



CIRCLE CHRISTIAN SCHOOL

New Family Orientation Notes

Welcome to Circle Christian School! We are excited that you have joined the Circle organization. Circle's mission is to, *Encourage Learning, Strengthen Families, and Inspire Legacies for God's Glory!*

This orientation consists of two parts:

- Audio files that may be found at circlechristianschool.org/my-circle/new-family-orientation/
- This packet of notes

To complete this orientation you will need to log in and listen to the audio files on the Circle web site. This packet contains the notes that supplement those files. As you listen to the audio files, use these notes to guide you through the information you need to become an active participant in the Circle community. There are four sections to the orientation. Each section contains important information related to your relationship with Circle.

I. Introduction - Linda Werner provides an introduction and overview of the history and purpose of Circle.

II. Requirements - Linda outlines the four key requirements parents must fulfill.

III. Athletics - Tim Werner provides an overview of the athletic offerings.

IV. Conclusion - Jim Werner

It will take less than one hour to complete this orientation, but do not take this information lightly; you will be responsible for all requirements presented in this orientation.

I. Introduction - Linda Werner

Brief History and Organizational Overview

Circle is founded on:

- Academic excellence
- Parental responsibility
- Biblical foundation

Education defined

The bringing up, as of a child; instruction; formation of manners. Education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations in life. Noah Webster's 1828 Dictionary

Circle's Mission

Encourage Learning, Strengthen Families, and Inspire Legacies for God's Glory!

Information and Technology

CCS News Update is a weekly subscription based e-mail publication. A subscription will be created for your family at the primary email address you provided during registration. A link for additional subscriptions may be found on the Circle homepage, circlechristianschool.org.



All Circle communication is via e-mail and the web site. It is essential for you to engage with your e-mail on a regular basis to avoid missed communication.

Program and Class Orientations

All parents of students in programs and classes must attend the required, appropriate events.

Staff Directory

A copy of the staff directory and office information is included on page 4. You can also access the staff on the web site at circlechristianschool.org/contact-us.

Connections

There are great opportunities to connect with other students and families but always use discretion. Never assume that the behaviors and lifestyles of other Circle students and families are consistent with your own. Be careful to use wisdom and give appropriate due diligence to all relationships.

II. Requirements - Linda Werner

Four Key Responsibilities

1. Financial Responsibilities

All families are required to fulfill all financial obligations to the school.

Payments are due monthly, August - May.

If you would like to automate your payments via a credit card, download a credit card form - circlechristianschool.org/files/2017/06/2017_18_CC-Auth.pdf.

Mike Stroup is the Director of Operations and Finance - mikes@circlechristianschool.org.

2. Attendance Responsibilities

Florida is a compulsory attendance state.

Parents must submit attendance and grades monthly in keeping with Circle policies.

Robin Smith handles records and transcripts - robins@circlechristianschool.org

3. Test Responsibilities

All new Circle students in third grade and above are required to test.

Testing dates are announced in the *Weekly Update*.

Sue McIntyre is the Director of Guidance - suem@circlechristianschool.org.

4. Parent Meeting Attendance

Circle hosts two parent meetings per year.

Details regarding the meetings will be posted in the *Weekly Update*.

Additional Information

Standardized Achievement Testing

Circle uses tests called *MAP* from North West Evaluation Association (NWEA) - nwea.org

Measures in Academic Progress (MAP) is an adaptive online test.

NWEA also offers end of course exams.

Circle encourages all high school students to take the PSAT, PRE-ACT, and college board exams.

Child Labor Laws

Be sure to consult child labor laws before permitting your teenage son or daughter to get a job.

For more info: <http://www.fgcu.edu/HR/files/childlaborposter0709.pdf>



Compulsory Attendance

Florida law requires regular school attendance. The Circle Dashboard is used to fulfill these requirements.

Monthly Attendance and Progress Reports

View the school calendar - circlechristianschool.org/our_school/school-calendar

Circle parents are required to file monthly attendance and student progress reports online. This is accomplished via the Circle Dashboard - circlechristianschool.org/my-circle/report-grades. The Dashboard is accessed with a username and password that is provided to all families prior to the beginning of each school year.

NOTE: Reports must be filed online monthly by the 7th day of the following month. Failure to file reports by the monthly deadline results in a \$25.00 fine per month. End of Semester and End of Year reports are also required. A \$100.00 fine applies to late filing of semester reports.

Students must complete a minimum of 170 days (maximum 180) of attendance. There should be no less than 85 days and no more than 90 days per semester. All days of attendance for each school year must be complete by June 7.

Contact Robin Smith, robins@circlechristianschool.org with questions or for more information.

III. Athletics - Tim Werner

Varsity and Junior Varsity Sports

- Basketball - Boys
- Bowling - Boys and Girls
- Cross Country - Boys and Girls
- Golf - Boys and Girls
- Soccer - Boys and Girls
- Swimming - Boys and Girls
- Tennis - Boys and Girls
- Track and Field - Boys and Girls
- Volleyball - Girls (we hope to add this sport soon)

Lower school sports include track (fall), basketball (winter), and soccer (spring).

Participation Fees

Each sport has applicable fees to cover the costs associated with participation.

Required Forms

- CCS Student/Parent Athletic Handbook Agreement Checklist
- CCS Athletic Participation Consent and Release Form
- FHSAA Pre-Participation Physical Evaluation
- FHSAA Consent and Release from Liability Certificate
- FHSAA Certificate for Concussion and Heat Related Illness
- FHSAA Affidavit of Compliance with Policy on Athletic Recruiting (for newly enrolled HS students only)

Team Contacts

Coaches and team managers have all the team information. Information is available at circlechristianschool.org/athletics/department and in the athletic handbook.

Communication

Dates and times for all team opportunities are communicated via the *CCS Weekly Update* and team pages.



IV. Conclusion - Jim Werner

The Main Thing

You have uniquely positioned yourself to make incredible investments in your child's life. Do not underestimate the significance of this opportunity. Leverage it for all that it is worth.

Education is a journey, not just a destination. Learning should be a life-long process.

RACE - The Apostle Paul compares his life story to a race to be run. (Acts 20:24, 1 Corinthians 9:24, Galatians 2:2, Galatians 5:7, 2 Timothy 4:7)

Take every opportunity to prepare you child for his/her race of life by educating well in all areas.

- R - Relationships
- A - Academics
- C - Character
- E - Life Experiences

Staff Directory

Cheryl Adams	Admissions and Business Office	CherylA@circlechristianschool.org
Jeri Byrd	Assistant to Director of Guidance	JeriB@circlechristianschool.org
Bryna Cannon	eLearning Campus Administrator	BrynaC@circlechristianschool.org
Karen Hussey	Curriculum Development Specialist	KarenH@circlechristianschool.org
Mary Jane Jenkins	Academic Office Assistant	MaryjaneJ@circlechristianschool.org
Penny Martin	Business Office and Bookstore Manager	PennyM@circlechristianschool.org
Sue McIntyre	Director of Guidance	SueM@circlechristianschool.org
Loresa Powell	Records Office	LoresaP@circlechristianschool.org
Dianne Richardson	Director of Upper School	DianneR@circlechristianschool.org
Robin Smith	Registrar, Records Office and Transcripts	RobinS@circlechristianschool.org
Karen Stella	Campus Director and Student Volunteer Coordinator	KarenS@circlechristianschool.org
Mike Stroup	Director of Operations and Finance	MikeS@circlechristianschool.org
Jim Werner	Founder and Administrator	JimW@circlechristianschool.org
Linda Werner	Co-Founder and Dreamer	LindaW@circlechristianschool.org
Tim Werner	Director of Expansion and Athletic Director	TimW@circlechristianschool.org
Tracey Wozniak	Lower School Guidance Coordinator	TraceyW@circlechristianschool.org

Administrative Office and Bookstore

- 2134 Kentucky Avenue, Winter Park, FL 32789
- Office and bookstore hours are Monday - Thursday 11:00am - 4:00pm.
- CCS Office - 407-740-8877
- CCS Fax - 407-740-8580

Campus Locations

- Oviedo - CrossLife Church, 45 W. Broadway Street, Oviedo, FL 32765 407-267-6041
- Winter Park - Calvary Orlando, 1199 Clay Street, Winter Park, FL 32789 407-222-8248
- Winter Springs - Metro Church, 1491 E. State Road 434, Winter Springs, FL 32708 407-222-8248

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