



FAMILY HANDBOOK

1000 N MAIN AVE, STE 12

TILLAMOOK, OR 97141

LIVINGWATERCOAST.COM/CCC

Table of Contents

Table of Contents	2
Introductory Information	4
Our Vision.....	4
Our Prayer.....	4
Our Program.....	4
Our Curriculum.....	5
Beyond the Classroom.....	6
Coastline Christian Co-Op Spiritual Goals	6
Philosophy of Discipleship.....	6
Statement of Faith.....	7
Admissions, Withdrawals and Transfers	8
Admissions Policies.....	8
Age Requirements	8
Registration Procedure.....	9
Annual School Orientation.....	9
Student Withdrawal/Transfer.....	9
Class Placement Policy.....	9
Attendance	10
Absences.....	10
Tardy Policy.....	11
Academics	12
School Supplies.....	12
Books.....	13
Class Size.....	13
Report Cards.....	13
Parent-Teacher Conferences.....	13
Grading Scale.....	13
Testing.....	14
Homework.....	14
Academic Dishonesty.....	14
Conduct	14
Conflict Resolution.....	14
Student Expectations.....	14
Discipline Philosophy.....	15
Discipline Policy.....	15
Code of Ethics in Technology.....	16

Ethical Mission.....	16
Standards of Ethical Conduct.....	16
Acceptable Use policy.....	17
Student Behavior Expectations.....	18
Classroom Behavior Exceptions:.....	19
Hallway Behavior Exceptions:.....	19
Lunchtime Behavior Exceptions:.....	19
Harassment, Intimidation and Bullying Policy.....	19
Dress Code.....	21
Student Activities and Services.....	22
Chapel and Worship.....	22
Field Trips.....	22
Lunch.....	22
Health and Emergency.....	23
Accidents.....	23
Illness.....	23
Fever.....	23
Vomiting or Diarrhea.....	23
Life Threatening Health Conditions.....	23
Head Lice.....	23
Medications at school.....	24
Emergency Preparedness.....	24
Emergency Plan.....	24
Routine Emergency Drills.....	24
Inclement Weather.....	24
Emergency related Early Release.....	24
Tuition.....	25
Tuition.....	25
Application Fee.....	25
Trimester Fee.....	25
School Supplies.....	25
Sibling Discount.....	25
Scholarships.....	25
Tuition Payment Information.....	25
School Calendar + Schedule.....	26
Daily Schedule.....	26
Drop off and Pick Up Procedures.....	27
SALT Hours.....	27
Additional Policies and Procedures.....	28
Communication.....	28
Student Appointments.....	28

Parent Visitation.....	28
Carpools and Transportation.....	28
Parent Involvement.....	28
Lost and Found.....	29
School Pictures.....	29
Closed Campus.....	29
Change of Family Information.....	29
Office Equipment.....	29
Custody.....	29
Visitors and Volunteers.....	29
Visitation Policy.....	29
Visitor Dress Code.....	30
Background Checks.....	30
Confidentiality.....	30
Open Door Policy.....	30

Introductory Information

Welcome to the Coastline Christian Co-op Family Handbook! This handbook serves as an informative guide to all aspects of the co-op, policies/procedures and the working partnership between students, families and the staff of CCC.

Our Vision

Our Vision is to provide excellence in education, a strong foundation of Biblical faith, grace and love to live and interact in community with others and prepare students for God’s calling in their lives to make a difference.

Our Prayer

God Bless our school with the light of Your wisdom and insight. Guide our footsteps as we explore the vast landscapes of learning, both within these walls and beyond. Grant us the courage to seek truth, the wisdom to understand it, and the will to live it out in our daily lives. Help us to nurture a community where faith and education are the bedrocks of character, and where every child and family is valued and engaged. May our hearts always be open to the lessons You teach us through each other, through the scriptures, and through the world around us. Provide our educators with the strength and passion to inspire young minds, to kindle a lifelong love of learning, and to steward the gifts of Your creation. May our pursuit of excellence honor You and serve as a beacon of light to our community and beyond. Amen.

Our Program

A new school option for the Tillamook area where core curriculum, building Biblical foundations, and family involvement converge to create a rich and vibrant learning experience for our students. In our Christian cooperative program, we value the role of elemental education intertwined with a deep understanding of scripture, seeing it as a collective journey that extends well beyond the classroom.

We warmly invite families of kindergarten to 8th grade students who share our commitment to a comprehensive educational philosophy, emphasizing not just academic excellence but growth in Biblical faith. Here, every family contributes to our school program, whether through active participation in school events, sharing their talents, teaching an elective, or supporting our out-school learning initiatives. We believe that when families engage in their child's education, it greatly enriches development and strengthens our community.

Coastline Christian Co-op is open to parent's desiring a Christian education for their children regardless of race, creed, color, or national origin, and who are in agreement with our education goals and Statement of Faith. Coastline Christian Co-Op is a non-denominational Christian co-op and reserves the right to deny admission to anyone if it deems its denial to be in the best interest of Coastline Christian and its students.

Our Curriculum

Coastline Christian Co-op is committed to providing essential, core academics that seamlessly blend with building Biblical faith and development. Our core curriculum includes language arts, math, sciences, social studies and arts, while implementing Biblical teachings. We encourage teamwork, group learning, critical and creative thinking, family involvement, and profound scripture comprehension. We use a blend of mastery and spiral-method curriculum textbooks and workbooks.

We adopt a thematic instruction approach where each month will have an assigned Unit theme. This involves organizing a topic/theme that crosses all core academic domains of learning such as math, art, science, math and more. Thematic curriculum was designed as a learning method that integrates personal and social development, varying skills, subject comprehension, learning value, and creative/critical thinking with the intent to bridge the gap between school and daily-life learning experiences.

Worship, Bible studies and activities are integral parts of our daily program as well, offering students avenues to express their Biblical faith and grow as disciples.

We emphasize the importance of family involvement in the educational process. We plan to schedule and invite families to fun, school events that showcase student progress and achievements.

Getting out and about - Having "out-school" activities is a must! We live in a wonderful area that supports exploration and education without being in a classroom. We intend on scheduling plenty of opportunities such as field trips to historical sites, agricultural sites, nature activities and hands-on learning experiences throughout the school year..

Ultimately, our educational philosophy is directed towards nurturing both the minds and hearts of our students, preparing them for lives rooted in Biblical faith and devotion to God. All core curriculum will adhere to the State of Oregon's standards per grade level and school year.

Beyond the Classroom

Coastline Christian Co-op seeks to set new standards in educational quality and extend its influence beyond the campus into the wider community. We hope to spark discussions and be an outstanding resource for other communities, churches, and families that may want to develop a similar co-op program.

Coastline Christian Co-Op Spiritual Goals

It is the responsibility of CCC to provide opportunity for the student:

Know God: We seek to guide students into an understanding of who God is and what their identity is in Him as they study to show themselves approved as instructed in 2 Timothy 2:15.
1 Timothy 4:12; John 17:3

Build Community: We were not created to do life alone and we desire that each member of the CCC community will grow in wisdom of their God-given gifts and talents as they learn from each other and God's word. Through relationships with their peers, mixed age groups, staff, pastors and other school families, each of us will learn forgiveness, compassion and how to carry each other's burdens as brothers and sisters. Colossians 3:13; Galatians 6:2, Proverbs 27:17

Be Equipped and Empowered: As students' characters are developed through Biblical principles, they will become equipped to think critically and gain confidence to walk in their God ordained purpose. No weapon of the world that is formed against them will succeed as students are empowered to use their gifts first of all in the safety of our community and then in the wider world. Hebrews 13:21; Ephesians 4:12; 1 John 4:4; Isaiah 54:17

Make a Difference: We consider it a privilege to receive a quality education and a mandate to use that education to change the world for The Kingdom of God. We believe that we were put on this Earth for a purpose and that the world around us should be different because of our presence. We count it a joy to share the Good News of Jesus' love and sacrifice with those around us. Matthew 28:19; Hebrews 13:6; 1 Chronicles 16:24

CCC encourages parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. Deuteronomy 6:4 -7; Proverbs 22:6 All of these goals are to be accomplished using the Word of God as the absolute standard of mankind by which all truth is verified.

Philosophy of Discipleship

Discipleship is the primary purpose of every Christian life and starts the day we accept Jesus as our Lord. That no matter our age, young and old, we would become disciples and followers of Jesus and that we would also lead others to become disciples as well. A disciple is not someone who just comes to church on Sunday. A disciple is a person who models their life after Jesus in every way. A true disciple also makes the Great Commission their mission as Jesus commanded (Matthew 28:16-20). The Great Commission is only achieved when three things happen; first disciples must live a life that shows non-believers that the power of God has transformed every part of their lives (Matthew 5:14-16). Second

this leads to a life of sharing this power with others and leading them to accept Jesus' transformative power as well (Romans 10:9-10). The next step is the disciple mentors the new convert helping them become a disciple as well (Luke 1:17). The process is complete when the new convert becomes a discipler of others. Our children need to learn and live this process just as adults need to as well.

Statement of Faith

THE HOLY BIBLE: We believe in the fully authoritative, verbal inspiration of the accepted canon of the Scriptures as originally given and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal, including scientific and historical as well as moral and theological (II Timothy 3:16; 1 Corinthians 2:13).

THE TRINITY: We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son, and Holy Spirit; distinguishable but indivisible. These three are coequal and co-eternal. (Isaiah 9:6; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; II Corinthians 13:14; Hebrews 3:7-11; 1 John 5:7).

CREATION & FALL: We believe in the literal creation of the existing space-time universe and all of its basic systems as indicated in Genesis. We believe in the creation, test, and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain divine righteousness (Romans 5:12, 18).

BIBLICAL HISTORY: We believe in the full historicity and clarity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Genesis 1-11).

JESUS CHRIST: We believe in Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (Isaiah 7:14, 9:6; Luke 1:26-35; John 1:1,14-18, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5)

SALVATION: We believe in salvation and the remission of sins through the cross. We are saved by grace through repentance and faith in Jesus Christ, His death, burial, and resurrection. We believe that while we were yet sinners Christ died for us, took our place, and with His life's blood purchased the pardon for all who believe in Him. (John 3:16; Titus 2:14). Salvation is a gift from God, not a result of our good works or of any human efforts. (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22)

WATER BAPTISM: We believe in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ. Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit. (Matthew 28:19; Mark 16:16; Acts 2:38, 8:12, 36-38, 10:47-48)

SACRAMENTS: We believe that a sacrament is a life-imparting act of obedience to scriptural imperatives, such as: matrimony (the marriage of one man with one woman), dedication of children, water baptism (by total immersion), communion (The Lord's Supper), the laying on of hands, prayer/fasting/worship, giving, and preaching the Word of God. Genesis 2:24; Matthew 28:19 – 20; John 6:53 – 58; Mark 13:10; Acts 2:38; 1 Corinthians 11:23-26; Mark 10:16.

ETERNAL LIFE & JUDGMENT: We believe in eternal life for believers (John 5:24, 3:16) and eternal punishment for unbelievers. We believe that all shall stand before the judgment seat of Christ: the redeemed to be delivered unto everlasting life, and the unrepentant unto everlasting punishment. As believers we will also be judged for our works and given rewards in Heaven accordingly. (Mark 9:43-48; II Thessalonians 1:9; Revelation 20:11-12; 1 Corinthians 9:24-25; 2 Corinthians 5:10)

HUMAN SEXUALITY: We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between one naturally born man and one naturally born woman. We believe any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; 19:5, 13; 26:8-9; Lev 18:1 – 30; Rom 1:26-29; 1 Cor 5:1; 6:9; 1 Thess 4:1 – 8; Heb 13:4) We believe that the only Scriptural marriage is the joining of one naturally born man and one naturally born woman for life. (Gen 2:24; Rom 7:2; 1 Cor 7:10; Eph 5:22-23)

ABORTION: We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortion due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Psalm 51:5; 139:14-16; Isa 44:24; Is 49:1,5; Jer 1:5; 20:15-18; Lu 1:44)

Doctrinal differences from denomination to denomination will not be taught at school but are the responsibility of the parent(s) and respective churches of each family.

Admissions, Withdrawals and Transfers

Admissions Policies

It is the policy of Coastline Christian to accept and retain enrollment only of families who fully support the Statement of Faith as written without mental reservation and who are willing to sign documentation of that support. Coastline Christian is a non-denominational Christian co-op and reserves the right to deny admission to anyone if it deems its denial to be in the best interest of Coastline Christian and its students. Coastline Christian reserves the right to reject enrollment of any applicant family or current family which does not fully support the Statement of Faith as written and/or is not willing or able to sign documentation of that support. Grade placement may be used in accordance with assessment performed by the school.

Age Requirements

Kindergarten: Age 5 by August 31st

First Grade: Age 6 by August 31st

Registration Procedure

New Students: Submit a completed application packet with non-refundable, non-transferable application fee (this fee is only refundable if CCC is unable to place the student.) A family interview will be conducted with parents/guardians and a school administrator. During the admissions process new students Grades 1 and above may undergo placement testing to accurately determine their curriculum level. When class placement has taken place the initial trimester fee balance and final registration paperwork will be due. The first month of tuition must be paid before the first day of attendance.

Returning Students: Submit a completed "Returning Family Registration" packet with non-refundable, non-transferable application fee which will be applied to your family's total financial obligation to CCC. Placement in next year's class is not official until current tuition and the next trimester fee is paid in full. Unpaid balance after July 1st places a student at the bottom of the waiting list. No student will be re-admitted until the previous tuition bill/trimester fees is paid in full. A student who no longer agrees with the Statement of Faith by words or actions will not be re-admitted without a committee meeting which could include academic probation, dismissal or being denied admission to school. In the event that there are more applicants for a grade than the normal class size limits, the "Class Placement Policy" will be used to determine who qualifies for the available positions.

Annual School Orientation

All CCC Staff, Parents and ALL Students are welcome to attend the annual School Orientation before school begins. This will take place on or before August 5th annually. This orientation is used to correspond important details with both students and parents, meet & greet with each staff member and teacher, tour the school and turn in all remaining required registration forms.

Student Withdrawal/Transfer

When a student withdraws from the school for any reason, the office shall be notified in writing to document the withdrawal. If a student withdraws from the school before the official end of the school year, a full month's payment is due the month of the withdrawal. Students withdrawn may not be readmitted within the grading period of the withdrawal. Upon written request, academic records of withdrawn students will be transferred by mail directly to the receiving school. Records will be transferred only when the account is paid in full and proper withdrawal notice has been accomplished.

Class Placement Policy

When a student applies for a space in a class at CCC, the family must first meet the criteria for general enrollment:

- All necessary application forms turned in
- Application fee paid
- Assessed and ready for grade
- Returning families application by registration deadline
- Returning families account current

When these provisions are met, the applicant is assigned a placement tier prioritized by date of the family's paid application date. Applicants are then placed in a class by their Priority Placement date in the following order.

Tier I:

- Students repeating the grade at teacher request
- Students being promoted from previous CCC class

Tier II:

- Students from returning families who applied for the current year but did not attend the previous grade.

Tier III:

- Students from new families who have applied If the class fills before all applicants are placed, a waiting list will be formulated using the following guidelines:
- Applicants on the highest tier by the earliest priority placement dates
- Applicants on the next highest tier by earliest priority placement dates

As soon as possible after Returning Family Registration, applicants on a waiting list will be notified and will be given the following options:

- To remain on the waiting list, leaving their application fee on deposit.
- To withdraw applicant from the waiting list and receive a refund of their application fee.

All applications will expire one year from the date the registration fee is received by the office. If the student cannot be placed in the grade for which he/she has applied, the application can not be extended.

In case of need, the school administrator will form a Placement Committee composed of the administrator, a church pastor, one teacher and at least one Church elder or member to evaluate cases involving exceptional placement circumstances.

If a family loses their priority placement date, they may re-enroll and will be assigned a new tier and priority placement date based on the criteria listed above. Examples of ways to lose priority placement date:

- Withdrawal of family and no application for upcoming year
- Zero students enrolled
- Missed registration cut-off
- Denied via screening process

Attendance

Absences

At Coastline Christian we are grateful for the privilege to work together with families to provide the best education and experience for their children. We believe that faithful attendance and participation in classroom activities are foundational in this process. Attendance at school provides a student with the

classroom experience. This experience is composed of participation in class activities and direct instructions conducted by the classroom teacher. Our curriculum and instructional program is designed to build onto the previous day. It is not easy for hand-on activities to be “made-up”. For this reason, frequent failure of a student to attend class will be seen as a serious problem.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused in compliance with state guidelines and for official attendance records.

- An excused absence is an absence due to a personal illness, serious illness in the family, death in the family or medical/dental appointments, court appearance, providential hindrance, required medical or academic testing, all therapeutic services, sports activities and public sports. Family **Vacations are strongly encouraged to be completed during non-school days/breaks; a family vacation may be used as an excused absence as long as prior notice is given using the proper Absence Request Form; it is the teacher’s discretion to assign an assignment for a vacation absence.*
- An unexcused absence is any absence that is not deemed excused.

If a student will be absent from school for more than three days for a reason known ahead of time, the parent should contact the school office to obtain an Absence Request Form. This form should be completed and returned to the school office prior to the office.

All Absences:

- If a student will be absent, parents are asked to contact the school office by phone or email by 9:00am on the day of the absence.
- Students who are absent should expect to receive make-up work upon their return to school. Detailed assignments will not be prepared ahead of absence.
- Upon returning to school after an absence, the student is to bring a dated, signed note from a parent/guardian detailing the reason for the absence, even if the school office was contacted the day of the absences. The student must present the note to the school office before returning to class.
- The school office will keep the official attendance records. Daily records will be kept for every student K-5th grade and entered on to their permanent record at the end of the school year.
- The school administration has the authority to determine whether an absence is excused or unexcused.
- Students who miss 15% or 25 days of the school year will be considered for grade retention.

Tardy Policy

Students are expected to be at their desk, ready to go at 8:25am. Students who are not ready are considered tardy, even if they were dropped off at 8:25am.

When a student arrives at the school after 8:30 am, It is determined if the reason for being late is inevitable or avoidable. The office will use the information articulated by the student to assign the tardy as excused or unexcused. If possible, a parent should come to the office with the student or send a note to assist in determination.

Our tardy policy is designed as a training tool encouraging students and parents alike to set good examples by respecting others, and their time, by making every effort to be on time to school.

Excused Tardy Examples

- Medical/Dental Appointments

- Therapeutic Appointments
- Personal Illness or Injury
- Car trouble
- Block accident
- Road construction
- Inclement weather

Unexcused Tardy Examples

- Lack of timing for commute
- Oversleeping/forgetting to set alarm
- Forgetting something at home
- Finishing a school project before school
- In the building but not prepared to start class

Sometimes being late is not avoidable though the reason may be unexcused. To accommodate those times, students are allowed three (3) unexcused tardies per trimester. *Kindergarten students are considered “in training” regarding the tardy policy and those guidelines will be discussed at parent orientation.*

Upon the second unexcused tardy, a note will be sent home with the student for the parent to sign acknowledging awareness of the situation as well as acknowledging that the next unexcused tardy in that trimester will result in consequence.

If a third unexcused tardy is received in one trimester, there are two options that allow each family to decide how to handle the consequence. These options are given because it is usually neither the fault of just the parent or just the student in accumulating the unexcused tardies.

- The student will be required to serve 30 minutes of detention.
- A parent and the student will be required to perform 30 minutes of school service; this will be in addition to the SALT hour requirements for the school year. If this service option is chosen, the service time must be completed within 30 calendar days of the receipt of the third unexcused tardy

A form will be sent home after the third unexcused absence for the family to choose which option they will complete. The form must be signed and returned to the office the following day.

The school office is responsible for keeping official attendance records for each student.

Academics

School Supplies

School Supply lists are updated every summer for each grade level. These lists are given to returning students in June and new students at the time of classroom assignment. Additional school supplies may be required throughout the year. You will be notified by the teacher of any additional needs.

Books

The school may acquire textbooks from varying curriculum publishers, any and all texts, books or resources belonging to CCC will be labeled accordingly. All books, textbooks and other curriculum texts that are labeled property of CCC shall be respected and cared for responsibly. If a book (text, library or resource) is damaged to the point it must be replaced, the full replacement price will be charged to the student responsible. A charge may be assessed to students for any page or cover that is damaged beyond normal wear and tear. Charges will not exceed the cost of replacement. All workbooks assigned to individual students are property of the students and should be treated respectfully, neatly and labeled with the students full name.

Class Size

Class size is based on the size and function of our facility, faculty and the program for each level.

Kindergarten: Ideal 10:1,; Maximum: 13:1

1st-2nd Grade: Ideal 16:1; Maximum*: 20:1 *Only under special circumstances and authorization of an assigned committee will the maximum class sizes be used and/or waived.

3rd-4th Grade: Ideal 16:1; Maximum*: 20:1 *Only under special circumstances and authorization of an assigned committee will the maximum class sizes be used and/or waived.

5th-6th Grade: Ideal 16:1; Maximum*: 20:1 *Only under special circumstances and authorization of an assigned committee will the maximum class sizes be used and/or waived.

7th-12th Grade: Size will vary upon need

Report Cards

Report cards are issued at the close of each trimester. An average of the trimester grade is entered on the permanent record at the end of each school year, as well as the number of days present., absent and tardy. A copy of the report card is kept in the student's permanent file.

Parent-Teacher Conferences

Kindergarten conferences are held on or about 8 weeks after the school year begins and again as needed. Grades 1-5 conferences are held at the end of each trimester and as needed. Parents or teachers may arrange a conference when a need arises.

Grading Scale

Kindergarten - Grade 3: E: Excellent S: Satisfactory N: Needs Improvement P: Progressing

Grade 4-12: 100%: A+ 93-99%: A 90-92%: A- 88-89%: B+ 83-87%: B 70-82%: B- 78-79%: C+ 73-77%: C 70-72%: C- 68-69%: D+ 63-67%: D 60-62%: D- 59-0%: F

Testing

During the admissions process new students may undergo placement testing to accurately determine their curriculum level. Throughout the school year, students in grades 1-8 are tested routinely throughout the academic year. A copy of completion and grade will be documented on the student's official record and also will be available to parents.

Homework

Homework may be assigned throughout the year in accordance with the unit, lesson, project and/or by discretion of the teacher. Homework will be deemed as mandatory unless otherwise directed by the student's teacher. All mandatory homework given will be used in determining the student's academic performance.

Academic Dishonesty

Cheating, plagiarism, and inappropriate internet use are forms of academic dishonesty, which will not be tolerated by CCC. Students involved in such acts will receive a zero for the assignment or test and may be subject to further consequence.

Conduct

Conflict Resolution

Conflicts may arise at CCC just like any other school. When they do occur, we have the following principles laid out to handle conflict.

- Go to the person directly involved to discuss the situation.
- If the problem is not resolved, go to the administrator.
- If resolution is still not possible, the situation should be taken to a school committee. Generally, the school committee will be the final step for resolution of the problem.

Please remember the three things necessary for successful resolution: Right time, right place and right spirit.

Student Expectations

Students are expected to behave in a way that shows respect for Jesus Christ, themselves and others at all times. They are to be respectful and obedient to all persons in a position of authority such as teachers, office staff, church staff, educational assistants, tutors, and all adults. Consideration and concern for others is part of a Christian character and attitude. Students are expected to demonstrate they are following the "spirit of the law" not just the "letter of the law".

- Prompt and cheerful obedience to all school personnel by all students is expected.
- Respect will be shown for the rights and property of others.
- Students are expected to treat others in an open and friendly manner, being courteous to everyone.
- All communications are to honor the Lord.

- Students are expected to promptly do all work assigned, and to turn in assignments on time.
- Students will follow a “hand-off” policy i.e. no fighting, hitting, biting or slapping Gum chewing is not allowed anywhere on school property.
- Eating is in the designated areas unless otherwise authorized.
- Prohibited items included but are not limited to: guns (toy or real), matches, firecrackers, fireworks, knives, cigarettes or tobacco products, alcohol and drugs.
- Music players, phones, tablets, video games should be left at home unless requested by the teacher.
- Personal recreation equipment should not be brought to school except for specific instances requested by the teacher.
- How about this as a compromise:
- A student may have a cell phone on school grounds ONLY if the school administrator has received a signed permission slip from a parent/guardian. That cell phone must be OFF at all times, and checked-in with the office at the beginning of the day and checked-out at the end of the day. We strongly encourage cell phones to stay at home or with a parent/guardian while the student is at school or attending a school event. These requirements also pertain to being off-campus for school events during school hours. Consequences for cell phone infractions: First: the item will be taken, parents will be notified and the item will be returned at the end of the school day. Second: Parents must pick up the phone at the school office. Third: Student will lose permission to have the phone at school.

Discipline Philosophy

One of the most important matters in the life of a student is training. Discipline is much more than control or punishment. From a common root comes our word “disciple”. Therefore, we consider discipline as a learning experience.

Our children are looking for guidance and direction. Children actually expect to be disciplined and guided. Teachers and parents alike realize that good discipline procedures are an essential part of a teacher’s responsibility. The teacher is always in authority and that authority must be respected at all times.

Discipline is more than outward pressure. It involves inner understanding and acceptance. Good discipline means that the classroom is relatively free from confusion, disorder and disruptive behavior.

Effective discipline...

- develops a maximum of self-direction
- helps a child to know and accept themselves better
- is based on justice and equality of opportunity
- should help a child to change their perception of a problem
- uses control judiciously
- is consistent
- develops a sense of responsibility
- develops Christian characteristics and Christ-likeness

Discipline Policy

While we would like to have a perfect school where every student makes the right choices every time, we realize that our students are human and occasionally choose inappropriate actions. To ensure that discipline is an effective learning experience, consequences for inappropriate choices are part of our

discipline policy. A copy of the complete discipline policy is available upon request. Briefly, misconduct has been divided into three categories, depending on severity.

Category I: These offenses include but are not limited to: dress code violations, classroom disruption, disobedience, unexcused tardiness, uncompleted school work, etc. Consequences for these offenses are generally under the control of teachers and support staff with the goal of acknowledgement, redirection, restoration, and changed behavior.

Category II: These offenses are activities or attitudes that show lack of respect for authority and repeated Category I violations. Examples include but are not limited to: harassment, truancy, hazing, profanity, bad behavior, insubordination. Consequences may include any of those outlined below.

Category III: These offenses may result in suspension or expulsion. These include but are not limited to: repeated Category I and/or Category II violations, violation of local, state and/or federal law, threatening the safety of others, lack of respect for authority or property, violation of Biblical moral codes, consumption of alcohol, drugs or tobacco, sexual misconduct, assault, weapons possession, theft, tampering with fire and/or safety equipment.

Consequences: Detention-Detention is designed to help the student reconsider inappropriate behavior. These 30 minute supervised times are served after school a day or two after they are assigned. They may also be given for 3 unexcused tardies in a trimester; 3 missing or unacceptable assignments in one week, and/or category II offenses. If detention is not effective, parents will come in for a conference to discuss other disciplinary options.

Code of Ethics in Technology

With the wealth of information that the Internet provides, there is content and situations that are inappropriate for children. Students can come in contact with obscene or adult pictures and language, they can buy products, they can gamble, and they can communicate with strangers. Coastline Christian (CCC) has instituted this Code of Ethics for all students to follow throughout their technology use and to supplement the additional onsite filtering.

Ethical Mission

The moral and ethical issues involving the use of worldwide information systems (Internet and web) deal with the appropriate access to information, the type of information, and the behavior of the user. CCC wants to provide our students with a stimulating educational environment, but at the same time, we want to protect students from information that is not appropriate for them.

Standards of Ethical Conduct

Ethics are standard of behavior, a "norm" that serves as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions, and intentions for all facets of living. Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity of practice (consistency), dependability, etc. Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, learns by, and lives by. They are not goals to be strived for; they are rules for conduct that shall not be violated.

It is the desire of CCC Administration and Faculty to not only address the appropriate use of technology with students, but to ensure the levels of comprehension as to the "why's" and "why not's" involved in technology use in our school. This includes the understanding and education in issues of proper

attitudes, behaviors, and uses that are consistent with CCC's purpose to partner with parents to provide a high quality learning experience for all CCC students. It is the conviction of the leadership of CCC that this education begins with a commitment to be responsible for one's own actions. It must begin with educating users of technology to the expectations held by CCC for conduct. As a user of Coastline Christian technology, I acknowledge:

That I will participate in a process of education including acknowledgement and awareness of computer and web ethics as a beginning point for use of any such technology at CCC.

I understand that the policies of CCC include training that introduces technology uses, applications, terminology, infringements and the penalties associated with them, and guidelines for meeting the expectations of CCC with regard to copyright laws, plagiarism, and Internet use. This training will address the rights of the users and the responsibilities that come with technology use.

- Training programs for students should include:
- Information and awareness of potential resources, including consequences of irresponsible use
- Hands-on methods so that users know how to search for and retrieve information efficiently
- Evaluation of sources
- Proper citation methods
- Appropriate and polite use of the Internet (Netiquette)
- Responsible use of limited resources.

As a result of my participation and acceptance of responsibility to CCC and fellow users of technology, I will:

- To the best of my ability, protect the privacy and confidentiality of others by adhering to all rules for use posted in classrooms and stated in the Acceptable Use Policy.
- Support and abide by all laws (state and federal) to the best of my abilities, dealing with copyright, plagiarism, and "intellectual property" as defined.
- Acknowledge that all hardware and software is the property of CCC; use of its network, computers, hardware and software are with the express permission of CCC.
- Not engage in any Internet searches deemed inappropriate for school use, not quote the work of another as my own, and not pass on confidential information entrusted to me by another, without their express permission.
- Not withhold information about any abuses of the technology owned by CCC. I will communicate such to appropriate authorities immediately.
- Not use any technology owned by CCC to engage in activities for personal profit. This includes accessing websites that are outside the scope of the curricular activities of CCC.
- Use all communications that follow the established rules for netiquette and I will not participate in conversations, correspondences, or activities via CCC technology that violates them.

Acceptable Use policy

Permission/Acknowledgement Form CCC desires to provide the opportunity for all students to research and access information and communication via a computer for use of the Internet. It is also our desire that all parents be informed as to what this entails and provide such access to students with parental permission only. Internet Security CCC has the responsibility internally to monitor and protect the students of CCC while they are working on the Internet. The faculty and staff take this responsibility very seriously and we have worked diligently to ensure a safe environment that includes several levels of control and monitoring.

1. To help facilitate change, we have configured hardware that completely blocks Internet access to sites that are inappropriate for students, including those, which depict violence, profanity, nudity, and irreverence toward our Christian beliefs. This is an ongoing project and will expand to include new threats

as they come up. We will continue to monitor the access of the Internet by the students to encourage the safe use of the tools we have at our disposal.

2. Each computer can only be accessed by someone with a valid account and password. By doing so, we can control who has access to the computers and to an extent, what they have access to while using the CCC network. Accounts are only provided to Students, Faculty, and those CCC Staff members and Volunteers who need access to perform their duties.

3. The school has two wireless access points. These are for both teacher and staff use and are not intended to be accessed by students. We have taken steps to hide the Service Set Identifier (SSID) of these devices by giving them unique names and by not broadcasting them. What this means is that unless someone knows the name of the SSID of the wireless network, they cannot access it on their wireless device. This will allow those with permission to hook up to the access points (and thus to the Internet) without allowing students to get to the Internet through handheld devices such as an iPod. However, if this is defeated (no security protocol is perfect), the security filters built into the network will still prevent them from accessing sites that have been deemed inappropriate or harmful to the network.

4. Our most effective control is that of monitoring by the staff. No student is allowed to be on a PC without a staff member present. All of our PC's are setup in such a way that the teacher can monitor activities from a central location within the room. This inspection deters inappropriate behavior and allows the staff member to intervene if a problem arises.

5. While we recognize that threats will arise from time to time that may get around our safeguards, our multi-layered approach will provide the best defense against the students being exposed to information that would be inappropriate or offensive. Network security is a high priority for the school and we will continue to adjust as new technologies become available.

Individual student conduct is expected to be maintained in an appropriate manner as determined by the teacher and CCC. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any CCC systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Chat rooms are off limits for all students. Like other items of property on loan to students, such as lockers and classroom storage areas, school administration reserves the right to insure student appropriate use by inspection.

No students will be permitted to copy programming from or on to any CCC computer. Copyright laws state that this is a crime with strict consequences for abuse. This includes written work from Internet sources, other students, software, shareware, freeware, music, or other materials. No student of CCC shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off immediately and do not turn back on; 2) raise hand and report to teacher quietly. We want your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning. Understanding the guidelines will help this happen for all CCC students and staff.

Student Behavior Expectations

At CCC, we uphold high standards for student behavior, with an emphasis on safety, respect, and responsibility. These core values guide our expectations, ensuring a positive and conducive learning environment for all. It's important to remember, though, that students are constantly learning and developing these skills. As such, we approach guidance with empathy, providing gentle reminders and support to help our students meet these expectations each day. **BE SAFE – BE RESPECTFUL – BE RESPONSIBLE.**

We take a proactive approach to student development by dedicating time to educate, nurture, redirect, and resolve conflicts. We intertwine character and behavioral development into everyday learning activities, ensuring that these critical skills are not taught in isolation but are a natural part of the educational experience. The hands-on, interactive, and life-skills-based curriculum we adopt allows children to grow not only academically but also socially, laying a strong foundation for their future. Furthermore, we will integrate biblical teachings into these character and behavioral development skills, enriching students' ethical and moral understanding in alignment with our core values.

Classroom Behavior Exceptions:

- Follow Teacher/Adult instructions
- Do not distract others from their tasks
- Be a leader
- Unless given permission keep voices down
- Raise your hand if you have a question or need help
- Keep your hands to yourself
- Clean up after yourself

Hallway Behavior Exceptions:

- Follow Teacher/Adult instructions
- Walk, safety first!
- Whisper
- Raise your hand if you have a question or need help
- Keep your hands to yourself
- Properly close doors
- Treat School/Church property gently
- Clean up after yourself

Lunchtime Behavior Exceptions:

- Follow Teacher/Adult instructions
- Stay seated until dismissed
- Keep voices down
- Raise your hand if you have a question or need help
- Keep your hands and feet to yourself
- Treat School/Church property gently
- Clean up after yourself

What may happen if a student chooses to break the rules? The student will have a time out from the current activity. the student will lose recess privileges for the next day or two. the student will be sent to the administrator's office, if necessary.

Harassment, Intimidation and Bullying Policy

Coastline Christian Co-Op is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers and church members that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image – including those electronically transmitted – a verbal or physical act when an act:

- Physically harms a person or damages their property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening atmosphere.
- Has the effect of substantially disrupting the orderly operation of the school.

"Distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions: Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or building, classroom or program rules.

Training: This policy is a component of CCC's overall responsibility to create and maintain a safe, civil and respectful learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention: CCC will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, CCC will continue partnerships with families, law enforcement and other community agencies.

Interventions: Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. CCC will consider the frequency of incidents, developmental age of the students, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations: Retaliation is not allowed and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying. It is also a violation of CCC policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Contact Person: The CCC school staff will appoint the school administrator as the primary contact person to receive copies of all formal and informal complaints and ensure policy implementation. The school administrator is authorized to carry out the terms of this policy.

All CCC staff will be familiar with and be prepared to effectively use the CCC Intervention Form when a situation warrants such use. They should also be prepared with documentation showing a pattern of

concern which led to the intervention. The school administrator is responsible for following through according to the stated timeline after an intervention form is filled out.

Dress Code

Our goal is to represent Christ in all ways - including, but not limited to, speech, behavior, and appearance. At CCC we have the opportunity to witness Christ's example. Therefore, we encourage all students to wear modest, clean, mended, age-appropriate and gender appropriate clothing. Modesty begins in a heart wanting to please God. Rather than our students asking "Can I get away with..." we would hope they would ask, "Does the way I dress honor the Lord?"

This dress code may be subject to revision by the CCC school staff. In light of the aforementioned statements, please adhere to this dress code:

1. No clothing or jewelry depicting violence, special interest groups, tobacco products, alcohol, satanic symbols or messages opposed to Christianity.
2. Sleeveless shirts or tank tops (with at least a 3" shoulder) may be worn. Shirts may not reveal your chest, or any skin between the waistline of pants and bottom of shirt, even when hands are raised or when you bend over.
3. Pants need to be the correct size and worn around the waist. Extremely sagging and/or baggy pants are unacceptable. Pants should cover all areas appropriately when sitting or participating in activities. Pants with holes are acceptable so long as the holes are at the knee or below, no bigger than half the width of the pant leg OR have a patch underneath the hole.
4. Leggings are permissible as long as they are not see-through.
5. Dresses, Skirts, shorts, or skorts are permissible as long as they are at least fingertip length and are not tight fitted, even if tights are worn.
6. Any type of writing, pattern, picture, artwork, design, etc. on the backside of any type of pants/skirts etc. that draws unusual attention is not allowed.
7. Footwear is mandatory. Sandals are allowed for everyday wear. Sandals are not allowed for physical education classes/activities and may restrict participation in recess. We encourage rubber boots to be worn on wet days and on field trips. These may be stored at the school in a locked cabinet.
8. Hair should be clean, neatly groomed, and of a natural color. Some color may be permissible as long as it is not distracting.
10. Sweats and joggers are allowed. Pajamas and/or Pajama pants are NOT allowed unless for a specified Pajama day.
13. Girls may wear light, modest makeup. Boys are not to wear makeup.

If a student comes to CCC with clothes that are deemed unsafe, inappropriate or distracting to the learning environment or fellow students, the parent(s) will be called to bring alternate clothing or the student will be allowed to borrow appropriate clothes from the school office if available..

The discretion of the staff and administration will be the final authority if there is any question on these guidelines.

Kindergarten students are considered “in training” regarding the dress code and those guidelines will be discussed at parent orientation.

Student Activities and Services

Chapel and Worship

To worship the Lord is one of the special highlights of CCC. Our daily chapel services consist of the flag salute, worship, reading and teaching from God’s Word, along with special presentations or recognition. Parents and visitors are always welcome to join us.

Field Trips

The purpose of a field trip is to enhance the educational experience and to bond a class together. Students are expected to conduct themselves in an appropriate manner, remembering they represent CCC and Christ at all times.

Because of the hands-on, experience education we strive to apply at CCC, we will routinely have field trips throughout the school year, these typically will be on a Friday unless the field trip location is unavailable for use that day.

Students need to have signed permission to participate in field trips. Any parent who wishes to serve as a field trip chaperone or driver will need to fill out a Oregon State Police Background Check (also see “Parent Involvement”) and supervise students in their care at all times. Drivers must have appropriate insurance, vehicles equipped with seat belts, and follow current laws regarding children sitting in a seat with an air bag or booster seat.

OR State Law currently requires children over forty pounds or who have reached the upper weight limit for their forward-facing car seat must use a child seat with harness or a booster to 4’9” tall or age eight and the adult belt fits correctly.

Specific trips are only for the grade(s) designated. Students in other grades should not be taken out of their own class to attend the field trip of a sibling.

Lunch

CCC does not provide a hot lunch program; however, on occasion we may have a day where homemade snacks or meals may be provided; information on these dates will be made available to parents in their child’s communication packet. All students must have a Food Allergy Form completed at the beginning of each school year. This will remain in their student records file. Those who bring a sack lunch should have all items in ready-to-eat form as the school is not responsible for supplying silverware, cups, paper plates, etc. There will be microwaves available for heat-up options, this routine will be discussed with parents and students during orientation.

Health and Emergency

Accidents

Minor cuts, bruises or bumps will be treated at the school. If further attention is needed, the office will notify parents. In an immediate emergency, the office will call 911 and the student's home and/or emergency telephone number.

Illness

A child who becomes ill or is overly tired will not learn well or behave normally. It is important that you see that your child has proper rest and diet. The school and/or teacher should be aware of any special physical or emotional conditions that would affect the student's progress throughout the school year. Should a child become ill at school, the parents will be notified immediately. Please arrange for an ill student to be picked up as soon as possible. The student will be isolated until the parent or responsible person can pick him/her up.

Fever

If your child has a fever of 100° or greater, do not send them to school, and wait at least 24 hours after the fever is below 100° before the child returns. Children found to have a 100° temperature or greater at school will be promptly sent home. If they return to school prior to 24 hours, the parent will be contacted and asked to retrieve the child. Upon return, children should be able to participate fully in class activities, including outside recess and PE.

Vomiting or Diarrhea

Please be considerate of others and DO NOT send your child to school if he/she has vomited or had diarrhea within the last 48 hours! Gastroenteritis (commonly called the "stomach flu") is highly contagious and sweeps through populations rapidly. Even if you don't think your child has the stomach flu, play it safe and keep them home. If your child vomits or reports repeated diarrhea at school, they will be promptly sent home and asked to remain home for 48 hours.

Life Threatening Health Conditions

If your child has a health condition that could be considered potentially life-threatening (i.e. asthma, seizure disorders, cardiac problems, Type 1 diabetes, severe allergies) it is very important that you plan to meet with the office before school starts to ensure that all necessary emergency procedures are developed. Please complete a student health information form and give it to the office. If your child's health status changes at any time, it is important that you contact the office to update the information.

Head Lice

If your child appears to have a potential case of head lice, he/she will be sent to the office. The office will verify the case and contact parents. Parents will be asked to pick up the child and begin treatment. Once treatment is complete, parents will check with the office before the student is allowed to return to class. If a case of head lice is confirmed, the entire class will be checked and parents notified as necessary.

Other infectious diseases will be handled on a case-by-case basis utilizing the "Infectious Disease Control Guide for School Staff" distributed by the Oregon State Department of Health.

Medications at school

Students are not allowed to bring medications to school. Medications are any product that has a label reading "Drug Facts." This includes over-the-counter medications like Tylenol, Advil, Tums, ointments, and most cough drops.

It is best for medications to be given at home, but if a student must have medications at school, the parent or guardian must:

1. Request an "Authorization to Administer Medication at School" form from your child's doctor.
2. Sign and date the form.
3. Bring the form and the medication (in the original, unopened package for over-the-counter meds, and in a properly labeled prescription bottle for prescription meds) to the office. (Form may be faxed as long as it is signed by both the health care provider and the parent or guardian.)

NOTE: Ointments, eye, nose or ear drops, suppositories and medications inhaled through the nose cannot be administered at school regardless of proper authorization. These must be given at home, or the parent/guardian must come to school to administer the medication.

Any medications delivered to school in any method other than the one mentioned above, will be confiscated and returned to the parent at his or her request. The above method is in compliance with Oregon state law regarding medication administration at school.

Emergency Preparedness

Emergency Plan

All Emergency plans for the CCC will follow Living Water Fellowship's Emergency Exit Plans and Guides. All CCC staff will be trained on these plans and policies. During the event of a fire, practice drill, or other emergency, students are to walk out of the building in a quiet and orderly manner to the designated class meeting place established by the school and church. They are expected to refrain from talking in order to hear any special instructions. During an active emergency when it is deemed safe by either school staff or emergency responders all parents will be contacted.

Routine Emergency Drills

Earthquake drills and practices of lockdown procedures are conducted in the class by the individual teacher.

Inclement Weather

In case of inclement weather, parents will be notified of change of school hours or emergency information. Our goal is to announce a delay or closure of school around 6AM. If the decision is to run school two hours late, parents are advised to continue listening should weather conditions require that school be canceled.

Emergency related Early Release

Should early release from school be required, we will try to give two hours' notice. It is preferred that parents not call the school office to ask if school will be dismissed early. If there is a concern, parents

should pick up their child without calling the school in advance should road conditions in their area deteriorate. This enables us to keep phone lines clear for emergency calls.

Tuition

Tuition

Kindergarten: \$300 per month. Grades 1-8: Tuition is \$400 per month per student. Tuition is due by the 5th of every month. See “Financial Policy” for further details on fees, payment plans and accepted forms of payment.

Application Fee

Non-refundable Application fee is \$75 per student and will be due at time of admission packet submission.

Trimester Fee

Trimester Fee is \$150.00 per trimester per student. This is to cover additional curriculum costs, additional supplies and possible technology fees. This can be paid monthly or at the start of each trimester.

School Supplies

A list of required and suggested school supplies will be available prior to the start of the school year.

Sibling Discount

A 5% discount will be given for families that have two or more siblings enrolled.

All fees subject to change. Additional fees may occur for field trips or excursions.

Scholarships

Scholarships may be available on a first-come, first-serve and need-based basis. Scholarship eligibility is determined by family need and/or availability of funds.

Scholarship forms will be available before each annual registration deadline.

Funding for scholarships will be acquired by donations and financial support of the community, we can not guarantee any scholarship but will always work with families on financials if we truly can.

Tuition Payment Information

CCC is self-supported by tuition from school families. Maintaining a current tuition balance is the responsibility of every family and is essential for the financial well-being or our co-op school environment.

A non-refundable, non-transferable application fee must accompany each application. Should a class be full, the application fee holds an applicant on the waiting list. The application fee for accepted applicants will be applied to the students' materials fee.

- Tuition payments are due on the 1st day of each month.

- A \$20.00 late fee will be assessed on any outstanding balance after the 10th
- A \$35 NSF fee will be charged if a payment is returned by the bank due to insufficient funds.

Parents may choose one of three tuition payment options:

One Payment: Total annual tuition paid by August 30. A discount of \$50.00 per student will be applied.

Ten Payment: Total annual tuition paid in ten equal payments from August through May. Tuition payments are due on the 1st of every month. Tuition payments made after the 10th of the month are charged a \$20.00 late fee.

Twelve Payment: Total annual tuition paid in twelve equal payments from July through June. Tuition payments are due on the 1st of every month. Tuition payments made after the 10th are charged a \$20.00 late fee.

Returning students with overdue tuition from the previous school year will not be allowed to re-enroll until full payment of the family account is received or a satisfactory payment plan has been arranged. If the agreed upon payment plan is not followed, the student whose account is overdue may be removed from the school.

A 90 days delinquent account may result in dismissal of student(s) from CCC. Delinquent accounts of 180 days are turned over to a collection agency, unless a satisfactory repayment plan can be arranged.

School Calendar + Schedule

Our annual school calendar goal is to follow our local public school calendar for holidays, breaks and start/end of school year. As a co-op we will also create a flexible learning schedule that best fits our educational vision, requirements and that can support our students, their families and our staff accordingly. The annual school calendar will be approved and published before each annual registration period.

Daily Schedule

Monday - Thursday (8:15am - 2:30pm)

- 8:15-8:25 am: Morning Drop-off
- 8:30 am- 9 am: Pledge of Allegiance + Chapel
- 9:00 am -12:00 pm: Core academics (Math, Reading, Writing)
- Snack at 10am
- 12:00 pm-12:45 pm: Lunch and Recess
- 12:45 pm: Life skills, Home Ec, Outdoor Learning
- 1:15 pm: Science or Social Studies
- 2:00 pm - 2:30 pm: Wind-down, reflection and closing prayer
- 2:30 pm: Afternoon pick-up

Friday In-School (One Friday a month will be a field trip day)

- 8:15 am - 8:30 am: Morning Drop-off
- 8:30 am- 9:00 am: Pledge of Allegiance + Chapel
- 9:00 -10:00 am: Core academics (Math, Reading, Writing)
- Snack at 10am
- 10:15am-11:15am: Weekly Journal Submissions and Power Hour
- 11:15-11:45 am: Wind-down, reflection, closing prayer
- 12:00pm: Afternoon Pick-Up

Drop off and Pick Up Procedures

A designated drop-off/pick-up contact form will be required for each student at the beginning of the school year. If a parent needs to have someone else, not on their contact form pick-up from school, formal communication with a school staff member needs to be made before pick-up time that day. This will be recorded by the school staff member.

SALT Hours

Volunteering is a great way to dive into the community at Coastline Christian, and it's a great way to meet other parents and be involved in your Child's education! As 1 Corinthians 12:12 reminds us, we all have different gifts that work together to further the kingdom of God and bring a light to our school and community!

Here is a list of the different events that we need volunteers for: Classroom support | Field trips | Auction/Fundraising | Extracurriculars | Teacher Appreciation support | End of Unit Event Planning | Lunchroom and Home Economics support | Christmas program | School events and more...

We welcome parent participation whether in the classroom, working on SALT projects at home, field trips along with a myriad of other volunteer options that can help make our school a reasonable price. As a way of enabling all parents to have a chance to be involved, our SALT program provides a way of organizing volunteer help, keeping tuition costs down and building relationships with other families in the school.

- The SALT year ends on the last day of the school year. The new SALT year begins on the following day.
- The SALT hour requirements are based on the grade of your oldest student enrolled. Kindergarten = 20 hours, Grades 1-5 = 30 hours. *Single parent households need only give half of the required hours per year.
- Family members who can work SALT hours include parents/legal guardians, grandparents and students in grade 8 or above.
- Hours are non transferable between enrolled families. It is the parents' responsibility to turn in SALT hours on the correct form (available on the school website or in the school office). To receive credit for the current school year, hours should be turned in by the last day of school.
- Parents must pay \$10 per hour instead of volunteering their time. These funds are used to buy supplies for the school or specific projects. Donation of goods may not be used as SALT payment. Parents with unworked hours at the end of the SALT year will pay the \$10 fee per unworked hour (due in the office by the last day of school). Report cards will be withheld until your SALT account is cleared.
- SALT jobs/tasks can be done at home or at school, and we advertise available jobs in the school newsletter and on your school calendar. If you would like any suggestions, or if there are any questions as to what qualifies as a SALT activity, contact the school or your student's teacher.
- Up to, but no more than 50% of hours owed by a family may be claimed on field trips, or other excursions.

We desire to have an "open door" policy to parents in the classroom (see "parent involvement" section in the student handbook). However, any parent expecting to work in the class needs to communicate ahead of time with the teacher to make sure there is no disruption to the learning process. Anyone wishing to volunteer with children will need to submit and pass a background check.

Additional Policies and Procedures

Communication

Good communication between the school and parents is very important to us. The co-op newsletter is produced weekly and posted to the school website and Facebook Reading the newsletter weekly is an important responsibility of each family. A "Family Envelope" will be sent home on Wednesday's when it is necessary to provide families with forms, permission slips or other information not published in the newsletter. Envelopes will be sent with the oldest child in each family, unless you notify the office otherwise. It needs to be returned on Thursday with a parent's initials to verify that the information was received. We do not recommend using it for transporting cash to the school office but other forms of payment and any other items that need to be returned may be returned in the envelope. Any confidential information will be sent either by sealed envelope or mailed.

Student Appointments

At various times during the school year, it may be necessary for students to be dismissed from school to attend certain appointments (doctor, dentist, etc.). Please follow this procedure to arrange for your student(s) to leave school earlier than 3:00 pm.

- Notify the school office with a written note, email or verbal request by parent for early release.
- An early dismissal slip is completed by office staff and sent to the student in class.
- The teacher will dismiss the student from class and send them to the office 5 minutes prior to early release time. If the student isn't at the office on time a runner will be sent to get them.
- Parents must come into the school lobby and sign their student out at the office window and if the student returns to school, parents must sign their student back in to return to class.

Parent Visitation

We encourage parents to talk to teachers regarding any questions, concerns or comments. However, this should be done by first making an appointment with the teacher. These discussions should take place by appointment only. Parents are also welcome to email teachers with questions, concerns or comments.

Carpools and Transportation

Transportation to and from school is the responsibility of each family. Many families arrange carpools in their areas. Parents providing transportation for field trips must have appropriate insurance and vehicles must be equipped with seat belts. Drivers must follow current laws regarding children sitting in a seat with an airbag or booster seat. Also see "Field Trips" information.

Parent Involvement

Any adult who wishes to volunteer to work on campus or with CCC students must fill out a Background Check Form (provided by the school). The purpose of this background check is not to invade privacy, but to help protect our students. Completed forms will be kept in a secure location in the school office. In addition, parents who volunteer to drive for field trips will need to bring proof of insurance to the school office before the field trip.

Lost and Found

Students are encouraged to have their names on all items brought to school. The lost and found is located in the school lunchroom, where parents are encouraged to check periodically for missing items. At the end of each school year, unclaimed items are donated to charity.

School Pictures

Individual school pictures are taken each fall for our school yearbook and school records. Optional photo packages may be purchased at that time. Orders for the school yearbook are taken early in the school year, and they are distributed the last week of school. Class pictures will be taken in the spring and are available for purchase.

Closed Campus

CCC is a "CLOSED CAMPUS" school. Students are not permitted to leave the school grounds without being accompanied by a parent or guardian, or an approved pick-up person.

Change of Family Information

Please notify the school as soon as possible of any changes of address, home or work phone numbers, cell phone numbers or medical information. In case of emergency, the school requires the most current information for all students.

Office Equipment

School/Church office and staff room equipment is for the exclusive use of the school staff. Students are not allowed to use or operate the copier, laminator, office computer, or other equipment, without permission.

Custody

Copies of custody papers of guardianship must be on file in the office if there is a situation where a student is living with a guardian or with one parent following a divorce. Upon request, the school will provide school records to both parents UNLESS supplied with an official document prohibiting such. It is the parents' responsibility to provide the school with updates. Only the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified by the custodial parent.

Visitors and Volunteers

Parents are encouraged to visit or volunteer in every classroom. Please coordinate in advance with the teacher unless prior arrangements have been made. All visitors and volunteers must receive a visitor pass from the office before going to the classroom. Volunteers are essential to the smooth functioning of classrooms and the entire school. When volunteers are used, they will assist the teacher by providing one-on-one help to students, assist in day-to-day management of the classrooms, assist during recess and monitor the activities, assist in field trips, and assist in other activities such as birthday celebrations.

Visitation Policy

For the safety of the students, all visitors and volunteers are required to report to the school office to sign in. Student visitors are not permitted in the classroom. While we would like for "friends, cousins, etc." to

experience CCC, these visitors cause disruption to the class and add a burden to the teacher. Please be understanding of this policy.

Visitor Dress Code

As a Christian school, we seek to create a respectful environment focused on learning. In the best interests of the students and staff, please wear modest clothing when visiting or volunteering. We recognize that modesty is not promoted in today's culture. For this reason, we have included the guidelines in our "Dress Code Policy" to help define what we mean when we use the term "modest" clothing, as well as to help align the volunteer/visitor dress standards with our student dress standards.

Background Checks

For the safety of our students and staff, all volunteers in direct contact with students must submit and pass a background check. This includes but is not limited to field trip chaperones and classroom volunteers. Background check forms are available online and administered through Living Water Fellowship. If a background check reveals a prior sexual misconduct-related offense, that person will be permanently ineligible to be involved in anything that includes direct contact with students.

Confidentiality

It is very important to keep student information confidential between the school and parents. Specific student information is only to be shared with the parents of that student. Specific student information is only to be shared with other staff members on a need-to-know basis. Contact the school administrator if you have any questions or concerns regarding this policy, or if an issue comes up where this confidentiality policy is not followed.

Open Door Policy

In order to safeguard our students, staff and all volunteers, CCC has an open door policy. As much as possible, volunteers shall work in a room with a second adult present when working one-on-one with a student. When a volunteer and student are working or conferencing together in a room without other students or adults present, the door shall always remain open.

All Policies and Procedures are subject to change and are at the discretion of the Staff of Coastline Christian and Living Water Fellowship. Policies and Procedures will be analyzed annually.