



CHRIST COMMUNITY
S C H O O L

Student / Parent Handbook

Revised August, 2017

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Dear Christ Community School Families,

On behalf of the Board, administration, faculty, and staff, I want to welcome you to Christ Community School for this school year. We look forward to partnering with you in order to provide a superior Christian education. 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. It is in this spirit of partnership with you that we present the latest edition of the Parent/Student Handbook.

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 you 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.** Please contact the school principal or assistant principal should you need more information.

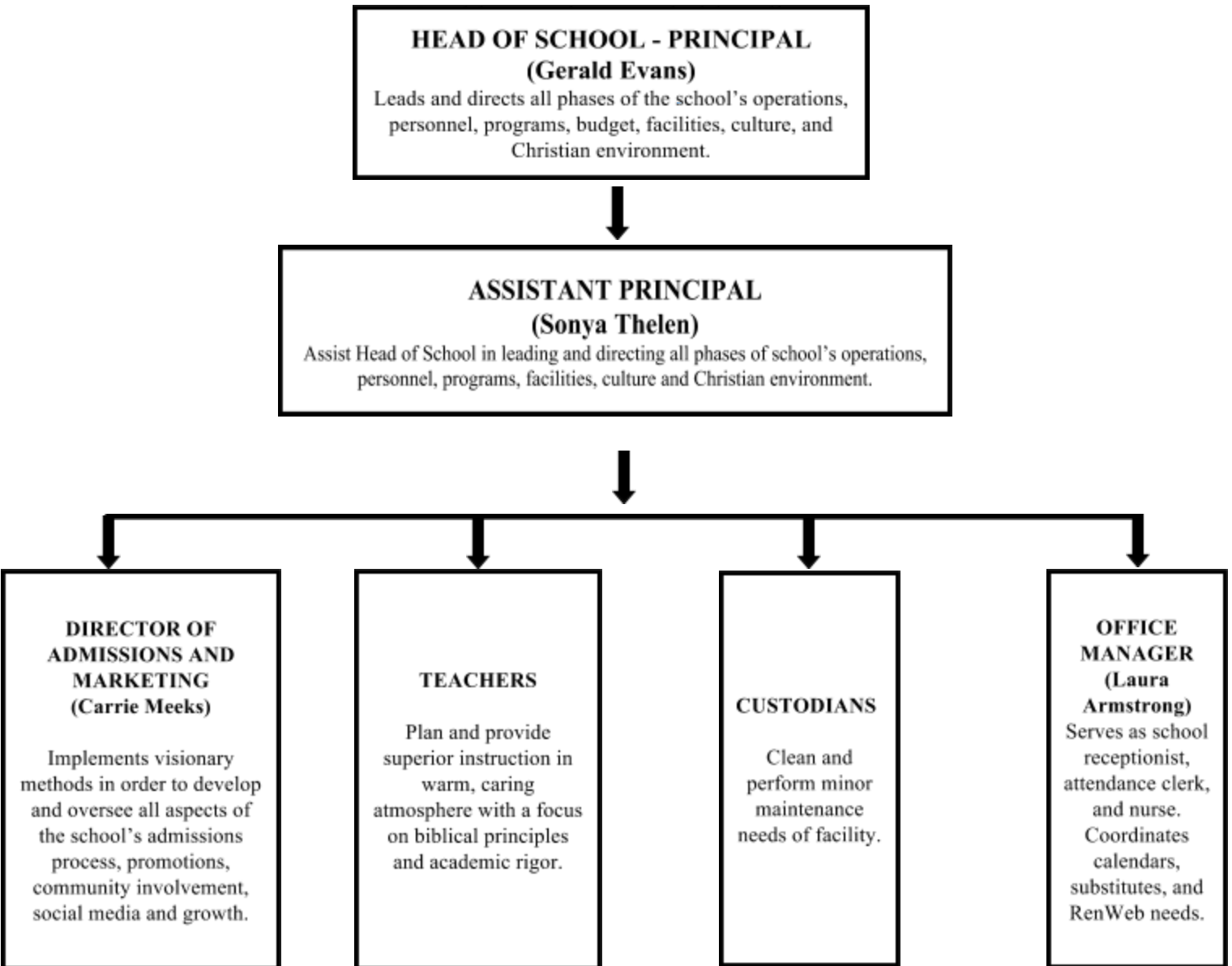
We are grateful for your commitment to Christian education. We will honor your commitment with our own commitment to honor the Lord Jesus Christ as we provide a superior education in a warm, caring atmosphere that will equip students to serve and lead in Christ.

Sincerely,

Gerald Evans
Head of School – School Principal

CHRIST COMMUNITY SCHOOL ORGANIZATIONAL CHART

The Board of Trustees determines the overall direction of the school.



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 the Texas Alliance of Accredited Private Schools (TAAPS).

NON-DISCRIMINATION POLICY

Christ Community School admits students of any race, color, sex, 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, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, or other school-administered programs.

ADMISSIONS

Christ Community School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with CCS administration and abide by its policies. Admissions procedures are available on the CCS website.

ATTENDANCE

School Day

The school day begins at 8:00 a.m. and ends at 3:00 p.m. The school calendar is available on the CCS website.

Tardies

Students arriving after 8:00 a.m. will be considered tardy and should check in at the front desk before going to class. Students who accumulate 5 or more tardies throughout the school year are not eligible for the Perfect Attendance award.

After eight tardies in a one semester, parents may receive communication from the school administration to alert the parent to the accumulated number of tardies, and school administration may request to meet with the family in person to discuss options and possible consequences to correct the issue. The school realizes that there are occasionally special circumstances that cause a large portion of the student body to be late (such as a wreck or stoplight malfunction). School administrators will use their discretion in such cases to excuse these tardies so they will not be counted against the student's record.

Absences

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 may require a parent meeting with the principal. More than nine absences per semester may put the student's promotion in jeopardy. A student who has accumulated more than nine absences per semester due to prolonged or chronic illness, or other similar long-term reason, may appeal to the administration in writing for an exception to the Absence Policy for that semester. However, re-enrollment for the following semester may be suspended until determination can be made as to the student's ability to fulfill the attendance requirements of the CCS academic program.

Students are considered absent if they arrive at school after 10am.

If your child 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. The number of days missed from school equals the number of days a student has to make up the assignments.

In situations where families have discretionary absences, parents will need to get permission in advance from the principal. Once approved, parents may request assignments from teachers prior to the absence.

We realize that parents might need to schedule doctor appointments, dentist appointments, etc. Please try to schedule these appointments after school when possible.

Perfect Attendance (All Grades):

A student must be present at school every day to receive this award. Student who accumulate more than five tardies throughout the school year are not eligible to earn the Perfect Attendance Award.

ACADEMIC 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 are selected and accept the selection will be expected to follow through and engage in any further preparation in the weeks prior to the competition.

Bible Instruction

It is a privilege that CCS can incorporate biblical truths into our curriculum. Bible classes are taught daily and students will attend chapel on Wednesdays. Christ Community

School references the New International Version of the Bible.

Student Textbooks & Workbooks

A student is loaned textbooks for his/her use during the school year. These books belong to the school and should be respected as borrowed property. The student will be charged for lost books or for excessive wear or damage due to negligence.

Testing

All students in kindergarten and above will participate in standardized testing during the school year. The assessment is used to determine students' academic progress.

Conferences

Frequent communication between parents and teachers is encouraged. Parent/Teacher conferences are offered each fall. Additional conferences may be desired, and can be scheduled directly between the parent and the teacher as needed.

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:

A – 90 - 100	Excellent
B – 80 - 89	Exceeds Minimum Standards
C – 75 - 79	Meets Minimum Standards
*D – 70 - 74	Failure to Meet Some Minimum Standards
*F – 69 and below	Failure to Meet Minimum Standards
I	Incomplete.
X	Ungraded/Not Offered at this Time

Conduct Marks for all Grades:

- E** – Excellent
- G** – Good
- S** – Satisfactory
- *N** – Needs Improvement
- *U** – Unacceptable

*Students may be placed on probation

Progress Reports & Report Cards

Progress reports are distributed at the midpoint 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

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 language arts, math science, social studies, and Bible.

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”.

Homework

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 provides a natural opportunity for parents to be involved with their child. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

Tutoring

Teachers will make a reasonable effort to assist students if they fall behind or encounter academic difficulties. Parents may contact the appropriate teacher to inform him/her of the difficulty so teachers can arrange a time before, during, or after school to give occasional help. The school (or teacher) does not charge for this extra help, and it should not be confused with outside tutoring.

Promotion Guidelines

The following guidelines are used to determine student grade level promotion:

- Pre-K: A student must demonstrate academic readiness, meet behavior expectations, and obtain a positive teacher recommendation to be promoted.
- Kindergarten-2nd Grade: A student must achieve appropriate reading benchmarks and math expectations, meet behavior expectations, and obtain a positive teacher recommendation to be promoted.
- Grades 3-7: Students who do not pass one or more core subjects may not be promoted.

Late Work

Christ Community School strives to teach and give opportunities for students to be responsible. CCS expects students to complete and submit assignments on time. Assignments that are not submitted on time may be penalized. Teachers will communicate grade level expectations for their classes.

STUDENT LIFE

Arrival

Drop off time is between 7:30 a.m. and 8:00 a.m. for all students. 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 will not be a staff member on duty after 8:00 a.m. at the drop off. Parents should park in the parking lot and assist students into the building. **Please do not leave a vehicle unattended in the driveway at any time.** Students arriving after 8:00 am will need to check in at the front desk to receive a tardy slip, and wait in the front lobby area until morning announcements and pledges are completed. Staff will assist younger students to class. We ask that parents not walk students to class after 8am, as that may interrupt instruction.

Departure

The school will provide a carline sign which indicates your child's name and grade level. This sign should 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. As you enter the car line driveway, please form two lines. You are expected to merge into one lane alternating vehicles as you approach the orange cones. 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. Faculty will help each child enter the vehicle along with his/her belongings, and assist in 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.

Please note: All applicable laws and regulations relating to transportation should be followed while on the CCS campus, see Texas 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.

Parents coming into the building to pick up children should wait in the lobby area and refrain from going through the gym doors. Please 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.

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.

Knight Care

Knight Care is our afterschool childcare program and is provided for students three years old through seventh grade. The program runs from 3:15-6:00 pm. 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. Any student remaining on campus at 3:15 will be admitted into Knight Care and charged the associated fees.

Student Dress Code

Philosophy As Christians, we must carefully navigate living in the secular world, continually filtering the messages we receive from it, while submitting ourselves daily to God's will and purpose for our lives. We are commanded to be in the world, but not of it.

“Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is— his good, pleasing, and perfect will.” Romans 12:1-2 (NIV)

“Since, then, you have been raised with Christ, set your hearts on things above, where Christ is, seated at the right hand of God. Set your minds on things above, not earthly things.” Colossians 3:1-2 (NIV)

As such, our uniform policy calls students to dress in a modest and appropriate manner befitting an ambassador of Christ, and when faced with a choice, to think first of honoring God and fellow believers with whom we learn, grow, and play at Christ Community School. Our actions and attire should point to the Lord that we serve, and not draw unnecessary attention to oneself. May the community of Christ Community School glorify God in its character and culture.

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of others.” Philippians 2:3-4 (NIV)

Our desire is that all students stay focused on the Lord, their schoolwork, and their own conduct. It is expected that students dress well within the guidelines set forth, and that parents partner with their children to ensure each child is dressed properly before arriving on the school campus in the morning.

May the following scripture 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)

“[Your beauty] 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 3:4

“But you are a royal priesthood, a holy nation, God's special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.”
1 Peter 2:9

Hair:

Boys should keep hair neat, clean, above the eyes, ears and collar, and no extreme hairstyles. Young men's hair may not be dyed, either completely or in part.

Girls should keep their hair neat and well groomed; no extreme hairstyles. Young ladies' hair may not be dyed outside of natural hair colors.

Clothing, Shoes, and Accessories:

Families can access and download the complete CCS dress code guidelines from the CCS website.

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 disciplinary action.

Continued violation of the dress code is cause for dismissal.

The administrator is the final authority in any questionable situation.

Birthdays and Special Occasions

Students may bring a special treat for their birthday to share with members of their class. Parents should contact their child's teacher to arrange a date, time, and approval for type of treat. Teachers may select an alternative time to celebrate students having summer birthdays. Activities such as singing telegrams, balloons, 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.

Class Parties

CCS will recognize the following four holidays school-wide: Thanksgiving, Christmas, Valentine's Day, and Easter.

Chapel

Chapel will be held each Wednesday at 8:15 am, unless otherwise noted.

Field Trips

Trips to 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. Parents wishing to attend will need to pay the field trip fee (dependent on destination) **prior** to the trip. Any expenses incurred as a result of participating in a field trip or other school function will be the sole responsibility of the parent. Volunteer drivers will need to 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, including all members in the vehicle wearing seatbelts when the vehicle is in motion (TX transportation code 545.412).

Library

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. Classes may have a weekly time to attend library. 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.

Lunches and Snacks

Students may bring their lunches from home or purchase a hot lunch in advance through a designated website. More information, including the menu, is available on the CCS website.

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

Parents may provide a healthy snack for their child each day in pre-kindergarten through 7th grade. Times for snacks will vary depending on each class. Water may be consumed in the classroom as directed by the teacher.

Closed Campus

Christ Community School has a "closed" campus. This means that students may not leave the campus without their parent or legal guardian until the regular dismissal time.

COMPUTER/INTERNET USE

Computer and internet access is available to the students and faculty of CCS. We are 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. CCS has taken precautionary measures to restrict access to controversial materials. These precautions include the installation of computer hardware and software designed, as much as possible, to filter inappropriate content and to protect user data and equipment from malicious viruses, spyware and hackers.

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

Personal Electronic Devices

Third through seventh grade students may be allowed to use their own personal devices while on campus. Parents will need to complete the Personal Electronic Device form and return the form to your child's teacher prior to sending the device to school.

School administration will assign disciplinary consequences to a student who fails to abide by the policies.

CONDUCT AND DISCIPLINE

Students are expected to demonstrate...

- Kindness:** Respect and consideration for others.
- Neatness:** Habitually clean, orderly, organized, and prepared.
- Integrity:** Sincerity of heart and intention, uprightness.
- 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.

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).

Discipline will be administered when a student's actions interfere with the right of the teachers to teach and the students to learn.

“Public Displays of Affection” Policy or PDA Policy

Overt sexual or sensual acts and personal displays of affection are not tolerated.

Discipline Steps

Classroom Level: These are primarily addressed by the classroom teacher. Examples include, but are not limited to, excessive talking, running, failure to bring required materials, disrespect to school personnel or others, dress code violations, disruptions in class. Consequences may be:

- **Student Conference**
- **Parent Contact**
- **Loss of Privilege**
- **Lowering of Conduct Grade**
- **Parent Conference**

Administrative Level: 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 or assistant principal. Serious infractions include, but are not limited to: unacceptable use of school owned technology or personal devices, profanity (including inappropriate language or hand gestures), biting, fighting, physical assault to another student or to a teacher, lewd acts, leaving class without permission, cheating, activities that threaten the safety of students or staff, a pattern of disrespect or disobedience, or illegal activity on or off campus. Consequences may be:

- **Removal from class.**
- **Detention** –before, during or after school.
- **Parent Conference**
- **Behavior Plan**
- **Suspension from School**
- **Probation** - Probation is invoked when a student has serious or persistent academic and/or behavioral problems. Probation will last no longer than nine weeks. If there is no satisfactory improvement, the student will be expelled.
- **Expulsion** - This decision will be made by campus administration.
- **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.

BULLYING

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.

FINANCIAL COMMITMENTS

At CCS, we strive to obey God’s commands for fiscal responsibility. We offer rigorous curriculum, meaningful programs, 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.

Each family is expected to contribute time, financial support and resources as they are able. All fundraising efforts will be coordinated by the fundraising committee with the approval from the Board of Directors.

Christ Community School is committed to providing great value at a competitive rate, while ensuring financial health of the school. Tuition, in itself, does not cover all the necessary expenses to educate a student. To bridge the gap between tuition received and actual total costs, we depend upon the generosity of families, our CCS Annual Fund, afterschool activities, Knight Care, fundraising, and summer care.

Tuition

Tuition rates are established annually by the Board of Directors and apply throughout the entire academic calendar. CCS offers two convenient options for paying tuition.

- One annual payment by May 1st of the preceding academic calendar or due upon final registration if applying after May 1st.
- Twelve monthly payments through FACTS with the first monthly payment due May 1st of the preceding academic year (or upon acceptance of your student). Should final registration occur after May 1st of the preceding academic year, tuition will be divided equally among the remaining months.
- *Tuition payments, in full or monthly, **are non-refundable.***

Knight Care

Any student still on campus after 3:30 p.m. will be admitted to Knight Care and be assessed according the current rates. 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. Frequent late pickup (after the 6:00 p.m. deadline) or non-payment of fees from the previous month's Knight Care, will lead to your child being excluded from participation in Knight Care. This decision will be made by the administration.

Knight Care will include structured times (such as homework/study time) as well as supervised recreation time. Parents or authorized persons need to park, enter the building, and sign students out when picking up from Knight Care

Delinquent Payments

All families will maintain a credit card on file. CCS may bill delinquent charges to the credit card on file. Prompt payment of tuition and fees is essential to the operation of our school's financial obligations. Tuition, fees, and Knight Care payments are considered delinquent after 30 days late. After 60 days late, the student(s) may be dis-enrolled and/or not be allowed to re-enroll. Students will not be allowed to attend our Knight Care program if their account is 60 days delinquent or more.

Report cards, transcripts, diplomas, etc. will be withheld for any student for whom tuition and/or other school charges are delinquent, until such charges are paid in full. A family

who has a financial emergency and is temporarily unable to pay should contact the business office immediately.

Clergy, Military, Law Enforcement, Firefighter Discount Policy

CCS is pleased to offer a clergy, law enforcement, military, and firefighter discount to the legal guardian of a CCS student. The legal guardian should be an active member of the clergy, military, a law enforcement agency, or fire department. Proof of Clergy, Military/Law Enforcement/Firefighter orders/certification, full-time employment with the agency, an official position description, and/or paystub from your agency may 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. Failure to provide appropriate documentation may result in a loss of eligibility in the discount program for the existing and/or proceeding school year. Discount eligibility is contingent upon the following parameters and final approval of CCS Board of Directors:

Clergy: A legal guardian who is currently employed full-time in a pastoral position at a Bible-believing, Christian congregation.

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 one's daily job description.

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.

PARENT AND FAMILY EXPECTATIONS

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:

- Parents and visitors are required to sign-in at the front office (main entrance) when entering the building. A valid driver's license must be presented in order to receive a visitor's badge identifying them as a visitor.
- Parents and visitors should not enter classrooms, (modular or main building), during

instruction periods without teacher approval.

- Parents should generally refrain from walking their student to class (modular or main building). Office personnel will be available to assist in these matters.

Parents at School Events

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. Attire that is lewd or advertises (stated/implied) alcohol, tobacco or other harmful substances is not permitted on campus or at any school sponsored event.
- 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 and other 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.

Volunteers and Service Hour Expectations

There are multiple ways to volunteer at CCS. 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 agrees to a minimum of 30 annual work service hours upon enrollment to CCS (15 hours per single parent and part time, Monday, Wednesday, Friday families). Each family is responsible for keeping track of their service hours.

Service hours should be logged in using the ParentsWeb. A work service record should be completed each time a service is performed. Any service hours not completed by May 15th will result in a fee of \$20/hour. Some possible voluntary opportunities are:

- 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 school administration or a PTF officer to learn about other service opportunities. All persons who volunteer during school hours are asked to sign in at the front office.

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. Please be mindful of reserved parking spaces.

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

If your child becomes ill or injured at school, you will be notified and may be asked to pick your child up from school.

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 requested. 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 with fever (temperature of 100°F or higher) should remain home until free of fever for 24 hours. A student may return to school when a physician provides written notification that he/she is no longer contagious, symptoms disappear, and/or the child has been **free of fever for 24 hours**.

Immunizations

By law, all students attending school in Texas are required to have been immunized against several diseases. Please share a copy of your child's immunization record with the school. Initial attendance and/or continued enrollment may be denied without this record on file.

Medications

All medications (over-the-counter or prescription) will 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. The medication should be labeled with the student's first and last name. Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

A student who needs to carry an inhaler, should provide a note from a physician stating that the student needs immediate access to his/her inhaler.

Medications must be picked up by the parent/legal guardian before the last day of the school year.

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 should provide a parent or doctor note to be excused from participation in regular P.E. classes, as well as outdoor recess activities. If a student does not have the required note, he/she will be expected to attend and participate in all activities.

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 6th 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 a communicable disease (including but not limited to the list below) must have written consent from either a physician or the Health Department indicating the child is released to return to school.

Hepatitis A
Measles
Mumps
Whooping Cough
Pneumonia
Pink Eye
Mononucleosis

Strep Throat
Bacterial/Viral Meningitis
Scarlet Fever
Ringworm
Pinworms
Scabies
Impetigo

When to Stay Home:

The following information is intended to help with the decision on when to keep your child home:

- 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 student has a fever of 100 degrees or more; in which case the student should remain home for 24 hours after temperature returns to normal.
- Vomiting or Diarrhea over the past 24 hours; in which case the student should stay home until 24 hours after the last episode.
- Any rash that may be disease related or the cause is unknown.
- Abdominal pain (persistent): pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms.
- Pediculosis (Head Lice): 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.

GENERAL SCHOOL PROCEDURES

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.

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 children.

Withdrawal Procedure

Parents should contact the Director of Admissions in person or by phone to initiate the process for a student's withdrawal.

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

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. Parents will be notified as soon a decision has been made to close school.

Animals on Campus

For the safety of our children, animals are not 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

http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_CareCCLNET/Source/Provider/ppComplianceHistory.aspx?fid=148010&tab=2

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.

GANG-FREE ZONE:

As a result of House Bill 2086 that passed during the 81st 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 daycare 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,
and A light unto my path; I will hide its Word in my heart
that I might not sin against God.



Your signature below acknowledges that you have read the 2017-2018 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: Parent/Legal Guardian

Date

Printed Name: Parent/Legal Guardian

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade