



CIRCLE  
CHRISTIAN  
SCHOOL



**Welcome to Circle Christian School!** We are excited that you have chosen to partner with Circle for the 2018-19 school year. Our mission is to encourage learning, strengthen families, and inspire legacies for God's glory. We are thankful to welcome families into our school who share this common purpose.

This New Family Orientation consists of two parts:

- Orientation Notes
- Audio files found at [circlechristianschool.org/my-circle/new-family-orientation/](http://circlechristianschool.org/my-circle/new-family-orientation/)

To complete this orientation, you will need listen to the [audio files](#) on the Circle website. This packet contains notes that supplement those audio files. Please listen to each audio file in order. This orientation will help you learn how to be an active and successful participant in our school.

1. **Introduction** – Linda Werner, Circle Co-Founder, provides an overview of the history and purpose of Circle
2. **Requirements** – Linda Werner outlines the four key requirements parents must fulfill in our educational model
3. **Athletics** – Mark Caulfield, Athletic Director, provides an overview of Circle's athletic offerings
4. **Conclusion** – Jim Werner, Circle Administrator, shares encouragement for the journey

Let's get started!

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

### Information and Technology

*CCS Weekly Update* is a weekly subscription based email publication. A subscription will be created for your family at the primary email address you provided during registration. A link for additional subscriptions can be found on the Circle website or by clicking [here](#). All Circle communication is via email and the website. It is essential for you to engage with your email on a regular basis to avoid missed communication.

### Program and Class Orientations

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



## Staff Directory

A copy of the staff directory and office information is included at the end of this document. You can also access staff information on the web site at [http://circlechristianschool.org/our\\_school/leadership/](http://circlechristianschool.org/our_school/leadership/).

## 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.

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. Mike Stroup is the Director of Operations & Finance – [mikes@circlechristianschool.org](mailto: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](mailto:robins@circlechristianschool.org)

### 3. Test Responsibilities

All 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](mailto:suem@circlechristianschool.org).

### 4. Parent Meeting Attendance

Circle hosts two (2) corporate gatherings per year. Details regarding the meetings will be posted in the *Weekly Update*.

---

## Standardized Achievement Testing

- Testing is required every year for 3rd grade and above.
- Circle uses tests called *MAP* from NorthWest Evaluation Association (NWEA) – [nwea.org](http://nwea.org)
- *Measures in Academic Progress (MAP)* is an adaptive online test. Here are additional NWEA [resources](#).
- 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.myfloridalicense.com/dbpr/reg/childlabor/documents/ChildLaborBrochureEnglish\\_000.pdf](http://www.myfloridalicense.com/dbpr/reg/childlabor/documents/ChildLaborBrochureEnglish_000.pdf)

## Compulsory Attendance

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

## School Calendar

View the school calendar at [circlechristianschool.org/our\\_school/school-calendar](http://circlechristianschool.org/our_school/school-calendar)



### Monthly Attendance and Progress Reports

Circle parents are required to file monthly attendance and student progress reports online. This is accomplished via the Circle Dashboard at [circlechristianschool.org/my-circle/report-grades](http://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 completed by June 7.

Contact Robin Smith, [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org), with questions or for more information.

[Athletics](#)[Mark Caulfield](#)[Circle Sports Overview](#)

#### Varsity and Junior Varsity Sports | Available to all students in grades 6-12

- Basketball – Boys and Girls (Winter)
- Bowling – Boys and Girls (Fall)
- Cross Country – Boys and Girls (Fall)
- Golf – Boys and Girls (Fall)
- Soccer – Boys and Girls (Winter)
- Swimming – Boys and Girls (Fall)
- Tennis – Boys and Girls (Spring)
- Track and Field – Boys and Girls (Spring)

#### Middle School Sports | Available to all students in grades 6-8

- Basketball – Boys and Girls (Winter)
- Cross Country – Boys and Girls (Fall)
- Soccer – Coed (Winter)
- Track & Field – Boys and Girls (Spring)

#### Lower School Sports | Available to all students in grades K-5

- Basketball – Boys and Girls (Winter)
- Soccer – Coed (Spring)
- Track & Field – Boys and Girls (Fall)
- Tennis Clinics – Coed (Fall)
- Golf Clinics – Coed (Spring)
- Summer Camps – Coed Basketball & Swimming

### Participation Fees

Each sport has applicable fees to cover the costs associated with participation. For Lower School athletics, participation fees range from \$150-175 per sport. For Middle School athletics, the participation fee is \$225 per sport. For Varsity and Junior Varsity athletics, the participation fee is \$275 per sport.



## Required Forms

- CCS Student/Parent Athletic Handbook Agreement Checklist
- CCS Athletic Participation Consent and Release Form
- FHSAA Preparticipation Physical Evaluation (Form EL02)
- FHSAA Consent and Release from Liability Certificate (Form EL03)
- FHSAA Affidavit of Compliance with Policy on Athletic Recruiting (for newly enrolled HS students only/Form GA4)

**Team Information** - Team information, starting dates, and coaching contacts are available at

<http://circlechristianschool.org/welcome-to-circle-christian-school-athletics/>

Conclusion

Jim Werner

*The Main Thing*

## 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's worth. Education is a journey, not just a destination. Learning should be a lifelong process.

**R.A.C.E.** – The Apostle Paul compares his life story to a race to be run. See Acts 20:24, 1 Corinthians 9:24, Galatians 2:2, Galatians 5:7, and 2 Timothy 4:7.

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

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

---

**Welcome to the Circle Christian School community.**

We are so glad you're here. We look forward to a walking alongside you in this incredible journey.

Sincerely,  
Circle Administration



## Staff Directory

<b>Sue McIntyre</b>	Director of Guidance	SueM@circlechristianschool.org
<b>Mary Jane Jenkins</b>	Academic Office Assistant	MaryjaneJ@circlechristianschool.org
<b>Robin Smith</b>	Registrar, Records Office & Transcripts	RobinS@circlechristianschool.org
<b>Jeri Byrd</b>	Assistant to Director of Guidance	JeriB@circlechristianschool.org
<b>Cheryl Adams</b>	Admissions Specialist	CherylA@circlechristianschool.org
<b>Linda Buskirk</b>	Assistant to Guidance	LindaB@circlechristianschool.org
<b>Rayna Sousa</b>	Guidance Counselor	RaynaS@circlechristianschool.org
<b>Loresa Powell</b>	Records Office	LoresaP@circlechristianschool.org
<b>Cassie Ishani</b>	Front Desk Receptionist	Cassiel@circlechristianschool.org
<b>Penny Martin</b>	Business Office and Bookstore Manager	PennyM@circlechristianschool.org
<b>Dianne Richardson</b>	Director of Upper School	DianneR@circlechristianschool.org
<b>Jan Brunson</b>	Parent - Teacher Liason	JanB@circlechristianschool.org
<b>Laura Freeland</b>	Parent - Teacher Liason	LauraF@circlechristianschool.org
<b>Gretchen Simmons</b>	Director of Lower School	GretchenS@circlechristianschool.org
<b>Bryna Cannon</b>	eLearning Campus Administrator	BrynaC@circlechristianschool.org
<b>Mark Caulfield</b>	Director of Athletics	MarkC@circlechristianschool.org
<b>Erin Theriault</b>	Director of Arts	ErinT@circlechristianschool.org
<b>Annette Franklin</b>	Director of Technology	AnnetteF@circlechristianschool.org
<b>Ruth Brown</b>	Director of Marketing and Communication	RuthB@circlechristianschool.org
<b>Mike Stroup</b>	Director of Operations & Finance	MikeS@circlechristianschool.org
<b>Tim Werner</b>	Executive Business Director	TimW@circlechristianschool.org
<b>Jim Werner</b>	Founder & Administrator	JimW@circlechristianschool.org
<b>Linda Werner</b>	Co-Founder	LindaW@circlechristianschool.org

### Administrative Office and Bookstore

2134 Kentucky Avenue, Winter Park, FL 32789 | Office phone: 407-740-8877 | Fax: 407-740-8580

During the school year, office and bookstore hours are Mondays-Thursdays, 9:00 am-4:00 pm, Fridays 9:00 am-Noon. Summer office and bookstore hours are Mondays-Thursdays 11:00 am-4:00 pm

### Campus Locations

<b>Oviedo</b>	CrossLife Church	45 W. Broadway Street, Oviedo, FL 32765	407-267-6041
<b>Winter Park</b>	Calvary Orlando	1199 Clay Street, Winter Park, FL 32789	407-222-8248

# NEW FAMILY ORIENTATION



<b>Winter Springs</b>	The Foundry Church	1491 E. State Road 434, Winter Springs, FL 32708	407-222-8248
-----------------------	--------------------	--	--------------