



PARENT HANDBOOK

2011-2012

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Mission Statement

Community Christian School is committed to educating the mind and touching the heart of each student by upholding God's Word as the standard for a lifetime of living and learning.

Philosophy Statement

Community Christian School understands that all truth is God's truth and seeks to educate students from that worldview, enabling students to be successful in their own lives and to be relevant in our culture. The school board, faculty and staff of CCS desire to be living models of Christianity for the school and for the community.

Community Christian School is non-denominational; no single church funds our activities, approves our curricula, controls our board or sets our policies.

- The spectrum of students, faculty, staff and board members reflects most Christian denominations in our area.
- We teach Christian principles, not denominational doctrine.
- Our teachers are dedicated to our mission of providing a Christ-centered education that connects home, church and school.

STATEMENTS OF FAITH

God

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son and Holy Spirit. (John 14:16-18, John 17:11)

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. (Genesis 1:1, Psalm 9:7-8, Exodus 15:11, I John 4:16)

The Son

We believe in the deity of Jesus Christ, who was conceived by the Holy Spirit and born of a virgin. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven. He is now our advocate at the right hand of God the Father. He will return in glory to judge the living and the dead. (John 1:1-4, John 14:9, Colossians 1:15-17, Luke 1:35, Matthew 1:18-25, I Peter 2:24, John 20:10-31, Acts 1:11, Matthew 24:27, I Thessalonians 4:13-17)

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. (John 16:7-11, I Corinthians 6:19, John 14:26, John 16:13)

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 humanity and the divine and final authority for faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

Humanity

We believe humanity was created in the image of God, chose to sin, and without God is spiritually dead. (Genesis 1:27, Jeremiah 17:9, Romans 3:23)

Salvation

We believe that salvation is by grace alone, through faith in Jesus Christ alone. All who receive Jesus Christ as Lord and Savior are born of the Holy Spirit and become children of God. (Ephesians 2:8-9, Titus 3:5-7, I Peter 1:18-21, John 3:5, John 3:16, Romans 3:21-30, Galatians 4:4-7, John 1:12-13)

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. (Acts 2:38, Romans 6:4, 1 Corinthians 11:23-26)

STATEMENTS OF FAITH (continued)

The Church

We believe in the spiritual unity 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. (Galatians 3:28, John 17:11, Matthew 28:18-20)

Christ's Return and Judgment

We believe our Lord Jesus Christ will return to earth to judge all humanity. Those who have accepted Christ as their Lord and Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God. (John 3:16-19, I Thessalonians 4:13-17, Revelation 20:13, Revelation 22:12)

ADMISSIONS POLICY

Steps to admission include:

- Submission of the following forms/records:
 - Application
 - Medical History
 - Policy Statement
 - Oral and Topical Medication Form
 - Financial Agreement
 - Consent for Evaluation and Treatment
 - Authorization for Release of Records
 - Student Placement Agreement
 - Copy of the latest Standardized Achievement Test Scores (if applicable)
 - Up-to-date shot record
- Payment of registration fee
- Meeting with administrator (Prospective student and at least one parent must attend.)

In Addition:

- Kindergarten student must be five years old before September 15.
- Student and parents must agree to submit to school policies.
- Student must not have any learning, behavior, social problems or physical limitations beyond the scope of the school.
- Parents must commit to participate actively in the school.
- Student and parents must agree to follow the dress code.

SCHOOL HOURS

School begins at 8:00 A.M. Students should arrive no earlier than 7:45 A.M. School will be dismissed at 3:00 P.M. Students are to be picked up by 3:10 P.M.

Tardiness

Pledges and prayer time begin promptly at 8:00 A.M. Students arriving after 8:10 A.M. will be counted tardy for the day. Three tardies will equal one absence.

Early Departures

In order to ensure the safety and accountability of every child, parents wishing to have their child dismissed early should present a written request to the teacher in advance. Parents must come to the office to check out and pick up their child.

Late Arrival

Students arriving after 10:30 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.

Authorized Pick-ups

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 or relatives) without prior notification by parents. The person picking up your child must be listed on the child's list of approved pick-ups. Please tell the person that the school will require ID before releasing your child. Please notify the office as early as possible of alternate pick-ups.

SCHOOL ATTENDANCE POLICY

Absences

1. Ten (10) absences per semester will be considered excessive. When seven (7) absences have been accumulated, the CCS administrator will issue a letter to the parent/guardian.
2. All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences.
3. All absences will be recorded on the student's permanent file.
4. Students arriving later than 10:00 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.
5. If absences exceed twenty (20) per school year, the student will be evaluated for possible grade retention.
6. Absences incurred as a result of out-of-school suspension will be counted against the number of attendance days allowed by this policy.

Excused Absences

Absences may be excused for the following reasons:

1. Personal illness
2. Medical/dental appointments

3. Serious illness or other extenuating circumstances in the immediate family (parents/guardians, siblings and grandparents)
4. Other circumstances determined by the administrator

School Notification

The office should be notified no later than 9:00 A.M. if a student will be absent. If a student is to be absent for several days, the office should be notified each day the student is absent. The office phone number is 479-968-1429.

Make-up Work

Parents must call the school office by 10:00 A.M. to obtain make-up assignments. After calling, assignments will be available for pickup after 3:00 P.M. Make-up work for unexcused absences will receive a grade of no more than 75% (C-). Students are responsible for the completion of all missed work.

FIELD TRIPS

The educational experience at CCS includes field trips. Each class will go on various trips throughout the year. Some trips will require transportation by vehicle and some will be within walking distance to areas near the school. Students will not be allowed to attend any field trip unless they have returned a signed permission form. Students are encouraged to wear their Community Christian School shirts on all field trips. Field trip days count as instruction days; therefore, absences on field trip days will be counted as unexcused unless the absence falls under the excused absence guidelines.

ILLNESS AND MEDICATION

All medication must be brought to the school office. Medication must not be put in a student's lunch box or backpack. All medication must be administered with adult supervision. Parents must provide an unexpired prescription in the original container with the original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request for the medication to be administered. If your child uses an inhaler, you must be sure the school has one at all times. If over-the-counter medication is necessary for longer than two weeks, a doctor's statement is required.

The Arkansas School Health Services Manual provides guidelines for excluding students from school if they have a known or suspected communicable disease. As a general rule, a student will be excluded from school if he/she has a temperature of 100 degrees or more and/or if the student experiences vomiting or diarrhea. Students must be fever-free and without vomiting for 24 hours before returning to school. Students requiring antibiotic therapy must follow the guidelines of the independent licensed

provider before returning to school. This usually includes resolution of acute signs and symptoms and 1–2 days of antibiotics.

SCHOOL CLOSINGS

In the event of school closing (i.e., inclement weather), CCS will follow the same school closing schedule as the Russellville School District. Watch channel KARK4 or listen to KMTC 91.1 FM or KARV 610 AM radio for closure information.

VISITORS

Visitors are not allowed to disrupt class during instruction time. If you wish to visit your child's classroom during instruction time, you must call the administrator or administrator's assistant to arrange a time for a classroom visit. If you wish to conference with a member of the school staff, please call 968-1429 for an appointment. Teachers are available by appointment only. To keep classroom interruptions to a minimum, messages to students will be delivered at a convenient time. Lunches or other items will be left with office personnel who will see that they are delivered to your child.

All visitors, including parents and volunteers, must sign in at the office. **Do not go directly to your child's classroom without first signing in at the office.**

DRESS CODE

Students are expected to dress modestly and with good taste. Any clothing, hairstyle, hair color or makeup that distracts from the learning process will not be tolerated. Dress code infractions will be punishable at the administrator's discretion. Parents may be called to come to the school and remove the student until the condition is corrected. If the offense occurs repeatedly, the parents will meet with the administrator, and the student may be expelled. The administrator will have discretionary authority in deciding cases that do not fall under specific guidelines.

No halter tops, tank tops, midriff tops or t-shirts advertising inappropriate products will be allowed. Shorts, dresses and skirts must be no shorter than five inches from the top of the kneecap.

Clothing is to be neat and clean.

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

HOMEWORK

Homework enables teachers and parents to evaluate students' understanding of the material being taught. Parents should expect their child to be assigned homework on any given day except Wednesdays and weekends. Good effort on homework completion ensures that students are prepared to do their best in class the following day.

Each student will be given a notebook in which to record daily homework assignments. Each evening, parents are expected to sign or initial that day's homework entry/entries after their child completes the assignment/s. If parents have questions or comments about an assignment, they are encouraged to write a note next to that entry in the notebook. The teacher will check the notebook daily for parent signatures and notes. The homework notebook will be the primary means of communication between teachers and parents.

GRADING

Teachers will use the following grading scale for students in grades one through twelve:

A+	98-100
A	94-97
A-	91-93
B+	89-90
B	85-88
B-	82-84
C+	80-81
C	76-79
C-	72-75
D+	70-71
D	67-69
D-	65-66
F	0-64

Grade Placement

Parents and teachers desire that each child be taught on grade level and be able to perform satisfactorily without academic modification. However, if a student is unable to maintain the academic pace of his/her peers, it may become necessary to move that student to a more academically appropriate setting.

Promotion or Retention

Prior to promoting or retaining a student, a conference must be held with the classroom teacher, the parents and the 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.

DISCIPLINE

All students attending Community Christian School are to exemplify Christ-like behavior and comply with biblical standards. If a student persists in behaving inappropriately, the student and parents may be asked to come in to conference with the teacher. 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. In some cases, the child may be sent home from school.

Unacceptable Behavior

Any of the following could result in suspension or expulsion from Community Christian School (and/or loss of driving privileges for high-school students):

1. Intentional harm to anyone
2. Vandalism of any kind
3. Repeatedly breaking the rules
4. Lying or stealing
5. Disrespect or defiance toward authority
6. Inappropriate speech or touching
7. Cheating
8. Bullying
9. Use of cell phones to text or make phone calls without the expressed consent of teachers/staff

Bullying Policy

Bullying is prohibited by school policy and by state law (ACT 681 of 2003). Bullying usually has common features such as: 1) It is deliberate, hurtful behavior. 2) It is repeated. 3) It is difficult for those being bullied to defend themselves.

Bullying, whether physical, verbal, psychological or emotional, will not be tolerated at CCS.

Insubordination

Each student has a basic right to the best education and training CCS provides. However, when a student interferes in any way with a teacher's ability to teach or a fellow student's ability to learn, that student forfeits his/her basic educational right and will be subject to disciplinary actions, up to and including expulsion. Insubordination in any form will not be tolerated.

Public Displays of Affection

Public displays of affection are prohibited at Community Christian School and on all school-related trips. Students will be subject to disciplinary action for physical contact such as handholding or kissing.

Cell Phone Use

Students may not use cell phones at Community Christian School at any time unless authorized by a teacher or staff member. Cell phones must be left in backpacks or purses in the hallway at all times.

Disciplinary Actions

Parents are responsible for disciplining their children. If a student's conduct becomes problematic, the student's parents will be advised and will be expected to take action to resolve the situation. The following disciplinary steps are generally followed:

1. Parent-teacher conference
2. Conference with parent, teacher, child and administrator
3. Loss of driving privileges for high-school students
4. Suspension
5. Expulsion

A student may be suspended, expelled, or may lose driving privileges at the administrator's discretion.

ENRICHMENT CLASSES

Enrichment classes are considered part of our curriculum. All students are required to participate and to adhere to the same behavioral standards as in the regular classroom. Non-participation in any P.E. class will require a doctor's note.

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. Thursday is Quizno's day. Students may order a sandwich and chips for \$4.00. We will alternate between ham and turkey each week. On Tuesday, Wednesday and Friday, students will bring lunches from home. Please label lunch boxes on the outside with your child's name. Please pack all necessary utensils, paper goods and drinks. No microwave will be available.

BOOKMOBILE

On the first Wednesday of each month, the Bookmobile (sponsored by the Pope County Library System) will visit our school. Students will be allowed to check out books for one month and will return the books to the Bookmobile the following month. Parents are expected to review their child's book selections to determine appropriateness. Community Christian School will not be held responsible for books that do not meet parents' approval. Community Christian School does not have a list of books provided by the Bookmobile and cannot endorse all books provided by any public library.

PARENT-TEACHER ORGANIZATION

The purpose of the Community Christian School Parent-Teacher Organization is to promote a sense of support and enthusiasm through fund-raising and family activities and to foster positive school/community relationships.

FEES

Tuition

Tuition is due by the 10th of each month. Tuition payments may be made in full at the beginning of the school year, in two (2) equal payments at the beginning of each semester, or in twelve (12) equal monthly bank drafts. Personal checks will be accepted for tuition for the first month of school only. New enrollees must make their first month's tuition payment by the first day of the school year. Bank draft forms must be completed and submitted to the office prior to the end of the first month of enrollment. Failure to pay tuition can result in dismissal from school. Insufficient funds on checks/drafts will be considered late payment and will incur a \$10 late charge and a \$25 banking fee.

Curriculum

The curriculum fee must be paid in full at the beginning of the school year or within the first week of a new student's enrollment.

Pizza/Quizno's Payments

Pizza/Quizno's purchases may be paid by the year, month, week or day. Pizza/Quizno's money should be placed in an envelope clearly marked with your child's name, amount and purpose, and given to your child's teacher. These fees also may be left in the office or combined with your tuition payment. Please clearly state what the payments are to cover when combining payments. Combined payments also may be made for multiple students in a family. Make all checks payable to Community Christian School.

NUCLEAR EMERGENCY PROCEDURES

Because we live in a city where a nuclear plant exists, it is necessary to plan for an emergency while 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 and have supplied us with their NOAA Weather Network Radio. Our instructions in case of a nuclear emergency are as follows:

Schools will be notified ahead of 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 necessary, students will be monitored for radioactive contamination. If 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