

# Crown Christian School

## Student Handbook 2021-22

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*Train a child in the way he  
should go, and when he is old he  
will not turn from it.*

**Proverbs 22:6**

**\*\* ALL POLICIES ARE SUBJECT TO CHANGE AS NEEDED AND WITHOUT NOTICE.**

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## **MISSION STATEMENT OF CROWN CHRISTIAN SCHOOL**

*“It is the mission of Crown Christian School to partner with families to teach children to use the gifts God has given them to their highest potential.”*

### **GOALS/PURPOSES & PHILOSOPHY**

#### **Purpose and Goals**

Crown Christian School provides a Christ-centered education for students so they may come to know Jesus Christ as their loving and forgiving Savior; develop their talents and abilities to the fullest potential and use them to the glory of God; learn to live as responsible citizens in their homes, school, churches, and community; and be instilled with a love for knowledge.

#### **Importance of Family Involvement**

Crown Christian School is committed to supporting parents in their Christian responsibility of bringing up their child. We believe in the education of the whole child – academically, socially, physically, emotionally, creatively, and spiritually. Our teachers stress the communication between home and school.

There is a wide range of opportunities for parent volunteers. We welcome and encourage your involvement.

#### **HOW CAN YOU AS A PARENT SUPPORT YOUR CHILD?**

1. By letting the Word of God be the guide in all phases of daily living.
2. By attending Church regularly with your child, and by having daily family devotion and prayers.
3. By praying for your school and staff.
4. By arranging suitable study habits at home. A regularly scheduled time for this is a big help to the child. Should homework seem excessive, consult the teacher. Sometimes children want to take all the work home instead of doing it at school.
5. By limiting electronic devices and television time if your child seems to have difficulty in completing assignments.

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## ACHIEVEMENT TESTS

Standardized achievement tests are planned for the fall and the spring for the students in grades Kindergarten through eighth. The achievement test presently used is the NWEA MAP Growth. These tests evaluate the achievement of the student in basic learning and compare our students according to national norms. Results will be shared with the parents.

## ADMISSIONS PROCEDURES

Crown Christian School reserves the right to accept or decline enrollment or re-enrollment determined by whether the school can meet the child's needs. Enrollment may require certain academic adjustments. *All new students are accepted under a six week probationary period.*

Crown Christian School is for both members of Zion Lutheran Church and nonmembers. It is expected that all students will participate in the religious instruction as it is taught.

It shall not be the policy of Crown Christian School to accept students because they are fleeing an unpleasant situation in another school (e.g., disciplinary action, learning environment issue, teachers strike, etc.).

Children enrolling in Preschool must be 3 years old by September 1 of the year they enroll. Children enrolling in PreKindergarten must be 4 years old by September 1 of the year they enroll. Children enrolling in Kindergarten must be 5 years old by September 1 of the year they enroll. Children entering Grade One must be either 6 years old by September 1, or have successfully completed Kindergarten. *It is the responsibility of the administration to make decisions regarding enrollment and determine the readiness of the student to enroll in a particular grade level or remain in that grade level based on evidence.*

Returning Students: All families will receive a re-enrollment packet, and the packet must be returned by the specified date with the registration fee. *The re-enrollment of a student from year-to-year is not guaranteed. All students are re-enrolled based on the school's ability to meet the needs of the student.*

New Students: All new families will need to fill out registration packets and registration payment. New students may be required to have a school readiness developmental screening assessment or an entrance test before completing the enrollment process. Additionally, new families will meet with the administrator prior to acceptance. Parents will be notified concerning the acceptance of their child into Crown Christian School.

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## ATTENDANCE

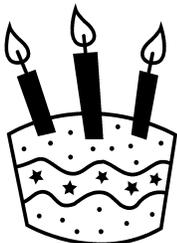
**Parents/Guardians are expected to contact the SCHOOL OFFICE before 8:45 a.m. for all student absences. Parents may call or email anytime (24 hours) to report a student's absence or tardiness. The message will be given to the student's teacher.**

Attendance is expected on every scheduled school day. However, if your child shows signs of illness, he/she should be kept home. If your child needs to be excused before the regular dismissal time, or you know he/she will be absent, please send a note to the school office the day before with the reason for his/her absence. **Please do not message the teacher. The school office needs the absence notification and will notify the teacher.**

## BEFORE/AFTER SCHOOL CARE

Students are to be picked up by 3:00 PM. If students are not picked up by 3:15 PM they will need to go into our After School Care Program. Student safety and welfare is always our main concern, therefore, students MUST be supervised if they remain in the building after 3:15 PM. If school is dismissed early, there will be no child care. Please see appendix for specific information regarding Before/After School Care procedures. Registration is required: Please contact the school office.

## BIRTHDAY CELEBRATIONS



*Birthday invitations* are exciting; however, they can also be the cause of hurt feelings. Invitations may be distributed at school by the student as long as the whole class is invited. If the whole class is not invited, please send invitations through the mail. The teacher and/or the school office will not be able to provide or disseminate information or invitations to the students or other family members.

*Birthday treats* may be brought to share with classmates in the room. Treats must be commercially prepared, in the original wrapper, and have a list of ingredients. Please be aware that we have students in our school with food allergies. We request no homemade treats. Please contact the teacher prior to sending treats.

## BUILDING AND PROPERTY CARE

Responsible students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. Textbooks, Tablets, and Chromebooks become the student's responsibility when issued. While

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normal wear is expected, students will be charged replacement costs when unnecessary damage occurs. Please see the Chromebook agreement for damage and replacement.

### **BUS TRANSPORTATION**

Crown Christian School does not provide bus service. Carpooling is encouraged. Contact the school for a list of families in your area.

Families that live in the St. Francis School District and are on Route #13 may contact IDS# 15 Transportation Department at 753-7080 to have transportation provided. **Any student going home by an alternate route must bring a note to the teacher.**

### **CHAPEL SERVICES**

To give opportunity for all of the students to worship together, a chapel service will be held weekly beginning at 9:15 AM. Students are expected to attend as part of the regular school schedule. Please refrain from making appointments during this time.



### **CHEATING/PLAGIARISM**

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development. The student who allows the cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on a test or an assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may be followed by the teacher or principal.

### **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with Minnesota law, school staff is obligated to report suspicion of child abuse.

### **CONTACT INFORMATION**

Please notify the school office immediately of any changes in phone numbers, addresses, or emergency contacts.

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## CRIMINAL BACKGROUND INVESTIGATION

The State of Minnesota now requires that all public and nonpublic schools, such as Crown Christian School, conduct criminal background investigations on all individuals who will be working with our students.

Crown Christian School desires that our students be in the safest environment possible and, therefore, fully complies with the law. The investigations are made on criminal records, including sexual misconduct, only. The reports are kept in absolute confidence and are used only for the safety of our students if necessary.

Criminal background investigations are made on:

1. Teachers and administrators
2. Substitute teachers
3. Volunteers

## DISCIPLINE POLICY

At Crown Christian School, we do not think of discipline as a form of punishment; rather, as the teaching of self-control, attitude, spirit, and responsibility. It is how we attempt to “train up a child in the way they should go” as mentioned in Proverbs 22:6. Therefore, our staff interacts with our students in accordance with the teachings and philosophies of Christ. Teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and ultimately, attempt to stop unacceptable behaviors that interfere with the learning process. Students will be led to understand that for a happy, God-pleasing life, it is necessary to love our Lord first, love one another as brothers and sisters in Christ, serve and respect one another’s rights and privileges, and use and develop the talents that they have been given.

Unacceptable Behaviors - Any behavior that demonstrates disrespect or unkind actions toward another person is unacceptable. Unacceptable behavior will be addressed immediately.

Promoting positive behavior in students has four distinct steps:

1. **Address the Concern:** Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. Ordinarily a word of counsel from the teacher to the child is sufficient to correct the problem.
2. **Parental Contact:** If the teacher cannot obtain acceptable conduct and cooperation from the student, the teacher will report such behavior to the parent of the student. The most important outgrowth of the discipline plan is

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- the understanding that both the parent and the teacher have a mutual interest- the success of the child. An ongoing communication link between parent and the teacher can help guide the student through a successful school year.
3. **Referral:** If the problem continues and remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution as soon as possible. He or she may gather information and will work with the teachers, parents of the student, and other staff members as needed to create strategies to ensure the student's success. The result at this stage may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, suspension, or an alternative thereof.
  4. **Consultation:** If the problem continues, or if a serious problem arises requiring immediate suspension from school, a consultation with the student, parent(s), teacher, principal, and School Board is required. The student's return to school will be determined as a result of the consultation process. The conditions of the probationary return will be outlined upon return.

If, after these steps are taken and no solution to the problem can be found, the student will be dismissed by the School Board and the parent(s) will be informed that their child cannot return. This is a VERY IMPORTANT set of guidelines that will be followed closely and is supported fully by the School Board.

### **DRESS AND APPEARANCE**



All students are expected to wear neat and appropriate dress for school. Our expectations are that students wear clothing that is modest and does not promote ideas contrary to Christian living in style or in message. It is the principal's responsibility to make decisions about attire.

Additionally, for safety reasons-

- Tennis shoes are required for recess and gym. Please leave an extra pair at school.
- Students must wear sandals with a strap in the back. No flip flops.
- Boots are to be worn by all students when the playgrounds are wet or snow and ice-covered. Proper winter dress, including cap and mittens, is expected.

***A student who is dressed inappropriately will be asked to change. If the student does not have a change of clothes, then the parents will be called to bring clothing or take the child home.***

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## ELECTRONIC DEVICES

**Students should, at no time, have electronic devices at school.**

Electronic devices include but are not limited to cell phones, smart watches, iPods, portable music players, and handheld electronic games. Items confiscated may be picked up from the school office by the parent, and additional consequences may apply.



## EMERGENCY CLOSING OF SCHOOL



During bad weather when roads might be hazardous, we will contact you by email, phone, and/or text. Other options would be tune into WCCO-AM 830, TV Channels 4, 5, 9 and 11, [wcco.com/schoolclosings](http://wcco.com/schoolclosings), or check school website to listen for notices of school closings and/or late starts – we are listed as Crown Christian School/St. Francis.

## EMERGENCY DRILLS

Safety rules and emergency procedures are established for each school. In accordance with state laws and regulations, both announced and unannounced fire and tornado drills, and lockdown procedure will be conducted when school is in session.

## FIELD TRIPS

Field trips will continue to be evaluated through the year. Traditionally, each school year, classrooms take field trips as part of their extracurricular school education. All field trips require that a student return a properly signed permission slip. Students without a written permission slip will be required to stay at school. Permission by a phone call is not acceptable. We will stress this throughout the school year! There may be an additional charge for field trips. Students who are required by state law will need to have a booster seat to go on the field trip.

*Chaperones- We welcome parent chaperones, but ask that younger siblings not accompany parents on field trips.*

## FUNERALS AT ZION CHURCH

Depending on the time and size of the funeral, it may be necessary to cancel school or dismiss early. Families will receive a notice of any school cancellation.

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## GRADES AND REPORT CARDS

Grade reports are available on Thinkwave. The course grades entered are determined by a combination of written and oral work, class time participation, projects, and quiz/test scores. The following grading scale will be used for the subjects in **first through eighth** grade:

**Grading Scale: Academic Achievement - All completed courses receive a grade from the following scale:**

A+	= 100%-up	
A	= 94%-99%	Excellent
A-	= 90%-93%	
B+	= 87%-89%	
B	= 84%-86%	Above Average
B-	= 80%-83%	
C+	= 77%-79%	
C	= 74%-76%	Average
C-	= 70%-73%	
D+	= 67%-69%	
D	= 64%-66%	Below Average
D-	= 60%-63%	
U	= Below 59%	Unsatisfactory/No Credit
P/NP	= Pass/No Pass	Used in selected classes/courses
I	= Incomplete - indicates work missing due to recent absence.	

The students also will receive behavior and conduct feedback. To better understand these grades, please review the following:

- E-Excellent
  - Positive role model and leader
  - Participates in a meaningful way
  - Demonstrates an active love for Christ
  - Respect for self and others
  - Honesty and integrity
  - Responsibility and work ethic
- S-Satisfactory
  - Respectful and cooperative
  - Prepared and “on task” in class
  - Meeting behavioral expectations
- P-Progressing
  - Making strides toward a positive attitude

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- Putting forth effort to improve
  - N-Needs Improvement
    - Lacks cooperative attitude
    - Displays poor preparation and/or work habits
    - Socializes too much, distracts others



### **GUM, CANDY, AND SODA POP**

Gum chewing is not allowed at school. Likewise, students are not to consume candy and pop during school hours (including the before/after school program). Teachers may allow the students to have treats for special occasions.

### **HARASSMENT POLICY**

1. Everyone at Crown Christian School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include but not limited to the following:
  - a. name calling, jokes, or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make a student feel uncomfortable or fearful, we encourage the student to tell a teacher or the principal.
4. The student may also make a written report. It should be given to a teacher or the principal.
5. The student's right to privacy will be respected as much as possible.
6. We take all reports of harassment or violence seriously and will take all appropriate actions based on the report, which may include suspension or expulsion from the school.
7. Crown Christian School will also take action if anyone tries to intimidate a student because he or she has reported.
8. This is a summary of Crown Christian School's policy against harassment and violence. Complete policies are available in the office upon request.

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## HEALTH & SAFETY

A physical examination is required upon entering Kindergarten. Up-to-date health records are required of all children entering school. An emergency information form needs to be filled out by all parents/guardians.

Each year a nurse, provided by the St. Francis School District, comes to our school to examine select grades Kindergarten through 8<sup>th</sup> Grade for the following: Hearing test and Vision Screening

## ILLNESS POLICY

Regular attendance at school is very important, yet we do not want children to come to school when they are ill. Remember that a child, ill with an infectious disease, can spread the disease when in contact with others in the family and community. Here are some basic guidelines to follow when concerned about whether your son/daughter should stay home or attend school:



- If your child has a temperature of 100+ degrees or more, he/she should stay home for at least 48 hours after the temperature returns to normal.
- If your child has vomited, had diarrhea, or ANY other flu-like symptoms, he/she should stay home for at least 48 hours after the last episode.
- If your child has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If your child has had a throat culture to rule out strep, he/she should stay home until the results of the test are known. If it is positive for strep, he/she will need to be on antibiotic therapy for at least 48 hours before returning to school.
- Certain conditions such as impetigo, scabies, head lice and undiagnosed rashes require the child to be at home until treatments have been obtained and the child is symptom free.

If a child becomes ill during school, one parent will be notified and informed to make arrangements to have the child picked up. Until the parent arrives, the child will be separated from the other children, but within sight and hearing of an adult. If neither parent can be reached, we will notify the person designed on the Registration Form. If we are unable to reach anyone to pick up the child or if there are delays, we will continue to assess the child's condition frequently. If we feel the child's condition warrants medical attention, we will contact the child's source of health care or, if necessary, call 911.

**Parents must notify the school within 24 hours if their child contracts a contagious illness so that the staff can notify all parents by email of communicable diseases such as pink eye, strep, chicken pox etc.... \*For additional information please see the Health & Safety Plan.**

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## LIBRARY RULES

- Students will have the privilege to check out 5 total items, of which 1 can be a movie.
- All books need to be returned by the last library day. For each book/movie not returned or damaged, it must be replaced with \$5.00 or a book/movie in good condition of similar topic and value.



## LUNCH /LUNCHROOM

Crown Christian School asks that parents provide a packed lunch for students each day. As of right now, the district will not be supplying lunches. Milk can be purchased with cold lunch and at morning break and will be charged on the families' account. Children with food allergies must have filled in a report with the school office where it will be kept on file. Pop or sugary drinks are not allowed during school even at lunch.



The teachers or other designated volunteers supervise the lunchroom. *Students are not allowed to use the microwave to heat up food.* Students are responsible for keeping their lunch table neat and orderly. They will be required to clean up the area where they eat. Students will be dismissed from their table when it is clean. No food or drink is permitted outside the lunchroom.

## MEDICATION POLICY

We are happy to assist you in the administration of medication for your child in accordance with your doctor's instructions. Since this is a service which the school is not legally obligated to perform, we ask that you fill out a form that lists dosage, time of dosage, and dates for which the medication shall be given. Please have your doctor complete the back of this form and sign. We cannot assist you without this form on file.

**All medications must be in their original containers.** Under no conditions will we give aspirin or other pain medications to students without a written consent form from the parents. It is illegal for us to do this. **Students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc. All medication (including cough drops and lotions) must be kept in the office.**



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## **NON-DISCRIMINATION POLICY**

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

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held in the Fall and Spring. Teacher and parent(s) are given an opportunity to help each other in the interest of the student. Parents are encouraged to discuss any concerns a student is having in school or at home. Additional conferences during the year are encouraged, and may be requested by the parents, teacher, or administration.

## **PLAYGROUND INFORMATION**

- Students will be going outside to play at recesses and physical education classes unless precipitation is coming down or the temperature or wind chill is below zero.
- Unless a student has a written excuse from their parents or doctor due to sickness, all students will be expected to go outside during recess and physical education class.
- Teachers and recess supervisors will assist students in making decisions to have a safe play environment. Students are expected to follow the direction of the playground supervisors and will be held accountable for their actions.



### Use of Playground after School:

The students may only use the playground if an adult is supervising them.

## **PLEDGES AND CLASSROOM DEVOTIONS**

At the beginning of the day, the Pledge of Allegiance and the Pledge to the Christian Flag are recited. Each classroom also will have morning devotions and close the day with prayer.



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## **POLICY FOR STUDENT WITHDRAWALS**

If a student attends any portion of the trimester, the entire tuition for that trimester will be due. A written request for withdrawal along with a records release form to another school is required.

## **RESOLUTION OF CONFLICT**

Matthew 18 is our guide to resolve conflict among Christians. When a child or parent has a question or a conflict with anyone in the school family, they are to take their concern to the person or people involved with the conflict before involving other authorities. The step-by-step procedure to resolve conflicts at Crown Christian School is:

1. Discuss your concern with the person or people directly involved.
2. Classroom problems should next go to the classroom teacher.
3. Conflicts outside the classroom or conflicts not settled with the teacher should be directed to the school principal.
4. Situations that are not satisfactorily addressed by the principal should then be brought to the attention of the school board. The school board should be brought into the situation **only** after the previous steps have been followed.

*At all times, we encourage parents to have positive interactions with teachers and staff. If a parent has a concern, we ask that he/she follow the Matthew 18 principle and address that concern directly with the teacher or staff member in a positive manner. This includes posting about the school or staff member on social media rather than addressing the situation directly. If parents act inappropriately toward a teacher or staff member, they will be asked to meet with the administrator or school board for a resolution.*

## **RETENTION and PROMOTION**

Crown Christian School believes in the education of the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. A child will be placed each year at the grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before a decision is made to retain a student. This policy is in effect for all Crown Christian children (preschool through 8<sup>th</sup> grade). If a child is retained, a specific plan will be created and implemented for that individual child to ensure the child has a successful experience.

If a student receives two trimester U's (Unsatisfactory/No Credit) in any subject area, he/she will be required to show proof of some type of remedial work in the subject

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before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the teacher and principal

### SCHOOL HOURS

Class	Begin Day	End Day
Kindergarten – 8 <sup>th</sup> grade	8:30 AM	3:00 PM

**All students are expected to be in the classroom and ready for class by 8:30AM.**

Students are asked not to arrive at school before 8:15 AM unless special arrangements have been made with the teacher or principal.

When students arrive at school in the morning, they are asked to come directly to their classroom and either study, work quietly, or read a book at their desk.

Students are to be picked up at 3:00PM. If students are not picked up by 3:15PM they will need to go to our After School Care Program.

### SCRIP PROGRAM

#### *What Is Scrip?*



Scrip is a term that means “substitute money”. When you purchase scrip, you’re purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for our organization.

#### *How scrip generates revenue for CCS*

The Great Lakes Scrip Center acts on behalf of churches, schools and other non-profit organizations to purchase large amounts of scrip from grocery stores, department stores, and other retailers. Because the Scrip is purchased with cash up front, the participating retailers offer a substantial discount. Our organization buys the Scrip from Great Lakes Scrip Center at a discount, and re-sells the certificates to families like yours for full face value. The discount - from two to fifteen percent or more – is our organization’s revenue.

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### Scrip is "shopping cart fundraising"

Scrip is a popular fundraiser because families don't have to sell anything. Organization members produce revenue by making regular household purchases they would make anyway. Groceries, clothing, toys, gifts, even gasoline can be purchased with scrip.



### STUDENT DROP OFF AND PICK UP

Please follow the map that is provided in the back of the handbook. Drop off is between 8:15-8:30 and pick up is between 3:00-3:15.

### TELEPHONE/CELL PHONES

The telephones in the school are meant to be used for **emergencies** only. Students are not to use the telephone except in case of emergency when so directed by a teacher, staff, or principal. Students will not be called to the phone to receive calls except in cases of emergency. *Remind your child of any after-school events, arrangements for being picked up after school or any other reasons before the child comes to school.* **Students are not allowed to have cell phones at school.**

### TOYS

Students are not permitted to bring toys or games to Crown Christian School or to its Before/After School Care program unless they are a part of an academic project. The school staff has the prerogative in determining whether or not an item is classified as a toy. Equipment is provided for use in play at recesses.

### TUITION

Tuition is due on the first working day of each month. Each family will receive a tuition statement each month.

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## VISITORS

**All visitors are required to check in at the school office upon arrival and check out upon departure from school.** In order to keep our classroom focused on learning, we do not allow classroom visitors unless there is a special event (i.e. class party).

## WATER BOTTLES

Water bottles that are brought to school are for water only. Label your child's water bottle clearly with his or her name.

## WEAPONS AND ILLEGAL SUBSTANCES

Illegal substances and weapons (such as knives, guns, lighters and weapon-like toys) are not permitted on school property. The student will be suspended and further action will be determined by the principal and, if necessary, the school board.



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## **APPENDIX**

### **Before/After School Care Code of Conduct**

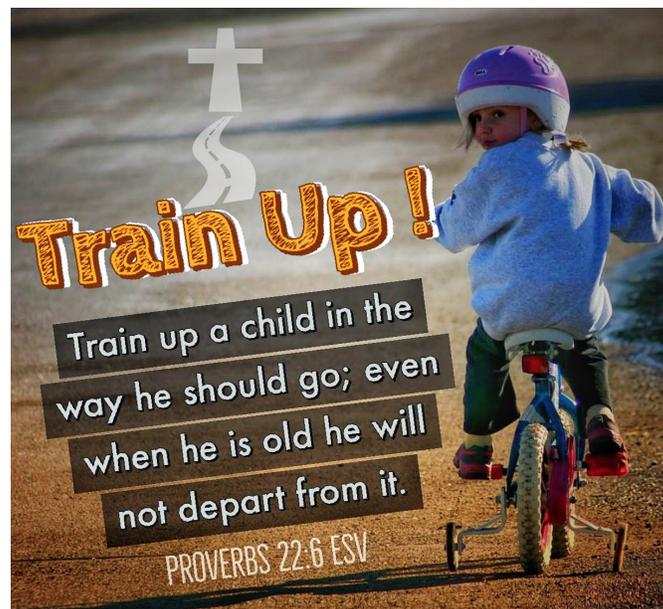
The Before/After School Care is an extension of Crown Christian School. All CCS policies and procedures apply to the before/after school program. Please refer to the Crown Christian School Handbook for further explanations of our discipline policy.

#### **Discipline**

Before/After School Care staff will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well-being of each child.

Discipline issues will be handled using a time-out method for students as prescribed by Before/After School Care staff. The staff will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline problems, physical abuse to other students, and/or disrespect to any School Care staff shall be reported to parents and administration. Severe discipline issues will be cause for dismissal from Before/After School Care.

We are limiting our space in Before/After School Care to parents who need care for their children due to work schedules.



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## INFORMATION LINKS

[CCS WEBSITE](#)

[STAFF DIRECTORY](#)

[2021-22 SCHOOL CALENDAR](#)

[TUITION PAYMENT LINK](#)