



building a foundation for life
CHRISTCHURCH
SCHOOL

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STUDENT HANDBOOK

2010-2011

MESSAGE FROM THE PRINCIPAL

Parents are encouraged to become involved with the education of their child at Christ Church School. It is important to be aware of the program in which your child is enrolled as the education of the student is a cooperative effort between the school and the home. The purpose of this handbook is to answer questions you may have concerning the policies of the school so that we can work together for the benefit of each student. Throughout this handbook the term "parent" refers to parent or guardian.

This handbook is not a contract nor is it intended to be a contract. Christ Church School retains the right to add, modify or eliminate policies at any time. Substantial changes will be distributed to each student and sent home for parental review.

Christ Church School has an "Open Admission Policy" without discrimination as to race, religion, ethnic origin, sex and similar factors. Though ours is a church school, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

PHILOSOPHY

Christ Church School is an integral part of the educational ministry of Christ Church. Its foremost goal is to offer quality education in a Christian environment at the preprimary to elementary levels.

It seeks to develop the total child spiritually, intellectually, socially and physically through the core curriculum, enrichment classes and Bible study. Christian teachers and staff offer a witness of prayer, love and service.

Christ Church School aims to prepare students to take their place in society with the ability to discern right from wrong and with the self-confidence to make good choices knowing that they are loved by God.

MISSION STATEMENT

Christ Church School serves as an outreach ministry of Christ Church emphasizing academic excellence and nurturing the spiritual, physical, cultural and social development of students in a compassionate, disciplined Christian environment.

ACCREDITED BY

Association of Independent Schools of Florida
Commission on International and Trans-Regional Accreditation
Florida Council of Independent Schools
Florida Kindergarten Council
National Council of Private School Accreditation
Southern Association of Colleges and Schools

MEMBER OF

Broward County Nonpublic School Association

TABLE OF CONTENTS**PAGE**

Absences.....	8
Academic Policy	6
After School Clubs	14
Afternoon Adventures	14
Animal Policy.....	10
Arrival.....	6
Dismissal	7
Bullying.....	5
Campus Visits	11
Cell Phones/Electronic Devices.....	5
Chapel.....	4
Christian Education.....	4
Classroom Concerns	11
Classroom Parties.....	11
Computer Network Acceptable Use	5
Conferences.....	11
Discipline Policy	4
Dress Code and Grooming Requirements	8
Drugs and Alcohol.....	6
Emergency Plan.....	10
Family Trips.....	8
Field Trips	10
Financial Assistance	11
Health Regulations.....	12
The Home/School Connection.....	13
Inspection Policy	6
Library User Responsibilities.....	6
Lunch.....	10
Parent Events.....	11
Parent Teacher Organization.....	13
Parking.....	6
Pupil Placement.....	11
School and Family Relationships.....	14
Student Conduct.....	4
Textbooks	11
Weapons and Threats.....	6
Appendix	
Faculty and Staff	
Christ Church School Board	
PTO Board	

CHRISTIAN EDUCATION

The development of Christian awareness through Biblical teachings and daily devotions is a part of the total education of students at Christ Church School. Classroom experiences provide opportunities to teach Christian principles. Respect for each other, for members of their families, for persons of authority, as well as love and respect for their country are values that are incorporated into the daily program.

CHAPEL

Chapel programs are held for grades PK4 through Fifth Grade in the Sanctuary each Friday at 8:45 a.m. Parents and guests are invited to attend and sit in the area behind the students. A message is given by a pastor or ministry leader. Students and guests sing songs, hear stories from the Bible and pray. Students may present a commemorative book to the school in honor of their birthdays or in honor of other people. Please see the school librarian if you wish to purchase a library book for this purpose.

The chapel program is led by a different grade once a month. It is requested that photographs not be taken during the class presentation. The class will remain after chapel to give parents an opportunity to take pictures. Recognition Chapel is held once a quarter to honor accomplishments earned outside of school. Photographs may be taken during the recognition of birthdays, special accomplishments and during the presentation of the Honor Roll students. Please do not leave until the end of chapel or music programs as a courtesy to all classes.

Cell phones and pagers should be turned off during chapel and other special programs.

STUDENT CONDUCT

At the beginning of the school year students will commit to honor a Christian community of caring.

- Respect I will respect others and myself.
- Encourage I will encourage others and myself.
- Safe I will work toward making my school a safe Christian place to learn that is free of bullying, teasing and name-calling.
- Peaceful I will help settle disagreements in a peaceful manner.
- Example I will be a positive, Christ-like example for my schoolmates.
- Considerate I will be considerate of the feelings of others.
- Tolerant I will be tolerant of those who are different than I am.

Students must take responsibility for their own behaviors, decision making and academic progress. We expect students to make mistakes and grow in responsibility at different rates. At the same time we know we are succeeding in responsibility when we see students:

- Perform regular duties and activities without constant reminders
- Work and play independently
- Take ownership of their own problems and solutions without blaming their problems on others
- Admit their own mistakes without rationalization
- Make their own decisions even if they differ from the decisions of their peers
- Be able to explain how and why they made the decisions they made

Teachers and staff may give blue slips to a student in recognition of honoring the code of conduct.

DISCIPLINE POLICY - PREPRIMARY

The following procedure will be followed when a student infringes on the safety of the other students or the property of Christ Church School.

- First offense: The teacher and student will try to solve the problem.
- Second offense: The teacher will inform the parent of the problem.
- Third offense: A conference will be arranged with the parent. If disruptive behavior requires immediate attention, the parent will be called and the student may be sent home.

DISCIPLINE POLICY – ELEMENTARY

Teachers and staff may give green slips as a warning to a student to redirect inappropriate behavior. A student who infringes upon the rights of others in such a way as to cause physical or mental harm, or who conducts himself in a way that prevents others from learning will receive a pink slip at the teacher's or staff member's discretion.

The pink slip must be signed and returned to the teacher the next school day before the student will be permitted to attend class. If the pink slip is not returned, the student will remain in the school office and the parent will be asked to bring in the signed pink slip. Pink slips are cumulative and do not expire at the end of a marking period.

- If the student receives three pink slips, a conduct report will be sent home and the student will serve a 30-minute detention after school. The conduct report must be signed by the parent and returned to the classroom teacher the next school day.
- A second conduct report will result in a conference with the teacher, parents, student and principal. Recommendations will be made to benefit the student and the other students in the classroom.
- In the case of disruptive behavior requiring immediate action, a student may be subjected to other disciplinary action including but not limited to suspension. This determination will be made at the sole discretion of the principal.
- Any student who has served a suspension and continues to display a disruptive attitude or behavior that inhibits the ability of the class to function properly may be expelled from school.

BULLYING

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may involve gang or individual behavior, hazing, threats, cyber bullying and violence. Bullying may also involve intentionally excluding others from activities or targeting them for negative behavior from other students. All concerns relating to bullying should be reported to the curriculum coordinator for appropriate action.

CELL PHONES AND OTHER ELECTRONICS

Students may have cell phones in their possession at school, but they must ensure that they are turned off during class. Students may use cell phones only before school and after school hours and only outside the school buildings.

Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures, to send text messages to other students in class or in ways that would otherwise violate a school rule. Students may not use any other electronic or mobile devices including, but not limited to, hand held devices such as a DS or DSi, games, radios, iPods, or walkie-talkies, during school hours or in school buildings.

Students who violate these policies will have their cell phones, mobile devices or electronics confiscated. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Christ Church School strongly recommends that due to the developmental stages of elementary school age children that students do not have a social networking account.

COMPUTER AND SYSTEM USAGE POLICY

Access to computer hardware, software, operating systems and network and Internet services is provided for students at Christ Church School in support of the school's curriculum. All kindergarten and elementary students and parents are expected to read and understand the Computer and System Usage Policy. The Computer and System Usage Policy and agreement form will be sent home at the beginning of the school year. The agreement form is to be signed by the student and parent and returned to the classroom teacher. Failure to comply with the agreement may result in disciplinary action.

LIBRARY USER RESPONSIBILITIES

Students and parents are encouraged to borrow library materials. Books may be checked out by students for one week and may be renewed twice. Kindergarten and first grade students may check out one book. Second through fifth grade students may check out two books. Reference books and periodicals are available for use in the library. Materials are expected back by the due date so that they will be available to others and should be returned in the same condition as received. Damaged and lost materials must be paid for before report cards are issued.

DRUGS AND ALCOHOL

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near school property or at school-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

INSPECTION POLICY

In order to protect the safety and property of students, parents and employees, the school reserves the right to inspect students' personal property, including desks, purses and backpacks brought onto school property or to school-sponsored events.

WEAPONS AND THREATS

Students are prohibited from making threats or threatening gestures toward others and are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

ACADEMIC POLICY

Report Cards

Elementary students receive midterm reports and report cards each quarter. The following grading scale is used. A plus or a minus may further define the grading scale.

Grades 1 & 2

O – Outstanding
S – Satisfactory
N - Needs Improvement

Grades 3, 4 & 5

A – 93 – 100
B – 85 – 92
C – 72 – 84
D – 64 – 71
F – 0 - 63

Prekindergarten 3, Prekindergarten 4 and Kindergarten students receive progress reports in January and June.

Honor Roll

The Honor Roll recognizes students in Grades 4 and 5 who achieve a 93% grade point average and satisfactory or above conduct and enrichment grades for the current grading period. Honor Roll students are recognized in chapel.

PARKING

Parents must park in Christ Church Park. Parking is not permitted anywhere else. The crossing guard is on duty at the crosswalk from 8:15 a.m. to 8:35 a.m. The east parking lot is reserved for faculty and staff.

ARRIVAL

Supervision in the pavilion begins at 8:00 a.m. If it is necessary for a student to arrive before 8:00 a.m., the parent must remain with the student until supervision is provided. Parents may walk with their student from Christ Church Park to the classroom at 8:15 a.m. Classes begin promptly at 8:30 a.m. **Parents must leave the buildings before 8:30 a.m.**

All students who arrive after 8:30 a.m. must be signed in at the school office **by a parent/guardian** before they can be admitted to class. If an elementary student receives three tardy slips within a grading period, he/she must serve a detention in the school office from 8:00 a.m. to 8:30 a.m. A note will be sent home to the parent notifying them of the date that the detention is to be served. If the student is late to the detention, another date will be scheduled.

All students who are dropped off by car must be dropped off at Point A (see map). For their safety, do not drop off students at other locations on campus. **Parents who drop their child off by car should be aware that supervision and safety patrol doesn't start until 8:10 a.m.** We ask that you park in CCS Park and walk them to the pavilion.

Parents please note: For the safety of the students, the use of cell phones at arrival or dismissal is prohibited. Animals may not be brought onto school property even if the animal remains in a vehicle or is on a leash. All persons who are authorized to transport students must be made aware of the arrival and dismissal procedures. Parents must have students exit the vehicle from the right side passenger doors only so that they are not walking in front of or behind vehicles. Sliding side doors should not be opened until the vehicle comes to a complete stop. Students should remain in their seat belts until the vehicle comes to a complete stop.

DISMISSAL

Drivers should arrive no more than five minutes before the dismissal time and **remain in line in their vehicles** at pick up Point B (see map). Arriving too early blocks the exiting of other vehicles. An orderly flow of traffic may require the driver to move forward or exit and rejoin the end of the line. Under no circumstances should a vehicle be left unattended in the drive-through lane. It is illegal to block a driveway.

Unless specific permission is obtained from the student's teacher, students may not return to their classrooms after dismissal. Students will be escorted to their cars by teachers, staff or safety patrols according to the schedule listed below.

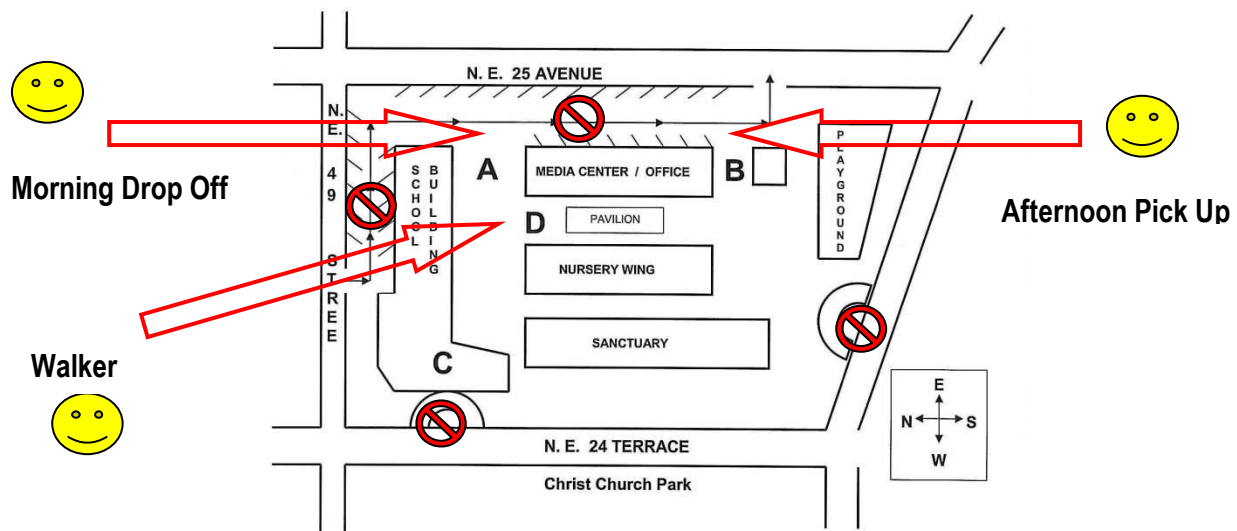
During severe weather, dismissal will be at Point C (see map). A sign will be placed at the entrance to the faculty/staff parking lot stating, "Rainy Day Dismissal." In the event of light rain, dismissal will be at the regular location.

At dismissal if you plan to walk in to pick your child(ren) from prekindergarten 4 extended day – grade 5, please park at CCS Park and proceed to the pavilion at Point D (see map) where an administrator, faculty or staff member will release your child(ren) to you.

REGULAR DISMISSAL			EARLY DISMISSAL
PK 2 Half Day	Classroom	12:30 p.m.	11:30 a.m.
PK 3 Half Day	Classroom	12:30 p.m.	11:30 a.m.
PK 4 Half Day	Point B	12:30 p.m.	11:30 a.m.
PK 2 & PK 3 Full Day	Classroom	2:30 p.m.	11:30 a.m.
PK 4 Full Day	Point B	2:30 p.m.	11:30 a.m.
Kindergarten	Point B	2:30 p.m.	11:30 a.m.
Grades 1 and 2	Point B	2:55 p.m.	11:55 a.m.
Grades 3, 4 and 5	Point B	3:10 p.m.	12:10 p.m.

} **No Lunch**

The policy procedures for arrival and dismissal will be strictly enforced.



Students are dismissed to the parent or to a driver authorized by the parent. If a student has not been picked up within 10 minutes following the dismissal time, the teacher will bring the student to the school office to stay until signed out by the parent or the parent's designee. There is no charge if the student is picked up within 15 minutes of the dismissal time. After the first 15 minutes there is a charge of \$5 for each successive 15 minute period, or portion thereof, the student remains at school.

Parents must notify the classroom teacher in writing at the beginning of the school day if the student is going home with someone else or there is a change in pickup, attendance in Afternoon Adventures, after school clubs or tutoring. If the parent will be detained because of an emergency, the parent must inform the school office at least 10 minutes before the class is dismissed of the alternate plans to pick up the student. The family password is used to correctly identify the parent when a change in dismissal is necessary. Emergency contact information must be up to date, and any changes must be reported to the school office as soon as possible.

ABSENCES

Parents are requested to notify the school office of student absences and to request homework by 9:00 a.m. at frontdesk@ccsfl.org or by calling 954-771-7700. We prefer to have absences reported by e-mail **and families must use their code name (password) when doing so.** Make-up work must be requested through the school office by 9:00 a.m. to assure that the necessary materials will be available for pick up in the school office between 3:00 p.m. and 4:00 p.m.

For each day of excused absence students are given two days to complete make-up work. (Example: If the student has an excused absence on Monday, the make-up work is due Thursday morning.)

We request that medical and dental appointments should be scheduled outside of school hours. When the parent knows in advance that a student will be leaving early, the parent should notify the teacher in writing that morning. The parent must sign the student out at the school office and receive an Early Pickup Notice to give to the teacher when the parent takes the student. If the student returns to school the same day, the parent must sign the student in at the school office before the student may return to class.

Kindergarten through fifth grade students who are absent during the scheduled standardized tests will be charged for the time required to administer the test in a make-up session.

FAMILY TRIPS

Family trips should be scheduled during the school holidays. When students do not attend class, they miss their teachers' explanations, instructions and visual aids as well as class discussions making it difficult for them to understand the material.

If it is necessary for a student to be absent from school for a family trip, the parent must complete a **Family Trip Permission Form** (available in the school office) and give it to the classroom teacher at least one week prior to the family trip. The teacher signs the form and sends it to the principal for approval. Make-up work is due when the student returns to school. Failure to obtain prior approval and to submit completed make up work upon the student's return to school will result in unexcused absences for the days missed and zero grades on the missing work.

DRESS CODE AND GROOMING REQUIREMENTS

Uniforms must be purchased at Debbie's School Uniforms, 5225 West Broward Boulevard, Plantation, (954) 581-1761. Mail order service is available. **Label all clothing with the student's name so that lost and found items can be easily identified and returned to the owner.** Please refer to the Uniform Requirements Sheet at the end of this handbook for dress code information. **No exceptions will be made for items purchased elsewhere.**

Prekindergarten 2 – Fifth Grade

Students are required to be in full uniform except during physical education class. The uniforms must be in good condition with shirts and blouses tucked in. Students entering the classroom improperly dressed will receive a warning notice to be signed by the parent and returned to the classroom teacher. If a second violation of the dress code occurs, the student will be sent to the school office and remain there until arrangements can be made for the necessary item to be brought from home.

Students must be well groomed with their hair styled neatly and appropriately keeping in mind that various fad cuts and styles are not acceptable. Hair length for boys must be above the collar. Hair must be away from the face for all students. Unless otherwise pulled back, bang length must be above the eyes. Students must not wear scarves, hats or bandanas as they are not part of the school uniform. Discretion must be used in wearing fad accessories. It is strongly recommended that students not wear valuable jewelry to school. We appreciate your cooperation in this matter.

Outdoor Activity Dress Code

Students are permitted to wear sunglasses and school-appropriate hats when on the playground and for physical education classes held outside. All hats should be labeled with the student's name. Students may not wear each other's hats.

Winter Wear Outside the Classroom

When the temperature is to remain sixty degrees or below, students may wear coats or raincoats of their choice **to and from school and outside the classrooms**. Please refer to the Uniform Requirements chart below for information concerning winter wear **inside the classroom**. **On cold days only a plain white long sleeve t-shirt may be worn under uniform polo shirts**. Only the items listed on the chart may be worn in the classroom, and they must be purchased at Debbie's School Uniforms.

Grades PK 2 – K GIRLS	
<u>Bottoms</u> Jumper (plaid) w/round collar white button shirt Culottes, pull-on (navy or khaki) Skort (plaid) Dress pants, pull on or zipper (navy or khaki)	<u>Tops (CCS Monogrammed)</u> Round collar button down shirt short sleeve (white) Knit shirt long or short sleeve (white, navy or red) Turtle neck long sleeve (white)
Grades 1 – 5 GIRLS	
<u>Bottoms</u> Jumper (plaid) w/round collar white button shirt Skort (plaid, navy or khaki) Dress pants (navy or khaki)	<u>Tops (CCS Monogrammed)</u> Round collar button down shirt short sleeve (white) Knit shirt long or short sleeve (white, navy or red) Turtle neck long sleeve (white)
Grades PK 2 – K BOYS	
<u>Bottoms</u> Dress shorts, pull on or zipper (navy or khaki) Dress pants, pull on or zipper (navy or khaki)	<u>Tops (CCS Monogrammed)</u> Knit shirt long or short sleeve (white, navy or red) Turtle neck long sleeve (white)
Grades 1 – 5 BOYS	
<u>Bottoms</u> Dress shorts (navy or khaki) Dress pants (navy or khaki)	<u>Tops (CCS Monogrammed)</u> Knit shirt long or short sleeve (white, navy or red) Turtle neck long sleeve (white)
PHYSICAL EDUCATION Grades 3 – 5 GIRLS AND BOYS	
<u>Bottoms</u> Navy mesh shorts Navy Sweat Pants (Cold Weather Only)	<u>Tops</u> Ash gym shirt
WINTER WEAR ALL STUDENTS	
Navy cardigan with CCS monogram w/v-neck or round neck Navy sweatshirt with CCS Cheetah monogram Navy or red zipper hooded sweatshirt jacket with CCS Cheetah monogram Navy fleece zipper jacket with CCS Cheetah monogram Navy or white tights	
SHOES, BELTS & SOCKS ALL STUDENTS	
<u>Shoes</u> Shoes must be tie, loafer-style or athletic and be closed toe and heel. Shoes and shoelaces must be white, navy blue, black, brown or gray. Students are required to wear athletic shoes for physical education classes.	
<u>Socks</u> Plain white, navy blue, black, brown or gray socks are required.	
<u>Belt</u> A plain dark belt is to be worn if clothing has belt loops.	

EMERGENCY PLAN

Floods, rainstorms, tornadoes, hurricanes, fires and other emergencies that could affect the operation of the school constitute reasons to close the school. Evacuation and lockdown procedures are in place, and drills are conducted.

Christ Church School will close when the Broward County School System calls for the closing of schools due to severe weather conditions or other emergencies. If the emergency arises during school hours, the school will close at the discretion of the principal. Every effort will be made to notify parents of the early dismissal of students or an alternative reunite site through the ALERTNOW telephone notification system, the e-mail system and the school website. When the community is experiencing an emergency after school hours, parents should keep informed of reports broadcast on radio and television and through the ALERTNOW system, if operational.

FIELD TRIPS

Special trips related to subjects taught in the classroom may be a part of the curriculum. Before a student is allowed to participate in off-campus field trip activities, a notarized Medical Authorization and Release of Liability Form and a Field Trip Permission Form signed by the parent must be on file in the school office. Only those students enrolled in the class will be permitted to participate in field trips.

Any field trip attendee, including, but not limited to, chaperones, drivers or parents, must meet all the requirements of the Youth Protection Policy, be fingerprinted and a background screen completed. In addition, parents who are drivers must provide or have provided valid copies of their driver's license and insurance card to the classroom teacher before transporting students. This procedure must be followed every time the parent drives to be sure that the insurance information and driver's license are up to date. Alcohol consumption by any field trip attendee is prohibited.

Chaperones

Parents must provide copies of their driver's license and insurance card to the classroom teacher before transporting students. This procedure must be followed every time the parent drives to be sure that the insurance information and driver's license are up to date. Alcohol consumption by chaperones is prohibited.

Due to the responsibility inherent with being a chaperone and for the safety of the students, only those students enrolled in the class will be permitted to participate in field trips. Chaperones must complete the Youth Protection Policy forms which include fingerprinting and a background check.

ANIMAL POLICY

Due to concerns about the health, safety and welfare of people in the school community, no animals are allowed on school property or at school-related events without the express, written permission of the principal and appropriate insurance. This means that animals may not be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up after practices and activities. Animals may not be brought to school-related events on or off campus.

LUNCH

Students in Prekindergarten 4 Full Day through Grade 5 may order school lunches. Each month two copies of the lunch order form will be sent home listing the menu for the following month. Mark the student's selections on both copies. One copy remains at home for daily reference, and one copy with payment is given to the classroom teacher by the deadline indicated on the order form. Lunch order forms are also available online at www.ccsfl.org. If you are ordering for more than one student, you may write one check, staple the orders together and return them to the classroom teacher of the oldest student.

Payment must accompany the order form, and late orders cannot be accepted. If a student is absent, the parent must contact the school office prior to the deadline to make arrangements for the student's lunch order to be included in the count. A credit slip will be issued for lunches cancelled 24 hours in advance. To apply the credit the parent must submit the credit slip with the next lunch order form.

Meals from home should include the necessary utensils, food that does not need to be heated and that can be opened without assistance and a beverage. Lunchroom assistants may not handle food. Soda, candy or prizes should not be brought to school. The lunchbox should be labeled with the student's name. When a parent brings lunch to school, the parent should write the student's name on the lunch and place it on the counter between the lunchroom and the kitchen.

The school will not call the parent when a student has forgotten their lunch. A service charge of \$2.00 will be added to the regular cost of the school lunch if it has not been ordered ahead of time.

Parents are welcome to join their student for lunch; however, for safety and potential liability reasons, we are not able to permit any other children.

CLASSROOM CONCERNS

If there is a question concerning a situation in the class, the parent should make an appointment to talk with the teacher first. If there still is a concern, the parent should talk with the curriculum coordinator.

If necessary, the parent may make an appointment with the principal. Appointments with the principal must be scheduled in advance through the executive secretary. The parent may file a written request for review to the school board chairman after meeting with the principal.

CLASSROOM PARTIES

Parents are requested not to bring party favors and/or goody bags to any class celebration for students. Snacks can be home baked or store bought. However, please avoid a lot of sugary frosting. Due to severe allergic reactions, no snacks with nuts are allowed. Classroom parties are strictly reserved for the students of that class. Therefore siblings are not permitted to attend the parties (even if they are a current CCS student).

PARENT EVENTS

You are encouraged not to bring children to special events such as Grandparents' Day, Open House and Move-Up Night. Childcare may be provided for some of the events and notification will be provided to families prior to the event.

TEXTBOOKS

The school provides the necessary textbooks to students. Reasonable wear is expected as a result of daily use. It is the responsibility of the students to properly safeguard and maintain their textbooks. The cost of missing, lost or destroyed textbooks will be charged to the student's account.

CAMPUS VISITS

Classroom visits between the hours of 8:30 a.m. and 3:10 p.m. must be scheduled through the school office. All campus visitors must sign in at the school office and receive an identification badge.

CONFERENCES

Conferences will be scheduled at least twice a year for all students. Parents or teachers may request additional conferences at any time. All information discussed at conferences is confidential and privileged information.

FINANCIAL ASSISTANCE

Financial assistance is available for all grade levels. Such assistance is awarded to families based on need. Families may contact the Operations Manager for information regarding applying for financial aid. Families may begin the application process in January for the following school year.

PUPIL PLACEMENT

Class placement is a process conducted by the school's administrators upon the advice of the teachers. The goal of the process is to build a well functioning classroom group balanced by gender, learning style and individual needs.

While the school is responsive to the expression of parent concerns, this policy affirms that final decisions regarding pupil placement are the school's responsibility. Requests for specific teachers will not be accepted; however, parents may offer their views on their child's needs at parent/teacher conferences.

HEALTH REGULATIONS

All students must have a health examination form signed by a doctor stating that they are in good health and an up-to-date record of immunizations on file in the school office before they are permitted to attend class. It is requested that these forms be submitted to the school office each school year.

Keeping your sick child at home at the first sign of a communicable disease protects your sick child from other health problems and protects other students, faculty and staff from exposure to the disease. It is unfair to others who are well when children are sent to school in an infectious state. If your child becomes ill with a communicable disease, contact your doctor to determine proper care and then notify the school office.

The following conditions must be reported to the school office. A note from a doctor is not required before returning to school.

Chicken pox: The child should stay home until there are no new spots and all old ones are scabbed over. Usually this requires the student to stay home seven to ten days.

Colds: A good rule of thumb is to keep a child home at the beginning of a cold... the most infectious time and when he/she feels the worst. Please keep your child at home if he/she is experiencing discomfort that would interfere with his/her ability to perform in school (i.e. uncontrollable coughing, severe lack of energy) or if the symptoms would negatively affect the classroom environment, other students and the teacher. If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your doctor. The child may return to school when the child does not have a persistent cough and feels well.

Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after antibiotic treatment is started. Students with viral infection may return when eyes are clear.

Cough or congestion: The child should remain home if the cough or congestion interferes with breathing and/or if wheezing.

Diarrhea: If your child has had three or more watery stools in a 24-hour period, the child should stay home. A child with diarrhea should stay at home and return to school only after being symptom-free for 24 hours.

Fever: The child should remain at home with a fever greater than 99°. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Head lice: The child may return to school only after treatment and when hair is free of nits. The child's head will be checked by staff prior to admittance to the classroom.

Vomiting: If your child has vomited during the night, the child should not be sent to school. The child can return to school only after being symptom-free for 24 hours.

The school office must be notified if your child has been diagnosed with one of the following diseases. A doctor's note stating that the child is non-communicable is required before returning to school.

Coxsackievirus	Measles	Pinworms	Scarlet Fever
Fifth Disease	Meningococcal Meningitis	Rashes	Shingles
Hepatitis A or B	Molluscum Contagiosum	Ringworm	Staph Infection
Impetigo	Mononucleosis	Rotavirus	Strep Throat
Influenza A or B	Mumps	Rubella	
Kawasaki Disease	Pertussis	Scabies	

Coxsackievirus (hand, foot and mouth disease): The child must stay home during the acute phase/stage of illness while fever or lesions exist.

Strep Throat: A child may return to school 48 hours after antibiotic is started, he/she feels well enough, temperature is normal and a note from the doctor states that the child is non-communicable. Your child will be sent home immediately if he/she returns to school before the required time period or without a doctor's note. This policy helps protect all Christ Church School students, faculty and staff from sickness before it spreads and enables us to maintain a healthy, happy community. Your help is greatly appreciated.

Please note that faculty is not permitted to administer medication to students and that students may not bring medication to school.

THE HOME/SCHOOL CONNECTION

HOME

- Attend church regularly.
- Establish a consistent bedtime. Adequate sleep and a good breakfast help students perform well in school.
- Read aloud to the student.
- Having responsibilities at home encourages the student to accept academic responsibilities at school.
- Provide a quiet place and a regular time to do homework.
- Encourage independent work and study habits.

HOME/SCHOOL

- Regular attendance enhances the student's ability to do well in school. Being on time to class teaches responsibility and contributes to the ease with which the class begins the day.
- Talk with the teacher concerning ways you can encourage reading, free play and other creative activities. Supervision of computer use, video games and television viewing is recommended.
- If the student has difficulty with an assignment, please inform the teacher so that appropriate help may be given.
- Parents of preprimary students are encouraged to go over work papers with the student every day and reinforce the skills taught. Talk with the teacher about ways to make learning fun at home. Educational games, family discussions and story listening times are just a few ideas.
- Notify the teacher or school office of changes or concerns in your home so that support and encouragement may be provided at school.
- Notify the school office of changes in address or telephone numbers.
- Please read notices sent home with the student and promptly return those requiring a reply or your signature.

SCHOOL

- Students may bring a healthy snack (no nut products) to eat during holding time in the afternoon. Due to possible nut allergies, we strive to have no nuts or nut products on campus. Please do not send those items to school with your student.
- Birthday treats should be approved by the teacher for distribution in the classroom.
- Teacher permission is required before toys may be taken to school. Parents should use discretion in choosing those toys. Dangerous, disruptive or annoying items must not be taken to school. They will be confiscated. The teacher reserves the right to remove any object that is hindering the student or others from learning.
- Students should not bring large sums of money or other valuables to school. When a student must take a check or cash to school, place it in an envelope labeled with the student's name, teacher's name, purpose and amount enclosed. The school will not be responsible for these items.
- Party invitations may be distributed at school only if all the boys and/or all the girls in the class are invited. Christmas and Valentine cards may be distributed only if all of the students in the class are included.
- Families will be informed of events and student activities with monthly calendars and information posted on the CCS website (www.ccsfl.org) and through the Wednesday Weekly that is sent home with the student every Wednesday.
- Parents may leave a message for teachers during school hours. Teachers will return calls during their planning time or after school.
- Lost and Found items may be claimed in the school office. The student's full name should be written inside the backpack, lunch box, clothing and other personal items.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization provides a wide range of opportunities for parent participation at Christ Church School including fund-raising events, support committees, volunteer programs and involvement in the classroom. All parents and faculty/staff are members of the PTO and are vital to the school's success.

The organization encourages parent interaction with other parents, with the school staff and administration and with the School Board. Students benefit greatly from parent involvement.

SCHOOL AND FAMILY RELATIONSHIPS

In order for the school to work successfully with students, it is necessary that parents be involved. On rare occasions it can happen that the "match" between the parents (or the family members) and the school is not a good one.

If, in its sole discretion, the school concludes that the acts (or failures to act) of a student's parent, family member or guardian makes a positive and constructive relationship between the school and family impossible, or interferes with the school's mission, the school may dismiss the student.

No portion of any tuition or fees paid for such student is refundable, nor does the school waive its claim for any tuition unpaid as of the date of dismissal.

AFTER SCHOOL CLUBS

A variety of after school clubs, led by teachers only, are offered throughout the school year for students in kindergarten through grade 5. A brochure providing the selections, dates and cost is available.

AFTERNOON ADVENTURES

Afternoon Adventures, under the direction of Christ Church, is available from 3:10 to 5:30 p.m. for students in Prekindergarten 3 through Fifth Grade. The program provides an opportunity for students to do homework and participate in outside and inside play. A snack is provided.

One day camps are available for Prekindergarten 3 through Fifth Grade students on teacher workdays.

Enrollment for Afternoon Adventures and the one day camps is done through the church office.

CHRIST CHURCH SCHOOL FACULTY AND STAFF

Administration

Principal	Tane Bonham
Curriculum Coordinator	Chris Kelly
Director of Admission/Parent Relations	Madeline Monberg
Operations Manager	Michele Fee
Executive Secretary	Jan Taylor
Receptionist	Bonnie Casciato
Communications Director	Anne Brantmeyer
Director of Development	Bonnie Dissette

Preprimary Teachers

Prekindergarten 2 Teachers	Ana Abello Samantha Klepper Sande McCarty
Prekindergarten 3 Teachers	Ana Abello Anne Cary Tracy Herman
Prekindergarten 4 Teachers	Maureen Crocco Carol Newberry
Kindergarten Teachers	Erika Eve Janice Ziegler

Elementary Teachers

Grade 1 Teachers	Teresa Collier Rhonda Long
Grade 2 Teachers	Amy Hart Angela Shanks
Grade 3 Teachers	Alan Metzger Leslie Sallade
Grade 4 Teachers	Meghan Broeman Taylor Gunther
Grade 5 Teacher	Gretchen Fletcher

Enrichment Teachers

Art	Robert Cabrera
Character Education	Peggy Taylor
Educational Technology Specialist	Lana Peters
Library Media Specialist	Gemma Mursell
Music	Jan Mianowski
Physical Education	Carl Sallade
Preprimary Spanish	Adriana Chambliss
Elementary Spanish	Margarita Rival
LindaMood Bell Program	Marian Lanier

Teacher Assistants

Preprimary Teacher Assistants	Janice Forsgren Samantha Klepper Liliana Liotta Stephanie Litofsky Melodie Monberg Karen Oaks
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Karen Prine
Mica Roughton
Carolyn Spangler
Eleni Varvoutis

Elementary Teacher Assistants

Andrea Kinsey

Faculty Assistant

Laura Bunch

Lunchroom Director
Lunchroom Assistant

Belen Moore
Katherine DiGiacomo

CHRIST CHURCH SCHOOL BOARD

Chairperson
Past Chairperson
Financial Advisor
Legal Advisor
Development Council
Facilities
Education Advisor
Elementary Representative
Preprimary Representative
Representative-At-Large
Representative-At-Large
Representative-At-Large
Representative-At-Large
PTO Co-Presidents

Mike O'Keeffe
Mat Gulley
Barbara Moody
Elizabeth McDuff
Chris Garvin
Jack Fleck
Janet Bromagen
Caroline McGee
Jennifer Stepelton
Carrie Andersen
Lisa Barogiannis
Shane Kelley
Darryl Reeder
Peter Romano
Stacy Nappe
Victor Nappe
Tane Bonham
Alex Shanks

Principal
Pastor

PTO BOARD

Co-President
Co-President
Co-President Elect
Co-President Elect
Vice Presidents
Vice Presidents
Secretary
Treasurer
Historian
Principal
Director of Admission/Parent Relations
Preprimary Representative
Elementary Representative
Enrichment Representative
PTO Liaison

Staci Nappe
Victor Nappe
Volunteer Needed
Volunteer Needed
Carrie Andersen
Jennifer Petershagen
Alison Blasetti
Hayxa Escobar
Amy McGill
Tane Bonham
Madeline Monberg
Jan Ziegler
Alan Metzger
Jan Mianowski
Chris Kelly