

# Coeur d'Alene Christian School

## Section 1 – General Policies

### Article 1 – SCHOOL POLICIES

The policies of the Coeur d'Alene Christian School are set by the School Board. Parents are expected to cooperate fully with all of the school's policies as set forth in this handbook, and/or other written material. Parents, who for any reason decide that they are no longer in sympathy with the philosophy, objectives, and policies of this school should consider some other educational experience for their children which is more in keeping with their philosophical view.

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The Christian school exists, in part, to aid and support parents in that effort.

### Article 2 – Purpose

It is the purpose of the Coeur d'Alene Christian School to conduct and maintain an educational experience wherein one can obtain a quality education in a Christian environment. The general purpose of the School is to assist its students in discovering and developing their God-given potential and worth. The School will seek to guide and establish learning experiences that will assist each student to be a maturing Christian person, as well as a responsible and productive member of society. The Coeur d'Alene Christian School will strive to motivate and equip each student so they will continue to learn and mature throughout their lifetime.

### Article 3 – ADMISSION POLICIES

Coeur d'Alene Christian School exists to offer quality education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards. At the discretion of the administrator, an applicant may be asked to take an admissions test given by the school, or furnish the school with results of standard tests administered by a previous school.

Acceptance of the applicant will be based on the results of the testing or a personal interview with the student and/or the student's parents, and/or on recommendations concerning character, attitude, school records, and general promise. It should be added that every student accepted will be expected to demonstrate a genuine interest in pursuing his/her education in harmony with the standards and purposes of Coeur d'Alene Christian School.

These requirements are not intended to present a hardship to anyone who is a potential student; rather, to determine whom can best be served by the program offered.

### Article 4 – OBJECTIVES

1. To give God the glory in all things.
2. To lead non-Christians to Christ by teaching and example.
3. To develop spiritual leaders in the Church
4. To develop an understanding of one's unique responsibility to God, self, and others.
5. To help students realize their capabilities and limitations and how to make the most of them, toward growth and service.
6. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking and listening.
7. To encourage creativity and curiosity.
8. To encourage an appreciation for the arts.
9. To teach the fundamentals of physical fitness, nutrition, and hygiene.
10. To teach the fundamentals of language arts, math, social studies, science and Bible.
11. To teach each student to make constructive use of leisure time.
12. To prepare students to live in and deal with society.

## Article 5 – Philosophy of Christian Education

1. *Reality.* God is the personal and purposeful creator and sustaining force of the universe. Reality in life involved the understanding that God is real and is active in the lives of men and women today.
2. *Truth.* All real truth was created by God. Absolute truth exists and is consistent throughout the universe. God has shown Himself through his scriptures, and through his creation; therefore, man's understanding of God and his truth must come through a study of His inspired word, and an understanding of all aspects of His creation.
3. *Knowledge.* All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction which serves as a guiding principal in an individual's life must be based on truth as revealed in God's inspired word.
4. *Man.* Man is a person created in the spiritual and moral image or likeness of God. Mankind's essential nature is the freedom to choose or decide for themselves what their behavior will be, what they will think, become, and do. Mankind's essential freedom of choice is affected by their inherent nature and their environment, for both good and evil. Therefore, they are in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.
5. *Christian Education.* In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of mankind. Implicit in Christian education are these basic truths:
  - A. Mankind does possess a spiritual dimension. (Genesis 1:26 – 27)
  - B. Education involves the total being: spiritual, intellectual, physical and social (Proverbs 9:9).
  - C. Each person possesses unique individual potential, traits and needs (Romans 12: 3-8).
  - D. The educational experience must involve, as a primary emphasis, the development of Christian beliefs, attitudes, and skills, toward a lifetime of application.
  - E. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

## **Section 2 - CONDUCT AND DISCIPLINE**

### Article 1 – STUDENT CONDUCT AND DISCIPLINE

A lifestyle that reflects Christian principles stands out in today's crowd. At the Coeur d'Alene Christian School we have standards of conduct and dress that we feel should be a part of the student's mode of living. Many of the standards are simply for the protection of our students and for the orderly operation of our school.

### Article 2 – BOY/GIRL RELATIONS

The Coeur d'Alene Christian School provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both expected and in order. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will be discouraged.

### Article 3 – CODE OF BEHAVIOR

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to develop respect

for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, aides, secretaries and visitors at all times.

Minor infractions – The following infractions constitute unacceptable conduct:

1. Chewing gum
2. Running in the building
3. Excessive talking
4. Tardiness
5. Littering in the building or on school grounds
6. Improper behavior in the assembly or school sponsored activities
7. Minor dress code violations
8. Minor property damage
9. Possession of unauthorized items, i.e. radios, toys, tapes, etc.
10. Consumption of food or beverages outside of designated times or locations

Major Infractions – The following infractions constitute unacceptable behavior and will be handled in a firm and earnest manner:

1. Unexcused absences from school, chapel, or assemblies
2. Truancy
3. Profanity, obscene or suggestive language or gestures
4. Willful destruction of property
5. Cheating or lying
6. Fighting
7. Major dress code violations
8. Disrespect for staff members
9. Major property damage
10. Rebellious or irreligious attitudes
11. Illegal use or possession of drugs
12. Sexual misconduct
13. Theft or vandalism
14. Possession or drinking of alcoholic beverages
15. Possession of obscene literature
16. Possession or use of tobacco
17. Leaving school without permission
18. Possession of knives or other dangerous objects or weapons

Playground Rules:

1. No stone or dirt throwing.
2. No roughhousing (pushing, tripping, etc.).
3. Keep away from the bicycle area. There is to be no bike riding on the school grounds.
4. No one is to play outside of any boundary fence. If the weather is too bad for outside play, students will be allowed inside.
5. Use playground equipment as it's intended to be used.
6. No skateboards, roller skates or roller blades.
7. Authorized equipment that is brought to school for play purposes must be clearly marked with your name, and the student will be responsible for its care, not the school.
8. Play all playground games according to the way the instructor has explained them to you. Do not change the rules.
9. When any ball goes outside the fence into the street, the student must get permission from the staff member on duty to recover the ball.
10. All accidents are to be reported to the playground supervisor immediately. The supervisor will attend to minor accidents and scratches.

#### Article 4 – DISCIPLINE

Students and parents are asked to carefully consider these rules and regulations. Submission of an Application for Admission is an indication that both the student and the parent intend to comply with the rules as stated.

#### Punishment for Minor Offenses:

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the educational situation. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved.

#### Punishment for Major Offenses

The administrator and/or teacher will be responsible for handling major offenses. Parents will be notified concerning the nature of the offense and the disciplinary action taken.

#### Disciplinary Action Alternatives

Disciplinary alternatives can be, but are not limited to the following: Parent conferences, noon or recess detention, work detail, non-participation in extra curricular activities, suspension, and expulsion.

#### Due Process Steps for Handling Discipline Problems:

1. Teacher attempts to handle the problem through counseling, disciplining of the child
2. If these methods fail, the parent is to be notified, and some plan of action agreed upon to handle the problem.
3. If these fail and the problem continues, the Administrator will become involved and exercise one or more of the Disciplinary Action Alternatives until the problem is corrected. Some major infractions of a serious nature may require deleting steps 1 and 2.

### Article 5 – DRESS CODE

Purpose: The Coeur d'Alene Christian School dress code exists for the following reasons:

1. To ensure the safety of the children during school activities.
2. To limit inappropriate distractions from the spiritual and academic activities.
3. To teach modesty as a lifestyle.
4. To teach that each person has a responsibility to not inappropriately influence others around him or her.
5. To help strengthen the idea that the student's spiritual and academic education is not a casual activity.

The Coeur d'Alene Christian School dress code is based upon God's word. Scriptural support may be found in 1 Timothy 4:12, 1 Timothy 2:9, Deuteronomy 22:5, 1 Corinthians 11:14 – 15, 1 Peter 3:3, and 1 Corinthians 6:19-20.

All visitors to the Coeur d'Alene Christian School will be expected to comply with the dress code.

The teacher and/or Administrator will have the final word on any and all matters concerning the dress code.

We kindly ask that the parents enforce this dress code first before the children leave home each morning. Though it is not the primary job of the CCS staff, they will enforce the dress code each morning. Infractions can result in detention, suspension or expulsion. Please help by doing your part. Every time a child comes to school out of dress code, it dampens the spirit of their day and ours. Thank you for your help.

### Boys

#### Hair

- A. Must be clean and neatly combed.
- B. Length to be above the collar, mid-ear, above the eyebrow, and no tails.
- C. No messages will be shaved or dyed into hair.

#### Shoes

- A. Must be worn at all times.
- B. Tennis shoes in good repair are acceptable.
- C. Socks must be worn when weather requires.
- D. No open-toed shoes (for safety reasons).
- E. Shoes must be in good repair and appropriate for playground use.

#### Pants/Shorts

- A. Solid colors – beige, khaki, white, navy blue and black.
- B. Styles: Dress pants, corduroy or colored jeans.
  - No sweats or flannels
  - No blue jeans (except as listed in F below)
  - No wind pants; no cargo pants
  - No camouflage
- C. Pants that are designed to be worn with belts must be worn with belts.
- D. Pants and shorts should fit properly:
  - No tight or clingy pants or shorts
  - No baggy or grunge style pants or shorts
- E. Pants and shorts should be in good repair:
  - No rips or holes
  - No frayed pant legs
  - No bleached out material
- F. Blue jeans may be worn on Fridays with a CCS shirt (CCS T-shirts or sweatshirts from previous orders are great or new shirts are available to be ordered from the office).
- G. Shorts:
  - Must be knee-length
  - May be worn from the first day of school through October 15<sup>th</sup>, and from April 15<sup>th</sup> through the last day of school.

#### TOPS

- A. Red, white or blue (royal or navy) solid color POLO SHIRTS.
- B. Styles:
  - Long or short-sleeved polo or dress shirts (must have a collar).
  - No sweatshirts
  - No sleeveless shirts
  - No fishnet, mesh, clingy, tight-fitting, sheer or see-through shirts
  - No T-shirts
  - No shirts with any large logos or printing on them, except for CCS shirts which may be worn on Fridays (small over-the-pocket logos are okay).
- C. Sweaters and vests may be worn.

#### MISC.

- A. Appropriate undergarments will be worn at all times.
- B. Boys may not wear jewelry or clothing that reflects feminine appearance (i.e., earrings).
- C. No hats may be worn in the building or the classrooms.

### GIRLS

#### Hair

- A. Must be clean and neatly combed.
- B. No hair in the eyes.
- C. Haircut must be in keeping with feminine appearance.

#### Shoes

- A. Must be worn at all times.
- B. Tennis shoes in good repair are acceptable.
- C. Socks must be worn when weather requires.
- D. No nylon hose for students K – 8<sup>th</sup> grade.
- E. No open-toed shoes (for safety reasons).
- F. Shoes must be in good repair and appropriate for playground use.

#### Pants/Shorts/Leggings/Tights

- A. Solid colors – beige, khaki, white, navy blue, red, gray and black.
- B. Styles: Dress pants, corduroy or colored jeans.
  - No sweats or flannels
  - No blue jeans (except as listed in F below)
  - No wind pants; no cargo pants
  - No camouflage

- C. Pants that are designed to be worn with belts must be worn with belts.
- D. Pants and shorts should fit properly:
  - No tight or clingy pants or shorts
  - No baggy or grunge style pants or shorts
- E. Pants and shorts should be in good repair:
  - No rips or holes
  - No frayed pant legs
  - No bleached out material
- F. Blue jeans may be worn on Fridays with a CCS shirt (CCS T-shirts from previous orders are great), or a code colored shirt must be worn.
- G. Shorts:
  - Must be knee-length
  - May be worn from the first day of school through October 15<sup>th</sup>, and from April 15<sup>th</sup> through the last day of school.

#### TOPS

- A. Red, white or blue (royal or navy) solid color POLO SHIRTS.
- B. Styles:
  - Long or short-sleeved polo or dress shirts (must have a collar).
  - No sweatshirts
  - No sleeveless shirts
  - No fishnet, mesh, clingy, tight-fitting, sheer or see-through shirts
  - No halters, midriffs, tube tops, spaghetti straps or low necklines
  - No T-shirts (pullover blouse acceptable)
  - No shirts with any large logos or printing on them, except for CCS shirts which may be worn on Fridays (small over-the-pocket logos are okay).
- C. Sweaters and vests may be worn.

#### DRESSES/ JUMPERS/ SKIRTS

- A. Dresses must be in the school colors of red, navy blue or white; jumpers and skirts can be in beige, khaki, white, navy blue or black.
- B. Must be knee length (no splits above the knee).
- C. May not be worn sleeveless (see section B, under TOPS)
- D. We recommend that young ladies using the playground equipment wear shorts under their dresses, jumpers and/or skirts.

#### MISC.

- A. Appropriate undergarments will be worn at all times.
- B. No hats may be worn in the building or the classrooms.

### Article 6 – CHAPEL OR ASSEMBLIES

Chapel and assemblies will be an important part of the educational program of the Coeur d'Alene Christian School. Included in each school day will be chapel/devotional periods, which will consist of prayer, Bible reading, and singing. In addition to the daily chapel, other assemblies may be scheduled.

1. Attendance is required of all students.
2. Each student will demonstrate proper courtesy to the speaker or group leader.
3. There will be no unnecessary talking, distracting of others, or disturbance of any kind.
4. Students will not be allowed to study during the chapel or assembly period.

### Article 7 – DAMAGE TO SCHOOL PROPERTY

It is expected that all damage, even if accidental, will be acknowledged by the person involved and consideration for reimbursement by the parents will be made by the School Board.

## Section 3 – ACADEMIC MATTERS

### Article 1 – STUDENT MATERIALS

The basic curriculum in the Coeur d’Alene Christian School was developed and marketed by A Beka Book Publications. A Beka offers a quality Christian curriculum and instructional support materials that serve Christian teachers as effective tools for use in meeting the instructional needs of students.

Supplementary materials will be adopted and added as the need arises. Registration pays part of the costs of materials used by the children. Tuition, donations and fund-raising activities pay the balance of the cost.

### Article 2 – HOMEWORK

It will not be the policy of the school to assign large amounts of homework. However, when homework is assigned it will be geared to the child’s ability and relative deficiencies.

### Article 3 – REPORTING STUDENT PROGRESS TO PARENTS

Reporting student progress is an important yet difficult part of parent/teacher communications. The reporting process is meant to convey the amount of student growth of each student. Several reporting methods will be utilized; in each case the focus is upon the individual, not the group or a comparison with a group.

1. Progress Reports  
Progress and behavior reports will be sent home every nine weeks. Additionally, several less extensive interim reports will be sent home for parent examination throughout the grading period.
2. Conferences  
Regularly scheduled parental conferences will be part of the school’s reporting process. The expectations and positive ways to cooperate in providing the best possible education will be considered.

### Article 4 – ATTENDANCE POLICY

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that consistent attendance is necessary for the maximum amount of benefits.

Excused Absences:

1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
2. Illness in immediate family which requires the student’s presence.
3. Death in the family.
4. Absences with prior approval from the office.
5. Unavoidable vacation days
  - a. NOTE: In order for these days to be excused the parents must make prior arrangements with the teacher for the quantity and quality of makeup work to be done. If the student does not do the work to the satisfaction of the teacher, then those days will be considered unexcused absences. ***Students will be given 2 days for each day absent to hand in makeup work, with 5 school days maximum to make up work.***

There are two ways in which an absence may be excused:

1. A NOTE: from an authorized person explaining the absence must be presented at the office the day following the absence.
2. A PHONE CALL: by one of the parents to the school office on the day of the absence or on the return day. In such cases, a note does not have to be sent when the student returns.

### **Unexcused Absences**

Absences for shopping, haircuts, baby-sitting, needed at home, visiting friends or relatives, etc., will be unexcused. Parents should be advised that if a student accumulates three unexcused absences in any one quarter, a parent conference will be scheduled and further attendance at the Coeur d'Alene Christian School may be denied. If a conference is required, students 4<sup>th</sup> grade and up will need to take a competency test for each subject.

It must be understood that for us to do our job the student needs to be at school consistently. Breaks in the student's routine of learning severely hampers their progress, and may serve to teach the students that personal preference activities are more important than their spiritual and academic education.

### **Truancy**

Truancy is defined as an absence without the knowledge and consent of parents or school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated.

### **Early Dismissal**

Checking out of school early is highly discouraged. Parents should try to schedule all medical appointments on off days or after school hours. However, if it is necessary for a child to be taken from school before the dismissal time, a request must be made in writing to the school office. Parents must go to the office to pick up their child. No student will have permission to leave unless accompanied by his/her parents or guardian (unless the office is otherwise notified). **THIS IS FOR YOUR CHILD'S PROTECTION.**

### **Tardiness**

It is important that students always be on time to chapel and to class. When prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper achievements, but it is essential for the development of the good habits characteristic of success and good citizenship.

Tardiness disrupts your student's day and the classes' day! Each student will be in his/her classroom when the bell rings. All students must come to class fully prepared with the materials needed for class. Three tardies (in one quarter) equals an unexcused absence and will mean a parent conference with the Administrator. Two more tardies after that and further attendance at the Coeur d'Alene Christian School may be denied. Advancement to the next grade will be contingent upon completion of 85% of required school attendance.

## **Section 4 – SCHOOL ROUTINE**

### Article 1 – SCHOOL HOURS

School Hours:	Monday – Thursday	8:25 a.m. – 3:00 p.m.
	Friday	8:25 a.m. – 2:00 p.m.
	Kindergarten (am)	8:25 a.m. – 12:00 noon

Supervision will be provided on the playground for students fifteen minutes before school opens and fifteen minutes after dismissal. This means that the school will not be considered responsible for students prior to 8:15 a.m. or after 3:15 p.m. (2:15 p.m. on Fridays). We must emphasize the importance of being prompt in picking up your children after school. This schedule will be adhered to so that teacher preparation will not be infringed upon.

### Article 2 – OFFICE HOURS

Office Hours:	Monday – Thursday	8:15 a.m. – 3:15 p.m.
	Friday	8:15 a.m. – 2:15 p.m.

Parents or visitors coming to school to visit or transact school business should come to the office first. Please do not go directly to the classroom.



### Article 3 – SUPERVISION OF STUDENTS

Supervision of students on school property is provided from 8:15 a.m. until 3:15 p.m. (2:15 p.m. on Fridays). During this time it is understood that a child is the responsibility of the Coeur d'Alene Christian School, and as such we retain full authority to exercise supervisory and disciplinary measures.

### Article 4 – CHANGES IN ROUTINE

The school reserves the right to schedule, at the administrator's discretion; other dates to be used for necessary or related activities, in-service activities for the staff, etc. Parents will be given ample notice.

### Article 5 – FIELD TRIPS

Field trips are planned for their educational value. Notes giving all the details of the trip will be sent home. NO STUDENT will be permitted to go on the trip that does not have a signed permission slip on file in the office.

Parents will normally be invited to participate in field trips, but it shall be understood that the supervision of the students is the responsibility of the teacher and he/she shall retain full right to exercise authority in administration of supervisory and disciplinary measures.

### Article 6 – CHANGE OF ADDRESS OR PHONE NUMBER

If you change your address, phone number or work location, please notify the school office. It is important that emergency information be current.

### Article 7 – CLOSED CAMPUS

We follow a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal. Students must bring a written parental request to the office to leave the campus for any reason.

### Article 8 – PARTIES

We will have parties occasionally. Parents will be invited to help supervise and also to help furnish various needed items.

### Article 9 – EMERGENCY SCHOOL CLOSING

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to heavy snowfall, which makes the roads impassable or unsafe. In case of emergency closing, such information will be broadcast over radio station KVNI, Coeur d'Alene, no later than the 7:30 a.m. newscast. Generally, we follow the policy of school district #271 when it comes to emergency school closing.

### Article 10 – ILLNESS DURING SCHOOL HOURS

If a student becomes ill during the day, he/she may be excused to go home by the teacher or Administrator. Before the pupil is excused, however, the school office will contact his/her parents. For this reason it is important that the school have available at all times the correct telephone numbers of both parents and/or someone to be contacted in case of emergency. If both parents work, the business phone of each will be necessary.

### Article 11 – FIRE DRILLS

Throughout the year there will be unannounced fire drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off and absolutely no talking. Each student is to remain with his/her class at all times. All classes will have an assigned exit through which they are to pass. A signal will be given to reassemble in the classes.

## Article 12 - LUNCH PROGRAM

All students will be required to carry a sack lunch, or a purchased lunch slip. No student will be permitted to leave the school for lunch unless with the parents. Hot lunches are available every day of the week and need to be purchased at least a day in advance.

## Article 13 – TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers should be directed to the school office. No student or teacher will be called out of class except in case of emergency. Student use of the telephone will be limited to necessary calls only.

## Article 14 – PARENT VISITATION

Parents are always welcome to visit the school; however, preschool age children and visiting school age guests are not permitted to visit the classes. Parents who plan to visit a classroom should inform the office of their intentions. It should be noted that visiting parents will be expected to adhere to the established dress code.

## Article 15 – RIGHT OF ACCESS TO RECORDS

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of making a written request. A request must be submitted to the administrative office.

Available records include grades, evaluations and standardized test results. These records cannot be released to persons or institutions outside the school without the written request of the parents.

The Buckley Amendment affords the right for challenging the accuracy of recorded information. A parent making a written statement of his/her position may challenge the content. That statement shall be inserted in the records.

## Article 16 – MEDICATIONS

Parents are asked to consider the potential danger of having students bring medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute health conditions, but no medication will be administered except on the written/verbal request of a parent. If your child must take medication during school hours, the parent must bring it to the school office and the secretary or teacher will administer it during the school day.

## Article 17 – STUDENT INJURY

The staff of the Coeur d'Alene Christian School will attempt reasonable judgment for the care of students in the case of physical injury. This includes the application of First Aid measures in minor injuries. In those situations where the injury appears more serious, we retain the right to seek professional help including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the service obtained on the child's behalf.

## Article 18 – HEALTH RECORDS

Students entering school are to present a certificate of immunization. The following immunizations are required by order of the Health Department:

Polio                      DPT                      Rubella                      Measles                      Mumps

Also, a copy of a Birth certificate must be on file. Parents wishing to make inquiries concerning the immunization program should contact the Idaho Department of Health and Welfare.

# Section 5 – FINANCIAL POLICY

## Article 1 – GENERAL STATEMENT

The Coeur d’Alene Christian School is chartered as a non-profit corporation receiving its primary support from student fees, tuition and contributions from friends. As such, the school’s operating budget must be based on an estimate of enrollment for an entire year. Students are granted admission with the expectation that they will remain for the entire year.

## Article 2 – TUITION POLICY

A Christian school’s only consistent income from month to month is tuition, and it pays only a portion of the operation of the school. The balance is made up through periodic fund raising and gifts. In order for us to pay our staff and our operating expenses in a timely fashion, we must rely on your timely tuition payments.

Therefore, the following tuition payment policy has been established:

OPTION #1: Tuition may be paid in full for the whole year, in which case a 5% discount will be given.

OPTION #2: Tuition contract with the school.

Registration Fees:	Before June 15 <sup>th</sup> :	K3, K4 & K5 . . . \$140
		Grades 1 – 8 . . . \$225
	After June 15 <sup>th</sup> :	K3, K4 & K5 . . . \$175
		Grades 1 – 8 . . . \$260
K3, K4 & K5 Yearly Tuition:	5 half days . . . . .	\$2,200
	2 half days and 3 full . . . . .	\$2,700
	5 full days . . . . .	\$2,950
Grades 1 – 6 Yearly Tuition:	1st child . . . . .	\$2,950
	2 <sup>nd</sup> child . . . . .	\$2,650
	Additional children . . . . .	\$2,550
Grades 7 – 8 Yearly Tuition:	Registered before June 15 <sup>th</sup> . . . . .	\$2,950
	Registered after June 15 <sup>th</sup> . . . . .	\$3,050

- Discounts:
1. Those making full year cash payment of tuition by Aug. 31<sup>st</sup> will receive a 5% discount.
  2. Those who recruit a new student who enrolls in C.C.S. will receive a 5% discount on their current year’s tuition for 1<sup>st</sup> child.

**YOU MUST PROVIDE 30 DAYS NOTICE IN WRITING IF PLANNING ON LEAVING THE SCHOOL PRIOR TO THE END OF THE SCHOOL YEAR. YOU WILL BE**

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