



CHRIST COMMUNITY  
SCHOOL

Student / Parent Handbook

2016–2017

August 2016

Dear Parents,

Welcome to Christ Community School for the 2016-2017 school year. We look forward to partnering with you as we educate your children. Every student is unique and has a special gift to offer. We look forward to getting to know your child and helping him/her reach his/her full potential.

This handbook is provided to assist you in understanding the policies and procedures at Christ Community School. It does not address every possible situation that may arise, but we will certainly work with you to keep you informed when necessary. It is to be used as a resource to help guide your through the school year.

Please read this document carefully and refer back to pertinent sections as needed. **After review, we are asking you to sign and return the signature page found at the end of the handbook. The handbook will be posted online so you will have immediate access to it when needed.**

If I can ever be of any assistance to you, please let me know. You can reach me at 936-321-6300. Many blessings to you all!

Sincerely,

Gerald Evans  
Principal

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### 2016-2017 Board of Directors

Renay Cohen	President
Angela Sanders	Vice-President
Scott Burrows	Treasurer
Lindsey Higgins	Secretary
Catherine Regano	Member

### Administration Team

Gerald Evans	Principal
Carrie Meeks	Director of Curriculum & Admissions
Janet Luna	Business Manager
Laura Armstrong	Office Manager
Kim Nealey	Administrative Assistant

### Teachers

Christie Francis	3 yr old - 3 Days
Jennifer Calvillo	3 yr old – 5 Days
Cordy Munoz	Pre-K Spanish
LaTrina Brown	Pre-K 3 Days
Lauren Calvin	Pre-K A – 5 Days
Beth Wallace	Pre-K B– 5 Days
Shelley Winkler	Kindergarten – A
Lauren LaShomb	Kindergarten – B
Christine Stack	1 <sup>st</sup> grade – A
Sandra Sacchieri	1 <sup>st</sup> grade – B
Sherrie Stevenson	2 <sup>nd</sup> grade
Sandy Sacchieri	3 <sup>rd</sup> grade
Sarah Price	4 <sup>th</sup> grade
Hillary Whitmore	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> ELA & Communication
Connie Stewart	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> Math & Science
Laura Burns	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> Social Studies, Bible & Teen Leadership
Ann Rangel	Librarian
James Garrison	Technology, Graphic Design & A+ Prep
Susan Postus	Music
Karlette Wilkins	Spanish
Anita Marshall	Art
Zachary Raven	PE & Athletic Coordinator

## **MISSION STATEMENT**

To provide a superior education in a warm, caring atmosphere that will equip students to serve and lead in Christ.

## **STATEMENT OF PURPOSE**

The purpose of Christ Community School is to provide a traditional academic education integrated with the Christian worldview in such a way that:

- A. God may be glorified and His Son, Jesus Christ, may be made known and accepted as the only way to eternal life, through the power and working of His Holy Spirit.
- B. All the activities of the school through its students, faculty, staff, parents, supporters, and Board of Directors will model God's standards for each of our lives namely:
  - i. To do what is just,
  - ii. To show constant love, and
  - iii. To live in humble fellowship with our God. (Micah 6:8)

## **STATEMENT OF FAITH**

Because Christ Community School is an institution founded by the direction of Christ Jesus, and because the commitment of Christ Community School is to always be faithful to Him, the following truths are to be held in continual agreement by all persons involved with the school:

- † We believe that the Bible is the only inspired written word of God and is inerrant by His design.
- † We believe that God is all-powerful and the Creator of Heaven and Earth.
- † We believe in a triune God: Father, Son, and Holy Spirit.
- † We believe that Jesus is the Son of God, conceived by the Holy Spirit, born of a virgin, led a sinless life, and His death on the cross and resurrection paid the penalty for sin and purchased salvation for all who acknowledge Him as Lord and Savior.
- † We believe Ephesians 2:8-9 that "it is by grace ye have been saved through faith ..." not works.
- † We believe the Holy Spirit indwells in every believer at the moment of spiritual rebirth and that the Holy Spirit unifies us and enables us as believers to accomplish the will of God.
- † We believe that Jesus Christ will literally return to this Earth to claim His own and that unbelievers will be eternally separated from God.

## **BELIEFS ABOUT CHRISTIAN EDUCATION**

We believe in ...

- † The Bible as the inerrant, inspired Word of God.
- † The creation of each person in the image of God, as unique and important to the body of Christ.
- † The Christian school, the home, and the church complementing each other in promoting the student's spiritual, emotional, intellectual, and physical growth.
- † Providing Christian parents a safe haven for the education of their children.
- † Reinforcing Biblical principles and a Christian worldview through the majority of our curriculum.
- † Establishing high expectations in order to challenge students to achieve their full potential.
- † Teaching all children at an appropriate level, recognizing each student as an individual, so that each may experience success.
- † Teaching Christian character qualities to enable students to learn accountability for their actions.
- † Training every student to be a disciple of Jesus Christ.
- † Developing our school community through the establishment of Christian fellowship.
- † Excellence in all aspects of Christ Community School, doing all things well, and bringing glory and honor to our Lord Jesus Christ.

## **FOUNDATION OF THE SCHOOL**

Christ Community School was founded in 1996 as an independent, interdenominational, nonprofit and charitable corporation, incorporated under the laws of the State of Texas, and recognized officially as such by the Internal Revenue Service. CCS is a member of the Association of Christian Schools International (ACSI). CCS is accredited by TAAPS (Texas Alliance of Accredited Private Schools).

## **NON-DISCRIMINATION POLICY**

Christ Community School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, or other school-administered programs.

## **FINANCIAL COMMITMENTS**

At CCS, we strive to obey God's commands for fiscal responsibility. We offer the best curriculum and programs available and strive for continual improvement in an economically sound manner. We rely on tuition and the generous gifts of benefactors to meet financial obligations and the educational needs of our students. CCS is a non-profit 501(c) (3) organization. All donations made directly to CCS are tax deductible. Many companies have matching fund policies whereby donations made by employees to non-profit organizations will be matched by the company. Your time to explore this opportunity is appreciated.

CCS has two school wide fundraisers per school year as approved by the Board of Directors. Each family is expected to contribute time, financial support and resources as they are able. 100% participation by the school is expected. All fundraising efforts will be coordinated by the fundraising committee with the approval from the Board of Directors.

### **Fees**

There is a \$330 application fee. This fee is due at time of application. All new students entering PK-7<sup>th</sup> grade will be assessed before acceptance to determine proper placement.

A curriculum fee of \$400 is due upon acceptance of applicant. Curriculum fees cover the cost of all curriculum and supplies for students. All curriculum remains the sole property of CCS.

A technology fee of \$200 for students in grades 5 - 7 is due upon acceptance of applicant.

An activity fee of \$200 is due within five (5) school days of the first day of school. This fee covers the cost of the chapel shirt, spirit shirt, yearbook, and regular field trips. This fee does not cover the field trip to Forest Glen taken by the 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade students.

A fee of \$20/hour will be charged to any family who does not complete their required service hours by April 30, 2017, (30 hours per family or 15 hours per single parent and 3 day/week preschool families). A buy-out option for service hours is available to all families at a rate of \$450 for 30 hours and \$225 for 15 hours. This must be paid by May 10, 2017.

### **Other Fees:**

Library fines from lost or damaged books

Damaged school property

Knight Care (Extended Day Care)

Afterschool activities such as art club, robotics, cheerleading, and golf

Hot Lunch/Fun Lunch  
Credit card convenience fee – 3%

Student enrollment is not guaranteed until all fees are paid and the tuition schedule has begun.

**All fees are non-refundable.**

\*Report cards will be held until accounts are cleared at each grading period.

### **Tuition**

CCS strives to provide a high quality education to each student while keeping tuition rates as low as possible. Tuition rates are established annually by the Board of Directors and apply throughout the entire academic calendar. Tuition may be paid in full by May 6<sup>th</sup> of the preceding academic calendar or due upon final registration if applying after May 6<sup>th</sup>. Tuition may also be made in 12 monthly payments through FACTS with the first monthly payment due May 1<sup>st</sup> of the preceding academic year. Should final registration occur after May 1<sup>st</sup> of the preceding academic year, tuition will be divided equally among the remaining months. **All tuition payments, in full or monthly, are non-refundable. Tuition and Knight Care payments are considered delinquent after 30 days late. After 60 days late, student's enrollment will be jeopardized and student will not be allowed to continue until all monies due have been paid.**

### **Military, Law Enforcement, Firefighter Discount Policy**

CCS is pleased to offer a law enforcement, military, and firefighter discount to the legal guardian of a CCS student that is an active member of the military, a law enforcement agency, or fire department. Proof of Military/Law Enforcement/Firefighter orders/certification, full-time employment with the agency, an official position description, and paystub from your agency will be required for School Board review. CCS Board of Directors reserves the right to verify discount eligibility at time of application, on an annual basis, and prior to any tuition payments commencing in May preceding the effective school year of the discount taken. Failure to provide appropriate documentation may result in a loss of eligibility in the discount program for the existing and/or preceding school year. Discount eligibility is contingent upon the following parameters and final approval of CCS Board of Directors:

**Military:** A legal guardian who holds active service in the Army, Navy (including Marines), or Air Force will be honored. The discount does NOT apply to those who are in the Reserves or Veterans.

**Law Enforcement:** A legal guardian who is currently active with a Federal, State, or local public law enforcement agency performing full-time law enforcement duties. A paid law enforcement position—defined as law enforcement duties as part of ones' daily job description. Secondary (a side duty in addition to other daily job assignments), voluntary (performing a law enforcement service willingly without pay), part-time, seasonal, and private company law enforcement workers will NOT apply to this discount.

**Firefighter:** A legal guardian who is active and paid with a local public, county, or municipal fire department agency performing full-time fire fighting duties. Secondary (a side duty in addition to other daily job assignments), voluntary (performing a fire fighting duty willingly without pay), part-time, seasonal, and privately owned company firefighters will NOT apply to this discount.

CCS gives a sincere thanks the families that are on the front line serving and helping our community. Thank you for your sacrifice and service.

### **Lunch**

Children who forget their lunch will be provided a hot lunch at the cost of \$5.50. Families will be billed at the end of each month for lunches.

### **Knight Care**

After school child care, Knight Care is provided for students three years old through seventh grade. Knight Care will begin on the first day of school and will be offered each academic day unless otherwise noted. Knight Care will not be offered on early dismissal days.

All students still on campus after 3:30 p.m. will be admitted to Knight Care. Knight Care will end at 6:00 p.m. **A late fee of \$5.00 per minute will be applied for students not picked up by 6:00 p.m.** Excessive abuse of the 6:00 p.m. deadline or non-payment of fees from the previous month's Knight Care, may lead to your child being excluded from participation in Knight Care. This decision will be made by the administration. Parents or authorized persons must enter the building to sign out students attending Knight Care.

Students will be provided time to play, work on homework, and have a snack. Students will be expected to conduct themselves appropriately. If a student has repeated behavioral issues, he / she will not be permitted to return to Knight Care.

Knight Care is assessed on an hourly usage basis. The rate for each 30 minute increment is \$6.00 per family; the maximum fee per family per day is \$30.00. All Knight Care invoices will be sent out monthly and will be due no later than the 10<sup>th</sup> of the following month. Please contact the business manager as soon as possible should financial concerns arise.

**Transcripts, report cards, and permanent files will not be released until all accounts are paid in full. Past due accounts may be reason for dismissal.**

**All accounts must be paid in full before a student may re-enroll.**

**Tuition and Knight Care payments are considered delinquent after 30 days late. After 60 days late, student's enrollment will be jeopardized and the student will not be allowed to continue until all monies due have been paid.**

## **SCHOOL DAY**

The school day begins at 8:00 a.m. and ends at 3:00 p.m.

## **TARDIES**

Students arriving after 8:05 a.m. will be considered tardy and must check in at the front desk. Three unexcused tardies are considered excessive in a nine-week grading period. Sleeping late, running late, etc., are not valid excuses. Someone from the school will notify the parents and ask them to correct the situation. Students in grades 2 – 7 who accumulate six tardies in a nine-week grading period will receive detention. If appropriate, the parent may be asked to serve the detention. Additional consequences will be assigned if the student continues to be tardy to school.

## **ARRIVAL**

Drop off time is between 7:30 a.m. and 8:00 a.m. for all students. All students are to be dropped off in the front of the school and will wait in the designated area until the school day begins. Teachers will escort each group to the appropriate classrooms. We ask that parents follow the car line found on the parking lot pavement. Vehicles will create a single file line in front of the building and will proceed to the unloading/loading zone. Students will exit the vehicle on the right side. We will have a faculty member on hand to assist students from their vehicle into the school. Students will always walk on the school side of the sidewalk to ensure the safety of every student. There may not be a staff member on duty after 8:00 a.m. at the drop off, so you may need to park in the parking lot and assist your children out of the car and into the building. **Please do not leave your vehicle unattended in the driveway at any time.**

## **DEPARTURE**

All students are to be picked up via the carline. Drivers are requested to be courteous to the other vehicles around them. The carline sign provided to you which indicates your child's name and grade level will need to be placed in the front passenger window. This will allow the faculty to readily identify your vehicle and have your child(ren) ready for you. Vehicles are to proceed to the unloading/loading zone as signified by the numerals on the cone in front of the school. Vehicles will proceed to the very first number available. **At no time shall parents get out of their vehicles in the carline.** Our faculty will help each child enter the vehicle along with his/her belongings, and handle getting the child buckled into the car seat or seat belt. For the safety of our children and to obey traffic laws, please do not use cell phones while in the drop-off and pick-up car lines.

Parents coming into the building to pick up children should keep in mind that this is not the appropriate time for a conference with your child's teacher. Conferences must be scheduled ahead of time and parents who are attending a conference are asked to check in at the front office. Please refrain from going through the gym doors. We ask that you inform the office manager or teacher on duty that you are here to pick up your child and we will send your child to you as quickly as possible.

We realize that parents might need to schedule doctor appointments, dentist appointments, etc. Please try to schedule these appointments after school if possible. Please do not pick up your child early without a valid excuse. This disrupts the end of class routines for both students and teachers. Teachers are considered **“on carline duty”** until 3:15 p.m. and should not be approached during car line so they can effectively do their job.

Students will only be released to those individuals who are listed on the Child Pick-Up Authorization Form in your enrollment packet as signed by the parent. If someone other than a parent is picking up a student, he/she will be asked to show identification prior to taking students off of school premises. **Students remaining at school past 3:30 p.m. will be admitted to Knight Care - our after school program, and assessed associated fees.**

Teachers will not place students in a vehicle in which the driver is talking/texting on a cell phone. The driver will be asked to end their phone conversation or park in the parking lot until they have completed the phone conversation.

**Please note: All applicable laws and regulations relating to transportation should be followed while on the CCS campus, including all members in the vehicle wearing seatbelts when the vehicle is in motion (TX transportation code 545.412). Please do not park in the handicap parking without a permit and do not park in the fire lane. The city of Shenandoah has the authority to ticket or tow violators while on school property.**

## **PARKING**

For the safety of our children, please **DO NOT** use the drive-thru between the hours of 8:30 a.m –2:45 p.m. Monday – Friday. Please park your vehicle and enter the main building.

## **TRANSPORTATION**

All students participating in school events away from campus will ride in vehicles driven by parents. Vehicles must have seat belts for all occupants. All drivers must be at least 21 years of age and hold a valid Texas driver’s license and liability insurance **IN THE AMOUNT OF \$100,000** minimum coverage. Copies of the driver's license and insurance must be on file in the office **at least two weeks prior to driving for any school trip.** A background check and fingerprints must also be complete (allow 4 weeks for total process). A copy of these records must remain at school and not be expired. Parents may be required to update records every two years. Cost for fingerprint verification is at parent’s expense. Please see the office manager for paperwork and fingerprinting procedure.

If more than one vehicle is being used, drivers are expected to caravan to the destination. All drivers are required to drive safely, abide by all traffic laws, and stay within the posted speed limit. All drivers are expected to comply with the chaperone guidelines (listed below) while accompanying children.

## FIELD TRIP / CHAPERONE GUIDELINES

- All chaperones will be assigned a list of students for which they are accountable. Chaperones will be responsible for those students assigned to them and will check attendance each time the vehicle leaves a location. Drivers must take a final head count after children are in the vehicle and check that each child is fastened with a seat belt. Kindergarten and first grade students must use car seats.
- Each driver will need to carry their permission slips and medical release forms of his/her assigned children in case of accidents or injuries.
- Drivers must take CCS issued first aid kit.
- Chaperones helping to supervise class groups need to focus their attention on the children assigned to them. Chaperones are to stay with their group at all times
- Students will be taken as a group to restrooms, food areas, etc. The chaperone needs to get permission from the teacher. There will be NO visiting of gift shops by anyone.
- Cars need to caravan and stay together when traveling to and from field trip locations. A map and/or directions will be provided for the driver along with the address and phone number of the location as well as the school's phone number. Phone numbers for cell phones of the drivers must be exchanged.
- Children should return in the same vehicle in which they left school. Do not allow children to switch vehicles at any time during the trip without administration approval.
- Children must be driven directly from CCS to the field trip location and straight back to school. No stops! Drivers must not run personal errands, take side trips, stop for fast food, or drop anyone off on the way home.
- When a student disobeys or does not adhere to the rules, their chaperone should notify the teacher immediately.
- Drivers who bring small children or siblings are not permitted to chaperone. Children accompanying parents must ride with their parent and stay with their parent at all times.
- Depending on the nature of the field trip, siblings may not be permitted to attend. Please check with your teacher in advance for verification. If siblings are permitted to attend, parents will not be permitted to chaperone other students.

## ATTENDANCE

**Regular attendance is expected.** Excessive absenteeism places an unnecessary burden upon students and teachers alike, and may have a detrimental effect upon student

performance. Any student with more than six absences in a given semester will require a parent meeting with the principal. **More than nine absences per semester may put the student's promotion in jeopardy. Students will be expected to make up the lost instructional time.**

Whenever a student is absent from school, please call the office between 8:15 a.m. and 9:00 a.m. informing the school of the absence. Please send a written note with the student upon returning to school stating the reason for absence. Two consecutive absences will require a doctor's excuse. In case of an illness, a teacher will permit the student to make up work without penalty upon return to school. The number of days missed from school equals the number of days a student has to make up the assignments.

If a student knows he/she will be absent from school, parents will need to get permission in advance from the principal at least 10 days in advance of the absence. After approval, parents may request assignments from teachers prior to the absence. Teachers will provide assignments to the student. Students will complete and turn in all work within the stated time limit, which is the number of days absent. Teachers may allow additional time to complete work for extenuating circumstances. All assignments must be made up prior to the end of the nine week grading period. Exceptions will need to be discussed with the administration.

### **CLOSED CAMPUS**

Christ Community School has a "closed" campus. This means that students may not leave the campus until the regular dismissal time.

### **TELEPHONE USE**

Students will be permitted to use the office telephones only in cases of emergencies. Forgetting your homework, lunch, etc. are not emergencies.

### **COMPUTER USE**

Computer and internet access is available to the students and faculty of CCS. We are very pleased to bring this access to CCS and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to our students and faculty is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. CCS has taken precautionary measures to restrict access to controversial materials. These precautions include the installation of computer hardware and software designed to filter inappropriate content and to protect user data and equipment from malicious viruses, spyware and hackers. However, with global access it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility a user may procure material that is inconsistent with the educational goals of CCS. It is the computer user that controls the search criteria and consequently the

material accessed. Hence, it is imperative to teach our students about making Christian choices when considering the type of material they access. It is our belief that by training our children how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults. If a CCS computer user violates any of these provisions, future access may be denied.

### **Technology Policy**

Christ Community School provides computers, iPads, and the Internet for educational use. Please read this policy. Your signature on the last page of this handbook acknowledges you have read this with your child and understand the expectations our school has in place for the usage of technology in our building.

#### **As a student, I know that I must follow these rules:**

1. I will only use the Internet and technology with the teacher's permission, and for the purpose that the teacher has requested.
2. I will respect copyright laws and will make sure to show where I found information, and will not copy it without permission.
3. I will not enter inappropriate or hurtful language into the computer or iPads.
4. I will stay safe on the Internet by making sure that I never share personal information, like my full name, address, or telephone number. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
6. I will respect the school's technology equipment. I will be sure to take good care of the equipment I use, and will not change any desktops, controls, or anyone else's files. I understand that following my teacher's instructions on proper handling of technology is required in order for me to use it.
7. I will only use my own passwords that have been given to me by the teacher.
8. I will not put any CDs, applications or downloads into the technology unless the teacher approves them.
9. I will only use email for class projects directed by my teacher. Any mail will be sent or received by my teacher and other students I choose to share within our network.
10. I will not buy or sell anything using the school technology.
11. My family will be financially responsible if I damage any equipment intentionally or due to misuse.
12. I understand that I will only be able to use school technology if I follow these rules.

### **Social Media Policy**

Students and parents are to represent CCS in a positive and Christ-like way in their online behavior. This includes, but is not limited to the following items:

- Only posting information you have been approved to post (including pictures of other students, faculty, or school facilities)
- Not disclosing any information or pictures that may be confidential
- Not replicating or altering CCS logos, images, or names
- Not using or posting CCS logos, images, or names without approval
- Ensure all people in a photo you are posting have consented to the online post

The principal will assign disciplinary consequences to a student who fails to abide by this

policy.

## **VISITORS AND PARENTS ON CAMPUS**

We are grateful to our parents and recognize and appreciate the many contributions they make to the success of CCS. However, for the safety of our children you are asked to comply with the following:

- ALL parents must sign-in at the front office when entering the main building. A valid driver's license must be presented in order to receive a visitor's badge identifying them as a visitor. We do make exceptions to the sign-in procedure for programs, performances and special events involving the entire school such as Grandparent's Day or chapel. Students should not invite visitors to school. Only prospective students with parents may visit the school.
- Do not enter classrooms, (modular or main building), during instruction periods for any reason.
- Do not walk your tardy student to class, (modular or main building). Office personnel will be available to assist in these matters.
- Do not retrieve students early from class, (modular or main building). Office personnel will be available to assist in these matters.
- A safety line has been provided on the walkway adjacent to the building. Students must walk on the building side of this line. Parents are asked to do the same, thus providing a good example for our children.

## **Parent Conduct**

The process of educating our youth and raising them to be Disciples of Christ requires the involvement of the entire community, home, school, and church. Parents are asked to observe the following guidelines:

- Parents are expected to dress in a modest manner when entering the building for any reason. Attire that is lewd or advertises (stated/implied) alcohol, tobacco or other harmful substances will *not* be permitted on campus or at any school sponsored event. Parent volunteers – see VOLUNTEERS.
- Parents are asked to refrain from the use of tobacco and alcohol while on the school grounds or at school-sponsored events.
- Parents are asked to be enthusiastically supportive of CCS students at all events. Any language or behavior which is demeaning or harassing to others, including other students, parents or officials, will not be tolerated.
- Parents are to be mindful of the fact that they are representatives of CCS and to present a positive Christian witness both to our students and the community at large.
- Please drive courteously and follow all traffic laws while the CCS decal is on your vehicle.

**Where a situation arises that involves an offense or misunderstanding, please follow the Matthew 18 principle. This includes situations involving parents, teachers or administrators. Gossip is STRONGLY discouraged.**

## **VOLUNTEERS AND SERVICE HOURS**

There are multiple ways to volunteer at CCS, and it does not have to be during school hours. Our goal is to utilize the many talents of our constituents, build community in our school, grow participation and capitalize on our strengths.

Parents are an important part of CCS, and your support is integral to the success of the school. Each family agreed to a minimum of 30 work service hours upon enrollment to CCS (15 hours per single parent and part time, Monday, Wednesday, Friday families). Every family is responsible for keeping track of their service hours.

Service hours must be logged in on ParentsWeb. A work service record should be completed each time a service is performed. Any service hours not completed by May 15<sup>th</sup> will result in a fee of \$20/hour. In order to fulfill the service hour requirement, you may volunteer in the following ways:

- PTF Committee member
- Special Committee member
- Field Trip Chaperone
- PTF Fun Lunch/Duty Free Lunch
- Attending meetings
- School Sponsored Events (i.e. Field Day, School Speech Meet, Book Fair, etc.)
- Helping teachers in their class (i.e.: material preparation)
- PTF sponsored events (i.e.: Grandparent's Day, etc.)
- Saturday Service Days

Contact the principal or a PTF officer to learn about other service opportunities.

**All persons who volunteer during school hours must sign in at the front office.**

When you volunteer please dress in an appropriate manner, similar to or exceeding the CCS Student Dress Code for the given activity.

## **STUDENT MESSAGES**

Only emergency messages will be delivered to students during class. Parents should call the office if there is an emergency. Arrangements for after-school activities are **not** considered an emergency. Please make sure your child knows about such arrangements before he/she comes to school in the morning. Non-emergency messages are delivered after school in car line.

## **LOST AND FOUND**

To help eliminate items being placed in lost and found, please write your child's name in each of his/her garments. Items that are found at school will be placed in the Lost and Found Basket. Items left in the Lost and Found Basket will be donated to a local charity at the end of the nine week grading period. Students are encouraged to claim belongings as soon as possible. If students find money on campus, they should bring it to the office and the office manager will record his/her name. If the money is not claimed within one week, the money will be returned to the student who found the money.

## **CONDUCT AND DISCIPLINE**

### **Students are expected to demonstrate...**

- Kindness:** Respect and consideration for others.
- Neatness:** Habitually clean, orderly, organized, and prepared.
- Intrinsic motivation:** Delighted willingness to meet expectations.
- Gentleness:** Showing kindness and patience with others.
- Helpfulness:** Offering oneself in time of need.
- Truthfulness:** Telling or expressing the truth.
- Self-control:** Control of emotions, desires, actions and one's own will.

A monthly award is given to the individual student who best displays that particular characteristic.

Teachers are expected to supervise their students at all times. This includes, but is not limited to the classroom, hallways, playground, restrooms, and in the lunchroom in the absence of lunchroom supervision. We will strive to help students understand the importance of respecting one another and members of our faculty.

**Student Conduct and Discipline Policies:** A major responsibility at CCS is to establish and maintain an environment that affords the best opportunity for each student to learn in a Christian atmosphere. The school hopes to cooperate with the home in forming good habits in the students such as:

1. Respect and obedience toward authority (Heb. 13:17).
2. Responsibility for one's actions and expected tasks (Prov. 13:19).
3. Reverence for God (Ps. 63:1, 2).
4. Cooperation with others in playing and working (Ps. 101:2a).
5. Gratefulness in attitude and action (I Thess. 5:18).
6. Courtesy and respect for others, including students, teachers and visitors (I Cor. 13:5).
7. Cleanliness in person and property; respect for the property of the school, and for others (I Cor. 14:40).
8. Truthfulness and honesty in word and life (Eph. 4:25).
9. Promptness in attendance and in assignments (Col. 3:23).
10. Moral conduct in respect to recreation, social relationships and language (Phil. 4:8).

## GENERAL SCHOOL RULES FOR STUDENTS

Cell phones, personal iPads, iPods, and other electronic devices are not to be used in class, except under direct supervision. Cell phones and other electronic devices are to be left in lockers or backpacks during the school day. Cell phones and other electronic devices will not be allowed in restrooms at any time. Students may not take pictures of other students or school material at any time while on campus. . Magazines are not allowed on campus, except with teacher approval. Students will not have in their possession any item that contains lewd, vulgar, or satanic looking pictures, graphics or symbols. Toys will not be brought on campus unless special permission is obtained from the teacher. Trading cards are not allowed on campus. CCS is not responsible for the loss or damage to any item brought to school.

Parents will be expected to sign a cell phone / electronic device waiver if their child is going to be using one during Knight Care. Cell phones and other electronic devices will not be allowed in restrooms at any time. Students may not take pictures of other students or school material at any time while on campus. Students are not to chew gum on school property.

Students are to speak to peers and all adults with a respectful tone and attitude. Good manners are expected at all times.

Students are not allowed to leave the school during the day for any reason unless they have permission from a school administrator.

Students will keep their hands, feet and objects to themselves.

Food is not to be taken out of designated food areas.

## DISCIPLINE STEPS

**Classroom Level:** Please see grade level disciplinary procedures following this section for more detailed information regarding various grade levels. Some techniques to use in the classroom for minor infractions include:

1. **Student Conference** - The teacher will discuss inappropriate behavior with the student and make a plan to correct behavior.
2. **Parent Contact** – The teacher will communicate to the parent(s) if inappropriate behavior continues.
3. **Loss of Privilege** - The teacher will administer one or more consequences, such as a loss of classroom privileges, loss of recess, time out, etc.
4. **Parent Conference** – A school official, usually the teacher, will contact the parent and arrange for a parent conference to discuss ways the school and home can work together to help the child be successful and improve on his/her behavior.

### Principal Level:

1. **Continued Behavioral Concerns / Serious Infractions** - If a student continues to behave inappropriately after several warnings, he/she will be sent to the principal's office. Students who commit serious disciplinary infractions will be

sent directly to the principal. Serious infractions include: unacceptable use of school owned technology or personal devices, biting, fighting, physical assault to another student or to a teacher, lewd acts, or illegal activity on or off campus.

- a. **Documentation** - Any infraction causing a child to be sent to the principal's office will be documented and recorded in RenWeb and communicated to the parents via phone call or e-mail.
  - b. **Detention** – A student in grades 2-7 who visits the principal's office may have to serve detention at the discretion of the principal as a means of helping him/her to reflect on his/her behavior. Detention is detaining the student before or after school with parent notification. The student might also be assigned lunch detention. At this time, parents are contacted officially by the principal to discuss consequences at home. The principal will send home a note with the day and time detention will be served. The parents should have been told about these behaviors previously from the teacher through personal communication by phone or e-mail. Detention will be 30 minutes. During this time the student will be required to write a reflection demonstrating his/her understanding of the behavior and reflecting on better possible choices in the future.
  - c. **Parent Conference** - Parent conferences may be held at the teacher, parent or administrator's request. At this time, the student must agree to correct the questionable behavior and the parents need to help enforce the correct behavior at home. The agreement will be recorded and a copy made for the parents. Parent conference forms will be used during these meetings for documentation purposes
  - d. **Behavior Plan** – During the parent conference, the principal may suggest that the child be placed on a behavior plan. The student agrees to correct his/her behavior by signing a contract that clearly defines the desired behavioral expectations. The student must agree to correct the questionable behavioral with the assistance of the parents and teacher. The agreement will be recorded and a copy made for the parents.
2. **Suspension from School** - The principal informs the student or the parents, or legal guardian, of the suspension. Students are suspended from school for serious or ongoing disciplinary infractions. Serious infractions include: unacceptable use of school owned technology or personal devices, biting, fighting, physical assault to another student or to a teacher, lewd acts, or illegal activity on or off campus. Parents are requested to come to school to discuss the infraction. Suspensions may be short term (one day to three days), or long term (four or more days). Any class work and/or homework missed due to suspension must be completed during the suspension period and the student will receive full credit on all work completed.
  3. **In School Probation** - Probation is invoked when a student has serious academic and/or behavioral problems. It is instituted only after consultation and counseling with the student, parents and administration, and will last no longer than nine weeks. If there is no satisfactory improvement, the student will be expelled.
  4. **Expulsion** - The principal informs the student and / or parent that the student is expelled if the student did not successfully complete the term of probation. A student may automatically be expelled from CCS for physical assault to another student or to a teacher, lewd acts, or illegal activity on or off campus. This decision will be made by campus principal.

5. **Restitution** - The student is required to return property or goods to the rightful owner and/or provide a fair compensation for the loss, damage, or defacement of the property. Parental involvement is required.

## **CLASSROOM DISCIPLINARY PROCEDURES**

**Disciplinary Action Plan for Pre-K through 1st grade:** Positive disciplinary techniques are always attempted when a change in student behavior is necessary. When positive techniques and verbal warnings do not bring about the desired change, a system of colors and consequences will be invoked. All students will begin each day on green. God's mercies renew each morning and poor behavior is forgiven (2 Cor. 4:15-17). Please be aware that while most infractions will be cause to progress through the colors, there are some offences that will warrant skipping some colors and going straight to the administration; biting, punching, cussing, spitting, screaming uncontrollably and other similar examples.

Parent Conference - Parent conferences may be held at the teacher, parent or administrator's request. At this time, the student must agree to correct the questionable behavior and the parents need to help enforce the correct behavior at home. The agreement will be recorded RenWeb. Parent conference forms will be used during these meetings for documentation purposes.

Teachers provide a daily behavior chart or color change sheet for clear parent communication

**GREEN** – Excellent behavior; student complies with requests or can be redirected with verbal warnings.

**YELLOW** – Verbal warnings have not been effective and a stronger consequence is needed; can result in time out or loss of privileges.

**RED** – Student has not changed behavior after several attempts of intervention; student is aware that the next infraction will result in a conference with the administrator; can result in more time out and loss of privileges.

**BLUE** – Behavior has not changed after numerous attempts to correct; student will conference with administrator and parents will be notified; administrator may assign further consequences as appropriate.

**Disciplinary Action Plan for 2<sup>nd</sup> - 4<sup>th</sup> grade students:** Second – fourth grade classes will use planners to track student discipline. Planners will serve as an individual reminder that students have an opportunity to correct inappropriate behavior after warnings or infractions. The following infractions will be put into place:

First infraction – Verbal warning

Second infraction – Student must place their planner on their desk

Third infraction – Student opens planner to the calendar date

Fourth infraction – Teacher signs the Note section in student’s planner and may choose to send an email to notify the parents. Documentation in RenWeb, depending upon the infraction, may be necessary at the discretion of the teacher.

Fifth infraction – Visit to the principal’s office

Parent Conference - Parent conferences may be held at the teacher, parent or administrator’s request. At this time, the student must agree to correct the questionable behavior and the parents need to help enforce the correct behavior at home. The agreement will be recorded in RenWeb. Parent conference forms will be used during these meetings for documentation purposes.

**Disciplinary Action Plan for Middle School Grades:** Students in the 5th - 7th grades will use a conduct mark system for weekly conduct. Teachers will send a conduct report home on Tuesdays in the student’s take home folder. Each report describes the student’s conduct from the previous week (Monday-Friday). Conduct marks go towards a weekly conduct grade.

Parent Conference - Parent conferences may be held at the teacher, parent or administrator’s request. At this time, the student must agree to correct the questionable behavior and the parents need to help enforce the correct behavior at home. The agreement will be recorded in RenWeb. Parent conference forms will be used during these meetings for documentation purposes.

## **BULLYING**

**Definition:** Bullying is defined by state law as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by a chaperone and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

(Act of June 17, 2011, 82th Leg., R.S., H.B. 1942, §7)

Conduct is considered bullying if it (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (2) interferes with a student’s education or substantially disrupts the operation of a school.

(Act of June 17, 2011, 82th Leg., R.S., H.B. 1942, §7)

Christ Community School prohibits bullying as defined by state law. CCS also prohibits retaliation against anyone who makes a bullying complaint.

## **BULLYING PREVENTION AND INTERVENTION**

### Student

Student strategies to prevent bullying

- Choose to not participate in bullying behaviors.
- Report any incidence of bullying to a teacher or administrator.
- Practice skills and strategies to take a stand.
- Encourage your friends and classmates to take a stand against any bullying they observe.
- Take an individual stand.
- Be friendly toward another student that is a target of bullying.
- Be a friend to new or needy students.
- If you hear bullying, change the conversation or help the student being bullied walk away from the situation.

Student strategies if you are being bullied

- Walk away with confidence, even though you may not be feeling it at the moment.
- Be calm.
- Use appropriate language.
- Do NOT argue or fight back.
- Have friends around and stay in safe places.
- Tell a responsible adult that you trust (parent, teacher, and administrator).
- Keep telling until the bullying behavior stops.

### Parent

Parent strategies to prevent bullying

- Teach your children to respect others and their differences.
- Model respectful behavior
- Use the “teachable moments”. When watching TV, or witnessing an event in public that is clearly bullying, talk to your child about that incident. “How would you feel?” “What could you have done?” “Why is this not a good (nice) way to behave?”
- Let your child know that inexcusable behavior by others (other children or even adults) is NOT an excuse for their bad behavior.
- Teach empathy. “How do you think that person feels?” “Why?” “Would you want someone to treat you or members of your family or your friends that way?”
- Talk with your child about what is appropriate and inappropriate behavior when using communication and information technologies.
- Be aware of your child’s time on the computer and cell phone and the web sites he/she visits.

If your child is being bullied

- Help him/her learn coping skills.
- Alert the school if it is happening on campus.
- Continue to monitor what is happening.
- Help your child understand the need to tell.
- Don’t let fear of retaliation keep you from reporting any incident.

### School

If bullying or harassment is suspected and/or reported

- School staff takes appropriate action to investigate or otherwise determine what has occurred. The specific steps of the investigation will vary depending on the nature of the allegations, the source of the complaint, the age of the students involved, and other factors including the availability of staff to investigate the complaint.
- The inquiry should be prompt, thorough, and impartial.

If school staff members believe bullying or harassment has occurred

- If an investigation reveals that discriminatory action has occurred, a school should take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring.
- Appropriate steps to end harassment or bullying may include separating the accused harasser and the target, provide counseling for target and/or harasser, and/or taking disciplinary action against the harasser.

## **WITHDRAWAL PROCEDURE**

A parent must contact the office in person or by phone to initiate a student's withdrawal. The appropriate school officials will make arrangements for school property to be returned. A withdrawal form must be signed by the appropriate school officials and by each of the student's teachers. The form will list grades to date and will assist the student in entering another school.

Records will be released only when the above process is complete and when the student's financial record is clear.

## **HEALTH POLICIES**

At CCS, we promote good hygiene and a healthy environment; however it is not possible to prevent every case of illness. The parent/guardian medical consent and waiver of liability form included in the application process details medical permission and participation by Christ Community School.

### **Health Services**

Minor injuries will receive first aid by the office staff. Head wounds will result in a call home, or if more severe, emergency services of the city will be called. Parents will be contacted immediately, also.

### **Illness**

Parents are asked not to send a child to school who appears to be ill, with or without a fever. If your child is out sick, please call the school office each day between 8:15-9:00 a.m. **A written note on the first day that the absent student returns is required.**

We will follow the Braun Thermo Scan Guidelines in accessing students with fever. Students 3-10 years old with a temperature of 100.1 are considered to have a fever. Students 11 and older with a temperature of 99.8 are considered to have a fever. We will contact a parent if your child falls within the range of having a fever. Any rashes, eye infections or heavy nasal discharge or green discharge may require a child to be sent

home when there is a question of contagion. A student may return to school when a physician provides written notification that he/she is no longer contagious, when symptoms disappear, or the child has been **free of fever for 24 hours**.

### **Medications**

**No student may carry medication.** All medications (over-the-counter or prescription), must be kept in the school office. In order for a student to receive medication of any kind at school, including prescription and/or over the counter medication, the medicine must be provided by the parent, in the original container, and appropriate forms completed with the front office.

**Please Note:** Students will NOT be administered any medication while at school, including pain relievers, such as Tylenol or Advil, **unless the medication is provided by the parent** and checked in at the front office. All medicine must be in its original container, and may only be administered as directed. All medication must be labeled with the student's first and last name.

**A student who needs to carry an inhaler, must bring a note from a physician stating that the student needs immediate access to his/her inhaler. The student must carry a copy of the physician's note along with the inhaler.**

**CCS, its board of directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.**

### **P.E. Excuses**

A student must have a doctor's note to be excused from participation in regular P.E. classes. If a student does not have the required note or permission from the teacher or administrator, he/she will be expected to attend and participate in all activities. A note from home will be acceptable as an excuse from P.E. if the student is recovering from an illness. If it is obvious that a student is ill, the student will be allowed to go to the office to sit out and a parent will be called to pick him/her up from school.

### **Hearing and Vision Screenings**

CCS conducts hearing, vision, and scoliosis screenings as required by the Texas Department of Health. Hearing and vision screening is required for new students and students in pre-k, kindergarten, first, third and fifth grades. Scoliosis screening is required for students in 6<sup>th</sup> grade. Parents will be provided written notification if a student has been referred to a professional for further evaluation.

### **Communicable Childhood Diseases**

A student having one of the following conditions (including but not limited to) must have written consent from either a physician or the Health Department indicating that the condition has been treated and is no longer contagious before being allowed back in school:

Hepatitis A  
Measles  
Mumps  
Whooping Cough

Strep Throat  
Bacterial/Viral Meningitis  
Scarlet Fever  
Ringworm

Pneumonia  
Pink Eye

Pinworms  
Scabies

**Temporary exclusion from school when:**

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.

The child has any of the following conditions, unless a health care professional determines the child's condition does not require exclusion:

- Diarrhea: is defined by more watery stools – decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses or E. Coli infections.
- Blood in stool: is not explained by dietary changes, medication or hard stools.
- Vomiting: There are many reasons children vomit, from eating something that does not agree with them to any number of illnesses. If a child has vomited two or more times in 24 hours, he or she may not attend school unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration. If the child vomits at school one time, they will be sent home. The student may return to school when vomiting ceases for 24 hours or with a doctor's note. Spitting up phlegm is not considered vomiting.
- Abdominal pain (persistent): pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms.
- Pediculosis (Head Lice): A child that have been identified as having pediculosis will be sent home for treatment. After being treated, the student may return to school. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched.
- Varicella-zoster (Chicken pox): Student cannot return to school until all lesions have dried and formed scabs, usually within six days of onset of rash.
- Impetigo (Staphylococcus aureus or Streptococcus pyogenes or Group A Strep): a common bacterial skin infection among children that produces red honey crusted blisters or sores on the face, neck, hands, and diaper area. Children will be sent home and must be on antibiotics for 24 hours before returning to school with a note from a doctor.

**STUDENT DRESS CODE**

The Dress Code of CCS is in place to provide its students with minimum guidelines for dress and appearance.

All students are to dress in a modest and appropriate manner befitting a Christian. Anything that draws unnecessary attention to oneself is not considered modest.

Our desire is that all students stay focused on the Lord, their schoolwork, and their own conduct.

It is expected that all students dress well within the guidelines set forth. Parents are expected to see to it that their child is dressed properly before arriving on the school campus in the morning.

May the following scriptures guide us in our acceptance and compliance of the dress code:

“Rather, clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature.”

Romans

13:14 (NIV)

“Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day.”

2 Corinthians

4:16 (NIV)

“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight.”

1 Peter 3:3-4 (NIV)

### **Violations of the Uniform Dress Code**

It is the parent’s responsibility to make sure their child is in dress code when coming to school. Violations of the dress code will result in loss of privileges. Students coming to school out of dress code will be sent to the office until a parent can be reached and proper uniform attire can be brought to the student to change into.

If a student is in doubt as to whether a garment is appropriate, he or she should check with the administrator **before** wearing the item to school.

**Continued violation of the dress code may be cause for dismissal.**

**The administrator is the final authority in any questionable situation.**

Parents are expected to dress in an appropriate manner when on the school campus, particularly when entering the building for any reason. This would include visiting for lunch, office business, teacher conference, parties, etc.

### **Chapel and Special Dress Code**

The "Chapel" Uniform is to be worn for all chapels, special events, academic competitions, and other days unless specified by the teacher or administrator. Parents will be notified by the classroom teacher as to the proper dress for field trips. The appropriate dress will be determined by destination.

Boys:

CCS shirt with logo – maroon with white logo  
Khaki pants or shorts  
Brown belt (as required in 1<sup>st</sup>-7<sup>th</sup> grades)  
Shoes-athletic/tennis shoes  
White, tan or black socks (solid) required  
CCS black sweater with logo, fleece or sweatshirt (optional) must be purchased from Lands’ End or CCS Spirit Store

Girls:

CCS shirt with logo – maroon with white logo  
Khaki pants, shorts, skort, or skirt  
White socks, white or navy tights, or solid black, brown or tan socks  
Brown belt (as required in 1<sup>st</sup> -7<sup>th</sup> grades)  
Athletic/tennis shoes, or rubber soled Mary Jane style shoes (solid brown, navy, or black)  
Solid white socks or tights, or solid black or tan socks  
CCS black sweater with logo, fleece or sweatshirt (optional) must be purchased from Lands’ End or CCS Spirit Store

### **General Uniform Regulations**

**All clothing should be clean, neat and in good condition. All emblems and/or logos not related to Christ Community School are prohibited.**

#### **Shirts:**

All shirts must be tucked into bottom garments at all times during the day  
Students may wear solid color “polo style” collared knit shirts (short or long sleeve with no emblems). Shirts that look faded are not permitted.  
During colder months, solid white turtleneck shirts are permitted under polo style collared knit shirts.

#### **Pants:**

Navy or Khaki twill or chino style with or without pleats  
No cargo or carpenter style permitted  
Pants may be with or without cuffs  
Pants may or may not have belt loops; if belt loops are present, please refer to the section on belts  
Elastic waist pants are recommended for students in 3 yr old and Pre-Kindergarten classes

#### **Shorts:**

Navy or Khaki twill or chino style with or without pleats  
No cargo or carpenter style permitted  
Must come within two inches (2”) of the top of the knee  
If belt loops are present, please refer to the section on belts  
Elastic waist shorts are recommended for students in 3 yr old and Pre-K classes

#### **Skirts and Jumpers:**

Girls may wear skirts, skorts and jumpers in navy or khaki

Girls must wear bicycle type shorts or white or navy tights under skirts and jumpers at all times

Skirts, skorts, and jumpers must come within two inches (2") of the top of the knee  
Polo style navy or gray dresses for girls within 2 inches of the top of the knee are appropriate

**Sweaters:**

Students may wear solid red or black color pull-over style, solid weave or cable, v-neck or crew neck sweaters during the colder months over a knit or white turtleneck shirt. Indoor sweaters must be black or red with the CCS logo

**Sweatshirts:**

Students may wear any style CCS sweat shirt as purchased through PTF. These are the only sweatshirts that may be worn on campus.  
Sweatshirts must be worn over regulation shirts.

**Socks:**

Socks must be of ankle height, solid color in white, tan, black or navy  
Girls may wear solid color white or navy tights or knee high socks in the colder months in navy or white.

**Shoes:**

All shoes must be athletic style with rubber soles that are non -marking.  
Shoes must be well fitting, with closed toe and heel.  
NO sandals, clogs, crocs, flip-flops, galoshes or boots may be worn; no light-up shoes.  
Velcro shoes are recommended for Pre-K and Kindergarten students.  
Shoes with laces must be kept tied at all times.  
Ballet flats may be worn by 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grade girls only.

**Belts:**

Boys and girls in grades KG-7 are required to wear a belt if belt loops are present.  
Boys and girls in Pre-K are **not required** to wear a belt.  
Belts should be solid, plain, black, dark brown or navy blue leather type with **no** large belt buckles or ornamental designs.

**Hair and Accessories:**

Boys must keep their hair neat, clean, above the eyes and collar, and no longer than mid-ear on the sides; no extreme hairstyles.  
Girls must keep their hair neat and well groomed; no extreme hairstyles.  
No hair coloring or unnatural colored highlighting is permitted. This includes temporary feathers.  
Girls may wear small stud style earrings.  
Boys are not permitted to wear earrings.  
Jewelry must be kept to a minimum. No temporary or other tattoos.  
Only 6<sup>th</sup> and 7<sup>th</sup> grade girls may wear natural looking make up.

**Spirit Wear:**

Jeans and Spirit shirts may be worn on Fridays or other designated days.

## **STUDENT LIFE**

### **Academic and Fine Arts Competitions**

The school participates in various student academic and fine arts competitions. Prior to most competitions, in-house competitions or tryouts will be conducted at school to determine those who would best represent the school. Students who accept the selection will be expected to follow through and engage in any further preparation in the weeks prior to the competition.

### **Birthday and Outside Parties**

All parties and special occasion parties must have the permission of and be coordinated through the classroom teacher.

Students may bring a special treat for their birthday to share with members of their class. These treats may be shared during the class lunch period or as designated by the classroom teacher. **Pre-K through first grade students are asked to only bring cookies or mini cupcakes as other treats require an inordinate amount of time for cleanup. Any other treats will require administrative approval.** Teachers will select an alternative time to celebrate students having summer birthdays. Activities such as singing telegrams or other disruptive deliveries are not permitted at school. Invitations to personal birthday parties should be mailed unless each member of the class is invited to attend.

We ask that parents please let the school know of any allergies your child might have so that we can communicate any concerns to all classroom parents.

### **Class Parties**

CCS will recognize the following four holidays school-wide: Thanksgiving, Christmas, Valentine's Day, and Easter. A staggered schedule will be coordinated through administration prior to the event. A volunteer parent for each homeroom classroom teacher will coordinate volunteer activities and assist the teacher as needed. The selection of homeroom parent will be coordinated through PTF. These parents will help plan special class events and parties as directed by the teacher. They may also help in the classroom. Parent volunteers need to be careful not to violate any student's right to confidentiality when visiting with other parents.

### **Chapel**

Chapel will be held each Wednesday morning beginning promptly at 8:15 a.m. PreK three and four-year-old chapel will be held in the Early Childhood Building entry from 8:15 a.m. – 8:45 a.m. Kindergarten – 4<sup>th</sup> grades will be held in the gym from 8:15 a.m. - 8:55 a.m. Middle school chapel will be held in Knights' Hall from 8:15 a.m. – 8:55 a.m. Throughout the course of the school year classes will present memory verses, recite books of the Bible, or poems on historical documents per the chapel schedule set at the beginning of each nine week grading period.

### **Chapel Awards**

Each month a child is selected by each homeroom teacher who demonstrates an attribute of Christ. We will use the word KNIGHTS as an acronym for characteristics that will be celebrated. Each month starting in September, a child in each class will be recognized during chapel for that month's character attribute.

### **Field Trips**

Trips to interesting places in the community and surrounding counties are a vital part of the instructional program at CCS. Parents are notified in advance of the field trips their student will take. Parents must sign a permission slip for each field trip in order for students to participate. Students will participate in two field trips per year, one per semester (excluding Pre-K). Parents wishing to attend must pay the field trip fee (dependent on destination) **prior** to the trip. Payment may be due earlier as dictated by the destination guidelines. Any expenses incurred as a result of participating in a field trip or other school function will be the sole responsibility of the parent. **ALL** volunteer drivers **MUST complete an authorization form** (Affidavit for Applicant for Volunteering within a licensed Child Care Operation) **allowing CCS to run a routine background check on them and must be fingerprinted.** All drivers must be at least 21 years of age and hold a valid Texas driver's license and proof of liability insurance in the amount of \$100,000 minimum coverage. If you intend to be a designated driver on field trips, be sure that this form has been completed as soon as possible. Forms are available in the main office.

**Please note: All applicable laws and regulations relating to transportation should be followed while on CCS campus, including all members in the vehicle wearing seatbelts when the vehicle is in motion (TX transportation code 545.412).**

### **Forest Glen**

Forest Glen Camp is a longstanding tradition for our 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students. The field trip to this camp allows students to develop a personal relationship with God, promote teamwork and unity among their peers, as well as provide an opportunity for leadership. Academic learning is enhanced through scientific exploration of nature and scientific experiments. There is a separate fee and specific guidelines for overnight chaperones. Please contact the front office if you plan to chaperone the trip.

### **Library**

Each class in school has a scheduled time for library each week. Pre-K through first grade may check out one book per week, while second grade and above may check out two books. Students not returning books on time will temporarily forfeit their privilege of checking out books and will have to pay a fine or fee for late or lost books. If a book is lost or damaged, the student will be required to replace or pay for the book. Library privileges may be suspended if books are not returned. The library is available for class visits for research or other purposes with prior approval from the librarian. Open library hours are on Tuesdays, Wednesdays, and Thursdays.

### **Lunches and Snacks**

Students will need to bring their lunches from home unless parents choose to participate in our optional lunch program. Hot lunches may be purchased in advance by using the menu order form through Parent Web where lunch rates are also listed. Orders must be made on a monthly basis and **paid on line.** Menus are distributed via email and through

Parent Web, and must be ordered by the deadline stated on the menu. Please pay close attention to deadline dates, as **no exceptions** can be made. **Due to arrangements made with the caterer, no refunds can be given. If a child did not bring a lunch and he / she is provided a lunch by the school, there will be an additional charge of \$5.50.**

Parents should provide a healthy snack for their child each day in pre-kindergarten through 7th grade. Times for snacks will vary depending on each class.

Students will not be allowed to share food with others due to unknown ingredients in many foods and food allergy considerations.

No drinks will be opened during morning or afternoon carline times. have open drinks in the gym except during lunch time. Breakfast items are to be eaten before students arrive to school. Water may be consumed in the classroom as directed by the teacher.

A vending machine is available for student use for all grades. However, lunch usage is available for students in 3<sup>rd</sup> grade or above. Other students may use the vending machine with parent supervision.

Microwaves are provided in the lunchroom and may be used by students in third grade or above. Students in lower grades will need to bring food that does not need to be heated.

Lunch is served from 11:00 a.m. to 12:25 p.m. Rates and caterer are subject to change.

### **Programs and Performances**

The school generally presents two major musical programs during the year produced by the school's Fine Art's Department. Students in Pre-K – 7<sup>th</sup> grade are featured in at least one of the programs. These performances are very special for all involved in the school and usually take place in the evening after school hours. While most practices are held during the school day, it may be necessary to have some rehearsals after school. With advance notice of times, the school may solicit the cooperation of parents and students to ensure the success of these programs.

## **HARASSMENT AND ABUSE POLICIES**

### **Sexual Harassment**

All staff and students are strictly prohibited from engaging in any form of sexual harassment. Sexual harassment is defined as requests for sexual favors, sexual advances, and other visual, verbal or physical conduct of an inappropriate sexual nature. Undesirable sexual behavior of this type can consist of a wide range of conduct.

Violations include:

1. Physical contact such as touching, assaulting, impeding or blocking movements.
2. Unwanted sexual advances or propositions.
3. Verbal or written conduct such as making or using derogatory comments, epithets, slurs or jokes.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures.
5. Verbal or written abuse of a sexual nature, graphic comments about an individual's

body, sexually demeaning words used to describe an individual, obscene letters, notes or invitations.

Any form of sexual harassment is prohibited. Any person who has been subjected to or who observes conduct of a harassing nature is expected to promptly report the matter to an administrator. Complaints will be promptly investigated. The investigation will be discreet and protection of the privacy of parties involved in any complaint will be essential. However, the school reserves the right to fully investigate every complaint, to notify a student's parent or guardian and appropriate government officials as circumstances warrant. It is against school policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in an investigation. An exception may be considered if malevolent and slanderous, false testimony can be ascertained.

### **DFPS Child Abuse Hotline:**

The Texas Department of Family and Protective Services (DFPS) has a central place to report:

- Child abuse and neglect.
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home.
- Abuse of children in child-care facilities or treatment centers
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities. These are run by the Texas Department of State Health Services (DSHS) or Texas Department of Aging and Disability Services (DADS).

Texas law says anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help.

### **To report abuse:**

- **By Phone: 1-800-252-5400**
- **Online: <https://www.txabusehotline.org/Login/Default.aspx>**

Call the Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

*DFPS cannot accept email reports of suspected abuse or neglect.*

### **Emergencies**

Call your local law enforcement agency or 911 immediately if you have an emergency or life-threatening situation.

## ACADEMICS

### Achievement Testing

All students in kindergarten and above will take the TerraNova Test in the last quarter of the school year. The test is used to demonstrate knowledge of concepts taught. Testing is generally conducted during the morning hours for three to five days of the testing week. Test results are typically sent to the school before the end of the school year. Students in grades three and five will take the InView test which determines ability levels. The scores derived from standardized testing are used to drive curriculum and instruction. This test assists the administration and teachers in creating a stronger academic program for the student body.

### Student Planners

The school provides assignment books/planners for students in second grade and above. Students are required to record all daily and long-term assignments in the planner. Teachers will develop a class procedure for assisting students in recording assignments and give students adequate time to accomplish this task. Students who lose their planner will need to purchase another from the office for \$10.00. Students in first grade will write down their assignments in their daily homework folder.

Pre-K – 1<sup>st</sup> Grade: Teachers create and distribute monthly calendars and place in front of blue correspondence folder. Teachers shall note daily behavior. These daily folders are to contain student's work and conduct reports.

2<sup>nd</sup> - 4<sup>th</sup> Grade: Teachers will send home the planners each day with information about conduct and homework. The blue correspondence folder will serve as the homework folder as well as a communication source with parent and will be sent home daily

Middle School: Planners that go home daily contain homework assignments. 10 pocket correspondence / homework folders accompany the planner home every day. Conduct concerns will be communicated with parents through the 10 pocket correspondence / homework folder. .

### Bible Class

It is a privilege that CCS can incorporate biblical truths into our curriculum. Pre-K – 4<sup>th</sup> grade students will begin classroom instruction with Bible lessons. Middle school students will have the Bible class per rotating schedule. Bible lessons are taught daily and students will attend chapel on Wednesday. We use the non-denominational Purposeful Design Bible curriculum and teach from the New International Version of the Bible. Chapel is held each Wednesday. We encourage families to attend. Chapel is a time for praise, worship and a Bible lesson. We may also recognize students for special achievements during this time.

### Student Textbooks & Workbooks

A student is loaned textbooks for his/her use during the school year. These books belong to the school and must be respected as borrowed property. **Students will be instructed NOT to write in any non-consumable textbooks which includes the inside cover.** There is no reason for students to write their name in the textbook. Textbooks are numbered in accordance with class lists. Textbooks must remain in the classrooms unless

needed to complete a homework assignment. Students will note the condition of the book when it is loaned and when it is returned. The student will be charged for lost books or for excessive wear or damage due to negligence.

### **Conferences**

We desire every child to experience levels of success. Student success depends on the teamwork between the student, parents and teacher. Frequent communication between parents and teachers is encouraged. Email is an effective and efficient means by which to communicate, however there may be times when a face to face meeting would be best. Parents may request a conference at any time. Teachers welcome such opportunities and will meet with the parents during their conference period or after school. The school provides one day after the first reporting period for parent/teacher conferences and another opportunity at the end of the year. If you need to contact a teacher, please call the office or use the email list provided in the front of this manual. Please know that teachers will not be taken out of class to answer a phone call. Parents are asked to refrain from calling teachers at home.

### **Academic Expectations**

Students are expected to complete all assignments to the very best of their ability. All classwork and homework are to be completed according to the specific guidelines of the teacher and turned in on time. Points will be taken off the earned grade for not meeting these expectations.

## **GRADE REPORTING**

### **Grading Scale for Pre-K and Kindergarten and Participatory Enrichment Classes**

**E** – Excellent grasp of concept  
**G** – Good grasp of content  
**S** – Progressing Satisfactorily  
**N** – Needs Improvement  
**U** – Unsatisfactory progress  
**N/A** – Does not apply at this time

**Students in Grades 1–7 who are taking Spanish will receive a numerical grade.**

### **Grading Scale for Grades 1-7 Academic Classes:**

<b>A</b> – 90 - 100	<b>Excellent:</b> Responsibilities carried out in an exceptional way, prepared in a logical, clear manner; given only for highest achievement and quality.
<b>B</b> – 80 - 89	<b>Above Average:</b> Preparations and presentations consistently and distinctly superior; shows initiative and thoroughness; given for performance of high quality and well above average work.
<b>C</b> – 75 - 79	<b>Satisfactory:</b> The basic essentials and requirements in quality and quantity have been met; student has met an acceptable standard indicative of the average student.

<b>D</b> – 70 - 74	<b>Just Passing:</b> Class performance falls below the accepted standard, yet it is deserving of credit for the course.
<b>F</b> – 69 and below	<b>Unsatisfactory:</b> Class performance is unacceptable.
<b>I</b>	<b>Incomplete:</b> Given when work is not completed because of an excused absence, usually illness, or if the teacher has extended the time for incomplete work. The teacher is responsible to give a permanent grade after a reasonable and agreed upon make-up period.
<b>M</b>	<b>Modified:</b> Denotes a change from the regular content or assignments; modifications will only be used when a specific need is identified; teachers will be responsible for making the appropriate modifications; parents will be informed if there is modification of subject content that the student is to complete.
<b>X</b>	<b>Ungraded/Not Offered at this Time:</b> The content was not graded or offered during this grading period.

### **Conduct Marks for all Grades:**

**E** – Excellent

**G** – Good

**S** – Satisfactory

**N** – Needs Improvement

**U** – Unacceptable      Conduct must improve or student may forfeit his/her privilege of enrollment.

### **Progress Reports & Report Cards**

Progress reports are distributed at the half-way point of each nine weeks. Report cards are posted at the end of every nine-week grading period. Parents can expect to review report cards on the first Friday after the end of the grading period as noted on the school calendar.

### **STUDENT RECOGNITION**

Student achievement and character qualities will be recognized frequently throughout the school year. Character awards will be given out every nine weeks during awards ceremonies for the various grade levels.

#### **Students are expected to demonstrate...**

**Kindness:** Respect and consideration for others.

**Neatness:** Habitually clean, orderly, organized, and prepared.

**Intrinsic motivation:** Delighted willingness to meet expectations.

**Gentleness:** Showing kindness and patience with others.

**Helpfulness:** Offering oneself in time of need.

**Truthfulness:** Telling or expressing the truth.

**Self-control:** Control of emotions, desires, actions and one's own will.

A monthly award is given to the individual student who best displays that particular characteristic.

**A Honor Roll (Grades 1–7):**

A student must have all A's (90% or above) in all core subject areas during the nine week grading period.

**A/B Honor Roll (Grades 1–7):**

A student must have all A's and B's (80% or above) in all core subject areas during the nine week grading period with no C's or below.

Core subjects are reading, language, math science, social studies, and Bible.

Grades in spelling, handwriting, and enrichment classes are not included in determining honor roll.

Note: End-of-year honor roll levels will be determined by full year grade averages for each subject. A student may have a “B” in a nine weeks but the yearly average may be an “A”.

**Citizenship Award (All Grades):**

A student must have all E's or G's in conduct to qualify.

**Perfect Attendance (All Grades):**

A student must be present at school every day to receive this award.

**Principal Award (All Grades):**

Each teacher will select one student who they believe displays exceptional academic performance or outstanding behavior. The teacher might base this award on overall performance, overall improvement, or for a student who overcomes a specific difficulty.

**HOMEWORK**

Homework assignments will be clearly explained and displayed each day. Students will write down the assignment in their school planner. Homework provides the opportunity to extend knowledge, skills, and practice at home. Homework assignments can be used to supplement or extend class experiences; can be used as a drill for specific skills introduced in class; will help develop independent work habits; and should provide an opportunity for parent to be involved with their child. Homework is expected to be done at home with minimal instructional time used in the classroom to do homework. All assignments are expected to be submitted on time. Points may be taken off for each day an assignment is late.

**Homework Time Guidelines**

Kindergarten	15-30 minutes
Grades 1-2	20-40 minutes
Grades 3-4	30-45 minutes

Grades 5-7

45-60 minutes

Please understand that this allotment of time includes time for reading as follows:

Kindergarten	10 minutes
Grades 1–2	15 minutes
Grades 3–4	20 minutes
Grades 5–7	25 minutes

## **TUTORING**

Tutoring is provided at least twice a week for students in need of assistance. Teachers will notify parents of students in need of additional instruction and a tutoring schedule will be created. Tutoring will be held from 3:30 p.m. to 4:00 p.m. on the days assigned, unless otherwise arranged by the student's teacher.

## **PROMOTION GUIDELINES**

Pre-K students must demonstrate academic readiness, maturity and ability to go on to the next grade level. Kindergarten students will be retained if they earn a "U" in one of the core subjects of reading, language, or mathematics. Students in 1<sup>st</sup>-7<sup>th</sup> grade will be retained if they fail one of the core subjects of reading, language, or mathematics. A grade of 70 or better is required for passing in grades 1–7.

## **MAKEUP WORK**

If students know they will be absent from school, parents may request assignments from teachers prior to the absence. Teachers are responsible for providing assignments to the student. Students will complete and turn in all work within the stated time limit, which is the number of days absent. All assignments must be made up prior to the end of the nine week grading period.

In case of an illness, a teacher will permit the student to make up work without penalty upon return to school. The number of days missed from school equals the number of days students have to make up the assignments.

**Students are allowed 9 absences per semester. Students who miss more than 9 days per semester will be required to make up the lost instructional time.**

## **MISCELLANEOUS PROCEDURES**

### **Admissions Policies for Three-Year-Olds**

Three year old students must meet the following requirements by the first day of school:

- Be toilet trained
- Be able to feed themselves

### **Change of Information**

Please keep the office informed of any changes in student information, such as business

and home phone numbers, addresses, emergency information or medical information. **If parents are going out of town, please notify the office and the child's teacher providing the names of who will be responsible for the child.**

### **Insurance**

The school carries insurance covering any accident at school, as well as at any school-sponsored activity. The school insurance is considered a **secondary** policy and is only used if the family does not have insurance.

### **School Closings**

The school will follow Conroe ISD when it comes to school closings for inclement weather. CCS uses Parent Alert which is a mass notification system comprised of SMS text messaging to cell phones, voice calls to any phone, and email. It is designed to send messages to all emergency contacts at one time. It supplements existing means of communication, including email, phone trees, community service announcements or individual calls. Especially in cases of emergencies, Parent Alert provides instantaneous communication to the school community.

### **Animals on Campus**

For the safety of our children, no animals are allowed on campus before, during, or after school. Special permission may be granted by an administrator for Show and Tell purposes.

### **Emergency Policies and Procedures**

Student safety is Christ Community School's primary concern. To ensure student and staff readiness, fire, severe weather, and security drills are conducted on a regular basis per state and county guidelines. Parents/volunteers visiting the campus are to adhere to the school's emergency policies and procedures.

### **Policy Change Notice**

Parents will be notified in writing of any school policy changes. Written notice will either be in the form of an e-mail or notice sent home with the students.

### **Procedure to view Minimum Standard Rules and Inspection for Child Care**

#### **Licensing**

Parents can review the minimum standard rules for CCS's most recent licensing inspection report by logging on to RenWeb or at the following links:

[https://www.dfps.state.tx.us/documents/Child\\_Care/\\_Standards\\_and\\_Regulations/746\\_Centers.pdf](https://www.dfps.state.tx.us/documents/Child_Care/_Standards_and_Regulations/746_Centers.pdf)

[http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_CareCCLNET/Source/Provider/ppComplianceHistory.aspx?fid=148010&tab=2](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_CareCCLNET/Source/Provider/ppComplianceHistory.aspx?fid=148010&tab=2)

### **GANG-FREE ZONE:**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> legislative session, chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute

requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does this mean for my day care center?***

A child care center must inform parents or guardians of children attending the center about the gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

***When do I have to comply with the requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

# Pledges

## **PLEDGE TO THE AMERICAN FLAG**

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.

## **PLEDGE TO THE TEXAS FLAG**

Honor the Texas flag;  
I pledge allegiance to thee Texas,  
One state under God, one and indivisible.

## **PLEDGE TO THE CHRISTIAN FLAG**

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 for all who believe.

## **PLEDGE TO THE BIBLE**

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



**Your signature below acknowledges that you have read the CCS Student and Parent Handbook. The handbook will be available all year on our website for further reference as needed. You agree to adhere to the rules and policies outlined in this document.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**If you have multiple children in our school, please write all of their names in the space provided below.**