

Cumberland County



Isaiah 40:31

Christian School

Handbook

2025-2026

But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

Isaiah 40:31

Home of the Eagles

Est. 2025

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Six Reasons Parents Enroll Their Children at CCCS

1. Biblically Based Education

1. Because all truth is God's truth, a concerted effort is made to integrate Biblical truth in every school endeavor. The Christian world-view is clearly presented. Godly character is stressed in the classroom, on the playing field, and in all social activities.

2. Academic Excellence

1. CCCS uses Landmark Freedom Baptist Curriculum which has provided a quality academic education for students in grades K-12 since 1991.

3. A Skilled , Experienced and Caring Faculty

1. All of our teachers and staff are "born again" children of God and active members at Baptist churches. Our teachers have earned college degrees, and are gifted teachers. They are sensitive to the needs of the students and minister to them individually and cohesively with the parents.

4. A Safe And Secure Environment

1. Students at CCCS are taught to function within a set of guidelines which emphasize mutual respect for one another and for those in authority. Violence and disrespect are not tolerated.

5. A Drug-Free Environment

1. Alcohol and illicit drugs are strictly prohibited. Students involved in any kind of drug or alcohol activity will be promptly dismissed from the school.

6. Quality Sports And Extracurricular Programs

1. CCCS plans to offer a variety of sports and activities for students in grades 5-12. Educational field trips are also a vital part of student life at CCCS. Godly musical training is also a vital part

of each students training and development.

INTRODUCTION

HISTORY

1. CCCS is a private, non-profit Christian school founded in 2025 as a ministry of both Port City Stroudwater Baptist Church and Grace Baptist Church. The curriculum provides a Christian education founded on the principles of the Scripture. These principles are inculcated in each subject throughout every class and by all instructors.

2. MISSION STATEMENT

1. Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ while receiving a superior education.
2. Our goal is to prepare students to impact contemporary society as informed citizens, creative thinkers, and leaders whose lives demonstrate commitment to Jesus Christ as Savior and Lord.
3. CCCS is founded on the belief that the Holy Bible is the only true source of educational philosophy. Specifically regarding the purpose of life, we affirm that Jesus Christ is the sole Object of identity and reality.

3. STATEMENT OF NONDISCRIMINATION

1. CCCS admits students of any race, color, national and ethnic origins to any activity at the school. It does not discriminate on the basis of race color, national, or ethnic origin in administration of its educational policies, admission policies, athletics or other school programs.

4. ARTICLES OF FAITH

1. We believe that the entire Bible is the verbally inspired, infallible Word of God. We use and require the student to have the King James Version Bible. II Tim. 3:16; II Pet. 1:19-21; Ps. 12: 6, 7.

2. We believe that there is one God, eternally existent in the person of the Father, Son, and Holy Spirit. Deut. 6:4; I Cor. 8:6; II Cor. 13:14.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life. Isa. 7:14; John 1:1; I Peter 2:22; Matt. 1:18-25; John 14:3; Rom. 5:9; I Thess. 4:16-18.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that the only conditions for salvation are repentance from sin and faith in the shed blood of Jesus Christ. Rom. 3:24, 25; Rom. 5:1; Eph. 2: 8, 9; Acts 13: 38, 39; John 3: 3-6.
5. We believe in the eternal security of the believer. John 10: 27-29; Eph. 1: 13, 14; I John 5: 11-13.
6. We believe in baptism by immersion in water. Matt. 3:16; Rom. 6: 4, 5; Col. 2: 12.
7. *For a more complete doctrinal statement, the doctrinal statements of either Port City Stroudwater Baptist Church or Grace Baptist Church can be requested.*

ADMISSIONS

1.

ADMISSION POLICY

CCCS, as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, tuition, fees, and scholarships. The school maintains the right to refuse admittance to anyone who violates the standards as set forth in the HANDBOOK or as defined by the school administration. The administration also reserves the right to withhold the reasons why applicants are not accepted. Each student and family is expected to make an unreserved commitment to fully comply with CCCS policies and standards.

Every student who is accepted for admittance must demonstrate by the school's evaluative measures that they can profit from a normal classroom academic setting. They are admitted on the basis of prior educational records, character, suitable personality, behavioral criteria, and stated objectives.

An enrollment application must be submitted with appropriate fees. All students are required to meet with the administrator prior to admission.

All parents are required to sign a statement of cooperation.

The academic programs at CCCS are designed for average and above average students. No provisions are available for mentally handicapped children or children with severe learning disabilities.

CCCS reserves the right to reject students whose conduct or attitude is out of harmony with the school.

2. ENROLLMENT PROCEDURES

Complete and sign registration forms

All students must meet with the administrator.

3. RE-ENROLLMENT PROCEDURES

The month of March is designated for returning students to re-enroll.

Appropriate registration forms will be due at that time. After May 31, enrollment will be on a first-come first serve basis. The administration reserves the right to deny re-enrollment to any student who has a poor conduct record or for families who have not supported the school's policies or paid their tuition.

4. Academic Grading Standard

CCCS follows the standard of grading for the State of Maine:

1. 90-100 = A
2. 80-89 = B
3. 70-79 = C
4. 60-69 = D
5. 0-59 = F

OUR FINANCIAL OPERATIONS

1. CCCS is a teaching ministry of Port City Stroudwater Baptist Church and Grace Baptist Church, which are nonprofit organizations. The school receives no state or federal funds. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. There are fundraising projects planned throughout the year.
2. Our tuition and fees are intended to be reasonable enough so that all interested in a Christian education can afford it.

1. TUITION/FEES

1. Member Tuition: \$1000 per child, per year
 1. All parents paying the member rate are required to volunteer monthly. This may include fundraising, cleaning or assisting in the classroom, etc. Parents that are unwilling or unable to volunteer must pay the non-member rate.
2. Non-Member Tuition: \$2000 per child, per year
3. Matriculation Fee: \$50
This covers registration expenses and the services of Smart Tuition.
4. The curriculum fee is due in July. (Approximately \$300 per child)
5. Tuition may be paid in 10 monthly payments beginning in August. Tuition must be paid before the 15th of each month. Students that have not paid will be suspended until the tuition is caught up or acceptable arrangements have been made with the administration.

TUITION REFUND POLICY

1. Any student withdrawing before classes start will receive a full refund minus a \$25.00 withdrawal fee.
2. For a student terminating his/her enrollment within the first week of classes, 90 percent of the tuition will be refunded. In addition, a \$25.00 withdrawal fee will be charged.
3. For a student withdrawing after the first week of classes, but within the first quarter, 75 percent of the tuition will be refunded. In addition, a \$25.00 withdrawal fee will be charged.
4. For a student withdrawing after the second quarter begins, but before the end of the first semester, a 50 percent refund will be given. In addition, a \$25.00 withdrawal fee will be charged.
 1. No tuition refund will be given after the student begins the second semester. A \$25.00 withdrawal fee will be charged.
 2. No tuition refund will be given if a student is expelled.

ATHLETICS

ATHLETIC PHILOSOPHY

1. CCCS believes that participation in an interscholastic sports program gives a student the opportunity to not only exercise his body, but also to put into practice the Christian training and spiritual principles he has received in the classroom.
2. The athletic program attempts to teach Biblical principles of living and build Christian character in the lives of our athletes while promoting excellence in our athletic program. Our students are taught that “true winning” is more than just winning on the score board. It is always giving one’s best to the glory of God. We teach our students that it is no disgrace to lose, but it is a disgrace to do less than your best.

3. GRADING POLICY

1. Because CCCS considers participation in an athletic program to be a means to an end and not an end itself, students are required to maintain a specific standard of academic work and personal conduct to be eligible for athletic participation. To be eligible to participate in sports, students must maintain an overall “C” average, without an “F” in any subject. Grades will be checked for eligibility every three weeks. If an athlete fails to maintain the eligibility standard, he/she will become ineligible to compete for the next three weeks. He/she may be re-instated providing the next tri-weekly grades meet the eligibility requirements. Athletes receiving five or more detentions, or a suspension, during the season, will be removed from the team.
2. Athletes at CCCS are expected to be leaders in the classroom not only academically, but also in their conduct and behavior. Any single act, event, or attitude can result in restrictions if deemed warranted by the administration.

GENERAL INFORMATION

1. CCCS reserves the right to make any changes, amendments, and corrections of the rules and policies of the school at any time, with or without prior notice.

2. COMMUNICABLE DISEASE POLICY

1. CCCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A teacher or administration official that has reason to suspect that a student or employee has a communicable disease shall immediately notify the school office.
2. Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill.
3. If the nature of the disease and circumstance warrant, CCCS may require an independent physician's examination of the student to verify the diagnosis of communicable disease.
4. CCCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

3. MEDICATION

1. For the welfare of your child and others in the school, all children who are sick should be kept at home. If a child becomes ill at the school, a parent will be required to check him/her out of school. Parents will be called if the student is running a fever or vomiting.
2. If a student is to take any medication while at school, the medication must be presented to the school office with instructions for

administering. The medication will be kept there and dispensed by the receptionist according to the instructions. Medicine must be properly labeled and in its original container. Under no circumstances are students allowed to possess, store in their locker, or administer any type of prescription or non-prescription drugs. Exception: Students may keep on their person asthma inhalers.

3. PLEASE NOTE: The school will not dispense any type of medication (prescription or non) to a student if the student has not provided the medication, with its instructions to the office.

4. FIELD TRIPS

1. Students participating in field trips will be expected to adhere to all school policies and regulations. All students must ride on the bus if a bus is provided. Chaperones and guests are expected to conform to CCCS standards of dress and behavior.

5. BAD WEATHER CONDITIONS

1. If school is to be closed, delayed, or have early dismissal due to bad weather, it will be announced through text messaging.

6. SOCIAL ACTIVITIES

1. Although CCCS is an academic institution, it also strives to provide fun and wholesome activities for its students. Throughout the year, various outings, banquets, and special events are planned. These activities are designed to meet the social needs of the students.
2. All such events are chaperoned and adequately supervised for the safety and well being of all. Even though some activities are off campus, school policies will always be enforced.

7. OFFICE TELEPHONE USE

1. The telephone in the school is for school business. If a student is sick, the school office will call the parent. Except in the case of an emergency, no student or teacher will be called out of school to answer the telephone. In case of an emergency, call the school

office. It will be handled by the administration.

8. VISITORS

1. When parents or visitors come to the school for any reason, please come to the school office first. Do not go directly to the classroom. Forgotten lunches, homework etc. may be left in the office for the student. All visitors, classroom helpers, and students shadowing the school are expected to conform to CCCS dress standards.

9. STUDENT TELEPHONES

1. All students who carry cellular phones and smart devices must have them turned in during the academic day from 8:15-3:00 p.m. If they are not turned in during class time, they will be confiscated and a detention will be given.

10. ITEMS NOT ALLOWED AT SCHOOL

1. Game systems, toys, stuffed animals, etc. Decorations that depict secular holidays: Halloween, Santa Claus, Easter Bunny, etc. We promote Christmas and Easter as days of remembrance of the birth of Jesus Christ and His glorious resurrection

11. LUNCH PROGRAM

1. Students may bring a packed lunch. Please limit the need for the microwave, as most days there is not sufficient time to wait in line to use the microwaves. Hot lunches may be provided at an additional cost.
2. Additionally, Kindergarten and Elementary students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent.

12. STUDENT AUTOMOBILE POLICIES

1. We at CCCS feel it is a privilege to be able to drive a car to school. We expect each driver to be courteous and cautious at all times. Cars are expected to remain parked until students leave for the day. Cars are not to be occupied during school hours. At no time

may a student leave the campus in someone else's vehicle unless parental and administrative permission has been granted. We trust all policies will be adhered to or the privilege will be taken away.

13. COMPUTER POLICY

1. Computer technology at CCCS is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not load programs or files on school equipment. Students are not to be on computers at any time without the permission and supervision of an assigned teacher. Students are only allowed on the internet for educational purposes. If caught on any other web sites, they will be dealt with appropriately.

EXPELLED STUDENT RESTORATION PLAN

1. Restoration can only happen when the student has convinced the school's administration of his genuine repentance and desire to conform to CCCS rules and regulations.
2. Our focus is to maintain the integrity of CCCS. Determination will be made as to how the reinstatement will impact our school. Understandably, it may not always be in the best interest of the school or the long-term spiritual welfare of the student for re-enrollment.

15. FACILITIES

1. CCCS is located on 8 acres in Portland, Maine. The two major campus buildings are jointly used by all church ministries on a weekly basis throughout the calendar year. Included on the campus is a 300 seat auditorium, a regulation high school size gymnasium which seats 200, 13 classrooms, a kitchen for preparation of school lunches and church

banquets, a paved parking lot for 200 vehicles, and a large playing field.

16. FACULTY

1. All faculty members of CCCS are approved academically, morally, spiritually and physically by the administration of CCCS before they join the faculty. The faculty of CCCS have earned college degrees. Many of those degrees are from some of the finest Christian colleges in the country.

17. PROPER HYGIENE

1. GIRLS

1. Hair must be clean and neatly trimmed. If bangs apply, they must not cover your eyes.
2. Hair accessories such as bows or clips are permitted as long as they are modest in color and size.
3. Extreme hair styles or unnaturally dyed colors are not permitted.
4. Extremely heavy makeup, rings in the nose, tongue, or body parts other than the ears are not permitted.
5. Earrings should be limited to one ring per ear.

2. BOYS

1. Hair is to be clean, neatly tapered and trimmed above the collar and off the ears. Traditional buzz, crew cuts and flat tops are permitted. If bangs apply, they must be no longer than the eyebrow. Fad haircuts (cuts showing lines, spikes, tails or mushroom cuts) are not permitted.
2. No facial hair is permitted for students
3. Extreme hairstyles or hair coloring is not permitted.

4. Boys may not wear neck jewelry or earrings at any time while on campus or at off campus school sponsored events.

3. BOTH

1. A belt must be worn with pants or skirts that have belt loops.
2. Sunglasses, baseball caps and hats are not to be worn in the building.
3. Sweatshirts and hooded tops of any kind must be school colors and have a school logo
4. Students must arrive at school in school attire.

4. DRESS FOR FIELD TRIPS

1. For picnics, fairs, and amusement parks: jeans and pants are permitted. Tight or sloppy clothing is not acceptable and will prohibit the student from participation.
2. Museums, planetariums, and businesses: proper school attire is required.
3. The dress standards of the school are to be observed at all school activities. When a student has violated the dress code, the parent will be notified.

18. UNIFORM DRESS CODE

1. All students are to be neatly dressed in school attire during school hours and for all school-sponsored after school activities (unless otherwise noted by the administrator). Parents and guests of students are requested to dress modestly while on school property and while attending school functions.
2. Students violating the dress code may, at the discretion of the administration, be asked to leave campus until their appearance meets school standards. The school administration reserves the right to initiate policies on new fads and changes in clothing styles throughout the school year.
- 3.

1. JR.-SR. HIGH GIRLS

1. Maintain a standard of modesty in all clothing. Skirts are expected to be a minimum of one inch below the knee. Parents should pay particular attention to growing girls that their skirts do not become too short or too tight during the school year. Proper undergarments must be worn at all times. Shoes may be black or brown, or white sneakers. Other styles of closed toe shoes may be worn that meet the dress code and are approved by the administration.

2. ELEMENTARY GIRLS

1. Skirts or jumpers must also be a minimum of one inch below the knee. Clothing must have room to move. There is no set standard for shoes, but it is encouraged that girls wear closed-toe shoes to prevent possible injury.

3. SKIRTS/JUMPERS

1. black or khaki (no cargo skirts, designs, layers or nylon material)

4. OXFORDS OR POLO SHIRTS

1. red (no designs or emblems) – must have school logo

5. SWEATERS / SWEATSHIRTS / HOODIES

1. red or white – must have school logo

6. JR. - SR. HIGH BOYS

1. Red polo shirts
2. Shirts are to be tucked in and a belt is to be worn at all times.
3. Black or khaki dress pants or chino type pants

4. White sneakers, black or brown dress shoes and casual dress shoes are allowed.

7. ELEMENTARY BOYS

1. White sneakers, black or brown dress shoes and casual dress shoes are allowed.

8. THE DRESS CODE MAY BE SUBJECT TO CHANGE AT ANY TIME, AT THE DISCRETION OF THE ADMINISTRATOR.

19. Absences / Tardiness

1. Five tardy days equals one absence