

Crescent City
Seventh-day Adventist
Christian School

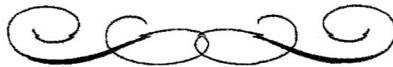
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Mission Statement

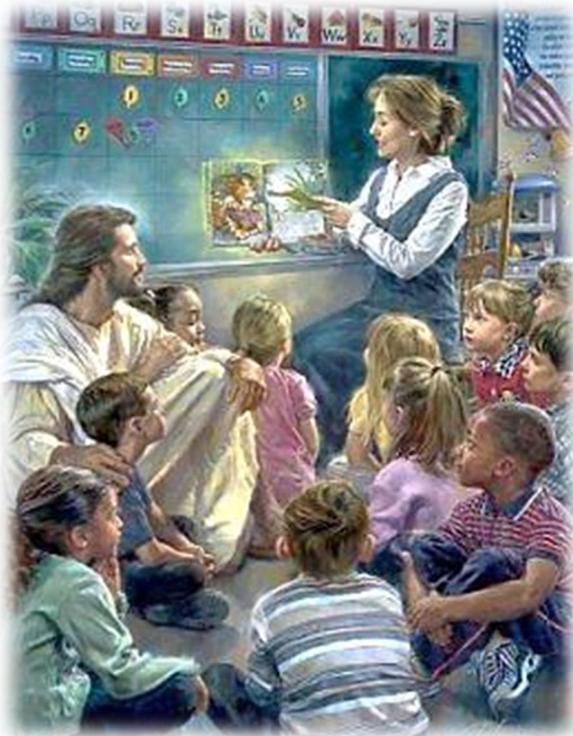
The Crescent City SDA Christian School exists to provide a school atmosphere and curriculum that helps students know God and His Son, Jesus, on a personal basis.

“And this is life eternal, that they might know Thee, the only true God, and Jesus Christ.” John 17:3.

Philosophy

Keeping Christ at the heart of our curriculum is the reason for our existence.

“For God has not given us the spirit of fear; but of power, and of love, and of a sound mind.” 2 Timothy 1:7



Admittance



Acceptance Policy:

The school was built and is financed by the local Adventist church. All students are accepted at the discretion of the local school board.

Crescent City SDA School admits students of any race, color, national and ethnic origin without discrimination. Enrollment is a privilege not a right. Returning students' records are reviewed and they may be re-accepted by board action. Re-acceptance is not automatic.

Special Education:

Our school is not equipped to handle students with severe learning handicaps, behavior problems, or physical disabilities that would prevent the student from fitting into a regular classroom environment. We do attempt to individualize instruction to meet the needs of students and provide special help where practical.

Age to Enter First Grade:

Parents are encouraged to wait until the child is between six and one-half and seven years of age before entering first grade. No child will be admitted unless he or she will reach the age of six years before December 2. Each prospective first grader is required to take a readiness test before being accepted. The maturity of the child will be a determining factor for admission.

Transfer Students:

All transfer students must complete an application and provide official records from their previous school before acceptance. An interview is conducted with each new student and parents at the time of application to see if the student and the school will be mutually compatible. The school board must approve all students. All new students accepted are automatically on probationary status for 30 days. At the end of 30 days, the applications will be reviewed by the faculty and/or school board.

Physical Exams & Immunizations

First Graders:

Each first grader must have a birth certificate, a physical exam and have all immunizations up to date prior to school entrance. Physical exams must be completed within the eighteen-month period prior to school entrance.



Seventh Graders:

All seventh graders are required to have a physical exam which includes a check for scoliosis, hepatitis B and Tdap vaccines.

New Students:

All new students must have a physical exam and have all their immunizations up to date. Other records must be brought or transferred as required.



A Word to Parents

School Hours:

Grades 1-2	Monday – Thursday: 8:00 am – 1:30 pm
Grades 3-4	Monday – Thursday: 8:00 am – 2:05 pm
Grades 5-8	Monday – Thursday: 8:00 am – 2:45 pm
Grades 1-8	Friday 8:00 am – 12:15 pm
	(Optional dismissal grades 5-8 only: Monday – Tuesday: 8:00 am – 4:00 pm)

Please Note:

Please do not bring your children earlier than 7:50 am, at which time the front doors will be unlocked. And please pick them up promptly at each student's dismissal time. Thank you!

We discourage any student from missing school except for sickness or emergency. It is the responsibility of the student and/or parent to make arrangements with the teacher before any school absences. If proper arrangements have not been made, the teacher is under no obligation to allow the student to make up any class work.

Visitors:

Students who wish to bring visitors to school with them must obtain permission from their teacher at least one day in advance. Permission is granted at the teacher's discretion.

Visiting the School:

Parents are welcome at school. You are encouraged to visit the classroom. To discuss your child's progress with the teacher, call for a mutually convenient time.

Field Trips and Car Insurance:

The school requires that you complete volunteer requirements and have at least \$100,000/\$300,000 liability insurance and proof of both insurance and valid driver's license on file in the office before transporting students. By state law, each student must use a seat belt.

What Students Should Know

School Rules and Regulations:

Naturally, we have some minimum expectations of students. Each classroom will have rules that are necessary for the proper and safe conduct of all students. All teachers and staff have authority over any student of any grade. Certain rules may be made each year that are in addition to those found in this handbook. Those rules are as binding as any printed.

Work a Part of Learning:

We believe work is an important part of learning. Every student will receive work assignments.



Language:

Your language should reflect the values of this Christian school. Language that is unkind, demeaning, or harassing is out of place.

Phone and Office Use:

School phones are for school business use only. Principal and teacher offices are off limits to students except with specific permission.



Computer Use:

Students must follow all computer use rules as announced or computer privileges will be denied. Computer use and internet use policy and rules will be given to the students.

Treatment of Facility:

Each student is expected to treat all parts of the campus with care. If an accident occurs which damages school property, please tell a teacher immediately. The student responsible will repair or replace what was damaged.

Sexual Harassment Policy:

Crescent City Seventh-day Adventist School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher/principal. If the harassment comes from an adult, the student should report directly to the principal/teacher or another responsible adult.

Student Attitudes and Relationships:

Each student is encouraged to participate in school activities with a positive, helpful and respectful attitude. Pleasantness and cooperation are qualities we look for in students who attend our school. Attitudes of helpfulness and inclusiveness will create a welcoming atmosphere on campus. Older students will be expected to help set good examples for the younger students. Romantic friendships will not be fostered during school hours or school activities. Harassment of any type will not be tolerated.



Student Appearance:

Appropriate, modest, clean, and neat clothing is expected of students attending this school. Select clothes appropriate for Christian youth. In other words, please do not wear shirts with improper slogans, or wear hats during school hours except for recess or P.E. Keep hair neat and trimmed. Keep all jewelry and belt chains at home. Clothes should be modest at all times, including when sitting, running, and stretching.

Things Not to Bring to School:

Keep electronic devices including mp3 players, radios, and other music-related items or electronic games at home. Cell phones, if brought to the school, must be turned in to the teacher at the beginning of the day and picked up at the end of the day. Keep all knives, weapons, matches, firecrackers, or any similar devices at home. Students may not use or possess drugs, alcohol, or tobacco products. We have a no-tolerance policy for the above items.

Bicycles, Skateboards, Skates, Inline Skates and Scooters:



Bicycles and scooters may be ridden to school and parked during school hours. Skateboards, skates, and inline skates may not be used on the school or church grounds.

Leaving Campus:

Students may leave campus during school hours only for an emergency or with both parental and faculty permission.

Report Cards:

The school year is divided into four periods, each with approximately nine weeks. At the end of each period, the student and parent will be given a grade sheet showing the grades earned along with citizenship, and attendance grades.

Parent-Teacher Conferences:

At the close of the first and second grading periods, teachers will schedule a conference with parents to discuss the student's progress.



Transcripts:

The Northern California Conference Office of Education serves as registrar for schools. Requests for transcripts should be made directly to them at:

P.O. Box 23165

Pleasant Hill, CA 94523

If you transfer to another school, that school will request your records from us, including achievement test results, immunization records, and grades. Students with unpaid accounts will not have transcripts transferred.

Suspension or Expulsion:

Students who show that they are out of harmony with the school program, refuse to cooperate with teachers and staff, or interfere with the learning environment may be suspended or expelled.

Absences/Tardies:

An excuse slip signed by a parent must be brought to the teacher if the student is late for school or has missed a school day. Excessive absences may lower a student's grades and may require repeating a class or grade. Continued unexcused absences may jeopardize a student's enrollment at CCSDA School. A required parent-teacher conference will be set up.

Financial Information

Tuition - monthly:

1 student:	\$285
2 students:	\$555
3 or more students from the same family:	\$750

Tuition is due the 1st of each month. It is payable on a 9 month basis, from September through May.

A 10% discount is available if the total of 9 months tuition and registration fee is paid in full prior to the beginning of the school year.

Registration Fees:

A one-time yearly charge of \$235 is due at registration time. This fee includes textbook rental, technology fee, workbooks, library fees, school-supplied items, and school insurance. The registration fee is to be paid before the student may be enrolled. The registration fee is non-refundable after the student is in school two weeks.

Eighth Grade Graduation Fee:

\$40 per eighth grade student is due January 10.



Late Payment:

A \$10 late fee will be charged for bills not paid by the tenth. Students with accounts which are 60 days delinquent will be asked to withdraw until the account is cleared. Accounts must be paid in full before re-admittance.

In harmony with the policy established by the General Conference of Seventh-day Adventist Department of Education, transcripts and diplomas, as well as final student reports, will be issued only when the student's account is paid in full. Schools where a student requests the transfer of their records will be notified of unpaid accounts.

Late Enrollment:

Students will be charged for the terms in which they receive credit. Transfer students will be charged on a pro-rated basis. Registration fee remains the same for late enrollees.

Withdrawal:

Students who withdraw from school during the month will be charged on a pro-rated basis.

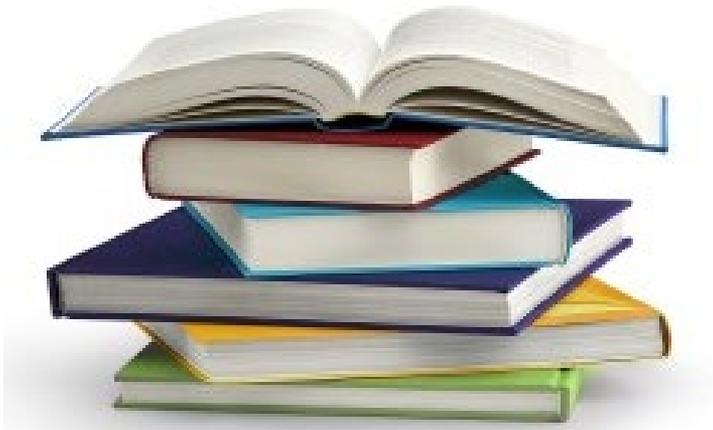
Library Policies

Damaged, unreturned, or lost books or videos are charged to the student at the cost of replacement. If the item is no longer available, the student will be charged for the cost of an equivalent item.

If the student is negligent or refuses to pay the charges, parents will be notified. Library privileges will be suspended until the debt is paid. Since the books and library materials are property of the school, the fee will be charged to the student's school bill.

School Library Materials:

Library materials are chosen to meet the standards of the Seventh-day Adventist educational philosophy. A separate policy about the content of these materials is available upon request.



Staff

Principal/Teacher, Grades 1-8

Lisa Thompson707-218-6370

Teacher's Aide

Courtney Bliss707-464-6577



School Board

School Board Chairman

Carole Bliss707-464-6577

School Treasurer

Sharline Folsom707-465-4765

Pastor

Mason Philpot707-464-1921

Board

Dwight Jones

Ginger Finley707-458-3389

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Wendy Reynolds707-954-4840

