

CONWAY CHRISTIAN SCHOOL



Student Handbook

2011-2012

Grades 7-12

400 East German Lane
Conway, AR 72032

TABLE OF CONTENTS

Mission Statement	2
Doctrinal Statement	3
Core Values	4
Admissions Policy.....	9
Expected Student Outcomes.....	10
Enrollment Procedure/Policies	12
Financial Information	13
General School Information.....	14
Telephone Directory.....	15
Academic Policies	15
Graduation Requirements	17
Attendance Policies	18
Dress Code.....	20
Discipline Policies.....	24
Campus Policies.....	32
Health Services	33
Technology	36
Library.....	37
Organizations	38

OUR MISSION

*To glorify God by assisting families in the
Christ-centered, biblically-directed
education of their children.*

Conway Christian School was founded in 1992 to provide an educational experience for children and young people that are 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 the concept of Christian education to all who choose it.

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.

Please contact the administrative offices at 336-9067 if you have any questions. We invite your inquiry at the high school—336-9772.

Accreditation

Conway Christian School is accredited by the Association of Christian Schools International (ACSI) and by the Arkansas Nonpublic School Accrediting Association (ANSAA).

Use of Conway Christian School logo without the expressed consent of the chief administrator is prohibited.

PHILOSOPHY OF EDUCATION

The educational philosophy of CCS 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

CCS is an independent Christian school 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 body of 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 New Testament 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 the 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.

The reference to this document in no way infers that CCS is aligned specifically with the Baptist denomination.

CORE VALUES

CCS has defined eight non-negotiable principles that characterize the basic foundation of our Christian education ministry.

Authority of Scripture - Psalm 119:128 - II Timothy 3:16-17

- CCS believes the Bible is the inspired, authoritative, and infallible Word of God and is the foundation of all truth.
- CCS seeks to teach every subject from a biblical viewpoint.
- CCS recognizes the sinful nature of man who, apart from a relationship with God through His Son, Jesus Christ, cannot know or glorify God.

Parental Responsibility - Deuteronomy 6:6-7 - Ephesians 6:4

- CCS believes that parents have been given the responsibility of their child's education.
- CCS will support, encourage and cooperate with parents in the education process of their child.
- CCS feels parents must agree to cooperate with faculty and administration in the educational process of their child.
- CCS believes resolution of problems must follow the scriptural principle in Matthew 18.

Standards of Admission - Amos 3:3

- CCS feels parents must indicate a strong desire for their child to attend school at CCS and receive a distinctively Christian education.
- CCS feels students (at appropriate grade levels) must indicate a strong desire to attend school at CCS and receive a distinctively Christian education.
- CCS feels parents and students (at appropriate grade levels) must agree by signed statement to the guidelines of operation as set forth in the Parent/Student Handbook.
- CCS requires students to meet all admission policies as set forth in the Parent/Student Handbook.
- CCS is committed to developing the character of Christ in students by providing a predominately Christian student body which is conducive to Christian education.

Biblical Standards of Discipline - II Timothy 3:16 Philippians 2:3 - Psalm 33:8 - Hebrews 13:17

- CCS believes students should display respect for God, respect for other authorities, and respect for one another.
- CCS believes discipline should be administered lovingly, yet firmly, with a concern for a redemptive process for the offender and a responsible concern for the student body.
- CCS believes certain disciplinary action can be outlined (Parent/Student Handbook) but realizes that on occasion unique circumstances occur that require the administration to determine appropriate disciplinary action.

Christian Administration, Faculty & Board - I Timothy 4:11-16

- CCS believes that the faculty and administration be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
- CCS requires that the Board be qualified for their positions in accordance with the Board Policy Manual.

- CCS requires that faculty and administration is qualified for their respective positions in accordance with personnel policies and accreditation guidelines.
- CCS believes the faculty, administration, and Board must demonstrate a teachable spirit.
- CCS believes the faculty, administration, and Board must accept, embrace, and model the mission statement of CCS and its non-negotiable principles.
- CCS requires that faculty, administration, and Board set the Christian atmosphere of the school and, therefore, must strive to reflect the character of Christ, i.e. fruit of the Spirit and a servant's heart.

Spirit of Excellence - I Corinthians 10:31 - Colossians 3:23-24

- CCS believes the educational experience should provide an academically challenging opportunity to all students at their respective ability levels.
- CCS believes extracurricular activities should provide experience for students to develop their God-given abilities and Christian character.
- CCS believes social experiences should honor God and be culturally appropriate without compromising with the world.

Servant's Heart - Matthew 20:28 - Philippians 2:5-8

- CCS requires that faculty, administration, and Board should be readily willing to serve the Lord by serving students, parents and one another.
- CCS is committed to involving students, faculty, administration, and Board, in ministry projects that will affect lives for Christ.

Evangelism & Discipleship - Matthew 28:19-20

- CCS is committed to presenting the Gospel to all students.
- CCS is committed to developing the character of Christ in students through all facets of school life.

EDUCATIONAL OBJECTIVES

In light of CCS' 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 world view 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 towards 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 (II Timothy 2:3-7).
- To teach the student how to research and reason logically from a biblical perspective (Hebrews 5:14; 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 (I Corinthians 10:11; 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; Romans 2:10).

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 (II Corinthians 5:20).
- 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 (Mark 10:45).
- 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 the Conway Christian School System to minister to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of CCS to make Christian education available to as many students as possible. CCS 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 child(ren) in the school or require immediate removal from the school.

To serve the best interest of the school, the administration reserves the right to deny admission to any student who is evaluated as ineligible. Conway Christian School System's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be contradictory to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, illegal drugs and alcohol, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

CCS affirms that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15 -16, 2:15-17; 1 John 3:1-3).

NOTICE OF NONDISCRIMINATORY POLICY

Conway Christian School System 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.

EXPECTED STUDENT OUTCOMES

As we strive to attain our vision, we will develop curriculum, programs, learning opportunities, and learning environments designed to yield student development in four general areas: spiritual formation, Biblical worldview development, academic/intellectual development, and skills development. We will endeavor to produce graduates who:

Spiritual Formation

- 1) have a growing, personal relationship with Jesus Christ as Lord and Savior.
- 2) know, understand, and apply God's Word.
- 3) are actively involved in a local Bible teaching church and engaged in spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- 4) personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- 5) are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- 6) embrace and practice justice, mercy, sound wisdom and peacemaking in family and society.

Biblical Worldview Development

- 1) can articulate, defend, and live their Biblical worldview while having a basic understanding of opposing worldviews.
- 2) possess apologetic skills to defend their faith.
- 3) are good stewards of their finances, time (including discretionary time), talents, treasures and all other resources which are all given back to God in a way that adds value to the kingdom.
- 4) understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.
- 5) understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.

- 6) understand that all thoughts and choices have consequences; some positive, some negative.

Academic/Intellectual Development

- 1) are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- 2) are proficient in mathematics, science, and problem solving.
- 3) have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- 4) appreciate literature and the arts and understand how they express and shape their beliefs and values.
- 5) have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the (“alien” or “stranger”).
- 6) are committed to lifelong learning.

Skills Development

- 1) have the ability and desire to investigate and find information and answers to questions on their own.
- 2) know how to utilize resources including technology to find, analyze, and evaluate information.
- 3) have a strong work ethic; respect and relate appropriately with integrity to the people with whom they work, play, and live.
- 4) have the ability to present ideas and research in visual and/or auditory format with clarity and quality.
- 5) treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.
- 6) have an appreciation for the natural environment and practice responsible stewardship of God’s creation.

STUDENT ACCIDENT INSURANCE

All CCS students are insured in the event they are injured on campus or if playing sports in an away game.

If your child is injured at school or at a sports event, it is your responsibility to make sure you receive a Student Injury Form. These forms may be obtained from the CCS Trainer, Mr. Carruth, or school secretaries or school nurse.

These First Report of Injury forms must be completed and returned to CCS within 30 days from the injury or payment will not be made. Please remember the student accident insurance is a secondary insurance. Your primary insurance must pay before student insurance will pay.

Student Insurance is paid by CCS.

ENROLLMENT PROCEDURE

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
- Immunization record
- Official birth certificate for students K3 through grade 12
- Achievement test scores from previous school
- Bank draft authority/credit card information, if needed
- Registration fee and all tuition to date
- Transcript request form
- Additional testing at discretion of administrator
- Financial Agreement form
- Current Child Custody document

Interview

Parents of students (and the students entering grades 5 – 12) must meet with the principal prior to acceptance. Students entering grade 12 must be recommended by the secondary principal to the Chief Administrator for final acceptance.

Standards of Conduct

Parents must read and sign the CCS Standard of Conduct form. Students in grades 7 – 12 must also read and sign the CCS Standard of Conduct form. A copy must be on file for each student in our school system.

Entrance Testing Requirements (Grades 1 - 10)

Students in grades 1 - 10 will be required to submit standardized test scores and/or take a CCS entrance exam as determined by the school administration. Students entering grades 10-12 will also be evaluated on official transcripts of credits earned from previous schools.

Students Expelled From Another School

Any student who has been expelled from another school must wait at least one full semester before being considered for enrollment in CCS. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of nine weeks. Any student who has been expelled from another school and is making application for the 12th grade will not be considered for enrollment.

Married Students

Married students may not attend school at CCS. Students who marry are classified by law as adults and no longer answer to their parents or guardians. CCS, as an institution, prefers to deal only with students who are still responsible to parents or guardians.

FINANCIAL INFORMATION

Tuition is paid over a 10-month period (August to May) or a 12-month period (June to May), unless you choose to pay annually or semi-annually. ALL PAYMENTS REQUIRE USE OF THE AUTOMATIC BANK DRAFT OR CREDIT CARD.

1. Accounts not paid by the 20th 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 will be assessed the late fee plus a \$25.00 returned check fee.
2. Families with delinquent accounts will not receive report cards, transcripts, or diplomas (in the case of a graduating senior) until all financial obligations to CCS are paid in full.
3. Students whose parents/guardians have an outstanding obligation to CCS from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment schedule has been worked out with the Business Office.
4. Students whose parents/guardians have an outstanding balance that are 60 or more days delinquent will not be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
5. CCS offers a limited tuition assistance program to all qualified students. A student must be registered with the school before they will be considered for a scholarship. Scholarships can only be applied to tuition; all other fees are the responsibility of the applicant. The Financial Aid application may be picked up in the Registrar's office. Applications will be reviewed by FFNA (Family Financial Needs

Assessment), an independent organization. FFNA will analyze your application and make their recommendation to the CCS Scholarship Committee. The deadline for filing an application with FFNA is April 1st for all returning students. Scholarship grants will be awarded by June 1st. Hardships may be considered on a case by case basis. New students may apply as they enroll if funds are available.

- 6. If you have a financial emergency and are temporarily unable to pay, please call the Business Office before you withdraw or get too far behind. You may qualify for financial aid, if available.

REGISTRATION/APPLICATION FEE

All registration/application fees are NONREFUNDABLE & NONTRANSFERABLE unless the school is unable to accept the student. Should the parents or legal guardians be required by their employer to transfer from the Faulkner County area, the school does agree to refund the registration fee only if the applicable school year has not started.

Testing Fee, if needed

Testing fees ARE NOT REFUNDABLE after student begins the testing.

GENERAL SCHOOL INFORMATION

REGULAR BELL SCHEDULE

Period 1 (including Homeroom).....	8:05 - 8:58
Period 2	9:02 - 9:50
Period 3	9:54 - 10:42
Period 4 (9th-12th).....	10:46 - 11:34
1 st Lunch: 5 th -8 th	10:42 - 11:07
Period 4 (7th-8th).....	11:11 - 11:59
2 nd Lunch: 9 th -12 th	11:34 - 11:59
Period 5	12:03 - 12:51
Period 6	12:55 - 1:43
Period 7	1:47 - 2:35
Period 8	2:39 - 3:30

CHAPEL BELL SCHEDULE

Homeroom.....	8:05 - 8:10
Period 1	8:10 - 8:53
Period 2	8:57 - 9:40
Chapel	9:40 - 10:23
Period 3	10:27 - 11:10
Period 4 (9th-12th).....	11:14 - 11:57
1st Lunch: 7th-8th	11:11 - 11:35
Period 4 (7th-8th).....	11:39 - 12:22
2nd Lunch: 9th-12th.....	11:57 - 12:22
Period 5	12:26 - 1:09

Period 6	1:13 - 1:56
Period 7	2:00 - 2:43
Period 8	2:47 - 3:30

***School Office is open 7:50 a.m. – 3:40 p.m.**

TELEPHONE DIRECTORY

High School Main Office	336-9772
<i>Chief Administrator</i>	
Gloria Massey	336-9067
<i>Principal</i>	
Fred Ramsey	336-9772
<i>Activities Director</i>	
Rebecca Jorgensen	336-9772
<i>Guidance Counselor</i>	
Cheryl Brady	336-9772
<i>Athletic Director</i>	
Michael Carter	336-9772
CCS Administrative Office	336-9067
Elementary Office	336-9067

ACADEMIC POLICIES

Conduct Grades

E=Excellent **S** = Satisfactory **N** = Needs Improvement **U** = Unsatisfactory

Secondary Grading System

91-100	A	4.0	72-75	C-	2.0
89-90	B+	3.7	70-71	D+	1.7
85-88	B	3.3	67-69	D	1.3
82-84	B-	3.0	65-66	D-	1.0
80-81	C+	2.7	0-64	F	0.0
76-79	C	2.3			

Honor Roll

Principal’s List	All A’s
1st Honor Roll	3.65 and above
2nd Honor Roll	3.25-3.64

Students will be on a 9-week grading system.

Honor Graduates

In order to graduate with Honors, the student should have achieved a minimum 3.7 cumulative grade point average.

Qualifications for Valedictorian and Salutatorian: Students must be enrolled at Conway Christian no less than 6 semesters (10th, 11th, 12th grades) and all earned grades must be from a pre-approved accredited institution.

Advancement and Retention

Grades 7 – 8

Any student making an “F” for the final average in the following subjects will be required to attend and pass summer school before being promoted to the next grade. These subjects are as follows:

7-8 Math, Science, History, English, Bible

Only two subjects can be repeated during summer school. Students failing three or more of the above subjects will not be promoted to the next grade.

Grades 9 – 12

Students are required to repeat any failed semester before receiving high school credit. Only two semester credits can be earned during summer school.

Grades 10 – 12

Students entering grades 10-12 must have the following credits earned:

10th 4 plus Bible

11th 9 plus Bible

12th 14 plus Bible

Students who do not earn the appropriate credits will not be promoted to the next grade level. Transfer students who are deficit in credits must meet with administration and determine a plan to correct the deficiency.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. Students are expected to successfully complete their assignments each day. The completion of the homework assignment is an important aspect of teaching the character development trait of responsibility. Homework is given for several reasons:

- For reinforcement. We believe that most students required adequate review to master material essential to their education process.
- For practice. Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity. As instruction progresses, various weak

points in a student's grasp of a subject become evident; homework following instruction is given to overcome such difficulties.

- For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Standardized Testing

CCHS administers the following standardized tests:

7th-11th..... Stanford Achievement Test

9th..... EXPLORE (Pre-ACT and career option information)

10th..... PLAN Test as a predictor of how well they will perform on the ACT

10th/11th..... PSAT (Preliminary Scholastic Aptitude Test)

The PSAT is the National Merit Scholarship qualifying test.

Students in the 10th-12th grades may take the Scholastic Aptitude Test (SAT) and American College Test (ACT) or other tests pertinent to individual colleges or programs. Registration and cost for the SAT, ACT, and PSAT are the responsibility of the student. SAT and ACT college entrance tests are administered at area schools on designated Saturdays throughout the year.

Curriculum

The secondary curriculum relies heavily on Christian publications and other publications that have been approved by CCS curriculum committees. The curriculum is under continual review, and when improved texts are available the school may adopt the newer, improved textbooks.

Graduation Requirements

In order to graduate from Conway Christian School, 24 credits including Bible are required.

Regular Diploma

4 Bible *

4 English

4 Social Studies

4 Math

3 Science

1/2 Physical Education

1/2 Health

1/2 Speech

1/2 Fine Arts

3 Electives

24 Credits

College Prep Diploma

4 Bible *

4 English

4 Social Studies

4 Math

4 Science (through Chemistry)

1/2 Physical Education

1/2 Health

1/2 Speech

1/2 Fine Arts

2 Foreign Language

24 Credits

*One credit of Bible will be required for each year of attendance.

Extracurricular Activities Eligibility

Students participating in any extracurricular activity must meet the following eligibility requirements:

- “C” average (2.0 GPA) or above for the semester grading period
- No failing grade for the semester in any subject
- An “S” (Satisfactory) or better in conduct for any grade report
- Full day classroom attendance on game days (See exception below)
- Attendance at practices
- Compliance with rules and regulations

*The Administration must be made aware of prearranged medical appointments scheduled on game days. When medical appointments or illness cause the student to miss more than three periods, the student will be ineligible to participate in that day’s athletic event, including practices.

ATTENDANCE POLICIES

It is important that a student be at school every day. The student’s learning is impacted when absences occur. Circumstances occasionally prevent a student from attending school. If your child is absent, we request the following:

- A phone call and/or an e-mail from the parent to the school office by 10:00 a.m. on the date(s) of the absence
- Unless an e-mail had been sent the day of the absence, when returning to school, all students should bring a note which includes the following:
 - date of note
 - date(s) of absence(s)
 - reason for absence(s)
 - parent’s signature

The administration will need ALL of the above information. This information will help in determining whether the absence is considered excused or unexcused.

Students may not miss more than 12 days per semester for credit to be given for that class or grade unless there are extenuating circumstances as determined by the administration.

Excused Absences

An excused absence is an absence due to:

- Personal sickness of the student
- Serious illness in the immediate family (Parents/Guardians, Grandparents, Siblings)
- Medical appointments
- Court appearances
- Death in the immediate family (Parents/Guardians, Grandparents, Siblings)

- Providential hindrances—situations entirely out of the control of parent/student
- Official school-sponsored activities that apply directly to the student
- Pre-arranged educational outing
- Any circumstance that the school administration considers excusable.

Students, however, may receive an excused absence for special reasons if arrangements are made by parents with the principal in writing before the absence occurs. It is the responsibility of the student to acquire assignments from teachers prior to the absence. Upon returning, students will have one day for each day missed to turn in make-up work. Chapter and unit tests will be taken within a reasonable amount of time. Final authority for judging the legitimacy of the absence rests with the administration.

Students should not expect the teacher to delay tests or allow extra time simply because they missed a day of school just before a test. Consideration will be given to students missing several days in a row, or those obviously too ill to prepare for school. In cases of extended illness, parents are required to contact the teacher to arrange make-up tests. Doctor's notes are required in such cases.

Excused Absences During Semester Tests

Parents are highly encouraged to have students present for semester tests. Teachers should not be expected to finish curriculum early or make review sheets earlier than planned due to a student's absence during finals. A student that must miss semester exams and has followed the procedure required for absences to be excused, will be expected to take the exam for each class on the last day the student meets before the absence.

College Visitation

Eleventh and twelfth grade students are eligible for excused college visitation days. These students should provide a written request from parent in order to visit a college. Ninth and tenth grade students are also eligible for one college visitation per school year upon prior approval from the principal. These visitations also require prior written notification by parent. Ninth, tenth, and eleventh grade students should return from college visitations with a letter on college letterhead stationery.

Outreach Ministry

The outreach ministry is an important part of teaching young people to serve others in our community as Jesus would. Because it is at the heart of who we are as a Christian school, students must participate in the outreach ministry as scheduled. A working detention will be assigned to any student that is absent during the outreach.

Unexcused Absences

A student's first half-day or full-day unexcused absence from school will result in a parent being contacted in writing and by phone. Unexcused absences may result in truancy class as assigned by Administration. Excessive unexcused absences may result in the student being referred to the truancy court. Students who arrive at school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent a half day.

Unexcused Absences from Class

Students who miss more than twenty (20) minutes from an individual class period, will be considered absent from that class. Since every class is important, a student's first and second unexcused absence from an individual class will result in a parent communication and a detention hall assignment. A third unexcused absence from the same class will result in a parent meeting and suspension.

Unexcused Tardies to School

The school doors will open at 7:30 a.m. Students who arrive after 8:05 a.m. will be considered tardy. Four unexcused tardies to school in a nine-week period will result in one detention hall. Each subsequent unexcused tardy will also result in assignment to detention hall. Providential hindrances (e.g., a vehicular accident that blocked the road ahead of the student's ride to school) will be excused upon administrator approval. Communication slips will be given for each unexcused tardy.

Unexcused Tardies to Class

Students having four unexcused tardies to any one class in a nine-week period will be required to attend one detention hall. Each subsequent, unexcused tardy in the same nine-week period will result in one detention hall. The parents of any student receiving three detention halls for unexcused tardies (to school or to any class) will be contacted for a meeting with administration. Suspension may be used by administration as a deterrent for excessive tardies.

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 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/hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes.

General Dress Code

Parents are responsible for sending their children with correct dress and grooming. Determination of dress code violations will be the responsibility of the administration.

The following guidelines apply to all dress code categories - School Uniform, Spirit Dress, Dressy/Performance, and Formal Occasion.

BOYS

- Neatly groomed, conservative style and color
- Hair length: not completely covering ears, eyebrows or below the neckline
- Extreme or counter culture hairstyles are not permitted
- Sideburns are not to be longer than ear lobe
- Must be clean shaven, facial hair not permitted at any time
- Caps or hats should not be worn, unless administration gives specific approval
- No visible earrings, tattoos, and body piercings are permitted.

GIRLS

- Neatly groomed, conservative style and color
- Extreme or counter culture hairstyles are not permitted
- Caps or hats should not be worn, unless administration gives specific approval
- No excessive ear-piercing
- No visible tattoos and body piercings are permitted

School Dress Code

These dress code guidelines apply to the entire school day from entering the school building until leaving.

SCHOOL UNIFORM (BOYS AND GIRLS)

Shirts

- Solid one color oxford style or polo knit shirt of any solid color is permitted
- Polo shirts must have buttons and be buttoned appropriately
- Short or long sleeves are acceptable on both styles; No sleeveless
- Emblems will not be permitted on the shirt (exception: CCS emblem and American Eagle emblem, no writing)
- Shirts must be tucked in and stay tucked in at all times during school day

Pants/Shorts

- Khaki (tan) or navy pants only (traditional, classic cut-moderate flare cut acceptable, but no bell bottoms)
- Shorts must be navy or khaki school uniform shorts and no shorter than

3” from the middle of the knee. No baggy, cargo type shorts. Shorts must have belt loops and be worn with a belt.

- Must fit properly – no baggy or saggy pants
- Pants must have belt loops and be worn with a belt that matches basic uniform
- Pants must be neatly hemmed w/o tears or slits at the bottom hem
- Jean style, or drawstring pants or shorts will not be permitted. Patch pockets or flap-pockets are permitted.

Skirts

- Navy, khaki or CCS plaid are permitted colors
- Hemline must reach the middle of knee while standing
- Leggings permitted only with approved skirt and dress middle-of-the-knee length.

Sweaters

- Cardigan, pullover, or vest-style pullover is permitted if it is solid color and has no emblem (American Eagle emblem and CCS emblem permitted)

Shoes

- Recommended shoes are: tennis shoe, leather loafer or dress shoe, or dressy sandal
- **Rubber flip flops** and house shoes are not permitted
- Shoes with laces must be tied

Outerwear

- Coats and jackets must be left in lockers
- School sweatshirts, school jackets or school hoodies may be worn in the classroom (CCS emblem or American Eagle emblem permitted)
- Solid color fleece pullovers/zip-ups may be worn in the classroom – no emblem or writing permitted (CCS emblem and American Eagle emblem, no writing permitted)
- **All outerwear** must meet dress code

Athletic Attire

- School athletic attire worn on game days must be approved by the administration

DRESS CODE FOR SPECIAL OCCASIONS

Spirit Dress

Girls and boys may wear jeans and CCS T-shirts, T-shirts must have sleeves. Jeans must not be tattered or have holes or slits. Jeans should be relaxed fit.

Dressy/Performance

- Girls may wear dresses or skirts and blouses of modest design (no denim). Halter top dresses will not be permitted. Backless, strapless,

or tight fitting dresses will not be permitted. No sheer clothing will be permitted (including cutouts on the midriff) except on sleeves. **Neckline must be modest.** Dress must be no shorter than three inches from the middle of the knee. Slits in dresses should not exceed three inches above the middle of the knee. Dress shoes must be worn. **No leggings permitted.**

- Boys must wear dress slacks and button up dress shirts. Ties are at the discretion of the sponsor. Dress shoes must be worn.

Formal Occasion

GIRLS

A formal dress must be worn and meet the following guidelines:

- Must not be tight-fitting
- Must not have a plunging neckline and cleavage must not show
- Back of dress **must not** be below bra line
- Slits must not exceed 5 inches above the knee
- Length must be no shorter than three inches from the middle of the knee

BOYS

- A suit and tie is suggested; however, a tuxedo may be worn
- Dress shoes must be worn

If there is a question concerning the guidelines, you may ask one of the administrators for clarification. There will be **no leniency** on the night of the event. Any person (home or guests) whose attire is ruled inappropriate may be asked to leave. Any girl whose dress is ruled inappropriate will be given a sweater to wear for the duration of the event or she may be asked to leave.

VIOLATION OF DRESS CODE—PER NINE-WEEK PERIOD

First Violation	The student will receive a written warning that the student's parent is to sign. The student is responsible for returning the signed warning the following day.
Second Violation	The student will receive a detention assignment that will be communicated by written notification. The student's parents will also be contacted for a conference with an administrator.
Third Violation	Appropriate discipline will be administered. The Head Administrator or a designee will determine if the student will be permitted to continue to attend Conway Christian School.

*The student may be sent home on any day, if the student is dressed in an inappropriate manner.

DISCIPLINE POLICY

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the student, Conway Christian School adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:1-4).
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas, love without firmness is a sentimentality (Proverbs 3:11-12).

Discipline Policies

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 for 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

Secondary Discipline Procedures

At the secondary campus, violations fall into various classifications. In every disciplinary action taken, the goal to which the student is directed is the indication of a submissive and obedient spirit toward all authority, particularly the authority of Jesus Christ (I Samuel 15:22-23). For specific offenses, there are specific corresponding disciplinary actions. Such a disciplinary system produces consistency while at the same time upholding the holy standards of God (Malachi 3:6; Hosea 12:6; I Peter 1:15-16).

For students who consistently violate classroom rules regarding common courtesy, adequate preparation, studious attitude, etc., the classroom teacher will contact the parent and possibly assign extra work to that student or send that student to the administrator for further disciplinary action. Additional conferences with parents plus possible placement on probation may result. Poor behavior in class will undoubtedly affect the

	1st Offense	2nd Offense	3rd Offense
Cheating on tests, quizzes, copying homework, and other acts of extreme dishonesty	Student counseled; parent notified; a zero for grade	1 to 5 days suspension; and/or parent conference	Expulsion
Truancy; skipping school	1 to 5 days suspension; and/or parent conference	1 to 5 days suspension	Expulsion
*Possession of, distributing, or using illegal drugs or mishandling of prescription drugs (on or off campus)	Expulsion		
Using tobacco in any form (on or off campus)	1 to 3 days suspension; and/or parent conference	3 days suspension	Expulsion
Drinking alcoholic beverages (on or off campus)	1 to 5 days suspension; parent conference; possible expulsion	Expulsion	
Vandalism and/or harassment (including bomb threats) directed toward school personnel	Expulsion		
Lying to school faculty or staff	Principal's discretion	1 to 5 days suspension; and/or parent conference	1 to 5 days suspension; and/or parent conference; possible expulsion
Possession of obscene/occult material (on or off campus)	1 to 5 days suspension; and/or parent conference	Expulsion	
Act of profanity, vulgarity, or indecency	Possible suspension	1 to 5 days suspension	Expulsion

*Prescription drugs must be administered by school nurse or personnel only. A student who is taking medication and discovers after arriving at school that they have medication with them will not be considered guilty of an offense if it is presented to the office upon discovery.

	1st Offense	2nd Offense	3rd Offense
Gross disrespect or disobedience (directed toward teachers, administrators, staff, etc.; to overtly challenge those in authority or school staff personnel)	1 to 5 days suspension; parent conference	1 to 5 days suspension; possible expulsion	Expulsion
Stealing and/or willful destruction of the property of others (school property included; on or off campus)	Restitution; possible suspension; possible expulsion; parent conference	Restitution; 1 to 5 days suspension; possible expulsion	Expulsion
Sexual misconduct (including homosexual orientation; on or off campus)	Parent conference; possible expulsion	Expulsion	
Missing assigned detention	2 hours detention	1 to 5 days suspension	Expulsion
Fighting and/or bullying	1 to 5 days suspension and/or parent conference	1 to 5 days suspension; possible expulsion	Expulsion
Unsafe driving, speeding, etc., on school grounds	Principal's discretion	1 to 5 days suspension; and/or parent conference	1 to 5 days suspension; and/or parent conference
Sexting, social networking using inappropriate language and/or pictures	1 to 5 days suspension and parent conference; possible expulsion	Expulsion	
**If student is found guilty, student will not be allowed to return. If student is found not guilty, conference with the principal is required to re-enroll.			

Note: Any other offense of a major nature will result in disciplinary action consistent with the above. Final disposition of any offense will be left to the principal.

individual's grade and his personal spiritual growth. We expect proper behavior for the safety and proper instruction of every student for whom we are responsible. The support of parents is essential.

Secondary Minor Offenses

The following violations may result in referral to the principal for possible disciplinary action such as assigned Detention Hall, suspension, or corporal punishment:

- In the hallway without a pass
- Inappropriate classroom behavior
- Horseplay, running, excessive noise in the halls, classes, or chapel
- Throwing things in class, hall, cafeteria, etc.
- Chewing gum in building
- Eating in the building other than in the cafeteria without administrative approval
- Dress code violations
- Public display of affection
- Any other offenses of a minor nature

Detention Hall

Student will be assigned one or two hours of detention in a supervised setting to do work as assigned by an administrator. When detention hall is assigned, parents will be notified in writing.

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 letter. Student will not be allowed to make up tests or other assigned work missed during the duration of their suspension. No student may participate in extracurricular practices, games or performances while suspended.

Expulsion

Any expelled student will be dismissed from the school system for the remainder of that current school year. Parents will be notified by phone and letter.

Students will be considered for re-enrollment, following a full semester of suspension, if a satisfactory student evaluation is received from another school system. This will be determined by recommendation of school administration and the school board.

Threats of Violence

CCS has a “**no tolerance**” policy involving threats or perceived threats of violence by students. 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 will immediately 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 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 locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specifically directed toward particular students or staff, the administration will report to the student and/or staff member that a threat was made. 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.

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.

Prohibited Drugs and Alcohol Policy and Screening Test Procedures

Conway Christian School is determined to have a drug and alcohol free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention through education and disciplinary action. Drug screening tests may be only one procedure employed to enforce this policy. The school may take disciplinary action, including expulsion, without the necessity of a drug test.

Any of the following actions constitutes a violation of this policy and may subject a student to disciplinary action as determined by the school in its sole discretion, including expulsion:

1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing alcohol or prohibited drugs (excluding prescription or over-the-counter drugs in accordance with medical treatment) or any other substance representing the foregoing, or any drug paraphernalia, or assisting another to do so anytime or anyplace.
2. Switching, adulterating or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process.

When a school administrator has reasonable suspicion that a student has violated this policy, he or she may require a drug screening test to be administered by an appropriate testing agency and/or search of the individual(s) in question. Reasonable suspicion may result from the following or other circumstances giving rise to reasonable suspicion: (a) observed behavior; (b) receipt of credible reports by two or more reliable witnesses; (c) detection or odor by a school employee; or (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access. In addition, the school reserves the right to conduct random drug screening tests at anytime.

Any student subject to the application of this policy shall be afforded "reasonable, fair, and appropriate procedures." Should the drug testing result be positive, the parent will be responsible for paying for the testing fees.

Should the random testing results be negative, the school will pay for the testing fees. Should there be testing administered because of reasonable suspicion, the parent(s) and the school will share the cost of the testing fees if the tests are negative. Should the drug screening test results be positive in any category, the student will be subject to disciplinary action, including without limitation, expulsion.

The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factor shall be within the sole discretion of the school. Further, failure on the part of the student to adhere to a treatment and rehabilitation plan shall be grounds for disciplinary action, including without limitation, expulsion.

Search and Seizure

Conway Christian School System respects the right of student to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct searches of student vehicles, lockers, and desks when there is reasonable suspicion to believe that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy.

Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

Student Incompatibility

Conway Christian School 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 principal may place the student on 3-week probation. Prior to this probation the principal 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 school system.

Secondary Major Offenses

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 manual, but following is a list of certain major offenses and could result in suspension or expulsion:

- Harassment/assault/fighting
- Lying to school faculty/staff
- Possession of obscene/occult material
- Use of profanity or vulgarity
- Sexual misconduct
- Stealing and/or willful destruction of property
- Using tobacco
- Truancy

- Possession of weapons or firearms
- Vandalism and/or harassment
- Drinking alcoholic beverages
- Cheating on tests, quizzes, homework, and other acts of extreme dishonesty
- Gross disrespect or disobedience
- Unsafe driving, speeding, etc. on school grounds
- Possession of, selling, or using illegal drugs, or drug paraphernalia

This is only a partial list of offenses for the sake of giving examples.

*Pregnancy: The Conway Christian School has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Therefore, it is essential that all pregnant students report their pregnancy to the administration as soon as the pregnancy is confirmed by medical authority. As soon as the pregnancy is confirmed, the student and parents will meet with the chief administrator to discuss the situation and an appropriate plan for the student.

NOTE: Any other offense of a major nature will result in disciplinary action consistent with the above. Final disposition of any offense will be left to the principal.

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 principal or person directly over him, 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 Superintendent. 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.

Standard of Conduct Form

A signed Standard of Conduct form must be on file in the office for each student. The Standard of Conduct forms will be included in the Student Orientation Packet and should be returned to the school office no later than the second day of school.

CAMPUS POLICIES

School Days

Students may enter the building at 7:30 a.m. The tardy bell will ring at 8:05 a.m. for grades 7 – 12. School will be dismissed at 3:30 p.m. Students must leave the campus following dismissal. Any student who does not have an adult to account for him by 3:40 p.m. will be taken to the office. There is a by-minute charge starting at 3:45 p.m. after a designated number of late pick-ups have occurred.

Articles Prohibited From School and School Functions

Items such as cards, games, toys, media devices (including iPods, PSP's, cameras, or MP3 players, etc.), questionable literature, questionable music, skateboards, matches, lighters, and weapons are not permitted at school at any time.

Students will not be allowed to use cell phones during school hours. Failure to abide by this policy may necessitate disciplinary action.

Automobiles and Parking

For the overall effective operation of the school it is important that the following regulations apply to the parking area:

- All vehicles driven to school by students must be registered with the office.
- Motorbikes and bicycles must be parked in the designated area.
- Students may not go to their vehicles during the course of the school day without permission from an administrator or office staff.
- When students leave school on either early dismissal or in the afternoon, they must go to their vehicles immediately upon entering the parking area, and leave.
- A 5 M.P.H. speed limit while on school property will be observed. See DISCIPLINE POLICIES, Major Offenses.
- Students must park in designated areas only. (Failure to follow guidelines will result in possible fines of \$5.00 or loss of driving privileges.) Driving a vehicle to school is a privilege and it must be understood that with such a privilege comes certain responsibilities.
- Students who abuse their driving privilege can be restricted from driving on campus at the discretion of the administration.

In-Class Presentations

Students are expected to request and obtain approval by the regular classroom teacher prior to presenting any outside material aloud or making any announcement to the class.

Deliveries

If you have deliveries to your student, bring them by the office and they will be delivered to the student at the end of the school day.

Emergency Closing

Should it become necessary to dismiss school due to inclement weather or other reasons, parents should watch local TV stations for announcements regarding Conway Christian School closings.

First Aid Services

Students who become ill or hurt at school are brought to the school nurse or office. If your child is in much discomfort you will be called and asked to come and take the child home. In the meantime, everything will be done for the child's comfort and welfare. In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Students are not permitted to help themselves to first aid materials.

No medication will be administered by the school without written instruction from a parent. All medications must be kept in the nurse's office. All medication, including non-prescription medication (e.g. Tylenol, aspirin), must be provided by the parent and kept in the nurse's office.

HEALTH SERVICES

The school has the services of a licensed nurse for routine health screenings, hearing, vision, etc. The nurse is on call for emergencies and consultation at other times. **Emergency numbers must be on file at the school in order for school personnel to be able to contact a responsible person at all times.** Parents should immediately notify the school in writing any changes in their mailing address or phone numbers.

HEALTH GUIDELINES

If a student becomes ill, parents and or emergency contacts will be expected to pick up their child 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 up their child 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 they have not been used for a period of time, the parents will be notified to pick up the medication

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 nurses 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.

Lunch

Senior high and junior high students may bring their lunch or purchase snacks from the campus vending machines or from the catering company that provides lunches. Students will observe the closed campus policy, which means that a parent must physically come to the school and sign for a student to leave with them for lunch at the time the student is leaving and sign them back in at the office at the time of the student's return. Only family members, youth ministers and pastors are welcome to come on campus for lunch after first signing in at the office.

Lost and Found

Items found on school grounds are brought to the school office. Please place your student's name on all items for easy identification. Unclaimed items will be given to charity at the end of each 9-week grading period.

Photographs

Individual school pictures will be taken in the fall of the year. Parents will be notified in advance of the date, costs and options. Uniforms are to be worn on these days unless specified.

Telephone Use

Telephone messages should be restricted to medical emergencies only. Personal matters between parents and students should be handled at home before the student leaves for school. Students will be allowed to call home only in an emergency.

Visitors

Parents, pastors and youth pastors are welcome to visit the school. Others interested in visiting must have administrative approval prior to the date requested. When visiting the school, please check in at the office first and receive a visitor's pass; do not go directly to any classroom. Because of the potential for too many visitors on the same day, students who attend other schools in the area may not visit CCS on days when their school is closed, unless they make prior arrangements with administration.

TECHNOLOGY

Student Acceptable Use Policy

Students receive their own accounts with passwords for computer use in the Computer Lab. This academic use is to be supervised by a Conway Christian School staff member. Abuse of Computer Lab privileges will result in disciplinary action at the discretion of the principal. Any damage incurred to equipment by a student's prohibited tampering will result in the billing of the responsible party for said expenses.

- Accessing Internet materials that are illegal or inappropriate, such as (but not limited to): gambling sites, sexually explicit material (in any form), gaming, or personal journaling sites (MySpace.com, Facebook, Youtube, e.g.) is strictly prohibited on campus.
- Students are not allowed to bring disks from home to use on school computers without the appropriate permission.
- Downloading music, movies, or software that is copyrighted is strictly prohibited.
- Installation of software by students on to school computers is strictly prohibited. Appropriate student downloads are only allowed under the specific observation and instruction of an appropriate school personnel member.
- Any non-academic computer use is not allowed.
- Game playing is not permitted except as an official aspect to the academic subject area being studied by the student.
- Students are not allowed to use the teacher station computer.
- Students are never to be permitted into the Computer Lab closet.

Computer Lab computers are monitored.

Library

Parents and students may search for books on the Online Public Access Catalog by going to <http://conwaychristianschool.booksys.net/opac/ccs/index.html>. OPAC allows access to all books and materials in the high school and elementary libraries. The online system will also keep you current on library activities throughout the year.

Students will receive a library card at the beginning of the school year. This card will remain in the library for students to use whenever needed. If the student loses the library card, a \$1.00 charge will be given for a replacement card.

ALL books must be checked in/out using the library automation system. If a librarian is not present, students must follow instructions given at computer check station.

Students may check out a book for two weeks (10 school days). This two-week period includes only the days school is in session. A grace period of two days is also extended before fines are calculated. Overdue book notices are sent home monthly. This overdue notice will state the student's name, title, barcode number, cost and due date of book. If the student has lost the book, the slip can be returned with payment and a new book will be purchased in its place.

Students may check out two books at one time. If additional books are needed for research purposes, an override can be made by the librarian or assistant for three additional books. Fines for overdue books will be \$.25 each day. These fines are automatically calculated on the computer system. Students will not be allowed to check out another book if fines exceed \$5.00 until the book is returned and fines are paid. Students will be responsible for payment of lost or damaged books.

Each year inventory is taken at the CCS libraries during the month of May. All library materials are required to be returned and fines settled before inventory. On the first day of inventory, the names of students with outstanding fines will be turned over to the business office for collection. An additional \$5.00 fee will be billed to students whose names have been turned into the business office.

The library makes every effort to communicate with students and parents about materials. However, we cannot be held responsible for students who fail to acknowledge this communication.

ORGANIZATIONS

Parent-Teacher Fellowship

Opportunities to be involved in the life of CCS will be given at every PTF meeting. The nature of PTF meetings will vary from time to time but the general objectives of the meetings are to be as follows:

- To acquaint parents with the philosophy of Christian education.
- To provide an opportunity for parents and teachers to know each other and have fellowship.
- The PTF also serves as the organization that coordinates school volunteer programs, special events for the students, and fundraisers.

Parents of all students are invited to join the PTF. Membership cost is \$10.00 per family. Membership applications are included in the packet of information given to parents and students at the beginning of each year, applications may also be obtained at each school location. We encourage you to be involved in this organization.

Student Organizations

The Conway Christian High School has these organizations:

- Beta Club
- Drama
- Yearbook Staff
- Student Council
- Pep Club
- Quiz Bowl

School calendar may be found on RenWeb.