

CCS Administration Policies

Policy Statement Agreement, each family who wishes to be enrolled with Churchville Christian School (CCS) must sign that they agree with and will abide by school policies as a requirement of their enrollment. A family that complies with the school policies will be considered in "good standing" with CCS.

Change of Information, Always use your CCS ID# upon contact with our office, if any family information changes (phone, mailing address, etc.), or if any student is being added or removed from the school, the CCS administration must be promptly notified by U.S. Postal Mail or Email.

School Records, all school records are kept confidential. The information will be released upon receiving a request from the parent, a former student or as otherwise required by law.

CCS Group List: Each spring, a family list is compiled for distribution to other CCS families to facilitate the Portfolio Review process. This list contains parents' names and email addresses only. This information is intended for use by families enrolled with the school for approved school use only. Any other use of this information without the approval of Churchville Christian School are grounds for removal.

High School Transcripts. (8th – 12th Grades.) Transcripts are available upon request by emailing the CCS Office. High school transcripts will be based on the information submitted on the High School Credit Report Form, with eighth grade being the earliest. The High School Credit Report should be submitted once a year after completing a grade level and at least four weeks before requesting a transcript. Please provide a current email address for the Transcript. (Note) CCS provides transcripts only for years enrolled with our oversight group, years not with CCS may be added at a base fee of \$10.00 per school year, with proper documentation. Note, transcripts are not available for grades K-7.

Work Permits, Work Permit Applications may be obtained from the Maryland Labor Board website.

Diplomas. Homeschool Diplomas can be obtained upon a submitted Graduation Application, with the completion of the high school credit requirements. (Diplomas issued by CCS are not accredited by the State of Maryland Board of Education).

School Helps, SAT and I & II registration packets are available online at www.collegboard.com. Please use the school code 210-380 on your registration.

Policy Changes, CCS reserves the right to change any policies. Enrolled families will be notified of any policy changes.

Withdrawals, when a family withdraws from CCS during the school year it is the responsibility of the parents to promptly notify CCS by U.S. Postal Mail or by Email. If a family withdraws during the renewal period, the renewal form should be submitted with indication of withdrawal given in the proper section. A completed Portfolio Review Form should also be submitted along with the withdrawal notice. If a family withdraws without providing appropriate notice or documentation of completed work, they will not be considered withdrawn in "good standing" and may lose the chance to re-enroll in the future.