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Collingdale Nazarene Christian School (CNCS)

Parent/Student Handbook

2015-2016

# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade \_\_ Homeroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Rev. Donna Sarog, Senior Pastor**

**and Collingdale Nazarene Christian School Staff**

*Motto: “Why Be Average, When We Can Be Excellent”*

*Vision: “CNCS is a friendly place where children grow in knowledge and faith”*

On behalf of our Church and Church Leadership I’d like to welcome you to the Collingdale First Church of the Nazarene and Collingdale Nazarene Christian School.

In 1952 God planted in the leadership the desire to build a three story annex to house children to learn about Christ.

In 2013 God planted in Pastor Lois Little a passion to minister through the teachings of a faith-based elementary school.

Presently, we are now experiencing the reality of dreams, desires and passions of those whom God has used to create **Collingdale Nazarene Christian School**.

I admire your stand to send your child to a Christian Private School and to sacrifice financially. My husband and I also chose to make these same sacrifices as we raised our three children in a Christian Private School. God has blessed us beyond measure in regard to our children. I attribute these blessings to the holistic approach of their school, our church and our home.

This handbook describes the expectations, policies, programs and benefits that are yours. I encourage you to read it carefully so that there are no surprises as our year unfolds. We want this year to be a year of opportunity to give, minister, receive and grow as children of God…for you and your child/children.

Blessings to you and your family, Pastor Donna

Dear Parents/Guardians and Students,

Welcome back to another year at Collingdale Nazarene Christian School! As we approach our 3rd year in operation, we have been amazed at how God continues to bless our school and community. Our dedicated teachers and staff have been working so diligently to make the 2015/2016 school year the best one yet. We would like to thank you for positively supporting CNCS in our endeavor to have all of our students reach their spiritual and academic potential. It is our hope that you will continue to support our school and provide the positive parental support that is necessary to sustain our academic standards, visions, and expectations.

**Tuition and Application Fees**

Please take the time to carefully review our updated school handbook. We have revised our Financial Policy. Please note that a $150 registration fee per family is due at the time you turn in your child’s application.

**Academics**

We have also revised our academic and homework policy. In our ongoing evaluation of CNCS visions we, as educators and mentors, strive to prepare all our students for higher education and provide them with opportunities to succeed, both academically and spiritually.

We wholeheartedly believe in providing this for all students and families.

**School Uniforms**

Please be advised we have changed our school colors to red, white and navy blue. Our uniform policy allows for plain polo shirts, navy blue slacks and skirts. We will, however, allow black pants or skirts (no cargo pants). Powder blue shirts and khaki colored bottoms are no longer permissible under this new change. Many of our uniforms can be purchased at places like Walmart, K-Mart and Forman Mills.

We are thrilled you have chosen CNCS to meet your child’s educational and spiritual needs! We look forward to serving your child and family, and praying this year is full of God’s richest blessings. Please do not hesitate to contact Pastor Lois Little, school principal, should you have any further questions or concerns.

Warmest Regards, Collingdale Nazarene Christian School Staff

##### Admission Procedure

**Registration**

$150.00 per family is due with application/s (non-refundable)

All parts of the application must be completed per child and returned to the school.

* + **Student Application** Be sure to answer all questions or use N/A where it applies on the form.
  + **Insurance Form** Medical Emergency forms are to be completed in

full. A Xeroxed copy of child’s insurance is required as

well.

* **Birth Certificate** A copy of the child’s birth certificate should accompany the application. Children should be 5 years old before September 30 to enter Kindergarten.
* **Medical Form** A completed medical health form should be completed by a physician and copies of

immunizations should accompany applications.

Children will not be permitted to enter school without

physical and immunizations.

* **Annually Required Information** the following information must be provided before the start of school.
  + **Emergency Contacts** Information including parent’s home

and work numbers, emergency contact other than

parent, and list of who is allowed to pick up your child.

* + **Health Information** regarding allergies to foods and/or medications should be on file with the school

office.

##### Financial Policy

**General Information**

The following guidelines have been formulated in order to create a disciplined approach that will enable us to operate our school in a sound financial manner. It is always our desire to be good stewards of by faithfully meeting all of our financial obligations on a timely basis. In accordance with these financial goals the following policies apply:

* **Tuition** may be paid in one of three ways:

1. Full payment of tuition with a five percent (5%) discount due by September 1 is $3800.00
2. A two payment option with fifty percent (50%) due September 1 and fifty percent (50%) due February 1 with a two and one half (2.5%) discount is $3900.00 @ $1950 each payment
3. A nine payment option (September through May) through our automatic deduction payment plan. This program is powered by Stewardship Technology Tuition System at $450.00 each month
   * + Parents will download

* **Collingdale for Christ** Smartphone App
* go to our website @ [www.cncsedu.org](http://www.cncsedu.org) in which your monthly tuition payment at $450.00

will be withdrawn from your bank or charged to your credit card.

Choose monthly option for automatic withdrawal for 9 months.

* + - Penalties are accessed as a late charge by both the school and bank if transfers cannot be made due to insufficient funds
    - Parents financial privacy is still maintained, the school does not have access or knowledge about the status of your bank account
* **Delinquent Tuition** No family will be permitted to be more than two weeks behind in their tuition payment.

If a family experiences some change in their financial structure (i.e. layoff, health problems, etc.) and is unable to maintain their financial commitments to the school that family **MUST** contact the school’s financial secretary **IMMEDIATELY**. This is the **ONLY** possible exception to the school’s financial policy allowing no one to be more than two weeks behind in their tuition.

Should a family make no effort to contact the school of their

financial emergency and falls more than two weeks behind in

their payments the children in that family will not be permitted to attend school until financial arrangements are made.

While it is NEVER the schools desire to exclude anyone from a Christian Education, our school cannot

maintain it**s** daily operations without faithful, consistent, financial commitments from our parents.

* **Early Withdrawal Charges** Should a student withdraw at the

request of the school or parents, tuition will be charged for the entire month in which the student withdraws. In addition, there is a $75.00 withdrawal fee.

* **Late Enrollment Fee** Tuition must be paid for the entire month in which a student enrolls regardless of the

day of the month.

* **All Fees Must be Paid** for the release of Report Cards and Student

Records. This policy is necessary if CNCS is to maintain a Christian witness and testimony in its finances.

***Remember: God expects families to faithfully meet their financial responsibilities***

##### Academic Policy

##### General Policies

##### Much stress if placed on the fundamentals of learning.

##### Early Foundational Years (K-2nd), our emphasis is largely on Bible, Phonics, Reading, Writing,

##### Arithmetic and Science

* **Elementary Grades** (3rd-6th Grade), there is a strong emphasis on Bible, Language Arts, Mathematics, History and Science

##### Curriculum The majority of our curriculum is Christian faith-based: A-Beka and Purposeful. HarCourt

##### is used as a supplemental curriculum. All students attend a Chapel Services on Wednesday morning and

##### will keep a daily devotional journal.

* **Academic Requirement** In order to maintain excellence in the area of academics strict academic standards are set and upheld. All required work is assigned through daily assignments. Students not completing this work have not completed the school year and are subject to retention.
* **Academic Probation Guidelines** A student is placed on academic probation when there are two D’s or one F. The student may be required to stay after school to be tutored in the subjects needed.

Any student not maintaining an academic average will be placed on academic probation at the end of ten weeks. A student will be taken off academic probation by reaching the academic average during these ten weeks. Should a student remain on academic probation for two consecutive grading periods the students’ parents must meet with the principal to discuss the students’ educational future at CNCS.

* **Homework** The responsibility for scholastic achievement is placed on students at CNCS. Homework is given daily to help your child practice new concepts learned that day. Reading assignments will be given every day. A homework log will be kept and parents are to sign the log as their child completes their assignments.
  + First and Second Grade should expect one half hour of homework daily
  + Third and Fourth Grade should expect one hour of homework daily
  + Fifth and Sixth Grade should expect one to two hours of homework daily

Parent involvement on checking on homework is immensely important. When homework is incomplete a

detention is assigned to the student to complete the unfinished work with a $10.00 charge per hour

following dismissal of the school day.

* **Grades** The grading scale is as follows…
  + A 93 – 100
  + B 86 – 92
  + C 77 –85
  + D 70 –76
  + F 0 –69

Honor Roll Students can quality at the end of each ten week quarter.

* A student must have all B’s to qualify for the Honor Roll
* A student with all A’s and B’s qualifies for High Honors
* A student with all A’s qualifies for Distinguished Honors
* **Report Cards/Progress Reports** Report cards will be given every 10 weeks of school.
* The first and third report card will be given at a parent /teacher conference.
* The second and last report card will be sent home with the student. Pending all accounts are satisfied.
* Report cards are to be signed and returned to school within three days. Copies will be made available to the families to keep.
* In a further effort to keep our parents informed of their student’s progress mid-quarter reports will be sent home.

##### Discipline

**Philosophy of Discipline**

Discipline is a major area of concern in the Christian Home, Christian School and the Christian Life. The purpose of Christian Discipline is to produce Christlikeness.

Hebrews 12:10 “*Our Fathers discipline us for a little while as they thought best; but God*

*disciplines us for our good, that we may share in His holiness.”*

* **Positive Rewards System** Children will be rewarded by staff with small prizes, treats, stickers, etc.

for acts of kindness, respect, obedience, courtesy, Christlikeness, etc.

* **Code of Conduct** Teachers model good behavior and set limits that are easily understood. A

discipline formula has been developed to encourage appropriate behavior such as verbal praise,

redirection, reflective listening, warnings, time out and loss of privileges.

* **Consequences of Misbehavior**
* Student receives a warning
* Student goes to Refocus
* Student meets with the Counselor to create an action plan
* Students’ parents will be contacted
* **Suspension** Suspensions will be given by the principle if behavior is uncontrollable. Depending on

the severity of the behavior will determine the amount of time of the suspension.

* **Bullying** will not be tolerated. If the bullying is not remedied, expulsion will follow.

**Attendance, Absenteeism and Lateness**

##### Ephesians 6:1-3 *“Children, obey your parents in the Lord, for this is right.*

##### *“Honor your father and mother” which is the first commandment with a promise*

##### *“so that it may go well with you and that you may enjoy long life on the earth.”*

This scripture tells us the Lord has given children to their parents and are under their authority. This parental authority is shared with the school while the student is under our care. Our policies are established because we take this responsibility seriously.

##### Attendance

##### Attendance is required in classes. Any change from assigned classes must be cleared by the administration. Our

##### regular school day hours for Grades K thru 6th are 8:00 a.m. - 3:00 p.m.

##### Absenteeism

##### When students are absent from school, a parent or guardian should:

##### Phone the principal by 8:00 a.m. to verify the student’s absence. If a call is not received the office will contact the parent or guardian. A call should be made each day a student is absent.

* Upon returning to school a student is required to report to the principal with their absentee/doctor’s note.
* Date the note was written
* Student’s name and grade are on the note
* Date(s) student was absent
* Reason for absence
* Parent/Guardian’s signature (must be legible)
* Medical and Dental Appointments
  + These should be arranged so that they will not interfere with classes. If this is impossible, excuses will be honored if an appointment slip is presented to the principal the day prior to the scheduled appointment.
* Unexcused Absence
  + If, in the opinion of the Administration, the absences are unnecessary, the students will be considered truant. CNCS is required by state law to inform the local superintendent when a student is absent three days during a school term without lawful excuse.
* Excessive Absence Policy (Excused or Otherwise)
  + - 36 absences in one year will necessitate a student being retained at their current grade level.
    - Six absences in one quarter will constitute a student being put on absence probation for the

following quarter and a conference with the principal may be necessary.

* + - Exceptions to the above stated policy may be made for students having extended period of illness

who submit a doctor’s excuse and satisfactorily complete missed work.

**Lateness**

The studentis to report to homeroom by 8:00 am. Lateness without note from parent will be considered unexcused.

* Students arriving late must bring a note from their parents giving the specific reason for the tardiness.
* Three unexcused late arrivals to school count as an absence towards the 36 absences that necessitate retention.
* Six tardies in one quarter will constitute a student being put on tardiness probation during the following quarter. The student will have to make up each tardy by coming to school at 7:45 a.m.

**Make-up Class Work**

Missed class work is the responsibility of the student. The teachers will make time to meet with the students to help them catch up. The student may have homework to make up for the missed work as well.

**Parent Involvement** Parents, grandparents, family members, guardians, etc. are encouraged to help in the classrooms; reading to students, helping with crafts, monitoring, volunteering during lunch time, sharing their work experiences, chaperoning on field trips, and so on. Please speak to the principal or students teacher.

* **Parent/Teacher Communication** Parents are encouraged to contact the school and or teachers with any

questions or concerns. CNCS has a web page that will be updated for the convenience of families with any

and all changes made to schedules or the particulars of the school. The web site is cncs.edu.

* **Parent/Teacher Conferences** Conferences are scheduled twice a year during report cards. Parents may call

the school to schedule conferences if they need to address any concerns.

* **Parent Volunteers** Parents are encouraged to take an active role in their child’s education. We do require

all volunteers would obtain clearances before volunteering. To obtain clearances the volunteer would

meet with the Administrative Assistant and she would get the necessary information. The clearances are

done in less than 10 minutes.

* **Mandatory Parent Meetings**
  + Parent Orientation (Back to School Night )
  + January Mid-School Year

##### Emergency Procedures

* **Emergency Cards** Two emergency cards are to be completed as part of the application process. Please fill

out all areas of the cards. The cards will be filed with the student records and with the teacher in the

classroom.

* **Inclement Weather** In the event of the school closing due to inclement weather or delayed openings, you

may check the web site. We will also follow the SEDelco school district. Their weather emergency closing

number is 464.

* **Fire Drills** The school will perform monthly fire drills and recognize and practice fire safety during fire

prevention week in October.

* **Change of Vital Statistics** please notify the school office immediately if there is a change of address, phone

numbers and/or medical insurance.

* **Health Exams** As part of the application process children are required to have physical exams upon first

year of entering school. Your child will need a physician signed physical during first grade and fifth grade.

All immunizations are required to be up to date.

##### School Activities/ Programs

* **Field Trips** Several field trips are planned throughout the school year. Permission forms are sent home and

parents may chaperone the trips. Parents are required to get clearances and if they help with driving will

need to produce current registration and insurance card and a valid driver’s license.

* **School Choir** Part of the music program being offered will include an all school choir. The choir will

perform both a winter and spring concert.

**Health Policy**

**General Information** A sick child cannot learn. If your child has any of the following symptoms they must remain home …

* + Fever of a 100 degrees or more
  + Discolored mucus from nose or eyes
  + Vomiting or diarrhea
  + Excessive coughing or sore throat

Children may return to school when they are symptom free for 24 hours. If a child is absent from school for more than 3 days they must have a physician’s note to return to school.

* **Medication Policy** Parents must renew all medications with the school at the beginning of the school year and it expires at the end of the school year.
* **Administration of Medication**
  + All medications (prescriptions and over-the-counter medications must be accompanied by a physician’s

note.

* + Parents are to write a note explaining how and when the medication is to be administered.
  + Students are not to carry medications at any time.
  + All medication is to be in original labeled packaging and must have the child’s name on the medication.
  + Parents should deliver medication to the school. Children should not carry medications at any time.
  + Medication logs are to be filled out by the parent with the child’s name, name of medication, how much

to take, and when to take it. Medications will not be administered without a physician’s note attached.

* + The school principal will administer all medications.
  + Parents may come to the school to administer medications if they prefer.
* **Health Exams and Inoculations** All children must have an up-to-date health exam and a list of all inoculations in their file before the first day of school. Heath exams are required in first grade and fifth grade. If your child is new to the school they must get a physical for our school’s records.

##### General Information

* **Book Policy** Textbooks are to be handled carefully. Students must keep a book cover on each hardback and any reusable softcover textbooks at all times to protect the book from undue wear and damage. Pencils or turned pages are not to be used in any hardcover textbook as book markers Textbooks will be checked at the end of the school year and fines up to the cost of replacement of the book will be assessed for obvious abuse.
* **Transportation** CNCS does not bus their students. You as the parent may check with your school district to see if busing is available. We would also recommend carpooling.
* **Dismissal** School will be dismissed at 3:00 pm. Children will be released to a responsible adult who is authorized to pick your child up. Your authorized adult will need to show identification until the faculty becomes familiar with them.
* **Lunches** CNCS will not provide lunches. Children are to pack lunches. There will be refrigeration provided for the lunches. Once in a while CNCS may treat classes to a pizza lunch. A note will be sent home in advance to inform you. Your child will then have the option to pack or eat the lunch provided for that special day. CNCS will also provide lunches on Friday as a fund raiser to help defray costs of field trips.
* **Child Abuse** As a school, CNCS is mandated to report any abuse or suspicion of abuse to the Children and Youth Services (CYS).
* **Physical Education** CNCS offers physical education (gym class) to all grades. Your child has P.E. once a week. We conduct organized games and sports, calisthenics, water games, and so forth. We use our courtyard, parking lot, and the local parks. For inclement weather we use the fellowship hall.
* **Student Records** Student Records will be maintain by the CNCS. All records are held for two (2) years after the child leaves the school. Families may request copies of their child’s records upon leaving the school. Arrangements may be made for the parents to pick up the records or have them mailed to another school. As stated in our Financial Policy all records are held until all financial obligations have been met.
* **Dress Code** CNCS’s uniform colors are blue or black slacks, blue, white or red shirts or sweaters
  + **Girls** Slacks (no jeans or cargo pants), polo shirts (short or long sleeve with no advertising), blouses

(no sleeveless or shoestring tops), skirts (knee length or longer), dresses (knee length or longer, and

no sleeveless or shoestring dresses), sweaters, socks and sneakers or closed toe shoes.

* + **Boys** Slacks (no jeans or cargo pants), polo or oxford shirts (short or long sleeve and with no

advertising), sweaters, and belts, socks and shoes or sneakers.

**Rules & Regulations**

1. Students are not carry weapons defined as anything capable of inflicting injury, (i.e. scissors, knives, mace, etc.).
2. Students will not commit acts of violence defined as any willful action that results in injury.
3. Any student observing questionable activity or overhearing conversations which are contrary to scripture should immediately discuss the matter with that student or a staff member. Galatians 6:1-2 and Matthew 18:15-18
4. Students must be respectful of others rights and property as well as the authority of the administrator and staff.
5. Students are to walk in the building at all times in addition horseplay is not permitted.
6. Students are not to be in the hallway, stairwells or outside without a pass.
7. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality and honesty.
8. Students must agree to strive toward unquestionable character in dress, conduct and attitude.
9. Students must play in designated area only.
10. Students are not permitted to chew gum while on school property
11. Students are not permitted to sit on any desk or table.
12. Stealing, cheating and forgery will be treated very seriously.
13. No student is to leave school property without permission from the administration.
14. Willful damage or destruction of property will not be tolerated and will be paid for by the students’ parents.
15. No students are allowed in the sanctuary except for Chapel, special rehearsals or special permission.
16. Students are not to throw items, i.e. rocks, stones, pencils, toys, etc. or any other potentially harmful object in the school building or school grounds.

**Disclaimer**

The CNCS Handbook contains a general outline of the policies and procedures for parents and students. The Handbook cannot anticipate every situation or answer every question. CNCS may demonstrate flexibility in the administration of this Handbook. Every effort will be made to keep the handbook current, but there may be times when policy will change before this material can be revised.

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## Collingdale Nazarene Christian School

# *Reverend Donna Sarog, Senior Pastor*

# *Pastor Lois Little, Principal*

*Mrs. Annie O’Donnell, Financial Secretary*

By signing this form I am acknowledging

I have read through the Parent/Student Handbook.

I also acknowledge

my child and I are in agreement

with the CNCS Parent/Student Handbook.

Student Name Printed Date

Parent/Guardian Signature Date

Student Signature Date

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##### Collingdale Nazarene Christian School

##### 2015-2016 Calendar

September 8 First day of School

September 18 Back to School Night

October 9 Progress Reports

October 12 Columbus Day In-Service – no school

October 11-13 Parent/Teacher Report Card Conferences

October 17 School Work Day

November 18 Thanksgiving Feast and Celebration

November 21 School Work Day

November 26-29 Thanksgiving Break – no school

December 6 Christmas Concert at CFCN

December 11 Parent/Grandparent Open House & Enrollment

December 16 Christmas Concert at Little Flower Manor

December 18 Progress Reports

December 19 School Work Day

December 23-January 3 Christmas Break – no school

January 16 School Work Day

January 18 Martin Luther King Jr. Day In-Service - no school

January 22 Report Cards

February 18 100th Day

February 15 President’s Day – In-Service - no school

February 20 School Work Day

February 26 Progress Reports

March 19 School Work Day

March 23-April 3 Easter Break – no school

April 6-8 Parent/Teacher Report Card Conferences

April 8 Parent/Grandparent Open House & Enrollment

April 16 School Work Day

April 20 Spring Concert

May 6 Progress Reports

May 21 School Work Day

May 30 Memorial Day – no school

June 5 Graduation & Celebration Sunday

June 10 Last Day of School/Report Cards