

Table of Contents

Statement of Faith.....	2
Admissions Policy.....	3
School Hours.....	4
Tardies.....	4
Early Departures.....	4
Late Pickup and After School Care.....	4
Later Arrival.....	5
Someone Else is Picking Up My Child.....	5
Snack Time.....	5
Field Trips.....	5
Volunteers.....	5
Phone Calls.....	6
Physical Education, Music, Spanish, Art, and Library.....	6
Inclement Weather.....	6
Medication.....	6
Calendars.....	6
Friday Notes and Weekly Emails.....	6
School Lunches.....	7
Milk.....	7
Lunch Guests.....	7
Dress Code.....	7
Parent Teacher Organization	8
Payment of Fees.....	8
Tuition.....	8
Pizza Payments.....	8
School Attendance.....	9
Absences.....	9
Make -up Work.....	9
School Notification.....	9
Homework	10
Grading.....	10
Grade Placement.....	10
Promotion or Retention.....	11
Library.....	11
Student Guidelines and Discipline.....	11
Student Conduct.....	12
Search and Seizure.....	13
Articles of a Disruptive Nature.....	13
Nuclear Emergency Procedures.....	14

Statement of Faith

1. God

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son and Holy Spirit.

2. God the Father

We believe in God the Father, creator and judge of all things, who is true holiness, eternal power, infinite love and absolute truth.

3. God the Son

We believe in Jesus Christ, who was conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven, where at the right hand of God the Father, he is now our advocate. He will return in glory to judge the living and the dead.

4. God the Holy Spirit

We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct and empower believers for life and service.

5. Scripture

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, the complete written revelation of His will for man and the Divine and final authority for faith and practice.

6. Mankind

We believe mankind was created in the image of God; chose to sin and without God is spiritually dead.

7. Salvation

We believe the blood of Jesus Christ and His resurrection provide the only grounds for the salvation of mankind. All who receive Jesus Christ as Savior are born of the Holy Spirit and become children of God.

8. Ordinances

We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation.

9. The Church

We believe God's church is composed of everyone who has been reborn through faith in Jesus Christ. God has called His Church to worship Him, to

disciple believers and to proclaim the Gospel to the world. The purposes of the church are to worship God; to learn from God's Word and to allow the Scriptures to change us; to fellowship as believers; and be equipped to glorify God in our daily lives.

10. Satan

We believe in the existence and personality of Satan. We believe that our Lord Jesus Christ triumphed over Satan by His death and resurrection.

11. Christ's Return and Judgment

We believe our Lord Jesus Christ will return to earth to judge all mankind. Those who have accepted Christ as their Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God.

Admissions Policy

Steps to admission include:

- 1 Completing the following forms:
 - 1.1 Application
 - 1.2 Medical History
 - 1.3 Policy Statement
 - 1.4 Oral and Topical Medication Form
 - 1.5 Financial Agreement
 - 1.6 Consent for Evaluation and Treatment
 - 1.7 Authorization for Release of Records
 - 1.8 Student Placement Agreement
 - 1.9 Copy of the latest Standardized Achievement Test Scores (if home schooled)
 - 1.10 Annual Field Trip Permission Form
 - 1.11 Copy of student birth certificate
- 2 Registration Fee Paid
- 3 Prospective student and at least one parent meet with administrator prior to acceptance.
- 4 At least one parent is a Christian
- 5 Kindergarten student is 5 before September 15th.
- 6 Student and Parents are willing to submit to school policies.
- 7 Student has no learning, behavior, or social problems beyond the scope of the school.
- 8 Parents are expected to actively participate in the school as they are able.
- 9 Dress code accepted by both student and parents.

School Hours

School begins at 8:00 AM School staff is required to be at the school at 7:50 AM Early arrivals must be discussed with office personnel so that arrangements can be made for supervision of your child. No children should arrive earlier than 7:45 AM School will be dismissed at 3:00 PM Students are to be picked up as close to 3:00 PM as possible. Students will be placed in after school care at 3:15. A charge of \$7.00 a day will be assessed after the first time of late pick-up

Tardies

Pledges and prayer time begin at 8:00 AM It is very important that your child be on time for this part of our day. If you arrive past 8:10 your child will be counted tardy for the day. To assure efficient and orderly operation of the school, the following policy regarding tardiness has been adopted:

1. Excused tardiness will be granted for unexpected traffic delays, automobile, and other emergency type situations. All other situations will be counted as unexcused tardiness.
2. Any student arriving at 9:00 AM or later on pizza day will need to bring a lunch to school. Lunches will not be ordered for students arriving past this time.

Early Departures

In order to assure the safety of every child, policies have been adopted to provide for orderly operation and accountability. This is especially important when children are being taken from the school premises. If parents wish to have their child dismissed early, a written request must be presented to the teacher in advance. Parents must come into the building to "check out" and pick up their child. In order to pick your child up early without written notice, you must "check out" your child from the office before getting them from the classroom or the playground. Teachers CAN NOT dismiss your child from the playground unless authorized to do so by the administrator. Emergency situations are understandable, but please do not check your child out early unless it is absolutely necessary. Arrange for dental and doctor appointments, etc., for after school hours when possible.

Late Pickup and After School Care

We offer after school care at the cost of \$7.00 a day. If you are later than 3:15 your child will be placed in our supervised after school care. We understand that there are emergency situations and will take that into consideration. Payment for after school care is due every Friday. Make the checks out to Community Christian School-afterschool care.

Later Arrival

Students who come to school later than 10:30 AM or leave before 1:00 PM will be marked absent for one half (1/2) day.

Someone Else is Picking Up My Child

If you are unable to pick up your child, please let the school know. NO child will be placed in a vehicle (even with friends and relatives) without prior notification by parents, either by phone or note. This person must be listed on the child's list of approved adults. Please tell the person that we will ask to see an ID before releasing your child. This is for the safety of our students. Please inform us of the person and type of vehicle to look for. Last minute messages may be lost in the hurry and hustle at the end of our day, so please call early enough to miss the rush time.

Snack Time

Pre-K and K may bring a nutritious snack for the morning break at 10:00 AM Please do not send drinks for the snack. Students are encouraged to bring a bottle of water to drink after their recesses. Pre-K will have an afternoon snack provided by the school.

Field Trips

Part of the educational experience here at Community Christian School is our field trips. Each class will go on various trips throughout the year. Some trips will be by vehicle and some will be on foot (to areas near the school). Parents are always welcome to join us on our trips. Because of liability issues, parents will not be allowed to drive children other than their own on trips. At times we will rent vehicles to transport students to an event. Students will not be allowed to attend any field trip unless they have returned a sign permission form. Students need to wear their Community Christian School shirts on all field trips.

Volunteers

There will be many opportunities for you to be involved this year. Please sign up to help. We need your help to make this the best school year possible for the children. We encourage everyone to participate.

Phone Calls

Students are not to make phone calls without permission from their teachers. Students wishing to go home with a friend should bring a note from home. NO LAST MINUTE PHONE CALLS TO MAKE ARRANGEMENTS PLEASE.

Physical Education, Music, Spanish, Art, and Library

Physical Education, Music, Spanish, Art, Computer Lab and Library classes are to be considered a part of our curriculum. All students are required to participate and exhibit the same behavioral standards as in the regular classroom. Non-participation from any P.E. class will require a doctor's note.

Incliment Weather

In the event of flooding, snow, ice or any weather emergency, we will keep the same incliment weather days as Russellville Public Schools. Listen to either KMTC 91.1 FM or KARV 610 AM to find out if we will be closed due to bad weather. Please do not call school staff. GENERAL RULE: If Russellville Schools are closed due to weather, we will be closed also.

Medication

All medication must be left in the school office. Do not put your child's medication in his or her lunch box since it is necessary that all medication be administered with adult supervision. Please send a note with your child's medicine telling the times it is to be administered and the proper dosage to be given as well as a medicine spoon or dosage cup. If your child uses an inhaler the school must have one at all times. If there is a need for medicaiton (over-the-counter or herbal remedies) on a long-term basis, that is more than two weeks, a doctor's statement is required.

Calendars

Monthly calendars will be sent home at the end of each month for the following month. This will help keep you informed of up-coming events at Community Christian School.

Friday Notes and Weekly Emails

At the end of each week we will send home Friday Notes to update you on school happenings. They are very informative, so you do not want to miss them. Also beginning this year we will be sending out weekly emails. **WARNING:** These notes sometimes hide in backpacks, so be on the lookout!

School Lunches

Monday is pizza day. Students may order pizza for \$1.50 a slice. We will alternate between cheese and pepperoni pizza each week. Students may bring canned soft drinks but only if they are caffeine free. Please do not bring glass bottles. Tuesday through Friday students will bring lunches from home. Please label lunch boxes on the outside with your child's name. Please pack all necessary utensils and paper goods.

Milk

We will have a refrigerator in the lunch room. If you want to send milk with your child please label it and we will put it in the refrigerator.

Lunch Guests

Parents, grandparents, friends or relatives are welcome to join us for lunch anytime. If you wish to order pizza, please phone the office by 9:00 AM to place your order. Please send healthy lunch choices for your child to eat for lunch. The following guidelines have been established for lunches at Community Christian School:

- Microwaves will be available for all school lunches.
- Do not send any frozen meals or meals which need more than one minute of microwaving.
- Send drinks to school with your child. Do not send any red or grape drinks.

Dress Code

Students are expected to dress modestly, and in conformity with good taste and good citizenship. Any dress, hair color, or make-up that distracts from the learning process will not be tolerated. Parents will be called to come to the school and remove the student until the condition is corrected. If this offense happens repeatedly, parents will meet with the administrator, and the student may be expelled. The administrator will have discretionary authority in deciding cases which do not fall into the specific guidelines within this policy.

No halter tops, tank tops, shorts shorter than finger tip length without stretching, jeans with holes, midriff tops, raveled jeans or shorts. No t-shirts that advertise inappropriate products.

Clothing is to be neat and clean.

No hats, bandannas, or caps may be worn in the building. "Hat Day" will be an exception to this rule.

Parent Teacher Organization

The purpose of the Community Christian School Parent-Teacher Organization is to promote a sense of support, pride and enthusiasm through fund-raising and family activities and to promote positive school/community relationships that enhance our children's educational environment. We strongly urge each family to become involved in our PTO. There will be many opportunities to participate in fund-raising projects throughout the year. Some of the activities the PTO is involved in include the Christmas program, Teacher Appreciation Week, classroom parties, Fun Fair, Field Day, Bake Sale and Garage Sales. PTO meetings will be held on the first Tuesday of every month.

Payment of Fees

Registration, Book and Activity Fees:

The Registration Fee is due with the application for acceptance. Upon acceptance, the Book Fee will be due. NO students will be allowed to enter school until payments of the Book Fee have been arranged.

Tuition

Tuition is due by the 10th of each month- September through May. If you need to make other arrangements, please contact the office before the 10th of the month. Late payments will result in a meeting with the administrator to discuss a financial plan. Failure to pay tuition can result in dismissal from school. Payments received after the 10th of the month will be assessed a \$10.00 penalty. Insufficient funds checks will be considered as late payment and will incur late charges as well a \$25 fee.

Pizza Payments

Pizza may be paid for by the month, week or day. Lunch money should be in an envelope and clearly marked with your child's name, amount and purpose, and given to your child's teacher. These fees may also be left in the office or included with your tuition payment. Please clearly state what the payments are to cover when combining payments. Multiple students in a family may make combined payments.

Make all checks payable to Community Christian School.

School Attendance

Absences

1. A student may be absent from school for a total of 10 days per semester.
2. When 10 days of absences have been acquired, the student must be seen by a physician for a written excuse for each additional absence.
3. When the student has accumulated 7 absences the student's parents or guardian will receive a letter from the Administrator. If more absences occur, a meeting with the parents or guardian and the Administrator will be required.
4. If absences exceed the 20 day limit per school year, students will be evaluated for possible grade retention.
5. Student absences incurred as a result of out-of-school suspension will not be counted against the number of days attendance required by this policy.
6. Excused Absences
 1. Absences may be excused for the following reasons:
 1. Personal illness of the student
 2. Medical appointments
 3. Serious illness or other extenuating circumstances in the immediate Family (parents/guardians, siblings and grandparents)
 4. Any circumstance which the Administrator determines to justify an excused absence.
 2. One hundred percent (100%) credit will be given for make-up work completed within the allotted period.

7. Unexcused Absences

1. Any absence not described in section B.1 will be defined as unexcused.
2. Unexcused absences result in "O's" for major tests and all other work missed.

Make -up Work

1. Teachers will be available after school to provide any assignments the students may need to make up. Please do not ask teachers for assignments during class time.
2. Students who have their absences excused are responsible for the completion of any work missed. Unexcused work may not be made up.
3. Teachers will give students any help necessary in the completion of make-up work.

School Notification

1. The parent or guardian should notify the school office by 9:00 AM if their child will be absent.
2. If a student will be absent for several days, the parent or guardian should notify the school office each day that the student will be out. In cases of long-term absences, the parents and teacher will keep in touch on a regular basis.

Homework

Homework is a method for both teacher and parents to evaluate the student's understanding of the material being taught. Parents should expect that their child will be required to do homework on any given evening or weekend. Good effort on homework by the student insures that he is prepared to do his best in class the following day. Students will be required to follow individual teacher's homework policy. It will be the responsibility of parents to see to it that the homework is completed.

It is recommended that all students at Community Christian School have a library card from the county library.

Grading

The following uniform marking and reporting system will be used by all teachers in all classes 1st through 6th grade:

A Excellent (90-100)

B	Above Average (80-89)
C	Average (70-79)
D	Below Average (60-69)
F	Failure (59 and below)

Kindergarten and 1st nine weeks of first grade will use the following grading scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade Placement

It is every parent's desire that their child be taught on grade level and be able to perform satisfactorily without academic modification. If it appears that your child is unable to maintain the pace of their peers, it may be necessary to move to a class which is more appropriate academically for your child. Grade placement will be made at the discretion of the Administrator.

Promotion or Retention

Before promoting or retaining a student, a conference must be held between the classroom teacher, parents, and Administrator. All parties should agree on the best placement for the student. The teacher will fill out the necessary forms for the student's permanent record.

Library

Hours for the library are:

8:00 AM – 12:00 PM Thursday

Student Guidelines and Discipline

1. Students are to walk quietly when inside the building.
2. Students are to leave candy and gum at home.
3. Students are to be in the classroom during school hours. They may be in other areas by permission only.
4. Students may play in specified areas only. These areas will be explained to them by their classroom teacher.
5. Students should wait in the designated area to be picked up. We ask that students remain in the designated area until dismissed by a teacher.

6. Personal items such as toys, games, etc. are allowed at school with teacher permission. (Toy guns, knives, or weapons of any kind are not allowed.)
7. Please do not send a child to school if there is any indication of illness.
8. No tree climbing, hanging on bushes, or jumping off playground equipment.
NO CLIMBING ON THE BACK HILL.
9. No sticks in motion or running with sticks in hand.
10. Ask permission to leave the playground area.
11. Be considerate of smaller children.
12. Ropes are for jumping only.
13. Be responsible for equipment. What you take out, you bring back in.
14. No talking, pushing, grabbing or sitting in line.
15. Balls may not be thrown against or over the building. Any balls going over the fence will result in the thrower not being allowed to play with the ball for the remainder of recess time.
16. "Social Clubs" are not allowed at school.\
17. All students are to obey the safety instructions of any adult on playground duty.
18. Slides are for sliding down not walking up.
19. Take turns on the swings. Swing sitting down and going forward-backward. Do not twist the swings. No jumping from the swings.
20. No rock throwing
21. No playing chase or tag unless under the direction of a teacher.
22. Do not bounce balls on the way to the gym or playground.

All students who attend Community Christian School are to exemplify Christ-like behavior and comply with Biblical standards. It is the responsibility of the parents to discipline their children. If a teacher has a problem with a child, the parents will be advised and expected to deal with the problem. If the problem persists, the student and parents may be asked to come in for a conference. If necessary the Administrator will be asked to conference with the student and/ or parents. In extreme cases parents may be asked to come to the school to discipline their child and in some cases, the child may be sent home from school.

Any of the following could result in suspension or expulsion from Community Christian School:

1. Intentional harm to anyone
2. Vandalism of any kind
3. Repeatedly breaking the rules
4. Persistent disrespect or defiance toward authority

Student Conduct

Conduct NOT permitted:

1. Any physical or verbal abuse or threats of abuse to, or against, any employee or other student.
2. Damage to, destruction of, or theft of school property
3. Possession, use, sale or transmission of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Act 590 of the 1971 Arkansas General Assembly. A student may use prescription medication provided it remains in the container in which it was obtained from the pharmacist, the prescription is in the name of the student, and the student follows the school's medication policy. Medication will be turned in to the student's teacher and dispensed by office or staff personnel.
4. Possession, use, sale or transmission of alcoholic beverages or intoxicants of any kind.
5. A student shall not possess, handle or transmit a knife, razor, ice pick, explosives (including fireworks), pistol, rifle, shotgun, pellet gun or any object that is ordinarily considered a weapon.
6. A student shall not disrupt the educational environment by any behavior. This includes, but is not limited to fighting, pushing, and shoving, menacing conduct, vulgar, abusive, or threatening language, either written or spoken. Students may not take any action which will cause disruption of any function or class at the school.
7. Students shall not belong to or participate in, or promote secret societies, secret organizations, or subversive groups of any kind. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school activity. Students are not permitted to wear gang attire and are prohibited from promoting gangs or gang related activity verbally, with gestures, or in writing.
8. A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, or administrators and other school personnel in their assigned responsibilities. A student shall identify himself/herself when requested to do so by any of the above identified school personnel.
9. Students are prohibited from engaging in academic dishonesty, cheating, copying, forging of a signature of a parent, guardian, or teacher, possession of pornography, gambling, soliciting, obscene gestures, indecent exposure, immoral conduct, and theft or vandalism of the property of others.
10. Student use or possession of tobacco, in any form, is prohibited on all school property and at all school-sponsored events.
11. Pagers, beepers or other electronic communication devices are permitted to be carried by a student only for medical purposes under the direction of a physician, or other compelling reason, if approved in advance by the

Administrator. Possession of such devices will result in confiscation, parental notification and 1 day suspension for the first offense.

Students found in violation of numbers 1-5 above will be turned over to law enforcement officials for prosecution, along with any evidence that may be collected. The school will impose disciplinary actions separate from and in addition to any legal penalties which may accrue from the violations. The punishment for the above conduct may range from removal of student from class and loss of privileges to parent/teacher/administration conference or expulsion. The age and grade level of the student may be considered in determining the punishment. The school may assist any school employee in her efforts to pursue a criminal prosecution for such action.

Search and Seizure

Community Christian School retains ownership of property (desks, etc.) and the right to inspect it or reclaim it. General searches of school property may be conducted at any time. Illegal items such as firearms or weapons, or any other articles determined to be a threat to the safety or school authorities shall seize security of others. Items which are used to disrupt or interfere with the educational process will be removed from a student's possession.

Articles of a Disruptive Nature

The following articles shall not be brought to school:

1. Music sound equipment, radios, tape players, Walkman, jam boxes
2. Video games, playing cards, dice, baseball collections
3. Knives, water guns, cigarette lighters or any toy which may be construed to be a weapon
4. Skateboards, roller skates, roller blades (unless part of organized school activity)
5. Prank or gag toys (itch powder, hand buzzers, etc.)

Arkansas Code 12-12-504 says in pertinent part:
Report Suspected Abuse or Neglect

1. When any...teacher, school official...has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect, or observes the child being subjected to conditions or circumstances which would reasonably result in abuse, he shall immediately report or cause a report to be made to the department.

2. Whenever that person is required to report this subchapter in his capacity as a member of the staff of a medical or public or private institution, school, facility or other agency, he shall immediately notify the person in charge of the institution, school, facility, or other agency or his designated agent who shall then become responsible for making a report or cause a report to be made.

In light of the Code, Community Christian School personnel will follow the procedure below in reporting suspected child abuse and neglect:

1. Written report, signed by the person who first observed the abuse, will be given to the Administrator.
2. The Administrator will forward the report on to the appropriate authorities.
3. The Administrator will keep a copy of the report in a secure confidential file.

Nuclear Emergency Procedures

Due to the fact that we live in a city where a nuclear plant exists, it is necessary to plan for an emergency as we pray that one never occurs. Entergy and the Department of Health Nuclear Emergency Response Team have put Community Christian School on their early notification list for schools and have supplied us with their NOAA Weather Network Radio. Our instructions in the case of a nuclear emergency are as follows:

Schools will be notified before the general public and students will be taken to a Care Center (Morrilton High School). Parents should not attempt to pick up their children at Community Christian School since this will create a traffic problem. Once children are registered at the Care Center (MHS), they may leave with a parent or legal guardian. If it is necessary, students will be Monitored for radioactive contamination. If and when you hear the sirens, listen to one of these local radio stations for information:

- KARV 610 AM Russellville
- KCAB 980 AM Dardanelle
- KWXT 1490 AM Russellville
- KMTC 91.1 FM Russellville
- KWKK 100.9 FM Dardanelle
- KCJC 102.3 FM Russellville