

# Conway Christian School



## 2019-20 Lower School Parent & Student Handbook

Revised June 2019

# Lower School Parent & Student Handbook

## **OUR MISSION**

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

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

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

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

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

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

## **ACCREDITATION**

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

## **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 trips, vacation, or other accommodations
- To post on any website for any purpose including, but not limited to support for social/political agenda or social networking (e.g. Facebook, Twitter, 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 baptized believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body operating under

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

**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.

## **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. CCS 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 CCS community of Christian believers and diligently work in harmony consisting of the Board of Trustees, administration, faculty, staff and parents to "train up a child in the way he should go" (Proverbs 22:6), and "I have no greater joy than to hear my children walk in truth" (3 John 1:4).

### **Christian Community Explanation**

The goal of campus life at Conway Christian is to live, work, serve, and worship together as an educational community centered on the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information it is "To partner with Christian families in a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ". It is the development of the whole person who will build the church and benefit society "For Christ and His Kingdom." Along with the privileges and blessings of home and school partnership the Conway Christian 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 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 beliefs include all conduct required by the law of the land. All conduct prohibited by the law is outside the boundaries of Conway Christian beliefs. Examples of this category would be the illegal use of alcohol (specifically consumption by minors or situations where parents knowingly allow minors to drink in their presence), drugs or other substances.

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

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

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

As a private educational institution, Conway Christian admits and retains students based on academic and behavioral performance of each student. As a religious organization Conway Christian will exercise its position as a religious organization in the admissions, enrollment or any other category of our Christian community relationship if we believe that doing so will cause confusion, conflict or potentially compromise the community's mission to provide a historically Christian, Jesus Christ focused education. Any decision not to partner based 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 President/CEO with review, if necessary, by the Board of Trustees. The policy will apply to all Conway Christian community affairs, including contracts, activities and/or events, facilities and publications.

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

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

Conway Christian representatives shall be expected to (1) model our Christian beliefs anywhere, anytime including 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.
2. **Christian Conduct** – Representatives shall at all times (both inside and outside of school hours) strive to live in accordance with the Biblical standards.

3. **Distinctly Christian Activities** – Each representative shall be ready, willing and capable to lead or contribute to distinctly Christian ministry activities such as Bible studies, worship or prayer services.

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

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

**Registered Volunteers** – A volunteer serving in a Conway Christian ministry is not considered to be a “representative” of the school's Christian community unless they are serving in leadership positions on the PTF and/or Booster Club. However, all volunteers registered or non-registered (i.e concession workers, homeroom moms) are required to acknowledge that they understand and agree to support our school mission, policies and values by action and in communication. The school reserves the right to give preference for such service to alumni and volunteers who share our Christian beliefs.

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

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

### **Implementing Community Standards**

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

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

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

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

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

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

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

### **Human Sexuality and Marriage**

We profoundly believe that God created each human to pursue intimacy first with Him, and that He then calls some to pursue marriage others to a life of singleness. We also believe 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 sexuality and marriage applies in all policies in Conway Christian community. Any events involving members of the community or event held in a Conway Christian facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We require all community representatives and participants to live in accordance with our community beliefs regarding human sexuality and marriage.

### **Politics and Public Communication**

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

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

## **EDUCATIONAL OBJECTIVES**

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

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

- To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21).
- To help the student develop a Christian worldview by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

### **Regarding Evangelism**

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

### **Regarding Discipleship**

- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).
- To teach the student how to develop the mind of Christ toward Godliness (Philippians 2:5; I Timothy 4:7).
- To teach the student the biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
- To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22).
- To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

### **Regarding Discipline**

- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

### **Regarding Learning**

- To teach and encourage the student to use good study skills and habits.
- To teach the student how to research and reason logically from a biblical perspective (Romans 12:2).



### **Regarding Citizenship**

- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (Romans 13:1-7).
- To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13).

### **Regarding Submission to Authority**

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

### **Regarding Ministry**

- To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics.
- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

### **Regarding Parental Responsibility**

- To help parents understand 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.
- 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 a basic understanding of opposing worldviews.
2. Possess apologetic skills to defend their faith.
3. Are good stewards of their finances, time (including discretionary time), talents, treasures and all other resources which are all given back to God in a way that adds value to the kingdom.
4. Understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.
5. Understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.
6. Understand that all thoughts and choices have consequences; some positive, some negative.

### **Academic/Intellectual Development**

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

### **Skills Development**

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

### **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 person's agencies with the written permission of the parent.

### **STUDENT ACCIDENT INSURANCE**

Students in grades 1-6 are insured in the event they are injured on campus or if playing sports in an away game.

If your child is injured at school or at a sports event, it is your responsibility to make sure you receive a Student Injury Form. These forms may be obtained from the athletic director, school nurse or school office.

### **ADMISSION PROCEDURES**

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

#### **1. Campus Visit**

Whether it's a tour or an open house, come visit the Conway Christian 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 education opportunities.

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#### **2. Student Shadow**

Come experience a day in the life of a Conway Christian Eagle. Whether it's in our Lower School or Upper School, you are 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 a least two years' previous report cards and standardized test for all students in grades 2-6, 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 the 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 the 5<sup>th</sup> and 6<sup>th</sup> grade, along with their parents/guardians, are required to meet with the appropriate principal.

**6. 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 is 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
- Copy of original birth certificate for students grades 1-6
- 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
- Social security number

\*All students applying for 1<sup>st</sup> grade must be 6 by **August 1**.

**Standards of Conduct**

Parents must 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 - 6)**

Students in grades 1 - 6 will be required to submit standardized test scores and/or take a Conway Christian School entrance exam as determined by the school administration.

### **Students Expelled from Other Schools**

Any student who has been expelled from another school must wait at least **one full semester** before being considered for enrollment in 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 nine weeks**.

### **NON-CUSTODIAL PARENTS**

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

## **ACADEMIC POLICIES**

### **Elementary Grading System (Grades 1-6)**

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

\*Percentages will be recorded on student report cards instead of letter grades. Percentage grades will be given in Bible, Reading, Math, Language, History, Science and Spelling.

### **Conduct Grades**

E = Excellent S = Satisfactory N = Need Improvement U = Unsatisfactory

Students will be on a 9-week grading system.

### **Advancement and Retention**

#### **Grades 4 - 6**

Any student making an "F" for the final average in the following subjects will be required to complete an outside course approved by the administration before being promoted to the next grade. These subjects are as follows: Math, Reading, Language, Science, History.

Only 2 of the above listed courses can be made up before the start of the new school year. Students failing three or more of the above subjects will not be promoted to the next grade.

#### **Homework (Grades 1 - 6)**

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.

#### **Standardized Testing**

Conway Christian School administers standardized testing to students in grades 1 - 6. Results of tests will be placed in student folders and made available to parents or guardians.

#### **Curriculum**

The lower school curriculum relies heavily on Christian publications and other publications that have been approved by the curriculum committee.

## **ATHLETIC ELIGIBILITY TRYOUTS**

Students participating in athletics (basketball, cheerleading) must meet the following eligibility requirements:

- "C" average or above in subjects that meet each day (last report card)
- Nothing less than a "E or S," in conduct on the last 9 weeks' report card to be eligible to try out for a sport in the next 9-week period
- No failing grade on any subject that meets each day on the last 9 weeks' report card
- All tryouts are based on prior 9-weeks' report cards, not interims

## **ATTENDANCE POLICIES**

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

1. A phone call and/or email from the parent to the school office by 10 am on the date(s) of the absence.
2. Unless an email has been sent the day of the absence, when returning to school, all students should bring a note which includes the following: date of note, reason for absence(s), date(s) of absence(s).

The administration will need **ALL** of the above information.

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) days in a semester may be considered ineligible for credit in that grade, unless there are extenuating circumstances as determined by the administration.

All absences count toward the maximum of 12 (twelve) per semester; this is simply record keeping indicating whether a student was in attendance or not.

## **Guidance Lines 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 the 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 just 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 for times to make up a test.



## **TARDY**

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. Arriving late to school or departing school early are both considered a tardy.

Any student checking out before 3:10 will be issued a tardy. A tardy for emergency medical reasons or multiple medical tardiness will be considered on an individual basis. **Four unexcused early check-outs will be counted as one day absence.**

When a student is tardy to school, they must be signed in at the office by a parent. Students who do not have a parent sign them in will receive an automatic "UNEXCUSED" tardy. When checking in at the office the student will be given a "Tardy Permit". Tardy students will not be admitted to class without the permit. Students are considered tardy if they arrive after 8:10 a.m. Four days of being tardy equals one absence. Promptness is important to the smooth, orderly beginning and end of each school day.

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

## **DRESS CODE**

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

The school requests that parents also follow these principles when coming onto the school campus at any time.

### **General Dress Code**

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

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

## **GIRLS**

### **Hair and Miscellaneous**

- Neatly groomed, conservative style and color.
- Extreme hairstyles are not permitted.
- Hairpieces may not be worn unless medically necessary.
- No more than one earring per ear and it must be in the earlobe.
- Tattoos and body piercing are not permitted.

- Caps and hats should not be worn unless administration gives specific approval.

## **BOYS**

### **Hair and Miscellaneous**

- Neatly groomed, conservative style and color.
- Length: not completely covering ears or touching collar or eyebrows.
- Extreme hairstyles are not permitted.
- Caps or hats may not be worn unless administration gives specific approval.
- Earrings, tattoos, and body piercing are not permitted.

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

### **School Uniform Dress Code**

## **GIRLS**

### **Dress/Jumpers**

- Lower School girls may wear a red or navy “polo dress” with shorts underneath. This dress has a drop waist and collar, and is made from the same fabric as our uniform polo shirts.
- Pants and jogging suits are not permitted underneath jumpers.
- Solid leggings of white, red, blue, or gray are permitted underneath jumpers.
- Girls may wear a plaid or khaki jumper with uniform or peter pan blouse.

### **Shirts**

- Long or short-sleeved solid color polo knit shirts with two or three buttons, in red, white or navy must be worn with pants, shorts and skorts.
- Emblems will not be permitted on the shirt
- Students will not be required to wear the red logo shirt on Wednesdays. Instead, we will ask that all students just wear a red polo shirt, no logo required.
- Shirts must be tucked in at all times.
- White long-sleeve shirts may be worn under short sleeve shirts. There should be no writing on the sleeves.

### **Sweaters/Jackets**

- CCS sweatshirts and hoodies are the only sweatshirts and hoodies permitted. These must be worn with a uniform polo or school t-shirt underneath.
- Jackets are defined as an overcoat with a full-length zipper. Logos are permitted but must be smaller than a softball. They cannot be worn during class.
- Traditional crew neck, v-neck or cardigan sweaters in navy, gray, red or white may be worn with the uniform (no longer than hip length).

## **Pants**

- K5 through 6th grade girls must wear navy or khaki style (ankle length), with back pockets that are inside. Hip huggers and low riders are not permitted.
- Pants must be neatly hemmed without tears or slits at the bottom hem.
- They may not have any loops or pockets on the outer leg of the pants.
- Pants with belt loops must be worn with a buckled belt.

## **Shorts**

- K5 through 6th grade girls must wear shorts that are hemmed. Cuffs are optional.
- Shorts with belt loops must be worn with a buckled belt.
- No sash, chain or scarf belts are allowed.
- The time of year the shorts are to be worn will be left up to the discretion of each family.

## **Skirts/Skorts**

For girls in Lower School, skorts fall under the same guidelines as skirts. The skirts need to be of appropriate length and must be worn with shorts or leggings underneath.

## **Shoes for Girls**

- Flip flops, sports sandals, crocs and house shoes, light up shoes and shoes with wheels are not permitted.
- All students must wear closed toed shoes or tennis shoes. All boots should be of a neutral color.
- Socks must always be worn with all shoes.
- Shoes with laces must be tied.

## **Leggings/Socks**

- Knee or ankle length. Socks should be no more than two colors with no emblem or logos.
- In case of cold weather, tights or leggings may also be worn in red, white, gray or navy.

## **BOYS**

### **Shirts**

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

## **Sweaters / Jackets**

- CCS sweatshirts and hoodies are the only sweatshirts and hoodies permitted. These must be worn with a uniform polo or Conway Christian School t-shirt underneath.
- Jackets are defined as an overcoat with a full length zipper. Logos are permitted but must be smaller than a softball. They cannot be worn during class.

## **Shorts / Pants / Belts**

- K5-6th grade boys must wear navy or khaki style pants (ankle length with back pockets that are inside).
- K5 boys may wear non-belted elastic waist navy or khaki uniform pants and shorts.
- Boys in grades 1-6 must wear khaki/navy pants or shorts with belt loops.
- Pants with belt loops must be worn with a buckled belt.
- Pants and shorts must be neatly hemmed without tears or slits at the bottom hem. They may not have any loops or pockets on the outer leg of the pants or shorts.
- The time of year the shorts are to be worn will be left up to the discretion of each family.

## **Socks**

- Knee or ankle length. Socks should be no more than two colors with no emblem or logos. Socks must be worn with all shoes or boots.

## **Shoes for Boys**

- Flip flops, sports sandals, crocs and house shoes, light up shoes and shoes with wheels are not permitted.
- All students must wear closed toed shoes or tennis shoes. All boots should be of a neutral color.
- Socks must always be worn with all shoes.
- Shoes with laces must be tied.

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

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

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

## **CYBER SCHOOL DAYS**

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

- Teachers will post cyber day assignments on Renweb by 9 a.m.
- Teachers will be available by email to address student questions.
- Each teacher will use Remind 101 to message parents that a cyber-day is in effect and assignments can be accessed through Renweb.
- All work for lower school grades must be submitted by the next school day.

## **GENERAL LOWER SCHOOL DISCIPLINE POLICIES**

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

### **LOWER SCHOOL DISCIPLINE POLICY EXPECTATIONS**

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

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

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

### **THREATS OF VIOLENCE WITHOUT INTENT TO HARM**

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

### **GENERAL LOWER SCHOOL RULES**

Students can better receive education in an environment that is free from conflict, distraction, intimidation and various other influences that result from students' misbehavior. Certain student

actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and to strive to become a positive role model.

Prohibited conduct may include, **but is not limited to the following:**

1. Students must respect the rights and property of others and the authority of all teachers and staff.
2. Gum chewing is NOT permitted. It is too damaging to carpets, upholstery, clothing, hair, etc.
3. Fighting or hitting is not to be tolerated. All students have the right to attend school without fear of bodily harm.
4. Items such as cards, games, toys, media device (unless to be used in class and excluding cell phones), questionable literature and music, skateboards, matches, lighters, any type of weapon including but not limited to: a knife, razor, ice pick, explosives, guns of any type (including toy guns), lasers or any other object that can be considered a weapon or dangerous instrument
5. Cell phones must be turned into the teacher at the beginning of the school day. The cell phone will be returned to the student at the end of the school day. Cell phones may not be used once a student enters the building at the beginning of the school day. Failure to abide by this policy may necessitate disciplinary action.
6. Possession of fireworks on school grounds or during school activities is prohibited.
7. Defiant or hostile attitudes are unacceptable.
8. Students may not use foul, slang or other language deemed offensive. Unkind or degrading words may not be used toward others. Profanity whether written or verbal as well as gestures or intentional rude noises are not allowed.
9. Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment. Any behavior deemed by the school as unacceptable.
10. Leaving school grounds without permission.
11. Tampering with school equipment or destroying another's property in any manner **(Parents will be financially responsible for all damages incurred)**

#### **GENERAL LOWER SCHOOL PLAYGROUND RULES**

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

1. Students should stay in assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.

2. Tackle football is not allowed. All group games such as touch football, tag, dodgeball or any game that requires student contact must be refereed by teachers.
3. No hard balls, wooden or aluminum bats are allowed on the playground.
4. Students may not ride on each other's backs, or play fight, wrestle, etc.
5. Students must slide one at a time sitting upright. The waiting line should be at the bottom of the ladder.
6. Students must swing one at a time on bottoms only—no standing, twisting or jumping out of swings.
7. **ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC.** This could injure eyes and warrants a visit to the principal's office.

**Children who do not obey the rules will not be allowed to participate in the activity for a time. If disobedience persists, children will be dealt with by the administration and may receive a suspension or expulsion.**

#### **LOWER SCHOOL MINOR AND MAJOR OFFENSES**

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:
  - Student counseling
  - Loss of privileges
  - Phone call to parents
  - Written letter sent home
  - Parent/teacher conference
2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:
  - Spiritual counseling
  - Loss of privileges
  - Corporal punishment (grades 1-6, prior parent notification)
  - In school suspension
  - Out of school suspension
  - Expulsion

**It is at the decision of the lower school principal if the major offense requires suspension or expulsion.**

#### **IN SCHOOL SUSPENSION**

The offending student may serve from 1-5 days in the office of the Lower School Principal. The student will be required to complete all classwork and homework assigned. The student will receive the grade on the assignments completed.

## **OUT OF SCHOOL SUSPENSION**

The offending student will be dismissed for the entire day of school from one to five days as assigned by the administrator. Parents will be notified by phone and in writing. Student may not be allowed to make up tests or other assigned work. No student may participate in extracurricular practices, games or performances while suspended.

## **EXPULSION FROM SCHOOL**

Any expelled student will be dismissed from the school system for the remainder of that current school year. Parents will be notified by phone and in writing. Student will be considered for re-enrollment, following a full semester of suspension, if a satisfactory student evaluation is received from another school system. This will be determined by recommendation of school administration and the School Board.

## **STUDENT COMPATIBILITY**

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.

## **SEARCH AND SEIZURE**

Conway Christian School respects the rights of students to privacy and security against arbitrary invasion of the person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school.

School authorities may conduct searches of student's backpack, lockers, desks, and book bags when there is cause to believe stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons or stolen property found in a search. 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.

## **GENERAL CAMPUS POLICIES**

### **School Day Extended Care**

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



Before school session: 7:00 – 8:05 am

After school session: 3:10 – 6:00 pm

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

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

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

Children who are not picked up from school by 3:45 will be taken to Extended Care resulting in a \$5.00 charge, and after the third late pick-up we will require the \$50.00 registration fee to be paid.

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

### **K5 - 6th Grade Arrival**

The front door to the elementary building will open at 7:45 a.m. Students in grades kindergarten through sixth grade will go directly to the Commons. Parents, please do not walk your child to class prior to dismissal time from the Commons. Teachers will be in classrooms by 7:50 a.m.

All lower school students will be dropped off at the lower school front entrance only. All students arriving before 7:50 a.m. must enter the building through the front door. Any student arriving between 7:50 and 8:10 a.m. should go directly to their classroom. If a student arrives after 8:10 a.m., the parent must come in and sign the student in. All tardy students must have a tardy slip to be admitted to class.

### **K5 - 6<sup>th</sup> Grade Dismissal**

Dismissal for K5 full day students through sixth grade is at 3:10 p.m. Parents should pull to the load area and wait in their cars. Students will be brought to the car and loaded by a teacher. Any parent entering the building must park in a parking space. Students with siblings at Upper School will be walked over to the upper school commons with a teacher for pickup.

### **Emergency Closing**

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

### **HEALTH SERVICES**

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

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

### **Children Must be Kept Home From School**

- if they have a temperature over 100 degrees (temperature should be normal for 24 hours without the aid of medication before returning to school).
- confirmed cases of flu require up to 48 hours without fever before the student may return to school.
- if they have had vomiting or diarrhea within 24 hours
- if they have an undiagnosed rash
- if they have a contagious cold with watery nose, glassy eyes, and persistent cough or sneeze
- if they have weeping or bleeding lesions that cannot be covered or effectively controlled with medication

### **Communicable Diseases and Parasites**

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

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

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

### **Medication**

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

Use of prescription asthma inhalers and/or auto-injectable epinephrine will follow the guidelines set forth in ACT 1694 otherwise known as Alex's Law (6-18-707). Students who have written permission from their parent/ guardian or licensed health care practitioner to self-administer either an inhaled bronchodilator and/or auto-injectable epinephrine and who have a current signed medication release form on file shall be allowed to carry and self-administer such medications while in school, at an on-site or offsite school sponsored activity and while traveling to and from school. Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person. A student with a completed medical release form that is able to carry and self-administer these medications will not require him/her to have such on his/her person. Parent/guardians of students who choose not to allow their child to carry an asthma inhaler and/ or auto-injectable epinephrine shall provide the school with appropriate labeled medication for emergency use and must document this request on a medication release form.

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

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

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

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

### **Immunizations**

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

### **Screenings**

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

### **DISTRIBUTION OF NON CONWAY CHRISTIAN MATERIALS**

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

## **LUNCH**

Students in grades K5 - 6 full days only may either bring or buy a lunch.

## **VISITORS**

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

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

## **FIELD TRIPS**

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

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

Uniforms are worn on field trips unless otherwise notified.

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

## **OFFICE TELEPHONE USE**

Telephone messages should be restricted to 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 emergencies. If students need to check out because of illness, they must inform the office and use the school office phone.

## **LOCKERS**

Lockers are assigned free of charge to students in grades 3 through 6. Writing, pictures, or stickers should not be put on the outside of the school lockers. Magnets may be used on the inside of the lockers, not glue, tape or stickers. All students will respect the property and privacy of other students. At no time is it acceptable for one student to be inside another student's locker, i.e. leaving notes. Writing on the lockers inside or outside is not permitted. Pictures or materials deemed by the Administration to be inconsistent with the school's ideals or improperly displayed will be removed and discipline measures may be taken. All books, clothing, or other personal items must be kept INSIDE lockers, not on top or on the floor in front of the lockers. No backpacks are allowed in classrooms. Neatness and organization are expected, and routine locker checks will be conducted by teachers and administration. Parents should not be in lockers unless checking with the office first.

## **PHOTOGRAPHS**

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

## **BIRTHDAYS**

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

## **LOST AND FOUND**

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

## **TECHNOLOGY**

### **Student Acceptable Use Policy**

- Students receive their own accounts with passwords for computer use in the Computer Lab. This academic use is to be supervised by a Conway Christian School staff member. Abuse of Computer Lab privileges will result in disciplinary action at the discretion of the principal. Any damage incurred to equipment by a student's prohibited tampering will result in the billing of the responsible party for said expenses.
- Conway Christian School issued devices (iPads and ChromeBooks) are the only electronic devices allowed in the classroom by a student. Personal devices such as laptops, phones, etc., are not allowed unless instructed by a teacher and approved by the School President.
- Accessing Internet materials that are illegal or inappropriate, such as (but not limited to): gambling sites, sexually explicit material (in any form), gaming, or personal journaling sites (MySpace.com, Facebook, YouTube, e.g.) is strictly prohibited on campus.
- Students are not allowed to bring disks from home to use on school computers without the appropriate permission.
- Downloading music, movies, or software that is copyrighted is strictly prohibited.
- Installation of software by students on school computers is strictly prohibited. Appropriate student downloads are only allowed under the specific observation and instruction of an appropriate school personnel member.
- Any non-academic computer use is not allowed.
- Game playing is not permitted except as an official aspect to the academic subject area being studied by the student.
- Students are not allowed to use the teacher station computer unless given permission by the teacher..
- Students are never to be permitted into the Computer Lab closet.

**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 check books in and out from the online Book System called Atrium using an individualized barcode.

Parents and/or students may come to the library 20 minutes before or after school. Students may also come anytime throughout the day with teacher permission when library classes are not scheduled. Each class will also have a weekly scheduled activity time to check out and/or return books.

Students in first grade are permitted to check out one book at a time.

Students in grades 2nd-6th are permitted to check out two books at a time. *Students must return their book to receive a new book.*

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. Elementary students will be notified of any overdue books. This overdue notice will state the student's name, title, barcode number, cost and due date of book. If the student has lost the book, the slip can be returned with payment and a new book will be purchased in its place.

Fines for overdue books will be \$.25 each day. These fines are automatically calculated on the computer system. Students will not be allowed to check out another book if fines exceed \$5.00 until the book is returned and fines are paid. Students will be responsible for payment of lost or damaged books.

Each year inventory is taken at the CCS libraries during the month of May. All library materials are required to be returned and fines settled before inventory. 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.

## **PARENT-TEACHER FELLOWSHIP**

Opportunities to be involved in the life of CCS will be given at PTF meetings. The nature of PTF meetings will vary from time to time.

## **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.

## **APPEALS**

### **(Matthew 18:15)**

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

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

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

**Main Office Phone: (501) 336-9067**

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

**School calendar may be found on the school's website: [www.conwaychristianschool.org](http://www.conwaychristianschool.org)**

***We reserve the right to change the handbook at any time.***