, insult, or threaten another person. . . . Bullying consists of an imbalance of power.”

¹ Taken from *Queen Bees and Wannabes* by Rosalind Wiseman

The Difference Between Conflict and Bullying²

Conflict

- Occurs occasionally
- Accidental
- Occurs between friends and the friendship is valued
- Students make an effort to resolve the situation

Bullying

- Occurs repeatedly
- Intentional
- Occurs between a victim who is vulnerable and another who seeks power
- No effort to resolve the situation

Academic Integrity & Plagiarism

It is the expectation that CCS students will turn in original content that they produced themselves. We understand that students are learning to properly cite sources and may make an innocent mistake. Additionally, in a world of increasing artificial intelligence, we understand that students will need help distinguishing between original content and content generated from another source. However, there will be consequences if a student knowingly misrepresents another's content as their own.

Other Campus Regulations

Electronics/Cell Phones/Toys

CCS does not permit items from home that would cause a distraction, disrupt the learning environment, or enable cheating on assessments. CCS has made every effort to provide the technology needed for a complete educational experience.

- It is not necessary for students to bring personal laptops or tablets.
- Students may bring e-readers like Kindles or Nooks, with the understanding that they are to be used for reading only. They will be confiscated if used for gaming or social media.
- Students with cell phones and smartwatches must keep them in their book bags, unless the smartwatches are set to school mode and used only as a watch.
- Students are not allowed to bring electronics/cell phones/smartwatches (unless the watch is in school mode) on school field trips (except for overnight trips).

² Taken from Charleston County School District; *Charleston County School District Elementary School Parent Resource Manual and Student Code of Conduct*, 2017-2018.

- If students do not comply with our policy, cell phones and smartwatches will be confiscated and kept in the office for parents to collect.
- Unless requested by a teacher for a special occasion, please leave games, toys and stuffed animals at home.
- CCS is not responsible for the loss or damage of cell phones, smartwatches, electronics, or toys.

Litter

CCS endeavors to be a school in which students, parents, and teachers take pride. For this reason, we ask everyone in the school community to be responsible for one's trash and pick up any litter found on the grounds.

Pets

Special permission must be obtained from the Head of School if a student would like to bring a pet to school for show and tell.

Discipline Procedures

Discipline is administered when an individual's action disrupts the learning environment. Often, disciplinary actions present an opportunity to address the heart of the matter.

When preventative classroom management (warnings, redirection, seat change) fail to change student conduct, the following steps will be taken:

- ❖ **Teacher conference with student or students**
 - Teachers will review and clarify the problem. They will address the heart of the matter and help students plan to resolve the problem.
 - Students will be encouraged to take ownership of the problem and not resort to blame-shifting.
 - If necessary, teachers will inform students of specific consequences or limitations along with the length of time (ex. student must sit out of the first 10 minutes of recess).
 - Parents will be notified of the behavior event via Family Portal and the event will be documented on Family Portal.
- ❖ **Dean of Students conference with student or students**
 - If the teacher conference does not resolve the conflict, the student or students involved will be sent to conference with the Dean of Students.

- If the behavioral infraction is more severe or an ongoing pattern persists, the student or students may report directly to the Dean of Students for a conference instead of first conferencing with a teacher.
- Parents will receive a phone call from the Dean of Students if a student meets with the Dean of Students.
- The Dean of Students will keep a written anecdotal record of the conference.
- The Dean of Students will determine the appropriate consequence for the infraction.

❖ **Suspension**

- When previous disciplinary actions fail or if the behavioral infraction is more severe, a student will receive a suspension.
- Depending upon the severity of the situation, an in-school or out of school suspension will be given.

❖ **Expulsion**

- Intended as a last resort, students will be asked to leave the school if previous disciplinary actions remain unsuccessful or if a severe infraction takes place.
- The Head of School will make a decision regarding an expulsion after consulting with the teachers involved and the school board.
- The decision regarding expulsion is final.

Consequences

Consequences include but are not limited to the following:

- Loss of time from lunch, recess, or class
- Loss of special privileges such as dress down days and class parties
- Loss of participation in school activities such as CCS sports, field trips, class trips, SCISA events, and our End of Year Celebration.
- Suspension or expulsion

Student Dress Code

In order to cultivate a sense of seriousness regarding academic pursuit and in order to minimize the social stratification often highlighted by style and type of dress, CCS asks students to wear uniforms and adhere to a dress code.

Parents must purchase student uniforms from Lands' End, or by participating in the uniform swap.

Other Guidelines

- Students must wear close-toed shoes that are safe for playground use. For this reason, flip flops, crocs, or sandals are not allowed.
- Students must tuck in their shirts.
- Students must wear a belt (grades 3-8)
- Hats are not allowed.
- The only jackets/hoodies/fleeces allowed inside the school building are ones with a CCS logo.
- Students may not wear hoodies/fleeces outside if the temperature is above 75 degrees.
- Students may not wear the hoodie hoods inside the building.
- All clothing should be clean, in good condition, and properly sized.
- All khaki pants/shorts/skorts must be from Lands' End.
- Girls may wear tights underneath their skorts/dress as long as they are a neutral color (navy/black/white/tan). Tights with designs or bright colors are not allowed. Students are not allowed to wear tights underneath their shorts, as pants and sweatpants (P.E. days) are on the uniform list.
- Students may not wear a long sleeve shirt underneath a short sleeve shirt.

Gym Uniform

Students in grades 5-8 must wear their gym uniform in place of their regular uniform in order to effectively participate in physical education class, or they may change for gym. All students must wear appropriate shoes on days when they have physical education class.

Dress Down Days

On occasion, students will have the option to participate in dress down days. On these days, jeans, khakis, capris, skirts, dresses, and casual pants may be worn along with casual shirts, sweaters, or sweatshirts. If students desire to wear shorts, they must wear uniform shorts (gym shorts or Lands' End khaki shorts). If students desire to wear sweatpants, they may wear the CCS P.E. uniform sweatpants only. Clothing must not have holes or bear any offensive message or image. Tight clothing like spandex, leggings, and yoga pants are not allowed. Spaghetti straps and halter tops are not allowed. Pajamas are not allowed. Hats are not allowed in the building. Students are welcome to ask their teachers for clarification about a specific outfit prior to a dress down day.

CCS reserves the right to discipline students for uniform or dress down day violations.

Technology Code of Conduct

CCS provides Chromebooks for students to use during the school day. Students will receive a CCS gmail address, which is necessary for Chromebook use. Teachers will guide and direct activities and classwork which require the use of Chromebooks. Use of Chromebooks is a privilege that may be revoked at any time if a student abuses the following guidelines:

- Students should not expect privacy. All personal files and emails are subject to inspection at any time.
- Internet access must be used for class studies only.
- Students must never access the internet without teacher supervision.
- Students must never share their personal information (passwords, address, phone number, photos, etc.)
- Students must immediately tell the teacher if they have a problem logging on ---- they must never attempt to fix the problem themselves.
- Students may not download software to Chromebooks.

Lunch

CCS students bring their lunch or purchase lunches. We have a partnership with local restaurants and provide opportunities for students to have a hot lunch. In order to foster healthy lifestyles and create an alert learning environment, we request that students not bring soda to school. Students will not have access to a refrigerator or microwave. Please plan accordingly.

CCS reserves the right to deny hot lunch services to families with outstanding balances.

Athletics

CCS is pleased to offer a variety of sports including volleyball, basketball, tennis, and soccer. Athletes must pay attention to their academics during the athletic season. An average grade of C, D, or F in a class may impact a student's ability to fully participate in sports. Athletes must attend school on the day of a game in order to play.

V. COMMUNICATION

CCS endeavors to communicate with families in a way that is timely and efficient.

Communication Between School & Families

Family Portal

Family Portal is the main source for CCS internal communication. Parents are given access to Family Portal in order to view student behavior reports, progress reports, student report cards, and homework assignments. Family Portal is also the main way events, activities, and field trips are announced. CCS also uses Family Portal for incidental billing (field trips, lunches, after school care, athletics, etc.). All incidental payments must be paid through Family Portal.

Communication Between Families & CCS Faculty/Staff

Contacting Teachers

Please communicate with teachers via their CCS email address. Please allow up to 24 hours during the workweek for teachers to respond. All meetings between parents and teachers must be scheduled in advance.

Conflict Resolution

As a community that partners with the home and church, we endeavor to honor Christ in our words and in our relationships. We exhort community members to refrain from gossip and model the behavior you would like to see your children follow. Specifically, we encourage everyone to follow the Matthew 18 principle. When applied to CCS, this principle asks everyone to follow these steps:

- First, contact the teacher/staff member involved directly. Calmly and respectfully explain your concern.
- If the conflict regards middle school student behavior, please contact the Dean of Students.
- If the conflict regards a teacher, please inform the Head of School after speaking with the teacher it concerns.

Other Considerations

- We suggest emailing the faculty/staff member with a *brief* description of your concern in order to schedule a meeting and give the faculty/staff member time to think about the concern. We also encourage this for documentation purposes.

We encourage face to face meetings with teachers/staff members since much of communication is nonverbal and emails are often misinterpreted.

- Be mindful of your emotional state. Venting is easy, but not the best form of communication.
- Be willing to forgive and accept forgiveness so that relationships can be renewed and restored.
- Please do not involve other faculty members or parents unnecessarily.
- Please do not meet with the Head of School before addressing your concern to the faculty/staff member involved.

VI. HEALTH & SAFETY

Medical & Health Procedures

Illness

For the health and safety of all students, please do not send your child to school with the following symptoms:

- Fever over 100.3 degrees (Please stay home 24 hours after fever breaks and without the use of fever reducing medicine.)
- Eyes that are red, swollen, and draining
- Diarrhea, nausea, or vomiting
- Head lice
- Any communicable disease

Please contact the school immediately in the event of a doctor-confirmed communicable disease. This will allow us to communicate an exposure notice to the school community so that everyone can take the proper precautions. (Names will be kept confidential.)

Injury

If a student gets hurt during the school day, the student will be sent to the nurse. A record of student injury is kept. The nurse will be able to provide band aids and ice packs. Parents will be notified if there is any injury to the head. Students are always allowed to contact their parents if they feel that they are not well enough to complete the school day.

Medications

Please notify the front office if your child needs to take any medication, long or short term. Proper authorization must be given by parents for students to take medicine at school. Specifically, parents must list medications, including over-the-counter

medication, their children have permission to take at school on Family Portal. Students are allowed to take cough drops in class. All medication must be taken in the school office. This is for documentation purposes and for the safety of other children.

Immunization Record

No student will be admitted without an immunization record or official waiver as required by the South Carolina Department of Health.

Safety & Emergency Procedures

CCS makes every effort to keep your children safe during the school day. All of our exterior doors remain locked during the school day and are only accessible by key. Security cameras are located on both playgrounds, at our main entrance, and in our hallways. They are monitored throughout the day. CCS conducts regular safety drills throughout the school year as required by state law. These include, but are not limited to, fire drills and lockdown drills. CCS has consulted with the local police and fire officials in order to create an emergency plan that will be utilized in the case of an emergency.

VII. CCS COMMUNITY

CCS Parent Teacher Fellowship

The Charleston Christian School Parent Teacher Fellowship (CCS PTF) is our parent association whose purpose is to help build community within the school as well as support teachers and staff. All parents are welcome to join the association and attend meetings.

Birthday Parties

Students are welcome to celebrate their birthday (or half-birthday if summer birthday) at lunch during the school day. Please coordinate this with your child's teacher. We request that only birthday invitations that include the entire class (or entire class gender) be delivered during school. This is to help minimize distractions and hurt feelings that often arise if only some students are invited. Please contact individual families privately if the entire class is not invited.

VIII. FINANCIAL INFORMATION

Tuition

Kindergarten through Fifth: \$8,120

Sixth through Eighth: \$8,450

Payment Plans (FACTS)

CCS partners with FACTS Management to provide various payment plans. Please note that FACTS management charges additional fees for their services.

- FACTS charges \$20 for tuition plans of 1 to 2 payments
- FACTS charges \$50 for plans of 3 or more payments
- Credit and debit card payments are subject to a processing fee
- There is not a fee for payment plans using ACH

CCS does not take American Express.

Financial Aid

CCS partners with FACTS Management in order to process financial aid applications. FACTS charges a fee for this service.

Additional Incidental Fees

Additional fees include field trips, lunch, sports fees, and after school care. Additionally, families may be charged for lost or damaged textbooks or library books. Families will be billed for incidental fees once a month through Family Portal. Fees must be paid through Family Portal. There is a processing charge for credit card payments. There is no additional charge for payments made using ACH.

Late Fees

A late fee will be assessed on all late payments.

Enrollment

Enrollment for next year will begin in February. There is an early enrollment rate, a regular enrollment rate, and a late enrollment rate. All families must enroll and pay the fee through Family Portal. The enrollment fee is per student.

Enrollment Contract

Families who enroll for the upcoming school year will receive an enrollment contract that will be due before the end of the school year. CCS uses these contracts to finalize the upcoming year's budget and make important decisions including but not limited to teacher salaries/raises, increase in staffing, and larger purchases such as technology

and equipment. Please give serious thought to your commitment to CCS before signing your contract.

Fundraising

As a ministry, CCS depends on private funding for its existence. Tuition alone does not cover the full cost of operations. Raising money for the school helps us provide Christian education to as many families as possible. In order to focus CCS fundraising endeavors, all fundraising must be approved by the Head of School.

Last Updated: 1/14/25