

Conway Christian School



2018-19
Learning Academy K2, K3 and K4
Pre-School Division
Parent & Student Handbook

Revised May 2018

Learning Academy K2, K3 & K4 - Preschool Division

OUR MISSION

“Conway Christian School exists to partner with Christian families by offering a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ.”

Conway Christian School was founded in 1992 to provide an educational experience for children and young people that is grounded in biblical principles. Our goal is to produce spiritual and academic growth in our students by providing quality opportunities in terms of learning and development of character.

The faculty and staff of Conway Christian School are committed Christians and are trained in their areas of teaching. We believe the teacher serves as a role model and has a tremendous impact on the lives of our students.

The students represent varied backgrounds of religious interests and academic pursuits. Conway Christian School offers Christian education to all who choose.

We know the parents are necessary in the educational process and we encourage you to be active in your student’s experiences. Cooperation between the school and parents is essential to success.

ACCREDITATION

The Conway Christian Learning Academy is licensed through the Department of Human Resources in the State of Arkansas.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student’s parent or guardian, without the express prior written authorization of the school’s principal (administrative head) may utilize the school’s name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school’s name:

- To open any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trips, vacation or other accommodations
- To post on any website for any purpose including, but not limited to, support for social/political agenda or social networking (e.g. Facebook, Twitter, Snapchat, etc.)

PHILOSOPHY OF EDUCATION

The educational philosophy of Conway Christian School is based on a God-centered view that all truth is God’s truth. The Bible is the inspired and only infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by

nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

The entire process of education is seen as a means of bringing the student into a relationship with God and developing him spiritually, intellectually, emotionally, physically, and socially. The parent is primarily responsible for this education and the school should function as an extension of the home to aid the parents in biblical, Christian education.

DOCTRINAL STATEMENT

Conway Christian Learning Academy is an independent Christian preschool that uses the "Baptist Faith and Message" as the primary source of its doctrinal philosophy. A summary of these primary doctrines can be stated as follows:

1. **The Scriptures** - We believe the Bible is the divinely inspired, inerrant, infallible Word of God and is the foundation of all knowledge.
2. **God** - We believe there is only one living and true God who is the Creator, Redeemer, Preserver, and Ruler of the universe. We believe God reveals Himself to us as Father, Son, and Holy Spirit.
3. **God the Father** - We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace.
4. **God the Son** - We believe that Christ is the eternal Son of God. In His incarnation He was born of a virgin, lived a sinless life, died a sacrificial death, rose victorious over the grave, and is coming again to judge the world and to consummate His redemptive mission.
5. **God the Holy Spirit** - We believe the Holy Spirit is the Spirit of God. He inspired the writing of God's Word, exalts Christ, and now works to convict men of sin, righteousness, and judgment. He now dwells in all believers, thus empowering them for service.
6. **Man** - We believe that man was created by God in His own image but by his free choice he sinned against God. All men are now sinners by birth and by choice. Only the grace of God can bring man into fellowship with God through the salvation found in Jesus Christ.
7. **Salvation** - We believe that salvation involves the redemption of the whole man and is offered freely to all who come to Christ through repentance and faith in Him.
8. **God's Purpose of Grace** - We believe that election is the gracious purpose of God according to which He regenerates, sanctifies, and glorifies sinners. We also believe that all true believers endure to the end and will never fall away from the state of grace.
9. **The Church** - We believe that a New Testament church is a local baptized believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous

body operating under the Lordship of Jesus Christ. We believe that all Christians should be involved in their local church according to Hebrews 10:25.

10. **Last Things** - We believe that God, in His own time and His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to Earth, the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be sent to a literal hell and the Righteous will dwell forever in a literal heaven.

CHRISTIAN COMMUNITY STATEMENT

Christian Community

Conway Christian School is a community of Christian believers whose purpose is to educate students in the biblical principles that the traditional Christian Church has been commissioned from Jesus Christ (Matt 28:18-20). A Christian believer is defined as an individual that has been convicted of their sin by the Holy Spirit, repented of their sin to God and put their faith in Jesus Christ as their personal Lord and Savior. Conway Christian School practices the fundamentals of the faith by following the sixty six books of the Bible that the historical Christian Church has affirmed to be God's Holy Scripture. Our focus is to bring together the Conway Christian School community of Christian believers and diligently work in harmony consisting of the Board of Trustees, administration, faculty, staff and parents to "train up a child in the way he should go" (Proverbs 22:6), and "I have no greater joy than to hear my children walk in truth" (3 John 1:4).

Christian Community Explanation

The goal of campus life at Conway Christian is to live, work, serve, and worship together as an educational community centered on the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information it is "To partner with Christian families in a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ". It is the development of the whole person who will build the church and benefit society "For Christ and His Kingdom." Along with the privileges and blessing of home and school partnership the Conway Christian community take these responsibilities seriously.

"All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." - 2 Timothy 3:16

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and "Love your neighbor as yourself" (Matthew 22: 37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's word. Acknowledging our dependence on the power and grace of God, the representatives of Conway Christian with include our board of trustees, employees, registered volunteers, as well as the participants which include all our students, parents of students, unregistered volunteers and invited guests humble covenant to live according to this ideal and also expressed in the following guidelines:

1. **Required by the law:** Conway Christian beliefs include all conduct required by the law of the land. All conduct prohibited by the law is outside the boundaries of Conway Christian beliefs. Examples of this category would be the illegal use of alcohol (specifically consumption by minors or situations where parents knowingly allow minors to drink in their presence), drugs or other substances.
2. **Proscribed by the Bible:** While certain conduct may or may not be declared by the state to be unlawful, the Conway Christian representative and the Conway Christian participant is to avoid conduct proscribed by the historical Christian Church as unbiblical. (Note: while some practices proscribed by the historical Christian Church may actually be protected by the law as individual rights under the law, that conduct might still violate the biblical command for conduct acceptable for a follower of Christ) A contemporaneous example is the declaration by the US Supreme court that homosexual marriage must be included in the definition of marriage that can be officially sanctioned by the state. Such declaration by the court does not change the historically Christian or Conway Christian view that the rite of marriage for Christians is between a man and woman.)

Community Conduct- Religious Organization

Laws governing commerce ban discriminations on the basis of race, color, sex, nationality, age and disability generally apply to religious organizations, with the noteworthy exception that religious organizations like Conway Christian School and our community are allowed to make decisions on the basis of our religious beliefs. Conway Christian admits students of any race, color, national or ethnic origin to all the privileges, activities generally accorded to all students at the school.

As a private educational institution, Conway Christian admits and retains students based on academic and behavioral performance of each student. As a religious organization Conway Christian will exercise its position as a religious organization in the admissions, enrollment or any other category of our Christian community relationship if we believe that doing so will cause confusion, conflict or potentially compromise the community's mission to provide a historically Christian, Jesus Christ focused education. Any decision not to partner based our beliefs will be based on the historical doctrines of the Church of Jesus Christ, limited and set forth in the sixty-six books of the Bible, which we view to be the true word of God, and the only word of God, infallible in its truth and practice. All final decisions will be made by the Conway Christian President/CEO with review, if necessary, by the Board of Trustees. The policy will apply to all Conway Christian community affairs, including contracts, activities and/or events, facilities and publications.

Roles, Standards and Expectations for Representatives

In response to God's calling on their lives, Conway Christian representatives work both individually and together to exercise and express our Christian beliefs. In so doing, they advance the school's mission.

Conway Christian representatives shall be expected to (1) model our Christian beliefs anywhere, anytime including not-school hours (2) conduct all of their duties as a service to God and, (3) participate in distinctly Christian activities.

1. **Christian Beliefs** – Each representative shall affirm agreement with the school’s Doctrinal Statement, Mission Statement, Philosophy of Education, Core Values, Educational Objectives and any other official policies and procedures as outlined and approved by the Board of Trustees. In addition, representatives shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
2. **Christian Conduct** – Representatives shall at all times (both Inside and outside of school hours) strive to live in accordance with the Biblical standards.
3. **Distinctly Christian Activities** – Each representative shall be ready, willing and capable to lead or contribute to distinctly Christian ministry activities such as Bible studies, worship or Prayer services.

Roles and Expectations for Community Participants

- A. **Students and Parents** – Conway Christian requires that at least one parent or legal guardian of each student be a devoted follower of Jesus Christ as evidenced by a faith walk, testimony and active participation in a local historical Christian church. They must also adhere to the school’s Doctrinal Statement. In furtherance of its mission, the school provides educational instruction, programs, facilities and other activities for students. Each community representative is required to abide by this Community Covenant and be fully supportive of the school’s mission.
- B. **Registered Volunteers** – A volunteer serving in a Conway Christian ministry is not considered to be a “representative” of the school’s Christian community unless they are serving in leadership positions on the PTF and/or Booster Club. However, all volunteers registered or non-registered (i.e concession workers, homeroom moms) are required to acknowledge that they understand and agree to support our school mission, policies and values by action and in communication. The school reserves the right to give preference for such service to alumni and volunteers who share our Christian beliefs.
- C. **Standards for Community Activities and Facility Use** – Conway Christian engages in activities and uses its facilities solely to exercise, express and further our Christian beliefs and mission. At times, pending President/CEO and/or Board of Trustee approval we may allow use of our facility by groups that are not directly associated with Conway Christian. We reserve the right to prohibit any activity or use of our facilities by another group or person if we determine any of the following:
 1. The person or group undermines our ability to accomplish our Mission.
 2. The person or group expresses a message contrary to our Christian beliefs.

3. The person or group displays values or conduct contrary to our Christians beliefs.

Implementing Community Standards

1. **Our Decision Making Process Includes a Spiritual Element:** The responsibility of ensuring that each proposed activity, which directly or indirectly affects the reputation of our school, and any potential usage of Conway Christian facilities complies with the standards set forth in this document rests with the President/CEO, the Chairman of the Board of Trustees, and the representatives they delegate for such decisions. These leaders are expected to consider each situation with reliance upon the guidance that God provides through His Word and His Spirit. School leadership may disallow any activity or facility usage on the grounds that the individual or group possess views and beliefs which are perceived to be contrary to those of Conway Christian.
2. **Noncompliance:** The President/CEO and the Chairman of The Board of Trustees will be responsible for determining cases of noncompliance toward the beliefs and/or expression of school's Christian standards. Noncompliance will be defined by anything or anyone that embraces beliefs contrary to those of Conway Christian and/or attempts to limit the expression of those Christian beliefs and standards.
3. **Additional Authority:** Based on the Christian beliefs and standards of Conway Christian, the President/CEO or Chairman of the Board of Trustees may establish additional standards for proposed activities and facility usage that will both guard and express the beliefs of the school.
4. **Limits:** Conway Christian may change this document at any time. This document does not guarantee employment for anyone, and it does not affect the nature of the school-employee relationship which is solely at-will.

Beliefs Embraced by and Refused by the Historical Christian Church

The doctrinal beliefs of the Conway Christian community are the same as those of the historical Christian church identified in the sixty-six books of the Bible. The new age faith systems identifying themselves as Christian, such as the Jesus Christ Church of Latter Day Saints (Mormons) and the Jehovah's Witness are considered by Conway Christian School to be outside our circle of belief and not embraced by the historical Christian church.

It's the belief of Conway Christian that admission of a student of a parent who believes in such a faith tradition outside the scope of the historical Christian church would create confusion in the classroom, would be counterproductive to our community, as well as to the applying family and potentially prevent us from fulfilling our mission. Therefore, admission will be denied when Conway Christian determines that the faith doctrine of an applicant does not align with the doctrine and mission of the Conway Christian community.

Human Sexuality and Marriage

We profoundly believe that God created each human to pursue intimacy first with Him, and that He then calls some to pursue marriage, others to a life of singleness. We also believe that God created

people in His image and chose to give humans a partner to reproduce and inhabit the earth. Thus, God created Adam and Eve as referred to in the Holy Bible. By creating two distinct genders, male and female, and that the intended biological gender is determined at the time of birth, God then created a divine institution of marriage, a covenant relationship between one man and one woman. He calls for all husbands and all wives to sexual fidelity within the covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

Our position regarding human sexuality and marriage applies in all policies in the Conway Christian community. Any events involving members of the community or event held in a Conway Christian facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We require all community representatives and participants to live in accordance with our community beliefs regarding human sexuality and marriage.

Politics and Public Communication

In many situations advocacy for certain political positions may be construed by others in our community and outside our community to be at odds with our religious beliefs or those in our community. For this reason, Conway Christian does not offer, nor do we acknowledge or allow community members, or non-community members, to publicly advocate for such political positions while on campus, at school events or activities. An elected official shall be allowed to speak to a group of Conway Christian students while on campus for educational purposes but shall adhere to our rules for not advocating his or her political position(s).

Conway Christian community representatives are not allowed to assume roles as advocates or spokespersons for civil rights groups related to same sex marriage or the rights for sexual orientation contrary to our community beliefs. In any and all public forums, including social media and/or the internet we expect and require community representatives to uphold our Conway Christian community beliefs and not to challenge or undermine any stated belief. If a representative makes a choice to express his or her position, which does not conflict with our stated beliefs, we expect them to do so in a manner of respect and love while making sure they are not expressing the view of Conway Christian and our religious organization.

EDUCATIONAL OBJECTIVES

In light of Conway Christian School's' Philosophy of Education, certain educational objectives have been established:

Regarding the Authority of Scripture

To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21).

To help the student develop a Christian worldview by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).

To teach the student to hide God's Word in his heart through memorization and meditation (Psalm

119:11; Psalm 1).

Regarding Evangelism

To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

Regarding Discipleship

To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).

To teach the student how to develop the mind of Christ toward Godliness (Philippians 2:5; I Timothy 4:7).

To teach the student the biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).

To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22).

To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

Regarding Discipline

To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).

To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

Regarding Learning

To teach and encourage the student to use good study skills and habits.

To teach the student how to research and reason logically from a biblical perspective (Romans 12:2).

Regarding Citizenship

To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (Romans 13:1-7).

To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13).

Regarding Submission to Authority

To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

Regarding Ministry

To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).

To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics.

To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).

To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

Regarding Parental Responsibility

To help parents understand CCS' purpose and program (Proverbs 29:18).

To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program.

To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).

To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4- 7; Proverbs 22:6).

ADMISSIONS POLICY

It is the philosophy of **Conway Christian School Learning Academy** to minister to the spiritual, academic, emotional, physical, and social needs of the greatest number of students possible. Conway Christian Learning Academy will accept any student whose desire is to receive a Christian education. It is important that the relationship between the school, parent(s), and the student be one that is both compatible and cooperative. If determined by the school that this relationship is not compatible or cooperative the school will counsel with the parent(s) to work through the issue of concern. If the issue can not be resolved then the school will either not allow the family to re-enroll their children) in the school or require immediate removal from the school.

NOTICE OF NONDISCRIMINATORY POLICY

Conway Christian School (Learning Academy) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

CONFIDENTIALITY POLICY

Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents who consult with administration.

STUDENT ACCIDENT INSURANCE

All student in the Conway Christian Learning Academy are insured in the event they are injured on

campus. This policy has limits and is to be viewed as a supplemental accident policy.

ENROLLMENT PROCESS

The following materials must be in the school office prior to final admission (Please have your own copies made prior to bringing these materials to the office).

- Application / Registration form (Online through Renweb)
- Immunization record
- Birth certificate for students K2 through K4
- Registration fee (Online through Renweb)
- Financial Agreement Form (through Renweb)
- Current Child Custody document if appropriate
- Social Security Number

K2, K3, and K4 - Age readiness determined by Administrator

We will follow the Arkansas State Guidelines for students turning 5 by August 1st to enter our Kindergarten program.

INTERVIEWS

Parents of prospective students must meet with the Learning Academy Director prior to acceptance. Parental disclosure of any past academic, discipline, emotional or physical issue is required. The Director of the shall also meet with each student before enrollment into the Learning Academy.

FINANCIAL INFORMATION

Tuition may be paid with one of the following plans:

- Annual - due August 1st
- Semi-Annual - due August 1st and January 1st
- Monthly - over a 10 month period (August to May) or a 12-month period (June-May)

*The monthly payment plan requires the use of an automated payment via bank draft or credit card.

An active account with FACTS Tuition Management is required for enrolled families, regardless of which payment plan is selected.

If an annual or semi-annual account is paid late, any associated discounts will be reversed and the additional amount will be due.

If a student attends any portion of the month, the entire tuition charge for that month is due.

All fees and other charges not related to tuition are due as they are billed.

Accounts not paid by the end of the month in which they are due will be considered delinquent and shall be assessed a \$20.00 late fee for that month. Returned checks and bank drafts will be assessed the late fee plus a \$30.00 returned check fee for a total of \$50.00. Stop payments put on drafts will incur the \$20.00 late fee. This policy will be strictly enforced.

A payment plan for past due accounts must be approved by the Conway Christian School' Business

Office, must be in writing, and must be signed by the parent/guardian. A payment plan must include a detailed, defined schedule of payments. A returned payment will void any payment plans and the account will be considered delinquent.

Students whose parents/guardians have an outstanding obligation to Conway Christian School from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a written payment plan has been approved by the Business office and is in effect when school starts.

Students whose parents/guardians have an outstanding balance that is 60 or more day's delinquent will not be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment. Renweb access will be deactivated until the Business Office approves re-activation.

Conway Christian School does not offer tuition assistance to students in the Learning Academy unless there are other students in the family in grades K/5-12 and the family meets the tuition assistance guidelines.

STANDARDS OF CONDUCT

Parents must read and sign the Conway Christian Learning Academy Behavior Guidance form. A copy must be on file for each student. An additional form must be signed by a parents stating acknowledgement that their preschool student may be questioned by a Licensing Specialist from the Department of Human Resources.

CHILDREN EXPELLED FROM A DAYCARE OR OTHER SCHOOL

Any student who has been expelled from a daycare or another school must wait at least one full semester before being considered for enrollment in Conway Christian School Learning Academy. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of nine weeks.

NON-CUSTODIAL PARENTS

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office. A director will only allow the non-custodial parent the rights outlined in the court order.

ACADEMIC POLICIES

K3 - K4 Grading System

K3 and K4 students will receive their first progress report in October at the Parent/Teacher Conference. Successive evaluations will be received in January and May.

Advancement and Retentions

Careful evaluations are made of our preschool students pertaining to their maturity and skill accomplishments before advancement to the next grade level.

Standardized Testing

Conway Christian Learning Academy does not administer standardized tests to K2, K3 or K4.

Curriculum

The Conway Christian Learning Academy curriculum relies heavily on Christian publications and other publications that have been approved by the Curriculum Committee.

ATTENDANCE POLICY

It is important that a student be at school each day. Circumstances occasionally prevent this and students do miss school from time to time.

Each preschool day is filled with purpose. Therefore, when a student is absent he / she is missing a valuable learning experience.

CYBER-SCHOOL DAY

The following schedule will be used to facilitate a cyber-school day for **K4**:

- Teachers will use Remind to message parents that a cyber-day is in effect.
- Teachers will use Remind to post assignments by 9 a.m.
- All written work for K4 needs to be submitted by the next school day.

In the case of inclement weather, teachers have pre-planned lessons on the current topic of study.

HEALTH GUIDELINES

If a student becomes ill, parents and or emergency contacts will be expected to pick their child up as soon as possible. When parents and/ or emergency contacts cannot be reached, school officials shall act in *loco parentis* and secure medical attention. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact the parent or emergency contacts; however, 911 may be called to dispatch an ambulance to the school.

The school reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to potential communicable disease in accordance with the Arkansas Department of Health.

Children Must be Kept Home From School

- if they have a temperature over 100 degrees (temperature should be normal for 24 hours without the aid of medication before returning to school).
- if they have had vomiting or diarrhea within 24 hours
- if they have an undiagnosed rash
- if they have a contagious cold with watery nose, glassy eyes, and persistent cough or sneeze
- if they have weeping or bleeding lesions that cannot be covered or effectively controlled with medication.

Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for others by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designated staff member shall examine the student to make sure they are free of any lice or nits.

The school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Medication

Prior to the administration of any medication to any student, parental consent is required on the Medication Release Form. **Handwritten notes are not acceptable in any circumstance.** All necessary prescription and non-prescription medication must be administered by authorized school personnel. It is the parent's responsibility to bring any appropriate supply of medication to the office in the **original** pharmacy container. Medication is administered only by the authorized school personnel and is stored in a locked cabinet.

Medication must be delivered in person by the parent to the school office; students should **never** carry medication with them, in their lunch, or keep it in their locker without approval from the school nurse and/or principal.

When a medication is no longer needed or if it has not been used for a period of time, the parents will be notified to pick the medication up in the office. The school shall not keep any outdated medications or any medications past the end of the school year.

Parents of children with allergies must submit a list of substances which trigger allergic reactions and a description of the type of reaction usually experienced. The list may be shared with teachers, assistants, and volunteers as needed to prevent exposure.

Children subject to anaphylactic reactions due to bee stings or other allergies should bring emergency medication to be kept at school with a physician's instructions for use.

Immunizations

State law requires every student in the school setting to be immunized against certain diseases. A record from the health department or the student's physician documenting these required and dates given must be kept on file in the nurse's office. It is the parent's responsibility to provide these documents to the school. Religious, medical, and philosophical exemptions can be obtained through the Arkansas Department of Health. However, proof of exemption letters must be obtained each year and provided to the school for their records.

Screenings

The School will administer screenings of its students. The intent of the screenings shall be to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/ her full potential.

DRESS CODE

The Bible commands the Christian to do "all to the glory of God" (I Corinthians 10:31). In today's society, this command has a special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to "test all things, hold fast what is good, abstain from every form of evil" (I Thessalonians 5:21-22). The Christian is to have regard for things that are "pure... of good report...of virtue...and praise" (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. The school requests that parents also follow these principles when coming onto the school campus at any time

General Dress Code

Parents are responsible for sending their children with correct dress and grooming (Director will discuss dress code during interview).

SCHOOL DISCIPLINE

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

School Rules

Students can better receive education in an environment that is free from conflict, distraction, intimidation and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and to strive to become a positive role model. Prohibited conduct may include, but is not limited to the following:

1. Students must respect the rights and property of others and the authority of all teachers and staff.
2. Gum chewing is NOT permitted. It is too damaging to carpets, upholstery, clothing, hair, etc.
3. Fighting or hitting is not allowed and will be punished severely. All students have the right to attend school without fear of bodily harm. Throwing rocks if also prohibited.
4. Students may not use foul, slang, or other language deemed offensive. Unkind or degrading

words may not be used toward others. Profanity, written, verbal or gestures, or intentional rude noises are prohibited.

5. Defiant or hostile attitudes are unacceptable.
6. Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment is prohibited. Any behavior deemed by the school as unacceptable is not permitted.
7. No Jewelry or watches are to be worn to school (with the exception of small earrings for girls). Jewelry and watches become toys and may be a hazard at play time.
8. Closed toed shoes must be worn.
9. Toys are not permitted at school unless your child's teacher gives written permission.
Example: Show and Tell

AN ATMOSPHERE OF LOVE AND RESPECT IS THE ULTIMATE GOAL OF CONWAY CHRISTIAN LEARNING ACADEMY.

General Playground Rules

We have ample playground equipment for the children to enjoy. To avoid accidents, there must be guidelines to help student know what behavior is safe.

1. Students should stay in assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.
2. No hard balls, wooden or aluminum bats, or jump ropes are allowed on the playground.
3. Students may not ride on each other's backs, or play fight, wrestle, etc.
4. Students must slide one at a time sitting upright. The waiting line should be at the bottom of the slide..
5. **ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC.** This could injure eyes and warrants a visit to the principal's office.
6. Preschool students may not come inside alone from the playground to the bathroom or to get a drink.

Children who do not obey the rules will not be allowed to participate in the activity for a time. If disobedience persists, children will be sent to the office for further disciplinary measures.

Discipline Procedures

Disobedience will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parents
- Written letter sent home
- Parent/teacher conference

Repeated disobedience (after above stated steps have been taken) result in a Director referral to the school president to reach a discipline resolution (decision).

Areas of Offense

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but following is a list of certain general offenses:

- Disrespect to the teacher or another person
- Talking without recognition, interrupting the teacher or a class discussion
- Throwing objects indoors, chewing gum, eating in class, etc.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom
- Lying, cheating, or stealing
- Threatening, bullying, or harassing others
- Leaving school grounds without permission
- Tampering with school equipment or destroying another's property in any manner (**Parents will be financially responsible for all damages incurred**).

Threats of Violence with Intent to Harm

Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school may immediately suspend or expel the student. Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a book bag.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member that the threat was made against. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

Threats of Violence Without Intent to Harm

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Out of School Suspension

The offending student will be dismissed for the entire day of school from one to five days as assigned

by the administrator. Parents will be notified by phone and in writing. Student will be allowed to make up assigned work.

Student Incompatibility

Conway Christian Learning Academy is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the Director may place the student on 3-week probation. Prior to this probation the Director will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the academy.

CAMPUS POLICIES

School Days

Extended Care

Childcare for children enrolled in the school is available. The schedule will be as follows:

Before school session 7:00 – 8:00 am
After school session 3:00 – 5:30 pm

Please be advised that Extended Care will not be open whenever school is closed due to inclement weather.

Drop off for the morning session will be at the east door (preschool door). There will be a sign in sheet at the room. Pick up will also be at the east door with the sign out sheet. All children must be signed in and signed out for our records.

On early dismissal days, Extended Care will be available to all students who have paid the extended care registration fee. Pre-notification for early dismissal use of Extended Care will need to be filled out in advance.

Children who are not picked up from school by 3:30 will be taken to Extended Care resulting in a \$5.00 charge and after the third late pick up we will require the \$50.00 registration fee to be paid.

The Extended Care workers are not responsible for getting children to and from any school activities on campus. Other arrangements need to be made by the parents.

K2-K3-K4 Morning Arrival

All K2, K3 and K4 students must be signed in by a parent or guardian. K2, K3 and K4 students **are not** supervised until 7:50. Any siblings of preschool students may also enter this door and go immediately to the commons. Any preschool student arriving after 8:10 must be buzzed in through the front door by the school secretary.

Half Day Preschool Dismissal

Dismissal for ½ day preschool students is at 11:30 a.m. All preschool students must be signed out by a parent or guardian.

Full Day Preschool Dismissal

Dismissal for Full Day preschool is at 3:00. Students must be picked up and signed out from the classroom by a parent or guardian.

Emergency Closing

Should it become necessary to dismiss school due to inclement weather or other reasons, parents will be notified by email and Remind 101 (text) and watch local TV stations for announcements regarding Conway Christian School closings.

Distribution of Non-Conway Christian School Materials

Any distribution of non-Conway Christian School materials such as invitations, brochures, etc. must be approved by the campus administration. After approval, invitations may be passed out in the classroom but all other materials will be placed on the table in front of the office for distribution.

Lunch

Full Day preschool students may either bring or buy a lunch. Students may purchase lunch through the school's online lunch ordering process.

Visitors

Parents or other visitors are welcome to visit the school. When visiting the school, please check in first at the office and receive a visitor's pass; do not go directly to any classroom. School age visitors who are guests of our students must be appropriately dressed, but not necessarily in dress code. Because of the potential for too many visitors on the same day, students who attend other schools in the area may not visit Conway Christian School on days when their school is closed unless they make prior arrangements. If you have deliveries to your children, bring them by the office and they will be delivered to the classroom or given to the student at the end of the school day.

Photographs

Individual school pictures will be taken in the fall of the year. A preschool class picture will be taken in the spring of the year. Parents will be notified in advance of the date, costs and options.

Birthdays

This is an important time for children, but too many parties prove to be a problem for the teacher. If you wish to send treats or other simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the class during recess time or time selected by the teacher. No invitations will be distributed at school unless all classmates are invited or all boys in the class or all girls in the class are invited.

Lost and Found

Items found on school grounds are brought to the school office. Please place your child's name on all

items for easy identification. Unclaimed items will be given to charity at the end of each 9-week period.

APPEALS

(Matthew 18:15)

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together to counsel with the Director or person directly over him/her, but never before approaching the person committing the offense.

In like manner, if the matter is not resolved there, it may then, and only then, be taken to the President. If the matter cannot be resolved there, then it should be taken to the President of the School Board to meet with the Board for final disposition of the matter.

GENERAL SCHOOL INFORMATION

Office Hours During the School Year 7:45am - 3:30pm

The School Calendar may be found on the school website: www.conwaychristianschool.org

We reserve the right to make changes to the handbook at anytime.