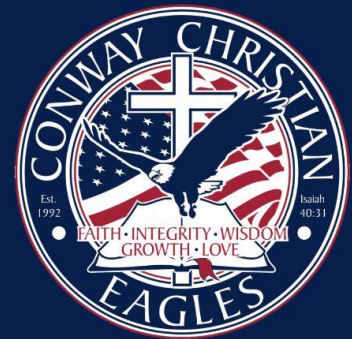


# Conway Christian School



**2022-23**  
**Upper School**  
**Parent & Student Handbook**

October 2022

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## OUR MISSION

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

Conway Christian School was founded in 1992 to provide an educational experience for children and young people that 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 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.

Conway Christian has five core values that support its mission statement. The core values of **faith, wisdom, integrity, growth and love** define who we are as a school.

**Faith** is based on our belief in God the father, Jesus the son and the Holy Spirit. All three play integral roles in our beliefs as a community of Christ followers.

**Wisdom** comes from our relationship with God not from understanding the knowledge of the world. As we become wise we are able to discern worldly knowledge in a Godly manner.

**Integrity** is a by-product of our faith and wisdom. As Christians we should live with integrity.

**Growth** in ourselves is essential to our personal success. Conway Christian is committed to raising up a generation of learners who have a growth mindset, dedicated to a life of bettering themselves.

**Love** permeates all we do in life. We should love others as God loves us. Showing the fruits of the spirit in all cases offers us the best opportunity to show the love of Jesus Christ to those around us.

Please contact the administrative offices at 501-336-9067 if you have any questions. We invite your inquiry at the upper school 501-336-9772.

## ACCREDITATION

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

## UNAUTHORIZED USE OF SCHOOL NAME

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

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

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion.

## PHILOSOPHY OF EDUCATION

The educational philosophy of Conway Christian School is based on a God-centered view that all truth is God's truth. The Bible is the inspired and only infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

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

## DOCTRINAL STATEMENT

**The Scriptures** – We believe the Bible is the divinely inspired, inerrant, infallible Word of God and is the foundation of all knowledge.

**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.



**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.

**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.

**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.

**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.

**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.

**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.

**The Church** – We believe that a church is a local body of 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 a local church according to Hebrews 10:25.

**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.

## CONWAY CHRISTIAN COMMUNITY STATEMENT

### Christian Community

Conway Christian School is a community of Christian believers whose purpose is to educate students in the biblical principles that the traditional Christian Church has been commissioned from Jesus Christ (Matt 28:18-20). A Christian believer is defined as an individual that has been convicted of their sin by the Holy Spirit, repented of their sin to God and put their faith in Jesus Christ as their personal Lord and Savior. Conway Christian School practices the fundamentals of the faith by following the sixty-six books of the Bible that the historical Christian Church has affirmed to be God's Holy Scripture. Our focus is to bring together the Conway Christian School community of Christian believers and diligently work in harmony consisting of the Board of Trustees, administration, faculty, staff and parents to "train up a

child in the way he should go" (Proverbs 22:6), and "I have no greater joy than to hear my children walk in truth" (3 John 1:4).

### **Christian Community Explanation**

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

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

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

**Required by the law** Conway Christian School beliefs include all conduct required by the law of the land. All conduct prohibited by the law is outside the boundaries of Conway Christian School's beliefs. Examples of this category would be the illegal use of alcohol (specifically consumption by minors or situations where parents knowingly allow minors to drink in their presence), drugs or other substances.

**Proscribed by the Bible** While certain conduct may or may not be declared by the state to be unlawful, the Conway Christian School representative and the Conway Christian School participant is to avoid conduct proscribed by the historical Christian Church as unbiblical. (Note: while some practices proscribed by the historical Christian Church may actually be protected by the law as individual rights under the law, that conduct might still violate the biblical command for conduct acceptable for a follower of Christ) A contemporaneous example is the declaration by the US Supreme court that homosexual marriage must be included in the definition of marriage that can be officially sanctioned by the state. Such declaration by the court does not change the historically Christian or Conway Christian School view that the rite of marriage for Christians is between a man and woman.)

### **Community Conduct-Religious Organization**

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

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

### **Roles, Standards and Expectations for Representatives**

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

Conway Christian School representatives shall be expected to (1) model our Christian beliefs anywhere, anytime including non-school hours (2) conduct all of their duties as a service to God and, (3) participate in distinctly Christian activities.

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

### **Roles and Expectations for Community Participants**

**Students and Parents** – Conway Christian School requires that at least one parent or legal guardian of each student be a devoted follower of Jesus Christ as evidenced by a faith walk, testimony and active participation in a local historical Christian church. They must also adhere to the school's Doctrinal Statement. In furtherance of its mission, the school provides educational instruction, programs, facilities and other activities for students. Each community representative is required to abide by this Community Covenant and be fully supportive of the school's mission.

**Registered Volunteers** – A volunteer serving in a Conway Christian School ministry is not considered to be a "representative" of the school's Christian community unless they are serving in leadership positions on the PTF and/or Booster Club. However, all volunteers registered or non-registered (i.e. concession workers, homeroom moms) are required to **acknowledge** that they understand and agree

to support our school mission, policies and values by action and in communication. The school reserves the right to give preference for such service to alumni and volunteers who share our Christian beliefs.

**Standards for Community Activities and Facility Use** – Conway Christian School engages in activities and uses its facilities solely to exercise, express and further our Christian beliefs and mission. At times, pending President/CEO and/or Board of Trustee approval we may allow use of our facility by groups that are not directly associated with **Conway** Christian School. We reserve the right to prohibit any activity or use of our facilities by another group or person if we determine any of the following:

1. The person or group undermines our ability to accomplish our Mission.
2. The person or group expresses a message contrary to our Christian beliefs.
3. The person or group displays values or conduct contrary to our Christians beliefs.

### **Implementing Community Standards**

**Our Decision Making Process Includes a Spiritual Element:** The responsibility of ensuring that each proposed activity, which directly or indirectly affects the reputation of our school, and any potential usage of Conway Christian School's facilities complies with the standards set forth in this document rests with the President/CEO, the Chairman of the Board of Trustees, and the representatives they delegate for such decisions. These leaders are expected to consider each situation with reliance upon the guidance that God provides through His Word and His Spirit. School leadership may disallow any activity or facility usage on the grounds that the individual or group possess views and beliefs which are perceived to be contrary to those of Conway Christian School.

**Noncompliance:** The President/CEO and the Chairman of The Board of Trustees will be responsible for determining cases of noncompliance toward the beliefs and/or expression of school's Christian standards. Noncompliance will be defined by anything or anyone that embraces beliefs contrary to those of Conway Christian School and/or attempts to limit the expression of those Christian beliefs and standards.

**Additional Authority:** Based on the Christian beliefs and standards of Conway Christian School, the President/CEO or Chairman of the Board of Trustees may establish additional standards for proposed activities and facility usage that will both guard and express the beliefs of the school.

**Limits:** Conway Christian School may change this document at any time. This document does not guarantee employment for anyone, and it does not affect the nature of the school-employee relationship which is solely at-will.

### **Beliefs Embraced by and Refused by the Historical Christian Church**

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

It's the belief of Conway Christian school that admission of a student of a parent who believes in such a faith tradition outside the scope of the historical Christian church would create confusion in the classroom, would be counterproductive to our community, as well as to the applying family and

potentially prevent us from fulfilling our mission. Therefore, admission will be denied when Conway Christian School determines that the faith doctrine of an applicant does not align with the doctrine and mission of the Conway Christian School community.

### **Human Sexuality and Marriage**

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

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

### **Transgender**

CCS believes God creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is determined by such individual's biological sex at birth. Since the word of God, in the Holy Bible, describes humans as distinctly created to be man and woman, CCS will treat all students accordingly. Students born as male will be classified as boys, and students born female will be classified as girls. Furthermore:

1. Students will be required to use bathrooms aligned to the student's biological sex at birth;
2. Students will be addressed by pronouns aligned to the student's biological sex at birth;
3. When traveling on overnight trips, students will share accommodations with students of the same biological sex at birth;
4. Students will be required to participate in athletics that align with the student's biological sex at birth; and
5. School dress code policies for male and female students will be enforced according to the student's biological sex at birth.

In conclusion, any stance that does not align with the policy above regarding sexual identification and orientation is considered to be in direct opposition of CCS's definition of partnership between the home and school.

### **Politics and Public Communication**

In many situations advocacy for certain political positions may be construed by others in our community and outside our community to be at odds with our religious beliefs or those in our

community. For this reason, Conway Christian School does not offer nor do we acknowledge or allow community members, or non-community members, to publicly advocate for such political positions while on campus, at school events or activities. An elected official shall be allowed to speak to a group of Conway Christian School students while on campus for educational purposes but shall adhere to our rules for not advocating his or her political position(s).

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

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Conway Christian School is a 501(c)(3) organization.

## EDUCATIONAL OBJECTIVES

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

### **Regarding Authority of the Scripture**

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

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

To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

### **Regarding Evangelism**

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

### **Regarding Discipleship**

- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).
- To teach the student how to develop the mind of Christ 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 of 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 Conway Christian's 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).

## 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 an 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 people, 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.

## **CONFIDENTIALITY POLICY**

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

Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student’s best interest.

As the administration works together to provide these counseling services to students and parents, a free exchange of information may take place within when deemed necessary to provide exemplary services in the student’s best interest. Information will only be released to outside persons or agencies with the written permission of the parent.

## **STUDENT ACCIDENT INSURANCE**

Students in 7-12<sup>th</sup> grades are insured for accidents on campus or away from campus if participating in an official school sponsored event. The accident insurance policy is meant to be a supplemental policy and has a maximum payout for each occurrence. The premium for the policy is paid by the school.

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 athletic director, school office, or school nurse.

## ADMISSION PROCEDURES

The Conway Christian School application process is designed to provide a thorough but personal experience. The following steps help us to get to know each applicant personally and gives applicants a clear understanding of the educational opportunities and expectations of Conway Christian School.

### **1. Campus Visit**

Whether it's a tour or an open house, come visit the Conway Christian School campus and see what we're all about. During this time you'll be able to visit with school faculty and staff to discuss our educational opportunities.

### **2. Student Shadow**

Come experience a day in the life of a Conway Christian Eagle. Whether it's in our Lower or Upper School, you're sure to interact with some of the best teachers and most welcoming students you'll find on any campus.

### **3. Online Application**

Simply click **APPLY NOW** to begin your application process. All applications must be done online as it simplifies the submission and provides parents a tool for online tracking.

Begin by creating an account, then log into your account and "Create a New Student Application" for your child. You will then have the ability to log in and out of your account whenever you desire. When finished with your application(s), simply pay the \$75 fee and submit. We will not receive your submission unless the fee has been paid online with a valid credit or debit card.

### **4. Academic Records and Recommendations**

We require at least two years' previous report cards and standardized test for all students 2nd-12th grade, as well as a principal's recommendation from your most recent school. We have the right to request additional testing when we feel it's necessary.

### **5. Student and/or Parent Interview with Principal**

Once the above items have been completed and the student's file is complete, we will proceed with the review process. All students in 5th-12th grade, along with their parents/guardians, are required to meet with the appropriate principal.

### **6. The Decision**

Decisions are made by the Admissions Committee. Once accepted there will be an evaluative term beginning on the student's first day of class extending one calendar year. This pertains to all new students. If for any reason, during this time, the school feels the parent/student partnership isn't in the best interest of all parties' re-enrollment may be denied.

### **7. The Eagle Way**

Once admission is finalized, new families are required to attend an "Eagle Way" event. The time is set up to further explain school core values, expectations and to establish partnership as we desire to maximize our time together. We offer two separate times for family flexibility. One is in late July and the other in early August.

## ENROLLMENT PROCESS

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

- Application / Registration form
- Immunization record
- Official birth certificate for students K2 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
- Social security number

### **Standards of Conduct**

Parents must read and sign the Conway Christian School Standard of Conduct form. Students in grades 7 – 12 must also read and sign the Conway Christian School 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 Conway Christian School 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 Suspended or Expelled From Other Schools**

Any student who is currently suspended or expelled from another school must attend at least one semester at another school before applying to Conway Christian School. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of one year. Any student who has been expelled from another school and is making an application for the 12th grade will not be considered for enrollment.

### **Married Students**

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

### **Non-custodial Parents**

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

## FINANCIAL INFORMATION

Tuition may be paid with one of the following plans:

- a. Annual – due August 1st
- b. Semi-Annual – due August 1st and January 1st
- c. Monthly\* – over a 10-month period (August to May) or a 12-month period (June to May)

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

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

1. If an annual or semi-annual account is paid late, any associated discounts will be reversed and the additional amount will be due.
2. If a student attends any portion of the month, the entire tuition charge for that month is due.
3. All fees and other charges not related to tuition are due as they are billed.
4. Accounts not paid by the end of the month in which they are due will be considered delinquent and shall be assessed a \$20.00 late fee for that month. Returned checks and bank drafts will be assessed the late fee plus a \$30.00 returned check fee for a total of \$50.00. Stop payments put on drafts will incur the \$20.00 late fee. This policy will be strictly enforced.
5. Families with delinquent accounts will not receive report cards, transcripts, or diplomas, in the case of a graduating senior, until all financial obligations to Conway Christian School are paid in full or a payment schedule is in effect. Deviations from an effective payment schedule will result in additional fees.
6. Conway Christian School is required to follow the AAA's (Arkansas Activities Association) rules regarding past due balances as they relate to athletic participation. AAA guidelines state that "schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue." Payment plans allow past due account to be in good standing with the school and attendance is not jeopardized, but payment plans have no impact when applying to AAA rules regarding athletic participation.
7. A payment plan for past due accounts must be approved by the Conway Christian School Business Office, must be in writing, and must be signed by the parent/guardian. A payment plan must include a detailed, defined schedule of payments. A returned payment will void any payment plans and the account will be considered delinquent.
8. Students whose parents/guardians have an outstanding obligation to Conway Christian School from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a written payment plan has been approved by the Business Office and is in effect when school starts.

9. 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. RenWeb access will be deactivated until the Business Office approves re-activation.
10. Conway Christian School offers a limited tuition assistance program to all qualified students. Financial Assistance can only be applied to tuition; all other fees are the responsibility of the applicant. The Financial Assistance application may be completed online through the FACTS Grant & Aid Assessment Service link on the CCS website or through the link in your family FACTS account. Applications will be reviewed by FACTS, an independent organization. FACTS will analyze your application and make a recommendation to the CCS Financial Assistance Committee. The deadline for filing an application with FACTS is April 1st for all returning students. Financial Assistance 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.
11. 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 assistance, if available.
12. Parents/Guardians are encouraged to contribute at least 10 hours of volunteer service per year through various events that become available through the course of the school year. The Parent Teacher Fellowship and the Athletic Booster Club both provide areas of service event listings at Parent Orientation each year.

### **Registration / Application Fee**

All registration/application fees are NONREFUNDABLE & NON TRANSFERABLE 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.

### **Perpetual Re-Enrollment**

Conway Christian School provides perpetual re-enrollment for all students. Once enrolled, each student's enrollment will be reserved for future school years unless parents/guardians notify Conway Christian of their intent to withdraw. Each year, families will be notified regarding the annual re-enrollment fee and the new tuition schedule. Payment of the re-enrollment fee is the only requirement to reserve each student's enrollment for the next school year.

### **Testing Fee, if needed**

Testing fees ARE NOT REFUNDABLE after the student begins the testing.

## GENERAL SCHOOL INFORMATION

### BELL SCHEDULE

CCS UPPER SCHOOL FLEX SCHEDULE							
Mod	Start	Stop	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	8:00	8:25	1	8	2	8	1
2	8:30	8:55	1	8	2	8	1
3	9:00	9:25	2	6	3	7	2
4	9:30	9:55	2	6	3	7	2
5	10:00	10:25	4	5	4	6	3
6	10:30	10:55	4	5	4	6	3
7	11:00	11:25	Jr Lunch	Jr Lunch	Jr Lunch	Jr Lunch	Jr Lunch
8	11:30	11:55	AO	AO	CHAPEL	5	4
9	12:00	12:25	Sr Lunch	Sr Lunch	Sr Lunch	Sr Lunch	Sr Lunch
10	12:30	12:55	7	2	5	4	6
11	1:00	1:25	7	2	5	4	6
12	1:30	1:55	5	3	6	3	7
13	2:00	2:25	5	3	6	3	7
14	2:30	2:55	8	1	7	1	8
15	3:00	3:25	8	1	7	1	8

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

## ACADEMIC POLICIES

### Conduct Grades

Excellent (E) Satisfactory (S) Needs Improvement (N) Unsatisfactory (U)

### Secondary Grading System

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

### Honor Graduates

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

### Distinguished Honor Graduates

In order to graduate as a Distinguished Honor Graduate, the student should have achieved a minimum 3.7 cumulative grade point average and successfully completed a minimum of 10 concurrent/advanced placement courses.

### **Qualifications for Valedictorian and Salutatorian**

Students must be enrolled at Conway Christian School for all final semesters (10th, 11th, 12th grades) and all earned grades must be from a pre-approved accredited institution. The student with the highest GPA is the Valedictorian and the student with the second highest GPA is the Salutatorian. Beginning with the Freshman class 2018-19, the GPA will be calculated for Valedictorian and Salutatorian using **only core classes**.

### **Concurrent College Classes**

Concurrent courses are given extra grade point weighting in order to distinguish students who take on the extra workload and academic rigor of college-level coursework. The grading scale is based on a 5.0. If a student chooses to drop a concurrent credit course, they will be required to remain in the course for the remainder of the semester, but will only receive high school credit along with the grade they earn. The drop dates will be assigned by the college in which the course is offered.

### **Advanced Placement (AP) Classes**

Advanced Placement (AP) courses are rigorous, college-level classes in a variety of subjects that give students an opportunity to gain the skills and experience colleges recognize. AP courses are taught by teachers who have earned training and certification at an approved advanced placement summer institute. The student will be required to take the AP exam given at the end of the school year in order to be on a 5.0 grading scale for the course. Students may be able to earn college credit for the course as well depending on how well they do on that AP exam.

### **Advancement and Retention**

#### **Grades 7 – 8**

Any student making an “F” for the final average in the following subjects may be required to attend and pass summer school before being promoted to the next grade. These subjects are as follows: Math, Science, History, English, and 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 deficient 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 require 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**

Conway Christian Upper School administers the following standardized Tests:

7th-10th.....Terra Nova

10th-12th.....ACT District Test

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.

### **Semester Exam - Exemption Policy**

The Semester Exam Exemption Policy is for Juniors and Seniors only for the 2022-2023 school year.

Juniors and Seniors may earn exemptions from both the Fall and Spring Semester finals if they adhere to the following criteria:

1. An "A" grade average for the entire semester for that particular class.
2. No MORE than five (5) total absences for the entire semester for the class in question. This includes both excused and unexcused absences, but does not count absences due to school business or quarantine due to covid-19.
3. No more than 3 tardies for either quarter for that class.
4. No Detention Hall or Saturday School for the semester.
5. No Suspensions for the entire year.
6. This includes tests and papers but may not include major projects.
7. Students WILL not be exempt from any Concurrent Credit classes.
8. Students who are exempt may elect to take an exam to raise their grade, but if the student chooses to do so they must accept their exam grade and may not later change that decision.

\*School administration has the right to make decisions concerning exemptions due to unforeseen circumstances.



## **Curriculum**

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

Beginning with the class of 2016, Conway Christian School will not accept courses taken by currently enrolled students from other institutions that are already offered and made available by Conway Christian School to that student unless approved by administration.

Students will not be allowed to drop courses without permission from the administration.

The Bible is a vital part of the curriculum at Conway Christian School and will be treated as such. It is important for both academic and spiritual health. It will be taught and graded with the same conviction as all other classes.

## **Graduation Requirements**

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

- 4 Bible
- 4 Years of English
- 4 Social Studies
- 4 Math
- 3 Science
- 1 Foreign Language
- ½ Physical Education
- ½ Health
- ½ Speech
- ½ Fine Arts
- 2 Electives
- 24 Credits

**\*All students are required to take the ACT exam to fulfill the graduation requirement.**

## **Extracurricular Activities Eligibility**

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

### **Junior High**

- A student promoted from the sixth grade to the seventh grade automatically meets the academic requirements.
- A student promoted from the seventh grade to the eighth grade automatically meets the academic requirements.
- The second semester eighth grade student and the first semester ninth grade student meets the requirements for junior high by successfully passing four academic courses the previous semester, three of which shall be in the core curriculum areas (math, science, English, social studies).

- First semester of ninth grade students must pass four academic classes to be eligible second semester of ninth grade.
- Ninth grade students must meet high school academic eligibility by the end of the second semester in order to be eligible to participate in the fall of their tenth grade year.

### **Senior High**

The requirement for senior high (10-12) eligibility shall include:

- Passing four academic courses; and a minimum GPA of 2.0, based on the previous semester.

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.

### **NCAA Policies**

All students who plan or participate in athletics in college must register with the NCAA Initial-Eligibility Clearinghouse and NAIA Clearinghouse.

### **Division 1-16 Core courses**

Student athletics will need to present 16 core courses in the following breakdown:

- 4 years of English
- 3 years of Math (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

## **ATTENDANCE POLICIES**

It is important that a student be at school every day. Time missed from class can never be fully made up, and we want to emphasize the importance of regular attendance. Students missing more than 12 (twelve) unexcused days in a semester WILL be considered ineligible for credit in that class, unless there are extenuating circumstances as determined by the administration.

Conway Christian Upper School is a closed campus. Once a student arrives at school, they are expected to remain at school until the end of the school day unless attending a school sponsored event, a medical appointment, physical therapy, a counseling appointment, court or a funeral: all of which would be excused. Once a student leaves campus for anything that would not be considered excused, that student would not be permitted back at school the rest of the day without prior approval by school administration.

All absences (unless it is a school sponsored event) will be considered unexcused and count toward the maximum of 12 (twelve) per class each semester unless you provide any of the following documentation from that day:

- Doctor/Dentist Note
- Court Note
- Funeral Note

- School Nurse Excuse

Circumstances occasionally prevent a student from attending school. If your child is absent, we request the following:

- A phone call and/or an email from the parent to the school office by 10:00 a.m. on the date(s) of the absence
- An email to the student's teachers so that the student may be able to obtain any information they may need to keep on track in that course, including information from Google Classroom or Canvas.

**Attendance in Concurrent Classes** are required and have a much more strenuous attendance policy. In order to maintain concurrent credit in your chosen class, Students may not miss more than 8 (eight) total days in a semester in any concurrent class regardless of whether it is excused or unexcused. School sponsored events will not count toward these absences. In the case that a student misses more than 8 days, they will continue in the class and may still get high school credit but will be ineligible for college credit in said course and may lose opportunity to take other concurrent courses in the future. This drop MAY affect their college transcript.

*\*Concurrent students are responsible for contacting their teacher personally when absent on assessment days. Due dates for papers and projects do not change even when absent. Students are responsible to adhere to all deadlines.*

#### **Excused & Unexcused Absences:**

Students who miss more than 10 (ten) minutes from an individual class period, will be considered absent from that class. All absences are considered unexcused without any of the documentation as mentioned above. All excuses are expected to be turned in no later than 2 weeks after the absence unless there are extenuating circumstances that prevent it. CCS will generate an email and letter that will go home once any student reaches 6 absences, 9 absences, and 12 absences in an effort to keep an open line of communication regarding each student's attendance.

#### **Guidelines for Make-up Work**

Make-up time available is roughly equal to time of absence.

Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work.

It is the student's responsibility, not the teacher's, to initiate the make-up work plan. If teacher specified assignments are not completed during the designated time frame, a zero will be given as the grade for the assignment.

Students should not expect the teacher to delay tests or allow extra time simply because the student missed a day of school before a test. Consideration will be given to students missing several days in a row, or those obviously too ill to prepare for the test. It is the **student's responsibility** to check with the teacher to make up a test.

### **Excused Absence / Semester Exams**

Parents are expected to have students present for semester exams. Teachers should not be expected to finish curriculum early or make review sheets earlier than planned due to a student's absence during final exams. A student that must miss semester exam(s) will be expected to contact both their teacher and the principal. They will take the exam for each class with the school counselor or principal upon their return to town or at the earliest convenience of school personnel.

### **Absences due to COVID-19 Protocol**

Absences due to COVID-19 will not be counted against the student's total number of absences as long as positive test results are submitted to the appropriate office to meet the excused criteria. If a student is positive the current CDC protocol requires the person to quarantine for five days from symptom onset. If a student/parent has COVID and has a sibling who attends CCS who lives in the household, that sibling must also quarantine for five days unless they are vaccinated. If they are vaccinated, they may come to school wearing a mask where appropriate. Students may return to school after they have met the quarantine requirements and are symptom free. If you are unsure of the COVID status then please follow our general health guidelines regarding fevers, symptoms, etc. These rules are subject to change based on transmission of the virus.

### **College Visitation**

Freshman through seniors are allowed to take days to visit colleges and universities. Students should provide a written request from their parents notifying the school of the day(s) and location of the college or university being visited. **All students visiting a college or university should return from the visit with a letter on the college or university letterhead stationery stating the date(s) the student visited.**

The following is the number of days per year a student will be excused for a college or university visit: Freshman: one, sophomores: two, juniors and seniors: three.

### **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 without a valid excuse approved by the administration.

### **Unexcused Tardy to Class**

Conway Christian does not distinguish between excused and unexcused tardy.

There is grace given for unavoidable occasions by allowing up to three tardies without discipline. Students who arrive after the tardy bell rings will be considered tardy; however, arriving more than 10 minutes after the tardy bell rings will be considered an absence. Likewise, students who leave class prior to attending for at least 40 minutes will be counted absent.

Four tardies to any one class in a 9-week period will be required to attend one detention hall. Each subsequent tardy in the same 9-week period will result in one day of detention hall. Any student receiving three detention halls for tardies may be suspended for one day.

## GENERAL DRESS CODE

Parents are responsible for sending their children with the 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. School dress code guidelines apply to the entire school day from entering the school building until leaving.

### Boys

- Neatly groomed hair, conservative style and color
- Hair length: not completely covering ears, eyebrows or below the neckline
- Extreme hairstyles are not permitted
- Must be clean-shaven, facial hair not permitted unless approved by the administration.
- Caps or hats should not be worn, unless administration gives specific approval
- No visible earrings, tattoos, and body piercings are permitted

### Girls

- Neatly groomed hair, conservative style and natural color (no purple, pink, etc.)
- No sheer/see-through clothing
- Extreme 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 Uniforms (Boys and Girls)

#### Shirts

- Students may wear button down collar oxford shirts. They may be of any color and can include any conservative pattern or style while adhering to our logo policy (see below). The administration will determine if the shirt is acceptable.
- Polo shirts must have buttons and be buttoned appropriately. Any solid color is permitted. Small logos such as a Nike swoosh, Under Armour logo, etc. are permissible. All logos should be smaller than a baseball in diameter.
- Short or long sleeves are acceptable on both styles; no sleeveless.
- A school approved polo or shirt must be worn under any sweaters, sweatshirts, collared quarter zip or fleece pullovers.

#### Pants/Shorts

- Khaki (tan) or navy pants only (traditional, classic cut-moderate flare cut acceptable).
- Shorts must be navy or khaki at a reasonable length (**no more than 6" or dollar bill-length above the knee**).
- **Must fit properly** – not too tight, no saggy pants, no yoga pants allowed.

- No holes are allowed in pants, shorts or jeans.

### Skirts

- Solid colors or conservative patterns are permitted.
- Appropriate length required, **NO MORE THAN 3" (dollar bill sideways)** above the top of the knee. This length is expected in both the front and the back.
- Leggings permitted only with an approved skirt/dress of appropriate length.

### Sweaters

- Cardigan, pullover, or vest pullover is permitted if it is solid color and has approved logo size.
- Sweaters and sweatshirts may not go below the buttocks and cover the shorts.

### Shoes

- Slides, Birkenstocks, Chacos, etc. are allowed without socks unless closed toed shoes are required for specific classes - ie. PE, Science lab, Art project.
- Flip flops and house shoes are not permitted.

### Outerwear

- Non-uniform coats and jackets must be left in lockers.
- **No hoodies may be worn in the classroom / building.**
- Crew-neck sweatshirts may be worn in the classroom. Outerwear may have a small logo on the chest but may not have large graphics on front, back or sleeves of the items.
- Solid color pullovers/zip-ups may be worn in the classroom – with approved emblems.
- Sweaters, sweatshirts, and fleece pullovers (without hoods) must have a school approved polo or shirt under them.

### Athletic Team Apparel

- Only approved athletic team apparel can be worn to school on the days of athletic events and the entire team must participate for this to be allowed. Team approved shirts or jerseys may be worn with khaki pants or shorts on game day. No other bottoms may be worn unless wearing jeans or school approved athletic pants on Fridays only.
- Practice apparel shorts must be modest length and loose fitting.
- No racerback shirts or shirts with sleeves cut out.

## Dress Code Special Occasions

### Spirit Dress

Girls and boys may wear jeans and CCS T-shirts. T-shirts must have sleeves. Jeans must not be tattered and should NOT have any holes or slits. Jeans should be an appropriate fit.

### Dressy/Performance

(Choir dress-up, performance occasions, Senior Honors Day, Graduation, Pastor Appreciation Day, Grandparents' Day, etc.)

Girls may wear dresses or skirts and blouses of modest design (no denim). Sheer (including cutouts on the midriff) except on sleeves, backless or tight fitting dresses will not be permitted. Halter top or strapless dresses must be worn with a shrug or sweater at all times. Necklines must be modest with no cleavage showing. All dress lengths (including slits) must be appropriate length, **NO MORE THAN 3"**

(dollar bill sideways) above the top of the knee. Dress shoes must be worn, dressy sandals are permitted. **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 (Winter Formal and Homecoming)**

#### **Girls**

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

- No sheer fabric in midriff or bust area
- Midriff must not be visible (including two-piece dresses and cutouts)
- Neckline must be modest with no cleavage showing
- Back of dress must not be more than 3-4 inches below bra line (**including cutouts**)
- All dress lengths (**including slits**) must be appropriate length, **NO MORE THAN 3"** (dollar bill sideways) above the top 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 Weeks**

#### **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. The student will also be required to change into proper school attire before continuing their day at school. Any classes they miss more than 10 minutes of due to dress code violation will result in an unexcused absence for that class.

#### **Second Violation**

The student will receive 1 day of AM detention assignment that will be communicated by written notification. The student will also be required to change into proper school attire before continuing their day at school. Any classes they miss more than 10 minutes of due to dress code violation will result in an unexcused absence for that class.

#### **Third Violation**

The student will receive 2 days of AM detention assignment that will be communicated by written notification. The student will also be required to change into proper school attire before continuing their day at school. Any classes they miss more than 10 minutes of due to dress code violation will result in an unexcused absence for that class.

#### **Fourth Violation**

The student will receive Saturday School that will be communicated by written notification. The student will also be required to change into proper school attire before continuing their day at

school. Any classes they miss more than 10 minutes of due to dress code violation will result in an unexcused absence for that class.

\*Any additional violations may result in OSS.

*\*\*Clothing WILL NOT be provided by the office when the student is out of dress code. It will be the responsibility of the student and the parent to get into compliance in the quickest manner necessary. All time missed from class will be marked as an unexcused absence and all daily missing work will be recorded as a zero.*

## CYBER DAY POLICY

Conway Christian School students will utilize cyber day to complete class work and assignments on snow or other canceled school days. Students and teachers can take advantage of the 1:1 technology to maintain learning and instruction, even though they are not in the school building. Students will only be required to be online when researching, participating in the online community, during online lessons and discussion, or at pre arranged meeting times.

This will eliminate the need to make up for the missed day of school!

The following schedule will be used to facilitate a cyber-school day for grades 7 - 12:

- By 9:00 a.m. - Teachers will post assignments, sending an email to students with directions for completing the assignments.
- By 10:00 a.m. - Students will log in to their teacher's learning management system (Google accounts, Canvas, or Edmodo, etc.) to have their daily attendance taken and to check their school email accounts for their assignments.
- 1 - 2 p.m. - Teachers will be available online to address student questions via the learning management system of choice. Students should review all assignments prior to this time, so they are prepared to ask any questions they have about the assignments. Students may communicate with teachers at other times as scheduled by or with their individual teachers.
- Each teacher will use Remind to message students that their lessons are live and where they can be accessed.
- All work for grades 7 - 12 needs to be submitted by 5:00 p.m.

Teachers and students must be signed in online by 10:00 a.m., and this serves as attendance and the student then goes to each class online to complete assignments as prepared by the teachers.

## AFTER-SCHOOL ACTIVITY CANCELLATIONS

In the event of an early dismissal, or if school is closed the entire day due to inclement weather or other emergency, it is the normal procedure to cancel all afternoon and evening events. There may occasionally be an exception to this rule.



## GENERAL 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).

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

### DISCIPLINARY POLICIES

At the Upper School campus, violations fall into various classifications. In every disciplinary action taken, the goal to which the student is directed is the indication of a repentant 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 by offering grace and redemption. (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. Poor behavior in class will undoubtedly affect the 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.

### Minor Offenses

The following violations may result in referral to the principal for possible disciplinary action that can include but not limited to AM detention, Saturday School, In School Suspension, or Out of School Suspension.

- Inappropriate classroom behavior
- Horseplay, running, excessive noise in the halls, classes, or chapel
- Throwing things in class, hall, cafeteria, etc

- Insubordination or disrespectful behavior
- Dress code violations
- Public display of affection
- Cell Phone Violation
- Inappropriate language
- Lying to a faculty member or administrator
- Truancy or excessive tardies
- Unsafe driving on school grounds

**Major Offenses**

	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Bullying, Cyberbullying, or Harassment <b>on or off campus</b>	Saturday School, ISS or OSS up to but not to exceed 5 days; parent conference	OSS up to but not to exceed 8 days; possible expulsion	Expulsion
Cheating on tests, quizzes, copying homework, and other acts of plagiarism	Student counseled; parent notified; a zero for grade	OSS up to but not to exceed 5 days; parent conference	Expulsion
Gross disrespect or disobedience (directed toward teachers, administrators, staff, etc.; to overtly challenge those in authority or school staff personnel)	Saturday School, ISS or OSS up to but not to exceed 5 days; parent conference	OSS up to but not to exceed 5 days; parent conference	Expulsion
Using illegal drugs or alcohol or mishandling of prescription drugs <b>on or off campus</b> including admission through social media or positive drug screen	OSS up to but not to exceed 8 days; completion of Plan for Academic Disciplinary Recovery	OSS up to but not to exceed 8 days; possible expulsion	Expulsion
Possession of illegal drugs or alcohol or mishandling of prescription drugs <b>on campus</b> during or after school hours	OSS up to but not to exceed 8 days; completion of Plan for Academic Disciplinary Recovery; possible expulsion	Expulsion	
Distribution of illegal drugs or alcohol or mishandling of prescription drugs <b>on or off campus</b>	Expulsion		

Fighting or Aggressive Behavior directed at others in an effort to intimidate or harm	OSS up to but not to exceed 5 days; parent conference	OSS up to but not to exceed 5 days; possible expulsion	Expulsion
Possession of obscene/occult material (on or off campus)	OSS up to but not to exceed 5 days; parent conference	OSS up to but not to exceed 8 days; possible expulsion	Expulsion
Act of profanity, vulgarity, or indecency including but not limited to sexting, possession or distribution of inappropriate images or language on social media or cell phones	OSS up to but not to exceed 5 days; parent conference	OSS up to but not to exceed 5 days	Expulsion
Tobacco use in any form (on or off campus) Possession or use of vaping equipment	OSS up to but not to exceed 3 days; and parent conference	OSS up to but not to exceed 5 days;	Expulsion
Vandalism, Theft, and/or willful destruction of property of CCS, school personnel or peers	Restitution; OSS up to but not to exceed 8 days; possible expulsion; parent conference	Restitution; OSS up to but not to exceed 8 days; possible expulsion	Expulsion
Possession of a weapon with intent to harm or subversive threats directed toward school personnel or other students.	Expulsion		

**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 and head of school.

**Note:** Prescription drugs as well as all over the counter medication must be administered by the 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.

**Detention Hall**

Students will be assigned AM detention in a supervised setting to do work as assigned by an administrator. AM Detention starts at 7:15 in the US Media center and releases at 7:45. When

detention hall is assigned, parents will be notified via email as well as with a pink slip. Failure to arrive ON TIME will result in extra days of detention and can result in punishment up to OSS

### **Saturday School**

Saturday School is a punishment that can be used in lieu of ISS or OSS. It is provided once a month. It runs from 8:00am to 12:00pm in the assigned room that is stated in the disciplinary referral. The student will be assigned Saturday School in a supervised setting to do work as assigned by an administrator. When Saturday School is assigned, parents will be notified via email as well as with a pink slip and phone call. The assigned student must arrive prior to the assigned time that Saturday School begins. The student will not be admitted after said time. The offending student will remain in Saturday School the entire time to receive credit for attendance. Failure to attend the assigned Saturday School will result in up to 3 days of OSS.

### **In School Suspension (ISS)**

In School Suspension (ISS) is a punishment used in lieu of Out of School Suspension. The student will be assigned ISS in a supervised setting to do work as assigned by an administrator. ISS will begin sharply at 8:00am and will conclude at 3:25pm. There will be a portion of time doing community service on campus. The offending student will be required to have all materials needed for the day to complete all work assigned. When ISS is assigned, parents will be notified via email as well as with a pink slip and phone call. Misbehavior causing removal from ISS will result in up to 3 days of OSS.

### **Out of School Suspension (OSS)**

The offending student will be dismissed for the entire day of school from one to eight days as assigned by the administrator. Parents will be notified by phone and letter. Students may not be allowed to make up tests or other assigned work missed during the duration of their suspension for a grade. No student may participate in extracurricular practices, games or performances while suspended.

### **Plan for Academic Disciplinary Recovery**

A Plan for Academic Discipline Recovery is one put in place by the administration that will be assigned under certain circumstances where students receive OSS. These offenses would have been major in nature. All parameters of the PADR must be met prior to the offending student being allowed to return to school. The PADR can include but is not limited to essays, restitution, drug screening, counseling, and community service.

### **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 CCS school administration and the school board.

### **Cell Phone & other Smart Device Use Policy**

Students may not use their cell phone during the school day in any class including ILT and AO. Cell phones may be used only before or after school, during lunch and during passing periods. During class all phones must be powered off and placed face up on the corner of the student desk or table. If a student is caught using their cell phone during an unapproved time or found on their person during

class it will be taken up and sent to the office for a probationary period. Habitual abuse of the policy can lead to Detention or Saturday School in addition to the students not being allowed to bring their phone back to school. Smart Watches will not be allowed during the school day. They should be left in student cars or lockers during classes. Bluetooth headphones should only be allowed upon approval from the individual teacher and should not be used in common spaces between classes or during lunch.

### **Threats of Violence With Intent to Harm**

Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school may immediately suspend or expel the student. Parents are advised that the school may contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a 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 could result in suspension or expulsion. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

### **Threats of Violence Without Intent to Harm**

In those circumstances in which the school determines that the threat is likely not credible, the school will have 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 could recommend counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

### **Bullying**

Respect for others is directly related to our mission and core values. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the school. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus.

A school principal, or designee, who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

**"Bullying"** means the intentional and on-going harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments or "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Verbal sexual harassment, calling names such as "gay", etc.

**"Cyberbullying"** of a Student or Employee(s) is expressly prohibited and includes, but is not limited to:

1. Building a fake profile or website falsely attributed to a student or employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information;
3. Posting an original or edited image on the Internet without the consent of that person;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords; making repeated, continuing, or sustained electronic communications, including electronic mail
5. Signing up a student or employee for a pornographic Internet site

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal, or designee. The principal, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the school shall take appropriate steps to remedy the effects resulting from bullying.

#### **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 of 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 any time.

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 factors 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 students 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 students’ backpacks, vehicles, lockers, cell phones 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, tobacco, vaping equipment 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. A student who withdraws will receive purchased textbooks but will not receive any purchased testing materials.

### **Pregnancy**

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 President 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.

### **Conflict Resolution (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 President.

## **CAMPUS POLICIES**

### **School Days**

Students may enter the building at 7:30 a.m. The tardy bell will ring at 8:00 a.m. for grades 7 – 12. School will be dismissed at 3:25 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.

### **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.
- 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.

### **Lunch**

Upper School 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 during lunch. 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.

### **Office 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. When visiting the school, please check in at the office first and receive a visitor's pass; do not go directly to any classroom, lunch room, or any other area of the school. 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.

### **Emergency Closing**

Should it become necessary to dismiss school due to inclement weather or other reasons, parents should watch local TV stations, check email, and text messages 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 school 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.

### **Students Must Be Kept 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.

### **Medications**

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 nurse's office. It is the parent's responsibility to provide these documents to the school. Religious, medical, and philosophical exemptions can be obtained through the Arkansas Department of Health. However, proof of exemption letters must be obtained each year and provided to the school for their records.

### **Screenings**

The school will administer medical screenings of students from time to time. The intent of the screenings shall be to find defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential. Screenings include monthly and random drug testing.

## **TECHNOLOGY**

### **Student Acceptable Use Policy**

Conway Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their Chromebook, computer, or other electronic device on the Conway Christian campus.

- The Conway Christian School wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Conway Christian School issued devices (Chromebooks) are the only electronic devices allowed in the classroom without administrative approval. Personal devices such as laptops, iPads, phones, etc., are not allowed.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Conway Christian School makes a reasonable effort to ensure students safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the Conway Christian School network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

### **Using a Chromebook or other Electronic Device at School**

Only school issued Chromebooks may be used at school each day. In addition to teacher expectations for the use of these devices, school messages, announcements, planners, calendars and schedules may be accessed using these devices. Students who repeatedly (three or more times in a quarter) fail to bring their device to school or fail to maintain a fully charged battery may lose the privilege of their use for a time to be determined by the school's administration.

### **Hot Spots and Wired**

Students are not permitted to connect to the Internet using a detected hotspot account while at school. Students shall not directly wire a connection to the school network.

### **Charging Your Device's Battery**

iPads or other devices must be brought to school each day in a fully charged condition. Keep in mind that a Chromebook, for example, can take up to 5 hours to charge fully.

### **Screensavers/Background Photos**

Users of iPads and electronic devices are expected to choose appropriate wallpapers, screensavers, desktop, backgrounds, and/or displays for their devices which are consistent with the school's core values and mission.

### **Sound, Music and Photos**

On school-owned devices, students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. On all school-owned devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are not allowed to save non-educational photos on school devices.

### **Gaming**

Students may only use appropriate gaming websites during discretionary time and with approval. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate. School administration faculty and staff always reserve the right to ask students to close their gaming website or to do random checks during non-discretionary time.

### **Saving Work**

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students should back up all work for their own protection.

### **Network Connectivity**

Conway Christian School makes no guarantee that the school wireless network will be up and running 100% of the time.

### **Downloading Apps**

Teachers may require students to access electronic books that have application to their specific course content.

**Inspection**

Students may be required to provide their technology for inspection at any time.

**Web Access**

Conway Christian School provides students with access to the Internet and its content for educational purposes. Web browsing will be monitored and web activity records may be retained.

Users are expected to respect that the web filters used are safety precautions and are not to be circumvented. If a user believes a site or content should not be blocked, the user should alert a member of school faculty or administration.

**Email**

Conway Christian School provides students with an email account for school-related communication. Availability and use may be restricted based on school policies.

Students provided with email accounts should use email with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by Conway Christian School policy or their teacher.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

**Social/Web 2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, Conway Christian School may provide users with access to web sites, content and/or tools that allow collaboration, sharing, and messaging among users. Posts, chats, sharing, and messaging may be monitored. Users are cautioned not to share personally-identifying information online. (see Social Media Policy)

**Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or distrusted origin. If a user believes a device being used might be infected with a virus, they should alert personnel in the school's IT department. A device user should not attempt to remove the virus using any means or methods.

**Plagiarism**

Users should not use content without appropriate citation. This includes usage of words and from the Internet or elsewhere. A misrepresentation of appropriate credit to the content's creator is considered plagiarism. All research should be appropriately cited. (See Cheating and Plagiarism Policy)

**Student Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in person without parental permission.

If a student should encounter any message, comment, image, or other content online that causes concern for one's personal safety, it should immediately be brought to the attention of an appropriate adult.

### **Cyber-bullying With Intent to Harm**

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will be dealt with seriously. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained. (See Anti-Bullying/Harassment Policy)

### **Parent/Guardian Responsibilities**

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources such as television, cell phones, electronic devices, videos, movies, and music.

### **Examples of Acceptable Use**

Students will:

- Never leave their device unattended and will know where it is at all times
- Will place some form of name identification on the case or device itself
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if threatening, inappropriate, or harmful content (images, messages, posts) is seen online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources
- Recognize all network activities are monitored by school personnel

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies related to the school.

### **Examples of Un-acceptable Use**

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data

- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Conway Christian School web filter through a web proxy, Hotspot, or any other method
- Using another student's device without permission of that student and a faculty member
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during inappropriate times and/or using in appropriate games which contradict the school's core values and mission
- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to a physical face to face meeting of someone met online
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

### **Limitation of Liability**

Conway Christian School will not be responsible for damage, harm or theft to student-owned devices. While Conway Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Conway Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Loss of device use for a determined period of time (student still responsible for all required work)
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**All Conway Christian School electronic devices 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 the 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.

## **Volunteers**

We request and depend upon the help of volunteers throughout the school year. Volunteer opportunities are varied and endless. If a volunteer requires a badge to enter a building on campus, they should request a daily badge from the lower or upper school office. **The badge may be checked out at the beginning of the school day and must be returned to the office before the end of the school day.** Some volunteers are classified as registered volunteers and are held to the same standards as employees. They must pass a background check and agree to abide by the rules of our employee handbook. These volunteers may receive a badge for on campus work purposes. Examples would be PTF president, Booster Club president, concessions coordinator.

School calendar may be found on the website: <http://www.conwaychristianschool.org/calendar.cfm>

**Main Number Upper School: (501) 336-9067**

Conway Christian School reserves the right to change or modify the Handbook at any time in order to serve the best needs of the school.