

# **Conway Christian Learning Academy**

**Preschool and  
Kindergarten Handbook**

**2011-2012**

**K2, K3, K4 and K5**

**Conway Christian School  
500 East German Lane  
Conway, AR 72032**

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## **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 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.

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

### *Accreditation*

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

## **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**

- 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 should 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 be 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 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).

## **PARENT RESPONSIBILITIES**

In addition to the classroom and school wide support, parents of CCS are asked to model good problem-solving for our students by applying the Matthew 18 principle (Matt. 18:15-19, 35). CCS parents, staff, and students are responsible for determining facts and then addressing those facts for the child's welfare. Parents need to confer first with the classroom teacher should a question or concern persist. Respect and reverence for the Lord Jesus is especially apparent as we address one another in honoring ways. If this should not occur, we ask parents to confer with the Principal and work toward resolution, for the sake of the school's mission and purpose.

We also expect that parents will not negatively gossip or complain about Conway Christian School, any member of the staff, or the policies and procedures established, either in the presence of their children or with other parents. This can only breed strife, which affects the entire school.

Parents who cannot deal with concerns and challenges in an adult, respectful, Christian manner, but instead display negative attitudes and behaviors toward Conway Christian School through contact with staff, other parents, and students within their churches or in the community, will be asked to come in for a conference with the Principal or Head Administrator. If the attitudes and behaviors continue, we may remove the children of those parents from the school.

Remember, children learn by example. If we, as adults, handle each situation in a godly, loving and respectful manner, our children will learn to do the same and CCS will continue to be a strong, positive environment of which young people can be a part.

## **ADMISSIONS POLICY**

It is the philosophy of Conway Christian Learning Academy to minister to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of CCLA to make Christian education available to as many students as possible. CCLA 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'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; Eph. 5:3-5; 1 Thessalonians 4:3-8; 2 Timothy 2:19-22).

### **NOTICE OF NONDISCRIMINATORY POLICY**

Conway Christian School 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
- Birth certificate for students K3 through K5
- 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

**K3 students must be three years old by August 15**

**K4 students must be four years old by August 15**

**K5 students must be five years old by August 15**

**Grade 1 students must be six years old by August 15**

### **Interview**

Parents of students must meet with the principal or preschool director prior to acceptance.

### **Standards of Conduct**

Parents must read and sign the CCLA Standard of Conduct form. A copy must be on file for each student in our school system. An additional form must be signed by a parents stating acknowledgement that their preschool student may be questioned by a Licensing Specialist regarding licensing requirements.

### **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.

## **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 diploma (in the case of a graduating senior) until all financial obligations to CCS is paid in full.
3. Students whose parents/guardians have an outstanding obligation to 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 is 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.

### **ACADEMIC POLICIES**

#### ***K3 - K5 Grading System***

K3, K4 and K5 children will receive their first evaluation in October at the Parent/Teacher Conferences. Successive evaluations will be received in January, March and May for K5 and January and May for K4.

## **Advancement and Retention**

### **K4 and K5**

Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to K5 and Grade 1 is recommended.

## **Standardized Testing**

CCLA does not administer standardized tests in K3-K5

## **Curriculum**

The preschool and kindergarten curriculum relies heavily on Christian publications and other publications that have been approved by the Curriculum Committee.

## **ATTENDANCE POLICIES**

It is important that a student be at school every day. Circumstances occasionally prevent this, and students do miss school from time to time. Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent 1/2 day.

If your child is absent, we require the following:

- A call or email from the parent to the school office by 10:00 a.m. on the date(s) of the absence.
- When returning to school, all students must bring a note signed by a parent or from a doctor's office which includes the following information:
  - 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 grade unless there is an extended illness for documented medical reasons.**

## **Absences and Make-Up**

### **Excused**

An excused absence is one in which the student is absent for a legitimate reason. This would include personal sickness, serious illness in the family, medical appointments, death of family member or close friend, pre-arranged educational outing, or acts of God. **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.** Students receiving an excused absence must make up missed work within a reasonable time at the direction of their teachers.

### **Unexcused**

An unexcused absence is one in which the student is absent without an approved reason.

### **Policy for Dispensing Medication**

All necessary prescription and nonprescription medications must be administered by authorized school personnel. Parents should bring to the office a signed physician's order which is dated and states what kind of medication, dosage, and criteria for administration, as well as a parent permission form which will be provided to you by the school office.

It is the parent's responsibility to bring an appropriate supply of medication to the office, in the original pharmacy container. Medication must be delivered in person to the school office; students should never transport medication to and from school. Medication is administered only by the authorized school personnel and is stored in a locked cabinet.

### **CHILDREN MUST BE KEPT HOME FROM SCHOOL:**

- if they have a temperature over 100 degrees (temperature should be normal for 24 hours 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

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 physician's instructions for its use.

The guidelines of the Arkansas Department of Health Immunization Program state that "No child shall be required under this regulation to have such immunization if his parent(s) objects thereto, in writing, on the grounds

that it conflicts with their religious beliefs, or if the child’s physician submits documentation that such a procedure is contraindicated.” Exceptions to the immunization laws will be granted on that basis.

### **Tardies for K5 Only**

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. Arriving late to school or departing school early are both considered tardies. Tardies for emergency medical reasons or multiple medical tardies will be considered on an individual basis.

Students arriving at school after 8:20 are tardy and must be signed in by a parent in the office. The student will receive an “Tardy Permit” to admit them to class. Students not signed in by a parent will receive an automatic “Unexcused” tardy. Four unexcused tardies will equal one day absence.

Early check outs are treated the same as tardies. Any student checking out before 3:00 will be issued a tardy. Tardies for emergency medical reasons or multiple medical tardies will be considered on an individual basis. Four unexcused early check-outs will be counted as day absence.

When a student is tardy to school, they must be signed in at the office by a parent. Students who do not have a parent sign them in will receive an automatic “UNEXCUSED” tardy. When checking in at the office the student will be given a “Tardy Permit”. Tardy students will not be admitted to class without the permit. Students are considered tardy if they arrive after 8:20 a.m. Four days of tardy equals one absence. Promptness is important to the smooth, orderly beginning of each school day.

When a student is checked out early, a parent must sign the student out through the office. Students will be called from class after they have been checked out through the office.

### **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 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.

### **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. Determination of dress code violations will be the responsibility of the administration.

The following guidelines apply to all dress code categories - School Uniform, Casual, Recreational, and Dressy/Performance for grades K5 through 6th grade.

### **GIRLS**

#### **Hair**

- Neatly groomed, conservative style and color.
- Extreme or counter culture hairstyles are not permitted.
- Hairpieces may not be worn unless medically necessary.

#### **Miscellaneous**

- No more than one earring per ear and it must be in the earlobe.
- Tattoos and body piercing are not permitted.
- Caps and hats should not be worn unless administration gives specific approval.

### **BOYS**

#### **Hair**

- Neatly groomed, conservative style and color.
- Length: not completely covering ears or touching collar or eyebrows.
- Extreme or counter culture hairstyles are not permitted.

#### **Miscellaneous**

- Caps or hats may not be worn unless administration gives specific approval.
- Earrings, tattoos, and body piercing are not permitted.

Students who do not comply with the hair code policy will be given a seven-day warning. After the seven-day warning, students will not be allowed to return to school until they have complied with the hair code policy. Final approval is left to the discretion of the principal.

## **School Uniform Dress Code (Kindergarten Only)**

### **GIRLS**

#### **Jumpers**

- Girls in K5 through 6th grade must wear a plaid drop-waist jumper (The Toggery) or a navy or khaki pleated hem jumper.
- Girls' jumpers must at least reach the middle of the knee.
- White Peter-pan blouses must be worn with jumpers. These may be short or long sleeve blouses.
- Pants, leggings and jogging suits are not permitted underneath jumpers.
- Shorts must be worn under jumpers (non-uniform).

## Shirts

- Long or short-sleeved solid color polo knit shirts with two or three buttons, in red, white or navy must be worn with pants, shorts and skorts.
- Emblems will not be permitted on the shirt
- Short sleeve red monogram shirts with CCS emblem are required for special events as denoted by school. These are to be purchased at the Toggery.
- Shirts must be tucked in at all times.
- White long-sleeve shirts may be worn under short sleeve shirts. There should be no writing on the sleeves.

## Sweaters

- Traditional crew neck, V-neck, or cardigan sweaters in navy may be worn with the uniform (no longer than hip length).
- CCS sweatshirts are the only sweatshirts permitted. These must be worn with a uniform polo or school t-shirt underneath.
- Shirts with hoods are not allowed to be worn inside the building or classroom. Students may wear them to school, but the hooded sweatshirt will remain in the locker unless worn at recess or PE.

## Pants

- K5 through 6th grade girls must wear navy or khaki uniform style pants (ankle length). Hip huggers and low riders are not permitted at any time.
- K5-6th grade must wear long or short sleeve red, white, or navy knit polo style shirts with pants.
- Pants must be neatly hemmed without tears or slits at the bottom hem. They may not have any loops or pockets on the outer leg of the pants.
- Pants with belt loops must be worn with a buckled belt.
- NO sash, chain or scarf belts are allowed.

## Shorts

- K5 through 6th grade girls must wear navy or khaki uniform style shorts **with cuffs**.
- K5-6th grade must wear long or short sleeved red, white, or navy knit polo style shirts with shorts.
- Shorts must be worn with a buckled belt.
- No sash, chain or scarf belts are allowed.
- The time of year the shorts are to be worn will be left up to the discretion of each family.

## Skorts

- K5 through 6th grade girls must wear CCS plaid, navy or khaki elastic waist, two-button front skort or three tab pleated skort.
- Skorts should be **longer** than uniform style shorts.
- K5 through 6th grade must wear long or short sleeved red, white, or navy knit polo style shirts with skorts.

## **Shoes for girls**

- Flip flops, sports sandals, crocs and house shoes are not permitted.
- Boots of any kind or style are not allowed.
- All students must wear closed toed shoes or tennis shoes of a neutral color. Shoes should have a minimal amount of color on them.
- Socks must always be worn with all shoes.
- Shoes with laces must be tied.

## **Socks**

- Knee or ankle length.
- Solid red, white or navy only are permitted.
- In case of cold weather, tights may also be worn in red, white or navy.
- Patterned tights and socks are not permitted.
- Socks may not have any emblem or logo.

## **BOYS**

### **Shirts**

- Long or short-sleeved red, white, or navy knit polo style shirt with two or three buttons must be worn with pants or shorts.
- Emblems will not be permitted on the shirt.
- Short sleeve red monogram shirts with CCS emblem are required for special events as denoted by school. These are to be purchased at the Toggery.
- Shirts must be tucked in at all times.
- White long sleeve shirts may be worn under short sleeve shirts. There should be no writing on the sleeves.

### **Sweaters**

- Traditional crew neck, V-neck, or cardigan sweaters in navy may be worn with the uniform (not longer than hip length).
- Sweaters may not be monogrammed.
- CCS sweatshirts are the only sweatshirts permitted. These must be worn with a uniform polo or CCS t-shirt underneath.

### **Shorts / Pants / Belts**

- K5-6th grade boys must wear navy or khaki uniform style pants (ankle length).
- K5 boys may wear non-belted elastic waist navy or khaki uniform pants and shorts.
- Boys in grades 1-6 must wear khaki or navy uniform pants or shorts with belt loops.
- Pants with belt loops must be worn with a buckled belt.
- Pants must be neatly hemmed without tears or slits at the bottom hem.

## **Socks**

- Knee or ankle length.
- Socks should be solid red, white or navy (no emblems or logos) and worn with pants and shorts.

## **Shoes for boys**

- Flip flops, sports sandals, crocs and house shoes are not permitted.
- Boots of any kind or style are not allowed.
- All students must wear closed toed shoes or tennis shoes of a neutral color. Shoes should have a minimal amount of color on them.
- Socks must always be worn with tennis shoes.
- Shoes with laces must be tied.

## **DRESS CODE GUIDELINES FOR SPECIAL OCCASIONS**

### ***Casual / Recreational/Dressy Performance***

- Teachers will indicate appropriate clothing for each special occasion. All clothing must be of modest design and not promote a philosophy that goes against the school's standards.

## **DISCIPLINE POLICY**

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, CCS 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 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

Any other offenses not addressed in this section may be subject to the policy and procedures set forth in the secondary discipline policies.

### **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. No radios, CD players, video games, tape recorders, MP3 players, pagers or other electronic devices are permitted at school unless specifically approved by the teacher. Cell phones are not permitted in school—they must be kept in book bags, lockers or the school office. They may not be used during school hours without permission. If students possess a cell phone in school or a student's cell phone rings during school hours or the student uses it during school hours without permission, the phone will be kept in the office until the end of the day and the student will receive point deductions from their conduct grade. The second time this occurs the parent will be required to pick up the phone at the end of the day, and the student must check his/her phone in at the office each morning and pick it up at the end of the day for 6 weeks. All items brought to school are the responsibility of the student bringing them and the school is not responsible for breakage or loss.
6. Possessing, handling, or transporting a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, laser or any other object that can be considered a weapon or dangerous instrument is prohibited and may result in suspension or expulsion. These will not be returned if seized.

No toy guns or knives may be brought to school. Weapons may not be kept in vehicles on school property.

7. Possession of fireworks on school grounds or during school activities is prohibited.
8. Defiant or hostile attitudes are unacceptable.
9. Repeated dress code violations can result in suspension.
10. 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.
11. 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.
12. Toys are not permitted at school unless your child's teacher gives written permission. Ex.: 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. Tackle football is not allowed. All group games such as touch football, tag, dodge ball or any game that requires student contact must be refereed by teachers.
3. No balls, wooden or aluminum bats, or jump ropes are allowed on the playground.
4. Students may not ride on each other's backs, or play fight, wrestle, etc.
5. Students must slide one at a time sitting upright. The waiting line should be at the bottom of the slide.
6. Students must swing one at a time on bottoms only—no standing, twisting or jumping out of swings.

7. ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC. This could injure eyes and warrants a visit to the principal's office.
8. Children may not use foul or crude language or talk to each other with unkind words. Children will speak to all teachers and adults with respect and will obey those in charge of them at all times.
9. Preschool and Kindergarten 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***

1. Offenses of a minor nature 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
2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:
  - Spiritual counseling
  - Loss of privileges
  - Out of school suspension
  - Expulsion

### ***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**

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 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.

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.

### **Corporal Punishment K5 Only**

Student will receive corporal punishment as directed by an administrator. Parents will be notified prior to the student receiving corporal punishment.

### **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.

### **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 in writing. Student 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.

### **Student Incompatibility**

CCS 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.

### **Search and Seizure**

CCS respects the rights of students to privacy and security against arbitrary invasion of the 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 lockers, desks, and book bags when there is cause to believe 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, or stolen property found in a search. Lockers are the property of CCS and are subject to inspection by the school at any time there is reasonable cause to believe acts have been committed or school policy is being violated. Students should not write anything they do not wish to be read by others. Notes, etc., found become public property and may be used against students if they contain profanity, vulgar pictures or words, threats, or incriminating evidence.

## **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 – 8:05 am  
After school session ..... 3:10 – 6:00 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 non-school days and early dismissal Extended Care will be available to all students who have paid the registration fee. Pre-notification for non-school days and early dismissal use of Extended Care will need to be filled out in advance.

Children who are not picked up from school by 3:45 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 Arrival:**

All K2, K3 and K4 students must be signed in by a parent or guardian. K2, K3 and K4 students should enter the building at the east door of the preschool wing. K2, K3 and K4 students are not supervised until 8:05. Any siblings of preschool students may also enter this door and go immediately to the commons. Any preschool student arriving after 8:20 must be buzzed in through the front door by the school secretary.

### **K3, Half-day K4 Dismissal:**

Dismissal for ½ day preschool (K3-K4) is at 11:30 a.m. All K3-K4 students must be signed out by a parent or guardian. K-3 and K-4 students must be picked up and signed out from student's classroom.

### **Half-day Kindergarten Dismissal:**

½ Day Kindergarten students will be brought outside by their teacher and loaded by their teacher. Please remain in your car and pull through on the inside lane for loading.

### **Full Day and Half-day Kindergarten Arrival:**

The doors to the Elementary Building will open at 7:50 a.m. Students may be dropped off at that time and go directly to the Commons. They will remain there until 8:05 at which time they will be dismissed to their classrooms. Any student arriving between 8:05 and 8:20 should go directly to their classroom. If a student arrives after 8:20, the parent must come in and sign the student in. All tardy students must have a tardy slip to be admitted to class.

**Full Day K3 and K4 Dismissal:**

Dismissal for Full Day K4 is at 3:10. Students must be picked up and signed out from the classroom.

**Dismissal for Full Day Kindergarten is at 3:20:** Parents should pull to the load area on the outside lane.

**Late “Pick-up” for ALL grades:**

Any student not picked up by 3:30 will be sent to Extended Care and a charge of \$5.00 will be collected on pick-up. Parents will need to come in and check the student out from Extended Care.

**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.

**Distribution of Non-CCS Materials**

Any distribution of non-CCS 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**

Students in K2, K3, K4, and K5 full day only may either bring or buy a lunch. Students purchasing lunch through the school lunch program must return lunch menus promptly to ensure their lunch order.

**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 CCS 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.

**Field Trips for K5 Only**

Parent volunteers accompany classes on field trips to ensure class supervision and safety. Only parents who have filled out parent volunteer forms will be allowed to transport students on field trips.

Due to the need for additional supervision, volunteer parents are asked not to bring siblings of students on field trips. Uniforms are worn on field trips unless otherwise notified.

Families are encouraged to attend our school-wide events, student's programs.

### ***Photographs***

Individual school pictures will be taken in the fall of the year. An elementary class picture will be taken in the spring 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. (K5)

### ***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.

### ***Articles Prohibited From School and School Functions***

Items such as hard balls, bats, baseballs and softballs, toys, gum, cards, games, media devices, questionable literature, questionable music, skateboards, skates, matches, lighters, and weapons are not permitted at school at any time.

### ***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.

## **LIBRARY**

### **K2, K3, K4, K5**

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.

## **K2, K3, K4, and Half-day KG**

Parents and students may visit the library 20 minutes before or after school. Parents may check out a book with their child at this time. If a book is checked out, parents are responsible for returning the book during the hours mentioned above. The library policies are listed below and will be applied to all parents and/or students of CCS.

Students will have a scheduled library time for storytime only.

## **K5**

Parents and/or students may come to the library 20 minutes before or after school. Students may also come anytime throughout the day with teacher permission. Each class will also have a weekly scheduled activity time to check out and/or return books.

Students are permitted to check out one book at a time. The books will remain in the classroom.

The fourth nine weeks, students will begin checking out a book to take home. Students will receive a library card. 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. Students must return their book to receive a new book. The library policies are listed below and will be applied to all CCS students.

## **Library Policies**

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 each week with elementary students. 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.

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 in to 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.

### **PARENT-TEACHER FELLOWSHIP**

Opportunities to be involved in the life of CCS will be given at PTF meetings. 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 and have fellowship with each other.
- 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. Elementary 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.

### **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.

### **General School Information**

**School Office is open 7:45 a.m. – 3:30 p.m.**

**School calendar may be found on RenWeb.**