

COMMUNITY CHRISTIAN SCHOOL



A Passion for Christ, A Passion for Education

ELEMENTARY (K5-3RD)

&

INTERMEDIATE (4TH - 6TH)

2017/2018 HANDBOOK

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*****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.*****

This handbook may be changed at any time during the present school year without prior notification at the discretion of the administration of Community Christian School.

INTRODUCTION

Administrative Team, Faculty & Staff

Administrative Team

- Laurie Beard - Head of School/Junior High & High School Supervisor
- Lorelei Jackson - High School Counselor/Elementary Supervisor
- Macey Jackson - Intermediate & Junior High Supervisor/Diagnostician
- Kara Dewberry - Elementary Administrative Assistant
- Megan Toohey - JH/HS Administrative Assistant
- Missy Farias - Preschool/Daycare Director
- Esther Seaman - Preschool/Daycare Assistant Director
- Maureen Street - ACSI Director
- Kylee Parker - School Nurse
- Gaye Cormier - School Bookkeeper
- Sissy Hanks - Cafeteria Manager

Elementary

Peggy Alford
Ashley Clark
Sarah Hinton
Macey Jackson
Heather Pulliam
Jackie Manzano
Kim Ross
Sheila Whitten

Intermediate

Lauren Bellard
Jonathan Houchin
Buffie Hughes
Jeremy Jacobs
Lorelei Jackson
Macey Jackson
Jackie Manzano
Maureen Street
Sheila Whitten

Junior High/High School

Steve Aaron
Lauren Bellard
Lisa Berwick
Holly Carey
Jonathan Houchin
Buffie Hughes
Lorelei Jackson
Ashley Kelly
Jackie Manzano
Debbie Snyder
Maureen Street

Board Representatives

Steve Menard
Chester Moore
Andrew Toohey

IDENTIFICATION SECTION

Vision Statement

The vision of Community Christian School is to assist parents in providing a Christ-centered education for their children, including a Biblical worldview and academic excellence in order to prepare them for a life of service.

Mission Statement

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

Portrait of a Graduate

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.

Core Values

The core values of Community Christian School are as follows:

- 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.

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). Acknowledgement 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).

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 12:12-13; 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).

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 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
- gain knowledge/understanding of the cultures of other people/places
- practice/understand the importance of good citizenship

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 individually-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 eighth grade. 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 senior class, composed of six students, graduated from Community Christian School. In the summer of 1990, the school was accredited by the Association of Christian Schools International for kindergarten through eighth grades. 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 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 1994/1995 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 304 students, including preschool. Over 200 families from multiple area churches in the Golden Triangle and southwest Louisiana 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 39 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:	PK 10-18 K5-6 th 18-22 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:	16 full-time teachers; 3 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 students – 2 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 gr. Open 6:45 a.m. until 6:00 p.m.	
Extra-Curricular Opportunities:		
* Academic Competitions	* Fine Arts Competitions	* Learning Resource Center
* Athletic Competitions	* Worship Team	* Student Leadership Institute (SLi)
* Pep Squad	* Community Service	* NHS/NJHS
* Sound Team		

TAPPS Affiliation

Accreditation

Community Christian School has received accreditation for grades K5 through twelfth 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. It also assures parents of the quality education their children receive at Community Christian School.

ADMISSIONS

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.

REQUIREMENTS

NEW STUDENTS

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:
 - a. K5-1st only – birth certificate
 - b. Verified immunization record
 - c. 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.

RE-ENROLLMENT

Students are evaluated on a yearly basis. Re-enrollment is contingent upon approval of administration.

1. Parents must go online to the CCS website to register through RenWeb.
2. Parent and student must fill out all required forms.
3. Parents must sign the payment contract with bookkeeping and agree to policies and procedures in handbook.
4. Student name is put on the official roster.
9. Due to the current facilities and personnel, Community Christian School is unable to admit students with special education needs, emotional and mental problems or other problems that might affect the classroom teacher's ability to operate an effective learning program for the majority of the class.

TRANSFER STUDENT POLICY

*** 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. CCS 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 or other school-administered programs.

WITHDRAWAL FROM SCHOOL

Parents desiring to withdraw their children from school should send a written notice to the school office two weeks prior to withdrawal. No student's records will be released to other schools until all outstanding tuition, fees, and library books returned/fees paid, all locks returned, and cafeteria charges have been paid.

If student attends one day of any month, the parent is responsible for tuition payment for that month.

FINANCES

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

This list does not include all fees and obligations. Students will be notified of other expenses as they occur.

ENROLLMENT DEPOSIT

Enrollment deposit is **non-refundable** and **non-transferable**. The enrollment deposit is due before a student is officially enrolled in school. Parents may use this year's enrollment deposit for next school year deposit in lieu of applying it to the May payment.

TUITION

Tuition is an annual fee payable as outlined below. Tuition is to be paid in full unless the school specifically permits, on an individual basis, for it to be excused. The first tuition installment is due on the earliest of the following applicable dates:

1. One full payment on or before June 1, 2017 for the yearly tuition.
2. Two payments of one-half the yearly tuition, on or before June 1, 2017, or the date the student begins school; and the second payment on or before December 1, 2017.
3. Twelve equal monthly installments for the yearly tuition beginning June 1, 2017 and concluding with the final installment on May 1, 2018 if enrolled on or before June 1, 2017. If enrolling after June 1, 2017 the yearly tuition will be divided into equal monthly installments beginning the month of enrollment and ending May 1, 2018.
4. Students enrolling during the 2017-2018 school year must pay a registration fee and the payment for the month in which the student begins classes. Payments are then due the first of each month concluding with the final payment on May 1, 2018. **The registration fee is non-refundable and non-transferable.**

All payments are due on 1st of the month in the school business office and are considered **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 late fee will be assessed to **each** family's account which exceeds \$25 (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 ParentsWeb 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 or money order.

WITHDRAWAL

Parents must notify the school office two (2) weeks prior to withdrawal. This helps both parents and the school. **If a student attends one day of any month, the parent is responsible for tuition payment for that month.** (Tuition is a yearly amount that may be paid in monthly installments.)

FEES

Certain additional fees may be required for students. These fees include, but are not limited to computer fee, field trip fee, graduation fee, science fee, activities fee, music and drama fee, athletic fee, library fee, and testing fee.

PAYMENTS AND INVOICES

During the school year 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, debit/credit card, or by check. The second option is payment by mail personal check or cashier checks only. The third option is payment on line.

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 post 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. Payments are considered late and late fees are added after the 20th of each month for balances of \$25.00 or more.

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.

INSURANCE

Student liability insurance is mandatory for all students enrolling in Community Christian School. The insurance fee is due at the time of enrollment/re-enrollment.

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

ACADEMICS

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.**

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

Parents are encouraged to attend the awards program.

HONOR ROLL

1st – 6th Grades 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.

GRADE REPORTING

Evaluation of the student’s progress will be made and communicated to the parents at the end of each nine-week period. Interim reports may be made as warranted. Questions regarding these reports should be addressed to the teachers involved and conferences arranged as needed.

To maintain school/parent communication, progress reports will be emailed from RenWeb each week of a reporting period.

*Report cards and ParentsWeb will be turned off if an account has any outstanding balances, library fees, etc. They will be turned back on when account is up to date.

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.

Homework and Daily Work	20%
Quizzes	30%
Tests	50%

HOMEWORK

(No homework on Wednesdays)

It is our belief that the student’s educational experience may be enhanced by challenges which are extensions of the educational 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 student who is ill must call or email the office before 10:00 a.m. to give teachers time to prepare the needed make-up work. Homework assignments may be picked up after school (see also Make-up Work). Homework can also be found on RenWeb.

*****Students with a 0 in any subject, with missing work, and/or incomplete work at the end of each nine weeks will be required to attend Remediation & Review Day.**

PROMOTION AND RETENTION

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.

TESTING

Students will be given an annual achievement test.

TESTING CORRECTIONS

Any student who earns a failing test grade may be retested or allowed to correct the test. No grade higher than a 70 may be earned. Retests are scheduled at the teacher’s discretion.

TEXTBOOKS

Students will be issued consumable and non-consumable texts. **They become the responsibility of the student and lost books must be replaced by the student. The student’s account will be charged for the cost of the textbook lost.** The school will not participate in the sale of used textbooks.

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

ATTENDANCE

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.

GENERAL ATTENDANCE POLICIES

1. If it is necessary for the student to leave school before dismissal, clearance with the school office must be obtained.
 - a. The parent must sign the student out of school.
 - b. A note excusing the student must be provided by the parent.
2. Please try to arrange for doctor, dental, and other appointments to be scheduled after school.
3. Any extenuating circumstances regarding absences should be presented to the administrator prior to the absence.
4. The authority for determining the legitimacy of an absence rests with the school administration.
5. Attendance is taken at 7:55 a.m. daily.
 - a. 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.
6. Excessive absences may be cause for dismissal, or prevent the student from being accepted for future enrollment in Community Christian School.

REPORTING ABSENCES

1. A record of absences is kept in the school office and by each teacher.
2. **Upon returning to school, the student must present a note to the office from his/her parents explaining the reason for the absence.**
3. **Failure to bring a note from home within three days will result in an unexcused absence, regardless of the reason. This is the responsibility of the student and parent not the teacher or the office.**
4. Administration determines the validity of the excuse for the absence.

*****If a student is absent four or more consecutive days, a doctor's excuse is necessary for the student to re-enter school.**

EXCUSED ABSENCES

1. **Personal illness**
2. **Death in the family**
3. **Emergencies**
4. **Pre-arranged absences – Trips during the school year are highly discouraged.**
 - a. If a family feels that a trip is necessary, the parent is to give notice to the administrator **one month PRIOR** to the trip.
 - b. Absences will be unexcused if not arranged prior to leaving for the trip.
5. When scheduling recurring medical/dental appointments, please attempt to stagger these appointments.
 - a. Students must turn in a doctor's/dentist's note when returning to school.

UNEXCUSED ABSENCES

1. Any absence not deemed as valid by the administration will be considered unexcused.
2. Any student that is truant will receive disciplinary action.
3. Any student who does not turn in a note to the office from his/her parents explaining the reason for the absence.
4. **Failure to bring a note from home within three days will result in an unexcused absence, regardless of the reason.**
 - a. **This is the responsibility of the student and parent not the teacher or the office.**
5. **Any student who is not a member of a team who attends a game during school hours.**

6. **Students 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.**

If a student has four or more absences, even if excused, in a nine week period the student will be required to attend Remediation & Review Day.

If a student has ANY unexcused absences the student will be required to attend Remediation & Review Day.

HOMEBOUND

If absences are considered excessive by Administration and are a result of a diagnosed medical condition, the Administration may place the student in a homebound status until the issues are resolved.

MAKE-UP WORK

When a student has been absent, **it is the responsibility of the student/parents** to secure books and assignments from the school office in order to be ready to participate on the day of return to school. **Parents must call the office by 10:00 a.m. to give the 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 to make-up all tests and work missed. **No make-up work is allowed for unexcused absences.**

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. A record of all tardies will be kept in the school office. Administration determines the validity of an excuse for a tardy.

Students enter the classroom at 7:40 a.m. to begin morning preparations. Students are tardy if they are not in their seats by 7:55 a.m. Students are allowed 3 tardies per 9 weeks. On the 4th tardy it is changed to an absence (refer to absence policy and R&R days).

Admittance to school when ARRIVING TO SCHOOL late

1. The student **must** obtain an **admission slip** from the **school office**.
2. The student **must** have a note from parent/guardian **stating the reason** why the student is late.
 - a. **If a note is not received the tardy will automatically be marked unexcused.**
3. The student must then take the **admission slip** to the classroom teacher for signature.

DRESS CODE

“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.”

I 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:

1. To create an atmosphere free from distraction;
2. To build character that exhibits self-discipline, modesty, cleanliness, and submission;
3. 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 uniforms through Land’s End; our school store number is 900182866. The link is: <https://www.landsend.com/shop/schooluniforms/-/N-g54?expand=true&schoolStoreNum=900182866>

Monday - Thursday

- CCS uniform polo
- Must be purchased through Land’s End; our school store number is 900182866
- Link: <https://www.landsend.com/shop/schooluniforms/-/N-g54?expand=true&schoolStoreNum=900182866>

Friday ONLY

- Current Spirit Shirt
- Must be purchased through CCS’s online school store through SpiritWear.com.
- Link: <http://www.spiritwear.com/campaigns.php>

HOODIES/ZIP-UP HOODIES/ZIP-UP JACKETS

- Hoodies are to be CCS hoodies ONLY purchased from Athletics Boosters.
- Students may wear SOLID, zip-up jackets with NO logos, pictures, words, etc. of any sort.
 - They are to be black, gray, or royal blue.
 - Any deviation from this will be out of dress code.

UNIFORM PANTS, SHORTS, SKIRTS/SKORTS

Everyone is required to purchase uniforms through Land’s End; our school store number is 900182866. The link is: <https://www.landsend.com/shop/schooluniforms/-/N-g54?expand=true&schoolStoreNum=900182866>

Monday – Thursday

- CCS uniform bottoms
- Must be purchased through Land’s End; our school store number is 900182866
- Link: <https://www.landsend.com/shop/schooluniforms/-/N-g54?expand=true&schoolStoreNum=900182866>

Friday 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

Friday ONLY

Shorts

- Hemmed Denim Shorts: solid black or blue
- Cargo/Docker-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.”

PHYSICAL EDUCATION (P.E.) UNIFORMS

All **5th – 12th** students must wear designated gym uniforms.

- Gray traditional shirt (no fitted, no scoop neck, no v-neck)
- Royal blue mesh basketball shorts (may be found at Walmart or Academy)
- Athletic shoes ONLY
- Students may wear past CCS P.E. uniforms.
- Failure to dress out for P.E. without written permission will result in reduced grade, and the student will participate in regular clothing.
 - A conference with parents will be required if the practice persists.

SHOES

- Athletic shoes ONLY
- No heels more than 2 inches
- No cleats, soccer sandals, Jandals, house shoes

HAIR

- **Boys:** no extreme styles or color; above the eyebrows, not to extend below the collar or the bottom of the ear; facial hair may be worn by high school students in a becoming manner that is subject to the opinion of CCS administration.
- **Girls:** no extreme styles or **unnatural** color; out of eyes

AFTER-SCHOOL ATHLETICS (5th-6th)

- Students are required to appear in dress code when attending ALL school functions.
- All shorts must reach two inches above the knee and spandex-type athletic shorts must be worn underneath. This will be enforced by the athletic director.
- If not followed, there will be a loss of athletic privileges.

SPECIAL SCHOOL ACTIVITIES

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

AFTER-SCHOOL ACTIVITIES

- Students are required to appear in dress code when attending ALL school functions no matter the time or location.
- This includes but **is not limited to** sporting events, cook-outs, promotions, Homecoming, field trips, etc.
- Dresses/skirts **MUST NOT BE** more than **two** inches above the top of the knee **WHEN SITTING**.
- NO off-the-shoulder or low cut tops, dresses, etc.

DRESS CODE INFRACTIONS

Since parents are responsible for the dress and appearance of their children, they will be notified of dress code violations, and held responsible for bringing an appropriate change of clothing as needed. Students will not be allowed to drive home for a change of clothes.

- **1st Minor dress code infraction** will result in a behavioral referral and an email to parent.
- **2nd Minor dress code infraction** will result in a behavioral referral and an email to parent.
- **3rd Minor dress code infraction** will result in a behavioral referral and the student calling home for a change of clothes.
 - The student will stay in the office until the parent brings a change of clothes.

ALL blatant dress code infractions will result in an immediate call home for a change of clothes and a behavioral referral. The student will stay in the office until the parent brings a change of clothes-.

The final decision about the appropriateness of a student's appearance will rest with administration.

CONDUCT/DISCIPLINE

PHILOSOPHY

Students at Community Christian School are expected to conduct themselves on and off campus according to high standards of Christian conduct. This includes, but is not limited to, Christian standards of love, morality, and honesty. Obvious immoral behavior such as profanity, disrespect (either for those in authority or other students), cheating, stealing, fighting, etc. are grounds for dismissal from school. 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 school.

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

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:

- Cheerful obedience to all in authority
- Cleanliness in person and property
- Clean and neatly dressed
- Putting trash in trash cans, picking up paper on the floor, in desks, and on the grounds
- Cooperation with others in and out of the classroom
- 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
- Morally good conduct in respect to recreation, social relationships and language

- Promptness in attendance and completion of assignments
- Respect for the property of Community Christian School, and other people
- Responsibility in doing assigned or expected tasks
- 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:
 - Use of praise, positive rewards when earned
 - Verbal warning to student regarding actions
 - Loss of designated privileges
 - Correspondence with parents
 - Parent-teacher or parent-teacher-principal conference
 - **Detention** – after school (3rd - 6th with parent notification)
 - **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.
 - **Suspension**
 - **Expulsion**

SUSPENSION/EXPULSION

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:

- Fighting
- Possession or use of fireworks on school premises or school activity
- Possession or use of tobacco in any form
- Possession or use, or being under the influence of drugs or alcohol
- Any type of solicitation to use or purchase drugs or alcohol
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
- Misuse and/or damage of school property
- CCS will not tolerate harm or threats to another individual, whether verbal, physical or written.
- 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.

A. In-house suspension:

There is an additional charge for in-house suspension.

(This is to cover the cost of hiring someone to monitor the suspension room.)

The student must attend school; however, the student is isolated and supervised while doing assigned work.

The following conditions apply to In-house Suspension:

- 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.**
- **No grade higher than a 70 may be earned on work assigned during the suspension.**
- **Only 2 in-house suspensions are allowed each year. All subsequent suspensions will be off campus suspensions.**

B. Off campus suspension:

- The student is not allowed to attend school.
- All work must be picked up in the school office and suspension assignments must be turned in upon returning to school.
- All assignments must be complete and will be checked by an administrator before student is readmitted to class.
- The absence due to off-campus suspension will be counted as **unexcused**.
- **No grade higher than a 70 may be earned on work assigned during the suspension.**
- **Only 2 off-campus suspensions are allowed each year.**

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.

ELECTRONIC DEVICES

- Cell phones, iPods, MP3/MP4 players, etc. are not to be used in the classroom without teacher permission.
- 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.)
- Devices used inappropriately will be taken up by the teacher.
- 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, and every successive 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.

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

CCS is a drug-free, gang free, weapon-free zone.

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.

CAMPUS

CAMPUS

Community Christian School is a **closed** campus. Exceptions must be approved by administration.

Community Christian School is a drug free, gang free, weapons free facility. Anyone in violation of this policy is subject to expulsion and will be reported to the appropriate authority.

LEAVING SCHOOL GROUNDS

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.

VISITORS

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.
3. Young children of visitors/volunteers are not to be in the classroom.

EXTRA-CURRICULAR ACTIVITIES (5th & 6th Grades)

The extra-curricular program at Community Christian School is an outgrowth of the general academic program and is established to help promote the growth of the students. Participation is a privilege intended to meet the student's special needs and interests. To qualify for a position of leadership, honor, or recognition, a student must have a clear testimony of his/her faith in Christ. Requirements for extra-curricular activities are as follows:

General

1. Student **must be enrolled/re-enrolled** before beginning sport/activity, i.e. tryouts, practices, meetings, camps, games, running for student government, etc.
2. A Physician Physical Form must be submitted prior to any sports related or athletics activity.
3. Acknowledgement of Rules Form, Athletic Registration Form, and Emergency Permission Statement.
4. Students must have and maintain an **overall "C" average on progress report or report card and no less than a 70 average in any one subject.**
5. An annual athletic fee. (there may be need for more fees)
6. Appropriate conduct and an attitude of good sportsmanship both on and off campus.
7. Grades will be checked for eligibility at the time of progress reports and report cards. Students incurring a grade deficiency will be suspended from participation until the next grade check in two weeks. (**Attendance at all practices, etc. is still required**)
2. **Students must have received credit for at least a half-day (four periods) of school attendance in order to participate in practices or games.**
3. Students and their parents are responsible for all uniforms issued by school. Uniforms not returned in a timely matter will be charged to the account. If a uniform is turned in after the due date, a late fee will be assessed to the account.
4. See after-school wear in Dress Code section.
5. School Activity (SA) e.g. Sports, field trips, academic competitions, etc. All course work must be completed **prior to the date missed.** It is the responsibility of each student to fill out the Approval to Attend School Activity/Sports Event form and to obtain all assignments before departing for sport/school activity.

ORGANIZATIONS/PROGRAMS

PARENT TEACHER FELLOWSHIP (P.T.F.)

P.T.F. is a group composed of: parents, teachers, and administrators who work corporately to enrich educational opportunities for students. All parents are encouraged to participate.

STUDENT LEADERSHIP INSTITUTE (SLi)

Student Leadership Institute is a deliberate plan for students to be trained in the biblical model and definition of leadership with a core emphasis on three operating principles—service, evangelism/engaging the culture,

and church involvement. SLi focuses on key characteristics of Jesus' leadership aid designed to impact both the individual and his or her sphere of influence. In essence, CCS becomes a laboratory for hands-on training for leadership and discipleship as students are trained to become more like Christ. Training takes place in the form of Marketplace issues, Cultural issues, Campus Connection Teams, and Elective courses. Students are engaged in a year-long, multifaceted, Biblically-based program assisting them in the development of their leadership philosophy and skills.

HEALTH AND SAFETY POLICIES

The school nurse may be found in the pre-school area M-F during the hours of 8:00 a.m. – 2:30 p.m.

PREVENTION AND CONTROL OF COMMUNICABLE DISEASES

A. Immunizations - All students must have proof on file of compliance to the immunization requirements of the State of Texas. Failure to comply will result in suspension from school until requirements are met. 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 U.S., in which it is stated 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

The student must present an affidavit signed by the parent/guardian stating the immunization conflicts with the tenets and practice of a recognized church or religious denomination of which the student is an adherent or member. **This exemption does not apply in times of emergency epidemic declared by the Commissioner of Health.** This affidavit is valid for **two years**.

B. 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.

C. Exclusion from School - A student shall be excluded from school when communicable disease is suspected. This will be at the discretion of the school administration. Students will also be excluded from school when head lice or scabies are found.

RE-ADMISSION

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

SCREENING

A. Growth and development - weigh and measure height Sept. /Oct. and March/April for 7th-9th

B. Vision - Students in grades 7, 8 and 9 will be tested once a year and all new students 10th-12th. All results are kept in student's medical records. Parents will be notified if further testing needs to be done.

C. Hearing – Students in grades 7, 8 and 9 will be tested once a year and all new students 10th-12th. All results are kept in student’s medical records. Parents will be notified if further testing needs to be done.

D. Other

1. Examination of scalp for head lice as needed.
2. Scoliosis - All 7-9 grade students are screened using the state approved scoliosis screening procedures.

REFERRAL AND FOLLOW-UP

Parents will be notified following health screening of any identified problems which may interfere with the student’s learning.

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 a student becomes ill at school, parental permission must be obtained before the student can leave. Students are not allowed to contact parent(s)/guardian(s) on their own personal device or in the school office to be picked up. Students must go to the nurse, and the nurse will decide whether parent(s)/guardian(s) are to be contacted (by the nurse).

The school will provide simple first aid for minor injuries. Students with minor injuries will be given first aid by school personnel and returned to class after being observed 10 – 15 minutes.

A student with serious injuries will be given first aid by school personnel and parents will be notified. If warranted, the 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 school representative will take the emergency information card.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Designated 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 the parent/legal 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 (within recommended dosage).

The student should **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 nurse’s office. **Please do not send medication in plastic baggies.**

EMERGENCY DRILLS AND PROCEDURES

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.

EMERGENCY COMMUNICATIONS

Should it become necessary to dismiss school, parents will be notified as soon as possible by announcements at school, Parent Alert, and announcements on the local radio and TV stations. There will be no announcement if the school is open as usual. In case of evacuation, call the school office at 883-4531, ext. 121 for instructions.

R&R Days

Rest & Relaxation Day/Remediation & Review Day (R&R Day) will fall at the end of each nine weeks on a date set by administration. At the end of each nine weeks administration will review attendance, behavior, and academics of every student. Parents will be notified if their student must stay for the afternoon.

REST & RELAXATION DAY

Students will have the privilege of not attending the day of R&R and will be able to enjoy a Rest & Relaxation at home, IF that student has:

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

REMEDICATION & REVIEW DAY

Students will be required to attend the day of R&R 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.

Situations may arise that are not listed in the above policy. Administration will handle these situations at their discretion.

TECHNOLOGY POLICY

TECHNOLOGY AND NETWORK ACCESS

Community Christian School provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the curriculum. All technology and network usage must be consistent with these purposes, this policy, and all provisions of law governing the actions of the user.

The internet, however is not designed exclusively for the use of children. While its use in the school will be subject to supervision, it is possible that students may occasionally access inappropriate material either

deliberately or accidentally (even though Community Christian currently filters internet access). Guidelines for internet use prohibit access to material that is inappropriate in a Christian school environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the internet. Parents wishing their child not to access online resources must contact their respective principal.

RESPONSIBLE USE

Students are expected to use CCS technology equipment, software, and network services for projects assigned by their classroom teachers. The following are some guidelines concerning the use of CCS technology and network services.

PRIVACY AND ACCESS

- Students will respect others' right to privacy, though the church and school retains the right to examine.
- Students will not send messages using a false identity, or use the accounts of others to send messages in compliance with federal and state laws.
- Students will not access email, files, folders, or electronic data of others without permission.
- Students will not add, modify, or delete CCS computer programs, files, or folders without permission.
- Students will not use the CCS internet for financial gain, commercial activity, or political activity.
- Students will not use CCS resources to purchase products or services.
- Students will not use CCS resources for illegal purposes or any other activity prohibited by school policy.

RESPECT FOR PROPERTY

- Students will respect the property of others.
- Students will use the technology hardware at CCS with respect.
- Students will not vandalize or otherwise damage CCS property.

COPYRIGHT ISSUES

- Students will be aware of copyright laws and follow them.
- Students will not redistribute copyrighted programs or data without the written permission of the copyright holder.

RESPECT FOR ACCEPTABLE USE

- Students will report to teachers or school personnel any message they receive that is inappropriate or not for educational purposes.
- Students will not engage in cyberbullying. Cyberbullying includes but is not limited to, harassing, dissing, flaming, denigrating, impersonating, outing, tricking, and cyber stalking.
- Students will not reveal personal information about themselves or others via the CCS network.
- Students will be polite and use appropriate language for the educational environment and for the educational activity in which they are currently involved. (Examples of inappropriate language include: swearing, ethnic or racial slurs-even about one's own ethnicity, or any other inflammatory or threatening language.)
- Students will not access the control panel on a school computer, or attempt to modify settings in any way.
- Students will not access Proxy server websites or tamper with other firewall settings that are designed for, intended to, or by chance scan our network, or attempt in any way to circumvent our security.
- Students will not open, send, or receive obscene pictures or messages.
- Students will not upload any personal media files to any share folder, any computer, and/or the network that are not for educational purposes.

- Students will not use CCS technology resources for any non-instructional or inappropriate purpose. (Examples include: online gaming, social media, etc.)
- Students will not knowingly infect a computer or network with malware.
- Students will not install any software, malware, or games on any school computer or system connected to school networks.
- Students will not attempt to harm equipment, materials, data, or access data they don't normally have access to.
- Students will not log into a computer for another student whose access has been suspended.
- Students will always report any known violations of the CCS Technology Policy to their teacher or an administrator. If they have identified a possible security problem the technology department should be notified immediately.
- Students will not waste school resources through improper use of the system. (Examples include: printing personal material, modifying computer settings, etc.)
- **Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis by administration.**

CONSEQUENCES OF IRRESPONSIBLE USE

Student access to computer equipment, software and network services is a revocable privilege, not a right. Consequences for individuals violating this policy may vary depending upon the nature and seriousness of the violation. Consequences may include disciplinary action, loss of technology access, suspension, expulsion, and/or involvement of law enforcement agencies.

Students who are on any other site except those authorized by the teacher for that particular time period will be dealt with as follows:

1st offense: Warning and email sent to parents

2nd offense: Detention and "0" for the day's work in that class

PRIVACY

- Community Christian School reserves the right to monitor, inspect, copy, and review at any time and without prior notice of all usage of the electronic network and any information transmitted or received in connection with such usage (periodic audits). All such information files shall remain the property of the school.

WARNING

Sites accessible via the computer/network/internet may contain material that is illegal, defamatory, inaccurate, or controversial. Each school computer with internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The school makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

WARRANTIES/INDEMNIFICATION

Community Christian School makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the internet provided under this policy. Community Christian School is not responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The parent(s) or guardian(s) agree to indemnify and hold Community Christian School, its

employees harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user and the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's misuse of his/her access to the computer network and the internet, whether that use is on a school computer or on another computer outside the school's network.

GENERAL INFORMATION/POLICIES

AFTER SCHOOL CARE

After school care 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 after school child care program on regular or drop-in 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 the after school child care program must have a physician's report signed before the child may participate in the program.**

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.

LATE PICK UP

Students in grades K5 – 6th who remain at school ten (10) minutes after dismissal will be sent to extended child care and charged normal daycare rate (see tuition chart).

COMPLAINT PROCEDURE

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 person. Please honor this when handling complaints.

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

In addition, the following guidelines will help:

1. Give the staff the benefit of the doubt; believe the best instead of assuming the worst.
2. Realize that a child will report from an emotionally biased viewpoint and all facts may not be presented.
3. Realize that the school has reasons for procedures.
4. Support the school and call us instead of other parents.

CAFETERIA REGULATIONS

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.**
2. 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 also 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. Chapel services are a vital aspect of Bible curriculum. Parents are welcome to attend chapel at any time.

CHANGE OF ADDRESS

Please notify the school promptly of any change in email, address, or phone number, even if it is only temporary. This is necessary for emergency telephone numbers. **You can easily update these changes in RenWeb web forms.**

LIBRARY

Students may use the library at designated times and check out one book for a period of two weeks. Fines are assessed daily per book for overdue books. Books must be returned before the student can check out another book. Payment is required for lost or damaged books. At the end of each grading period, report cards will be withheld until overdue books are returned and/or fines are paid.

LOST AND FOUND

All articles left in classrooms, halls, or grounds will be placed in the lost and found located in the vending machine room. Unclaimed articles will be donated to Orange Christian Services at the end of each nine (9) weeks. Parents are urged to mark all items clearly and to check lost and found periodically to re-claim lost items.

FIELD TRIPS

Classes take trips to interesting and educational places from time to time as a part of the instructional program. **Field trips are an integral part of school and are not optional. Any student that chooses not to attend the field trip will be required to attend school where he/she will be given a full day of alternate assignments.** Small fees may be charged to cover expenses. Before students can go on field trips, parents must the Field Trip Release form. **Parents assisting with field trips or parties are not to bring other children. Parents going as chaperones must have a criminal background check run by the school office.**

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.

CHAPERONE

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

ORIENTATION

Parent/Student Orientation is **mandatory** for all new and returning parents and students. Important policy and procedural changes are discussed.

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 emailing the teacher. Email addresses will be available at orientation and on the web site at ccsorange.org.**

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.

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 and only for the duration of the excuse. A parent will be allowed to excuse a student for P.E. for a maximum of two (2) days with a written note. Students who have chronic illnesses (asthma, chronic fatigue syndrome, etc.) should have a physician's statement regarding this condition on file in the office. Otherwise, all students are required to participate in the activities unless the teacher or principal acknowledges the student's physical inability to participate.

PHOTOGRAPHS

Individual and group pictures 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. Parents will be advised of the date and cost. Sports pictures and Spring portraits will be taken at the appropriate times. No money is required ahead of time for Spring portraits. Spring portraits will be sent home for preview, after which parents will send money if they would like to order by the due date given.

A photo release form is signed at registration upon entering CCS and is kept on file for the duration of the student's time at CCS.

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.

SCHOOL DAY

The following school hours will be in effect for the school year:

Monday – Friday

K5 – 2nd 7:55 – 3:10 p.m.

3rd – 6th 7:55 – 3:25 p.m.

- Students may arrive no earlier than 7:15 a.m. and must stay in the area designated which is supervised by faculty.
- In cases of emergencies requiring delayed pick-up, parents should notify the school office immediately.
- Students who remain at school ten (10) minutes after dismissal will be sent to after school care and charged a daycare fee.

SCHOOL OFFICE

Office hours are from 7:30 a.m. until 4:00 p.m.

Summer Hours: Monday through Thursday 9:00 a.m. – 3:00 p.m.

Parents are welcome to meet with teachers and administration, but **must make an appointment ahead of time** 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.** **Students who demonstrate an impure lifestyle with no intention of repentance are subject to dismissal.**

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

REPORTING ON CHILD ABUSE

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 children. Community Christian School will obey these laws.

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 must

immediately make a report within 48 hours. **The person who fails to make a report commits a Class B misdemeanor.**

State agencies, after receiving a report of suspected child abuse or neglect, may come to the school to interview the child and the teacher(s). 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. The child abuse hotline is (800) 252-5400.

TELEPHONE USE (School Office Phone)

Students are not allowed to use the school office telephone except in a true emergency. Forgetting assignments, sports uniforms, etc. does not equal an emergency.

Parents are discouraged from calling their children except for emergencies. In such cases, the secretary will take the message to the student or the student to the phone. Incidental messages may be left with the secretary to be delivered to the student at the end of the school day. **Students are not allowed to use cell phones during school hours.**

VOLUNTEERS

Our school could not function without our volunteers. Parents are encouraged to volunteer a part of their time on a regular basis to assist teachers, office staff, library staff, computer lab, fund-raisers, etc. Please call the school office if you are available and would like to know how you can help.

Any person working with children must have a criminal background check.

YEARBOOKS

Yearbooks may be purchased annually. These are available the following fall.

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 (409) 883-4531 ext. 104.

*****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.*****