



Middle/High School 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.

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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 (1 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 early to ensure they have ample time to get settled in before class begins.

School dismissal time is as follows: **6th through 12th grade - 3:15 p.m.**

Early arrival is available in the Atrium at 6:45 a.m. for all students at no additional charge. School staff members are on duty from 6:45 a.m. until 7:45 a.m. in the atrium.

Students who are not picked up within fifteen minutes of dismissal time must go to After-School, and their parents will be charged accordingly. Any students remaining on campus after school must be under the direct supervision of a staff member or authorized personnel.

Students are dropped off and picked up in front of the main entrances during regular hours.

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 who knows in advance that he/she will be absent should notify the teacher and the school office.

Students may not receive high school credit for the semester in any class for which they have more than ten absences, excused or unexcused, during that semester. School days after graduation will count toward the ten absences for the second semester.

Seniors who have been granted late arrival will forfeit their late arrival status if they accrue more than five tardies in their first-hour class. All late arrival and early dismissal students are required to attend chapel every Wednesday.

Excused absences include:

- Absence due to personal illness.
- 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.
- Absence due to college visitation for seniors. Limit of 3 with pre-approval.

An absence for any other reason may be considered unexcused. If a student is absent during standardized testing, make-up tests will not be administered. Make-up work policy can be found under Academics.

Students must be present for half of the school instructional day to participate in extracurricular activities (athletics, concerts, social functions, etc.). Students must be present for at least half of the instructional day on Friday to participate in weekend events. Traditionally, students must be present until 11:30 or check in by 11:30 to be eligible. The administration can give prior approval for any variation to this policy.

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 who arrive at school at 8:00 a.m. must be signed in by a parent at the main school office. Students who receive five tardies will receive a note 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 a.m. Parents are not permitted to walk students to class.**

Three tardy occurrences are equal to one unexcused absence.

For middle and high school students who are tardy to their classes during the school day, other than first period, and for students who drive themselves to school, the following disciplinary action applies:

- After five tardies in any semester, the student will serve a one-hour detention.
- After seven tardies in any semester, the student will be required to serve Saturday School at his or her parents' expense.
- After eight tardies in any semester, the student and his or her parents will be required to attend a conference with a member of the administration, and the student will be placed on behavioral probation.

High school seniors who have been granted late arrival schedules must be on time to their first class of the day. A late-arrival student who accrues five tardies in a semester will lose his or her late arrival status.

Excessive Absences

School attendance is compulsory for students under the age of sixteen. A student's attendance record is cumulative and is based on a complete school year. The school will inform parents regarding accrued student absences with attendance notification letters/emails that must be signed and returned to school administration. An initial attendance notification will be sent when a student has accrued the equivalent of two unexcused absences. A second attendance notification will be sent when a student has accrued the equivalent of three unexcused absences. At this point, the parents/guardians will be required to meet with the school administration. A third attendance notification will be sent when a student has accrued the equivalent of four unexcused absences. At this point, parents/guardians will be required to again meet

with school administration, including the headmaster.

Per Georgia law, five unexcused absences (including the accrual of tardies), is mandated to be reported to the state as a truancy violation.

Per Georgia law, if a student is between fourteen and eighteen years of age and has accrued ten unexcused absences within one semester or two quarters, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.

Early Arrival

Early arrival is available in the Atrium at 6:45 a.m. for all students at no additional charge. Students must enter through the B-building glass doors between 6:45 a.m. and 7:00 a.m. The E-building main doors open at 7:00 a.m. All other exterior doors open at 7:30 a.m. School staff members are on duty in the atrium from 6:45 a.m. until 7:45 a.m. Students are dismissed to their classrooms at 7:45 a.m.

Early Dismissal

Prior to the 3:15 p.m. dismissal, students must be signed out in the School Office.

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. Any student who leaves campus without permission will be referred to the administration for review of the student's enrollment, with the potential of administrative withdrawal or expulsion. Staff will only dismiss a student to someone on that child's formal list of who is authorized to pick up the student. Students under the age of eighteen are not permitted to be picked up by a taxi service, Uber, or Lyft. Students who leave campus without

permission will be assigned to Saturday School.

Parents wishing their student driver to sign out and take younger siblings must give written permission to the teacher or school office. Student drivers are not permitted to leave campus with students who are not family members in their car.

SCHOOL OFFICE PROCEDURES

After 8:00 a.m., all campus doors are locked with the exception of the main school office door (E Building). When a visit to the campus occurs, the visitor must come by the main school office first to be approved and receive a visitor badge. Middle and high school lunch visitors are limited to parents/grandparents/guardians and their guests. School visitors will not be issued passes from the church office. Unless pre-arranged, 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 parents wish to talk to their child's teacher, special arrangements for a private conference should 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 twenty-four hours.

After 8:00 a.m., homework, books, or other items to be delivered to a student must be left in the school office, not taken directly to the student. **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.

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.
4. Prescription or non-prescription medications 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. There is a nurse on duty during school hours.

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. An accident form will be completed by the end of the school day and turned in to the school office.
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.

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.

ACADEMICS

High School Graduation Requirements

English	4 units
Math	4 units
Social Studies	3 units
Science	4 units
Foreign Language	2 units
Health/Fitness	1 unit
Electives	4 units (Inc. 1 unit of fine arts & 1 unit of technology)
Bible	4 units (One unit per year in attendance)
Financial Literacy	½ unit

Students are required to attend four traditional years of high school and to maintain a 2.25 grade point average in High School in order to graduate.

Requirements for Promotion

Students must accrue the following credits to be eligible for promotion to the next grade:

9th to 10th	7 credits
10th to 11th	14 credits
11th to 12th	21 credits

Students in sixth through eighth grades must pass Language Arts, Math, Science, and History with a 70 or higher yearly average to be promoted. Summer school or mandatory tutoring may be required for promotion to the next grade. Both summer school (middle/high grades) and private tutoring may be provided at an additional cost at Community Christian School.

Transcripts

Enrolled students must request all transcripts electronically. Students requesting transcripts sent to institutions within the University System of Georgia and the NCAA should request transcripts through GaCollege411.org for free. All other requests, including out-of-state schools and personal use, must be requested through Parchment.com at \$5 per transcript. Dual enrollment transcripts to earn the college credit are issued from the collegiate institution and must be requested by the student.

Advanced Placement

Advanced Placement is a program of college-level courses which gives high school students the opportunity to receive advanced placement and college credit through successful completion of an end-of-course examination assessed by the College Board. Advanced Placement students must maintain an average of 80 or higher to remain in good standing. Students not in good standing at the end of first quarter will be moved to a non-AP course, and students not in good standing at the end of third quarter will not be eligible to sit for the AP exam for credit at the school's expense.

AP students may be required to complete summer assignments, which are due on the first day of class and constitute the first major grade of the first quarter. Students who fail to turn in this assignment will be removed from the AP class. Students who enter an AP course after the

school year has started may be required to complete the summer assignment at the discretion of the administration.

A student who successfully completes five AP courses at CCS will receive a red cord at graduation.

Student Scheduling

Student schedules are created based upon course request forms, class availability, and the student's graduation needs. In the event an on-campus course is not available, students may be required to take an online course. Support for online courses is given by the guidance counselor and proctoring teacher, although the student is responsible for completing and submitting all assignments and meeting all deadlines.

The administration of Community Christian School reserves the right to remove any student from any class if, in their judgment, the best interest of the student and/or the best interests of other students, faculty, or the school are served by doing so. The standard will be strictly enforced in AP and honors classes where the student is unable or unwilling to meet the work requirements for the class.

Dual Enrollment

In addition to traditional honors and AP course offerings, eligible juniors and seniors may apply for dual enrollment through the Accel scholarship program (available to US citizens who reside in Georgia) to receive high school and college credit simultaneously. Community Christian School students are currently dual-enrolled, taking classes on our campus and online through both Truett-McConnell University and Middle Georgia State University. If a course is offered on the CCS campus with a live instructor, students must take that class rather than one offered online. Further, CCS does not accept for high school credit dual enrollment courses taken anywhere other than through the partnerships described above. Eligibility for participation is based on the following criteria:

11th Grade Offerings:

Students with a yearly average of 85 or higher in AP Government and honors Algebra II are eligible for dual-enrollment online social studies and College Algebra/Pre-Calculus.

12th Grade Offerings:

Students with a HOPE GPA of 3.0 or higher are eligible for online and on-campus dual enrollment courses, and students with a cumulative GPA of 3.0 or higher are eligible for on-campus dual enrollment courses.

Additionally, dual enrollment English and mathematics students must have teacher recommendation and a yearly average of 85 or higher in English III and Algebra III/College Algebra respectively

Community Service

High school students must complete community service during their four years at Community Christian School in order to fulfill graduation requirements. Any service completed outside of Community Christian School or a ministry of Community Bible Church must be pre-approved. Students are encouraged to perform their service through their local church or other non-profit organizations. There are three levels of participation as outlined below:

White Service Level

- An average of thirty hours per year each year of attendance.
- This is the minimum level required for graduation.
- CCS will offer school-sponsored service opportunities.

Blue Service Level

- 180 hours
- Graduates will be recognized with a blue cord to wear at graduation signifying their commitment.

Silver Service Level

- 240 hours
- Graduates who receive this award will be honored at graduation with a silver cord

Students who attend Community Christian School for fewer than four years will be responsible for the minimum requirement of hours per year of attendance. To receive the Blue or Silver Service levels, a student must complete the total number of hours, regardless of the number of years in attendance at Community Christian School.

Electives

Electives are designed to give students diverse classroom experiences. Middle school students participate in intensive music instruction by selecting band or chorus to be taken for the duration of the school year. Additionally, middle school students may take Spanish, computer, physical education, and study skills in nine-week rotations. High school electives are chosen to complete the graduation requirements and allow students to explore subjects outside of traditional curricular instruction.

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 to maintain adequate communication with the school. Students are responsible for printing all assignments at home. School computers are not to be used to print students' work.

Student Acceptable Computer Use Policy

To view our computer use policy, please refer to Parents Web.

Private Lessons

Private instrumental, voice, and art lessons are available through the fine arts department. Instrumental lessons may be required for entry into the middle or high school band if students do not have the necessary foundation to enter the program. Additional fees are charged for private lessons, which may be scheduled before or after school.

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. The purpose of homework is to support work already taught and learned; it does not involve new concepts. All homework assignments must be completed and submitted to the teacher on the due date assigned. Homework is assigned for the following reasons:

1. **For academic reinforcement:** Most students require solid drilling in order to master material essential to their education 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.

Academic Integrity Policy

Students are expected to uphold the highest standards of integrity. To uphold this standard, students are expected to produce work that represents their own intellectual property appropriately citing/crediting any sources. Any anomaly to this standard is a violation of our Academic Integrity Policy. The lack of appropriate citation, use of translators in foreign language courses, and the giving or receiving of information in any course are examples of violations. We hold this high standard just as Paul wrote to the church in Corinth, "Providing for honest things, not only in the sight of the Lord, but also in the sight of men." 2 Corinthians 8:21

Student work completed without integrity will initiate an Academic Integrity Violation Review as follows:

1. The teacher reports the violation to administration.
2. Administration will investigate and verify the violation.
3. Administration will assign the consequence for the violation in addition to a grade of zero for the assignment in question.
 - Middle School Level Consequences:
 - First offense - Detention
 - Second offense - Saturday School and Academic Probation. Further offenses will receive consequences as determined by the criteria of the student's probationary agreement.
 - High School Level Consequences:
 - First offense - Detention and Academic Probation
 - Second offense - Saturday School
 - Third offense - Administrative Withdrawal

The terms and criteria of Academic Probation supersede the consequences listed above; therefore, students on probation may have consequences that differ from those listed above. Parents and students will be required to sign the Academic Integrity Policy with expanded details at the beginning of the school year to ensure notification.

Grading Scale

A	90-100	D	70-73
B	80-89	F	69 or below
C	74-79	I	Incomplete

Semester Grade Calculation

Semester grades will be calculated using the following breakdown:

First Quarter	40%
Second Quarter	40%
Semester Exam	20%

Courses that do not require a semester exam will be calculated by averaging the first and second quarter grades.

At the end of each semester, Advanced Placement and Honors points are added (AP—10 points, Honors — 5 points) to a student's assessments (quizzes and tests, not daily grades) after the semester exam. These points are not added to the semester exams.

Semester Exams

Semester exams occur at the end of each semester and are cumulative assessments for the course. Mathematics, English, science, social science, and foreign language courses require semester exams which count 20% of the semester grade. High school students with a course average grade of 95.0% or higher will be exempt from the semester exam for the course. Students who miss more than five days, excused or unexcused, in a class or who turn in any assignment after its due date during the course of the semester will not be eligible to exempt the final for that class, regardless of their average in the class.

GPA Calculation

CCS uses a weighted scale to calculate students' grade point averages (GPA). This is to encourage students to enroll in rigorous courses, but it does not penalize those who choose our regular classes, which will still earn 4.0 for an A, 3.0 for a B, 2.0 for a C, and 1.0 for a D. Below is the scale that will be used for the rigor classes:

Letter Grade	Percentile	Honors/Dual Enrollment/Pre-AP GPA	AP GPA
A+	97-100	4.5	5.0
A	93-96	4.5	5.0
A-	90-92	4.2	4.7
B+	87-89	3.8	4.3
B	83-86	3.5	4.0
B-	80-82	3.2	3.7
C+	77-79	2.8	3.3
C	73-76	2.5	3.0
C-	70-72	2.2	2.7
D+	67-69	1.8	2.3
D	65-66	1.5	2.0
F	Below 65	0.0	0.0

Academic Honors

Eligibility for valedictorian and salutatorian will be determined based on the following criteria:

- Successful completion of at least ten Advanced Placement or dual enrollment courses
- A minimum enrollment of 11th and 12th grades at Community Christian School
- A minimum of four years' attendance at an accredited high school in the US
- Highest GPA for valedictorian (to the thousandth decimal place)

- Second highest GPA for salutatorian (to the thousandth decimal place) In the event of a tie in the GPA category, the rigor of the coursework (number of Advanced Placement and dual enrollment courses at CCS) will determine the valedictorian or salutatorian. Dual enrollment courses will be tallied by the year, not semester, giving them the same weight as AP courses.
- In the event of a tie in the rigor category, the cumulative numerical average will determine the valedictorian or salutatorian.
- The GPA for this honor is calculated based upon the student's semester grades as of May 1.
- Courses taken outside of the traditional school year will not be calculated into the GPA for consideration of academic honors.

Students with superior academic and behavioral performance are invited to participate in the National Honor Society, National Junior Honor Society, Beta Club, and Junior Beta Club based upon the requirements for selection set forth in the chapter charters. These students will be recognized at the induction ceremonies each year.

All end-of-the-year awards and honors will be determined based on grades as of May 1. Only CCS-issued honors (cords, stoles, collars, and medals) will be presented at baccalaureate and worn for graduation.

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.

Conferences

Conferences can be scheduled through the classroom teachers or the guidance office. All parent-teacher conferences should have at least two of the student's teachers or a teacher and the guidance counselor present.

Help Classes

Teachers offer help classes before or after school for students who may have academic gaps or are experiencing academic difficulties. There is no charge for these help classes. If classes are held after school, it is the responsibility of the student and parent to arrange transportation home.

Make-up Work

Students who are absent from school must check with each teacher involved upon returning to school to receive all assignments missed. One day for each excused day absent is allowed to complete make-up work. Long-term assignments are due on time, unless previous arrangements have been made with the teacher involved. Any work missed due to an unexcused absence or extracurricular school-sponsored event (such as early release for sports or academic competition) is due upon return to school. Work missed will go on record as a zero until the make-up work is graded and recorded.

Report Cards

The purpose of a reporting system is to give parents an accurate and objective indication of the progress achieved by their children. The Middle and High School students will receive a report card at the end of each semester.

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.

Academic Probation

Students are placed on academic probation when they are not in good standing academically. This can occur when a student fails a core course and/or has more than one failure per marking period. When students are placed on probation, the parents are informed and made aware of the problem and the parameters of the probation. Students on academic probation may not be allowed to participate in extracurricular activities including sports. Any violation regarding academic integrity committed by a student on probation will result in immediate review of enrollment and administrative withdrawal or expulsion.

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 Community Christian School if grades or behavior fall below an acceptable level. Should a new student fail any class in the first grading period, the administration will determine the student's future at CCS, which could include administrative withdrawal.

Field Trips

All field trips, with the exception of those provided as awards, include an educational and/or mission component. All middle and high school trips are chaperoned by Community staff members and actively serving Aftershock encouragers. School uniforms are worn on all class field trips unless otherwise specified. All fees must be paid by the due date to participate in school field trips.

Students not participating in field trips are required to attend school and will be given alternative assignments to be turned in the next day unless otherwise informed.

Overnight trips are a part of the middle and high school experience and all students are encouraged to participate. Students participating in overnight trips must behave in an appropriate manner or risk being sent home at the parent's expense.

Textbook Maintenance

Students are issued textbooks and are expected to maintain their condition throughout the school year. Hardback books should be covered with cloth book covers. If books are lost or damaged, replacement cost will be assessed and charged accordingly. Report cards will be held until payment is received.

Alternative Reading Selections

Any parent with concern regarding a novel selected for summer, independent, or class reading may contact the teacher and request an alternative reading selection. The alternative selection request will be reviewed and approved by the administration.

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.

Speech-Language: Screening, evaluation, and therapy services are offered on campus for children with suspected/confirmed communication difficulties in the areas of speech sound production, language, fluency,

or literacy. The ASHA certified, state-licensed speech- language pathologist works with parents and teachers to help children become effective, confident communicators both in and out of the classroom setting.

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 and academic performance, including 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.

Tutoring

In the event of a more pressing academic need than can 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 the child's classroom teacher when possible. A charge is assessed by the tutor for these services.

Summer School and Credit Recovery

The summer school program is designed to provide remedial help for students with academic challenges and high school course credit recovery. The school reserves the right to cancel part or all of the summer school program due to lack of enrollment. Middle school students may be required to participate in summer tutoring in lieu of summer school.

Credit Recovery is an opportunity for students to retake classes that they have previously failed. CCS students can earn credit recovery through summer school at CCS. For high school classes, both the failing grade and the credit recovery course are included on the student's transcript, and both are calculated in the cumulative GPA. To receive high school credit, students must pass each semester. Credit recovery is required for students who do not pass each high school course attempted, including Physical Science and Algebra I, which are taught in 8th grade. Failed courses must be recovered in summer school if the student is progressing to the next grade.

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.

ATHLETIC PROGRAM

The Athletic Handbook is available on Parents Web.

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 when they are able. Assemblies include fundraising kickoffs, pep rallies, and other special events as authorized by the administration.

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. Uniform shirts are required for all K3 and K4 students. All uniform items must be purchased from Dennis Uniforms, excluding uniform shoes, socks and belts.

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 skirt and skort hems should not be more than 3 inches above the knee.

Uniforms must not be cut or frayed. Undergarments other than undershirts should not be visible. All undershirts should be solid white with the exception of the CCS PE uniform shirt, which may be worn as an undershirt with uniform polo shirts. Undershirts should not be seen through the shirts. Students are not permitted to wear long-sleeved undershirts under the 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, and earrings should be both small in size and traditional in style. 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 accessories should not be large, extreme, or distracting. Students may color their hair and/or faces in school or other specified colors on announced spirit days only. Boys' hair should be neatly groomed in a conservative style. Length should not exceed the upper range of the shoulders. Boys may not wear jewelry/accessories in their hair. Boys are not permitted to have facial hair.

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 Dennis Uniform insignia should be on all pants and is included in purchase. **Students may not wear navy pants with a navy or black shirt.**

Daily Uniform Attire

(except Chapel and Spirit Days)

Accessories

Outerwear: Only approved uniform sweaters or jackets may be worn inside the building during the school day, 8:00 a.m. to 3:15 p.m. Hats or hoods may not be worn in the building. Seniors may wear a sweatshirt representing a college to which they have been accepted for admission in addition to their school uniform. College sweatshirts may not be worn with Chapel attire. Proof of acceptance must be provided to the counselor's office to gain approval.

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

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.) No platform shoes are allowed.

MS-HS Approved Shoes (6th-12th grades):

Bass Buck style, (black), Bass Penny Loafer style, (burgundy or black), Sperry Boat Shoe style (navy, gray or solid black).

Bass Buck style in black

Bass Penny style

Sperry Boat Shoe style in solid navy, gray, or black



Socks: Matching solid black, navy, gray, or white socks must be worn at all times (no stripes or designs).

Girls: Solid navy, gray, or white knee socks are also permitted. Solid navy, black, gray, or white tights or leggings are permitted to be worn with skorts, skirts.

Uniform Options for girls:

Navy skirt or pants, gray pants; clear blue plaid skirt or skirt polo in blue, black or navy; white, long and short sleeve oxford
fleece jacket, fleece pullover, cardigan, sweater, vest, hopsack blazer

Uniform Options for boys:

Navy or gray pants
Polo in blue, black or navy; blue and French blue long and short sleeve oxford
Fleece jacket, fleece pullover, cardigan, sweater, hopsack blazer

Chapel Attire

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

MS-HS Boys: Gray pants, French blue button down, blazer (required)

MS-HS Girls: White button down shirt, plaid skirt, navy knee socks and blazer (required)

PE Attire

Students participating in PE are required to wear PE uniforms and athletic shoes. PE uniforms can be purchased through Dennis Uniforms.

Tuesday Spirit Attire

On Tuesdays, spirit shirts may be worn with solid blue jeans or any approved uniform bottoms. Spirit attire must be in good condition. Shorts, jeggings, colored or bedazzled jeans, or capris are not permitted. 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.

All students have the option of wearing current CCS logo outerwear over their spirit wear or uniforms on Tuesdays. Students must follow the uniform dress code if they do not wear official CCS spirit wear. Spirit wear, including club and/or athletic sweatshirts or t-shirts, may only be worn on Tuesdays.

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, 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 pants, jeans, dresses, skorts, skirts, 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. Shorts, leggings, 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.

At the discretion of the school's administration, any students inappropriately dressed on any announced dress-down day will have to have appropriate clothing brought to school so they can return to class. Multiple dress-down infractions will result in the loss of dress-down privileges.

DISCIPLINE

Philosophy of Christian Discipline

The purpose of discipline at Community Christian School is to teach each student to achieve obedience, respect, and responsibility and to

create an atmosphere where students can find true happiness. Where there is this type of atmosphere, students are better able to achieve academic excellence. It is the school's desire to help each student learn self-government and to develop their God-given abilities for the purpose of God's glory. As students learn biblical principles, they are encouraged to do the right thing because it is right; not just because there are rules. Self-discipline is the ultimate goal toward which all training is channeled.

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.

Middle/High School Code of Conduct

The rules, regulations, and policies of the school will apply to students at school or on school property at all times, off school grounds at any school activity, function or event, while traveling to and from such events, and in vehicles provided by the school for student transportation. Students may be disciplined for conduct off campus which may pose a threat to the school's learning environment, its testimony, or the safety of students and employees. The code of conduct applies to all electronic communication and social networking sites.

Overview

The middle and high school students are governed by a demerit system of discipline. Students receive demerits for negative choices which accrue and result in consequences. Consideration will be given as to what is developmentally appropriate for each individual student. The parents of students receiving demerits will be notified by e-mail.

Administration may suspend a student for behavior that warrants more than a demerit is warranted. A pattern of misbehavior may result in a recommendation for administrative withdrawal.

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 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.

Demerit Guidelines:

Infraction	Consequences
Group I	
Disturbing the learning of others	1 demerit
Not prepared for class	1 demerit
Out of dress code	1 demerit
Unauthorized food, beverages or gum	1 demerit
Tardy to class without a pass	1 demerit
Group II	
Crude language (written or spoken)	3 demerits
Disruptive behavior	3 demerits
Excessive horseplay	3 demerits
Inappropriate display of affection	3 demerits
Visiting a vehicle without permission	3 demerits
Group III	
Disrespect of teacher or other adult	5 demerits
Forgery of signatures	5 demerits
Lying	5 demerits
Inappropriate language such as racial or ethnic slurs and/or cursing (written or spoken)	5 demerits
Use of electronic devices during school hours	5 demerits (and confiscation of devices)
Group IV	
Academic Integrity Violation	See policy
Failure to report to detention	Saturday School
Pattern of intimidation	Saturday School
Skipping class or not reporting to class	Saturday School
Students in unauthorized areas	Saturday School
Possession of smoking products or paraphernalia	Saturday School (and confiscation)
Theft	Saturday School (and cost of replacement)
Vandalism	Saturday School (and cost of repair)
Weapons or illegal substances brought to school	Expulsion
Other misbehavior	Teacher or administrator discretion

Consequences

Based on semester accrual:

- 5 demerits = Detention
- 10 demerits = Student/Principal conference and detention
- 15 demerits = Saturday school
- 20 demerits = Behavioral probation or administrative withdrawal

I. Detention

Detentions are one hour in length and served from 3:30 p.m. to 4:30 p.m. These are served with a teacher or an administrator at designated locations. Failure to report for detention

without approval from the principal will result in an automatic Saturday School. When a student has earned a detention for any reason, a form will be sent to the parents to be signed and returned the next school day or as designated on the form.

II. Suspension

Students may be suspended for one or more days depending on the infraction. Suspensions require students not to come to school for the suspension period. Students will receive a zero on any quizzes given or homework due the day or days of suspension. Tests given on days of suspension may be made up. Suspended students may not participate in any school activities, on- or off-campus, scheduled for that day.

When students return to class, they need to secure lecture notes from another student who was present on the suspension dates, so as not to fall behind.

III. Saturday School

Saturday school is a three-hour detention held from 9:00 until 12:00. Students must wear school uniforms and are required to pay a fee of \$20 per hour to offset the cost of supervision. Students will be cleaning the campus during this time. If a student is assigned Saturday school on more than one occasion during the school year, the length of time and cost may be increased. If a student does not attend an assigned Saturday school detention, the student will be automatically suspended.

IV. 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 behavior. The time period 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 an administrative withdrawal 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.

V. Administrative Withdrawal

Realizing the serious nature of a student expulsion and the resulting consequences in the life of an expelled student, Community Christian School is determined to uphold a policy that is consistent, just, and which follows a defined “due process” procedure. When a student either develops a history of continual misconduct or commits a serious violation of the Code of Conduct, the principal will place the student on out-of-school suspension with a recommendation for administrative withdrawal. This recommendation will be forwarded to the headmaster, where a final decision will be made.

Student Response to Authority

Students may not display a negative attitude or argue with an authority figure. If the student feels a misunderstanding exists, he or she should obey without protest, and then take the following steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. Talk the matter over with his or her parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the principal regarding the problem.

Promoting and Recognizing Positive Behavior

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 voice concerns to the right individuals who can address issues. Discussing the problems with other parents only brings about dissatisfaction and dissension.

Note: The following chain of command should be followed when parents are seeking information or help for their student:

Teacher→ Principal→Headmaster.

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

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, Principal
2. Athletics: Coach, Athletic Director
3. Help classes (extra help before or after school): Teacher, Principal
4. Special tutoring: Teacher, Principal
5. Absentee excused: School Office/Attendance
6. School billing, fees, library fines: Student Accounts
7. School Admissions: Admissions Coordinator, Principal, Headmaster
8. Extreme discipline problems: Teacher, Principal, Headmaster
9. Curriculum questions: Teacher, Principal, Headmaster
10. Homework assignments for students who are absent due to illness: Teacher
11. Learning Differences: Student Support Services
12. Activities: School Office, Athletic Director
13. Fundraising: Development Department
14. Security: Headmaster
15. After-School: After-School Director or Headmaster

Parental Involvement

Community Christian School seeks to partner with the parents and will support parental responsibility by emphasizing respect for authority in general and parents in particular. Students are taught and challenged to live Christ-filled lives, the school working closely with parents in the best

interest of each child. 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 monitor lunchtime, 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.

All visitors attending middle school lunch will need to sit at the available lunchroom tables. Thank you for working with the teachers to improve lunchroom cleanup and supervision.

Parental Supervision

Students K5 through 8th grade are required to be accompanied by an adult at all CCS events. Parents are responsible to supervise their child during the events (concerts, athletics events, programs, etc.).

Parent-Teacher Conferences

Teachers will contact parents as needed to schedule a conference to discuss the student's progress. Our teachers and administrators desire to maintain close contact with the parents and are available for telephone or in-person conferences regularly. 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: cell phones, MP3 players, laser pointers, and portable gaming devices are not allowed to be used or visible during school hours (8:00 a.m. to 3:15 p.m.). Smart watches and earphones are also considered to be electronic devices in the classroom, and, as such, will not be permitted. CCS will not be responsible for the loss or theft of such items brought on campus. 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.

Student internet access on campus during school hours must be through the school's filtered networks. Unauthorized access using air cards, data plans, hot spots, etc. will be referred to the administration for investigation and consequences. The administration reserves the right to review device memory. All information (photos, music, etc.) stored on the device is subject to the standards of conduct upheld by the school.

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 weekly. Any items lost should be searched for immediately through the Main School Office.

Use of Elevators

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

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.

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 7:45 a.m. are required to go to the atrium.

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 ten 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

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

Student Parking Policy

For a student to drive to school, the school office must have a signed parental consent/parking form on file. Students are only allowed to park in the area designated for student parking.

Students are not allowed to return to their vehicle until they depart from school. Students are not allowed to leave campus before the end of the school day, unless the students are signed out through the school office. Students are not allowed to leave campus as passengers in cars driven

by someone not on their approved pick-up list. This includes other students.

Students are not allowed to speed or drive recklessly on school grounds, including entering and exiting the property. Student drivers may only use Mt. Olive and Chambers Road entrances and exits.

Any infractions of the above policies may result in the revocation of on-campus parking and driving privileges or routine disciplinary consequences.

All students, parents, faculty, and visitors park their vehicles on the campus at their own risk. The school can assume no responsibility for damage or loss due to theft, vandalism, accidental, or malicious actions of others or acts of nature.

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 Chef Advantage. They will be offering wholesome, delicious meals made fresh each day.

Coffee Bar

The coffee bar will be open for students daily from 7:00 a.m. to 7:50 a.m. and 3:00 p.m. to 3:45 p.m. Students will not be served after 7:50 a.m.

Vending Machines

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

DEVELOPMENT

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. All clubs meet to enhance the educational experiences of our students as well as provide parents with

opportunities to meet one another. Any parent of a current student of Community is welcome to join.

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; (2) private, being sponsored by parents or other outside parties for which the school holds no responsibility. At school-sponsored activities, the modest and appropriate school dress, hair, and behavior codes are in effect. No students may leave until all are dismissed, except in the case of those whose parents come early for them. Invited guests must obey the same rules, regulations, and adult supervisors as the students. Only current CCS middle school students may attend middle school social functions. High school students may bring escorts to designated social functions who are currently enrolled and in good standing in high school or are high school graduates no more than twenty years old. Former CCS students who left/graduated in good standing are welcome to attend school functions.

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.

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

Students in After-School must be signed out in the After-School office. Always be prepared to show ID to the After-School Office staff. The After-School receptionist will give a sign-out ticket to the authorized person or call for the student. **Staff will not release a student to anyone without a sign-out ticket. Students will not be permitted to sign-out from After-School until 3:35 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 above, the parent will receive a written discipline notification. For students in grades two through twelve, 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 Office Manager 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.

In grades two through twelve, 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 Tuesday 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.

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: cell phones, MP3 players, laser pointers, or portable gaming devices are not allowed to be used or visible during After-School. CCS will not be responsible for the loss or theft of such items brought on campus.

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.

Student internet access on campus during school hours must be through the school's filtered networks. Unauthorized access using air cards, data plans, hot spots, etc. will be referred to the administration for investigation and consequences.

The administration reserves the right to review device memory. All information (photos, music, etc.) stored on the device is subject to the standards of conduct upheld by the school.

Snacks

If you choose for your child to have an afternoon snack, you must provide it. The after- noon snack time is from 2:30-3:30, 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." Please note that soda may not be brought on campus or purchased from the vending machines during after-school hours (2:45-6:30). **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 your 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 p.m. After 6:00 p.m., 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.