



Elementary Parent Handbook 2023-2024

Community's Mission Statement:

Community Christian School's mission is to introduce students to Christ, to develop christian character through academically challenging programs, and to build the next generation of dynamic leaders who will make a difference for Christ.

Table of Contents

Mission Statement.....	2
Philosophy and Objectives	2
Enrollment	4
Financial Information	6
Attendance	8
School Office Procedures.....	11
Academics.....	11
Uniforms	19
Discipline	24
Home and School Communication.....	30
Health and Safety	33
Food Services	39
Development	39
After-School Program.....	40
Index.....	46

A Ministry of Community Bible Church

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THE MISSION OF COMMUNITY CHRISTIAN SCHOOL

Community Christian School's mission is to introduce students to Christ, to develop christian character through academically challenging programs, and to build the next generation of dynamic leaders who will make a difference for Christ.

PHILOSOPHY AND OBJECTIVES

Biblical Foundation of Education

The basic philosophical questions of life are effectively answered in the Scriptures at Community Christian School (CCS). Students are nurtured in the realization of who they are, where they came from, why they are here, and where they are going.

It is the purpose of the school to reach students for Christ, to reinforce their spiritual progress, to relate that all truth is God's truth, to impart that Jesus Christ Himself is the foundation of ALL TRUTH, and to send them forth to serve Him by their lives and through their testimonies.

Therefore, all classes at CCS are taught in light of God's Word and are based upon Scriptural principles. All teachers and staff assume a Christian worldview as a presupposition, thoroughly integrating the Word of God into their lesson plans. Although the Bible is studied as a class segment of its own, it is also the basis of – and is integrated into – every course taught.

The critically important biblical principle that the training of a child is the responsibility of the parents, and not of the school, is followed at CCS. The school is simply an extension of the home to support and extend training academically, spiritually, physically, and socially. The family is the institution that God established initially to instill discipline, godly character, and proper patterns of behavior in the child. When a child is taught the value of right over wrong, self-discipline, respect for authority, proper responses and attitudes toward others, and is loved, accepted, and respected by his/her parents, each child is then prepared to gain the maximum benefit from an academic education. This enables the child to develop the necessary skills to be truly successful in the adult world.

Philosophy of Education

We believe that education involves the process of training and developing the knowledge, skill, mind, and character of individuals, especially in a formal school setting. Education cannot be complete, however, without basing it on biblical principles. This is why we believe in Christian education. We realize that education is not complete without God as its very heart, because He is the Truth and the source of all true knowledge.

Education involves three areas: the home, the church, and the school. CCS is an extension of the home in supporting and helping parents fulfill their

responsibility to bring up their children “in the nurture and admonition of the Lord” (Ephesians 6:4). There needs to be a willingness on the part of parents to work with the school in training their “child in the way he should go” (Proverbs 22:6) in order for true and meaningful education to occur. Along with that, parents should be involved in a Bible-teaching church where they and their children can learn from godly men and women and fellowship with others of similar interests and concerns.

Christian education involves leading a child to Christ, building that child up in the Lord, and then sending him or her forth prepared to be successful in life and a witness of the Gospel. Every subject taught should contribute to the education of a child, thus enabling a successful future, whether in full-time Christian service or in secular work. A student should leave the school with underlying biblical principles on which to base decisions and build a life. Each child should have a solid foundation from which to choose the right thing because it is right, even if no one is watching, thus developing and exercising self-discipline and self-government. The ultimate goal of Christian education, then, is to train students to become leaders with a biblical world view, creating individuals who will stand up for what is right and be positive influences in the world in every area of their lives with Christ being their example (I Timothy 4:12).

Academic excellence is another important part of Christian education. At CCS, students will be prepared to excel academically beyond high school. Being prepared and doing one’s best testifies to the awareness of God’s will for one’s life.

Statement of Faith

We believe the Scriptures are the inspired Word of God, complete and without error, preserved by God, being the basis for one’s faith and practice. Therefore, to have fulfillment in life, one must have a saving knowledge of Jesus Christ and a subsequent life that is in harmony with the Scriptures. The message of salvation therein can be stated briefly, as follows:

1. Man is a sinner by birth and practice. (Psalm 51:3; Romans 3:23)
2. The just consequences of sin are eternal death and separation from God. (Romans 6:23)
3. Infinite love compelled Jesus Christ, God in the flesh, to submit to death in man’s place, going on to burial and resurrection in order to secure complete payment for all sin; thus restoring man to God. (II Corinthians 5:21; I John 2:1-2)
4. To have eternal life, one must trust in Jesus Christ; believing His substitutionary death is sufficient for sin’s payment. (John 3:16)
5. God’s Word states that, upon trusting Christ as one’s personal Savior, one is assured of eternal life from that moment forward. (I John 5:13)
6. Christ indwells every believer, thus enabling that individual to “do all things through Christ.” (Philippians 4:13)

Pledges

Students at CCS are taught to revere and respect God and country along with God's Word. Each morning all students pledge their allegiance to the American flag, the Christian flag, and the Bible. Students are expected to recite these pledges with meaning and to stand respectfully in doing so. The pledges are recited in the order listed below:

I pledge allegiance to the flag of the United States of America
and to the republic for which it stands,
One nation under God, indivisible, with liberty and justice for all.

I pledge allegiance to the Christian flag
and to the Savior for Whose Kingdom it stands,
One Savior, crucified, risen, and coming again,
with life and liberty to all who believe.

I pledge allegiance to the Bible – God's holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide God's Word in my heart that I might not sin against God.

ENROLLMENT and RE-ENROLLMENT of STUDENTS

Admissions

For your child's safety, and to comply with state regulations, all required forms must be completed and on file with the school prior to your child's first day of attendance. These forms include the Enrollment Application, Parent Agreement Form, Emergency Medical Authorization, a current Immunization Record (GA Form 3231), and a copy of the child's birth certificate. Immunizations must be updated when applicable. Families that are initially enrolling students and would like more information should visit our website at www.communitychristianschool.net/future-knights

Re-Enrollment Procedures

Students re-enrolling in school must complete the re-enrollment process on Parents Web at the appropriate time and pay all associated fees. Re-enrollment tuition information is available on Parents Web **during the re-enrollment window**. Re-enrolled students will be automatically registered for FACTS Management Services Inc.

Note: CCS reserves the right to refuse re-enrollment to students under the following conditions:

- Students who demonstrate disharmony regarding the purpose, standards, policies, rules, and regulations of the school may not be re-enrolled

- Students who act in ways that are disrespectful, disruptive or harassing towards teachers or students
- Students whose parents have not consistently supported school policy may not be enrolled

Finally, all financial obligations must have been met from the previous school year and all student accounts must be current in order for students to re-enroll.

Student Placement

Principals seek to place each student in a classroom environment that will optimally meet the student's learning needs; therefore, requests for specific teachers may not be honored. This class placement is based on faculty recommendations, course availability, the style of the respective teacher, and the needs, abilities, and strengths of the student. Classroom placements are prayerfully considered and may not be changed.

Per state guidelines, students entering Kindergarten must turn five years old on or before September 1 of the school year.

Health Forms

All students must have a current Immunization Record (GA Form 3231), a Certification of Vision, Hearing, Dental, and Nutrition Screening (GA Form 3300), and a copy of the birth certificate on file before beginning school. Immunizations and four-point screenings must be updated when applicable.

Withdrawals

Withdrawal forms are available in the school office and should be completed by the parent or guardian. A \$500.00 withdrawal fee will be applied for any student who is withdrawn. First and second month's tuition will be billed and are non-refundable for withdrawals after April 1. All student textbooks remain the property of CCS.

A Note on Fees Related to Enrollment and Withdrawal

Please know that Community Christian School seeks to provide the highest quality christian education for our families at the best possible value. In order to do this, it is necessary that we include fees in the enrollment and withdrawal processes for processing student information as well as budgeting for class sizes, resources, and staffing needs.

FACTS Tuition Management Program

FACTS is a payment plan provider most widely used by private, faith-based, and public schools nationwide. Registration with FACTS is necessary to complete the enrollment process for your child's placement at CCS. FACTS is our only method for receiving tuition payments and must be completed to finalize the enrollment process to guarantee placement at CCS.

You may go to the CCS website at www.communitychristianschool.net and click on "RENWEB parent portal" in the top right-hand corner. It will take you directly

to the Family Portal Login where you will create your family login. The district code is COM-GA.

Transcripts

It is the policy of the school not to release official transcripts or records directly to students or their parents. When a student transfers to a new school, Community Christian School requires a record request from the new school. A copy of the student’s transcript will be issued to the parents upon request.

School/Home Cooperation Policy Statement

Community Christian School’s educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and the home may become difficult. To avoid such situations, the school requests parents enrolling their children or maintaining enrollment to affirmatively support and cooperate with the school. By signing the handbook acknowledgment, parents are confirming they agree to support the school with their prayers and with a positive attitude. Complaints or negative comments should be shared only with their students’ teacher(s), administration, or persons involved, and not with their children or people not involved with the situation, following the Matthew 18 principle.

In sharing questions or grievances with the teacher(s), parents are encouraged to communicate through email. Communication should be civil and respectful between parents and teachers at all times. Both parties should find ways they can work out any problem together. If, at any time, the school determines, at its sole discretion, that the parent actions do not support the ministry or a spirit of cooperation, the school has the right to request the withdrawal of students.

FINANCIAL INFORMATION

Financial Policies

At CCS, we take seriously that parents make a deliberate choice to trust us with their children each day. To that end, we make every effort to be good stewards of funds we received through tuition and other sources to provide a sound and safe Christian environment, a world class education, and top quality developmental and extracurricular experiences. In order to do so, we must expect families of enrolled students to faithfully and consistently adhere to our financial policies and practices. Financial policies at CCS are designed to be as clear and equitable as possible. Should you have a question or encounter any difficulty relating to payments, please contact the Student Accounts office at studentaccounts@communitychristianschool.net .

Delinquent Account Policy

The CCS Board revised its Delinquent Accounts Policy effective July 1, 2021, for accounts that are currently past due. In all other cases, this policy is effective after the first missed payment.

FACTS collection attempts are made beginning on either June 1 or June 8 and run through May, for a total of twelve collection attempts per school year. FACTS will re-attempt to collect after any failed collection attempt.

Delinquent Accounts

It is the family's responsibility to contact the school's accounting office and be proactive in their tuition management plan.

The family will receive a FACTS-generated email if a payment is not collected when FACTS makes the first attempt for any given month during the payment cycle.

In addition to the above email, parents may be asked to conference with the office of the Head of School regarding the failed FACTS collection attempt, the amount due the school, and acknowledgement of receipt of the school's Delinquent Account Policy.

31-60 Days Delinquent

If FACTS is unable to collect after three attempts and the account becomes 31 days delinquent, the following will be in effect:

1. Until the account is fully paid, all students in the family may not participate in extracurricular activities and all trips (including, but not limited to, any sports practice, camp, tournament, or be considered part of a Community sports team as member, manager or otherwise; drama; music; mission trips; graduation ceremonies; field trips; high school trips) regardless if missed payment occurs after an activity/season has begun. All students in the family may participate in class trips that are part of class work for a grade.
2. ***School records (including, but not limited to, diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.***
3. The Parents Web account will be deactivated.

Over 60 Days Delinquent

1. The family will be contacted by the school that the account is 60 days delinquent.
2. All prior sanctions will continue to be enforced.
3. All students in the family will be suspended (not allowed to be on campus) until the account is paid in full.
4. If paid in full within 5 school days and the case is reviewed and approved by the school board, suspension absences will be "excused." School work will be subject to excused absence policies. Teachers will not be held responsible for missed instruction due to absences as a result of a delinquent account.

90 Days Delinquent

All students in the family will be unenrolled from CCS. No records will be released until the account is paid in full.

ATTENDANCE

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). It is the responsibility of CCS to provide each student with quality instruction and inform parents if their child is absent from school. In instances in which parents know in advance of long term absences of greater than 3 days, parents should provide that information well in advance in order for CCS teachers and staff to plan for make-up or alternative assignments and assessments.

School Hours

Classes begin promptly at 8:00 a.m. for all ages. Students should arrive no later than 7:50 a.m. to ensure they have ample time to get settled in before class begins at 8:00 a.m. **Students who are not in their classroom by 8:00 a.m. are counted as tardy.**

School dismissal times are as follows:

Kindergarten through 2nd grade	2:40 – 2:55 p.m.
3rd through 5th grades	3:00 – 3:15 p.m.

*Siblings in the early pick up line may remain until the later pick up time to be collected.

Students not picked up within 15 minutes of dismissal time must go to After-School, and their parents will be charged accordingly.

Students are not permitted to be picked up by a taxi service, Uber, or Lyft.

K5-5 grade students are dropped off and picked up in front of the main entrances during regular hours. Parents wishing to walk up to retrieve students must wait until after car line.

After dismissal, students are not allowed to return to classrooms to get books or materials. All classrooms are locked at that time.

General Attendance Rules

Any student who is tardy or who must leave school prior to regular dismissal time must check in and/or out with the School Office.

If a student misses school in order to attend a non-school function, the absence will be considered unexcused unless he/she has received prior approval from school administration.

A student absent for more than three (3) days for illness should present a doctor's note to be readmitted to class.

Disciplinary actions for excessive absences, unexcused absences, and tardiness are outlined below. A student's attendance record is cumulative and is based on a complete school year.

Absences

In order for students to benefit fully from the educational opportunities provided for them, they must be consistent in attendance. This holds true at every grade level, since learning takes place every day, all day. If a child must be absent, parents should notify the school office by 10:00 a.m. on the day of the absence. A written excuse, signed by a doctor or parent, should be brought to the school office on the morning following the student's absence(s). A student or student's parents who know in advance that he/she will be absent should notify the teacher and the school office.

Excused absences include:

- Absence due to personal illness, doctor note needed if absent more than three days.
- Absence due to grave illness of immediate family member, confirmed by a parent note.
- Absence due to bereavement.
- Absence due to participation in a school-sponsored event.

An absence for any other reason is considered unexcused. This includes extended vacations or travel to other countries. Unexcused absences may not allow credit for missed work, with the exception of major assignments, and projects which are expected to be completed and submitted the day the student returns. **All scheduled tests and quizzes should be made up on the day the student returns.** Example, a test is scheduled and announced on Monday for Thursday of the same week. The student is present on Monday but absent on Tuesday and Wednesday. The student is expected to take the test the first day they return to school. Failure to do so may result in a zero or points being deducted from the assignment/assessment. Students will be marked as unexcused until written communication is given to the school office. If a student is absent because of a trip during standardized testing, make-up testing will not be scheduled.

Tardiness

Arriving late or signing a student out of school early is equally damaging to the student's academic welfare and the welfare of the class as a whole. Our teachers have planned their classroom teaching around an entire school day, and late arrival or early check out interrupts and distracts the entire class.

Parents and students must make every effort for students to be in school on time. Students should arrive at school no later than 7:50 AM in order to

have time to walk to class, unpack their book bag, and prepare for their day before the 8:00 bell.

Students who arrive to school at 8:00 am or later must be signed in by a parent at the main school office. Students who receive five tardies will receive a “notice of concern” letting parents know a fifth tardy has occurred. **After the fifth tardy, parents will be charged \$5.00, per tardy thereafter, unless a doctor’s note is submitted at the time of check in. In order not to be considered tardy, students must be present in the classroom by 8:00 am.** Please note that three tardy occurrences are equal to one unexcused absence. Parents are not permitted to walk students to their classrooms after 8:00 a.m.

Excessive Absences/Tardiness

School attendance is compulsory for students under the age of 16. A student’s attendance record is cumulative and is based on a complete school year. The school will inform parents regarding excessive student absences with attendance notification letters/emails.

Per Georgia law, five unexcused absences (including the accrual of tardies), is mandated to be reported to the state as a truancy violation. Ten absences in a semester may result in a student not being promoted.

Early Arrival

Early Arrival begins at 6:45 a.m. Students are not to be dropped off before 6:45 a.m. for any reason. The B-building main doors open at 6:45 a.m. The E-building main doors open at 7:00 a.m. All other exterior doors will be locked. **Before 7:00 a.m.**, students in K5-5 grades should be brought to the B-building overhang. After 7:00 a.m., the E-building main doors or the B-building overhang are appropriate drop-off locations. **Students should not be dropped off before 6:45 a.m. as there is no supervision prior to 6:45 a.m.**

Early Dismissal

Students in K5-5 grades are not permitted to be signed out after 2:30 p.m. **unless prior written communication has been given to the teacher or school office.** After this time, the students are in transit to car line and after-school.

School Closures

Emergency closures of schools will be decided based on consultation state and local authorities. When appropriate, decisions to close school will align with Henry County Schools. Holidays and other planned closings such as breaks will be set and communicated by CCS.

CCS uses Parent Alert through Parents Web to text parents when there is an unexpected school closing or an emergency situation.

Leaving the Campus

No student is permitted to leave the campus at any time other than scheduled dismissal times unless he or she is signed out by the parents or their authorized representative. Staff will only dismiss a student to someone on that child's formal list of who is authorized to pick him or her up.

Parents wishing their student driver to sign out and take younger siblings must give written permission to the teacher or school office.

SCHOOL OFFICE PROCEDURES

Unless pre-arranged with the classroom teacher or an administrator, parents are not permitted to visit their child's classroom during the school day. A teacher must not be detained from any responsibilities immediately before, during, or after school. If a parent wishes to talk to his child's teacher, arrangements for a conference must be made with the teacher. Teachers are happy to arrange for conferences with parents at convenient times, and will return all calls and emails within 24 hours.

All homework, books, or other items to be delivered to a student must be left in the school office. **The school office will make every effort to contact the teacher but cannot guarantee delivery.** School phones are only to be used for school business or in cases of emergency. When a visit to the campus occurs, all visitors are required to sign in at the main school office and must present a valid I.D. before receiving a visitors' badge. School visitors will not be issued a visitor's badge from the church office. To ensure class instruction begins promptly at 8:00 a.m., all parents are required to exit the building by 7:55 a.m., unless they are attending a special event or program.

Security

All visitors are required to show photo identification and sign in through the front office. Parents may only enter the building through the school office or designated entrances on special event days.

ACADEMICS

Student Planners

All students in grades two through five will receive planners for the purpose of informing parents daily of work assigned, discipline problems, and up-coming projects or events. Parents should check to see that the homework assignments are completed before signing the planners. Replacement planners are available at a cost of \$5.00. Grades and homework for the 2–12 grade students are available to parents through the school's online web site, RenWeb.

Enrichment Areas

Fine Arts

Recognizing that participation in the arts enhances learning in other areas, the school places emphasis on the fine arts. Students are urged to develop their God-given talents in the aesthetic fields and to use them for Christian service. Music and art are a part of the curriculum for kindergarten through fifth grades. Third grade students learn to play the recorder and learn the basic fundamentals of music as part of our music program. Students who excel in recorder class, as determined by our band directors, will be invited to participate in the band program at the beginning of Fourth grade. Fourth and fifth grade students take either band or chorus as their music class. Instrumental lessons are offered in preparation for the band program, which begins in the fourth grade. Private lessons are available in piano and other instruments. There are additional fees for the private lessons, which may be scheduled before or after school.

Technology

Computer instruction is available for all students regularly. Students are trained in keyboarding techniques, computer applications and basic coding.

Physical Education

Physical education is a requirement for all students in grades first through fifth. PE consists of age-appropriate games, activities, and skills. Elementary students do not dress out, but the girls should wear shorts under their skirts.

Gym shoes and athletic socks are required for each student on PE days.

The only students exempt from physical education class are those who bring a signed excuse from the family doctor.

Spanish

Spanish is offered as a part of the curriculum in Kindergarten through 5th grades. Instruction includes vocabulary, cultural studies, and basic sentence structure while integrating Bible verses and songs.

Art

Art classes are offered for Kindergarten through high school. Instruction includes vocabulary, discussion of famous artists and their works, and basic art techniques. Students will have the opportunity to explore and develop their creativity through the use of clay, charcoal, paper, and paints.

STEAM (Science, Technology, Engineering, Art, and Math)

This is a 21st century class designed to teach students 21st century skills. This class is designed to help students learn how to work cooperatively to solve problems, as well as, think critically and develop their ingenuity. Students will also build their knowledge of literacy, math, creativity, and engineering as they think, create, manipulate, and tackle a variety of problems, puzzles, and challenging scenarios. STEAM is offered to students in grades first through fifth.

Parent and Student Home Computer Access

CCS families must have a working e-mail address, active RenWeb account, and daily computer access for students to successfully complete assignments and maintain adequate communication with the school.

Student Acceptable Computer Use Policy

To view our computer use policy, please refer to RenWeb.

Field Trips

All field trips, with the exception of those provided as awards, include an educational component. All parents attending field trips are considered chaperones. If a parent is not available to attend, the parent may give written permission for another family member to accompany the child. Since the chaperones need to give full attention to the students in their charge, they may not bring other children to accompany them when they are acting in this capacity. Parents on school trips are not allowed to ride on the school bus and should only transport their own children in their vehicle. School uniforms are worn on all class field trips unless otherwise specified. Students are not permitted to take electronic devices on field trips, unless otherwise specified and at the student's own risk. The school will not be responsible or liable for lost or stolen electronic devices. Students are only to go on field trips with their own grade level. Students in other grades may not get out of class to go with a sibling or friend on a school field trip.

Homework

Homework is vital to student development; it stimulates independence, self-direction, and self-discipline. Homework assignments reinforce classroom learning through practice and provide the opportunity to acquaint parents with a child's learning experiences. Students in 3-5 grades should expect homework every night except for Wednesday. The purpose of homework is to support work already taught and learned or to preview an upcoming lesson, such as reading an article for an upcoming lesson on jellyfish. Homework is assigned for the following reasons:

1. **For academic reinforcement:** Most students require solid drilling in order to master material essential to their educational progress.
2. **For needed practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of the subject at hand become evident. Homework, following instruction, is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and unique projects are some of the activities that

frequently are the subject of homework.

5. **For self-discipline:** Students need to accomplish assigned work to learn the discipline of staying at a task until it is completed.

All homework assignments, including projects and book reports, must be completed and submitted to the teacher by the due date. Students are required to record their assignments in the student planner provided for that purpose (grades 2 through 5). Parents are asked to check to see that all homework is completed and all books are returned to school. Homework assignments may be found in the student planner or on Parent Web. Students in grades 4- 5 who fail to turn in homework by the due date will have 25 points deducted from the assignment. If an assignment is more than two days late, a grade of zero will be entered into the gradebook. Students in 1st grade will receive 7 points deducted per day for late homework assignments. If an assignment is more than two days late, a grade of zero will be entered into the gradebook. Students in 2-3 grades, will receive 15 points deducted per day for late homework assignments. If an assignment is more than two days late, a grade of zero will be entered into the gradebook. If extenuating circumstances prevent your child from completing an assignment on time, you must communicate to the teacher PRIOR to the due date; otherwise, points will be deducted accordingly. **Students who are absent the day a project/report is due, will have points deducted from the assignment, as stated above, unless a doctor's note is received upon their return to school.**

Honor Code

Students are expected to uphold the highest standards of integrity. All forms of plagiarism in writing and research (taking the work of others and representing it as one's own without appropriate credit given in footnotes, endnotes, or parenthesis) are considered cheating. Any copying of homework in whole or part is treated and recorded as cheating; allowing someone else to copy one's own work is treated and recorded as cheating. These situations are dealt with by the principal.

Grading Scale (1st - 5th grades)

A.....90-100
B.....80-89
C.....74-79

D.....70-73
F.....69 or below
I.....Incomplete

Enrichment Grading Scale

SSatisfactory
N.....Needs Improvement
U.....Unsatisfactory

Honor Rolls

Honor roll is compiled for grades one through five at the end of the school year. Students must demonstrate excellence in academics, enrichments, and overall conduct to be considered for Honor Roll. **Honor Roll is calculated during the 2nd week of May.**

1. **Knight's Honor Roll:** Students who receive **all A's** as their final grade for the year in Reading, Phonics, Language Arts, Math, Science, and Social Studies
2. **Squire's Honor Roll:** Students with A's **and no more than two B's** as their final grade for the year in Reading, Phonics, Language Arts, Math, Science, and Social Studies

Honor roll students will be recognized at the Elementary Awards Ceremony at the end of the year.

Students with an overall "N" or "U" for the academic year in any class are not eligible for honor roll recognition. Students with an "N" or "U" in overall conduct or who have been suspended, including in-school suspension, are not eligible for honor roll recognition. Incomplete grades on a report card that are not made up by the time the honor roll is due, automatically disqualifies a student for that honor.

Tuesday Folders

In the elementary division, all graded papers and a form cover sheet stapled to them are sent home on Tuesdays in a folder, which must be signed by a parent and returned the following day.

Help Classes

All teachers offer help classes for students who may have academic gaps or are experiencing academic difficulties in the areas of math, language, and reading. Help classes are by invitation only and are offered to students who have a C average or lower in a subject OR who are struggling with a particular concept. There is no charge for these help classes. If classes are held after school, it is the responsibility of the parent to arrange transportation home.

Make-up Work

Students who are absent from school must check with each teacher involved immediately upon returning to school to receive all assignments missed. Make-up work must be done to the satisfaction of each teacher. **Missing or incomplete assignments due to absences will be recorded in the gradebook as a "1" until the assignment is completed. Work not made up within the allotted time frame, will go on record as a zero. One day**

for each excused absence is allowed to complete make-up work, including weekends. Long-term assignments are due on time, unless other arrangements have been made with the teacher involved.

Academic Probation

Any student entering Community Christian School is automatically on academic and disciplinary probation for the first marking period. The administration may decide that a student may not be allowed to continue attending CCS if grades or behavior fall below an acceptable level.

In all cases described above, the parents are informed and made aware of the problem and what to do to solve it, such as tutoring or more study time for tests.

Should a new student fail any class in the first grading period, their grades will be reviewed by administration.

Students in fourth and fifth grades who fail Language Arts, Math, Science, and History for the year may be required to attend and successfully complete mandatory tutoring for promotion to the next grade. Private tutoring may be provided at an additional cost at Community Christian School.

Student Support Services

Student Support Services is committed to partnering with parents and teachers in providing quality, individualized instruction models for students with unique learning needs. Charges for these services are in addition to school tuition.

EDGE: Exceptional Development in Gifted Education (1-5 grades) is a 3-hour pull out support service for students who require additional academic challenge beyond the regular classroom curriculum. Students are engaged in a variety of hands-on, interactive, and collaborative learning experiences to challenge their verbal, quantitative and non-verbal strengths. Students study a variety of cross-curricular units, developing improved communication, problem solving, critical thinking, creativity, and research skills. Units of study incorporate geography, mathematics, anatomy, history, literature, and more. Eligibility for EDGE is determined by measures of cognitive ability, academic performance, and teacher recommendation, following the national standards for giftedness.

Speech-Language: Screening, evaluation, and therapy services are facilitated on campus for children with suspected/confirmed communication difficulties in the areas of speech sound production, language, fluency, or literacy. CCS will coordinate with local ASHA certified, state licensed speech- language pathologists who work with parents and teachers to help children become effective, confident communicators both in and out of the classroom setting.

Learning Lab: The learning lab teachers work closely with parents and teachers to provide curriculum-based services and academic accommodations to students with documented learning differences. Eligibility for the program is determined based on a comprehensive assessment of cognitive ability, teacher input, and academic performance for levels one and two of support services. Level three services require an Individualized Education Program (IEP) or educational-psychological testing. Services are provided in a consultative or resource model, teaching students strategies and skills to improve overall academic success. Students receiving services through the Elementary or Middle/High Learning Labs must be able to manage the content and pace of the curriculum. Participation in Student Support Services does not guarantee a passing grade in any given class; however, teachers will work together to help students achieve their personal best in all classes.

Tutoring

In the event of a more pressing academic need that cannot be met through a help class, tutoring may be an option for parents to consider. This service is available through the teaching staff, or the school may be able to recommend other qualified persons. It is our policy to assign a tutor other than a teacher in the same grade level. A charge is assessed by the tutor for these services.

Promotion Policy

1. A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.
2. If a student fails any core subjects (Language Arts, Math, History, or Science), the student will be asked to provide documented evidence of successful completion of summer tutoring.
3. If two core subjects are failed, the student must repeat the grade.
4. Any exceptions to the above policy must be approved by the principal.
5. Students in the fifth grade whose overall grade average in Science, Language Arts, Mathematics, and History falls below a "C" may be required to take an entrance test to determine eligibility for the middle school program.
6. Students in K5 who have not reached specific milestones in the areas of reading and math, or do not demonstrate social and emotional maturity, may be required to repeat K5 or take an entrance test to determine eligibility for first grade.

Report Cards

The purpose of a reporting system is to give parents an accurate and objective indication of the progress (or lack of progress) achieved by their children. Each child's ability, attitude, and application are taken into account in the grading system. Report cards are issued each nine weeks for grades kindergarten through 5th.

All student report cards will be mailed shortly after the last day of school if the student account is up to date. No records may be transferred to another school until all accounts are current, including but not limited to library fines, athletics, etc. Student report cards will only be issued to students whose accounts are up to date.

Standardized Testing

All kindergarten, elementary, middle, and high school students are given a standardized achievement and/or ability test each year. The results are used to monitor student growth, aid teachers and administrators in improving curriculum, and assist with identifying students who may benefit from additional academic challenge or learning support.

Recommendations and Evaluations

Teachers and administrators will only write open letters of recommendation for graduating seniors. Recommendation and evaluation forms will be completed by the teachers/administrators, collected by the administration and returned directly to the requesting school or organization.

Library/Media Center

The school library/media center accepts donations of new and gently used books appropriate to the age levels and philosophy of the school. Books may be checked out for a two-week period. Encyclopedias and other reference materials may not be taken from the library unless a teacher writes a note requesting the use of the material in the classroom. Fines accrue on books that are checked out from the library and not returned on time. Report cards and school records will not be released to those owing book fines for late or lost books.

Chapels and Assemblies

In accordance with our mission statement, all grade levels have planned chapel programs. Chapel provides a special time for students to worship and honor God as a community of believers. Parents are invited to attend. Chapel attire is required for students. Assemblies include fundraising kickoffs, pep rallies, and other special events as authorized by the administration.

Safety Patrol

The safety patrol is organized from fifth grade students selected for their responsible behavior and academic excellence. These students aid in opening car doors and helping students out of their vehicle before school during the peak traffic times. Patrols take pride in their responsibilities, and the other students look up to them as examples of Christian character and deportment.

UNIFORMS

At Community Christian School, we expect students to comply with a code of dress and general appearance that is consistent with our mission and (1) reflects current and future **godly leaders**, (2) provides a **common and unifying** appearance for CCS students, and (3) **does not distract from our main purpose** of providing the highest quality Christian educational experience possible.

Uniforms are required for all Kindergarten through 12th grade students. Every item of the uniform must be purchased from Dennis Uniforms excluding uniform shoes and socks.


Students must wear the school uniform daily except for any announced non-uniform days. **If a student comes to school out of uniform, parents may be called to bring the uniform so the student may attend class.** Students must wear shirt tails tucked in at all times while on campus. All shorts, skirt, and skirt hems should not be more than 3 inches above the knee. **Girls are required to wear shorts under their skirts.**

Uniforms must not be cut, frayed or have holes/tears. Undergarments, other than undershirts, should not be visible. Undershirts should not be seen through the shirts. The peter pan blouse or oxford must be worn under the pleated jumper. Elementary students may wear solid white long-sleeved shirts under short-sleeved uniform shirts.

Students are expected to be well-groomed, neatly dressed and to exhibit good hygiene while on the campus. Students may not have visible tattoos or body piercings on campus or at school-related activities. Only girls may wear earrings. Earring should not be distracting. Students are not allowed to wear head coverings in the classroom or any indoor facility. Any forms of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered by administration to be extreme, distracting, or disruptive are not allowed. **Hair coloring should be that which is found naturally in nature. Hair accessories should coordinate with the colors of the uniform, black, navy, or white and should not be large or distracting.** Students may color their hair and/or faces in school colors on announced official spirit days only. Hair coloring applied for special Spirit days should be

temporary and easy to wash out. Boys' hair should be neatly groomed, should not be pulled up in ponytails/buns (half or full) or contain any beads/accessories.

A note on hair color, for both boys and girls: Any artificial hair coloring, dyes, or accents should reflect naturally occurring human hair color. Moreover, artificial contrasts in hair color that do not reflect those occurring naturally for children and adolescents will not be allowed. Hair accessories should coordinate with the colors of the uniform, black, navy, or white and should not be large or distracting. Administration reserves the right to determine compliance with the uniform policies. Students and parents are encouraged to seek guidance from their child's teacher and, if necessary, their child's administrator on questions regarding uniforms or dress code prior to making purchases or decisions about their child's appearance.

The Community  is required on all shirts, sweaters, vests, and jackets. Logo is only available through School Outfitters by Dennis Uniform. **Students may not wear navy pants with a navy or black shirt.**

Accessories

Outerwear: Only approved uniform sweaters, sweatshirts, or jackets may be worn during the school day, 8:00 a.m. to 3:15 p.m.

During inclement weather, students are permitted to bring non-uniform heavy jackets to wear during outside recess only. Hats or hoods may not be worn in the building. Fleece jackets must be black.

Belts: When applicable, solid, plain black or brown belts are required for students in the **second grade and up**.

Shoes: Students must wear approved, matching uniform shoes (see below) on Monday, Wednesday, Thursday and Friday. Shoes must be clean and in good condition. Students may wear any tennis shoes on Tuesday with spirit day attire. (If tennis shoes are not worn, an approved uniform shoe must be worn.)

Elementary Approved Shoes (K5-5th grades):

White, black, or white and black low-top tennis shoes, solid black loafer, saddle oxford, navy, grey or black Sperry style deck shoes. No other color should be on the tennis shoe or loafer. Loafers must have an enclosed toe & heel. Samples of approved shoes



below:

Socks: Matching solid black, navy, or white socks must be worn at all times (no stripes or designs). Ankle socks may **NOT** be worn on chapel days. **Navy Knee highs are required on chapel days.**

Girls: Solid black, navy, or white knee socks are also permitted.
Black or dark navy tights or leggings are permitted to be worn with shorts, skirts or jumpers only. **White tights are not allowed.**
Tights/leggings with rips, tears, or holes are not permitted.

Daily Uniform Attire (except Chapel and Spirit Days)

Elementary Boys:

Shirts

Short or Long Sleeve Jersey or Tech Mesh Polos - Light blue, navy, or black
Long or short Sleeve Oxford Shirt - Blue

Shorts

Flat Front shorts – Gray or Navy
Pull on Shorts – Gray or Navy **(K5 and 1st grades ONLY)**

Pants

Flat Front Twill Pants - Gray or Navy
Pull-on Pants – Gray or Navy **(K5 and 1st grades ONLY)**

Belts - Required for 2nd-5th grades - solid black or brown

Optional Daily Wear

Long sleeve or sleeveless V-Neck Pullover Sweater Vest - Navy
Long-sleeve V Neck Button Cardigan - Navy
Zip Front Microfleece Jacket - Black

Elementary Girls:

Shirts

Short or Long Sleeve Feminine Fit, Jersey, or Tech Mesh Polos – Light blue, Navy, or black.
Short or Long sleeve Oxford shirt – White
Short or Long Sleeve Button Front Peter Pan Collar – **(K5-3rd grades only)**

Skirts/Skorts/Dresses

Solid (drop yoke or double tab) Skort – Navy or Gray
Double tab pleat skort - Navy or Gray
Plaid double tab pleat Skort
Plaid (box, or kick pleat) Skirt
Kick pleat skirt - Navy
Girls Plaid Jumper **(K5-3rd grades only)**
Girls Solid Jumper **(K5-3rd grades only)**
Girls Short Sleeve Pique Polo Dress - Navy or Gray **(K5-3rd grades only)**

Leg Wear

Girls Tough Cotton Ankle Leggings - Black or Navy

Girls Solid Cable Knit Knee Socks – Navy (required for chapel)

Girls Opaque Tights- Black or Navy

Pants

Flat Front Twill Pants - Navy or Gray

Mid-Rise Twill Tapered leg pants - Navy

Girls Pull-on Pants – Navy or Gray (**K5-1st grade only**)

Belts required with pants 2nd-5th grades - black or brown

Optional Daily Wear

Long Sleeve V-Neck Button Cardigan - Navy

Zip Front Microfleece Jack - Black

V-Neck Sweater Vest - Navy

Girls Cross Tie - Navy

Plaid or Solid Navy Uniform Headbands, hair bows, and scrunchies

Chapel Attire

Students are required to wear the specified Chapel uniform on Wednesdays.

Elementary Boys:

K5-3rd grades

Light blue polo shirt (long/short sleeve) with Gray pants and Navy or black socks

4th-5th grades

Blue button down shirt (long/short sleeve) with Gray pants and Navy or black socks

Elementary Girls:

K5-3rd grades

White (long/short sleeve) peter pan collar blouse with **plaid** skirt, skort, jumper, and Navy knee high socks or Gray pants with Navy or black socks

4th-5th grades

White Oxford shirt with **plaid** skirt, or skort, with Navy knee high socks or Gray Pants with Navy or black socks

Solid colored skirts/skorts/jumpers **ARE NOT** permitted on chapel days.

Tuesday Spirit Attire

On Tuesdays, spirit shirts may be worn with solid **blue** jeans (blue jean shorts are

permitted for K5-5th grades only) or any approved uniform bottoms. Spirit attire must be in good condition. Shorts (approved for K5-5th grades only), **leggings, colored or bedazzled jeans, or capris are not permitted.** Elementary students may wear matching solid, long-sleeved shirts under spirit shirts when the weather requires. Students may wear any tennis shoes with socks on spirit day. If tennis shoes are not worn, an approved uniform shoe must be worn. **Boots are not permitted.** Students must appear neat and well-groomed. **Clothing, including jeans, should not have rips or holes. Spirit wear, including club and/or athletic sweatshirts or t-shirts, may only be worn on Tuesdays.**

Except for Wednesdays, students have the option of wearing current CCS logo outerwear over their spirit wear or uniforms. Students must follow the uniform dress code if they do not wear official CCS spirit wear.

Non-Uniform Days

Although it is in the spirit of CCS to have occasional dress-down/dress-up days, there are guidelines in effect regarding acceptable dress for all students.

Jean Dress-down Days (Mission, PTO, and Announced Dress-downs)

Students may wear appropriate jeans (jean shorts are permitted for K5-5th grades only), collared or nice shirts/t-shirts (no musical group or distracting logos), tennis shoes, or regular shoes. Backless shoes and flip-flops are not to be worn. The heel height on all shoes should be no more than one inch. Clothing, including jeans, should not have rips or holes. Clothing must fit and be of modest length (shorts for elementary students must have a 5-inch inseam); tops should cover the midriff and shoulders at all times (no tank tops); jeans must be worn at the waist.

Dress-up Days

Students may wear appropriate khaki/dress pants, dresses, skorts, skirts, collared or nice dress shirt (no musical group or distracting logos), tennis shoes, or regular shoes. Dress shorts are permitted for K5-5th grades (**no denim or athletic shorts**). Backless shoes and flip-flops are not to be worn. The heel height on all shoes should be no more than one inch. Clothing, including jeans, should not have rips or holes. Shorts (approved for K5-5th grades only), leggings, joggers, or sweat pants are not permitted. The key is modest dress: clothing must fit and be of modest length (dresses, skorts, and skirts should be no more than three inches above the knee); tops should cover the midriff and shoulders at all times (no tank tops); pants must be worn at the waist.

Shorts are required to be worn under skirts and dresses.

Elementary students are permitted to dress-up on the following special chapel days: Thanksgiving, Christmas, and Good Friday.

At the discretion of the school's administration, any students inappropriately dressed on any announced dress-down day may have to have appropriate clothing brought to school or may lose the privilege of dressing down on the next dress down day. Multiple dress-down infractions may result in the loss of dress down privileges for the semester or school year at the discretion of the administration.

DISCIPLINE

Philosophy of Christian Discipline

Student discipline is a very important part of the school's ministry. Students grow and thrive in an environment with healthy boundaries based on love and God's Word.

Elementary School Discipline

Each teacher maintains a disciplinary record for each student in the class. The teacher has developed various ways to share these expectations with the students (red light-green light, dots, etc.). All of the teachers take a positive approach to discipline in seeking to train the children in the way they should behave (Proverbs 22:6). All teachers communicate regularly with parents by note, phone call, email, or in conferences regarding developing disciplinary problems or issues. Parents are counted on to support the teacher in the discipline of their child.

Eating food or drinking beverages outside designated areas is prohibited. Gum chewing is not allowed inside the building. It is important that students learn to respect and take care of the school property as well as that of teachers and fellow students.

Remember, attendance at CCS is a privilege, not a right. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will face dismissal.

Parent Code of Conduct

If at any time the school determines that the parents' actions do not support the ministry of the school, the school has the right to request the withdrawal of the student.

Elementary Code of Conduct

Most of the discipline is handled by the teacher in the classroom, together with parental support at home. If students are to profit from their mistakes, parents must work with the teachers. The classroom is an extension of the home; therefore, parental support is essential to the process.

Overview

First -Second grade students will be evaluated on their conduct in three main areas. See the section below entitled “Lower Elementary Conduct.” If the conduct of a student in first grade is such that it warrants the demerit system, the teacher or the administrator may assign demerits accordingly. In grades two through five, we have instituted a demerit/detention system of discipline. See the section below entitled “Upper Elementary Conduct” for specific infractions and consequences. Consideration will be given as to what is developmentally appropriate for each individual student. An administrator may, at their discretion, suspend a student, assign in-school suspension, or place them on behavioral probation if the student’s behavior is such that more than demerits are warranted. A pattern of misbehavior may result in a recommendation for administrative withdrawal.

Conduct Grades

Conduct grades will be reported as follows:

An “S” in conduct means that the student’s behavior is satisfactory with no major problems apparent. It is understood that a student might occasionally need some reminders about obeying classroom/school rules and still deserve an “S” in conduct.

An “N” in conduct means that the student’s behavior needs improvement. This should result in the teacher contacting the parent and the two agreeing to work together and staying in close communication in order to resolve the problem. A student receiving a conduct grade of an “N” will lose honor roll status.

A “U” in conduct means that the student’s behavior is unsatisfactory. This should result in the teacher contacting the parent and the two agreeing to work together and staying in close communication in order to resolve the problem. This may result in a conference with the Principal. A student receiving an overall conduct grade of an “N or U” will lose honor roll status.

Lower Elementary Conduct

First through second grade students will receive grades in conduct in the following areas:

- Work Habits
 - Completing work
 - Not returning homework and/or folders
 - Inattentiveness to lessons
 - Effort

- Obedience
 - Interrupting/Unnecessary talking
 - Keep hands and feet to self
 - Disrespect
 - Lack of obedience in school habits
 - Lying
 - Unkindness to others
- School Habits
 - Restroom
 - Lunch
 - Hallway/line
 - Playground
 - Listening
 - Staying in seat

These categories will appear in the students' weekly report that comes home in Tuesday folders. The teacher will place a check mark beside the area that a student had difficulty with that week. An overall grade in any of these areas of an "N" or "U" will result in the student losing honor roll status.

If a student's behavior in the classroom causes a significant disruption to the learning environment, the Elementary Principal will be contacted to intervene. Parents will be contacted and may be required to pick their child up for the remainder of the day. Repeated visits to the Principal's office or severe discipline situations may result in the parent being called to pick up their child for the remainder of the day, with the possibility of additional days of suspension. For physical altercations including hitting, biting, or fighting, parents will be called and the student will be sent home for the day. Additional days of suspension or in-school suspension may also be added.

Lockers, Cubbies, and Cubicles

At CCS, the safety of our students is our main priority. The lockers, cubbies, and cubicles are the property of CCS and may be opened or inspected by any administrator, lead teacher, or principal without the permission of the student or parent. Students and parents to whom lockers and/or cubbies are assigned are responsible for the content and belongings located inside the lockers and/or cubbies or cubicles. Students and parents should have conversations in reference to appropriate items being transported to CCS and in their child's possession at CCS.

Prohibited items at CCS or CCS school functions include, but are not limited to, the following: knives, tobacco products, vaping products, alcoholic beverages, illegal drug substances prohibited by Georgia Law, guns, matches, cigarette lighters, weapons of any kind that can be deemed to cause harm to any person, razors, explosives, and inappropriate literature. CCS reserves the right to determine if an item is deemed a prohibited item. CCS reserve the right to

conduct appropriate searches as necessary in the event that possession of a prohibited item is suspected.

Cell Phones and Other Electronics

Students may bring their electronic devices to CCS. To the extent that a student brings any electronic devices to school (smart phones, cell phones, smart watches, iPADS, tablets, handheld gaming devices, etc.), the student and parent do so at their own risk. CCS is not liable for and will not be responsible for the damage, theft, or loss of such device. Students who choose to bring such devices to CCS shall comply with all rules and regulations regarding the same.

Students are not permitted to be on their electronic devices during the school day, unless permission is granted by the student's teacher or another administrator.

Students may not use electronic devices in any manner, in any way, that is harassing or disruptive to the educational environment, including making threats, bullying, using camera phones to take inappropriate pictures or to videotape classes, to send text messages during class, or in any manner that would otherwise violate any school rule.

Parents are encouraged to speak with their children in reference to this policy.

Social Media and Social Networking

CCS does not permit students to access social media or post on social media during the school day, unless authorized or permitted by the student's teacher, principal, or other administrator. Students should understand that any content deemed to be inappropriate or to involve inappropriate content is in violation of school policy and may result in disciplinary action.

Students and Parents are not permitted to use the CCS logo, trademark, or service mark to post online. Students and parents should not create websites or social networking profiles to disparage or rate teachers, speak negatively about CCS, or disclose any confidential information of the school, employees, students, or parents.

Parents should monitor all forms of their child's social media posts.

Harassment/Bullying

CCS is dedicated to providing and fostering a Christian environment. Therefore, any harassment or bullying will not be tolerated. Any form or type of offensive conduct, whether on or off campus, can create an uncomfortable environment. All concerns relating to bullying and harassment should be reported immediately to CCS. When the school administration becomes aware of harassment and/or bullying, the incident will be investigated in a prompt and timely manner. Any student found to have violated this policy will be subject to disciplinary action dictated by administration.

Parents should speak with their child(ren) about bullying and harassment.

Student/Adult Interaction and Communication

Students and adults (parents, teachers, administrators, staff members, and all visitors) are expected to interact and communicate with each other in a Christian, professional, ethical, and respectful manner.

If a parent or student is aware, or becomes aware, of any communications or actions towards a student that seems inappropriate, unethical, or disrespectful, such incident and communication should be reported to CCS immediately. This information should be reported directly to the principal of elementary, middle, and/or high school.

Elementary Conduct

Students who receive multiple warnings and/or parent contacts for any Group 1 infraction, may be issued demerits or receive an administrative referral. If students receive a demerit for any infraction, an electronic notification will be sent home via ParentWeb at the end of the day. Students receiving multiple infractions in a 9 week grading period may receive additional consequences beyond demerits.

Demerit Guidelines:

Group I Infractions	Consequences
Failure to turn in homework	Parent Communication and a loss of points or a zero on the assignment.
Not prepared for class	Parent Communication
Running in class, hall or lunchroom	Parent Communication
Talking in class, hallway or during silent lunch	Parent Communication
Unauthorized food, beverages or gum	Parent Communication
Disturbing the learning of others	1-3 demerits (after initial written warning)
Group II Infractions	
Out of dress code	1 demerit (after initial written warning)
Unprepared for class (4th-5th grades)	1-3 demerits (after initial written warning)
Inappropriate language or comments (written or spoken)	3-5 demerits
Disruptive behavior	3-5 demerits
Horseplay	3-5 demerits
Lying	3 demerits
Group III Infractions	
Failure to report to detention	3 demerits or I.S.S.
Stealing/theft	5 demerits (and cost of replacement)
Student in unauthorized area	5 demerits

Forgery of signatures	5 demerits
Disobedience/defiance toward teacher or other adult	3-5 demerits
Injury to another student (malicious)	1-3 demerits
Inappropriate physical contact	1-3 demerits
Disrespect of teacher or other adult	5 demerits or administrative discretion
Use of electronic devices during school hours	5 demerits (and confiscation of device)
Group IV Infractions	
Fighting	Student sent home for the day with additional suspension of 1-3 days
Pattern of intimidation	5 demerits or administrative discretion
Cheating	5 demerits or Administrative discretion
Forgery of signatures	5 demerits
Vandalism	5 demerits or Administrative discretion (and cost of repair)
Possession of weapon or illegal substances including smoking products or vapes	Administrative discretion
Terrorist type threat or conduct	Administrative discretion
Other misbehavior	Administrator discretion

Demerits accrue over the marking period. If a student receives five demerits within that period of time, the student will serve a one-hour detention from 3:15 – 4:15. Detentions will be served on Thursday afternoons after receiving the fifth demerit. All rescheduling of detentions must have prior administrative approval. A student receiving fifteen demerits in a given grading period may receive a one-day suspension following receipt of the fifteenth demerit, in-school suspension, and may be placed on behavioral probation. A student receiving 18 demerits in a given grading period may be suspended until the completion of a discipline review that could result in administrative withdrawal.

Student Response to Authority

Students may not display a negative attitude or argue with the teacher regarding discipline or a disciplinary assignment (or any assignment). If the student feels a misunderstanding exists, he or she should obey the teacher without protest, and then take the following steps to resolve the matter at hand:

1. Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.
2. If still not satisfied, the child's parents may arrange to meet with the teacher regarding the problem, then the principal, then the Head of Schools.

Behavioral Probation

A student may be placed on behavioral probation for any instance of behavior which is dangerous to any other person or for a pattern of irresponsible or defiant behavior which reflects a defiant attitude. The length of behavioral probation will be at the discretion of an administrator and will be commensurate with the seriousness of the offense. Further offense during probation could result in recommendation for administrative withdrawal, professional counseling, or encouragement to seek other educational alternatives.

A student on behavioral probation may not participate in any extra-curricular activities or represent the school in contests, meetings, or other school-sponsored activities. Students on behavioral probation may be required to have a parent attend/chaperone all off campus field trips.

Note: The age, maturity level, attitude, and past disciplinary record of the child will be taken into consideration when a suspension or expulsion is a possible disciplinary measure.

At CCS we seek to instill in students that behaving in accordance with God's will and within the scope of our code of conduct is rewarding in and of itself. With that said, and as a means of encouragement, CCS administration will periodically develop and communicate ways in which positive behavior is recognized and celebrated at the individual and group levels.

HOME AND SCHOOL COMMUNICATION

Communication Guidelines

From time to time, parents and students are uncertain whom they should contact regarding various matters. It is important to email your concerns to the right individuals who can address issues. Discussing the problems with other parents only brings about dissatisfaction and dissention. Any school concern should be communicated **via email** using the following chain of command.

Teacher → Lead Teacher → Principal → Head of Schools.

If you are not sure whom to contact, you may call the school office for assistance.

NOTE: Teachers, principals, and Head of Schools are unavailable to meet without a scheduled appointment. To **schedule a meeting with the elementary principal or Head of Schools, please email or call the elementary administrative assistant with the issue or concern you would like to discuss and days/times you are available to meet. For curriculum, discipline, classroom, grades or homework concerns, a meeting with the**

classroom teacher is required before requesting a meeting with the principal or Head of Schools in matters concerning curriculum, discipline, classroom procedures, grades, or homework.

Elementary Administrative Assistant – Ms. Mitzie Rainey
email - mitzie.rainey@communitychristianschool.net

Should you have questions concerning your school financial account, fines, or fees, you should email studentaccounts@communitychristianschool.net. Someone from student accounts will contact you to help resolve your concern/issue. Teachers and principals are unable to assist with student account concerns or issues.

The following guidelines are provided to assist in directing any comments or questions to the proper individual(s):

1. Problems in the classroom (homework, discipline, etc.): Teacher, Lead Teacher, Principal
2. Questions about physical education class: PE Teacher, Principal
3. Help classes (extra help before or after school): Teacher, Principal
4. Special tutoring: Teacher, Student Support Services
5. Tardy/Absence: School Office/Attendance
6. School billing, fees, library fines: **Please contact student accounts at studentaccounts@communitychristianschool.net**
7. School Admissions: Admissions Director, Principal, Head of Schools
8. Extreme discipline problems: Teacher, Lead Teacher, Principal, Head of Schools
9. Curriculum questions: Teacher, Lead Teacher, Principal, Head of Schools
10. Homework assignments for students who are absent due to illness: Teacher
11. Learning Differences: Student Support Services
12. Athletics Events: Coach, Athletic Director
13. Intramural Events: Coach, Athletic Director
14. Fundraising: Development Director
15. Security: HR Director, Head of Schools
16. After-School: After-School Director, Head of Schools

Parental Involvement

Community Christian School seeks to partner with the parents, by emphasizing respect for authority in general and parents in particular. Students are taught and challenged to live Christ-filled lives. The child's ultimate training, however, must come from the home in order for there to be success in every area of life. The school is an extension of the home; working together with the parents to "train up a child in the way he should go" (Proverbs 22:6). Along with the church, the school works with the parents, each supporting the other in the education and discipline of their children.

Community Christian School welcomes parental involvement in the school.

Parents are encouraged to be involved with their child's education by having lunch with their child, helping with class parties and field trips, and working on fundraising. Any parent visiting the school must stop by the school office for a visitor pass.

Lunch Visitors

Parents/Guardians and/or grandparents on the pick-up list may visit their child(ren) at school during their child(ren)'s lunch. All visitors must sign-in and sign-out at the school office. Siblings and other immediate relatives must be accompanied by the parent/guardian or grandparent if they wish to visit for lunch. Because the students' lunch time is very limited, the elementary students are not permitted to bring a friend with them when they sit with their parents/grandparents. Students are required to return to class with their teacher at the end of lunch. Parents who wish to eat on campus should pay for their lunch at the main school office. The cost is \$8.00. A colored dot will be placed on your visitor's badge to indicate you have paid for a school lunch.

Parental Supervision

Students K5 through 9th grade are required to be accompanied by an adult at all CCS events. Parents are responsible to supervise their child during any events (concerts, athletics events, programs, etc.).

Parent-Teacher Conferences

October has been designated as Elementary Conference Month at Community Christian School. Parents will be asked to schedule a conference with the teacher to discuss their child's progress. Parents and guardians wishing to have additional conferences with a teacher or administrator should request an appointment. Teachers are not permitted to hold impromptu conferences at the doors of their classrooms, in the morning before class, or at dismissal due to their immediate responsibilities with the students in their care. Also, the car line cannot be held up due to parent conferences.

Electronic Devices

Any electronics, including but not limited to cellular telephones, smart watches, MP3 players, laser pointers, or portable gaming devices are not allowed to be used or visible during school hours, 7:40 to 3:15, including field trips, unless specific allowances are given. Earphones are not permitted at any time. The school will not be responsible for the loss or theft of such items brought on campus or on field trips. These items may be confiscated by the administration if they are found being used in any way and will be returned only to the parent. The school is not liable for such devices that are confiscated from students. Repeat offenders will be dealt with by the administration. With teacher permission, E-readers or tablets may be allowed for instructional purposes on certain days.

Student Birthdays

Birthdays may be celebrated at school. Please keep it simple. Birthday napkins and special birthday treats are sufficient during lunch or recess. Due to a variety of student allergies, homemade treats are not allowed. All treats must be store bought or prepackaged. Do not bring birthday invitations to be distributed at school unless all the children in the class are being invited to the party.

Lost and Found

The school provides a lost and found area from which articles may be claimed in the After-School office. These items are cleaned out regularly. Any items lost should be searched for immediately through the front office.

Use of Elevators

No student may use the elevators without a written authorization from a doctor stating the reason and length of time necessary.

Student Health

Sick Policy

In order to protect the health of the other students, please do not bring a child who is ill to school. No child who has any of the symptoms listed below will be allowed to stay at school. If a child becomes ill after arriving at school, he/she will be separated from other students and you will be notified to come and pick them up. It is expected that parents or guardians will pick up sick children in a timely manner, usually within an hour of notification. Parents who are excessively late in picking up sick children may be subject to fees or, in chronic and extreme cases, un-enrollment of the student.

Symptoms for being at home while ill include:

- Fever of 100.0 degrees or above
- Vomiting or diarrhea (even associated with teething and/or medications)
If a child vomits or has diarrhea 2 or more times within 2 hours, parents will be contacted to come and pick up the child immediately (within the hour).
- Any symptoms of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, etc. or any other infectious or contagious disease
- Ongoing, contagious symptoms related to common cold
- Sore throat
- Croup
- Fifth disease (parvovirus B19 or "slapped cheek disease")

- Any unexplained rash
- Pinkeye or any other eye infection (All eye infections are contagious. The child must be on medications for 24 hours and not exhibit any symptoms before returning to school.)
- Cloudy or green runny noses or persistent cough
- Any communicable diseases (Please notify teachers as soon as possible in this situation. We are required to notify all parents of communicable diseases.)

We require that a child be free of vomiting, diarrhea, or viral symptoms ***without medication for 24 hours before returning to school. When in doubt, please check with CCS administration prior to bringing your child to school.*** Adherence to this policy is important to protect the health of all students and staff on our campus.

Communicable Diseases

We desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted, either directly or indirectly, by a susceptible host or infected person or animal to other persons. Teachers or administrative personnel who reasonably suspect that a student has a communicable disease will immediately notify the school nurse. Some examples of communicable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), animal bites, Conjunctivitis (pink eye), Head Lice, Hepatitis, Human Immunodeficiency Virus (HIV), Measles (Rubella), Meningitis, Meningococcal Disease, Mumps, Pertussis, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Rickettsia, Salmonellosis, Smallpox, Syphilis, Tetanus, and Tuberculosis.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, by state requirement,¹ the school may ask for an independent physician's examination of the student at the parent's expense to verify the diagnosis of communicable disease.

The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Parents of all students in an affected grade will be notified by a note sent home.

Children who are absent because of a communicable disease must have a signed statement from a physician indicating the child is no longer contagious to return to school.

Masks

Masks for students are optional, for health related reasons only. Masks must meet the following guidelines:

- Only plain, solid color masks will be allowed
- No political statements
- Nothing scary, intimidating, or otherwise inappropriate

NOTE: Parents signature on the handbook acknowledgement form also covers the terms of this waiver.

I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, agree that I will comply with all Community Christian School and Community Bible Church (Herein referred to as “CCS/CBC”) policies and rules, including but not limited to all, CCS/CBC policies, guidelines, signage, and instructions. Because CCS/CBC is open for use by other individuals, I recognize that I am at a higher risk of contracting COVID-19.

With full awareness and appreciation of the risks involved, I for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives hereby forever release, waive, discharge, and covenant not to sue CCS/CBC, its board members, officers, agents, servants, independent contractors, affiliates, employees, representatives, successors, and assigns (Herein collectively referred to as the “Released Parties”) from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly, arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether caused by the negligence in any activity while in, on, or around, or using the CCS facilities, tools, equipment, or materials.

I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the CCS facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19.

I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and voluntarily as my own free act and deed, including without limitation the Release of Liability and indemnification requirements contained in this document; I am sufficiently informed of the risks involved in using the CCS facilities to decide whether or not to agree with this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least 18 (eighteen) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by same.

I agree that this Waiver of Liability shall be governed by and construed in accordance with Georgia law, and that if any of the provisions herein are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required

to permit enforcement of the Waiver of Liability as a whole. This Waiver remains in effect until the State of Georgia lifts all COVID-19 related mandates.

Nurse's Station/Clinic

Normally when a student is ill enough to be out of class for any length of time, the parents are notified so they may be taken home or to the doctor. The nurse's station is in the school office/reception area.

- Any student going to the nurse's station must have a pass, unless it is an emergency.
- All medication must be stored and administered in the nurse's station. (See Medication Administration)
- Students may not make phone calls from the clinic except with written permission from a teacher or in an emergency.
- Students will be permitted to stay in the clinic for 30 minutes, after which they must either go back to class or arrange to go home.

In the event of a serious injury or accident, parents are notified immediately using home, work, or emergency phone numbers supplied to the office. Every effort is made to contact parents before medical attention is obtained. Only first-aid is administered by the nurse. A required, parent-signed release for medical attention form is sent with the student to the hospital should the parents be inaccessible.

Medication Administration

Teachers are not to administer medication of any kind to students. Medication must be administered by the nurse according to the following guidelines:

1. Parents must supply the medication to the nurse in the original bottle.
2. Medication authorization form must be completed and signed by the parent.
3. Authorization forms must be updated weekly.

Prescription or non-prescription medications, including cough drops or vitamins, are not permitted on campus without a signed Medication Authorization Form, indicating the reason and the dosage. Any necessary medicines are to be kept in the office and administered by the school nurse.

Head Lice

Anyone can contract head lice from sharing combs, hair clips, headrests, pillows, or just close contact. Frequent scratching is the first sign that one might be infected. Parents of students who are found to have head lice will be contacted immediately and asked to remove the student from school. If a child is found to have head lice, the parent is asked to contact the doctor for advice and treatment. The student may return to school when all of the nits and lice are removed and the nurse has checked the student's scalp.

Ringworm

In order for a student with ringworm to attend class, the ringworm must be covered at all times. The only exclusion would be if a doctor's note is submitted stating the ringworm has been treated and is no longer contagious.

Accident or Injury

1. All accidents or injuries are reported to the school office immediately. In an extreme emergency, the victim will not be left, but help requested. (i.e.: call 911)
2. Parents will be notified via email or phone call by the end of the day.
3. The parents will be contacted immediately should an emergency occur.
4. The teacher will contact the parents after school regarding routine bumps and bruises, unless the office has done so already.

Mandated Reporting

Georgia Statute requires that the school report immediately to the Department of Family and Child Services (DFACS) any cases of suspected abuse or neglect. Teachers will notify the administration at once of any such suspect situations. All school employees are designated as mandatory reporters.

Emergency Procedures

Every day, our first responsibility is to ensure the safety and security of students and staff. If a code alert is issued, we will follow the directions of local public safety agencies. Emergency first aid kits are in all of the classrooms and in the main office. The school is equipped with fire alarms, fire extinguishers, safety sprinkler system, emergency alert radios, two-way radios, and an intercom system. Our staff is well-trained in emergency procedures. We conduct regular safety drills so the children will be familiar with the proper procedures for each type of emergency. Our facility has been inspected and approved for childcare by Henry County and the State Fire Marshal's offices.

Weather Alert – When a weather alert sounds or is aired, school office personnel will notify immediately all offices of possible dangerous conditions. Each division office will in turn notify all teachers and personnel in the respective areas. Precautions will be taken to keep students indoors and in a safe location.

Evacuation – If it is unsafe for students and staff to remain inside the building due to fire or a bomb/terrorist threat, we will conduct an evacuation drill. If necessary, we will relocate students and staff to another safe location. We then will follow the directions given by public safety officials. Teachers follow the procedures designated for making sure all students are evacuated properly.

Lockdown – If there is an intruder or threat of violence on or near the

campus, we will conduct a lockdown drill. All students and staff will remain behind locked doors. We then will follow the directions given by public safety officials.

Shelter-in-Place – If there is a threat of severe weather or of hazardous materials (biological or chemical) outside the school, we will move to safe locations inside the building (interior classrooms and away from windows and doors). We then will follow the directions given by public safety officials.

Theft

All thefts discovered after the fact are reported to the administration as close to the infraction time as possible. The school is not liable for stolen items belonging to students.

Transportation

All parents who drop off kindergarten, elementary, middle, and high school students at school in the mornings are asked to use one of the main school entrances. Students who arrive before 7:40 a.m. are required to go to the atrium. Parents wishing to walk their child to class before 8:00 a.m. should park in a designated parking area.

All parents picking up students in the afternoons are asked to follow the directions given in the orientation packet, using the main side entrance. There should be no parking in the drop-off areas, since this will slow the flow of traffic and could prove dangerous.

Our desire is to obtain the highest level of safety for our students and families while on campus. Please adhere to the following guidelines:

- Parking lot speed limit is 10 miles per hour
- Usage of cell phones is prohibited while driving, dropping off or picking up students
- Drivers are to park in a designated parking space
- Do not park under the overhang
- Only drivers with approved handicap tags are permitted to park in the designated parking
- Drivers are not to leave their vehicle running while unattended
- Drivers are not to leave a child in the car unattended
- Please hold your child's hand when walking in the school parking lot

Do not park in the drop-off area under the overhang at any entrance, at any time. If you need to get out and come into the school building for any reason, please park in the general parking area.

FOOD SERVICES

Community Christian School is happy to provide well-balanced meals to our students as part of tuition. Meals are planned by nutritionists and prepared by on-site Chefs with ChefAdvantage. They will be offering wholesome, delicious meals made fresh each day.

Coffee Bar

The coffee bar will be open for students from 7:00 a.m. to 7:50 a.m. and 3:00 p.m. to 3:45 p.m.

Vending Machines

The vending machines are available to students before and after school with supervision only. Students purchasing from the vending machines during unauthorized hours will have their purchases confiscated and receive demerits for unauthorized food or beverage.

DEVELOPMENT

Room Parents

Room mothers and fathers are a very important part of the school program. They are selected at the start of the school year by the teacher, with the approval of the administration. They are chosen on the basis of interest, Christian testimony, willingness, and availability. Community Christian School prefers that no mother or father serve in this capacity in more than one class each year in order to give full attention to that specific class. Room parents assist in the planning and supervising of class parties and class periods when the teacher may desire additional assistance. They will not undertake class activities on their own but will work with the respective teacher. Duties of room parents include contacting the parents of class members to remind them of field trip requirements, refreshments, and any other mass contacts with which the teacher may need help at any time. They will be given advance notice of at least one week when their presence and/or assistance will be needed.

PTO

The Parent Teacher Organization is an integral part of Community Christian School. The PTO is responsible for managing our parent volunteer services, fundraising opportunities, teacher support, and special events throughout the year.. Any parent of a student at Community is welcome to join the PTO.

Development Department

The major fundraising projects at Community are planned to help upgrade the school programs or to make a capital improvement in the school. Students and their families are encouraged to participate in the fundraisers. Individual classes and organizations may have specific fundraisers, as long as they are properly approved by the Development Department, and do not interfere with any of the official all-school programs.

Any fundraising program, whether for an individual or group, must be approved through the Development Director.

Social Functions

Social functions attended by students fall into two categories:

- (1) school-approved and sponsored; or
- (2) private, being sponsored by parents or other outside parties for which the school holds no responsibility.

At school-sponsored activities, school dress code is in effect. No students may leave until all are dismissed, except in the case of those whose parents come early for them. Invited guests should obey the same rules, regulations, and adult supervisors as the students.

Media Release Policy

If parents do not wish their children to be involved in media coverage, please notify the school office; otherwise, Community Christian School may allow your student to be part of such media activity.

AFTER-SCHOOL PROGRAM

Mission

To enable all CCS students to become well-rounded learners and character-driven leaders who seek to know and glorify God and give back to the community through their intelligence, skills, and abilities.

"And we pray this in order that you may live a life worthy of the Lord and may please Him in every good work, growing in the knowledge of God." Colossians 1:10

"To prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:12-13

Philosophy and Objectives

All After-School programs are out-of-school services that combine fun and learning as an extension of the school. After-School programs emphasize activity-based learning that reinforces the knowledge and skills needed for school as well as life-long success. After-School also promotes positive relationships between children and adults, creates an engaging environment for children to interact with each other, and provides opportunities for children to make decisions and learn leadership skills.

OVERVIEW

Staff

The After-School staff desires to nurture the mind, body, heart, and spirit of every child who participates so that they may come to know God better and honor Him with their skills and abilities. The After-School staff is made up of highly-qualified, caring individuals whose goal is to partner with parents and teachers to offer students a safe, challenging, and fun environment in which to continue their education and personal growth.

Programs

After-School programs include praise time, academic focus, recreational time, arts and crafts, fine arts opportunities and much more. Our program will be interactive and engaging with organized games that will be utilized to build character, team work, and critical thinking skills.

Hours of Operation

After-School runs from school dismissal until 6:00 p.m. Students who consistently participate in After-School are signed in to After-School at dismissal. Students who are not picked up in car-line are signed in to After-School within 15 minutes of the end of their scheduled car-line time. **After-School will not be offered during break weeks for students in 1st-12th grade.**

POLICIES

Safety

The safety and well-being of our students is our top priority. Every student on campus must be under proper supervision at all times.

- Any student not picked up in car-line will be signed in to After-School.
- Every non-After-School extra-curricular program, such as a sports practice, club meeting, or private tutoring, will send an attendance to the After-School Office of all students being supervised by that program.

- Students remaining on campus for a late practice must sign in to After-School until their scheduled practice time.
- Students participating in a non-After-School program will be signed in to After-School if they are not picked up from their extra-curricular activity within 15 minutes after the scheduled end of that activity and After-School fees will be applied.
- Any student found on campus without supervision at any time will be signed in to After-School immediately and After-School fees will be applied.

Check-Out

If you arrive more than 15 minutes after car-line has dismissed, After-School fees will apply. Parents or authorized persons must pick the student up from the main school office. Only those authorized will be permitted to check students out (Transportation information is listed in Parents Web). The authorized person must be prepared to show ID. After-school will begin dismissing students after both car lines are complete at 3:15 p.m.

Communication

The After-School Staff desires to be in close communication with parents and teachers in order to best serve students through personal investment and challenging and fun programs. Information about After-School Programs will be made available through RenWeb, calendars, fliers, and Looking Ahead. The information form parents fill out at the start of the year is also helpful for staff to get to know their students. Parents are encouraged to contact the After-School Office Manager to share any information that would be beneficial in serving their child.

Discipline

After-School promotes an active and structured environment that utilizes every opportunity to reinforce positive behavior. Discipline used in After-School will adhere to the CCS philosophy of Christian discipline and match the developmental maturity of the child. The following guidelines will be followed for all students in the After School program:

- Any time a child is disciplined for misbehaviors below, the parent will receive a written discipline notification. For students in grades two through five, demerits will be documented in RenWeb.
- The After-School Office Manager will schedule a conference with the parent if a child continues to show a pattern of negative behaviors. If a child acts out in a highly negative or dangerous manner, the After-School Director will solicit immediate parental attention.
- The After-School Program has the right to enforce Suspension and Expulsion policies within After-School should a student develop a history of continual misconduct or commits a serious violation of the Code of Conduct.

Lower Elementary Conduct

For students in kindergarten through first grade, a system of warnings and infractions has been established to document behavioral infractions. After three discipline notifications, the child will serve a “time out” in the After-School office. After five discipline notifications, the child will be suspended from After-School for one day and following 10 discipline notifications, the child will be suspended from After-School for a week. Parents will be notified of the discipline notifications in writing and will be required to sign and return the notifications to the After-School office.

- Direct disobedience/Defiance
- Interrupting/Unnecessary talking
- Physical altercations
- Inappropriate language
- Disrespect
- Lack of obedience
- Lying
- Unkindness to others
- Use of electronic devices

Upper Elementary Discipline

In grades two through five, the After-School program will utilize the demerit/detention system of discipline used during the regular school day. A student will receive a demerit for a variety of behavioral infractions, as outlined below. Consideration will be given as to what is developmentally appropriate for each individual student. If the student receives a demerit, the administrator will fill out a demerit slip to be signed by the parents. The demerit will also be documented in RenWeb.

Demerits accrue over the marking period. If a student receives five demerits in that period of time, the student will serve a one-hour detention from 3:15 – 4:15. Detentions will be served on the Thursday following the fifth demerit. All rescheduling of detentions must have prior administrative approval. A student receiving fifteen demerits in a quarter will receive a one-day suspension following receipt of the fifteenth demerit and be placed on behavioral probation. A student receiving 18 demerits in a given grading period will be suspended until the completion of a discipline review that could result in administrative withdrawal from After-School.

An administrator may, at their discretion, suspend a student or place them on behavioral probation if the student's behavior is such that more than demerits is warranted. A pattern of misbehavior may result in a recommendation for administrative withdrawal. After-School Demerit Guidelines:

Infraction	Consequences
Talking in class, hall or homework time	1 demerit
Running in class, hall or homework time	1 demerit
Not prepared for homework time	1 demerit
Unauthorized food, beverages or gum	1 demerit
Disturbing the learning of others	1-3 demerits
Inappropriate language or comments	2 demerits
Failure to report to detention	2 demerits
Injury to another student	3 demerits
Stealing	3 demerits
Lying	3 demerits
Disruptive behavior	3-5 demerits
Pattern of intimidation	5 demerits
Disrespect of teacher or other adult	5 demerits
Fighting	5 demerits
Cheating	5 demerits
Vandalism	5 demerits
Possession of weapon or illegal substance	Administrative discretion
Terrorist type threat or conduct	Administrative discretion
Other misbehavior	Administrative discretion

Electronic Devices

Any electronics, including but not limited to: cellular telephones, smart watches, MP3 players, laser pointers, or portable gaming devices are not allowed to be used or visible during After-School. The school will not be responsible for the loss or theft of such items brought on campus. These items may be confiscated by the After-School teacher if they are found being used in any way and will be returned only to the parent. The school is not liable

for such devices that are confiscated from students. Repeat offenders will be dealt with by the After-School teachers. With permission, E-Readers, Kindles and Nooks can only be used during homework time.

Snacks

If you choose for your child to have an afternoon snack you must provide it. The after-noon snack time is from 2:30 p.m. to 3:15 p.m. depending on the grade your child is in. It would be helpful to the students, teachers, and After-School teachers if their snack was marked "After- School Snack." Vending machine purchases will not be allowed during After-School. **The After-School program does not provide an afternoon snack. If your child attends After-School and does not have a snack, it will be assumed that this is their parent's choice.**

Enrollment Procedures

CCS students enrolled in K5-12th grade are automatically enrolled in After-School. There will be specialty programs, private lessons, and student life events offered through After- School which will require additional registration and fees. Information about these activities will be communicated through RenWeb, calendars, fliers, and Looking Ahead.

FINANCIAL INFORMATION

Weekly Rates

After-School weekly rates cover all general After-School programs including specialty programs. Students will be billed a full-time rate weekly based on any time spent in After- School. The weekly rate is \$50, regardless of the number of days the student attends.

Private Lessons, Enrichment Classes, and Tutoring Rates

Private Lessons, enrichment classes, and tutoring will require informational forms from the instructor in order for students to participate. Registration and fees will vary with different opportunities and are the responsibility of the instructor and the parent. After-School rates will apply to time spent in After-School, up to, and after the private lessons or tutoring sessions.

Late Fee

All children must be picked up by 6:00 pm. After 6:00 pm, a late fee of \$2.00 per minute will be charged per child. Late fees will be applied to the billing statement. After five late pick-ups, the school reserves the right not to allow a child to return to After-School.

INDEX

Absences.....	9
Academic Probation	16
Accident or Injury.....	37
After-School Program.....	40
Behavioral Probation.....	30
Biblical Foundation of Education	2
Chapels and Assemblies.....	22
Code of Conduct	24
Coffee Bar	39
Communicable Diseases.....	34
Communication Guidelines	30
Demerit Guidelines.....	28
Early Arrival	10
Early Dismissal.....	10
Electronic Devices.....	27,32, 44
Elevators	33
Emergency Procedures.....	37
Enrichment	12
Field Trips.....	13
Financial Policies.....	6
Fine Arts	12
Food Services	39
Grading Scale.....	14
Head Lice	36
Health Forms.....	5
Help Classes	15
Home Computer Access	13
Homework	13
Honor Code.....	14
Honor Rolls.....	15
Leaving the Campus	11
Library/Media Center.....	18
Lost and Found	33
Lower Elementary Conduct.....	43
Make-up Work.....	15
Mandated Reporting.....	37
Media Release Policy.....	40
Medication Administration	36
Non-Uniform Days.....	23
Nurse's Station/Clinic	36
Parental Involvement.....	31
Parent-Teacher Conferences.....	32
Philosophy of Christian Discipline	24
Philosophy of Education.....	2
Physical Education	12
Pledges	4
Promotion Policy	17

PTO	39
Recommendations and Evaluations	18
Re-enrollment Procedures	4
Report Cards	18
Ringworm	37
Room Parents	39
Safety Patrol	19
School Closures	10
Elementary School Discipline	24
School Hours	8
School Office Procedures	11
School/Home Cooperation Policy	6
Social Functions	40
Spanish	12
Spirit Wear	22
Standardized Testing	18
Statement of Faith	3
Student Birthdays	33
Student Placement	5
Student Planners	11
Student Response to Authority	29
Student Support Services	16
Tardiness	9
Theft	38
Transportation	38
Tuesday Folders	15
Tutoring	17
Uniforms	19
Vending Machines	39
Withdrawals	5