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PARENT/STUDENT HANDBOOK
COMMUNITY CHRISTIAN SCHOOL

SECTION I - GENERAL POLICIES

Article I - School Policy Statement

Community Christian School is a non-denominational institution existing for the purpose of providing **excellence in education within a Christian framework**. The policies of Community Christian School are determined by the Board of Directors and carried out by the Administrator. This *Parent-Student Handbook* reflects many of the policies set forth by the Board. These policies have been developed over many years and, while not perfect, do represent much thought, prayer, and years of experience. Parents are expected to cooperate fully with the school policies as set forth in this handbook.

Article II - Statement of Faith

The following truths are held in common agreement by the members of this corporation:

1. We believe the Bible to be the inspired, the only infallible and authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
5. We believe that it is the responsibility of each individual to personally accept Jesus Christ as Savior in order to have eternal life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
 - Because of this dearly held belief in the spiritual unity of believers, CCS shall not embrace any specific doctrine or theological viewpoint other than those expressed in this "Statement of Faith".
7. We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life.
8. We believe that it is primarily the responsibility of the father, mother, and the local church to educate children in specific doctrinal and theological beliefs. CCS shall not attempt to usurp this responsibility.

Article III - Loyalty Statement

We hereby declare our uncompromising allegiance to both the Government of the United States of America and the Government of the State of Texas and declare our purpose to assist them in every way morally consistent with our Faith.

Article IV - Statement of Ethics

No one involved with the operation of CCS is to use his position at CCS for personal gain.

Article V - General Purpose

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The general purpose of Community Christian School is to **assist** parents with this God-given responsibility and to **assist** the student in discovering and developing his or her individual uniqueness and talents.

Community Christian School will guide and establish learning experiences that will assist each student to become a maturing Christian person, as well as a responsible and productive member of society.

Article VI - Christian Education

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

1. Man does possess a spiritual dimension (Genesis 1:26, 27).
2. Education involves the total being: spiritual, intellectual, physical, and social (Proverbs 9:9).
3. Each person possesses unique individual potential, traits, and needs (Romans 12:3-8).
4. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.
5. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
6. Youth needs a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore will serve as our final authority on all questions.

Article VII - Basic Educational Goals

1. To give God glory in all things.
2. To lead non-Christians to Christ by teaching and example.
3. To develop spiritual leaders in the community.
4. To develop an understanding of one's unique responsibility to God.

5. To help students realize their capabilities and limitations and how to make the most of them, toward growth and service.
6. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
7. To encourage creativity and curiosity.
8. To encourage an appreciation of the arts.
9. To teach the fundamentals of physical fitness, nutrition, and hygiene.
10. To teach the fundamentals of Language Arts, Math, Social Studies, Science, and Bible.
11. To teach each student to make constructive use of leisure time.

Article VIII - Notice of Non-discriminatory Policy

CCS is open to and welcomes all students who can abide by our policies regardless of race, color, gender, or national origin.

Article IX - Accreditation and Associations

Community Christian School considers accreditation to be a very vital educational process, recognition by educational agencies and organizations that the school as a whole has a high standard of excellence and is meeting that standard.

As a school, CCS believes that it is possible to be both Christian and academically excellent at the same time, that God does not expect us to sacrifice one for the other.

CCS is accredited by International Christian Accrediting Association (ICAA), which is a member of the Texas Private School Accrediting Commission (TEPSAC). The Texas Education Agency (TEA) no longer directly accredits private and Christian schools in Texas. In its place, The State created TEPSAC which accredits non-public schools. This accreditation, with its state of Texas approval, makes it easier for CCS graduates to apply to colleges and universities throughout the United States.

CCS is also accredited by the Southern Association of Colleges and School Commission on Colleges (SACSCOC.)

CCS is also approved by the United States State Department of Immigration as a school that foreign nationals may attend.

CCS is a member of the Oral Roberts University Educational Fellowship (ORUEF).

SECTION II - PARENTAL RESPONSIBILITIES

Article I - Parental Authority

It is the firmly held belief of Community Christian School that the responsibility for rearing children is given directly to the home by God. The school serves as an extension of the home. While realizing that, some policies must be made in order to protect the operation of the school in such a manner as to fairly serve all families.

Article II - Health

Parents are responsible to see that their child has the proper nutrition, rest, medical attention, and dental attention in order for their child to function at his or her best.

All immunizations must be up to date. CCS reserves the right to withhold any student from class until proof is furnished that the child is properly immunized. The state Health Department audits our immunization records annually to assure compliance with state regulations. Parents must respond promptly to inquiries from the school relating to these records.

The parents are responsible to report to the school should their child contract any communicable disease or condition. (For example, hepatitis or head lice.)

Should a child have a medical reason that prohibits him or her from participating in Physical Education on a permanent basis, the parent must present an excuse signed by the child's physician.

Temporary excuses from participation in P.E. must be signed by the parent and must be presented on a daily basis. Please be sure and date any note or excuse you send with your child.

Article III - Child Abuse Policy

Parents should be aware that school personnel are responsible to report any suspected child abuse according to the procedure established by the Administrator. Suspected child abuse should not be discussed with others. The Administrator should be notified immediately.

Article IV - Discipline

The parents are responsible for their child's actions and attitudes at school. CCS expects the parents to actively support school personnel in developing proper attitudes toward other students, teachers, other personnel, and the school in general.

Article V - Communication

Parents are responsible to fill out all forms, sign report cards, and any waivers the child brings home.

Parents are responsible to check with their child consistently concerning notes from the school. In grades Kindergarten through 6, a communication envelope will be sent home with each student every Monday. This envelope is to be signed by the parent and returned on Tuesday. In Junior High, the students maintain a binder. The parents should learn the procedures the students are to follow. Parents of Senior High students will need to check with the student and the teachers periodically.

Parents are responsible to respond to any request for a conference from either a teacher or the Administrator.

Parents are responsible to request a conference with school personnel whenever questions arise.

Parents are responsible to contact the school office via phone or email should their student need to miss class for an **excused** absence.

Article VI - Attendance

Parents are responsible to see that their child comes to school and remains at school. *To receive credit and promotion to the next grade level, an elementary student must attend a minimum of eighty [80] school days per semester. A secondary student (grades 7&8) must attend a minimum of 82 school days per semester.* (Please see Section VI, Article II.)

Parents are responsible to see that their child is at school no earlier than fifteen (15) minutes before class begins.

Parents are responsible to see that their child is at school in time for the child to be in his or her seat *before* the tardy bell rings.

Parents are responsible to pick up their child no more than fifteen (15) minutes after classes are over. Students who are not picked up in that 15 minute range will be sent to aftercare and parents will be billed for this service.

Parents are responsible to inform the school of those people authorized to pick up their child.

Parents are responsible to familiarize themselves with the attendance policy and the procedures required should their student need to be absent for any reason.

Article VII - Homework

Parents are responsible to be familiar with homework policy and to see that their child is completing assignments.

Article VIII – Parent Teacher Fellowship

The Parent Teacher Fellowship (PTF) is designed to provide an opportunity for parents to support the school in an organized way. Dues are nominal and meetings are scheduled one evening each month. All parents are *strongly encouraged* to participate.

Article IX - Financial

Parents are responsible to keep all commitments made in the financial agreement.

Article X - Resolving Conflicts

CCS believes strongly in and tries to practice the principle of resolving conflicts as set out in Matthew 18:15-17. In keeping with this principle, the established way of dealing with any conflict that arises is as follows:

1. Talk directly to the person with whom the conflict has arisen.
2. If that does not resolve the conflict, talk to the Administrator
3. If that does not resolve the conflict or if the conflict is with the Administrator himself, appeal must be made to the Board of Directors for a hearing.
 - a) This appeal must be in writing and should include pertinent information surrounding the conflict.
 - b) The President will either place the appeal on the agenda for the next regular meeting of the Board or will call a special meeting to hear the appeal.
 - c) Ample notice [seventy-two (72) hours minimum] will be given to all parties involved.
 - d) The Board will prayerfully consider the issue raised and will arrive at an equitable solution.
 - e) The decision of the Board is final.
 - f) Once a hearing is scheduled, it must be held.

SECTION III - STUDENT CONDUCT AND DISCIPLINE

Article I - Student Conduct and Discipline

A lifestyle which reflects Christian principles stands out in today's crowd. At Community Christian School we have standards of conduct and dress that we feel should be a part of the student's mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

In order to have a consistent policy which will not be misinterpreted everyone must employ the same definition of the word "discipline".

Discipline refers to the necessary corrective measures that must be consistently employed in order to help a person become a mature, responsible adult.

Article II - Student Relationships

Community Christian School provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner.

- CCS will not attempt to regulate the interpersonal relationships between students. However, physical demonstrations of affection such as holding hands, etc. will not be tolerated, either on campus or at school events.
- No student will be admitted to CCS who is or ever has been married.
- Should it come to the attention of CCS personnel that a student, male or female, is to be an unwed parent, it shall be considered that the student has withdrawn.
- Note passing between students at any age can be a major source of conflict, strife, and confusion. It will not be tolerated.

Article III - Code of Behavior

In order to insure spiritual and educational benefits for all students, each student will be required to conform and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, aides, secretaries, and visitors at all times.

Teachers or supervisory personnel shall speak with or discipline students should they feel it necessary in the classroom or on the school premises whenever conduct has a tendency to degrade or lower the prestige of CCS.

It is expected that the majority of infractions will be handled by the teachers. We encourage any parent who has a question about any correction given to contact the teacher for clarification.

Please remember that our children don't always remember to relate all the details of a situation and confusion can be avoided with direct communication between parent and teacher.

The following are examples of minor infractions:

Chewing gum

Running in the building

Excessive talking

Tardiness

Littering in the building or on school grounds

Improper behavior during assembly or school-sponsored activities

Minor dress violations

Minor property damage

Unexcused absences from school

Possession of unauthorized items (i.e. non-educational books, electronic or other "smart" devices, etc.)

Consumption of food or beverages in "unauthorized" areas--Food consumption will be restricted to the lunch room or areas specified by the teacher.

Tattling on other students is discouraged.

The following constitute examples of major infractions and will be handled in a firm and earnest manner:

Fighting, either physically or conducting "feuds" verbally

Unexcused absences from chapel or assemblies

Truancy

Disrespect for staff members

Rebellious or irreligious attitudes

Use or possession of drugs or drug paraphernalia or vaping or vaping paraphernalia

Sexual misconduct

Theft or vandalism

Possession or drinking of alcoholic beverages

Possession or use of tobacco

Leaving school without permission

Possession of knives or other dangerous objects or weapons

Teachers are REQUIRED to involve the Administrator under certain conditions:

When a student refuses to respond to correction and continued misbehavior disrupts either his academic progress or interferes with the rights of other students to learn.

When a student defies the teacher's authority.

When a student is caught passing or receiving a note to or from another student.

When a student appears to be ignoring the dress code or any question arises concerning whether or not certain dress is acceptable under the dress code.

When a student violates the restriction on cell phone use.

When a student is suspected of cheating or plagiarism.

The Administrator is REQUIRED to involve the Board of Directors under certain conditions:

Any act of vandalism.

Continued physical violence on the part of a student.

Repeated unacceptable actions such as stealing, cheating, lying, foul language, or obscene gestures.

Attitude problems that interfere with other students' right to learn.

Threats to anyone in authority on the part of a student or parent.

Problems with a class or student that interfere with the orderly operation of the school.

Refusal on the part of the parent to cooperate with the school personnel.

Any student being found bringing a weapon on school property.

Off campus behavior that becomes a problem on campus.

Any arrest or other interaction with law enforcement.

Article IV - Handling of Discipline Problems

We at CCS believe that you as a parent should have confidence that your child will be treated fairly and with respect for his or her dignity as a person created by God.

Correction must begin as soon as possible after the infraction is committed. It must be speedy.

The correction must be fair to all parties involved with opportunity given for comments.

All correction must be undertaken calmly and in a spirit of love. Correction should **never** be administered in anger!

Humiliation of the student is to be avoided.

Remarks to the child that wound his spirit and/or make him feel he is beyond hope or help should never be made.

Detention after school will have prior parental notification.

Everyone involved in discipline is encouraged to make clear to the student the truth that God loves each of us and that "while we were yet sinners Christ died for us".

Personal convictions and judgments should not be the standard in the process of correction. Only Biblical truths or school policy or procedure should be voiced to the student as the authority. (This does not mean that each teacher may not implement particular classroom rules based on the teacher's preferences and personal convictions.)

Disciplinary action alternatives can be, but are not limited to the following: parent conferences, noon or recess detention, work detail, non-participation in extra-curricular activities, expulsion, or loss of driving privileges.

Article V - Dress Code

We at CCS believe that how a person dresses reflects attitudes and affects behavior. The manner of dress should indicate a serious academic purpose on the part of the student. Much difficulty arises in seeking to find the Biblical balance in the areas of Christian liberty and high standards. The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. *The Administrator shall answer questions about the intent or provisions of the dress code.*

BOYS

Hair -

- Must be clean and neatly combed.
- Must be a length that reflects the masculine gender.
- Facial hair (beard/mustache) must be neatly groomed.

Shoes -

- Must be worn at all times.
- Athletic shoes or other enclosed shoes in good repair are acceptable.
- No “flip-flops”, sandals, or Crocs

Pants -

- Pre-K through 12th Grades
 - Black or tan cotton khaki shorts or pants – relaxed or straight leg only
- Pants must fit properly and be in good repair.
- JH and HS **must** have a belt.
- Shorts must be appropriate length -- 3/4 of the thigh must be covered.
- Cargo-type pants or shorts, skinny leg, form fitting clothing, running shorts, capris, and low-rise pants or shorts are **not** allowed.

Polo Shirts – Must be medium weight pique or Dri-Fit fabric, short or long sleeves.

- Pre-K through 12th Grades
 - Black, white, or school purple.
- Undershirts must be solid uniform color, plain without piping, writing, or logos.
- Shirts must be always tucked in. They need to be long enough to stay tucked when arms are raised.

Accessories -

- Dress reflecting certain extreme fads are inappropriate and will not be allowed.
- Sunglasses will be removed upon entering the building.

Hats -

- All head coverings are to be removed upon entering the building.

Jewelry -

- Jewelry that reflects feminine appearance must not be worn by boys.

PHYSICAL EDUCATION

Pre-K does not participate in Physical Education and does not require uniforms.

For K-6th grades P. E. uniforms are **recommended, but not required**.

P. E. uniforms must be purchased through the school. These include shirts, shorts, and sweatpants. CCS outerwear may be worn with the uniform on cold days.

P. E. uniforms must be purchased through the school. These include shirts, shorts, and sweatpants. CCS outerwear may be worn with the uniform on cold days.

K through 6th grades must wear their P. E. uniforms all day on their P. E. days.

Athletic shoes must be worn for P. E.

Leggings are **not** allowed in place of sweatpants.

Leggings that are specifically designed for athletics are permitted as long as they are solid black and worn under the P. E. uniform shorts.

OUTERWEAR (worn in the buildings)

Pre-K through 12th Grade

CCS letter jacket

Other items purchased through the school

Outerwear worn **only outside** the building may be any style, color, or pattern.

GIRLS

Hair -

No hair in eyes

Hair must be clean and neatly combed.

Haircut must be in keeping with feminine appearance.

Shoes -

Must be worn at all times

Athletic shoes or other enclosed shoes in good repair are acceptable.

No “flip-flops”, sandals, or Crocs

Bottoms -

Pre-K through 6th Grade

Black or tan cotton khaki shorts, pants; pleated skort, or skirt, or jumper

Jumpers must be worn with the polo uniform shirt with shorts underneath.

Shorts and skirts must cover $\frac{3}{4}$ of the thigh (both front and back).

7th through 12th Grades

Black or tan cotton khaki shorts or pants – relaxed, boot cur, or straight leg only

No skorts, skirts, or jumpers

Shorts must cover $\frac{3}{4}$ of the thigh or have a minimum 7” inseam.

Pre-K through 12th Grade

Pants must fit properly and be in good repair.

No soft or stretchy material will be allowed. **No** terrycloth, pointe knit, or spandex

Cargo-type pants or shorts, skinny leg, form fitting clothing, running shorts, capris, and low-rise pants or shorts are not allowed.

Leggings are permitted under uniforms, but must be school uniform colors or black, white, or school purple.

Polo Shirts – Must be medium weight pique or Dri-Fit fabric short or long sleeves. **No additional ruffles, frills, or piping allowed.**

Black, white, or school purple.

Undershirts must be solid uniform color, plain without piping, writing, or logos.

Shirts are not required to be worn tucked in, but the shirt must be long enough that when the arms are raised, the tummy doesn’t show.

Make-up and Accessories -

Make-up must be minimal, age-appropriate, and in keeping with the testimony of a Christian woman.
Jewelry must be minimal and feminine in appearance.
Accessories reflecting certain extreme fads are inappropriate and will not be allowed.
Sunglasses must be removed upon entering the building.

Undergarments -

Appropriate undergarments will be worn at all times. All undergarments worn under white shirts should be a neutral color. No black or bright colors.

PHYSICAL EDUCATION

Pre-K does not participate in Physical Education and does not require uniforms.

For K-6th grades P. E. uniforms are **recommended, but not required**.

P. E. uniforms must be purchased through the school. These include shirts, shorts, and sweatpants. CCS outerwear may be worn with the uniform on cold days.

K through 6th grades must wear their P. E. uniforms all day on their P. E. days.

Secondary students who take P. E. will be informed by their teacher regarding approved P. E. wear.

Athletic shoes must be worn for P. E.

Leggings are **not** allowed in place of sweatpants.

Leggings that are specifically designed for athletics are permitted as long as they are solid black and worn under the P. E. uniform shorts.

OUTERWEAR (worn in the buildings)

Pre-K through 12th Grade

CCS letter jacket

Other items purchased through the school

Outerwear worn **only outside** the building may be any style, color, or pattern.

JEANS DAY

Jeans Day is the 1st, 3rd, and 5th Friday of each month.

Students may pay \$1.00 and wear jeans if they choose. Monies collected are used to defray the cost of printer ink cartridges.

This is Jeans Day, not sloppy day or dress up day! Please remember that this is still a school day and the children need to wear clothes that are suitable for play.

Boys

- Jeans ***without*** holes or rips showing skin
- Denim shorts – same length as uniform shorts, but not baggy.
- T-shirts are okay as long as they are in good repair.
- Any writing on a t-shirt should not be offensive.

For example: Shirts promoting activities that some Christians would have problems supporting (beer, tobacco products, etc.) should not be worn.

Shirts that support different college or professional sports teams are allowed as long as they do not run down another school.

- Athletic uniforms are not allowed.
- Shoes must meet requirements in the regular dress code.

Girls

- Jeans ***without*** holes or rips showing skin
- Denim shorts – relaxed fit, covering $\frac{3}{4}$ of the thigh or 7" minimum inseam
- Elementary – jean skirts or dresses that are at least as long as the uniform skirts. **No pageant dresses or tutus.**
- Secondary – no skirts or dresses
- Please remember that this is still a school day and the children need to wear clothes that are suitable for play.
- T-shirts are okay as long as they are in good repair.
- Any writing on a t-shirt should not be offensive.

For example: Shirts promoting activities that some Christians would have problems supporting (beer, tobacco products, etc.) should not be worn.

Shirts that support different college or professional sports teams are allowed as long as they do not run down another school.

- Athletic uniforms are not allowed.
- Shoes must meet requirements in the regular dress code.

PURPLE DAY

Purple Days will be announced by the Administrator. They are usually planned in support of an athletic or other event scheduled outside of school hours. As with Jeans Day, the charge is \$1.00. Monies collected go to help with athletic expenses. Outerwear must be CCS outerwear. The rules for Jeans Day apply, with the additional requirement that pants or shirt ***must*** be purple.

Article VI – Athletics

Special equipment may be required for athletics. This equipment should be brought to school in a separate bag than academic equipment since athletic equipment will be stored in a different location during the school day.

Article VII - Rules

No toys may be brought from home unless needed for a specific activity (i.e. bats, gloves, special balls) and only with the teacher's permission. Any equipment brought by the student must be clearly marked with the student's name. The student is responsible to see that any equipment he or she brings is cared for properly.

The faculty and staff have agreed on certain playground rules to ensure the safety of all students. A more thorough list of these rules is available in the school office. However, the basic rules are:

No stone or dirt throwing

No one is to play outside of any boundary fence.

If the weather is too bad for outside play, students will be allowed to stay inside.

Use playground equipment as it was intended to be used.

Play all playground games according to the instructor's directions. Do not change the rules.

No wrestling or "dog-piling"

No tackle football

All accidents are to be reported to the playground supervisor immediately. The supervisor will attend to minor accidents.

Playground equipment will be used by students in the appropriate grades.

Article VIII - Damage to School Property

It is expected that all damage, even if accidental, will be acknowledged by the person involved and a plan for reimbursement will be made.

SECTION IV - BASIC ACADEMIC MATTERS

Article I - Homework

It will not be the policy of the school to assign large amounts of homework. However, when homework is assigned it will be geared to the child's ability and relative deficiencies. Homework does provide an opportunity to spend time on worthwhile activities and projects. Homework is necessary for Junior and Senior High students in order for them to accomplish the requirements of the various courses.

All Junior High students are required to read, from the ***APPROVED READING LIST***, extra books as assigned by their teachers. A written report, *in accordance with the approved form*, must be turned in on each book.

All Junior High students are required to maintain a binder organizing assignments across the curriculum.

Our math curriculum usually requires daily homework. Most of it can be completed during the school day. This requirement is not too heavy even with other homework assignments. We try not to give much homework on Wednesdays or weekends.

The end of each six weeks is an extra busy time for students in the upper grades. We are trying to prepare them for the challenges they will face in high school and beyond. Junior High students will have a comprehensive test each six weeks over the material covered those six weeks. Senior High students will have comprehensive finals at the end of each semester.

You, as a parent, can help by giving your child a proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework done. If you do not understand the homework policy, please discuss it with your child's teacher.

Article II - Reporting Student Progress to Parents

Reporting student progress is an important yet difficult part of parent/teacher communications. Because CCS is a growing school, the methods of reporting are subject to change. However, the goal will always be to communicate the amount of growth for each student. Several reporting methods will be used and in each case the focus is upon the individual, not the group or a comparison with a group.

CCS uses RenWeb to keep all of our school records. This program includes a module that makes parent and teacher communication much easier. Instructions are available during orientation and in the office after school begins.

PRE-KINDERGARTEN -

Pre-K is intended to prepare the students for learning. The teacher will communicate with the parents as necessary.

KINDERGARTEN -

Kindergarten is intended to develop the basic skills for success in later years and needs a different grading from grades three through six.

E will mean "excellent"

G will mean "good"

N will mean "needs improvement"

If at the end of the school year the school feels that a kindergarten student is not ready for the next grade, the parents will be consulted and a decision will be made. *CCS reserves the right to deny a child promotion if the school feels it would be contrary to the best interest of the child or contrary to the ability of the school to adequately instruct the other students to do so.*

ELEMENTARY (Grades one through six) -

It cannot be stressed too strongly that *at the elementary level grades are simply an indication of how the student is progressing and how well the student is learning what he needs.*

Therefore, grades will be broad. Students are encouraged to do their best to LEARN the material presented. Grades are important, but *only* as they indicate learning.

Letter Grade	Description	Average
A	excellent	90%-100%
B	average	80% - 89%
C	passing	70% - 79%
D	failing	60% - 69%
F	failing	below 60%

The teacher may add a plus or minus in order to communicate with the parents or reward the student, but no grade points will be averaged.

JUNIOR HIGH (grades seven and eight) -

Junior High grades will be based on a four point system. No cumulative grade point average (GPA) is maintained.

Note: CCS differs from other schools in the grade we call average. This is in keeping with our motto, "excellence in education within a Christian framework".

<u>Letter Grade</u>	<u>Explanation</u>	<u>Percentage</u>	<u>Grade Point</u>
A	Excellent	90%-100%	4
B	Average	80%- 89%	3
C	Passing	70%- 79%	2
*D	Failing	60%- 69%	1
*F	Failing	0%- 59%	0

*** Both of these grades are failing grades. However, the grade points do vary.**

SENIOR HIGH (grades nine through twelve) -

Junior High grades will be based on a four point system. Cumulative grade point averages (GPA) are maintained.

Note: CCS differs from other schools in the grade we call average. This is in keeping with our motto, "excellence in education within a Christian framework".

<u>Letter Grade</u>	<u>Explanation</u>	<u>Percentage</u>	<u>Grade Point</u>
A	Excellent	90%-100%	4
B	Average	80%- 89%	3
C	Passing	70%- 79%	2
*D	Failing	60%- 69%	1
*F	Failing	0%- 59%	0

*** Both of these grades are failing grades. However, the grade points do vary.**

GRADE REPORTS -

Report cards will be sent out every six weeks in special envelopes with signature lines for each six weeks. Please look your child's over carefully. Sign and return the envelope to the teacher as soon as possible.

Supplementary reports will be sent out in every three week period to notify parents of an impending failure in a required subject.

Parents MUST come in for a Parent/Teacher Conference and pick up their child's report card at the end of the first and third six weeks marking period.

Article IV - Awards

The following Awards and Recognition are available to the students enrolled at CCS. At the beginning of each year, the students are made aware of the awards and what is required to receive each award.

Achievement Awards

Bible Memory Award [K - 6]	Excellent Effort
Bible Award [Junior High Students]	Diligence Award [Most Improved Student]
Scholarship Achievement Awards	Sportsmanship
Perfect Attendance	Principal's Honor Roll "A"
Excellent Attendance	Honor Roll "A & B"

CONDUCT AND PENMANSHIP BOTH COUNT IN THE COMPUTING OF HONOR ROLLS.

Bible Character Awards

Of special significance during the end of the year awards ceremony is the giving of Bible Character Awards to every student in grades 1-6. Each teacher is asked to select from the following list the one Bible character and trait which they feel each student has exemplified the most during the year. It is a character trait to be encouraged by the school and the family.

Boys

David:	After God's Heart	Nathaniel:	Honesty
Joseph:	Honor	Daniel:	Prayer Warrior
Caleb:	Faithful Follower	Aquila:	Hospitality
Joshua:	Bold Leader	Noah:	Steadfast Spirit
Paul:	Courage	Jonathan:	Peace Maker
Abraham:	Obedience	Solomon:	Wise Leader
Timothy:	Lover of the Word	Samuel:	Listener to Authority
Moses:	Responsible Leader	Mordecai:	Loyalty
Gideon:	Valiant Soldier	John:	Love
Peter:	Boldness	Andrew:	Carrier of Good News
Barnabas:	Encourager		

Girls

Esther:	Courage	Rebecca:	Gentle Spirit
Priscilla:	Teacher by Example	Lydia:	Good Manager
Martha:	Responsible	Anna:	Expectant Faith
Hannah:	Prayer Warrior	Abigail:	Wisdom
Eunice:	Faith Builder	Elizabeth:	Humility
Deborah:	Strong Leader	Sarah:	Faithful
Susanna:	Generosity	Rhoda:	Servant's Heart
Miriam:	Attentive	Chloe:	Hospitality
Mary:	Lover of the Lord	Persis:	Hard Worker
Ruth:	Loyalty	Lois:	Encourager
Phoebe:	Patroness of the Unprotected		

Junior and Senior High Character Traits Awards

Junior and Senior High students are recognized for the positive character traits they display throughout the year. These are selected by their teachers from the following:

Purity, humility, mercy, contentment, courtesy, compassion, endurance, kindness, initiative, wisdom, attentiveness, thankfulness, meekness, self-control, diligence, forgiveness, obedience, orderliness, loyalty, honesty, patience, fairness, love, faith, courage.

Article V – Core Course Descriptions for Grades 7 - 8

Bible

7th Grade Bible: A study of the Bible using varied curriculum.

8th Grade Bible: A study of the Bible using varied curriculum.

Language Arts

English 7 - Grammar & Composition: A continuation of the sequential study of English building on each year's knowledge. Grammar will be presented as an extension of God's organization that everything has its place. Skills will be taught that are necessary to write well organized and coherent paragraphs. God's purpose in writing will be emphasized as students become familiar with and write various types of paragraphs. Composition will enable students to learn to organize their thoughts and present their creativity in written form.

English 7 - Literature: A course designed to concentrate on studying various types of literature as an extension of God's creativity. It includes a building of reading skills comprehension, and retention. The short story will be introduced as a literary form. One six-week period will be spent in studying one novel in great detail.

English 8 - Grammar & Composition: This course builds on the prior years' knowledge of grammar as an extension of God's organization and place for everything. Writing skills will be emphasized and the foundation of previously learned techniques expanded. Students will be taught to organize their thoughts and present them in standard English form.

English 8 Literature: This course builds on the study of various types of literature as an extension of God's creativity started in English Literature 7. It includes the reinforcement of reading skills, comprehension, and retention. The short story will be emphasized as a literary form. A special book will be selected to study over the six week period. Each student must read and turn in a written book report each six week period. The selection must come from the school approved reading list.

Mathematics

Math curriculum usually requires that homework be assigned each day. Most or all can be accomplished during school hours if the student is diligent and self-disciplined. The teacher sends a schedule of the due date of each assignment and when the tests are given.

Mathematics 7: This course is a comprehensive study in mathematics emphasizing computation skills and problem solving strategies. The student will be taught to compute accurately and efficiently using whole numbers, fractions, decimals, integers, and rational numbers.

Pre-algebra: This course presents the skills necessary to promote readiness for high school mathematics courses. A brief review of skills taken in previous years will be undertaken at the first of the year. The class will then move into pre-algebraic functions.

Science

Biological [Life] Science 7: This course is designed for students to examine the biological world. The student will become familiar with organisms in regards to structure, function, life cycle, and influence on the ecosystem. The course will give a solid Biblical background and overall perspective into the purpose of life, the sustainment of life by God, and His ability to control and offer life to any and every individual.

Earth Science 8: This course is designed to present an accurate, biblically based view of our solar system, along with the earth's structure and physical processes to the student. Throughout the course the viewpoints of Creationists and Evolutionists are discussed in order for students to realize the proper perspective toward the solar system and recognize the false view and formation of the theory of evolution.

History

Texas History [7]: This course is a study of the development of the state from the time of its earliest inhabitants to the present day. It is designed to help students gain an understanding of how the geography of Texas has affected the various racial and cultural groups in the development of political, social, and economic institutions. Emphasis is placed on Christian thought and leaders.

American History I [8]: A study of the development of the American Republic from the beginning of colonization's through the Civil War. Emphasis is placed on the role of government.

Physical Education

Physical Education: An emphasis on the physical aspect of student development is important. CCS seeks to minister to the body, mind and spirit. Strong bodies are essential to every area of student life. A strong program in physical education is implemented at CCS with students in grades K-8 required to take physical education. Physical fitness programs are geared to the age and maturity of the student.

Physical education is required. All students must participate unless they have a doctor's excuse on file in the school office. Occasional colds and other illnesses can prevent a student from activity for a few days, but prolonged activity must have verification from a physician.

Grades will be computed and given based on participation, skill development, proper attire, attitude, and testing. Skills will be taught in several team sports, along with a variety of physical activities.

Health: A part of the Physical Education program, this is a study of health topics relating to the individual. Units include body systems, dental hygiene, communicable diseases, first aid, and healthy Christian relationships.

Article VI – Degree Plans

CCS College Bound (TEA Recommended) Diploma:

The requirements for graduation are expressed in units and represent the minimum standards. A unit is equal to one academic year, a half-unit one semester.

Subject	Units
English	4.0
English 1 & 2 or Pre-AP English I & II English 3 & 4 or AP English III & IV	
Math	4.0
Algebra 1, Algebra 2, Geometry, Advanced Math (Algebra 1 may be split into Algebra 1A and Algebra 1B)	
Science	4.0
Biology or AP Biology, Chemistry or AP Chemistry, Physics or AP Physics, Additional Science (Can be 9 th grade IPC or General Science)	
Social Studies	4.0
World Geography, World History, U. S. History, Government/Economics	
Technology	1.0
Foreign Language (must be in same language)	2.0
Physical Education	1.5
Health	.5
Speech	.5
Fine Arts	1
Electives	3.5
Required of all students to graduate	26.0
Bible (required to take and successfully complete while at CCS)	(up to) 4.0
TOTAL	30.0

CCS Distinguished Achievement Plan Diploma :

The requirements for graduation are expressed in units and represent the minimum standards. A unit is equal to one academic year, a half-unit one semester.

Subject	Units
English	4.0
English 1 & 2 or Pre-AP English I & II English 3 & 4 or AP English III & IV	
Math	4.0
Algebra 1, Algebra 2, Geometry, Advanced Math	
Science	4.0
Biology or AP Biology, Chemistry or AP Chemistry, Physics or AP Physics, Advanced Science	
Social Studies	4.0
World Geography, World History, U. S. History, Government/Economics	
Foreign Language	3.0
<i>Must be in the same language</i>	
Technology	1.0
Physical Education	1.5
<i>Athletics, Cheerleading, Physical Education</i>	
Health	.5
Speech	.5
Fine Arts	1.0
Other Electives	2.5
Required of all students to graduate	26.0
Bible (required to take and successfully complete while at CCS)	(up to) 4.0
TOTAL	30.0

Article VII – Advanced Placement Program

Community Christian School participates in the Advanced Placement Program through The College Board. Because our regular courses are more than adequate, a Pre-AP or AP student must do only a few extra assignments each year. During the student's senior year, the student may elect to take the Advanced Placement course at an additional fee. If this test is passed, the student will be able to receive college credit at most colleges and universities.

Because there is extra work required, Pre-AP and AP courses earn more grade points that will be calculated in the students GPA.

Article VIII – Achievement Testing

Each Spring grades K-12 will take the Stanford Achievement Test. Every other year those students will also take the Otis Lennon School Ability Test.

As soon as the test results are in, the teacher will schedule a conference with the parents to review and explain the results. No results can go home without a conference.

Article IX – Reading Programs

Students in grades K4-6 are encouraged to participate in two reading programs available to them. Prizes are awarded to each student who completes the program.

- The reading list for the program available will be handed out at the beginning of the school year. The parents must sign in the appropriate place for each book completed. These books all must be *in addition to* the regularly assigned books. The instructions will include a deadline, which must be met in order for the student to receive the prize.
- The reading list for the summer will be sent home at the end of the year and are to be returned at the first of the school year. Awards will be handed out at one of the first chapel services.

SECTION V - BUSINESS MATTERS

Article I - Change of Address or Phone

If you change your address, email address, phone number, or work location, please notify the school. It is important that "emergency location" be current at all times.

Article II - Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having a contagious disease.

This would also include conditions such as head lice. Lice are a real nuisance that must be completely eradicated before infected people may be allowed back in school. Health regulations as well as sound wisdom force us to be very sure the condition is completely cleared up before an infected person is allowed to come back to school.

ACCORDING TO STATE LAW, CCS RESERVES THE RIGHT TO TRANSPORT ANY CHILD WITH HEAD LICE TO THE HOME OR THE PARENT'S PLACE OF EMPLOYMENT SHOULD THE PARENT BE UNAVAILABLE.

Article III - Health Records

Students entering school are to present a certificate of immunization. The following immunizations are required by order of the Health Department: Hepatitis B Vaccine #1, #2, and #3; OPV; DPT, HIB, Rubella, Varicella, Measles, and Mumps. In most cases, these are sent by a previous school along with other records. However, immunization certificates can be obtained through the local county nurse or your family doctor. Without these certificates, the student is not to be allowed in school.

Article IV - Office Hours

The school office hours are 7:45 - 3:30.

PARENTS OR VISITORS COMING TO THE SCHOOL TO VISIT OR TRANSACT BUSINESS MUST COME TO THE OFFICE FIRST AND OBTAIN A VISITORS' PASS. PARENTS WILL NOT BE ALLOWED DOWN THE HALLS WITHOUT A PASS. EVEN PARENTS COMING TO HAVE LUNCH WITH THEIR CHILD MUST CHECK IN WITH THE OFFICE.

Please do **not** go directly to the student's classroom. This is necessary so we can establish definite security procedures for the safety of all.

Article V - Student Insurance

The cost of student insurance is covered by the registration fees. Parents will be notified as to the type of coverage obtained.

Article VI - Tuition Payments

Community Christian School undertakes many obligations each year based on the number of students enrolled. Payroll, taxes, and other bills depend on your prompt payment.

CCS PAYMENTS SHOULD BE MAILED TO

Community Christian School
2501 Garrett Morris Pkwy.
Mineral Wells, Texas 76067.

Or parents are welcome to make payments in person at the business office. **DO NOT SEND TUITION WITH CHILDREN!**

Tuition may be paid online through FACTS Parent Portal.

Payments not made by the 10th of the month incur a late charge in the amount of \$50.00. There is also a \$50.00 charge for each returned check.

Habitual violation of the financial agreement will not be tolerated. Please, if there are extenuating circumstances that affect your payment of your account, let the Administrator know immediately.

If an account becomes more than thirty (30) days past due, the child may be withheld from school until the balance is paid. If an account becomes more than sixty (60) days past due the child shall be considered to be withdrawn from CCS.

Article VII - Late Enrollments, Absences, & Withdrawals

Since CCS has an obligation to its employees, students are considered enrolled for the entire school year. Tuition and childcare are calculated on the basis of the entire year. Therefore, no reductions can be made for vacations or school holidays.

If a student enters after school has begun, charges are calculated on a pro rata basis using the actual number of days scheduled on the school calendar as school days in the month of enrollment. Thereafter, full monthly tuition shall be paid for all months remaining in the academic year. All applicable fees are due and cannot be adjusted.

No deductions will be made for absences, regardless of the cause of such absence.

All withdrawals, whether before the school year begins, or during the year, must be made in writing and shall be effective when such notice is delivered to the school. Any refunds for prepaid tuition shall be calculated from the month following that in which written withdrawal notice was received. No fees may be refunded.

When requesting withdrawal forms, please allow a minimum of three (3) school days for the office to process your request.

Article VIII - Grade Cards

All accounts must be paid in full through the current term for grade cards to be issued or records released.

Article IX – Volunteer Requirement

- All families are required to volunteer at CCS for 10 hours during the school year. Parents and grandparents are all eligible to fulfill this requirement. On May 1, the family will be billed \$10 per hour for every hour of the requirement not completed.

Article X – Additional Fees


- Additional fees are on a per activity basis.

Payments must be current in order for the student to participate.


ACTIVITY	PAYMENT SCHEDULE
VOLLEYBALL	
Varsity	\$200.00 in 4 payments July - October
Jr. Varsity	\$175.00 in 4 payments July - October
Jr. High	\$150.00 in 3 payments July - September
FOOTBALL	
High School	\$350.00 in 4 payments July - October
Jr. High	\$200.00 in 3 payments August - October
CHEER	
High School	\$150.00 in 3 payments August - October
CHOIR	
	\$30.00 in September
FALL PLAY	
	\$15.00 in October
BASKETBALL	
High School	\$275.00 in 4 payments November - February
Jr. Varsity	\$200.00 in 4 payments November - February
Jr. High	\$150.00 in 3 payments November - January
Elementary	\$100.00 in 2 payments November and December
BASEBALL	
Varsity	\$250.00 in 4 payments February - May
Jr. High	\$150.00 in 4 payments February - May
TRACK	
High School	\$200.00 in 3 payments February - April
Junior High	\$150.00 in 3 payments February - April
GOLF	
Varsity	Pay for tournaments/Buy your own shirt
FINE ARTS FESTIVAL	
	\$15.00 in March
CLASS TRIPS	
Junior/Senior Mission	\$500.00 in 10 payments June - March
Freshman/Sophomore	\$210.00 in 3 payments March - May
Jr. High	\$210.00 in 3 payments March - May
ONE ACT PLAY	
High School	\$140.00 in 2 payments March and April
Jr. High	\$70.00 in 2 payments March and April
Elementary	\$70.00 in 2 payments March and April

SECTION VI - SCHOOL ROUTINE

Article I - Calendar



CCS ACADEMIC CALENDAR



2024-2025

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

12 Teacher In-Service
13 Teacher In-Service
14 Teacher In-Service
15 Teacher In-Service
16 Teacher In-Service
20 First Day of School

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

2 Labor Day - No School
20 End of 1st Six Weeks
23 Parent/Teacher Conference Day

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

14 Professional Dev. - No School
31 End of 2nd Six Weeks

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

1 Professional Dev. - No School
22 Half Day
25 Thanksgiving Break
26 Thanksgiving Break
27 Thanksgiving Break
28 Thanksgiving Break
29 Thanksgiving Break

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

18 High School Finals - Early Release
19 End of 3rd Six Weeks
Half Day
High School Finals - Early Release

Jan 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

3 Christmas Break
6 Parent/Teacher Conference Day
7 Return to School
20 Professional Dev. - No School

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February

17 Parent/Teacher Conference Day
21 End of 4th Six Weeks

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

5 Testing - Half Day
6 Testing - Half Day
7 Testing - Half Day
10 Spring Break
11 Spring Break
12 Spring Break
13 Spring Break
14 Spring Break

Apr 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

17 End of 5th Six Weeks
18 Good Friday - No School
21 Parent/Teacher Conference Day

May 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

26 Memorial Day - No School
27 K4 Program and K5 Graduation
29 Academic Awards
High School Finals - Early Release

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June

3 Professional Dev. - No School

Jul 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

22 Teacher Summer Workshop

Article II - Daily Schedule

K4 -K5

7:55 – 8:05	Arrival
11:00	K4 (Half Day) Release
11:00 – 11:20	LUNCH
2:30	K4 Release
2:45	K5 Release

Teachers will send parents a more detailed daily schedule.

ELEMENTARY (Grades 1 – 6)

7:40 - 7:55	Arrival
8:00	Tardy Bell
11:30 – 11:50	1 st – 2 nd LUNCH
11:55 – 12:20	3 rd – 6 th LUNCH
3:00	Release

Teachers will send parents a more detailed daily schedule.

SECONDARY (Grades 7 & up)

8:00	First Bell
8:10	Tardy Bell
10:25 – 10:35	BREAK
12:23 – 1:00	LUNCH /BREAK
3:20	Dismissal

Early Release Times

12:00	Elementary
12:15	K4 and K5
12:30	Secondary (Grades 7-12)

Teachers are free to leave 30 minutes after dismissal on Monday through Thursday. On Fridays they may leave as soon as they complete their preparations. Each teacher has some free time scheduled during the day. At the beginning of the year, each teacher will notify the parents of his or her students when that time is. Please try to schedule calls to the teacher during this time if at all possible.

Article III - Attendance

Regular attendance is important. *To receive credit and promotion to the next grade level, an elementary student must attend a minimum of eighty [80] school days per semester. A secondary student must attend a minimum of 82 school days per semester.*

Should, during one academic year, a student's absences cause him or her to fall below the eighty or eighty-two day minimum, regardless of the reasons for the absences, CCS reserves the right to deny promotion or graduation.

Should more than five (5) unexcused absences occur during one semester, CCS also reserves the right to deny promotion or graduation.

The following are considered EXCUSED absences:

Personal illness, injury, or doctor appointments which cannot be scheduled after school hours.

Illness in the immediate family which requires the student's presence.

Absences with prior approval from the office.

The following are considered UNEXCUSED absences:

Absences for shopping, haircuts, baby-sitting, needed-at-home, friend's doctor appointments, etc. are unexcused.

Should a student be denied promotion, graduation, or course credit, the parent may petition the Board of Directors for an exemption to the policy stated in section 4432. The Board of Directors may grant such an exemption IF:

- a) The student has maintained passing grades,
- b) The student is capable of working at the next level, and
- c) There are unusual mitigating circumstances for the excess absences.

PARENTS ARE STRONGLY URGED TO CONTACT THE SCHOOL WHENEVER THEIR STUDENT IS ABSENT FOR ANY REASON AND COME BY TO PICK UP ANY MATERIALS NEEDED SO THAT THE STUDENT CAN COMPLETE MISSED WORK BEFORE RETURNING TO CLASS, IF AT ALL POSSIBLE. SHOULD THE STUDENT NOT BE ABLE TO BRING COMPLETED WORK TO SCHOOL WHEN HE OR SHE RETURNS, PARENTS SHOULD BE AWARE THAT THE STUDENT WILL HAVE A LIMITED TIME TO MAKE UP MISSED WORK.

Article IV - Absence Procedure

1. Students must bring a "parental excuse" to the office upon returning to school after an absence of **one or more periods** of any regular school day. The office will notify each teacher whose class was missed. If parents have previously called the school, the note is not necessary, but the student still must check in through the office and get a note from the school secretary verifying the parent's call.
2. Teachers will report to the office all absences for each period throughout the day.
3. Any student leaving the campus must sign out through the office.
4. Absences are counted by period in Junior High and Senior High. Excessive absences in any one class could result in failure of that class even while passing the year as a whole.

Article V – Pre-arranged Absence Procedure

We understand that there are times when a family needs a student to miss school for a special activity. While we desire to cooperate in these instances, we need for the parents to understand that we will not require our teachers to give more than they already are giving. Should a parent wish to take his child out of school for a special reason, the appropriate form should be obtained from the office **a minimum of three days in advance** of the missed days. The teachers will write down all assignments. The parent is expected to see that all missed work is ready to turn in the day the student returns to class. The teacher will make arrangements for the student to make up any missed tests, but the student should be ready to take those tests upon returning to school.

Pre-arranged absences are limited to no more than five (5) days per semester.

Article VI - Tardiness

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal work habits which are characteristic of success and good citizenship in every walk of life.

Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he is **late or unprepared**

Tardiness will eliminate a student from consideration for the perfect attendance award.

Article VII - Procedure for Tardy Students

Students who are tardy should report to the office bringing a written excuse, if the tardy is excused. Office personnel will give the student a permit to enter class. The school reserves the authority to determine whether or not a tardy is excused.

Article VIII - Early Dismissal

Because we try not to waste either the teachers' or students' time, checking out of school early *is strongly discouraged*. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. Early dismissals may prevent a student from receiving attendance awards.

Article IX - Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated.

Article X - Closed Campus

For grades 1-10 we follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to the office to leave the campus for any reason.

Grades 11-12 may be allowed off-campus lunch privileges depending on academic performance and attitude. Forms will be sent home to obtain parental permission. Proof of insurance and a copy of the student's driver's license must also be presented.

Article XI - Emergency School Closing

Occasionally, inclement weather makes it necessary to close school. In case of emergency closing, such information will be broadcast over television KXAS NBC channel 5 and QXFM 88.5 or 89.5 FM. Closing information will also be available on Channel 5's website, www.nbcdfw.com. Every effort will be made to notify these stations of our decision as early as possible. The decision to close school will rest with the Administrator. Bad weather days may have to be made up at the end of the school year.

Parents will also receive a ParentAlert text regarding any emergency school closing or evaluation.

Should a situation arise in which the building must be evacuated, CCS students will be transported to Well of Life Church. Every effort will be made to contact the parents via telephone, email, as well as through radio and television, if possible.

Article XII - Field Trips

Field trips are planned for their educational value. Permission slips will be sent home prior to each field trip. It is essential that parents sign this permission slip and return it to the school. No student will be permitted to go on a trip without this permission slip being on file in the office.

Since they are part of the planned curriculum, field trips are **NOT** optional. Should a student miss a field trip, regular absence procedures must be followed.

Parents will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teacher and he or she will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

Parents should come prepared to cooperate with the teacher as she leads the class.

Article XIII - Illness During School Hours

If a student becomes ill during the day, he may be excused to go home by the Administrator. Before the pupil is excused, however, a parent will be contacted by the school office. For this reason it is important that the school have the *current* correct home, cell, and office telephone numbers of both parents. Phone numbers for another person the school may contact in an emergency should be left in the office.

No child with a fever above 100 degrees will be allowed to remain in class. Any rashes or eye infections may require a child to go home when there is a question of contagion. A child may return when the symptoms disappear and there is no longer a possibility of contagion.

We especially need the parents help in the matter of determining when a child needs to go home. In questionable cases, the parent is the only person who can determine if a child is really ill or wanting to miss some class time. We do not have facilities for children to lie down and rest unless it is a genuine emergency.

Article XIV - Medications

Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute health conditions, but **NO MEDICATION WILL BE ADMINISTERED WITHOUT THE WRITTEN REQUEST OF A PARENT AND/OR DIRECTIVE OF A PHYSICIAN.**

Should your child need to bring medication for any reason, he or she must bring it to the office along with the written request and any directions for administering it.

Article XV - Lunch

Students may either bring their lunch or buy items from the commissary. For your convenience, a lunch account is available in ParentsWeb which can be accessed through the CCS website. You may add money to it anytime or you may send money with your student to be added to this account. The list of items and prices is available on ParentsWeb under the *Lunch* tab. If you need help navigating this site, please contact the office rather than your student's teacher.

Lunch accounts must maintain a positive balance at all times. Should a student account not do so, they student will not be permitted to order. When a student whose account is depleted arrives at school without a lunch, the school will contact the parents to make arrangements. A negative lunch account balance may result in the withholding of a student's report card and will be reflected on the family's statement until the situation is remedied.

The school will notify parents on a yearly basis regarding allowable and disallowable lunch items.

Article XVI - Lost and Found

Please label all clothing, lunch boxes, supplies, and like items. **It is especially important to label outerwear as these are the items most likely to be left behind.** This expedites the search for the rightful owner. All items found should be turned in to the office. Lost items which are not claimed by the end of the semester will be given away.

Article XVII - Toys

Students will not bring toys of any kind into their classrooms or in the common areas. Students who are participating in the after school care program must leave their toys in their backpacks before going to their class in the morning.

Article XVIII - Music

All music used at Community Christian School will be as non-controversial as possible. Students are not given the option to bring music to school without prior authorization.

Article XIX – Cell Phones and Related Technology

Students are not allowed to have cell phones or other electronic devices, including tablets, laptops, or “smart” watches on while on campus.

Students must bring their electronic devices to the office when arriving at school. The devices will be safeguarded in the office and the students may pick their devices up at the end of the day. Students may not have them in their backpacks, desks or on their person at any time during school hours.

Students found violating this policy will forfeit their device and must pay a \$25 fine to reclaim it.

A second violation will result in a \$50 fine and only the parent may claim the phone.

Repeated violations may result in loss of the device for up to one week.

Students are always allowed to come to the office to make any necessary calls.

Technology devices for educational use are provided by the school for student use under the immediate supervision of the teacher.

Article XX - Visitors

Visitors are welcomed at CCS. However, to ensure the safety of our students, ***all visitors must obtain a pass from the office.*** If a visitor is not a parent, we request that the parent or guardian call the office so we can know who is visiting.

Frequently parents and grandparents wish to come have lunch with their student. While we welcome this, we require a visitor’s pass. We do not allow visitors to go with their student when the lunch is finished. When visiting during lunch, the student and his or her visitor must sit at a separate table. Other students may only join with prior permission from their parents.

Other parents and grandparents like to stay with their student before school. When the students are released to go to class, please do not delay your student and make him or her tardy.

Student visitors are allowed if prior arrangements have been made with the Administrator. It should be noted that student visitors will be expected to adhere to the Jeans Day dress code.

Article XXI - Parties

Class parties are permitted during school hours on the last day of school before *Christmas*, *Valentine's Day*, *Easter*, and *school's end*. No other parties are permitted.

Parties are to last no more than one (1) hour.

Favors, refreshments, and presents will be in keeping with guidelines established by the Administrator. If you are asked to be in charge of a party, please check with the office to see just what guidelines have been established.

When Valentines are exchanged, each student will bring a card for every student in his or her class. No one is to be left out.

Should parents desire to bring special treats to observe their student's birthday, these must be served during the regular lunch period or break time. Since excess sugar consumption can affect student performance and behavior, restraint is requested.

Article XXII - Student Injury

The staff of Community Christian School will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf. Since the school does carry insurance to cover these situations, the parents should contact the office for the necessary forms.

Article XXIII - Supervision of Students

Supervision of students on school property is provided **15 minutes before school starts and 15 minutes after school is dismissed**. During this time it is understood that a child is the responsibility of Community Christian School, and as such, we retain the authority to exercise supervisory and disciplinary measures.

Article XXIV - Telephone Calls and Messages

All telephone calls and messages to students must come through the school office. No student will be called out of class except in case of emergency. Student use of telephone will be limited to genuine need only.

A teacher may choose to give his or her personal cell phone number to students and parents. During the workday, faculty and staff are not free to respond to calls on their cell phones. Calls on the teacher's cell phone can disturb the class. Should a teacher receive a text message or voicemail, he or she will respond when it is convenient. *If an immediate response is needed, please call the school office at 940-328-1333.*

Article XXV – Traffic Flow

Vehicles entering the parking lot should do so from the south entrance. Please do **NOT** enter the parking lot from the west.

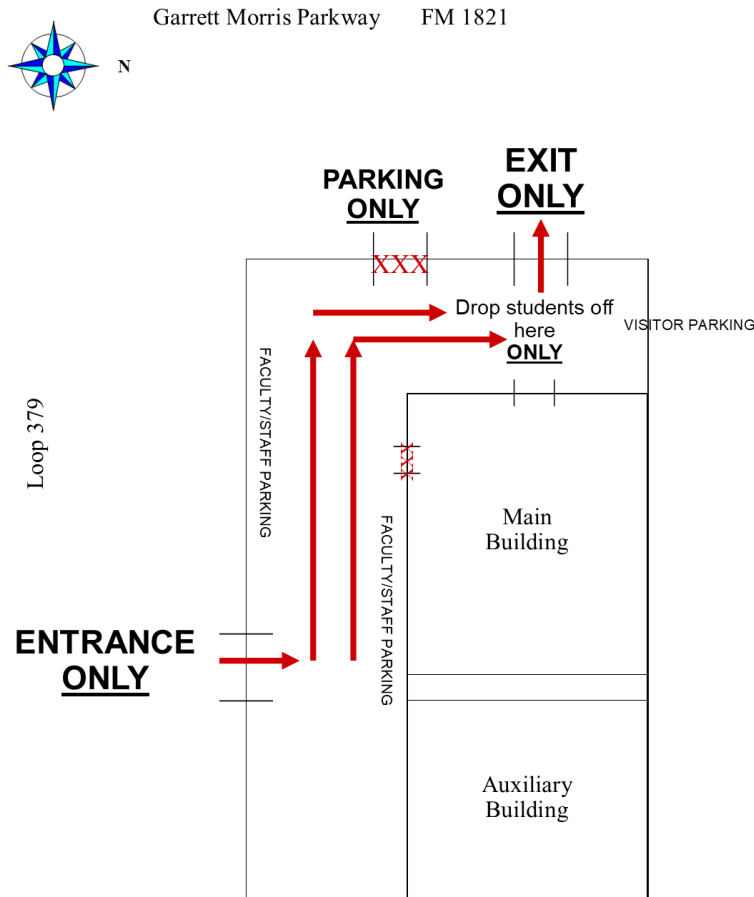
Students should be dropped off at the west doors **only**. Please do **NOT** allow your child to go to and from your car without supervision.

If you arrive more than 5 minutes before your student's dismissal time, please stay in the **left** lane to allow traffic flow to the right. Once students are released, we make every effort to see that traffic moves quickly.

If you need to enter the building for anything other than assisting your student to or from the car, please move to the visitor parking so traffic can continue.

For safety reasons, we do not allow the students to use the south doors.

Traffic Map for Community Christian School



Please observe the traffic pattern for the safety of all of our students.

At the close of the school day, please form two lanes and wait for your child to be walked to your car.

Article XXVI – Pictures and Videos

Students at CCS may be photographed during the course of school activities. The student's likeness may be used either individually or in group pictures in newsletters, on the school's website, or in promotional literature or videos.

Article XXVII – Asbestos Management

Community Christian School is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan or if you have any questions, please contact the Administrator's office during regular business hours at 940-328-1333.

Article XXVIII – Fundraising

School wide fundraising is limited to one project per semester. Each fall the Parent Teacher Fellowship conducts a Bike-A-Thon. Proceeds are used to purchase items that will enhance the school environment.

From time to time individual classes will raise funds for special projects.

Article XXIX – Mission Projects

Community Christian School supports a sister school in Benin City, Nigeria. Various projects will be conducted during the year to raise contributions.

In addition, CCS also participates in Operation Christmas Box each year. Each class will assemble boxes to send via Samaritan's Purse, under the direction of Franklin Graham. All parents are *strongly encouraged* to help their student participate.

Article XXX – Animals on Campus

From time to time individual classes may elect to have a class pet. Should your child have specific allergies, please make sure the teacher is made aware of this.

ARTICLE XXXI – Student Drivers

Driving to school and parking on school property is a privilege extended to cooperative students.

- Students may park only in the area designated as student parking.
- No student may drive on school property without a parking permit.
- In order to obtain a parking permit, the parent or guardian must:
 - Show evidence that the student has a valid Texas driver's license.
 - Show evidence that the student is covered by a valid liability insurance policy.
 - Sign a statement that the parent or guardian is willing to be responsible for the student driver's actions and will cooperate with the school in its efforts to ensure the safety of all students.
- Students will not linger in their cars or go to and from their cars once they arrive on campus.
- Student drivers must sign out and follow established procedures for leaving should the need arise to leave early.

ARTICLE XXXII – Student Lockers

Secondary students are provided lockers which remain the property of CCS.

- The school reserves the right to search a student's locker at any time.
- Students are not permitted to put a lock on their assigned locker.
- In order to minimize pest infestations, students are not allowed to keep food in their lockers.
- Students must keep their lockers in order.