



Student/Parent Handbook

2011–2012

WELCOME BY PRINCIPAL

Dear Parents,

Welcome to Christ Community School's 2011-2012 school year. The opportunity to serve you and your family here at Christ Community School is not taken lightly and we consider it a privilege that you have entrusted your child's education to us. Our faculty and staff are experienced professionals who bring with them integrity and character thereby serving as honorable role models for your children. Our teachers use a challenging curriculum and are encouraged to add their own creativity to their daily lessons, in an effort to broaden the student's educational experience. We are confident that your child's school year will be fulfilling both academically and spiritually.

The following handbook is provided for you to assist you in understanding what Christ Community School is about, and to know what is expected of you and your child, as well as what you should expect of the school and its staff. Of course, it does not cover every possible situation that may arise, nor does it address every type of behavior that may be exhibited. It is to be used as a tool to help guide you through the school year.

It is my sincere desire that your experience with Christ Community School will be one of total confidence and that you will be pleased with every aspect of your child's education. I welcome you to call me for an appointment so that I may answer any questions that may arise. You may also contact me personally, via e-mail at administration@christcommunityschool.org.

Sincerely,

Bernadette Lentini
Principal

Non-Discrimination Policy

Christ Community 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 and ethnic origin in administration of its educational policies, admissions policies, scholarships, or other school-administered programs.

TABLE OF CONTENTS

Introduction

Welcome	2
Board of Directors	5
Administration	5
Faculty	5
Mission Statement	6
Beliefs	7

Financial Commitments

Fees	8
Tuition	8
Extended Care	8

General Policies and Procedures

School Hours	10
Arrival	10
Departure	10
Attendance	11
Excused Absences	11
Unexcused Absences	11
Half-Day Absences	11
Tardies	12
Closed Campus Policy	12
Extended Care (After School)	12
Student Information	13
Change of Information	13
Insurance	13
School Closings	13
Student Messages	13
Telephone Usage	13
Transportation	13
Visitors on Campus	14
Parking	14
Teachers' Lounge	14
Animals on Campus	14

Student Life

Competitions	15
School Parties	15
Chapel	15
Field Trips	15-16
Library	16
Lost and Found	16
Lunches and Snacks	16
Programs	17
Sexual Harassment	17

<u>Academics</u>	
Testing	18
Assignment Books	18
Bible	18
Conferences	18
Grading	19-20
Report Cards	20
Progress Reports	20
Student Recognition	20
Homework	21
Make-Up Work	21
Tutoring	21-22
Promotion Guidelines	22
Textbooks/Materials	22
<u>Dress Code</u>	
Violations	23
Student Dress Code	24-25
<u>Health Policies</u>	
Health Services	26
Illness	26
Medications	26
Screenings	27
<u>Student Conduct</u>	
Discipline Policies	28
Bullying	28-29
School Rules	30
Consequences Explanations	30-32
Disciplinary Procedures	33-34
Withdrawal Procedure	34
Conflict Resolution/Grievances	35
Computer User Policy	36
<u>Parent Conduct</u>	37
<u>Parent Involvement</u>	
PTF	38
Volunteers	38
<u>Chaperone Guidelines</u>	39
<u>Pledges</u>	40
<u>Signature Form</u>	41

SCHOOL LEADERSHIP

Board of Directors

Jeff Wilson	President
Marjorie Moreland	Secretary
James McCullum	Treasurer
Pamela Walters	Member
Daniel Sanchez	Member
Sheri Pickle	Member
Wes Landers	Member
Ash Hornbeck	Member
Heather Cabanas	Member
Slade Swanner	Member

Administration

Bernadette Lentini	Principal	administration@christcommunityschool.org
Talia McGee	Office Manager	tmcgee@christcommunityschool.org
Linda Schoppe	Secretary	lschoppe@christcommunityschool.org
Shelie Goodwin	Marketing	sgoodwin@christcommunityschool.org

Faculty

MDO 2 yr. old	LaTrina Greer	lgreer@christcommunityschool.org
MDO Assistant	April James	ajames@christcommunityschool.org
PK 3 yr. old 3 Day	Jean Mays	jmays@christcommunityschool.org
PK 3 yr. old 5 Day	Doris McGee	dmcgee@christcommunityschool.org
PK 3 Day	La Trina Greer	lgreer@christcommunityschool.org
PK 5 Day	Sandy Leonard	sleonard@christcommunityschool.org
PK 5 Day	Jeanette Henry	jhenry@christcommunityschool.org
Kindergarten	Shelley Winkler	swinkler@christcommunityschool.org
Kindergarten	Robin Vieau	rvieau@christcommunityschool.org
1st Grade	Donna Danheim	ddanheim@christcommunityschool.org
1st Grade	Marcelina Spencer	m Spencer@christcommunityschool.org
2nd Grade	Laura Adams	ladams@christcommunityschool.org
3rd Grade	Sherrie Stevenson	s Stevenson@christcommunityschool.org
4th Grade	Kay Deckerhoff	kdeckerhoff@christcommunityschool.org
5th Grade	Donna White	dwhite@christcommunityschool.org
6th Grade	Betty Wilson	bwilson@christcommunityschool.org
Teacher's Aide	Laura Armstrong	larmstrong@christcommunityschool.org
Spanish & P.E.	Ana Arias	aarias@christcommunityschool.org
Art	Nancy Stockhausen	nstockhausen@christcommunityschool.org
Music & Programs	Cindi Cicio	ccicio@christcommunityschool.org
Computer/Technology	Samantha Morris	smorris@christcommunityschool.org
Librarian	Penny Stanfield	pstanfield@christcommunityschool.org

dmcgee@christcommunityschool.org

Mission Statement

Christ Community School is an independent, interdenominational school, whose mission is to provide a quality academic education, spiritual training and godly discipline which will equip students to love, worship, obey and serve the Lord with their whole heart and life.

Statement of Purpose

The purpose of Christ Community School is to provide a traditional academic education integrated with a Christian world view in such a way that:

- I. God may be glorified and His Son, Jesus Christ, may be made known and accepted as the only way to eternal life, through the power and working of His Holy Spirit.
- II. All the activities of the school through its students, faculty, parent, supporters, and Board of Directors will model God's standards for each of our lives, namely:
 - A. To do what is just,
 - B. To show constant love, and
 - C. To live in humble fellowship with our God.

(Micah 6:8)

Statement of Faith

These statements are to be acknowledged and held in agreement by all associated with Christ Community School.

We believe that the Bible is the only inspired written word of God and is inerrant by His design.

- We believe that God is all powerful and the creator of heaven and earth.
- We believe in a triune God; Father, Son, and Holy Spirit.
- We believe that Jesus is the Son of God, conceived by the Holy Spirit, born of a virgin, that Jesus led a sinless life, that His death on the cross and resurrection paid the penalty for sin and purchased salvation for all who acknowledge Him as Lord and Savior.
- We believe Ephesians 2:8-9 that "It is by grace ye have been saved through faith..." not works.
- We believe the Holy Spirit indwells every believer at the moment of spiritual rebirth and that the Holy Spirit unifies us and enables us as believers to accomplish the will of God.
- We believe that Jesus Christ will literally return to this Earth to claim His own and that unbelievers will be eternally separated from God.

Beliefs about Christian Education

We believe in...

- The Bible as the inerrant inspired Word of God.
- The creation of each person in the image of God, as unique and important to the body of Christ.
- The Christian school, the home, and the church complementing each other in promoting the student's spiritual, emotional, intellectual, and physical growth.
- Providing Christian parents a safe haven for the education of their children.
- Using a curriculum that reinforces Biblical principles and a Christian world view.
- Establishing high expectations in order to challenge students to achieve their full potential.
- Teaching all children at an appropriate level, recognizing each student as an individual, so that each may experience success.
- Teaching Christian character attributes to enable students to learn accountability for their actions.
- Training every student to be a disciple of Jesus Christ.
- Developing our school community through the establishment of Christian fellowship.
- Excellence in all aspects of Christ Community School, doing all things well, and bringing glory and honor to our Lord Jesus Christ.

Foundation of the School

Christ Community School was founded in 1996 as an independent, interdenominational, nonprofit and charitable corporation, incorporated under the laws of the State of Texas, and recognized officially as such by the Internal Revenue Service. CCS is a member of the Association of Christian Schools International (ACSI). CCS is accredited by TAAPS (Texas Alliance of Accredited Private Schools).

FINANCIAL COMMITMENTS

At CCS, we strive to obey God's commands for fiscal responsibility. We offer the best curriculum and programs available and strive for continual improvement while seeking the most economical means of doing so. Christ Community School does not receive funding from local, state or federal taxing authorities. We rely on tuition and the generous gifts of benefactors to meet financial obligations and the educational needs of our students. CCS is a non-profit 501(c)(3) organization. All donations made directly to CCS are tax deductible. Many companies have matching fund policies whereby donations made by employees to non-profit organizations will be matched by the company. Your time to explore this opportunity is appreciated.

CCS has two school wide fundraisers per school year as approved the Board of Directors; one in the fall and one in the spring. Each family is expected to contribute time, financial support and resources as they are able. 100% participation by the school is expected. All fundraising efforts will be coordinated by the administration and with the approval of the Board of Directors.

Fees

There is \$200 application fee. This fee is due at time of application. For new students, there may be a testing fee assessed to determine correct placement within the CCS curriculum. The testing fee is due at the time of testing.

A curriculum fee of \$350 is due upon acceptance of applicant. Curriculum fees cover the cost of all curriculum and supplies for students. All curriculums remain the sole property of CCS.

An activity fee of \$150 is due within five (5) school days of the first day of school. This fee covers the cost of the chapel shirt, spirit shirt, yearbook, and regular field trips. This fee does not cover the field trip to Forest Glen taken by the 4th, 5th and 6th grades. Please refer to field trips for further information about Forest Glen.

All fees are non-refundable.

Student enrollment is not guaranteed until all fees are paid and the tuition schedule has begun.

Tuition

CCS strives to provide a high quality education to each student while keeping tuition rates as low as possible. Tuition rates are established annually by the Board of Directors and apply throughout the entire academic calendar. Tuition may be paid in full by May 1st of the preceding academic calendar or due upon final registration if applying after May 1st. Tuition may also be made in 12 monthly payments through FACTS with the first monthly payment due May 1st of the preceding academic year. Should final registration occur after May 1st of the preceding academic year, tuition will be divided equally among the remaining months. **All tuition payments, in full or monthly, are non-refundable. Tuition and extended care is considered delinquent after 30 days late. After 60 days late, student's enrollment will be jeopardized and student will not be allowed to continue until all monies due have been paid.**

Extended Care

Extended care is assessed on a half hour usage basis. The rate for each thirty (30) minute increment is \$3.25 for one child, \$4.50 for two children and \$5.00 for three or more children of the same immediate family. All extended care bills will be sent monthly and will be due no later than the 10th of the following month.

Should financial concerns arise, please contact the office as soon as possible.

Transcripts, report cards, and permanent files will not be released until all accounts are paid in full. Past due accounts may be cause for dismissal.

All accounts must be paid in full before a student may re-enroll.

GENERAL POLICIES AND PROCEDURES

School Hours

The academic school day begins at 8:00 a.m. each morning and ends at 3:00 p.m. Students arriving after 8:05 a.m. will be considered tardy.

Arrival

Drop off time is between 7:30 a.m. and 8:00 a.m. for all students. All students are to be dropped off in the front of the school and will wait in the designated area until the school day begins. Teachers will escort each group to the appropriate classrooms. Vehicles should follow the car line arrows found on the parking lot pavement. Vehicles will create a single file line in front of the main building. Vehicles will proceed to the unloading/loading zone. Students should exit the vehicle on the right side. Faculty will be on hand to assist students from their vehicle into the school. Students should always walk on the school side of the yellow sidewalk guideline. This helps ensure the safety of every student. There may not be a staff member on duty after 8:00 a.m. at the drop off, so you may need to assist the children out of the car and into the building. **Please do not leave your vehicle unattended in the driveway at any time.**

Students may be dropped off as early as 7:30 a.m. each morning.

Departure

All students are to be picked up using the carline. Vehicles are to enter the parking lot using the two arrows that signify two lines. All vehicles should alternate which line they enter. The two lines create a natural merge where the parking lot curves to the left. Vehicles should alternate turns as they enter the merge. Drivers are requested to be courteous to the other vehicles around them. The carline sign provided to you, which indicates your child's name and grade level, should be placed in the front passenger window. This will allow the faculty to readily identify your vehicle and have your child(ren) ready for you. Vehicles are to proceed to the unloading/loading zone as signified by the numerals on the pavement in front of the school. Vehicles should proceed to the very first number available. At no time should parents get out of their vehicles in carline. Our faculty is experienced in all manner of car seats and will help each child enter the vehicle along with his/her belongings. Car line is not the appropriate time to hold conferences with faculty.

Parents wishing to come into the building to pick up their child should wait until **after 3:15 p.m.** to do so. Parents coming into the building to pick up children should keep in mind that this is not the appropriate time for a conference with your child's teacher. Conferences should be scheduled ahead of time and parents who are attending a conference should check into the front office.

Picking a child up early should only occur for doctor appointments, dentist appointments, etc. Please do not pick your child up early without a valid excuse. This disrupts the end of the class routines of the students and teachers.

Students will only be released to those individuals who are listed on the Child Pick-Up Authorization Form as signed by you, the parent. Persons, other than parents, picking up students will be asked to show identification prior to taking students off of school premises. **Students remaining at school past 3:20 p.m. will be admitted to Extended Care.**

Attendance Requirements

Regular attendance is expected. Regular and punctual attendance at school builds a sense of duty and self-discipline in a student. Students who rarely miss school except for those necessary and unavoidable circumstances are establishing a positive pattern of dependability and faithfulness. Excessive absenteeism places an unnecessary burden upon students and teachers alike, and may have a detrimental effect upon student performance. Any student having more than eight days absent in a given semester will require a family conference with the administration and the teacher. **More than eight absences per semester may put the student's promotion and/or eligibility for reenrollment at CCS to the next grade level in jeopardy.**

Excused Absences

Whenever a student is absent from school, please call the office between 8:15 a.m. and 9:00 a.m. informing the school of the absence. A written note should be sent with the student upon returning to school stating the reason for absence (see Make-up Work section).

There are two categories of excused absences.

1. Parent/Guardian or physician excused absences. These are absences for the following reasons: student illness, serious illness or death in the student's immediate family, doctor or dentist appointment, or weather or road conditions making travel dangerous.
2. Pre-arranged excused absence: These are absences that may be given approval in advance by the administrator. All students should avoid missing any days prior to the ending of a semester and special permission will not be granted in most cases. Pre-arranged absences will need to be secured by turning in a request form to the office at least 10 days in advance of the absence. In most cases, students will be required to turn in schoolwork or take tests in advance. Other work will be required upon returning.

Unexcused Absences

These are absences that have been counted against the student and have been deemed to have no legitimate reason. Students will receive no credit or zeros for work missed during an unexcused absence. Teachers may require students to do the work for no credit (see Make-up Work section).

Half-Day Absence

A student arriving after 10:00 a.m. will be counted as absent for one-half day. A student leaving before 1:00 p.m. will be counted absent for one-half day.

Tardy to School

Students who are late to school create a disruption for the teacher and the class at the start of the day. Tardiness is recorded on the student's report card. School begins at 8:00 a.m. and students arriving after 8:05 a.m. will be required to stop by the office to receive an admit slip. Please know that oversleeping, late start, etc., are not valid reasons for excused tardies. Five unexcused tardies is considered excessive in a nine-week grading period. Excessive tardies will cause the student a loss of privileges such as, but not limited to:

- Loss of Perfect Attendance
- Zeroes/no credit for any missed work and loss of opportunity to make-up the work
- More than 18 unexcused tardies in one school year *will put the student's enrollment in jeopardy and/or could cost the student the privilege of re-enrolling the following school year.* Notification of such jeopardy will be sent to parents after ten unexcused tardies and a meeting with an administrator will be called.
- **There will be a \$5.00 charge (per student) for each tardy, after a student has reached the maximum number of tardies per nine week grading period; 6 unexcused tardies** (according to the atomic clock located in the foyer). Report cards and school records will be held until the assessed fees have been paid. A form will be sent home in the student's folder that must be initialed by the parent and returned to the main office.
- In the event of inclement weather or traffic delays due to automobile accidents, the Principal will use discretion in making exceptions.

Closed Campus Policy

Christ Community School has a "closed" campus. This means that students may not leave the campus until the regular dismissal time. If a student must leave early for any reason, the person picking him/her up must come to the front office and sign the student out. If anyone other than the parent is picking up the student, a note from the parent must give written permission for the child to leave with that person. Identification will be requested from any person unknown to school personnel.

Extended Care (After School)

After school child care (Extended Care) is provided for students three years old through sixth grade. Extended care will begin on the first day of school and will be offered each academic day, unless otherwise noted. Extended Care will not be offered on early dismissal days. All students must have the appropriate form complete in the school office authorizing the use of Extended Care even if it is not utilized during the year.

All students still on campus after 3:20 p.m. will be admitted to Extended Care. Extended Care will end at 6:00 p.m. A late fee of \$5.00 per minute will be assessed for students not picked up by 6:00 p.m. Parents or authorized persons must enter the building to sign out students attending extended care.

During Extended Care, students will be provided time to play, work on homework and a snack. Students will receive refreshments and a snack. Students will be expected to conduct themselves appropriately. If a student has repetitive behavioral issues in Extended Care, he/she will not be permitted to return to Extended Care.

Extended Care is assessed on a half hour usage basis. The rate for each thirty (30) minute increment is \$3.25 for one child, \$4.50 for two children and \$5.00 for three or more children.

All Extended Care bills will be sent monthly and will be due no later than the 10th of the following month.

Note: **The school office hours are 8:00 a.m. to 3:30 p.m.** Persons needing to contact Extended Care Coordinators should use one of the following phone numbers: (281) 701-4279 for Mrs. Henry or (936) 499-8292 for Mrs. Stevenson.

Student Information

All student information, grades and records are confidential information. All persons coming into contact with student information will be expected to maintain all levels of confidentiality.

Change of Information

Please keep the office informed of any changes in student information, such as business and home phone numbers, addresses, emergency information or medical information.

If parents are going out of town, please notify the office and the child's teacher providing the names of who will be responsible for the child.

Insurance

The school carries insurance covering any accident at school, as well as at any school-sponsored activity. The school insurance is considered a secondary policy and is only used if the family does not have insurance.

School Closings

The school will follow Conroe ISD when it comes to school closings for inclement weather. Listen for school closing announcements on the following radio stations: KHCB 105.7 FM, KTRH 740 AM, KSBJ 89.3 FM and television networks: ABC, CBS, NBC, and FOX.

Student Messages

Only emergency messages will be delivered to students during class. Parents should call the office if there is an emergency. Arrangements for after-school activities are **not** considered an emergency. Please make sure your child knows about such arrangements before he/she comes to school in the morning. Non-emergency messages are delivered at the last period of the day.

Telephone Usage

Students will be permitted to use the office telephones only in cases of emergencies. Forgotten homework, lunches, etc., are **not** considered emergencies.

Transportation

All students participating in school events away from campus will ride in vehicles driven by parents. All drivers must be at least 21 years of age and hold a valid Texas driver's license and liability insurance. Vehicles must have seat belts for all occupants. Copies of the driver's license and insurance must be on file in the office **at least two weeks prior to driving for any school trip.**

If more than one vehicle is being used, drivers are expected to caravan to the destination. All drivers are required to drive safely, abide by all traffic laws, and stay within the posted speed limit. All drivers are expected to comply with the chaperone guidelines (see chaperone guidelines, p. 37) while accompanying children.

Visitors/Parents on Campus

We are grateful to our parents and recognize and appreciate the many contributions they make to the success of CCS. However, for the safety of our children you are asked to comply with the following:

- ALL parents must sign-in with the front office when entering the main building. A valid driver's license must be presented in order to receive a label identifying them as a campus visitor. Exceptions to the sign-in procedure are programs or performances involving the entire school such as Grandparent's Day or chapel. Students should not invite visitors to school. Only prospective students with parents may visit the school.
- Do not enter classrooms (modular or main building) during instruction periods for *any reason*.
- Do not walk tardy students to class (modular or main building). Office personnel will be available to assist in these matters.
- Do not retrieve students early from class (modular or main building). Office personnel will be available to assist in these matters.
- A safety line has been provided on the walkway adjacent to the building. Students must walk on the building side of this line. Parents are asked to do so also, thus providing a good example for their children.

Parking

For the safety of our children, please DO NOT use the drive-thru between the hours of 8:30 a.m.– 2:45 p.m., Monday – Friday. Please park and walk to the main building.

Animals on Campus

For the safety of our children, no animals are allowed on campus before, during, or after school. Special permission may be granted by an administrator for Show and Tell purposes (Pre-K and Kindergarten only).

STUDENT LIFE

Academic and Fine Arts Competitions

The school participates in various student academic and fine arts competitions. Prior to most competitions, in-house competitions or tryouts will be conducted at school to determine those who would best represent the school. Students who are selected to go to the competition will have one week to agree to participate in the ACSI district competition. Students who accept the selection will be expected to follow through and engage in any further preparation in the weeks prior to the competition.

Birthday and Outside Parties

All parties and special occasion parties (Special Holidays, Last Day of School, etc.) must have the permission of and be coordinated through the classroom teacher. Teachers will provide an approved list of class parties along with the dates.

Students may bring a special treat for their birthday to share with members of their class. These treats may be shared with the class either during the last few minutes of school or during the class lunch period. The appropriate time will be determined by the classroom teacher. **Pre-K through first grade students are asked to only bring cookies as other treats require an inordinate amount of time for cleanup.** Teachers will select an alternative time to celebrate students having summer birthdays. Parents should coordinate with the classroom teacher to select an appropriate time. Activities such as singing telegrams or other disruptive deliveries are not permitted at school. Invitations to personal birthday parties should be mailed unless each member of the class is invited to attend.

Chapel

Chapel will be held for all students on Wednesday mornings at 9:00 a.m. Parents are encouraged to attend. Chapel time is 9:00 – 9:30 a.m.

Character Awards

In keeping with the school's desire to honor Christ and Christ-like behavior, character awards will be given to deserving students during Chapel. These students will be selected by the principal and the parents will be notified in advance in order to allow them time to make plans to attend.

Field Trips

Trips to interesting places in the community and surrounding counties are a vital part of the instructional program at CCS. Parents are notified in advance of field trips their student will take. Parents must sign a permission slip for each field trip in order for students to participate. Students will participate in two field trips per year, one per semester (excluding Pre-K). Parents wishing to attend must pay the field trip fee (dependent on destination) one week **prior** to the trip. Payment may be due earlier as dictated by the destination guidelines. Any expenses incurred as a result of participating in a field trip or other school function will be the sole responsibility of the parent. **ALL** volunteer drivers **MUST complete an authorization form** (Affidavit for Applicant for Volunteering within a licensed Child Care Operation) **allowing CCS to run a routine background check on them and must be fingerprinted.** If you intend to be a designated driver on field trips, be sure that this form has been completed as soon as possible. Forms are available in the main office.

Forest Glen

Forest Glen Camp is a longstanding tradition for our 4th, 5th and 6th grade students at CCS. The field trip to this camp allows 4th, 5th and 6th grade students to develop a personal relationship with God, promote teamwork and unity among their peers, as well as provide an opportunity for leadership. Additionally, academic learning is enhanced through scientific exploration of nature and science experiments.

Library

Each class in school has a scheduled time in the library each week. Students are permitted to check out one book per week. If a book is lost or damaged, the student will be required to replace or pay for the book. Library privileges may be suspended if books are not returned.

Lost and Found

To help eliminate items being placed in lost and found, please write your child's name in each of his/her garments. Items that are found at school will be placed in the Lost and Found basket. Every nine weeks, items in Lost and Found will be displayed in the foyer and those items not claimed will be donated. Students are encouraged to claim belongings as soon as possible. If students find money on the campus, they should bring it to the office and the Receptionist will record his/her name. If the money is not claimed within one week, the money will be returned to the student who found the money.

Lunches and Snacks

Students will need to bring their lunches from home unless parents choose to participate in our optional lunch program. Hot lunches may be purchased in advance by using the menu order form provided several weeks prior to the next month. Orders may be made on a monthly basis and must be **paid in advance**. Menus are distributed via email and through Parent Web, and must be returned by the deadline stated on the menu. Please pay close attention to deadline dates, as **no exceptions** can be made. Due to arrangements made with the caterer, no refunds can be given.

Parents should provide a healthy snack for their child each day. Times for snacks will vary depending on class.

Students will not be allowed to share food with others due to unknown ingredients in many foods and food allergy considerations.

Students are not to have open drinks in the foyer before or after school. Breakfast items are to be eaten before students arrive to school. Water may be consumed in the classroom as directed by the teacher.

Lunch is served from 11:00 a.m. to 1:00 p.m. The lunch schedule is as follows:

- 11:00 – 11:30 a.m. – 3rd – 6th grades
- 11:30 – 12:00 p.m. – 1st – 2nd grades
- 12:00 – 12:30 p.m. – Pre-K 5 Day - Kindergarten
- 12:30 – 1:00 p.m. – 3 yr. olds – Pre-K 3 Day

Note: MDO has lunch in the classroom.

Programs and Performances

The school generally presents two major musical programs during the year produced by the school's Fine Art's Department. Students in Pre-K – 6th grade are featured in at least one of the programs. These performances are very special for all involved in the school and usually take place in the evening after school hours. While most practices are held during the school day, it may be necessary to have some rehearsals after school. With advance notice of times, the school would like to solicit the cooperation of parents and students to ensure the success of these programs. If your child is absent from these major performances for reasons other than health or family emergencies, he/she will have 10 points deducted from their music nine-week class grade, which will be reflected on their report card.

Sexual Harassment

All staff and students are strictly prohibited from engaging in any form of sexual harassment. Sexual harassment is defined as requests for sexual favors, sexual advances, and other visual, verbal or physical conduct of an inappropriate sexual nature. Undesirable sexual behavior of this type can consist of a wide range of conduct.

Violations include:

1. Physical contact such as touching, assaulting, impeding or blocking movements.
2. Unwanted sexual advances or propositions.
3. Verbal or written conduct such as making or using derogatory comments, epithets, slurs or jokes.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures.
5. Verbal or written abuse of a sexual nature, graphic comments about an individual's body, sexually demeaning words used to describe an individual, obscene letters, notes or invitations.

Any form of sexual harassment is prohibited. Any person who has been subjected to or who observes conduct of a harassing nature is expected to promptly report the matter to the Principal. Complaints will be promptly investigated. The investigation will be discreet and protection of the privacy of parties involved in any complaint will be essential. However, the school reserves the right to fully investigate every complaint, to notify a student's parent or guardian and appropriate government officials as circumstances warrant. It is against school policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in an investigation. An exception may be considered if malevolent and slanderous, false testimony can be ascertained.

Child Abuse/Molestation

Any suspicion of child abuse or molestation will be reported to the Texas Department of Family and Child Protective Services as required by law. CCS will assist law enforcement in prosecuting sexual abuse cases.

ACADEMICS

Christ Community School, in keeping with its mission statement, will do all that is possible to produce a high quality academic program, while not being academically exclusive. CCS recognizes that students come to the school with different abilities, gifts and talents, and the school will strive to challenge and develop each student that is admitted. Christian publishers produce a majority of the school's curriculum. Class sizes will be limited to assure that each student will receive the attention needed to succeed (I Pet. 3:15, II Tim. 2:15, I. Thes. 4:11, Prov. 2:10-11).

Achievement Testing

All students in kindergarten and above will take the Stanford Achievement Test (SAT) in April of the school year. The SAT is used to demonstrate knowledge of concepts taught. Testing is generally conducted during the morning hours for three to five days of the testing week. Test results are usually sent to the school during the summer months. Test results will be mailed to parents as soon as they are available. Students in grades three and five will take the Otis-Lennon (OLSAT) test which determines ability levels. The scores derived from standardized testing are used to drive curriculum and instruction. This assists the administration and teachers in creating a better program for the student body.

Assignment Books

The school provides assignment books for students in second grade and above. Students are required to record all daily and long term assignments in the assignment book. Students who lose their assignment book will need to purchase another from the school as quickly as possible.

Bible Class

It is an honor and a wonderful privilege that CCS has in that its teachers and staff can teach from the Bible. Each student enrolled in CCS will participate in Bible class Monday through Friday. Bible is held at the beginning of each day. We use the nondenominational ACSI Bible curriculum and teach from the New International version of the Bible. Corporate Chapel is held each Wednesday at 9:00 a.m. We invite families to attend. Chapel is a time of praise, worship and a Bible lesson.

Conferences

We desire every child to experience levels of success. Student success depends of the teamwork between the student, parents and teacher. Frequent communication between parents and teachers is encouraged. Email is an effective and efficient means by which to communicate, however there may be times when a face to face meeting would be best. Parents may request a conference at any time. Teachers welcome such opportunities and will meet with the parents during their conference period or after school. The school provides one day after the first reporting period for parent/teacher conferences. If you need to contact a teacher, please call the office or use the email list provided in the front of this manual. Please know that teachers will not be taken out of class to answer a phone call. Parents are asked to refrain from calling teachers at home.

Academic Expectations

Students are expected to complete all assignments to the very best of their ability. All class work and homework papers are to have the proper heading and should be completed according to the specific guidelines of the teacher and turned in on time. Points will be taken off the earned grade for not meeting these expectations.

GRADE REPORTING PROCEDURES

Grading Scale for Pre-K and Kindergarten

E – Excellent grasp of concept
G – Good grasp of content
S – Progressing Satisfactorily
N – Needs Improvement
U – Unsatisfactory progress
N/A – Does not apply at this time

Grading Scale for Kindergarten Math

E – 100-93
G – 92-85
S – 84-76
N – 75-70
U – 69 and below

Grading Scale for Grades 1-6

A – 100-93	Excellent
B – 92-85	Good
C – 84-76	Satisfactory
D – 75-70	Needs Improvement
F – 69 and below	Unsatisfactory

Conduct Marks for all Grades

E – Excellent
G – Good
S – Satisfactory
N – Needs Improvement
U – Unacceptable conduct that must improve or student may forfeit his/her privilege of enrollment

Grade Definitions

Grade	Meaning
A	Excellent: Responsibilities carried out in an exceptional way, prepared in a logical, clear manner; given only for highest achievement and quality.
B	Above Average: Preparations and presentations consistently and distinctly superior; shows initiative and thoroughness; given for performance of high quality and well above average work.
C	Satisfactory: The basic essentials and requirements in quality and quantity; student has met an acceptable standard indicative of the average student.
D	Just passing: Class performance falls below the accepted standard, yet it is deserving of credit for the course
F	No credit is given.

- I** **Incomplete:** Given when work is not completed because of an excused absence, usually illness, or if the teacher has extended the time for incomplete work. The teacher is responsible to give a permanent grade after a reasonable and agreed upon make-up period.
- M** **Modified:** Denotes a change from the regular content or assignments; modifications will only be used when a specific need is identified; teachers will be responsible for making the appropriate modifications; parents will be informed if there is modification of subject content that the student is to complete.
- X** **Ungraded/Not offered at this time:** The content was not graded or offered during this grading period.

Report Cards

Report cards are posted at the end of every nine-week grading period. Parents can expect to review report cards on the first Friday after the end of the grading period as noted on the school calendar.

Progress Reports

Progress reports will be posted mid way through each nine week grading period.

Student Recognition

Honor Roll Determination

Student achievement and character qualities will be recognized each 9 week grading period. Annual awards will be given out at the end of the year during awards ceremonies for the various grade levels.

A Honor Roll

A student must have all A's (93% or above) in all core subject areas during the nine week grading period.

A/B Honor Roll

A student must have all A's and B's (85% or above) in all core subject areas during the nine week grading period.

Core Subjects: Reading , Language, Math, Science, Social Studies and Bible

Citizenship Honor Roll

A student must have all E's or G's in conduct to qualify. Conduct grades in ALL subjects are to be used in this determination.

Perfect Attendance

A student must not have missed any whole day from school and may not have more than **three unexcused tardies in the nine weeks**. Students who are habitually late will not qualify.

Homework

Homework will generally be assigned as needed by individual classes. Students may be assigned light homework on Wednesday night and on the weekend. It may also be expected that students spend some weekend time doing long term projects. All assignments are expected to be turned in on time. Ten points will be taken off for each day an assignment is late. It is the objective of the school not to conflict with church or family time as much as is possible.

Suggested Homework Time Guidelines

Kindergarten	15 – 30 minutes
Grades 1-2	20 - 40 minutes
Grades 3-4	30 - 45 minutes
Grades 5-6	45 - 60 minutes

Note: If there is unfinished class work, homework may take longer than guidelines. Many students complete much of their homework at school and, therefore do not have as much when they get home. Since students all work at a different pace and have differing abilities, there will be deviations from this guideline. This is meant to be for the average student. If time far exceeds these guidelines, you may want to schedule a conference with your child's teacher.

Make-Up Work

When a student is absent from class, regardless of the reason, it is a collaborative effort between the student and teacher to make arrangements to make up missed assignments and tests.

Teachers should provide reasonable assistance to the student so they know what was missed and when it is expected to be completed. Parents should be notified if a test is missed. All absences fall into two categories: (1) Excused and (2) Unexcused.

1. Excused absences permit the student to submit all assignments prior to the absence. In case of an illness, a teacher will permit the student to make up all work without penalty, provided it is completed within the stated time limit, which is the number of days absent plus one. If the assignment or test missed was previously announced, it must be completed as soon as possible or the next day in attendance after the absence. In some cases, with the consent of the teacher, alternate plans may be arranged. If the excused absences occur on consecutive days, the student will have that many days plus one to complete assignments. (For example: A student who is absent three consecutive days is permitted four days to complete assignments.) This does not apply to long-range assignments or routine weekly tests. (For example: Thursday vocabulary tests.)
2. Unexcused absences result in the loss of an opportunity to make up any missed work. All missed assignments and tests will receive a grade of zero. Work that has been missed while on suspension must be completed during the suspension. Tests missed while on suspension will be made up on the day the student returns to class. If a teacher perceives that as a result of the suspension the student has gained an advantage, the teacher may adjust the assignment or test accordingly.

Homework requests must be made 48 hours in advance for planned excused absences. These requests must be made in writing directly to the school office stating for which days needed.

Tutoring

Students are provided tutoring twice a week at the teachers' request. Teachers will notify parents of students in need of additional instruction time and a tutoring schedule will be created to accommodate students' needs. Tutoring will be held from 3:30 p.m. to 4:00 p.m. on the days assigned, unless otherwise arranged by the student's teacher.

Promotion Guidelines

In Pre-K and K, students must demonstrate **both maturity and ability** to proceed to the next grade level. In grades 1 - 6, an academic grade of 70 or better is required to pass. In grades 1 - 6, a student will be retained if they fail one of the core subjects: reading, language, mathematics, science or social studies or receive D's in two of those subjects.

Textbooks and Materials

A student at Christ Community School is loaned textbooks for his/her use during the school year. These books belong to the school and must be respected as borrowed property. All non-consumable books must be covered.

A student should put his/her name in the front of each book, as instructed, as soon as it is issued.

Teachers will note the condition of the book when it is loaned and when it is returned. The student will be charged for lost books or for excessive wear or damage due to negligence.

Students should be instructed not to write in any non-consumable text.

Academic Communication

Each student in grades Pre-K – 3rd grade will have a daily folder sent home. Students in grades 4-6 will have a binder that should go home daily. This folder or binder will contain all graded work, communications to/from the teacher, communications from PTF and communications from the administration. It is important that parents check this folder daily and take any appropriate action that may be required. Additionally, teachers and administration will post information on Parent Web. Teachers are required to post the week's assignments on Parent Web by Sunday evening of the week. It is the parent's responsibility to check Parent Web on a regular basis. If a teacher makes any changes to the week's posting, they will communicate that change with the parents via email.

STUDENT DRESS CODE

The Dress Code of CCS is in place to provide its students with minimum guidelines for dress and appearance. We, as Christians, need to put on the "garment of holiness."

All students are to dress in a modest and appropriate manner befitting a Christian. Anything that draws unnecessary attention to oneself is not considered modest.

Students who dress neatly and modestly tend to behave better and are exhibiting the positive character qualities of submission, propriety, and orderliness. Our desire is that all students stay focused on the Lord, their schoolwork, and their own conduct.

It is expected that all students dress well within the minimum guidelines set forth. Parents are expected to see to it that their child is dressed properly before arriving on the school campus in the morning and **students may not change out of uniform before leaving campus at the end of the day.**

May the following scriptures guide us in our acceptance and compliance of the dress code:

“Rather, clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature.”

Romans 13:14 (NIV)

“Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day.”

2 Corinthians 4:16 (NIV)

“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight.”

1 Peter 3:3-4 (NIV)

Violations of the Uniform Dress Code

It is the parent's responsibility to make sure their student is in dress code when coming to school. Violations of the dress code fall on the parents. Violations of the dress code will result in loss of privileges.

If a student is in doubt as to whether a garment is appropriate, he or she should check with the administrator **before** wearing the item to school.

Any classes missed as a result of the dress code violations will be considered unexcused absences. Continued violation of the dress code may be cause for dismissal.

The administrator is the final authority in any questionable situation.

Parents are expected to dress in an appropriate manner when on the school campus, particularly when entering the building for any reason. This would include visiting for lunch, office business, teacher conference, parties, etc.

Chapel and Special Dress Code

The "Chapel" Uniform is to be worn for all chapels, special events, academic competitions, and other days as specified by the Administrator. Parents will be notified by the classroom teacher as to the proper dress for field trips. The appropriate dress will be determined by destination.

Boys:

- CCS insignia shirt – burgundy with white insignia (polo style or rugby)
- Navy pants or shorts
- Navy or white socks

Girls:

- CCS insignia shirt – burgundy with white insignia (polo style or rugby)
- Navy pants, shorts, skort, or skirt
- Navy or white socks or navy tights

General Uniform Regulations

All clothing should be clean, neat and in good repair. All emblems and/or insignias not related to Christ Community School are prohibited.

Shirts:

- All shirts must be tucked into bottom garments at all times during the day
- Students may wear solid color “polo style” collared knit shirts (short or long sleeve with no emblems). Shirts that look faded are not permitted
- During colder months, solid color turtleneck shirts are permitted

Pants:

- Navy or Khaki twill or chino style with or without pleats
- No cargo or carpenter style will be permitted
- Pants may be with or without cuffs
- Pants may or may not have belt loops; if belt loops are present, please refer to the section on belts
- Elastic waist pants are recommended for students in Pre-K and Kindergarten classes

Shorts:

- Navy or Khaki twill or chino style with or without pleats
- No cargo or carpenter style will be permitted
- Must come within two inches (2”) of the top of the knee
- If belt loops are present, please refer to the section on belts
- Elastic waist shorts are recommended for students in Pre-K and Kindergarten classes

Skirts and Jumpers:

- Girls may wear skirts, skorts and jumpers in navy or khaki
- Girls must wear bicycle type shorts or tights under skirts and jumpers at all times
- Skirts, skorts, and jumpers must come within two inches (2”) of the top of the knee

Sweaters:

- Students may wear solid color pull-over style, solid weave or cable, v-neck or crew neck sweaters during the colder months over a knit or turtleneck shirt. Land's End provides a nice selection that will meet the dress code.
- Students may wear navy cardigan style sweaters – plain, no adornments such as ruffles, etc.

Sweatshirts:

- Students may wear any style CCS sweat shirt as purchased through the office. These are the only sweatshirts that may be worn on campus.
- Sweatshirts must be worn over regulation shirts

Socks:

- Socks must be of ankle height, solid color
- Girls may wear solid color tights or knee high socks in the colder months in navy, white or ivory

Shoes:

- All shoes must be athletic style with rubber soles
- Girls may wear Mary Jane style shoes that have rubber soles
- Shoes must be well fitting, closed toe and heel
- NO sandals, clogs, flip-flops, galoshes or boots may be worn
- Velcro shoes are recommended for Pre-K and Kindergarten students
- Shoes with laces must be kept tied at all times

Belts:

- Boys and girls in grades 1-6 are required to wear a belt if belt loops are present.
- Boys and girls in Pre-K and Kindergarten are **not required** to wear a belt at any time.
- Belts should be black, dark brown or navy blue leather type with **no** large belt buckles.

Hair and Accessories:

- Boys must keep their hair neat, clean, above the eyes and collar, and no longer than mid-ear on the sides; no extreme hairstyles
- Girls must keep their hair neat and well groomed; no extreme hairstyles
- No hair coloring or highlighting is permitted
- Girls may wear small stud style earrings; boys are not permitted to wear earrings
- Jewelry, other than religious necklaces, is not permitted; if a student wears a religious necklace it must be worn under their shirt.
- No temporary or other tattoos.

HEALTH POLICIES

At CCS, we promote good hygiene and a healthy environment; however it is not possible to prevent every case of illness.

Health Services

The office staff will administer minor first aid. Moderate injuries will receive first aid by the office staff; or if more severe, emergency services of the city will be called. A parent is required to submit a notarized Health Form from which the school would acquire phone numbers for the physician in the event parents cannot be reached and obtain emergency treatment from the hospital. **The information on this form must be kept current.**

Illness

Parents are asked not to send a child to school that appears to be ill, with or without a fever. If your child is out sick, please call the school office each day between 8:15-9:00 a.m. **A written note on the first day that the absent student returns is required.**

No student with a fever above **99.5** degrees will be allowed to remain in class. Any rashes or eye infections may require a child to be sent home when there is a question of contagion. A student may return to school when a physician states he/she is no longer contagious, when symptoms disappear, or the child has been **free of fever for 24 hours.**

Medications

No student may carry medication on their person. All medications (over-the-counter or prescription) must be kept in the school office. In order for a student to receive medication of any kind at school, including prescription and/or over the counter medication, the medicine must be provided by the parent, in the original container, accompanied by a Parent Authorization for Medication Supervision Form.

Please Note: Students will NOT be administered any medication while at school, including pain relievers, such as Tylenol or Advil, unless the medication is provided by the parent and accompanied by the Parent Authorization for Medication Supervision Form. All medicine must be in an original container, and may only be administered as directed. All medication must be labeled with the student's first and last name.

Students who need to carry inhalers on their person must bring a note from a physician stating that the student needs immediate access to his/her inhaler. The student must carry a copy of the physician's note along with the inhaler.

CCS, its board of directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.

P.E. Excuses

A student must have a doctor's note to be excused from participation in regular P.E. classes. If a student does not have the required note or permission from the Administrator, he/she will be expected to attend and participate in all activities. A note from home will be acceptable as an excuse from P.E. if the student is recovering from an illness. If it is obvious that a student is ill, the student will be allowed to go to the office to sit out and a parent will be called to pick him/her up from school. This will not be allowed to become habitual.

Hearing and Vision Screenings

CCS conducts hearing and vision screenings as required by the Texas Department of Health. Hearing and vision screening is required for new students and students in pre-k, kindergarten, first, third and fifth grades. Parents will be provided written notification if a student has been referred to a professional for further evaluation.

Communicable Childhood Diseases

A student having one of the following diseases (including but not limited to) must have written consent from either a physician or the Health Department to return to school:

- Chicken Pox
- Measles
- Mumps
- Whooping Cough
- Pneumonia
- Pink Eye
- Hepatitis A
- Bacterial Meningitis
- Impetigo
- Ringworm
- Pinworms
- Scabies

A student having one of the following conditions must submit written parent/physician statement indicating that the condition has been treated and is no longer contagious; head lice, strep throat, scarlet fever, or viral meningitis.

STUDENT CONDUCT AND DISCIPLINE POLICIES

A prime responsibility of Christ Community School (CCS) is to establish and maintain an environment which affords the best opportunity for each student to learn in a Christian atmosphere. Good conduct is essential for the welfare of the student, as well as the entire school. We seek to encourage and develop self-discipline, which is necessary in the maturing process. In order to accomplish this, the school and the parents must work together in a partnership. Positively, the school hopes to cooperate with the home in forming good habits in the students such as:

1. Respect and obedience toward authority (Heb. 13:17).
2. Responsibility for one's actions and expected tasks (Prov. 13:19).
3. Reverence for God (Ps. 63:1, 2).
4. Cooperation with others in playing and working (Ps. 101:2a).
5. Gratefulness in attitude and action (I Thess. 5:18).
6. Courtesy and respect for others, including students, teachers and visitors (I Cor. 13:5).
7. Cleanliness in person and property; respect for the property of the school, and for others (I Cor. 14:40).
8. Truthfulness and honesty in word and life (Eph. 4:25).
9. Promptness in attendance and in assignments (Col. 3:23).
10. Moral conduct in respect to recreation, relationships & language (Phil. 4:8).

BULLYING

Definition

Bullying is defined by state law as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by a chaperone and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

(Act of June 17, 2011, 82th Leg., R.S., H.B. 1942, §7)

Conduct is considered bullying if it (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (2) interferes with a student's education or substantially disrupts the operation of a school.

(Act of June 17, 2011, 82th Leg., R.S., H.B. 1942, §7)

Christ Community School prohibits bullying as defined by state law. CCS also prohibits retaliation against anyone who makes a bullying complaint.

BULLYING PREVENTION AND INTERVENTION

Student

Student strategies to prevent bullying

- Choose to not participate in bullying behaviors.
- Report any incidence of bullying to a teacher or administrator.
- Practice skills and strategies to take a stand.
- Encourage your friends and classmates to take a stand against any bullying they observe.

- Take an individual stand.
- Be friendly toward another student that is a target of bullying.
- Be a friend to new or needy students.
- If you hear bullying, change the conversation or help the student being bullied walk away from the situation.

Student strategies if you are being bullied

- Walk away with confidence, even though you may not be feeling it at the moment.
- Be calm.
- Use appropriate language.
- Do NOT argue or fight back.
- Have friends around and stay in safe places.
- Tell a responsible adult that you trust (parent, teacher, administrator).
- Keep telling until the bullying behavior stops.

Parent

Parent strategies to prevent bullying

- Teach your children to respect others and their differences.
- Model respectful behavior
- Use the “teachable moments”. When watching TV, or witnessing an event in public that is clearly bullying, talk to your child about that incident. “How would you feel?” “What could you have done?” “Why is this not a good (nice) way to behave?”
- Let your child know that inexcusable behavior by others (other children or even adults) is NOT an excuse for their bad behavior.
- Teach empathy. “How do you think that person feels?” “Why?” “Would you want someone to treat you or members of your family or your friends that way?”
- Talk with your child about what is appropriate and inappropriate behavior when using communication and information technologies.
- Be aware of your child’s time on the computer and cell phone and the web sites he/she visits.

If your child is being bullied

- Help him/her learn coping skills.
- Alert the school if it is happening on campus.
- Continue to monitor what is happening.
- Help your child understand the need to tell.
- Don’t let fear of retaliation keep you from reporting any incident.

School

If bullying or harassment is suspected and/or reported

- School staff takes appropriate action to investigate or otherwise determine what has occurred. The specific steps of the investigation will vary depending on the nature of the allegations, the source of the complaint, the age of the students involved, and other factors including the availability of staff to investigate the complaint.
- The inquiry should be prompt, thorough, and impartial.

If school staff members believe bullying or harassment has occurred

- If an investigation reveals that discriminatory action has occurred, a school should take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring.
- Appropriate steps to end harassment or bullying may include separating the accused harasser and the target, provide counseling for target and/or harasser, and/or taking disciplinary action against the harasser.

GENERAL SCHOOL RULES

1. Prohibited Items: Cell Phones, CD's, radios, CD players, I-pods, electronic games and magazines of any kind are not allowed on campus, except for a specific class project, with teacher approval. Students should not have in their possession at school any item that would contain lewd, vulgar, or satanic looking pictures, graphics, or symbols. Toys should not be brought on campus unless special permission is obtained from the teacher. CCS is not responsible for the loss or damage to any item brought to school.
2. Students are not to chew gum on school property.
3. Students are to speak to peers and all adults with a respectful tone and attitude. Good manners are expected at all times. Students should respond to faculty and staff with "Yes, Ma'am", "No, Ma'am", "Yes, Sir", "No, Sir".
4. The use of vulgar, obscene, or profane language will not be tolerated, this include using the Lord's name in vain.
5. Students are not allowed to leave the school during the day for any reason without special permission from the Administrator.
6. Students should keep their hands off others, including pushing, hitting, holding, wrestling, horseplay, etc.
7. Students should never tamper with another child's desk, backpack, purse, billfold, or locker.
8. Food is not to be taken out of designated food areas. Students are not to eat or drink during class. Food or drink not finished at lunch should be kept in a bag or lunch box and taken home or thrown away. Each student is responsible for properly disposing of his/her own trash at lunch.
9. The use of tobacco, alcohol or drugs, either at school or outside of school, is grounds for suspension or expulsion.

EXPLANATION OF DISCIPLINARY ACTION/CONSEQUENCES

The following list of disciplinary actions taken by school officials ranges in order of severity from low to high. Generally, this procedure will be followed, but this does not imply that the steps must be administered in this sequence, or that every situation is treated identically. The Administrator is given the authority to deal with each disciplinary situation on an individualized basis. All disciplinary actions taken will be documented in the teacher's log and/or recorded in the student's file. As God the Father disciplines in love, so the staff of CCS will endeavor to discipline in love. The child who learns obedience to parents and teachers is developing a character quality, which prepares one for adulthood, and encourages obedience to God.

The school and the home must be parallel in disciplinary outlook for the moral training to be effective. Only philosophy and practice based on the revealed Word of God is acceptable. Some guidelines as we build toward the outlook are:

1. The responsibility and authority to discipline come from God. (Ephesians 6:1-4)
2. Discipline has moral content, the foundation of which is our responsibility to God and the revelation of His standard of righteous conduct. It is both positive and negative. (Hebrews 12: 6, 7,11)
3. Christian love is at the heart of all discipline. The tough side of love, correction and consequences, is an essential part of the firmness of love. They must be balanced. Firmness

minus love becomes harsh, while love without firmness becomes sentimentality. Both produce errors instead of solving problems. (Proverbs 3:11-12)

Informal Talk

A school official, usually the teacher, will talk with the student and attempt to reach an agreement on how the student should behave.

Minor Penalties

A school official, usually the teacher, will administer one or more short term penalties, such as a loss of classroom privileges, work details, time out, detention, etc.

Detention

Detaining the student after school with parent notification. This consequence will be enforced by an administrator. Students who fail to report for detention will be assigned double detention. Detention will be from thirty to forty-five minutes. Students in detention will be given assigned work to do. It is not a time for working on that night's assigned homework, although previously incomplete work may be the detention assignment. Lunch detention is when a student is required to eat his/her lunch alone and is not allowed to talk or play with classmates during that time. The student may also be required to do school work upon completion of lunch.

Parent Conference

One or more school officials, usually the teacher and Administrator, hold a formal conference with the student and his/her parents. The student must agree to correct the questionable behavior and parents need to help enforce. The agreement will be recorded and a copy made for the parents.

Parent Involvement

Parents are notified directly. A conference may or may not be conducted with the student and the parents, depending on the situation. The student must agree to correct his/her behavior. Parents need to help enforce.

Behavioral Contract

The student agrees to correct his/her behavior by signing a contract that clearly defines the desired behavior expectations.

In-School Suspension

The student is not permitted to attend one or more classes, but must remain at school and/or receives appropriate disciplinary actions such as loss of school privileges, or detention. Parental involvement may be required.

Restitution

The student is required to return property or goods to the rightful owner and/or provide a fair compensation for the loss, damage, or defacement of the property. Parental involvement is required.

Suspension from School

The Administrator informs the student, parents, or legal guardian of the suspension, including instructions regarding the suspension process. Parents are requested to come to school. Suspensions may be short term (from one day to five days), or long term (five or more days).

Any class work and/or homework missed due to suspension must be complete during the suspension period

Probation

Probation is invoked when a student has serious academic, attitude or behavior problems, to give the student an opportunity to correct this problem. It is instituted only after consultation and counseling with the student, parents and faculty, and may not last for a period of time greater than nine weeks. If there is not satisfactory improvement, the student will be dismissed. The student's activities will be limited during the probation period and all positions of trust and responsibility must be relinquished for the duration of the probation.

Expulsion

The Administrator informs the student that he/she is subject to expulsion. The student's parents or legal guardians are notified of this decision.

DISCIPLINARY PROCEDURES

Every effort will be made to create an atmosphere conducive to good behavior. Classes will be conducted in an orderly fashion and students will be expected to behave accordingly by raising their hand to receive permission to speak or move about the room. Pre-K through 6th grade classes will move from place to place in lines, both within and outside of the building. Furthermore, the administration and faculty will seek to develop and nurture an appropriate, positive relationship with the students.

Disciplinary matters are handled as consistently as possible throughout the school and in an age-appropriate manner.

Parental notification will be made as a result of any student being sent to the administrator's office. Subsequent visits to the principal's office by any student in a nine-week period will require a parent conference with the teacher and/or administrator.

Disciplinary Action Plan for Pre-K through 3rd grade

Positive disciplinary techniques are always attempted when a change in student behavior is necessary. When positive techniques and verbal warnings do not bring about the desired change, a system of colors and consequences will be invoked. All students will begin each day on green. God's mercies renew each morning and each student starts each day fresh with previous infractions forgiven (2 Cor. 4:15-17). We do not expect students to be perfect and we understand that everyone experiences difficult days. Please be aware that while most infractions will be cause to progress through the colors, there are some offences that will warrant skipping some colors and going straight to the administrator.

GREEN – Everything is good; student complies with requests or can be redirected with verbal warnings.

YELLOW – Verbal warnings have not been effective and a stronger consequence is needed; can result in time out or loss of privileges.

RED – Student has not changed behavior after several attempts of intervention; student is aware that the next infraction will result in a conference with the administrator; can result in more time out and loss of privileges.

BLUE – Behavior has not changed after numerous attempts to correct; student will conference with administrator and parents may be notified; administrator may assign further consequences as appropriate.

Teachers provide a daily behavior chart in the take home folder where parents may know daily student behavior. Good behavior is rewarded in the classroom with trips to a treasure box. Treasure boxes are filled with donated items such as fast food meal toys and other fun items. It is the teachers choice as to what frequency the students may visit the treasure box.

Disciplinary Action Plan for 4th through 6th grades

Fourth through sixth grade will use a disciplinary system based on the use of a check book. The goal is to encourage students to be responsible for their own actions using a positive reward system while also teaching them the basics of money management. Students receive a check ledger in which they record daily deposits. Deposits are dependent on the behavior displayed in each class. As students rotate through their daily routine, they may earn up to one classroom dollar (\$1) with a daily total possible of seven classroom dollars (\$7). If undesirable behavior is displayed, students receive a check mark (✓). Please refer to the chart below:

Penalty

1 check mark
2 check marks
3 check marks
4 check marks

Consequence

Warning
Silent lunch and \$5 fine assessed
Silent lunch and student will run laps in the field
Silent lunch; run laps in the field or no deposit in account the following day and parents are notified, conference with administrator

Students may use their accumulated classroom dollars to shop from the class store. The frequency of shopping trips will be determined by the teacher.

Withdrawal Procedure

A parent must contact the Administration in person or by phone to initiate a student's withdrawal. The appropriate school officials will make arrangements for school property to be returned. A withdrawal form must be signed by the appropriate school officials and by each of the student's teachers. The form will list grades to date and will assist the student in entering another school. Records will be released only when the above process is complete and when the student's financial record is clear.

CONFLICT RESOLUTION/ GRIEVANCE POLICY

Where a situation arises that involves an offense or misunderstanding, please follow the Matthew 18 principle. The following procedures are an application of that principle.

BY A PARENT OF A CHILD CURRENTLY ENROLLED:

1. In matters relating to the classroom:
 - a. Questions and concerns should be addressed directly to the teachers, privately, outside of class time.
 - b. If the parent is not satisfied, the concern may be taken to the Administrator by requesting a personal appointment.
 - c. If the parent is still not satisfied, the concern may be presented to the Board Review Committee in writing. The School Board will be the final authority.
2. In matters not relating to the classroom:
 - a. Concerns should be addressed directly to the Administrator privately.
 - b. If the parent is still not satisfied, the concern may be presented to the Board Review Committee in writing. The School Board will be the final authority.
3. Grievance Procedure
The first step in solving problems should always be to communicate with the teacher or parties involved. If this does not resolve the issue please conference with school administration for further assistance. Should the matter persist beyond these steps, a formal grievance may be made to the Board of Directors. Grievances should be presented to the Board secretary for approval as an agenda item a minimum of 7 days prior to the monthly Board meeting. You may email CCSboard@christcommunityschool.org to make a request. If it is decided by the Board or its representative that your grievance does not require discussion at the monthly Board meeting you may conference with a Board member at a mutually agreed upon time.

BY A STUDENT:

1. Questions and concerns should be addressed to the teacher, privately, outside of class time.
2. If the student is not satisfied, an appointment may be requested with the Administrator to further discuss the matter. If the matter is not resolved, the student may bring a parent for further discussion with the Administrator.
3. If the parent is still not satisfied, he/she may present the matter to the Board Review Committee in writing. Final authority rests with the Board of Directors.

COMPUTER USE POLICY

Computer and internet access is available to the students and faculty of CCS. We are very pleased to bring this access to CCS and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to our students and faculty is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. CCS has taken precautionary measures to restrict access to controversial materials. These precautions include the installation of computer hardware and software designed to filter inappropriate content and to protect user data and equipment from malicious viruses, spyware and hackers. However, with global access it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility a user may procure material that is inconsistent with the educational goals of CCS. It is the computer user that controls the search criteria and consequently the material accessed. Hence, it is imperative to teach our students about making Christian choices when considering the type of material they access. It is our belief that by training our children how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults. If a CCS computer user violates any of these provisions future access may be denied.

PARENT CONDUCT

The process of educating young people and raising them up to be disciples of Christ requires the involvement of the entire community; home, school and church. To this end parents, are asked to observe the following guidelines:

1. Parents are expected to dress in a modest manner when entering the building for any reason. Attire that is lewd or advertises (stated/implied) alcohol, tobacco or other harmful substances will *not* be permitted on campus or any school sponsored event. Parent volunteers – see VOLUNTEERS.
2. Parents are asked to refrain from the use of tobacco and alcohol while on the school grounds or at school-sponsored events.
3. Parents are asked to be enthusiastically supportive of CCS students at various events, athletic or otherwise. However, any language or behavior, which is demeaning or harassing to others, including other students, parents or officials, will not be tolerated.
4. Parents are to be mindful of the fact that they are, by extension, representatives of CCS, and to present a positive Christian witness both to our students and the community at large.
5. Please drive courteously and follow all traffic laws while the CCS decal is on your vehicle.

PARENT INVOLVEMENT

Parent Teacher Fellowship (PTF)

PTF is a parent community designed to promote and support school functions. The parent teacher fellowship is led by a board of nominated officers and any parent who wants to participate. Activities are organized through committees and overseen by the leadership board. They organize various school events, such as a back to school party, teacher in-service lunch, Grandparent's Day, monthly newsletters, yearbook, staff appreciation week and school spirit. The parent teacher fellowship is a valuable way to support the school. CCS greatly appreciates its PTF volunteers. Serving as a PTF officer completes the family's service hours requirement for the current school year.

Volunteers may not hold an **officer** position on the PTF, if a family member is on the CCS Board of Directors.

Volunteers

There are multiple ways to volunteer at CCS, and it does not have to be during school hours. Our goal is to utilize the many talents of our constituents and capitalize on their strengths. Parents are an important part of CCS, and their support is integral to the success of the school. Each family agreed to a minimum of 30 work service hours upon enrollment to CCS (15 hours per single parent family). Every family is responsible for keeping track of their service hours. Service hours may be logged in on ParentWeb. A work service record should be completed each time a service is performed. If it is not possible for a family to complete the service hours, there is the option of paying a \$20.00 per unworked service hours. In order to fulfill the service hour requirement, you may volunteer in the following ways:

- PTF Committee member
- Helping teachers in their class (ie: material preparation)
- PTF sponsored events (ie: Grandparent's Day, etc.)

All persons who volunteer during school hours must sign in at the front office.

When you volunteer please dress in an appropriate manner, similar to or exceeding the CCS Student Dress Code for the given activity. Loose-fitting and appropriate length shorts, slacks, and tops should be worn at all times by our volunteers; "spaghetti" straps are not permitted. All student information, grades and records are confidential information. All persons coming into contact with student information will be expected to maintain all levels of confidentiality.

CHAPERONE GUIDELINES

1. All chaperones will be assigned a list of students they are accountable for. I understand that I will be responsible for those students listed below. I will check attendance before departure from school and returning from field trip destination.
2. Chaperones will check to make sure students are properly secured in seat belts before leaving school and before leaving field trip locations.
3. Chaperones helping to supervise class groups need to focus their attention on the children assigned to them.
4. Chaperones are to stay with their group at all times.
5. Students should be taken as a group to restrooms, food areas, etc. The chaperone should first receive permission from the teacher. There will be NO visiting of gift shops by anyone.
6. Cars need to caravan and stay together when traveling to and from field trip locations.
7. No stops (i.e. drinks, fast food, etc.) should be made when traveling unless planned and approved prior to the field trip.
8. All drivers need to have a map or directions to the field trip destination. Maps or directions will be provided by the teacher.
9. Each car needs to have an emergency first aid kit, supplied by the school.
10. Drivers who bring small children or siblings are not permitted to chaperone. Children accompanying parents must ride with their parent and stay with their parent at all times.
11. When a student disobeys or does not adhere to the rules, their chaperone should notify the teacher immediately.
12. Siblings attending Christ Community School are not permitted to attend another sibling's field trip and miss their own class time. Each child's class will have scheduled field trips appropriate to that class (Pre-K excluded).

Pledges

PLEDGE 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 TO THE TEXAS FLAG

Honor the Texas flag;
I pledge allegiance to thee Texas,
One state under God, one and indivisible.

PLEDGE 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 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 and I will hide its Word in my heart
that I might not sin against God.

By signing below you acknowledge that you have read this Student and Parent Handbook, you understand it, and that you will adhere to its rules and policies.

Signature

Date

Print Name

Please remove this page and remit to main office.