



*The* **EXPERIENTIAL SCHOOL**  
*of Fort Lauderdale*

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CHRIST CHURCH SCHOOL

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# **PARENT/STUDENT HANDBOOK**

## **2023-2024**

## **MESSAGE FROM THE HEAD OF SCHOOL**

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. The school follows the United Methodist Church Book of Discipline. Its foremost goal is to offer quality education in a Christian environment at the preprimary through the 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.

### **VISION STATEMENT**

We will provide a learning environment that is experiential and meaningful to a connected world. It is vital that we visibly recognize and communicate the heart of a Christ Church School Education and God's love.

- Innovative and enlightening learning experience that is transformational for both students and educators.
- Engaging interdisciplinary approach that integrates the areas of Science & Social Studies, Technology, Entrepreneurship & Engineering, Arts and Mathematics (STEAM).
- Inquiry based approach guided by essential questions that help develop the 4 C's: Collaboration, Creativity, Critical Thinking and Communication.

### **ACCREDITED BY**

Cognia  
Association of Independent Schools of Florida  
Florida Council of Independent Schools

### **MEMBER OF**

Broward County Nonpublic School Association

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## **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**

As part of our mission weekly Chapel is held in the Christ Church Sanctuary, usually on Fridays for students in PK4 - 5<sup>th</sup> Grades. PK3 students will begin attended chapel the 2<sup>nd</sup> trimester and PK2 students will begin attending chapel the 3<sup>rd</sup> trimester. The Chapel program is led by a different grade level (K - 5) throughout the year. Parents and guests are invited to attend. The presenting grade level will remain after Chapel to give parents an opportunity to take pictures.

The Sanctuary doors will remain locked before and during Chapel. We ask that parents come to the west narthex door to be admitted. A message is given by Christ Church School Chaplain. Students and guests sing songs, hear stories from the Bible and pray. Please do not leave until the end of Chapel or other special programs as a courtesy to all classes. Cell phones ringers should be turned off during chapel and other special programs.

Students may present a commemorative book to the school in honor of their birthday, special occasion or in honor of other people. Please see the Library Media Specialist if you wish to purchase a library book for this purpose.

Recognition Chapel is held once a trimester 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.

### **STUDENT COUNSELING**

Christ Church School Chaplain is available to meet with our students for private counseling. A student's homeroom teacher may refer a student for time with the Pastor, if the teacher feels that such meeting will benefit the student. If you would prefer that your child not be provided this opportunity, please notify your child's homeroom teacher of your wishes.

### **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**

The faculty and staff of Christ Church School are committed to providing a safe and secure environment for all children. We hold each child as a person of immeasurable worth as a child of God. With this understanding all personnel must comply with the school's written disciplinary policy. The faculty and staff are prohibited from subjecting children to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all personnel.

The school has the right to suspend or terminate the attendance of any student for reasons that the school administration considers detrimental to the school community, student, or to other students at the school.

## **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 make the parent/guardian aware of the problem.
- Third offense: A conference will be arranged with the parent/guardian.
- In the case of disruptive behavior requiring immediate attention, the parent will be called, and the student may be sent home.

Each incident will be evaluated on an individual basis.

## **ELEMENTARY**

Teachers and staff may give green or pink 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 or green 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 or green 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 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 head of school. 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 Head of School.

- 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.

## **ENRICHMENT**

If an incident occurs in an enrichment class, you will be notified via email as well as receive a rules reminder form to review the behavior that did not adhere to our student code of conduct, the RESPECT Pledge. The form is to be signed and returned the next school day. If a student receives two rules reminder forms from the same enrichment teacher during one trimester, the student will receive a green slip. This format for the enrichment classes will allow for more student engagement and parent communication. We also want to remind you that class participation and behavior play a factor in each student's overall enrichment grade.

## **BULLYING**

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which significantly interferes with or limits the victim's ability to participate in or benefit from opportunities offered by the school and 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 Assistant Head for Academics and Admissions for appropriate action.

## **SOLICITATION POLICY**

Students are not permitted to sell or solicit the sale of items or products at school. No student will be permitted to sell personal or individual items at school or during school hours. Violations of this policy will result in discipline to any students involved in the prohibited transaction

## **STUDENT COUNCIL**

The Student Council of Christ Church School is a vital service and leadership organization made up of students in grades 1 through 5. The twenty member council is elected by the Elementary student body. Monthly meetings are held to address school-wide student concerns, as well as plan various service and outreach projects. The Student Council also provides leadership throughout the school year at many student and parent functions including chapel, PTO and Christ Church events. In addition, the Student Council organizes and leads Outreach Programs.

All **representatives** must:

- Demonstrate honesty and reliability
- Honor a Christian Community of Caring by following the RESPECT Pledge
- Show concern and respect for others
- Be a responsible student and maintain a 'B' average
- Demonstrate positive behavior as a leader of the school

If there were an 'N' for an Enrichment area or behavior is below a score of 3 on the report card, the student would not be allowed to serve for the next twelve-week period. If an 'N' or score below 3 occurs again, the student will be replaced by the alternate as the officer or representative. If a representative receives a pink slip, the student will not be allowed to participate in any Student Council activities for one month.

A representative may only serve once in first through fourth grade. All fifth grade students are eligible to run and may be elected to serve as Secretary, Treasurer, and President. (The Vice President will be the runner up for position of President.)

## **CELL PHONES, SMART WATCHES AND OTHER ELECTRONICS**

Students may have cell phones and smart watches in their possession at school, but they must ensure that they are turned off. Students may not use their cell phone or smart watch or the cell phone or smart watch of anyone else during school hours, holding, club and dismissals.

Whenever cell phone or smart watch 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 for any recreational purposes any other electronic or mobile devices including, but not limited to, handheld devices such as a DS or DSi, games, radios, iPods, iPad, itouch, smart watches/smart devices, or walkie-talkies, during school hours or in school buildings. At the school's discretion and on a case-by-case basis electronic devices may be permitted for academic purposes.

Students who violate these policies will have their cell phones, smart watches, 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 discourages students from participating in social networking sites for the benefit of the student's safety and well-being.

### **TECHNOLOGY RESPONSIBLE USE AGREEMENT**

Access to a variety of online communications, information technologies, computer hardware, software, operating systems, 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 Technology Responsible Use Agreement and Consent. The Technology Responsible Use 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.

### **UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **CHRIST CHURCH SCHOOL MONITORS ITS NETWORK**

Christ Church School provides students and faculty access to a variety of technology resources including computers and mobile devices. Technology Users will use the technology resources in accordance and



support of the school's academic mission and in alignment with the values of Christ Church School. These resources might be used to promote learning outside of the classroom or to accommodate home learning, note that this is still a school issued device and the same acceptable use policies apply.

Christ Church School monitors its network. There should be no expectation of privacy when using a school issued device, transmitting, or storing files on the Christ Church School network.

All electronic communication systems and data, including, but not limited to digital, voice, email, and all information transmitted by, received from, or stored in these systems are property of Christ Church School.

Users accept the responsibility of maintaining a secure environment, account passwords are not to be shared, users may not use someone else's account with or without permission.

### **CONSEQUENCES FOR VIOLATIONS**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the head of school's discretion including expulsion.

### **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. Additional books may be checked out for class projects as needed. 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. Parents may visit the library during the library hours to check out books. They may check out up to 10 books and keep for up to two weeks. Parents are encouraged to utilize the Parenting Library by contacting the Director of Student Life, Library Media Specialist.

### **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-premises alcohol abuse is also prohibited. Adults and/or parents are prohibited from consuming alcohol on school premises, including the field and/or during school functions occurring on campus or school related events with students.

### **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**

Christ Church School has a zero tolerance policy. 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

All students must attend and participate in all academic and enrichment classes for their grade level in order to meet the requirements of attending CCS.

### Progress Reports & Report Cards

PK2, PK3 and PK4 students will receive a progress report twice a year. Kindergarten students will receive a progress report each trimester. First through fifth grade students will receive a report card each trimester. The following grading scales are used.

### GRADE SCALES

Academic & Spanish		Enrichment	Behavior		
A	93-100	O	Outstanding	4	Exceeding
A-	90-92	S	Satisfactory	3	Developing Appropriately
B+	87-89	N	Needs Improvement	2	Needs Improvement
B	83-86			1	Unsatisfactory
B-	80-82				
C+	77-79				
C	73-76				
C-	70-72				
D+	67-69				
D	63-66				
D-	60-62				
F	Below 60				

**O** - The student is *outstanding* in the area of evaluation; they *stand out* from their peers.

**S** - The student has *satisfied* the requirements for the area being evaluated - level of accomplishment is *satisfactory*.

**N** - The student *needs to work to improve* in that area, in this area there is *needed improvement*.

### Honor Roll

Students in fourth and fifth grade are eligible for honor roll.

The First Honor Roll recognizes students who achieve a 93% grade point average or above in the five academic subjects: Reading, Language Arts, Science, Math, and Social Studies.

The Second Honor Roll recognizes students who achieve a 90% grade point average or above in the five academic subjects: Reading, Language Arts, Science, Math, and Social Studies.

In order to be considered for the First and Second Honor Roll students must also earn an 83% or above in Spanish and Enrichment grades must be S+ above. Behavior grades must be 3 or above for the current grading period. Honor Roll students will be recognized in chapel.

### PARKING

**Parents must park in Christ Church Park.** The crossing guard is on duty at the crosswalk from 8:00 to 8:30 a.m. Parking is not permitted in the north lot (church parking lot), east lot (school staff parking lot) except for the three short term parking spots outside the school/church office building for picking up materials, student late arrivals, early pick up., and the parking lot adjacent to the playground, in front of Sanctuary, special needs' parking spaces or in nearby apartments.

### ARRIVAL

All PK2 and PK3 students must be walked into school by an adult. All PK4 - fifth grade students who are dropped off by car must be dropped off at Gate 1 (see map). For their safety, do not drop off students at other locations on campus. Parents must not enter the faculty (east) parking lot until 8:00 a.m. when

supervision and safety patrol is available. Students, should not, under any circumstances, be dropped off if the gate at arrivals is not open and supervised. If you arrive prior to 8:00 a.m., please park in the Christ Church Park.

If walking your child(ren) in, we ask that you park in the Christ Church Park and walk them to Gate 3. Gate 3 will open at 8:15 a.m. Parents may walk with their student 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.**

During severe weather, arrival will be at "Rainy Day" (see map). A sign will be placed at the entrance of the faculty (east) parking lot stating, "rainy day arrival". Students will be escorted to class in groups by administrators, assistants and safety patrol students.

For the safety of the students during arrival and dismissal, please note the following:

- All persons who are authorized to transport students must be made aware of the arrival and dismissal procedures
- Students **must** enter/exit the vehicle from **the right-side passenger doors only**
- Only motor vehicles are allowed in the arrival and dismissal line
- It is helpful to place car seats on the passenger side of the vehicle
- Sliding side doors should not be opened until the vehicle comes to a complete stop
- Sliding side doors must be closed completely before the vehicle begins to move
- Students should remain in their seat belts until the vehicle comes to a complete stop
- Parents must remain in your vehicle once you are in the car line
- The use of cell phones is prohibited in the car line
- Only fully licensed drivers allowed in car line
- Animals may not be brought onto school property including arrival and dismissal lines unless they are ADA approved support animals
- In an effort to expedite the movement of the car line, teachers are not able to spend this time talking

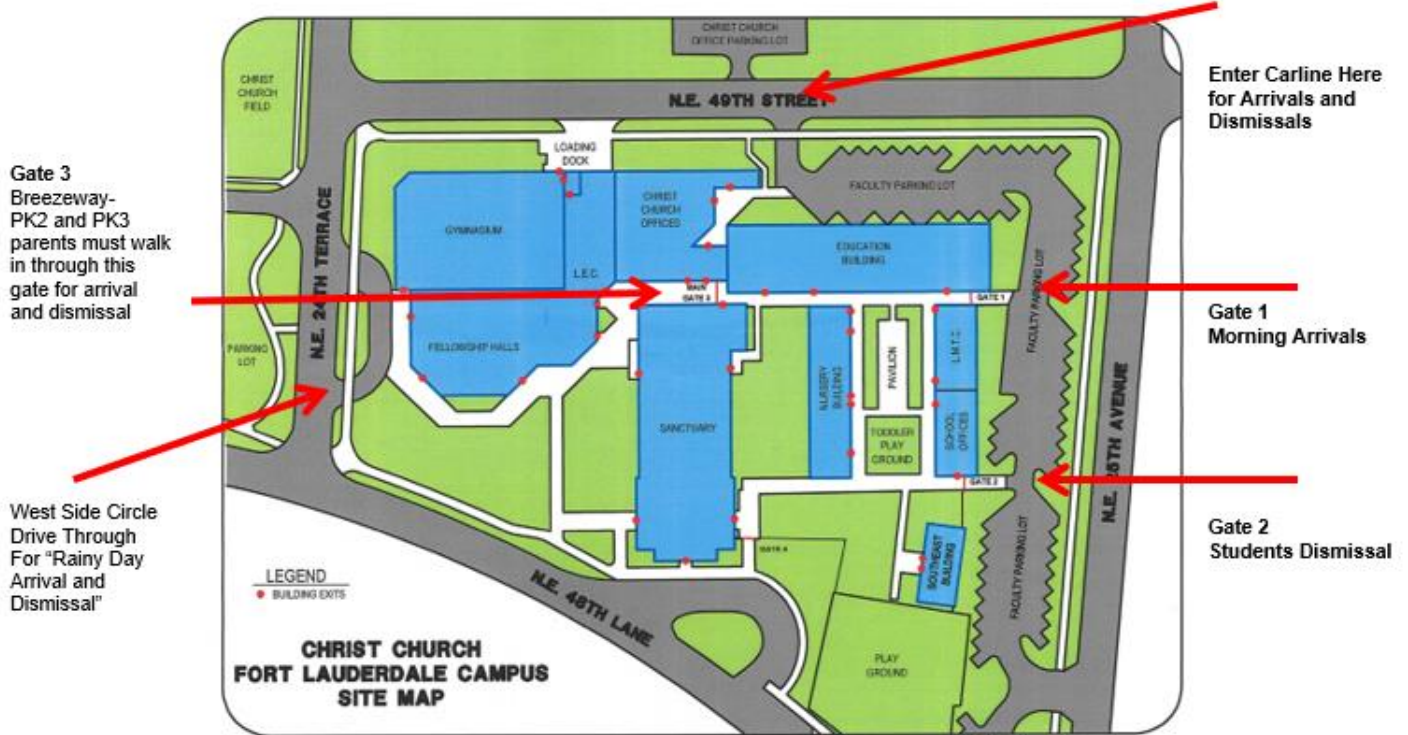
## **DISMISSAL**

All PK2 & PK3 parents will park in the Christ Church Park on the west side of the campus. Proceed to gate 3. The gate will open at 12:30 pm for half day students and 2:30 pm for full day students.

PK4 - 5<sup>th</sup> Grade parents should arrive no more than five minutes before the dismissal time and **remain in line in their vehicles** at Gate 2 (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 or staff according to the schedule listed below. Parents are responsible for buckling their child into their car seat.

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



**REGULAR DISMISSAL    EARLY DISMISSAL**

PK2, PK 3 & 4 Half Day	12:30 pm	11:30 am	} No Lunch
PK2, PK3, PK4, Kindergarten Full Day	2:30 pm	11:30 am	
Grades 1 & 2	2:50 pm	11:50 am	
Grades 3, 4 & 5	3:10 pm	12:10 pm.	

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 who must be at least 18 years of age or older. 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.

If a parent would like to authorize someone other than themselves to pick up their child(ren) from school, they must add those names to their Magnus account under Dismissal Authorization. If someone other than the person(s) listed on the Dismissal Authorization will be picking the child up, OR there is a change in attendance in Afternoon Adventures, tutoring, and/or attendance in an after-school club, the parent **must** notify the classroom teacher at the **beginning** of the school day

If the parent will be detained because of an emergency, the parent must inform the school office of the alternate dismissal plan at least 10 minutes before the class is dismissed. Emergency contact information must be up to date, and any changes must be reported to the school office as soon as possible.

**SIGNING OUT STUDENTS**

We understand that certain circumstances require that students be signed out before the end of the school day. If it is necessary to sign your child out at some point during the day, please contact to the school office. We are not able to have your student in the front office waiting for you; however, with advance notice, we

can make sure that your child is packed up and waiting for you in their classroom.

## **TARDY POLICY**

All students who arrive after 8:30 a.m. must check in at the school office by a parent/guardian before being admitted to class using our Visitor Management System (VMS). Teachers will receive an e-mail notification from the VMS when a student arrives late. Preplanned professional appointments should be coordinated with the classroom teacher. If a student in kindergarten through fifth grade has an excessive number of tardies, the school reserves the right, at the discretion of the administration, to evaluate the student prior to promotion to the next school grade.

## **ABSENCES**

Parents are required to notify the school office of student absences by e-mailing [frontdesk@ccsfl.org](mailto:frontdesk@ccsfl.org) or by calling 954-771-7700, ext. 200. Please include your child's name, reason for their absence and teacher's name when reporting an absence. **To request homework** parents must notify the child's teacher via e-mail 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 a student is absence they are given two days to complete make-up work. (Example: If the student has an 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.

If a student in kindergarten through fifth grade misses an excessive number of days of school, the school reserves the right, at the discretion of the administration, to evaluate the student prior to promotion to the next school grade. School work completed outside of school during excessive absences will be graded as pass or fail only.

## **FAMILY TRIPS OR PLANNED ABSENCES**

**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 or planned absence, the parent must complete a **Family Trip or Planned Absence Permission Form** (available in the school office and/or the front page of the parent portal) and give it to the classroom teacher at least two weeks prior to the family trip or planned absence. The teacher signs the form and sends it to the Health Office 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**

All uniforms items must be purchased at Dennis Uniform unless noted on the following page. Dennis Uniform is located at 5225 West Broward Boulevard, Plantation, (954) 581-1761. **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 on the following page.

## PK2 - Fifth Grade

All students are required to be in full uniform except on designated dress-down days. Only the items listed on the chart may be worn in the classroom, and they must be purchased at Dennis School Uniform unless otherwise noted. PE uniforms for third through fifth grade students, on their designated PE days, may be worn the entire day. The uniforms must be in good condition with shirts 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.

In addition to the school's dress code, Christ Church School requires that students properly maintain their general personal appearance. Students will be expected to appear for school and school-related events having practiced proper hygiene through regular bathing, appropriate oral hygiene, use of deodorant or antiperspirant where appropriate, clean and trimmed fingernails, and hair that is neat and properly managed. Christ Church School does not require any student to wear his or her hair in a particular style, but will require that hair be maintained in a manner that prevents any interference or disruption of school activities and, if long, is tied back when necessary to prevent any safety issue.

Makeup is not permitted. Chap Stick and lip gloss should be natural colors. Students must not wear scarves, hats, bandanas or oversized hair accessories as they are not part of the school uniform. Hair accessories must be small, modest and in school uniform colors. 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**.

## Friday Spirit Days and Theme T-Shirt Days

Most Fridays are School Spirit Days and students may wear "spirit wear" items that have been purchased from the Christ Church School. Monthly we have Theme T-Shirt days, and those t-shirts are ordered and provided at the beginning of each school year.

<b>GIRLS Grades PK2 - K</b>	
Bottoms Knit dress in Red or Navy Pleated Skooter, pull on (plaid, navy or khaki) Soft navy or khaki pull on shorts (PK2 only) Dress pants, pull on or zipper (navy or khaki)	Tops (CCS Logo) Performance Polo short sleeve (white, navy or red) Pique Polo long sleeve (white, navy or red)
<b>GIRLS Grades 1 - 5</b>	
Bottoms Knit dress in Red or Navy Pleated Skooter (plaid, navy or khaki) Dress shorts with zipper (navy or khaki) Dress pants (navy or khaki)	Tops (CCS Logo) Performance Polo short sleeve (white, navy or red) Pique Polo long sleeve (white, navy or red)

**BOYS Grades PK2 - K**

Bottoms Dress shorts, pull on or zipper (navy or khaki) Dress pants, pull on or zipper (navy or khaki)	Tops (CCS Logo) Performance Polo short sleeve (white, navy or red) Pique Polo long sleeve (white, navy or red)
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**BOYS Grades 1 - 5**

Bottoms Dress shorts with zipper (navy or khaki) Dress pants with zipper (navy or khaki)	Tops (CCS Logo) Performance Polo short sleeve (white, navy or red) Pique Polo long sleeve (white, navy or red)
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**GIRLS AND BOYS Grades 3 - 5 PHYSICAL EDUCATION**

Bottoms Navy performance PE shorts Navy sweatpants (cold weather only)	Tops Gray Performance T-shirt
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**ALL STUDENTS WINTER WEAR**

Navy full zip non-hooded sweatshirt with CCS Logo Navy performance jacket with CCS Logo Navy sweatpants with CCS Logo Navy hoodie, purchased from the CCS School Store online *Solid Navy, white, ivory or black tights *Solid Navy, white, ivory or black ankle length leggings *Solid white long sleeve t-shirt may be worn under uniform polo shirt
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**ALL STUDENTS SHOES, BELTS, SOCKS & ACCESSORIES**

<p><b>*Shoes</b> Students may wear sneaker/athletic, Mary Jane or loafer-type (PK2 &amp; PK3 Velcro-closed shoes are required) Shoes must have a closed toe and heel Shoe color should complement the look of the school uniform Students are required to wear sneaker/athletic shoes for physical education classes</p> <p><b>*Socks</b> Students are required to wear a solid color sock. Permitted colors are white, navy, black, brown or gray. No visible patterns are permitted.</p> <p><b>*Belt</b> If clothing has belt loops, a plain dark belt must be worn</p> <p><b>*Hair Accessories:</b> Must be small, modest and in school uniform colors</p> <p><b>Not Permitted:</b> Students may not wear shoes with lights, characters, wheels, or glitter on them Students may not wear boots Students may not wear shoes that are above mid-calf height Students may not wear scarves, hats, bandanas or oversized hair accessories</p>
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\*These items may be purchased elsewhere.

## **EMERGENCY PLAN**

It is imperative that the school has current contact information on file for the parents and that the parents have registered on the school website. 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 head of school. Every effort will be made to notify parents of the early dismissal of students or an alternative reunite site through AdminPlus Notify emergency 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 AdminPlus Notify if operational.

## **FIELD TRIPS**

Special trips related to subjects taught in the classroom may be a part of the curriculum. Only students in PK4 through fifth grade will participate in off-campus field trips. Transportation will be provided by school bus or charter bus only. When your child attends a field trip and is transported by school bus or charter bus it is expected that they will travel to and from the field trip on the provided transportation. Any change to this would need to be authorized in the school office prior to the student leaving on the field trip. No electronic devices are allowed on field trips. Before a PK4 through fifth grade student is allowed to participate in off-campus field trip activities, the Field Trip Permission and Indemnification Agreement is completed by the parent must be on file at the school. Only those students enrolled in the class will be permitted to participate in field trips.

### **Chaperones**

Any field trip attendee, including, but not limited to, chaperones or parents, must meet all the requirements of the Youth Protection Policy, be fingerprinted and a background screen completed. Alcohol consumption by any field trip attendee is prohibited during field experiences and group mealtimes.

## **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 head of school and appropriate insurance or certified service dog or therapy dog per ADA guidelines. This means that animals may never be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including arrival, dismissal, after school clubs and afternoon care.

## **STUDENT ALLERGIES AND AUTHORIZATION TO DISPENSE MEDICATION**

If your child has a known food allergy communication from the parent to the teacher regarding the allergy/allergies is vital! Please provide all necessary details of your child's allergy and any necessary mediations and/or precautions. Please notify your child's teacher if your child has a life-threatening allergy to a known allergen, and you do not allow your child to participate in school celebrations and to be served the foods provided during the celebration, you must complete the Parent Allergy Plan Form and provide all your child's food at parties, celebrations or events, as the school is unable to guarantee cross-contamination with known allergens.

If your child has a life-threatening allergy that always requires them to have an EpiPen with them, please download the Authorization for Medication Form and the Food Allergy Action Plan form your child's



Magnus Health Portal. These forms must be signed by your child's doctor and uploaded in the student's Magnus Health Portal. Any medication your child will need to receive while at school needs the Authorization for Medication Form completed and uploaded in Magnus Health Portal.

## **LUNCH, SNACK & NUTRITION**

Christ Church School offers a full lunch program to students in PK2 through fifth grade. Lunches are preordered and students are given the choice of either a hot or cold entree. Both the hot and cold entrees are accompanied by sides. The cost for a lunch, with one water or milk, for PK2 - fifth grade students is \$6.25. Juice is available for 50 cents.

**Food Provider** - Our food is provided through Schoolicious and Jett's Pizza. Schoolicious offers nutritious, fresh and creative dishes.

Lunch orders must be placed through [WWW.BOONLI.COM](http://WWW.BOONLI.COM) (formerly orderlunches.com). This site provides a secure, fast and easy-to-use online ordering system that allows parents to view our school lunch menu, order, prepay and manage student lunches on the web. A credit will be applied to your Boonli.com online account for lunches cancelled 24 hours in advance. Credits do carry over to the next school year or a parent can request a refund at the end of the current school year through [support@boonli.com](mailto:support@boonli.com). To register and place your order, follow these steps:

- Simply go to <http://www.boonli.com> and click on "Register"
- The CCS password is: CCS188
- Pay and check out
- Print your order by clicking "Print Purchased Items"

Meals from home should include the necessary utensils, food that does not need to be heated or refrigerated 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 bring to the school office. **There is no sharing of food in the lunchroom by student or parent.**

**The school will not call the parent when a student has forgotten their lunch.** The school will provide a lunch for the student. 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 child for lunch; however, for safety and potential liability reasons, we are not able to permit any other CCS students to join you. Family and friends must be pre-approved by the parents or legal guardian unless they are listed on the student information card as an authorized pick-up person. Parents, family and friends will be asked to eat lunch in the lobby area outside the lunchroom.

Christ Church School is **not** a "no peanuts/no tree nuts" school. That means that students, staff, and anyone else entering Christ Church School can bring peanuts or tree nuts (almonds, Brazil nuts, cashews, hazelnuts/filberts, macadamia nuts, pecans, pine nuts/pignolias, pistachio, walnuts, etc.) to lunch. We provide a "no nut" table for students with an allergy to nuts to sit at during their lunch period.

**Snacks** - PK2 through fifth grade, parents are responsible for providing snacks for students.

On occasion CCS teachers may provide a snack to their class as a special treat. If your child has any food allergies/restrictions, please make sure to complete the Parent Allergy Plan Form and communicate this information in writing with your child's classroom teacher.

## CLASSROOM HOLIDAY PARTIES

All parties will be held in the classroom with the exception of fifth grade. Parents are strongly advised to not bring any snacks, containing nuts, to class parties.

- Snacks can be home baked or store bought.
- Please avoid high sugar snacks.
- Party favors and/or goody bags are not permitted at any holiday classroom party.
- Classroom parties are strictly reserved for the students of the class therefore siblings are not permitted to attend even if they are a current CCS student.
- Parents must coordinate all snacks and parties with the classroom teacher to decide on a date and time.
- In classrooms where there is a life threatening peanut/tree nut allergies, teachers will post a sign that reads "Please help us keep this classroom nut free."

By signing the handbook agreement form, I am agreeing to allow my child to participate in school celebrations and to be served the foods provided during the celebration, however: if my child has a life-threatening allergy to a known allergen, I will complete the Parent Allergy Plan Form and provide all my child's food at parties, celebrations or events, as the school is unable to guarantee cross-contamination with known allergens.

## BIRTHDAY CELEBRATION GUIDELINES

### PK2 and PK3

- Students will celebrate their birthdays on the designated 'Birthday Dress-Down Day' during their birthday month.
- Students will celebrate their birthday in their classroom with a small, nutritious snack/treat. Snacks can be home baked or store bought. Parents of birthday children are responsible for providing snacks/treats.
- Teachers will designate the time of the celebration.
- Parents of birthday children should coordinate plans with one another, and one parent should communicate with the teacher prior to the celebration.
- Parents are welcome to attend the birthday celebration, but siblings are **not** permitted to attend (even if they are a current CCS student).
- Parents are asked **not** to bring a treat in to the classroom on their child's **actual** birthday.
- We ask that parents **not** bring party favors and/or goody bags to school at any time.

### PK4 - Fifth Grade

- Students will celebrate their birthdays on the designated 'Birthday Dress-Down Day' during their birthday month.
- Parents are welcome to join their children for lunch on their child's **actual** birthday and/or on the designated 'Birthday Dress-Down Day'.
- Parents are asked **not** to bring a treat in to the classroom on their child's **actual** birthday.
- We ask that parents **not** bring party favors and/or goody bags to school at any time.

Students at all grade levels will be recognized in their classroom on their actual birthday. Teachers will recognize students in a variety of ways (ie: small gift, crown, sticker, leader for the day, etc.) In addition, we will continue to recognize students at chapel the week of their birthday. The Dedication Book Program is a way to honor your child and make a gift of a book to our Learning Commons. A bookplate is placed inside commemorating the special day. Birthday books will be presented at the Chapel during birthday recognitions.

Summer birthdays are celebrated at the end of the school year with a 'Summer Birthday Dress-Down Day' and 'Summer Birthday' Chapel recognition.

## **TEACHER/PARENT COMMUNICATION POLICY**

The school's preferred style for all teacher/parent communication is through the teacher's school e-mail or the school's phone system. Parents may leave a message or e-mail teachers during school hours. Teachers will return calls or answer e-mails during their planning time and or after students are dismissed and before their contractual time ends for the day. Your child's classroom teacher will inform you at Open House as to their individual plan for after school hours communication. This can vary from teacher to teacher.

## **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 Assistant Head for Academics and Admissions.

If necessary, the parent may make an appointment with the Head of School. Appointments with the Head of School 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 Head of School.

In the preprimary grades, parents are not permitted to place items in other student's cubbies. Cubbies are for use of the classroom teacher and administration only.

## **PARENT EVENTS**

Parents are discouraged from bringing children to school events for parents, such as Move-Up Night. Limited child care may be provided. Please inquire with the front office 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**

CCS is a smoke free campus during school hours.

Classroom or campus visits between the hours of 8:30 a.m. and 4:00 p.m. must be scheduled through the school office. Upon arrival please park in the CCS Park and proceed to the west gate where you will buzz the front office to announce your arrival. All campus visitors must sign in at the school office and receive an identification badge. If someone other than a parent or legal guardian will be visiting your child on campus, we ask, in accordance with school policy, that you notify the school office in writing in advance of the visitor's arrival. If the school is not made aware that someone will be on campus to visit/see your child, you will receive a call verifying that you know of and approve of this visit.

Christ Church School alumni wishing to visit the campus must obtain authorization from the front office. All visits must be prearranged and occur after the instruction portion of the school day has ended. All alumni must obtain a visitor badge and sign in at the front office.

## **PLAYGROUND POLICIES**

Each weekday from 8:00 a.m. – 5:30 p.m., the playgrounds are reserved for use by Christ Church School classes or the After School Care programs. If it is a day that school is not in session, only children who are

enrolled in CCS or Christ Church Camps will be permitted on the playgrounds. If your child is not enrolled in a CCS or Christ Church Camp, we will politely request that you leave the playground.

## **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. Conferences can only be set up and attended by parent(s) or legal guardian unless authorized by parent(s) or legal guardian.

## **FINANCIAL ASSISTANCE**

Financial assistance is available for PK4 - 5<sup>th</sup> grade students. Families are required to demonstrate financial eligibility each year. The need for assistance is determined based upon the analysis of all requested financial documents regarding both income and expenses. Parental cooperation and support of the school's mission is extremely important, as well as the student's continued success in our academic program, good behavior and positive effort. Families may begin the process in January for the following school year, which is outlined on the school website under admissions. The necessary printable forms are available there as well. Families may contact the business or admission office for information regarding apply for financial assistance.

## **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. A student in need of exceptional education specialized services may be asked to withdraw if enrollment in another academic institute can better serve the student.

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 REGULATION AND SICKNESS POLICY**

Magnus Health Portal is the school's digital platform for storing student health information. All families must have an account with their username and password. Each family will receive a Magnus Health notification prior to the beginning of the school year.

All students are required to have an annual school-entry health examination form (Department of Health Form - DH 3040) signed by a Florida doctor stating that the student is in good health. The school-entry health examination form is an annual form that will need to be updated each school year upon the expiration date. In addition, all students are required to have an up-to-date certification of immunization form (Department of Health Form - DH 680) before they are permitted to attend class. These forms will be managed in the Magnus Health Portal.

Keep your child home if he/she seems listless, unusually irritable, complains of a stomachache, headache, or earache or seems to be pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and staff to contagion. If your child becomes ill with a communicable disease, contact your doctor to determine proper care and then notify the school office. A note from the doctor when your child is sick may be required under certain circumstances at the discretion of the administration.

**The following conditions must be reported to the Health Office. Guidelines to return to school will be communicated. A note from the doctor may be required to return to school.**

**Colds:** A good rule of thumb is to keep a child home at the beginning of a cold, which is 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 runny nose, 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.

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

**Diarrhea:** A child with diarrhea must 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°F. 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).

**Rashes:** Skin irritations are difficult because they can be a harmless allergic reaction or a sign of a serious illness. A rash with no accompanying fever, symptoms or change in behavior probably is not cause for concern. However, if the child seems sick or the rash comes on suddenly, a trip to the doctor is wise. All skin rashes must be covered while the student is at school.

**Vomiting:** If your child has vomited during the night, the child should not be sent to school. A child may not return to school, until he or she has not vomited for a full 24 hours.

**The Health Office must be notified if your child has been diagnosed with one of the following diseases. Guidelines to return to campus will be communicated. A doctor's note stating that the child is non-communicable **is required** before returning to school.**

<b>Chicken Pox</b>	<b>Herpangina</b>	<b>Mumps</b>	<b>RSV</b>
<b>Conjunctivitis</b>	<b>Impetigo</b>	<b>Norovirus</b>	<b>Rubella</b>
<b>COVID - 19</b>	<b>Influenza A or B</b>	<b>Pertussis</b>	<b>Scabies</b>
<b>Coxsackie Virus</b>	<b>Kawasaki Disease</b>	<b>Pinworms</b>	<b>Scarlet Fever</b>
<b>Croup</b>	<b>Measles</b>	<b>Pneumonia</b>	<b>Shingles</b>
<b>Fifth Disease</b>	<b>Meningococcal Meningitis</b>	<b>Ringworm</b>	<b>Staph Infection</b>
<b>Head Lice</b>	<b>Molluscum Contagiosum</b>	<b>Rotavirus</b>	<b>Strep Throat</b>
<b>Hepatitis A or B</b>	<b>Mononucleosis</b>		<b>Viral</b>
			<b>Gastroenteritis</b>

**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.

**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 their eyes are clear.

**COVID -19:** One choice is a doctor's note. Students who have tested positive or are experiencing symptoms consistent with COVID-19 should not attend school, or attend school-sponsored activities or be on campus until:

- The student receives a negative COVID-19 test, submits it to the Student Health and Wellness Administrator and has had no fever for 24 hours and the student's other symptoms have resolved or improved, **or**
- Quarantine for 5 days, from the onset of symptoms or positive test result, the student has had no fever for 24 hours and the students' other symptoms have resolved or improved; mask recommended for 5 days on campus upon return.
- The student receives a doctor's note of clearance to return to campus

**Coxsackie Virus (hand, foot and mouth disease):** The child must stay home during the acute phase/stage of illness while fever or lesions exist. Lesions or rash must be completely scabbed over and dry before returning to class.

**Head Lice:** The child may return to school only after treatment and when hair is free of nits. A letter from a professional head lice removal company must be provided or the child's head must be checked by staff prior to admittance to the classroom.

**Measles, mumps, rubella and pertussis:** These illnesses are highly communicable. Please report any confirmed cases to the school.

**Molluscum Contagiosum:** If the papules are red and inflamed they must be completely covered for entry into school.

**Strep Throat:** A child may return to school 24 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 time, each night, to do homework, study and read
- 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.
- It is the parents' responsibility to check the parent portal on a regular basis.
- Please read notices sent home with the student and posted on the parent portal and promptly return those requiring a reply or your signature.

## **SCHOOL**

- Students may bring a healthy snack to eat during holding time in the afternoon.
- Birthday treats for PK2 and PK3 should be approved by the teacher for distribution in the classroom on designated day.
- Teacher permission is required before toys may be taken to school. Parents should use discretion in choosing those toys. Dangerous, disruptive 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](http://www.ccsfl.org)), on the parent portal and through the CCS Weekly that is emailed to families on Saturday.
- 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.
- Students should bring to school everything they need for the day. If a parent brings the forgotten item to the school office, it should be labeled with the student's name and teacher. The front office will notify the classroom teacher via e-mail but cannot guarantee the student will get the item immediately.

## **TUTORING**

- Only CCS certified teachers and assistants holding a current State of Florida Professional Teaching Certificate may tutor students on campus with the head of school's approval.
- The teacher assumes all responsibility for communications and arrangements for tutoring including dismissal plan.
- You may not use your student's current teacher for a tutor. Contact the Assistant Head for Academics and Admissions for assistance in securing a tutor

- Tutoring may not begin until after the teachers contracted hours
- The parent must make arrangements for the student's supervision before and after the tutoring session
- Only CCS students, alumni or siblings of current CCS students can be tutored on campus.
- If tutoring an alumni or a sibling of a current CCS student, a "Tutoring Medical Authorization & Release of Liability" form must be on file.
- Students may not be tutored if they have been absent for the day due to an illness.

### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization provides a wide range of opportunities for parent participation at CCS 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.

### **SCHOOL AND FAMILY RELATIONSHIPS**

The School believes that a positive and constructive working relationship between the School and parent/guardian is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the School's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishments of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events if the parent or family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or reenrollment at any time, and to nullify an executed enrollment contract.

### **FLORIDA DEPARTMENT OF LAW ENFORCEMENT SEXUAL-PREDATOR-REGISTRY WEBSITE**

Parents should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting [www.fdle.state.fl.us](http://www.fdle.state.fl.us), the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).

### **SCHOOL CLOSURE**

The school's duties and obligations shall be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the school's control. If such an event occurs, the school's duties and obligations will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid.

In accordance with section 1002.421(1)(p)6., F.S., in the event that there is a change in ownership of the school, parents will be provided email notice at least 30 days before the transfer of ownership.



## **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. Students may not attend a club if they have been absent from school for the day for any reason. A brochure providing the clubs offered, dates and cost is sent home before each session begins. All students enrolled in clubs must be picked up in the regular dismissal car line (Gate 2) promptly at 4:15 p.m. unless arrangements have been previously made with the club teacher. Parents should begin lining up in the car line at 4:10 p.m. After school clubs are coordinated by the business office.

## **PK2 - 5<sup>th</sup> Grade AFTER SCHOOL CARE**

After School Care, under the direction of Christ Church School, is available from 2:30 to 5:30 p.m. for students in extended day PK2 and all PK3 - 5<sup>th</sup> Grade students. When arriving after 4:00 p.m. to pick up your students please call the After School Care cell phone (954) 789-9367. The program provides an opportunity for students to participate in outside and inside play. For the older grades, provides an opportunity for students to do homework.

One day camps are available for extended day PK2 and all PK3 - 5<sup>th</sup> Grade students on teacher workdays. Enrollment for the one day camps is done through the school office.

## **SCHOOL DIRECTORY**

Parents authorize the school to place family information, including name(s), home address(es), e-mail address(es) and telephone numbers of parent and children in attendance at the school, in a directory to be available online. The directory is not to be used for commercial use and is not to be distributed to any person or entity other than another school family.

## **MIDDLE SCHOOL SELECTION**

The completion of fifth-grade school year marks an important transition in the lives of our Christ Church School families. There are important decisions to be made about where children will continue learning. We are blessed to be in a community with so many great schools, and so many faith-based schools for those seeking a religious learning environment.

We are a United Methodist Church and school which means we teach and live out faith from a Wesleyan perspective. Since there are no United Methodist Schools beyond fifth grade in our area, the pastors of Christ Church and the leaders of Christ Church School do not endorse any one middle school over another. We believe it is best for each family to carefully review and evaluate which learning environment will be best for their child. Different families will have different needs and therefore different school selections. We value and respect the decisions of each family.

## CHRIST CHURCH SCHOOL FACULTY AND STAFF

### Administration

Head of School  
Director of Finance  
Assistant Head for Academics and Admissions  
Assistant Head of Lower School  
Director of Business Operations  
Director of Technology and Innovative Learning  
Director of Development and Communications  
Events Coordinator  
Executive Secretary  
Receptionist  
Curriculum & Experiential Learning Coordinator  
Student Health & Wellness Administrator  
Christ Church School Chaplain

Tane Bonham  
Bruce Latta  
Jacqueline Milton  
Gemma Mursell  
Stacy Spencer  
Darlene Duran  
Brooke Walsh  
Trisha Ward  
Jan Taylor  
Bonnie Casciato  
Jaclyn Garippa  
Julliette Cabinallis  
Monique McBride

### Preprimary Teachers

PK2 Teachers

Grace Litofsky  
Stephanie Litofsky  
Amy Molineros

PK3 Teachers

Courtney Angelini  
Haley Gulics  
Nancy McCoy

PK4 Teachers

Erika Baltali  
Erinn Gaus

Kindergarten Teachers

Karen Prine  
Brooke Sullivan

### Elementary Teachers

Grade 1 Teachers

Teresa Collier  
Shelby Gore

Grade 2 Teacher

Amy Hart  
Julie Fitzmeyer

Grade 3 Teacher

Leslie Sallade  
Wendy Hansberger

Grade 4 & 5 Teachers

Catherine Deni  
Ashley Eckers  
Monica Mitchell

### Enrichment Teachers

Art & Bible Teacher and Director of Student Life  
Library Media Specialist  
Technology Integration Teacher  
Music  
Athletic Director  
Science Resource Teacher  
Spanish Teacher

Monique McBride  
Gemma Mursell  
Alexandra LaCasse  
Dee Pierce  
Carl Sallade  
Jennifer Sinclair  
Karen Oaks

## Teacher Assistants

Courtney Angelini  
Michelle Castillo  
Abby Dickman  
Alicia Faust  
Tina Grabski  
Diane Haynes  
Kallavee Jiriyasin  
Andrea Kinsey  
Karima Patey  
Louise Wood  
Sarah VanHulst  
Kerry Zimmer

## CHRIST CHURCH SCHOOL BOARD

Interim Chairperson  
Vice Chairperson  
Past Chairperson  
Past Assistant Head for Finance and Operation  
Financial Chairperson  
Development Council Chairperson  
Representatives

Head of School  
Church Representative  
Church Representative

Carrie Andersen  
Amalia Papadimitriou  
Dana Macdonald  
Michele Fee  
David Lewis  
Kristin Dick  
Victoria BienAime  
Amanda Carrion  
Jaren Evans  
Brian Nelson  
Eliot New  
Lydia Tuthill  
Randall Vitale

Tane Bonham  
Jeff McNeil  
Brian McComb