

Community Christian School



A Passion for Christ, A Passion for Education

Elementary K5-4th 2016-2017 Handbook

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Administrative Team, Faculty & Staff

Administrative Team

Laurie Beard - Head of School/High School Supervisor
Lorelei Jackson - High School Counselor/Elementary Supervisor
Macey Jackson - Middle School Supervisor
Kara Dewberry - MS/HS Administrative Assistant
Liz Morris - Elementary Administrative Assistant
Patrice Bates - Preschool/Daycare Director
Debbie Snyder - Preschool/Daycare Assistant Director
Kayla Jacobs - Preschool Assistant
Maureen Street - ACSI Director
Gloria Lee - School Nurse
Gaye Cormier - School Bookkeeper
Sissy Hanks - Cafeteria Manager

Preschool/Daycare

Melissa Amodeo	Lisa Hogan	Debbie Snyder
Cameron Childers	Tramena Horn	Dreama Sullivan
Rachel Doak	Sierra Hudson	Marilyn Sylestine
Kristin Flurry	Mia Richard	Cicilye Williams

Elementary

Amanda Britnell	Jenna Procella	Sheila Whitten
Tara Casey	Elizabeth Newell	
Sarah Hinton	Kim Ross	
Jeremy Jacobs	Sydney Rutherford	

Middle School

Lisa Berwick	Emily Chimeno	Jeremy Jacobs
Darla Brack	Buffie Hughes	Ashley Kelly
Amanda Britnell	Lorelei Jackson	Jenna Procella
Holly Carey	Macey Jackson	Maureen Street
Sheila Whitten		

High School

Steve Aaron	Holly Carey	Ashley Kelly
Lisa Berwick	Emily Chimeno	Ronnie Lee
Darla Brack	Buffie Hughes	Corey Oldbury
Amanda Britnell	Macey Jackson	Maureen Street

Board Representatives

Steve Howard
Steve Menard
Chester Moore
Andrew Toohey

Vision Statement

Graduates of CCS are lifelong learners and critical thinkers who are sought after for their wisdom and Christian character. Their identity is strongly rooted in Christ, and they cultivate a culture of honor wherever God has called them. They are world changers who love God, love others, and make disciples.

Mission Statement

The mission of Community Christian School is to equip students to walk in truth, embrace excellence, and impact the world for Christ.

Core Values

- The Bible is taught as the inerrant Word of God and has the power to change lives.
- The leadership, faculty, and staff of Community Christian School must be born again Christians.
- Every aspect of education at Community Christian School is based on the truth as revealed in God's Word.
- Community Christian School strives to provide learning experiences that will engage students to their full potential in Christ.
- The organizational principles and practices of Community Christian School are Biblical.
- Community Christian School partners with parents to establish life goals based on sound Biblical principles and lead their children toward a disciplined life in Christ.

COMMUNITY CHRISTIAN SCHOOL PHILOSOPHY STATEMENT

The philosophy of education at Community Christian School is based on the truth as revealed in God's Word. (John 17:7) The world is viewed as created by God (Gen. 1:1) and sustained by Him for the purpose of glorifying Him. Jesus Christ, the Son of God, is the "radiance of God's glory and the exact representation of His being." (John 14:9) Through Him the world was created and is sustained. (Col. 1:17) Christ is the mediator between the perfect God and sinful man. (II Tim. 2:5) The Holy Spirit regenerates, indwells, baptizes, seals, teaches, and guides the believer into all truth. (Eph. 1:13; John 16:8-13))

Though created in God's image, (Gen. 1:26-27) man has sinned and therefore has fallen completely away from God. (Rom. 3:23) Because of this, man cannot comprehend or discern truth on his own, nor give glory to God in his natural state. (1 Cor. 2:14)) It is only through a personal trust in the saving work of Jesus Christ that man is given a new nature in which to glorify God and perceive truth. It is through this new nature that the Spirit of God works. (II Cor. 5:17)

The educational model incorporates a three-fold approach in providing a context in which the Spirit of God works in the lives of believers. First, the knowledge about God as revealed in Scripture is the foundation for teaching our students to recognize a distinguished truth. (John 1:1) A knowledge of God's principles undergirds every discipline taught. (Isa. 28:10) Second, students are encouraged to integrate these principles in their minds and behavior. (Pro. 23:7; Eph. 5:8) Third, as students experience transformation in their lives, their nature becomes more like that of Jesus Christ, and their knowledge should result in an internal motivation to serve and thus glorify God. (Gal. 2:20)

The educational process is seen as a tool used by the Holy Spirit to bring the student into a right relationship with God, produce God's wisdom in him, and equip him to fulfill God's purpose for his life. (Eph. 1:17-18) As the student participates in this process, he should begin to expand his understanding of his own abilities, skills, and character qualities. The student should see himself as an integral and important part of his family, school, church, and society. The establishing of life goals and careers should be an outgrowth of sound Bible training. (I Cor. 12:12-27) This process should involve parents and teachers who are demonstrations of the power of Christ to transform lives. (I Cor. 11:1; Phil. 3:17)

The authority for this educational process comes from the first commandment which instructs man to love the Lord with his total being, and from God's instruction for parents to teach their children His ways. (Deut. 6:4-9; Luke 10:27) By delegated parental authority, Community Christian School is a partner in training and educating children. (Ps. 78:4-7)

COMMUNITY CHRISTIAN SCHOOL

Statement of Faith

1. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons – the Father, the Son and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-12; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 16:19-20; Ephesians 4:30; 5:18).

Community Christian School Expected Student Outcomes

Community Christian School seeks to produce graduates with a Christian worldview who:

- know and have a relationship with Christ
- know, understand, and apply God's Word
- understand the worth of every human being as created in God's image
- respond personally to carrying out the Great Commission
- serve God and others in the Body of Christ
- impact their world for Christ as servant leaders
- articulate and defend the Christian worldview
- understanding the basics of opposing worldviews
- view the world as God's creation
- practice stewardship of God's creation
- understand/value the Biblical work ethic
- develop good study habits
- realize/achieve academic potential
- are prepared in academic disciplines
- commit to life-long learning
- develop skills to question, solve problems, and make wise decisions
- appreciate/evaluate the fine arts using a Biblical world view
- use technology to find, analyze, and evaluate information
- treat the body as the temple of God
- practice good stewardship (finances, time, talents, etc.)
- develop/understand the importance of personal integrity
- develop necessary life skills
- develop effective communication skills
- have knowledge/understanding of the cultures of other peoples/places
- practice/understand the importance of good citizenship

COMMUNITY CHRISTIAN SCHOOL OBJECTIVES/GOALS

Believing that the student should grow spiritually and morally, Community Christian School seeks to:

1. **LEAD** the student to a saving knowledge of Jesus Christ (Romans 10:9; John 3:16-17)
2. **GUIDE** the student to understand his position in Jesus Christ (II Peter 1:20-21)
3. **TEACH** the student to view godliness and sin according to God's Word (Psalms 139:13-16)
4. **TEACH** students how to overcome sin (Psalms 139:13-16; Psalms 119:11)
5. **TEACH** the Bible as God's inspired word (II Timothy 3:15-17)
6. **TEACH** the student to know and obey the will of God as revealed in the Scripture (Psalms 119:105)
7. **DEVELOP** an appreciation for the Bible through daily reading, study, and memorization (Psalms 119:11)
8. **TEACH** basic Bible doctrines (II Timothy 2:13)
9. **TEACH** the student to integrate the Bible in all areas of life (Ephesians 4:12; II Peter 1:3)
10. **DEVELOP** an understanding of the nature and ministry of the church (I Corinthians 12:12-13)
11. **DEVELOP** an understanding of church leadership and each student's personal involvement (Ephesians 4:12)
12. **ENCOURAGE** the student to develop self-discipline and responsibility (I Timothy 4:7; II Timothy 2:15)
13. **TEACH** the student respect for and submission to authority (Ephesians 6:1-3; Hebrews 13:17)
14. **GUIDE** the student in the development of a personal prayer life (James 5:16)

In order to help the student's personal, social, and physical development, Community Christian School seeks to:

1. **HELP** the student understand that he is uniquely created in the image of God (Genesis 1:27)
2. **HELP** the student understand and develop his own abilities (Colossians 3:17)
3. **HELP** the student understand that others are uniquely created in the image of God (Genesis 1:27)
4. **TEACH** the student to treat others with love and respect (Leviticus 19:18; Galatians 6:7-9)
5. **GUIDE** the student to demonstrate good citizenship in his society (Matthew 20:20-28; Ephesians 5:16)
6. **GUIDE** the student in effective use of his time (Psalms 90:12)
7. **GUIDE** the student into a Biblical view of life and work (I Thessalonians 2:9)
8. **PROVIDE** the skills necessary for his life work (Romans 12:6-8; Proverbs 16:3)
9. **TEACH** the student that his body is the temple of God (I Corinthians 6:19-20; Ephesians 1:11)
10. **TEACH** the student to respect and honor persons of the opposite sex (Galatians 3:28; Ephesians 5:33)
11. **TEACH** the student that marriage and the family are ordained and instituted by God (Genesis 2:18-24)

12. **DEVELOP** proper attitudes toward marriage and the home (Hebrews 13:4; Proverbs 27:8)
13. **TEACH** the student to be a good steward of material blessings (Luke 12:42)

In order to foster academic growth and development, Community Christian School seeks to:

1. **PROMOTE** high academic standards (II Timothy 2:15)
2. **FOSTER** an appreciation for the joy of learning (Proverbs 2:1-6)
3. **HELP** each student realize his academic potential (II Timothy 3:14-15)
4. **HELP** each student become proficient in the fundamental processes of learning (II Timothy 3:16-17)
5. **TEACH** the student to work independently (Ecclesiastes 2:10b)
6. **TEACH** the student to participate in group activities (I Corinthians 12:12-22)
7. **ENCOURAGE** the student in good study habits (II Timothy 2:15)
8. **DEVELOP** in each student the ability to think creatively and critically (Proverbs 3:21)
9. **GUIDE** the student in appreciation of Christian and American history (Psalms 16:6)
10. **DEVELOP** in the student an awareness of current affairs (I Corinthians 12:32)
11. **DEVELOP** in the student an appreciation of God's world and man's responsibility in it (Romans 1:1-32)
12. **PROVIDE** opportunity for the student to participate in the fine arts (Psalms 150:1-6)
13. **PROVIDE** opportunity for the student to participate in technological skills

Desiring school and home cooperation, Community Christian School seeks to:

1. **HELP** parents understand the purpose and program of the school (Psalms 78:1-8)
2. **ENCOURAGE** parent participation in the school (Deuteronomy 6:5-9)
3. **ENCOURAGE** school and parent cooperation in the training of children (Proverbs 9:18; Galatians 4:1-2; Deuteronomy 6:7)
4. **EDUCATE** parents in their specific roles and duties (Ephesians 6:4)

History of Community Christian School

Community Christian School, organized in 1977 as a ministry of Community Church, began as one large classroom with thirty-five students, a teacher, and an aide. At that time, an individual-paced curriculum was used. Growth was immediate from the beginning. The school doubled in size the second and third years and has continued at a consistent rate. In the third year of the school, traditional classrooms replaced the individualized approach for pre-kindergarten through grade 8. In 1980, the school was expanded to include a preschool and daycare. In response to the need for Christian education at the secondary level, the board of Community Church decided to include a high school. In May of 1989, the first graduating class, composed of six students, graduated from Community Christian School. In the summer of 1990, the school was accredited by the Association of Christian School International for kindergarten through eighth grade. In 1991, the high school was added to the accreditation.

Originally the school was located in the church building on Sixteenth Street in Orange, Texas. In the mid-1980's, Community Church purchased a home adjacent to the church; this was used as the facility for the preschool and daycare. As the elementary and secondary schools continued to grow, more space was needed. Community Church was also experiencing rapid growth and also needed more space. The church began an extensive building plan. To accommodate the school during this time, the church leased an empty church building from the First Church of the Nazarene; the secondary classes were moved to that location. During the following four years, the school operated as a split campus. In the spring of 1994, the secondary classes were moved to the new church facility on Martin Luther King Drive, Orange, Texas. The preschool and elementary classes were moved during the 1994-95 school year. In June, 2002, Community Church built a 1200 seat sanctuary which the school uses for special occasions. The last phase of the building plan includes plans for a gymnasium and a secondary school addition to the building. The present building will be modified in order to better serve the church and the school.

The school has grown from the original thirty-five students to the present enrollment of over 300 students. Over 200 families from thirty-four area churches and ten communities throughout southeast Texas and southwest Louisiana are represented in the school. In 2007, Community Christian School celebrated thirty years of offering Christian education to students.

In February of 2011, Catherine Stewart went home to be with her Lord and Savior, but her legacy lives on through Community Christian School where current administration continues on the 35+ year legacy of *a passion for Christ and a passion for education*.

School Profile

School:	Community Christian School is a PK2-12 th grade non-denominational, college-preparatory school founded in 1977.
Student Body:	Preschool through Grade 12
Class size:	PS 10-18 K5-6 th 15-22 7-12 th 20-25
Accreditation:	Accredited, K5-12, by the Association of Christian Schools International (recognized by the Texas Private Accreditation Commission and the Texas Commissioner of Education)
Faculty:	15 full-time teachers; 6 part time teachers K5-12 th teachers degreed, certified
Calendar:	Thirty-six (36) weeks; two (2) semesters; four (4) nine-week periods
Curriculum:	PK2-12 th Biblically based, integrated curriculum High school level college preparatory Dual credit with Lamar State College-Orange for high school juniors and seniors
Grading Reports:	Preschool 2's & 3's students: - two assessments a year K4 - three assessments a year K5-12 th - report cards are available every nine weeks through RenWeb and email 3 rd – 12 th - progress reports are available weekly through RenWeb and email
Daycare:	State licensed daycare available for PK2-6 th grade Open 6:45 a.m. until 6:00 p.m.

Extra-Curricular Opportunities:

*Academic Competitions	*Fine Arts Competitions	*NHS/NJHS
*Athletic Competitions	*Student Council	*Worship Team
*Pep Squad	*Community Service	*Sound Team
*Learning Resource Center <i>TAPPS Affiliation</i>	*Student Leadership Institute (SLi)	

POLICIES AND PROCEDURES

ACCREDITATION

Community Christian School has received accreditation for grades kindergarten through twelve from the Association of Christian Schools International. This accreditation is recognized by the state of Texas and affords Community Christian School all the rights and privileges of schools accredited by the state of Texas.

ADMISSION

Community Christian School accepts students upon successful completion of entrance tests and evidence that parents share in the school's goals.

Because a high standard of achievement is expected of each student, a careful analysis of each applicant is made. Each prospective student's parent/parents are interviewed. All new students are tested and interviewed, giving the administration the prerogative to select and place the student into the class best suited for his needs. New students are accepted on a nine-week probationary basis. Acceptance and continuation of a student in the school is based on the student's academic achievement, emotional stability, social behavior, and conduct.

The enrollment procedures are as follows:

1. Parents fill out the new student inquiry.
2. A conference is made with Principal & parents.

3. If Principal & parents are in agreement to proceed, testing will be scheduled. There is a fee due at the time of testing. This fee is non-refundable.
4. After testing, the Principal contacts parent with results. If the testing goes well, parents proceed with the paperwork.
5. Parents complete all enrollment forms.
6. Parents provide the following:
 - *K5-1st only – birth certificate
 - *Verified immunization record
 - *School records
7. Return all enrollment forms & documents required to school office to check.
8. Parents make payment to bookkeeper and the child's name is put on the official roll.

*** Students transferring from another state who do not meet age requirements must have completed at least one full nine weeks of school prior to entering Community Christian School.**

Nondiscriminatory Admission Policy

Community Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

APPEARANCE CODE

“Setting a Standard...not a attitude”

“Let no man look down on your youth, but rather in speech, conduct, love, faith, and purity show yourself an example of those who believe.”

1 Timothy 4:12.

“Obey your leaders and submit to their authority.” Hebrews 13:17a

“Whatever you do, do it heartily, as to the Lord and not unto men.” Colossians 3:23

One of the most difficult tasks in a Christian school is that of adopting and enforcing a standard of appearance. The code is not intended to measure spirituality but to serve as a tool to accomplish these specific goals:

- To create an atmosphere free from distraction;
- To build character that exhibits self-discipline, modesty, cleanliness, and submission;
- To inspire the making of responsible choices.

CCS seeks to use every means available to encourage students to think and behave as ladies and gentlemen. The appearance code applies on campus and at all school functions. We seek to teach our students the importance of obedience in all areas of life. When any standard is set, consistent violation of that standard indicates a heart issue. Obedience and submission immediately are tested. The question becomes not, “Do I agree?” but “Will I obey?”

SHIRTS

Everyone is required to purchase the “**Mandatory Spirit Shirt**,” the “**Patriotic Shirt**,” and the “**Honor Shirt**” through CCS’s NEW online e-store.

Monday – “Patriotic Shirt”

Tuesday

- Any CCS T-shirt
- Polo shirts (buttons & collar):
Solid or striped

Wednesday – “Honor Shirt”

Thursday

- Any CCS t-shirt
- Polo shirts (buttons & collar):
solid or striped

Friday – “Mandatory Spirit Shirt”

Hoodies

- CCS hoodie ONLY

Pants

- Jeans: solid black or blue denim
- Dockers-style slacks: solid navy, khaki, or black
- Capris: solid black or blue hemmed denim

All pants MAY NOT BE cut open, torn, frayed, low-rise, color, white, or **“SKIN-TIGHT.”**

NO LEGGINGS, NO JEGGINGS

Shorts

- Hemmed Denim Shorts: solid black or blue
- Cargo/dockers-style shorts: solid black, navy, or khaki

- All Shorts are to be knee-length with a normal waist height.
- All shorts **MAY NOT BE** cut open, torn, frayed, low-rise, color, white, or “**SKIN-TIGHT.**”

Skirts/Jumpers

- “Uniform-style”/solid skirt – blue, black, denim, or khaki
- “Uniform-style jumper” – navy, black, or khaki
- No sheer material
- All skirts are to be **knee-length** with a normal waist height.
- **No** ankle length due to tripping hazard

Shoes

Middle School/High School (5th-12th)

- **No** straps between toes
- **No** heels more than 2 inches
- **No** cleats, soccer sandals, Jandals, house shoes
- **Shoes must have a back strap**
- 5th-9th grade students must have appropriate shoes for PE

Elementary Students (K5-4th)

- **Must have closed-toe shoes with a back**
- **No** heels more than 2 inches
- **No** cleats, soccer sandals, Jandals, house shoes

Outer Garments

- Button-down cardigans, zippered jackets
- **No** pictures, or words other than a small logo

Comfy Clothes Friday

(Look for this special day on the Monthly Calendars.)

- Students may wear: sweatpants, sweatshirts, other type shirts that are not sleeveless (no scoop/v-neck shirts)
- **No** sheer material
- **No** pajamas
- Leggings may be worn **ONLY** with a **mid-thigh length shirt**
- Students may wear comfy clothes only on designated Comfy Clothes Friday and **ONLY IF THE STUDENT HAS PAID THE OFFERING.**
- If student HAS NOT PAID the offering, he/she is required to be in regular dress code.

Special Occasion Dress

A dress code will be issued for special occasions, such as, Daddy Daughter Day, special programs, Picture Day, Awards Day, Winter Ball, Athletic Banquet, etc.

PE Uniform

Middle School (5th-8th) and 9th grade students must dress in PE uniforms (ordered through CCS’s online e-store **every** day for PE

ASBESTOS COMPLIANCE

In accordance with the United States Environmental Protection Agency’s Asbestos Hazard Emergency Response ACT (AHERA) which became effective December 4, 1987, Asbestos Management Plan has been prepared for the Martin Luther King facility and 16th Street gym.

The MLK facility was constructed with strict requirements that no asbestos containing materials be used. An exclusion of asbestos letter prepared by the architect is included with the management plan. The 16th Street gym was surveyed and tested and contained no asbestos.

A copy of the management plan for both facilities is available for review. If you wish to see the plan, contact the business manager at the Martin Luther King office by calling (409) 883-4498.

ATTENDANCE POLICY

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. We expect all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Please do not ask for your child to be excused for any other reasons than the following:

Absences (excused)

1. Personal illness
2. Death in family
3. Emergencies
4. Extenuating circumstances
5. Pre-arranged absences - **all trips must be reported to the main office prior to the trip** so that homework can be compiled by the teacher. Notification of trips must be reported prior to the time gone to be an excused

absence. **Failure to report trips will be recorded as unexcused.** All absences will count against the student's attendance limit. (refer to pg. 11 "unexcused absences")

When a student is absent, **parents must send a note to the school office explaining the reason for the absence.** Should there be no note of explanation the absence will be "unexcused". (refer "unexcused absences") Notes indicating reasons of choice will not necessarily be accepted for excused absence. Students have three (3) days to bring a note in for an absence. If a note is not turned in by this time, the student will have an unexcused absence.

When a student is absent, it is the responsibility of the students and parents to secure assignments from the school office, in order to be ready to participate on the date he/she returns to school. **A doctor's statement indicating that the student should be permitted to return to class will be required for all absences longer than three days.** Students are given two days for each day of excused absence to make-up all tests and work missed.

Attendance is taken at 8:00 a.m. daily. Students who come to school later than 10:00 a.m. or leave before 1:00 p.m. will be marked absent one-half day. Excessive absences may be cause for dismissal, or prevent the student from being accepted for future enrollment in Community Christian School.

Absences (unexcused)

A student will not be allowed to make up work (including tests) missed due to an unexcused absence. A zero will be given for all work missed.

Students are allowed 3 absences a 9 weeks.

Absences (general)

1. Any extenuating circumstances should be presented to the administrator, prior to the absence.
2. Excessive absences may be cause for further disciplinary action.
3. If it is necessary for a student to leave school other than at normal times, clearance with the school office must be obtained. A note, excusing the student, must be provided by the parent. In addition, the parent must sign out the student.
4. **Please try to arrange for doctor, dental, and other appointments to be scheduled after school.**

Please ask your doctor/dentist for a return to school form. This form is attached to attendance records.

5. Perfect attendance awards will be given only to those students who have not missed a day or a one-half day.

Tardies

Promptness to school is of utmost importance. Tardiness disrupts the normal teaching pattern of the classroom and develops unproductive

patterns and habits in the student. Parents must see that their children arrive on time. ***Students enter the class room at 7:45 to begin morning preparations.*** Students are tardy if they are not in their seats by 8:00 a.m. Students are allowed 3 tardies a 9 weeks. **On the 4th tardy it is changed to an absence.** (refer to absence policy and R & R days).

R & R Days

Remediation & Review and Rest & Relaxation Days (R & R Days) will fall at the end of each nine weeks on a date set by administration.

Parents will be notified if their student must stay for the afternoon.

Rest and Relaxation

Students will have the privilege of an early dismissal (11:30 a.m.) and will be able to enjoy a Rest & Relaxation Day at home, IF that student has:

- **less than four** absences
- **a 76 and above** in every class
- **no** missing/incomplete work
- **no** unexcused absences

Remediation and Review

Students will be required to stay until the regular dismissal for Remediation & Review , IF that student has:

- **four or more** absences
- **a 75 or below** in any class
- **any** missing/incomplete work
- **any** unexcused absences

During Remediation & Review Day students will make up the time missed due to absences, complete missing

and incomplete work, and review subjects the student may be struggling in. Student will stay until regular dismissal time. **Situations may arise that are not listed in the above policy. Administration will handle these situations at their discretion.**

AWARDS

Awards will be given at the end of the school year for those who have received special honors in school related activities. Awards are given for 1st-6th grade "A" & "AB" honor roll for the whole year (not an average), perfect attendance for the entire year. Bible medals are given and Character Awards. **A cut off day for determining awards is set by the administration.**

Parents are encouraged to attend the awards program.

CAFETERIA/LUNCHES

Regulations governing cafeteria conduct will be enforced from the time the students line up in the classroom to go to lunch until regular classroom activities begin after lunch.

1. Parents bringing their child a lunch should leave it in the office. **Do not take lunches to the classroom.**
1. If a student is unsure if their parent is bringing their lunch and the parent cannot be contacted, the school will charge the student for a tray. If the parent, arrives with a lunch right at lunch time, they will

still be charged for the lunch because it has been prepared.

3. Students who bring their lunch may purchase milk or juice. Students may bring their beverage from home.
4. Student conduct in the cafeteria will be in accordance with the standards of good manners.
5. **If someone other than the parent is having lunch with a student, we must have a written note indicating the person's name from the parent. The only exception is if the person is on pick up list.**
6. **If a K5-2nd grade student arrives late, the parent must come in to the office with the student to get a tardy slip, to order lunch and to escort to class.**
7. **Additional information about lunch purchases will be available at parent orientation.**

CHAPEL

Chapel services are held weekly. All students are expected to be in chapel and to participate in the service. These chapel times are designated to provide a positive, meaningful experience of worship for all students at Community Christian School. Praise, worship, special music, special speakers, Christian films, the teaching of God's Word, and prayer are all part of chapel. Parents are welcome to attend chapel at any time.

CHANGE OF ADDRESS

Please notify the school promptly of any change in address or phone number, even if it is only temporary. This is especially important for emergency telephone numbers.

CHILD CARE

A well supervised child care service is available for children enrolled in Community Christian School who must remain for more than fifteen minutes after school, or must arrive before 7:15 a.m. **No staff member is on duty until 7:15 a.m.** Students who arrive before 7:15 a.m. or remain fifteen minutes after school hours must be enrolled in the child care program on regular or drop-in (as space is available) basis. Reservations should be made by contacting the school office and the bookkeeping office for this service. Children enrolled on a regular (five day) basis will be assessed a monthly fee. Students enrolled on a drop-in basis will be assessed an hourly rate and billed monthly. **Any child using daycare program must have a physician's report signed before the child stays in daycare.**

CHAPERONE

Anyone desiring to chaperone field trips, etc. must attend chaperone training. Chaperones must have a criminal background check.

COMPLAINT PROCEDURES

Matthew 18:15 teaches that if our brother offends us, we are to go and tell him alone. If he will not hear, then we go to him with another. Please honor this when handling complaints.

If a student or parent is offended by a teacher, an appointment should be scheduled with the teacher to rectify the situation. Both parent and teacher must refrain from discussion about the situation with others. If, after consulting together and praying for mutual understanding, this does not prove satisfactory, a conference with teacher, parent and administrator will be scheduled by the office for final disposition of the matter.

CONDUCT

Community Christian School sets high standards of Christian conduct. Obvious immoral behavior such as profanity, disrespect, physical abuse, cheating, stealing are grounds for dismissal. Students found behaving in such a manner will be brought into a parent-administrative conference designed for counsel and prayer, along with the setting of new goals and direction. Should improper behavior continue, students will be dismissed from the school.

Use of harmful or intoxicating substances, sexual immorality or occult practices will result in dismissal from the school.

CURRICULUM

Community Christian School provides quality curriculum materials from Christian publishers.

Community Christian School's basic curriculum is designed to help each student come to a full realization of his potential in God. The curriculum includes basic instruction in Bible, character training, math, reading, spelling, handwriting, social studies, English, science and physical education. Enrichment is added in the areas of art and music.

DAYCARE LICENSING

CCS has a state licensed daycare. Parents can review a copy of the minimum standards and the child-care center's most recent licensing inspection report by contacting the daycare director at 883-4531 ext. 101.

The local licensing office can be contacted at 285 Liberty, Beaumont, TX 77703 (409) 951-3304 or www.tdfps.state.tx.us/childcare.

DAYCARE VISITS

Parents may visit the child-care center at any time during the child-care center's hours of operation to observe their child, the child-care center's operation, and program activities, without having to secure prior approval.

DISCIPLINE

True discipline results from self-discipline rather than external regulation or compulsion. Community Christian School believes that discipline is something done **for** a child, not just **to** a child. Our policy is based upon scriptural principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

A signed statement by the parents that they have read and **support** the Discipline Policy must be received as a prerequisite to final acceptance and enrollment of each child. If a parent does not agree with the discipline policy, this must be discussed with the administrator **before** final enrollment.

Good discipline means that the classroom is free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves understanding, and acceptance, and attitude.

Community Christian School seeks to cooperate with parents to develop the following characteristics in their children:

1. Cheerful obedience to all in authority
2. Cleanliness in person and property
3. Clean and neatly dressed

4. Putting trash in trash cans, picking up paper on the floor, in desks, and on the grounds
5. Cooperation with others in and out of the classroom
6. Courtesy and respect for others: being quiet in class, raising hands to speak, not interrupting others, walking-not running in the building, and eating with proper manners
7. Morally good conduct in respect to recreation, social relationships and language
8. Promptness in attendance and completion of assignments
9. Respect for the property of Community Christian School, and other people
10. Responsibility in doing assigned or expected tasks
11. Truthfulness and honesty in work and life

Disciplinary Action:

We never assume students know proper behavior until we have explained/demonstrated it to them.

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to help the student achieve the appropriate behavior and attitudes:

1. Use of praise, positive rewards when earned
2. Verbal warning to student

- regarding actions
3. Loss of designated privileges
4. Correspondence with parents
5. Parent-teacher or parent-teacher-principal conference
6. **Detention** – after school (3rd - 6th with parent notification)
7. **In-house Suspension** - Students in grades 4th-6th who have continued discipline problems will be isolated; from regular classes and supervised while doing assigned work. **There is an additional charge for in-house suspension.**

7. Suspension

**8. Expulsion
Suspension:**

A policy of 1-3 days suspension will be followed. Excessive suspensions may result in a recommendation of dismissal from the school. Any student guilty of the following while on school property or during school field trips or school activities may expect immediate suspension:

1. Fighting
2. Possession or use of fireworks on school premises or school activity
3. Possession or use of tobacco in any form
4. Possession, use, or being under the influence of drugs or alcohol
5. Any type of solicitation to use or purchase drugs or alcohol
6. Obscene, profane, or vulgar language that is written, spoken, or expressed by

- symbols or gestures
7. Misuse and/or damage of school property
 8. Any behavior, display, or attitude in opposition to the basic principles and purposes of Community Christian School or which restrict the spiritual or academic atmosphere of the school as determined by the administration.
9. **In-house suspension** – the following conditions apply to In-House Suspension: **No grade higher than a 70 may be earned.** In-house suspension assignments must be completed before returning to class. In-house suspension from class is treated as an unexcused absence but will be changed from unexcused to excused upon completion of all assigned work. **An additional fee will be assessed.**
10. **Off Campus Suspension** - the student is not allowed to attend school. **The first suspension the student will receive a 50 on all assignments and tests taken during this suspension.** The days missed will be unexcused. All work must be picked up on the school office and suspension assignments must be turned in upon returning to school. If a student is **suspended a 2nd time the student will receive a zero on all assignments and tests.** However, work must be completed before returning to classes.

Extreme or repeated offenses may result in expulsion of a student.

CCS will not tolerate harm or threat to another individual, whether verbal, physical, or written.

Please note: Should a situation arise where there is no cooperation between the home and school, the administration has the option to dismiss the student.

ELECTRONIC DEVICES

- ❖ Cell phones, iPods, MP3/MP4 players, etc. are not to be used in the classroom except by teacher permission for special assignments.
- ❖ Electronic devices must be turned off or on silent and put away (along with all accessories) during class times. (Exceptions are for classroom learning at the teacher's discretion.)
- ❖ These devices can be confiscated by faculty/staff at any time if they are used during school hours.
- ❖ Confiscated devices will be turned in to the bookkeeping office where it will be locked up until the end of the school day.
- ❖ The school will not be responsible for lost or stolen devices.
- ❖ Consequences for violation of this policy are outlined below:

- 1st offense: phone is kept in the bookkeeping office for 24 hours and parent is notified.
- 2nd offense: phone is kept in the bookkeeping office for 24 hours, parent is notified, and a fine of \$20.00 is to be paid before the device is returned to the student.
- 3rd offense: a \$30.00 fine will be paid and the student will no longer have the privilege of having a phone on campus for the rest of the school year.

This policy covers every electronic device that, in the opinion of administration, does not contribute to a positive educational experience. Parents, please do not call/text students or teachers on their cell phones during the day. Students and teachers will not be using their cell phones during the day. Please call the school office.

EMERGENCY PREPAREDNESS PLAN

Procedures for the following types of emergencies include:

1. Severe weather threatening the facility will initiate a move of all children to central hallways and interior room. It is recommended that parents not remove children from the

- building until the weather has subsided.
2. Fire alerts requires that all occupants of the building leave the building to a predetermined location outside and away from the building. Teachers will have a roster of all their students during the evacuation to determine that the building is completely cleared.
3. Shelter in Place by direction of local authorities will require that no one enter or leave the building until the local authority gives an all clear. If the emergency is for a chemical or hazardous material, then all occupants will be moved to the main sanctuary and the room sealed shut. For other reasons such as potential criminal activity in the area the exterior doors will be locked and admission will be allowed based on the local authority's directions.
4. Removal from the location is very unlikely. In the event that we must vacate the facility and grounds, students will be moved to the "Drive Center" which is another campus of Community Church at 1911 16th Street, Orange, Texas 77630. Essential records and classroom records will be relocated to that location.
5. Stranger in the Building Alert will initiate a planned response by the staff.

FEES

In addition to tuition, fees such as library fees, field trip fee, supply fee, Science fee, computer fee etc. may be required.

FIELD TRIPS

Classes take trips to interesting and educational places from time to time as a vital part of the instructional program. Field trips are an intricate part of school and are **not optional**. Fees may be charged to cover expenses. Before students can go on field trips, parents must sign the Field Trip Release Form. Parent that have direct supervision of students must comply with the safety/security policy of the school. **Parents attending a field trips are not to bring younger children.** Excessive behavior problems will result in student being excluded from attending field trips. The student will be required to stay at school in another elementary classroom with assigned work.

FINANCIAL INFORMATION

Tuition is used to pay for salaries, suppliers, and services for the school year. **It is important that each student's fees be on time enabling the school to meet its financial obligations.**

Tuition:

Tuition is an annual fee payable as outlined below. The first tuition installment is due on the earliest of the following applicable dates:

- One full payment on June 1; or
- Two payments of one-half the yearly tuition, the first on June 1 or the date the student begins school; and the second payment on/or before December 1; or
- Twelve monthly installments equal to 1/12 the annual tuition beginning June 1, and concluding with the final payment on May 1. Attendance of any one day in a calendar month requires the full payment for that month.

All payments are due in the business office on the 1st and are **late after the 20th**. The school is not responsible for payments not given directly to the business office. All fees and obligations are to be paid on a timely basis. All accounts are delinquent after the 20th day of the month. A \$10.00 late fee will be assessed to each student account which exceeds \$25.00. (Example: tuition, daycare, lunch charges, library fees, etc...) If a bill is past due for more than 30 days the student will not be allowed to attend class and may result in termination of enrollment. **At the end of every 9 week period, if student's account is delinquent access to report card and Parents Web will be restricted until the account is up to date.** Report cards and permanent records will be held for delinquent accounts. **All fees and obligations must be paid in full before student will receive a final report card or**

before cumulative records will be released. Should a check be returned for any reason to the school from the bank, the tuition account will be assessed a service charge. Should two checks be returned for the reason of “non-sufficient funds”, all further payments are to be made by cash, money order, credit or debit card.

The annual daycare fee includes regular school days and those additional days listed on the school calendar. Daycare for the 2016-2017 school year ends on the last day of school.

Daycare Billing – If any change in status the parent must notify the bookkeeping office by the first of the month or be held accountable for the daycare rate in effect on the first of the month.

Full-time Daycare – fees are due the first day of each month or the first day the student enrolls and on the 1st school day of each month thereafter. The last payment is due May 1.

Drop-in Daycare – fees are due and payable before the 20th of each month for the prior months use. The final payment is to be made the last day of school in May.

All children enrolled in daycare on a drop-in basis must be signed out daily. If a child is not signed out, parents are charged for daycare until 6:00 p.m. The sign-out book is kept in the daycare area.

Late Pickup – After 6:00 p.m., a late fee of \$10.00 is assessed for each 15-minute increment for each child. (Ex. 6:01-6:15 - \$10:00, 6:16-6:30 - \$20.00, 6:31-6:45 - \$30.00, etc.) This fee will be added to your monthly bill.

Extended child care/after school care: a child enrolled on a full time or part time daycare status may change **that status** the first school day of the month. All changes will be acknowledged by the business office in writing and will require your signature.

Withdrawal – Parents must notify the school two (2) weeks prior to withdrawal. (Tuition is a yearly amount that may be paid in monthly installments.)

Payments and Invoices – For the 2016/2017 school year beginning June 1, 2016 payments will be accepted by any of the following three methods. First, payments can be made at the main business office at 3400 M. L. King Orange, Texas 77632. Payments will be accepted from 8:00 a.m. until 4:00 p.m. In the months of June and July payments will be accepted Monday through Thursday 9:00 a.m. until 3:00 p.m. Payments can be made in cash, check, or credit or debit card. The second option is payment by mail personal check or cashier checks only. The third option is payment on line. Payments can be made by direct withdrawal or credit card. *The online payment system is a function of our Shelby accounting system and will require a different user name and password than the school*

Ren Web Administrative System. It is our hope that the majority of payments will be made online.

The online feature of the new payment system will also serve as the method of distributing monthly invoices. Individuals can anticipate invoices being posted online no later than the 7th of each month with payment due by the 20th. Payment is considered made if it is hand delivered to the business office on the 20th or if mailed it is posted marked on or before the 20th. Online payments are considered on time if they are posted on the 20th or before. Individuals without internet access can request invoices at the business office or can request balances due by telephone. For the 2016/2017 school year payments are considered late and late fees are added after the 20th of each month for balances of \$25.00 or more.

Use of the online system requires the following steps:

1. Go the school web site ccsorange.org
2. Select the online payment link. Enter the user name and password (user name is your e-mail address use the forgotten password key to obtain your password)
3. Select the Community Christian School payment tab
4. Follow the directions on screen

Questions can be directed to the business office at 883-4531 ext. 103. Leave a message and your call will be returned. Messages can be left 24 hours a day.

FIRE AND EMERGENCY DRILLS AND PROCEDURES

The following is the procedure for fire drills:

1. The alarm will sound.
2. Classes will leave the building in a quiet and orderly manner.
3. Students should carry personal belongings with them. All school supplies and books should remain in the room.
4. The teacher will take the roll book and leave the room last.
5. The door to the classroom is to be closed, but not locked.
6. Class groups are to remain together in designated areas. Teachers will take roll quickly and report absentees as compared to the start of the morning.
7. An administrator will give the "all clear" signal. Classes will return promptly to their rooms.

In case of other emergencies where leaving the building is not advisable, students will be informed of the procedure to follow. Students must remain calm and quiet and be prepared to receive additional instructions.

HEALTH AND FIRST AID

Prevention and Control of Communicable Diseases

A. ***Immunizations*** - We comply with the Texas Department of Health requirements for immunizations. Exceptions to this compliance are

allowed on an individual basis for medical contraindications or religious conflicts.

1. Medical contraindications.

The student must present an affidavit or a certificate signed by a physician, duly registered and licensed to practice medicine in the state which must state that, in the physician's opinion, the immunization required would be injurious to the student's health. Unless a lifelong condition is specified, the affidavit or certificate is valid only one year from the date signed by the physician, and must be renewed at that time for the exclusion to remain in effect.

2. Religious conflicts/Reasons for Exclusion

To claim an exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

A. Provisional Enrollment

The law requires that students be fully immunized against specific diseases.

However, a student may be provisionally admitted if he has begun the required immunizations and continues to receive them until requirements have been met.

B. Exclusion from School

Children shall be excluded from school when communicable disease is suspected. This will be at a designated person's discretion. Students will also be excluded from school when head lice or scabies are found.

Readmission to school will be:

- 1. When a child is free of fever (temperature less than 100 oral temperature degrees) 24 hours**
- In case of head lice - after treatment and the child is **nit-free**. The child must be examined for nits upon return to school by a designated person.
- With a physician's statement that the student is no longer communicable, (necessary in cases of mumps, measles, chicken pox, etc.) or
- After a period of time corresponding to the communicability of the disease as established by the Commissioner of Health, and student must be checked in by a designated person.

Screening

- #### **A. Growth and development –**
- Weigh and measure height Sept/Oct and March/April. (for

all ages)

B. Vision

1. All K5-fourth grade students are screened yearly.
2. Parents will be notified if any further testing needs to be done.

C. Hearing

1. All K5-fourth grade students are screened yearly.
2. Parents will be notified if any further testing needs to be done.

D. Other

Examination of scalp for head lice as needed.

Provision for Emergency and First Aid Care

Students who are ill must be kept from school. Parents will be asked to pick up students who become ill at school. If your child becomes ill at school, parental permission must be obtained before the student can leave. The school will provide simple first aid for minor injuries. Students with minor injuries will be given first aid by qualified personnel and returned to class after five to ten minutes observation.

Students with serious injuries will be given first aid by qualified persons and parents notified. If warranted, student will be taken to the hospital by school vehicle or ambulance. If parents are not available at time of transfer,

designated school personnel will accompany and remain with the student until the parent/ guardian assumes responsibility. The emergency information card will also be taken.

First aid shall be administered in accordance with the American Red Cross procedure and American Heart.

A daily log of students seen in the clinic shall be kept.

Administration of Medication by School Personnel

Employees of the school may administer medication to a student provided:

1. The school has received a written request to administer the medication signed by the parent, legal guardian, or other person having legal control of the student.

2. When administering prescription medication, the medication appears to be in the original container and to have an affixed prescription label with the student's name, name of the drug, and the directions concerning dosage. Instructions about the duration of the medication period should be included.

3. Non-prescription medication must be in the original container and requires a written request to administer the medication signed by parent/guardian with instructions concerning dosage.

4. A physician's written request to administer medication is required when the medication must be administered for more than ten days.

The student must **NOT** carry the medication with him/her or administer it to himself/herself unless specified by a physician. All medication is to be kept in the office.

Do not send medication in plastic baggies.

Illness

If your child is not well enough to participate in all school activities including recess, keep your child at home.

HOMEWORK

It is our belief that the students' educational experience may be enhanced by challenges which are extensions of the education experiences in the school. The degree, intensity, and scope of homework activities may increase with each year in school. To develop a common understanding of our regulations on homework, the following guidelines are offered.

General Objectives of Homework:

1. **TO ENRICH** school experiences through home-related activities.
2. **TO STRENGTHEN** the basic skills by further practice and application.
3. **TO PROVIDE** students who have been absent an opportunity to complete assignments.
4. **TO STIMULATE** a voluntary effort among students to show initiative and a sense of responsibility.
5. **TO HELP** students strengthen work and study habits.

All students are expected to do assigned homework. Parents can

help their children most by providing a comfortable place where good study conditions prevail. Teachers will ask parents to cooperate by checking assigned work to see that it has been properly completed and signing homework pads daily. Your signature is **your** guarantee that the homework has been done. Please do not sign if you have not seen the work. **Approximate** lengths of time to be spent on homework at each level are as follows:

Grade K5	15 min.
Grades 1-2	15-30 min.
Grades 3-4	30-45 min..

This is a guide. The length of homework time is dependent on the amount of "time on task" by the individual student.

Parents who come to school to get homework for a child who is ill must call the office by 10:00 a.m. Assignments are to be picked up after school.

HONOR ROLL

(for 1st-4th only)

The Nine-Week "A" and "AB" Honor Roll requirements are as follows:

"A" honor roll: the "A" honor roll is given to students who have "A's" in all core academic subjects.

"AB" honor roll: the "AB" honor roll award is given to students who earn only "A's" and "B's" in all core academic subjects.

INSURANCE

A student liability insurance is mandatory for all students enrolling in Community Christian School. The insurance fee is due at the time of enrollment.

LATE PICK-UP POLICY

Students in grades K5-4th who remain at school ten (10) minutes after dismissal will be sent to extended child care and charged normal daycare rates (see tuition chart).

LEAVING THE CAMPUS

Students are not permitted to leave the campus during school hours without permission. If students are to leave the campus after school with anyone other than a parent or designated person, special notice must be sent to school. This is for the student's protection. Please have personal identification available.

LIBRARY

Students may use the library at designated times and check out books for a period of one week. Students will pay for lost or damaged books.

LOST AND FOUND

All articles left in classrooms, halls, or grounds will be placed in the lost and found. Unclaimed articles will be donated to Orange Christian Services at the end of each nine weeks.

Parents are urged to mark all items clearly and to check lost and found periodically to reclaim lost items.

MAKE-UP WORK

When students have been absent, it is the responsibility of the students and parents to secure books and assignments in order to be ready to participate on the day he/she returns to school. **Parents must call the office by 10:00 a.m. to give teachers time to prepare the assignments. Parents can also email their child's teacher when they know the night before they will be out.**

Students are given two days for each day of excused absence in which to make-up all tests and work missed. No make-up work is allowed for unexcused absences.

ORIENTATION

Parent Orientation is required for parents of both new and returning students. Important policy and procedural changes are discussed. Parents who do not attend must make arrangements with the teacher to sign all necessary forms, etc. prior to the beginning of classes.

PARENT-TEACHER CONFERENCES

Conferences are suggested at least once each semester. Parents and teachers should feel free to request a conference at any time they feel it necessary. **Appointments may be scheduled by telephoning the**

school office (883-4531 ext. 121) or emailing the teacher. The emails will be available at orientation.

PARTIES

Four parties may be scheduled each year. These include **Christmas, Valentine, Easter, and End of Year. Any class party not held on campus must be approved by the administration prior to the party. Parents attending parties are not to bring other children to classroom parties. We love younger siblings! However, our rooms are small, and having babies and toddlers detracts from the activities the teacher has planned.** Please note that Community Christian School does not observe Halloween. Our Christmas and Easter celebrations have a spiritual focus.

PHOTOGRAPHS

Fall portraits, group, and spring portraits will be taken annually. If parents wish to purchase pictures, money is to be sent prior to the day the pictures are to be taken except in the case of spring portraits. Parents will be advised of the date and cost. A photo release is signed at registration.

PHYSICAL EDUCATION

Physical education is required for all students. Exemptions from p.e. will be made only on the basis of a written note from a physician. One day exemptions from p.e. may be made on the basis of a note signed by the parent. A physician's note is required

for exemptions longer than one day. Any student without a note must take p.e. unless the teacher or principal acknowledges the student's physical inability to participate.

P.I.E. (PARTNERS IN EDUCATION)

P.I.E. is a group composed of: parents, teachers, and administrators who work corporately to enrich educational opportunities for students. This group also awards scholarships to qualifying seniors. All parents are encouraged to participate.

PLEDGES

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path; I will hide its words in my heart, that I might not sin against God.

PROMOTION POLICY

To be promoted from one grade level to the next, a student must attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, and science. In addition, a student must attain an average of 70 or above in language arts and in mathematics.

REPORTING ON CHILD ABUSE

1. We live in a society that is highly regulated. One of the unfortunate issues in our society is child abuse. The State of Texas has chosen to adopt laws that are believed to be in the best interest of the children. Regardless of anyone's feelings about these laws, Community Christian School will obey these laws.
2. Chapter 261 of the Texas Family Code requires any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report within 48 hours after the hour that it is first suspected that the child may be abused or neglected. **The person who fails to make a report, commits a Class B misdemeanor.**
3. State agencies, after such a report has been made, may come to the school to interview the child and the teachers. Section 261.303 of

the Texas Family code provides that a person may not interfere with an investigation of a report of child abuse or neglect conducted by the Department of Protective and Regulatory Services or any designated agency and provides for court orders to be allowed on good cause if admission cannot be obtained.

4. The child abuse hotline is 1-800-252-5400.

SCHOOL DAY

The following school hours will be in effect this year:

Grades K5-2	8:00 - 2:50
Grades 3-4	8:00 - 3:20

Students in grades K5-4th on campus earlier than 7:15 a.m. must be registered in the childcare program or participating in supervised activities. No staff member will be on duty until 7:15 a.m. Students in grades K5-4th who remain at school ten (10) minutes after dismissal will be sent to extended child care and charged a daycare fee.

SCHOOL OFFICE

Office hours are from 7:30 a.m. until 4:00. Parents are welcome to visit classes or meet with teachers, but must make appointments through the school office. All visitors must check in at the reception desk during school hours.

SEXUAL ETHICS POLICY

Community Christian School, as a ministry of Community Church, affirms the biblical understanding of sexuality as a gift from God (Genesis 2:24). In concert with biblical teaching, CCS supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. In addition, CCS recognizes that the gift of gender is part of the goodness of God's creation, and is predetermined by God and revealed at conception. Lifestyles or practices inconsistent with these biblical teachings are also inconsistent with the mission of CCS. CCS affirms the biblical teaching that all sexual conduct outside the sanctity of marriage, including both hetero and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture.

SPIRITUAL LIFE

Community Christian School does not recognize a separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. However, specific activities stress our commitment and desire to serve Him and provide special opportunities for spiritual growth and development. Specific activities include:

1. Prayer
2. Bible and character development instruction
3. Chapel

TELEPHONE USE

Students are not allowed to use the office telephone except in emergencies. Students must secure a permission slip from their teacher and present it to the school secretary. Parents are discouraged from calling their children except for emergencies. In case of an emergency, the secretary will take the message to the student or call him to the phone. Incidental messages may be left with the secretary to be delivered to the child at the end of the school day. Likewise, teachers will not be called to the phone except for emergencies. Messages will be relayed and the call returned at a break or other convenient times.

TEXTBOOKS

Students will be issued consumable and non-consumable texts. These become the responsibility of the student and lost books must be replaced by the student.

In addition to regular classroom tests, teachers will administer diagnostic tests for planning purposes.

VISITORS/VOLUNTEERS

1. Any person working with children, must have a criminal history check.
2. Any person visiting or volunteering in the classroom must check through the reception desk for a badge.
2. Young children of visitors/ volunteers are not to be in the classroom.

WITHDRAWAL FROM SCHOOL

Parents must notify the school office two weeks prior to withdrawal. This helps both the parent and the school. **If student attends one day of any month, the parent is responsible for tuition payment for that entire month.** (Tuition is a yearly amount that may be paid monthly). No student records will be released to other schools until all outstanding fees (tuition, daycare, library books, lunch charges, etc.) are paid.

Please note: Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. This handbook is subject to necessary changes during the school year.

08/13/16