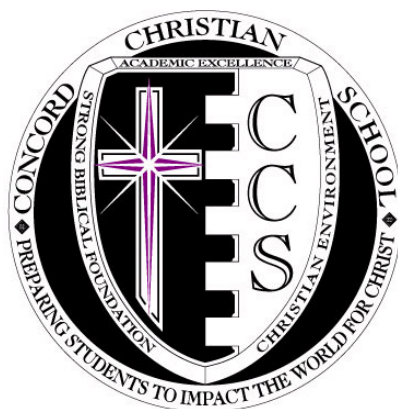


Parent/Student Handbook 2010–2011



Concord Christian School

3212 Emerald Lane, Suite 100
Jefferson City, MO 65109

(573) 634-3983
www.ccsjc.org

Table of Contents

Introduction Section

<i>Letter from School Administrator</i>	pg. 4
<i>School Leadership Roster</i>	pg. 4-5
Concord Christian School Board	pg. 4
Administrative Team	pg. 4
Faculty	pg. 5
Support Staff	pg. 5

Identification Section

<i>Statement of Purpose</i>	pg. 5
<i>Mission Statement</i>	pg. 5
<i>Philosophy of Education</i>	pg. 5
<i>Statement of Faith</i>	pg. 5
<i>School History</i>	pg. 7
<i>School Sponsorship and Affiliation</i>	pg. 7
<i>Parent/Student Handbook and Revision</i>	pg. 7
<i>Admission Philosophy and Guidelines</i>	pg. 7-10

Procedures Section

<i>Admissions</i>	pg. 10-13
Registration	pg. 10-11
Tuition and Fees	pg. 11
Financial Aid	pg. 12
Referral Program	pg. 13
<i>Academics</i>	pg. 13-15
Curriculum	pg. 13
Academic Probation and Dismissal.....	pg. 13
Student Retention	pg. 14
Activity Eligibility.....	pg. 14
Conferences.....	pg. 14
Grading Scale	pg. 14
Report Cards and Progress Reports	pg. 15
Homework	pg. 15
<i>Attendance</i>	pg. 15-16
Excused Absences.....	pg. 15
Unexcused Absences	pg. 16
Excessive Absences	pg. 16
Prearranged Absences	pg. 16
Makeup Work	pg. 16
Tardiness	pg. 16
<i>Student Activities</i>	pg. 17
Opportunities for Student Involvement.....	pg. 17
Service	pg. 17

Leadership.....	pg. 17
Music.....	pg. 17
Drama.....	pg. 17
Athletics.....	pg. 17
Eligibility and Tryouts	pg. 17
Eligibility	pg. 17
Tryouts	pg. 17
<i>Lifestyle Expectations</i>	pg. 18-24
Student Conduct	pg. 18
Student Discipline Policy.....	pg. 18-20
Probation Policy	pg. 20
Student Dress and Grooming.....	pg. 20
<i>Opportunities for Parent Involvement</i>	pg. 24-27
Fund-Raising.....	pg. 24
Parent/Teacher Fellowship (PTF)	pg. 24
Gifts Program (Volunteering)	pg. 24-27
<i>Health and Safety Issues</i>	pg. 27-29
Distribution and Consumption of Medication.....	pg. 27-28
Administering of Medication.....	pg. 28
Student Illness.....	pg. 28
Responsibilities of CCS Staff.....	pg. 29
Immunizations/Medical Examination	pg. 29
Outside Play.....	pg. 29
Emergency Drills.....	pg. 29
Fire.....	pg. 29
Tornado.....	pg. 29
Lockdown.....	pg. 29

General and Miscellaneous Information

<i>Awards/Recognition</i>	pg. 29-30
<i>School Hours</i>	pg. 30
<i>Extended Care</i>	pg. 30
<i>School Business Office Hours</i>	pg. 30
<i>Campus Visitors</i>	pg. 30
<i>Change of Address</i>	pg. 30-31
<i>Conference Scheduling</i>	pg. 31
<i>Delivery and Pickup of Students</i>	pg. 31
<i>Field Trips</i>	pg. 31
<i>Lost and Found Items</i>	pg. 31
<i>Lunch Program</i>	pg. 31
<i>Pre-Kindergarten Through Second Grade Snacks</i>	pg. 31
<i>Messages</i>	pg. 31
<i>School Closure Information</i>	pg. 31
<i>Textbook Selection Guidelines</i>	pg. 32
<i>School Calendar for 2010-2011</i>	pg. 32

Introduction Section

Letter from School Administrator

What a privilege we as a staff here at Concord Christian School have to serve the Lord, Jesus Christ through being part of Christian education. I believe the opportunity to be part of offering a quality education to children based upon a Biblical foundation within a Christian environment is the most rewarding ministry I could possibly be associated with today. I want to thank you for allowing our staff to be an important part of your child's life.

I believe the parent and school together as a Christ-centered team can accomplish great things for our children that will impact His kingdom here on earth. Together as partners we can lead our children in a growth process that will help them stand firm upon God's Word throughout their life while achieving academic excellence. As the children grow, their decisions will reflect what God wants and not what the world would have them do.

My prayer is that our children will see the teachers, administration and parents working in unity focused both on God's commandments and values as we impress them upon their hearts. As a spiritually maturing, well-qualified staff strives to give the best possible education to our children, we will always be seeking His will and direction to develop CCS into the best that we can be for the Lord.

For CCS to be successful we will need much volunteer assistance. We will need each parent coming along side and using their talents to assist the school. You the parent can set a great example for your child by giving of yourself to God's service. We hope and pray that each child will in turn use their Spirit given gifts to honor Jesus just as they have seen the adults in their life doing.

Now, as you the parent and we the school start this Spirit lead adventure of educating your child in a Christian school setting, we covet your daily prayer for your child, his/her teacher, administration, support staff, and school board. Without the power of prayer reaching up to the Almighty God of the universe we can not make a God sized difference, but with prayer and by the grace of God we can deliver a Christian education that will impact you, your child, and the world for Jesus.

In Christian Service,
Bro. Paul Young, CCS Administrator

School Leadership Roster

Concord Christian School Board

President:	Mrs. Lori Ewing (2012)
Vice President:	Mr. Mike Marsch (2011)
Secretary:	Mrs. Debbie Livingston (2010)
Treasurer:	Mr. Richard Popp (2010)
Board Member:	Mrs. Chrystal Schmitz (2011)
Board Member:	Mr. Jake Taggart (2012)
Board Member:	Mrs. Teri Brown (2010)
Board Member:	Mr. Larry Merry (2012)

Administrative Team

School Administrator: Mr. Paul Young
Office Manager: Mrs. Jenice Payne

Faculty

Pre-Kindergarten: Mrs. Melissa Simpson
Pre-Kindergarten Assistant Teacher: Mrs. Deborah Ridenhour
Kindergarten (Full Day/Half Day): Mrs. Schasta Flowers
First Grade: Mrs. Vickie Wieberg
Second Grade: Mrs. Angela Witcher
Third Grade: Mrs. Brenda Wilkinson
Fourth/Fifth Grade: Mrs. Lisa Howard

Support Staff

Custodian: Midstate Carpet Cleaning and Janitorial Services
Recess/Lunchroom Supervisor: Ms. Jill Walker
Before School Care: Ms. April Pruitt
After School Care: Ms. Jill Walker/ Mrs. Heather Stafford/Mrs. Deborah Ridenhour

Identification Section

Statement of Purpose

The educational philosophy of Concord Christian School is based on the Bible as the sole authority of the contents of our curriculum, for evaluating truth, for determining practices and as the basis of our faith. The purpose of Christian education is to glorify God by teaching children about God, His laws and His love. Our goal is to teach a Biblical Worldview and to train children for a life of servant hood within a school environment of academic excellence.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop a Christian mind within each student, and to instruct the student in godly living. The faculty, teachers, and staff, as born-again believers, must model the life of Christ as revealed in the Bible and develop personal relationships with their students. Students must be taught God's Word in order to fully know Him, thereby recognizing Him as the only source of truth. As a result of this teaching, the student will be able to interpret and integrate biblical foundations and truth, honorably applying his or her own God-given abilities and personality. Students will be taught the value of citizenship by understanding biblical concepts of freedom, human dignity, and authority. These skills will better equip the student to live and work with others at home, school, church, and in a changing society, thus becoming a committed servant and leader within the body of Christ.

Mission Statement

Concord Christian School exists to "provide a strong, Biblical foundation and academic excellence within a Christian environment that will prepare students to impact the world for Christ."

Philosophy of Education

Concord Christian School Educational Philosophy

The educational philosophy of Concord Christian School is an extension of our Mission Statement and Statement of Faith.

We believe that the foundation of Christian education is the Bible. "All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work". (2 Timothy 3:16-17)

Every child is "a heritage...a gift from the Lord" (Psalm 127:3). We believe that the primary responsibility for education and character development lies with the parents. The school will partner with the home to impress God's commandments and values upon children's hearts. "And you shall love the Lord your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." (Deut. 6: 5-7)

Our teachers are the embodiment of our school's beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially and physically as it says in Luke 2:52. Our teachers live their lives as full time role models to students and their families. "So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God" (Col. 1:10).

Our curriculum is academically excellent and honors our Christian heritage. It helps prepare students for higher learning and to impact the world for Christ. "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you" (Matthew 28:19,20).

We believe that God's promises are true as Proverbs 22:6 says, "Train up a child in the way he should go and when he is old he will not depart from it".

Statement of Faith

Our statement of faith is based on the Fourteen Historical Beliefs of the Christian Faith. These can be seen in their detailed description in the Doctrinal Statement of Concord Baptist Church. The following is a brief description of each.

1. We believe the Bible is the Holy Word of God. (2 Timothy 3:15-17; 1 Thessalonians 2:13)

2. We believe in the omnipotent, omniscient and eternal God of creation, existing in three persons. (John 1:1-14, Colossians 2:8-9)
3. We believe that Jesus Christ is God's Only Son. (John 3:16; Colossians 1:17; Isaiah 7:14)
4. We believe in the Holy Spirit. (John 14:16-26; 16 7-11)
5. We believe that all people are sinners (Isaiah 53:6; Romans 3:23; Ephesians 2:1-4)
6. We believe that salvation is available to all through Jesus Christ alone. (Ephesians 2:8-9; Romans 10:9-10)
7. We believe in the reality of Heaven. (Revelation 21:10-17; Hebrews 12:22-24)
8. We believe in the reality of Hell. (Revelation 20:11-15; Matthew 25:41; Mark 9:43)
9. We believe in the reality of Satan. (2 Corinthians 11:14; Isaiah 14:12-17)
10. We believe that Christians have the Holy Spirit living in them, empowering and enabling them to be what God wants them to be. (Galatians 2:20; Ephesians 5:18; Acts 1:8)
11. We believe in the local Church. (Acts 2:41-47; Matthew 16:18; Hebrews 10:25)
12. We believe that Baptism and Communion are Church ordinances but are not required for salvation. (Romans 6:1-5; 1 Corinthians 11:23-24)
13. We believe in giving back to the Lord. (Luke 6:38; Malachi 3:10; Leviticus 27:30)
14. We believe in local and world evangelism. (Matthew 28:18-20; Mark 16:15-16; Acts 1:8)

School History

From the time that Brother Monte Shinkle was called to Concord Baptist Church, many different parents had talked with him, from time to time, about starting a Christian school. Approximately 9 years ago, he felt the church should look into the feasibility of a Christian school as a ministry of Concord. In July, 2001, the Christian School Feasibility Study Committee was formed and given the task of determining whether or not it was feasible for Concord to have the ministry of a Christian School. After three years of compiling data, the Feasibility Committee determined that it was feasible to start the school. On February 29, 2004, Concord Baptist Church voted to take the necessary steps to begin this ministry. In June, 2004, a school board, composed of eight members and one staff liaison, was elected from Concord Baptist Church members. In November of 2005, two businessmen from Concord generously agreed to purchase land and provide a building for lease to the school.

School Sponsorship and Affiliation

Concord Christian School is a ministry of Concord Baptist Church and was established as a separate non-profit organization. CCS is a member of the Association of Christian Schools International.

Parent/Student Handbook Review and Revision

The CCS Board of Education and/or administrator will review the parent/student handbook on a minimum of one time per year at which time there may be revisions made. Also, the parent/student handbook may be reviewed and revised at any time during the school year by the CCS Board of Education and/or administrator. We reserve the right to change policy at any time at our discretion.

Admission Philosophy and Guidelines

There are many different types of Christian schools. For example, there are college-prep, university-model schools, Christian reform, parochial, discipleship and evangelistic schools. The desire of all of these is to see God glorified through providing children with a Christian education and strengthening the family, church and community. However, each type has unique objectives and areas in which they work.

CCS is designed to be a primarily discipleship Christian school with the emphasis being mentoring and training students to change their world for Jesus Christ. We believe this type of school offers the greatest opportunity for teaching spiritual truths to individual students and seeing growth as believers. Students who wholeheartedly apply themselves and “study to show [themselves] approved by God” (2 Timothy 2:15) will offer the highest potential of testimony to the community and the highest potential for evangelism on the part of the students and the school.

Therefore, we hire only Christian faculty and staff, combined with the use of Christian curriculum which uses the Bible as the sole authority in evaluating truth, determining practices, and as the basis of our faith.

Guidelines:

1. Students primarily will be accepted who are already Christian or those who have at least one custodial Christian parent and/or guardian.
2. At least one or both parents/guardians must fully agree with and strive to live by CCS Statement of Faith. In addition, all custodial parents and/or guardians must be in agreement with our Statement of Cooperation.
3. Admittance into CCS is determined by the Admissions Committee consisting of the following: CCS Administrator, CCS Classroom Teacher (rotating position), and CCS Board Member (rotating position).
4. Prior to admittance, each student’s custodial Christian parent/guardian is requested to provide a completed pastor’s letter of reference from the Bible-believing church he/she is actively involved in and two character references from non-family members, and testimony of salvation.
5. Prior to admittance, the student will be screened for academic strengths and weaknesses.
6. It must be understood that attendance at CCS is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not conform to the school’s standard of conduct and/or who is unwilling to adjust to the environment.

7. CCS admits students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and non-discriminatory in its policies and practices.
8. CCS reserves the right to select students based on religious commitment, academic performance or readiness, lifestyle choices, volunteer capabilities, and a willingness to cooperate with CCS administration and policies.

To educate students in accordance to biblical truths, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation** (Amos 3:3). Cooperation between the parents and school is so important that CCS reserves the right to remove a child based on the parent(s) conduct and action. Following is the **Statement of Cooperation**:

STATEMENT OF COOPERATION

1. I have read and understand the school's philosophy of Christian education and its statement of faith and am in agreement with both as written in the Concord Christian School Handbook.
2. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I agree to actively participate in the Volunteer Program of Concord Christian School as stated in the Parent/Student Handbook.
4. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.
5. I understand the standards of Concord Christian School in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
6. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area. (Proverbs 13:24, Proverbs 22:6; Proverbs 22:15)
7. Realizing that my attitude toward the teachers and policies of Concord Christian School affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)

8. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the President of the Board to set up a private meeting to discuss the issue with the School Board as indicated in Matthew 18:15. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.

9. In making application for my child, I fully understand that Concord Christian School does not accept children on a month-to-month basis, nor on a one-semester basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. It is my understanding that the school's policy is to make no refund on registration fees or tuition. (2 Corinthians 8:21)

10. I pledge to pay tuition and fees in a timely manner. I understand that my child **may be dismissed** when an account is two installment payments delinquent. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.

11. A spot for the upcoming year will not be held for a student if any tuition or fees are past due by 30 days or more. A student may not begin school in the fall until all amounts due for the prior year are paid in full by June 30.

12. I understand that there will be no reduction in tuition for time missed by our child due to illness or other reasons.

13. I understand that if our child is dismissed or withdrawn during or at the end of the school year, student records **will not** be released to anyone until the school account is **paid in full**.

Signature of Father _____ Date _____

Signature of Mother _____ Date _____

Procedures Section

Admissions

Concord Christian School accepts students entering Pre-Kindergarten through sixth grade (with the goal of becoming a Pre-K-8 school) upon completion of registration requirements and availability based upon student numbers. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

Registration—A child is not officially enrolled until all of the following requirements have been met:

1. The following forms must be completed and received by the school office:

- Student Application with the non-refundable \$100 registration fee
- Signed Statement of Cooperation
- Signed Student's Health History
- Student Records from Previous School (if applicable)
- Birth Certificate
- Immunization Records
- Student Screening
- Parent Interview with the Admissions Committee
- Pastor's Reference Form Completed (if applicable)
- Letters of Recommendation (2) from Non-Family Members
- Financial Aid Packet completed (if applicable)

2. Meet the following admission requirements:

On entering our Pre-K program, the child must be four years old by July 31st of the current school year.

On entering kindergarten, the child must be five years old by July 31st. All students entering kindergarten must be able to pass satisfactorily the developmental readiness screening to ascertain their readiness for the kindergarten program.

All students entering the first grade must be six years old by July 31st. The student's kindergarten records will be reviewed to determine first grade readiness, at which time an achievement test and/or screening administered by CCS staff may be used to assist in determining final grade placement. All final grade placements will be made by the administrator.

Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement test, which will be administered by CCS staff at the time of interview. All final grade placements will be made by the administrator.

3. When the application file is complete, the school office will contact you to schedule an interview. (Note: Most parent interviews will be scheduled during the child's screening time for the parent's convenience).

4. An interview will be conducted, and students may be tested before placement.
5. The \$200 book usage/general supply fee must be paid in full for Pre-K through Sixth grade by **June 30th**.
6. Financial arrangements for tuition must be made with the school office. Our school is participating in the SMART Tuition Management Program for the coming school year. Parents will have a choice of payment methods. One will be to pay CCS directly the full tuition before August 1, 2010. For those choosing to utilize the SMART payment program, there will a \$43 administration fee. Monthly installments can be made to SMART, from June through April. Parents will have the option of making payments on the 10th or 20th of each month. Payment method may include check or money order for which a statement will be sent to the parents each month. Also, automatic deduction (ACH) will be another option. A late fee of \$40 will be added when a full payment is ten days late. **Enrollment forms for the SMART Tuition Management Program should be completed and returned to the school office by April 30, 2010.**

Tuition and Fees for 2010-2011 School Year Per Child

- Pre-K –Sixth Grade - \$3450
- Half-day kindergarten - \$2800 per year
- After school care - \$70 per month/\$630 per school year (Pre-K-6th grade)
- Before school child care - \$30 per month/\$270 per school year (Pre-K-6th grade)
- Before/After Care - \$100 per month/\$900 per school year (Pre-K – 6th grade)
- Book usage/general supply fees (Pre-K – 6th grade) - \$200 per year – due by June 30th.
- Non-refundable application fee all grades - \$100 – due at the time of enrollment (**First time**)
- Non-refundable application fee all grades- \$75 – due at the time of **re-enrollment**

Concord Christian School operates on a selective admissions process. After all requirements are met, priority is given to Concord Church families. Subsequent applications are processed on a “first come – first served” basis.

Financial Aid (need-based)

Concord Christian School Board is offering a program that may assist parents with their child’s tuition cost. The program consist of **financial aid that is need-based**. With goals of excellence and affordability in mind, the CCS Board has agreed to utilize the services of Family Financial Needs Assessment (FFNA) to **confidentially** evaluate the financial status of a family that may need help in paying tuition.

FFNA has found that a family’s income is the best indicator of need. Therefore, the general rule of thumb for those who should apply for aid is as follows:

Income under \$42,000 – If your family’s adjusted gross income is under \$42,000, you will probably qualify for aid. There are some exceptions. Families that own businesses with losses that cause their AGI to fall below \$42,000 may be an exception, but you should submit an application to see if you qualify. Families that have assets, such as rental property or a farm, may also be an exception.

If your income is over \$42,000 – If your adjusted gross income is over \$42,000, then your tuition must be at least 10% of your income before you would qualify for aid (i.e. an income of \$60,000 would require a total family tuition of \$6,000 or more to qualify for aid). Aid could start at \$300 or go up to 40%, depending upon FFNA's assessment of need.

Please note that the adjusted gross income minus contributions that can be verified give FFNA the effective income. Information on contributions can be verified through tax returns as well as church giving records if they are enclosed with your application to FFNA.

If a family qualifies for financial aid the minimum assistance will be \$300 and the maximum will be 40% off of the tuition. When a family qualifies, the percentage off will be for each child.

To use FFNA there is a fee which the parent will pay directly to that company. The cost to utilize FFNA ranges from \$20 to \$40. The cost difference is based upon the length of time requested to have the evaluation completed and the results returned to CCS.

Concord Christian School requests that parents who are interested in applying for financial aid **contact the school office by April 1, 2010**. Applications and more detailed information are available upon the parent contacting the office. Students enrolling later than April 1, 2010 need to make request for financial aid applications at the time of enrollment.

Referral Program

Another plan being offered by the CCS Board to assist parents with tuition cost is a **referral program**. For each child (this does not include siblings) you refer to CCS that officially enrolls and attends CCS this fall, you will be given a \$200 discount toward your child's tuition. You must complete a referral card or **make sure that when a family you have referred to CCS enrolls, that they share your name at the time of enrolling their child**. The \$200 for each officially enrolled and attending child referred will be subtracted from one or more of your monthly tuition payments in the fall.

Academics

Curriculum

The *A Beka* curriculum, published by Pensacola Christian College, is the primary base of our school materials for communication arts (a strong phonics based program), math, science, history, geography, and health. This curriculum integrates academic development (with God at the center of each individual course) with Christian character building (to obey, to do right, and to love God and country).

CCS will provide an education that gives students a biblical worldview. Students spend time each day in prayer, study, and the memorization of Scripture. Curriculum published by the Association of Christian Schools International will be used as the foundation for Bible class. Students will participate in chapel each week.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Academic Probation and Dismissal

A Student may be placed on academic probation for the following reasons:

- two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the principal to discuss the student performance and to devise a plan for improving their performance. Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

- factors that are negatively impacting the student's academic performance e.g. extra-curricular activities, learning problems
- steps will be outlined for dealing with each of the factors identified
- goals will be established to measure the student's progress

As a result of this discussion, an academic contract will be written, which the student/parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he or she will be removed from academic probation. If they do receive two D's or an F, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from CCS or held back a grade. Individuals will be dealt with on a case-by-case basis.

Student Retention

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Requirements include student level of reading, regular attendance, satisfactory social, emotional, spiritual, and physical development.

Activity Eligibility

All students participating in school sponsored activities who have below average grades in two or more subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

Conferences

Parent/teacher conferences will be held at the end of the first and third quarters to discuss each student's progress.

Grading Scale

A reporting key for Pre-K will be as follows: 1-Mastered, 2-Making Progress, and 3 – Area of concern.

A reporting key for Kindergarten will be as follows, 1-Outstanding, 2-Satisfactory, 3-Making Progress, and 4-Area of Concern for the following subjects: Bible, reading, language, spelling, math, social studies, science, social skills, and work habits.

The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

100-98%	A+	
97-94%	A	Excellent
93-90%	A-	
89-87%	B+	
86-84%	B	Superior
83-80%	B-	
79-77%	C+	
76-74%	C	Satisfactory
73-70%	C-	
69-67%	D+	
66-64%	D	Improvement Needed
63-60%	D-	
59-0%	F	Unsatisfactory

Report Cards and Progress Reports

Report cards will be issued quarterly approximately one week after the end of each quarter. Mid-term reports will be sent home each quarter. Report cards and mid-term reports need to be signed by a parent and returned to the teacher.

Homework

Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school.

Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning,

child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities
- Death in the immediate family and/or close family friends.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
- Other approved absences – approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrive on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval are required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

No student is to leave the school premises without first obtaining permission from the CCS office. It is essential that the school be aware of a student's location at all times.

Excessive Absences

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a

student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

Prearranged Absences

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the Attendance Policy, then the work will be collected and available at the end of the day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

Tardiness

Students arriving after 8:30 a.m. will be considered tardy. When a student arrives after 8:30 a.m. the parent must come into the office to sign their child in. **If a student is tardy (unexcused) three times during a quarter, disciplinary action will be taken. If a student is habitually tardy, additional disciplinary measures may be taken.**

Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

Service

Classes may sponsor a needy family at Christmas, run a recycle program to benefit Habitat for Humanity, or make collections for local food banks. Students will be encouraged to look for ways to help others.

Leadership

Older students could be paired with kindergarteners for reading time or serve as safety patrol for drop off and pick up of students.

Music

Choir programs might be presented at nursing homes, caroling for shut-ins, participate in "Living Windows" or present special music for chapel time.

Drama

Students could present a school play utilizing a broad range of talents for drama, music, artistic backdrops, lighting, sound, and direction. Students could do mini-drama presentations during chapel.

Athletics

The school could sponsor teams for various sports through the local YMCA and other sporting venues.

Eligibility and Tryouts

In order for students to participate in extra activities they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below:

Eligibility

All students participating in school sponsored activities who have below average grade in two or more subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

Tryouts

Tryout qualifications and schedules will be determined for each activity.

Lifestyle Expectations

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose, discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of CCS.

6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the commandment of honesty at all times.
9. Students will show reverence toward God's Word during chapel time.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
11. Students will not participate in or view inappropriate websites.
12. Students will not participate in any other conduct that, in the school's discretion, significantly impairs the student's testimony or brings discredit to the school and community.

Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of CCS.

Student Discipline Policy

The disciplinary goal of CCS is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, CCS reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

- Unexcused tardiness to school and/or class
- failure to complete assignments
- classroom and hallway disruptions
- unnecessary talking in class
- disobedience to teacher directives
- public displays of affection – inappropriate touching
- stealing
- selling items at school
- possession or use of tobacco, alcohol or other controlled substances*
- fighting
- possession of knives, guns or other weapons*
- misbehavior in the restroom or playground
- disrespect and/or defiance toward staff
- using obscenities or the Lord's name in vain
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other students
- conduct outside of the CCS which would have an adverse effect on the testimony of the student or school
- critical or derogatory remarks
- possession of nuisance items, such as radios, CD players, games, personal toys, skateboards, pets, etc.
- violation of biblical standards of purity and morality

Discipline actions that may be used includes, but not limited to:

1. Warning: Teacher will talk to pupil and explain his/her offense
2. Time-out – in or out of classroom
3. Missing part or all of recess
4. Work details
5. Call Parents
6. After school detention
7. Student conference with the administrator
8. Conference with the administrator and parents
9. Probation
10. Suspension – in and/or out of school
11. Expulsion

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

***POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff at CCS feels that our role is to assist you as parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no CCS employee will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance to the Matthew 18 principles, and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

Probation Policy

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and be held as a student in good standing.

Student Dress and Grooming

The purpose of Concord Christian Schools' dress and appearance expectation is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices that reflect CCS's key values of wisdom, integrity, excellence, dignity, and unity. "Therefore, I urge you, brothers, 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).

CCS students will honor:

God – We honor God by making personal choices that glorify Him. You can honor

God by choosing modesty for the sake of pleasing the Lord.

Others – As Christians we have a responsibility to our brothers and sisters.

Romans 14:12-13 says, "So then, each of us will give an account of himself to God... make up your mind not to put any stumbling block or obstacle in your brother's way."

Ourselves – In Romans 12:1 we are called to "...offer our bodies as living sacrifices, holy and pleasing to God." 1 Corinthians reminds us that, ". You are not your own; you were bought at a price. Therefore honor God with your body."

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school. To establish a dress code that will honor God and be most workable for the parent and school, CCS has adopted a **Mandatory Coordinated Dress Code**. The styles and colors that CCS will be using can be found in Lands' End School Catalog. Clothing can be purchased anytime through Lands' End and all the items in the dress code are available through the same company; however, the items do not have to be purchased through Lands' End. Although, be sure to adhere to the dress code guidelines in regard to color, fabric (corduroy is permissible, but **no denim or fleece**), length (for skirts, skorts and shorts should be no shorter than the top of the knee), and style (no pants with holes, rivets, etc.). If in doubt, please check with the office before making purchases.

Explanation of Mandatory Coordinated Dress Code is as follows:

Mandatory - Must be worn in school according to school guidelines. This program has been chosen to represent your school and is an integral part of what makes our school a success.

Coordinated - School clothes are to follow the style and color plan from one resource, Lands' End which will provide the proper styles and colors, as required. This way, there is no interpretation of what style is "too short", "too tight", "close in color", etc. A variety of colors will be allowed for the clothing, which will be communicated under the details for Girls and Boys Dress.

Dress Code - Guidelines which will allow and enable each student to develop their individuality while honoring God with modest dress.

All clothing must be worn as the designed style was intended. Clothing that meets the standards of the Mandatory Coordinated Dress Code should be in good condition (without holes or tears), must be worn clean and properly hemmed. Students are expected to dress neatly with shirts and blouses tucked in. Pants should be worn at the waist with belts and not excessively tight. Pant hems should fall to the top of the foot.

Accessories:

Shoes: Shoes must have a wide, **low heel** so as not to impair movement during recess or P.E. activities. Athletic shoes are permissible. No flip-flops, backless sandals or boots.

Hats or visors may be worn only on the playground. Sunglasses are not needed at school unless prescribed for medical reasons.

Students are not allowed to wear any jewelry for body piercing, except girls may wear one small, post earring in each ear. Boys may not wear earrings.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which is considered extreme, distracting, disruptive, or does not follow the intent of the dress code will not be permitted. The administration's ruling in these cases will be final.

The CCS logo is optional on all items, though other words, emblems, or insignias are not permitted on any item of clothing.

Girl's Guidelines: Pre-K-6th grade

Jumper

All colors found in Lands' End Catalog. Length should be no shorter than the top of the knee.

Skirt

All colors found in Lands' End Catalog. Skirt length same as for jumper.

Pants

All colors found in Lands' End Catalog. Capris will be allowed in the same color as pants. "Flare" bottoms are not allowed. A belt is required.

Shorts

All colors found in Lands' End Catalog. Skorts are in the shorts category. Absolutely no cut-offs allowed. Bike shorts are only to be worn under jumpers or skirts. A belt is required.

Blouse

All colors found in Lands' End Catalog. Long, short, or three-quarter sleeves permissible..

Turtleneck

All colors found in Lands' End Catalog.

Polo Shirt

All colors found in Lands' End Catalog. Long or short sleeves. Plain white t-shirts may be worn under shirts.

Sweater

All colors found in Lands' End Catalog. V-neck or crew styles may be worn.

Sweater Vest

All colors found in Lands' End Catalog. V-neck or crew styles.

Sweatshirt

All colors found in Lands' End Catalog. Must be worn over a blouse, polo shirt, or turtleneck. *No hoods unless the sweatshirt is being used for an outer garment (coat).*

Socks/Knee Socks/Tights/Leggings

All colors found in Land's End. **Socks must be worn at all times.**

Boy's Guidelines: Pre-K-6th Grade

Shirt

All colors found in Lands' End Catalog with collar; long or short sleeves. Plain white t-shirts may be worn under shirts.

Turtleneck

All colors found in Lands' End Catalog..

Polo Shirt

All colors found in Lands' End Catalog, long or short sleeves. Plain white t-shirts may be worn under polo shirts.

Sweatshirt

All colors found in Lands' End Catalog and must be worn over a shirt with collar, polo shirt, or turtleneck. *No hoods unless the sweatshirt is being used as an outer garment (coat).*

Sweater

All colors found in Lands' End Catalog. V-neck or crew styles.

Sweater Vest

All colors found in Lands' End Catalog. V-neck or crew styles.

Blazer

All colors found in Land's End Catalog.

Pants

All colors found in Lands' End Catalog and must be worn with a belt. "Flare" bottoms or sweat pants are not allowed.

Shorts

All colors found in Lands' End Catalog. Absolutely no cut-offs allowed. A belt is required.

Socks

All colors found in Land's End Catalog and at least ankle length. **Socks must be worn at all times.**

Please mark coats, sweaters, boots and other articles of clothing with your child's name.

Concord Christian School does reserve the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administrator.

Opportunities for Parent Involvement

Parent involvement is critical to Concord Christian School's overall effectiveness. Parents can get involved by:

Fund-Raising

Each year CCS will have two major fund-raisers. The fundraisers currently consist of an annual walk-a-thon and banquet. Parent participation will help keep our tuition to a minimum.

Parent/Teacher Fellowship (PTF)

To encourage and organize participation of parents/guardians in the life of CCS, the PTF will be formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters. The many hours of help to students and teachers are an investment in the lives of our students.

Gifts Program (Volunteering)

"I long to see you, that I may impart to you some spiritual gift to strengthen you...that we may be mutually encouraged by each other's faith...(Romans 1:11-12)

Parent involvement is an essential part of your student's education at Concord Christian School and we love our parents! Your Board of Directors has developed this volunteer program in order to help build community at the school, encourage participation in all school activities, and help keep down the overall cost of operating the school. You are vital to the success of our existence!

So how does this program work?

A point system has been established whereby each family with one or more children in the school will be required to accumulate a minimum number of points in the designated time period (June 1-May 1). Twenty (20) points will need to be earned by each school family with ten (10) points earned each semester. Activities and their respective point values are listed for you to choose from to fulfill your remaining requirements.

What is a volunteer hour?

A volunteer hour is usually defined as "one hour of service" that usually takes place at the school, sometimes at home (telephoning, baking, etc.), or during some other school-related activity. This can be done by a parent, grandparent or other family members over the age of 16.

What activities may I be involved in to earn my volunteer hours?

We are not always aware of the awesome gifts and talents of our parents, grandparents and extended family members of CCS. We have developed for you an attached "resource" sheet that will outline for you many volunteer opportunities of which you may choose those that reflect your interests and availabilities. Please give this prayerful consideration and check all areas that interest you. Ongoing and additional volunteer opportunities not listed on the "resource" form will be posted in the weekly memo throughout the year for parents looking for more ways to volunteer. If you come up with another idea not listed on the sheet, please let us know- we love your creativity!

The list will be shared with CCS staff, board members and committee chairs (these are volunteer positions that earn higher value points) during the planning process to

find people who indicated an interest in specific areas of volunteering. The GIFTS chairman or specific committee chairman will then follow up with you as to what volunteer jobs you will be completing (in case we get too many wanting to do the same things).

Individuals holding certain positions will be exempt from this program, due to the extreme amount of time already presented by this person(s): administrators, teachers, and school board members.

How do you keep record of my points?

It's the responsibility of each family to submit their GIFTS Volunteer Record Form every time they complete a volunteer project. A supervisor, coordinator, or event chair must initial your record form. These forms may be given to the GIFTS Coordinator or turned into the office. Your forms should be submitted to the office within 30 days of the related event, job, or project.

Is there anything else I should know?

Pray about where God would have you serve. We want this to be an enjoyable experience as you serve the school.

Because classroom jobs are at a premium, field trips and classroom assistants may account for only a maximum of 10 hours per family per year.

Remember, it is necessary for the school to know who is on campus at all times. It is required that all volunteers report to the office first. Sign in and get a name tag before volunteering. Be sure to have your GIFTS Volunteer form initialized by a supervisor before you leave and turn it into the office.

Events and activities that award a financial benefit to specific students or class may not be included in the GIFTS program. (For example: wrapping paper sales, cheese sales, etc.)

Families that enter the school mid-year will have their volunteer hours pro-rated to the number of months.

Families are welcomed and encouraged to exceed the maximum number of volunteer hours. The number of hours family volunteers at the school will be kept private.

Families cannot bank hours from one year to the next or roll extra hours over to another family.

A Special Note

We are excited about this new program! Much research from other successful Christian schools has been done and a specially tailored program has been designed to fit our school needs. Please make every possible effort to fulfill your commitment to volunteer. We will try our best to accommodate your individual

family schedules as much as possible. We realize how very busy you already are! In the event that a family fails to complete their volunteer hours, a monetary fee may be assessed.

Thank you so much for your willingness to serve the Lord and CCS!

“Volunteers do not necessarily have the time, they just have the heart.” (Elizabeth Andrew)

GIFTS Resource page *

Volunteer Task	Mr.	Mrs.	Point Value
Classroom Assistant			1
Playground Assist			1
Lunchroom Assist			1
Preschool snacks			1
Playground clean-up			1
Lunchroom clean-up			1
Special event assistant			1
Yard clean-up/maint			1
Painting/Odd jobs			1
Field trip chaperone			1
Field trip driver			1
Attend PT meeting			1
Parent Teacher Officer			5 per year
Home Room Parent			5 per year
Class Party Assistant			1
Library Assistant			1
Newsletter Preparation			1
Mailing Assistance			1
Fundraising Calls			1
Tutoring			1
Chapel Attendance			1
Fundraising Chair			20 per year
Banquet Assistant			1
Walkathon Assistant			1
Church/School Liaison			1
Marketing help			1
Computer help			1
Classroom Clean-up			1
Floor Waxing			1
Cover Phones			1
Teacher Surprises			1
Pastor Breakfast			1
Grant Writing			1
Community Relations			1

Restroom Clean-up			1
Literature Distribution			1
Snow Removal			1
Library Chairperson			20 per year
GIFTS Coordinator			20 per year
Art Assistance			1
Teacher Appreciation			1
Drivers			1
Office Volunteer			1
Photography/Video			1
Prayer Ministry			1
Uniform Resale			1
Data Entry/Computer			1
Other			1

* This is not an exhaustive list of volunteer opportunities; if you would like to consider an unlisted job, please contact the GIFTS coordinator for approval.

Also not all jobs are available immediately and some are dated in the future (banquet) - please remember this as you plan your needed semester volunteer point totals. We will do our best to accommodate these jobs.

Health and Safety Issues

It is of utmost importance that Concord Christian School provides a safe environment for our students. Because of this commitment, the following rules will apply:

Distribution and Consumption of Medication:

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Administering of Medication:

A **signed permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. The school administrator or school nurse, if one is assigned to the school, will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.

CCS will not dispense any non-prescription medication to the students. Parents must notify the school and provide these medications for their student. A signed permission slip will also be required for non-prescription medication.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor.

CCS will not administer the first dose of any medication.

Student Illness: (procedures designed to preserve the health of each child and each class.)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep them home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

Signs of contagious conditions are recognized and the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- | | |
|---|---|
| -100 degrees of temperature or above | -Persistent cough |
| -Unrelieved headache | -Excessive sore throat |
| -Diarrhea | -Nausea and/or vomiting |
| -Abdominal pain | -Excessive sneezing, running nose, or tearing |
| -Unidentified rash | -Head lice (CCS has a nit free policy) |
| -Red, inflamed eyes with thick mucous discharge | |
| -Listlessness | -Extreme sleepiness |

Responsibilities of CCS staff:

The teacher will be the initial judge of the health condition of a child. The administrator, school nurse or office manager may assist with health issues, as needed.

No school staff will be held responsible or liable for medications of any kind.

CCS reserves the right to refuse the attendance of any ill child.

A note should be sent from the parent or physician if playground or any other activities should be restricted.

Immunizations/Medical Examination

Current immunization records must be on file at CCS for every student by the first day of the school year. If not, the child will not be allowed to attend.

Outside Play

Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times. When weather is dry and 25 degrees (wind chill will be considered) or above, the children will spend time outside.

If your child is unable to participate in outside recess, please send a note. We would like to keep this at a minimum.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

Lockdown – May be implemented in situations involving intruders.

General and Miscellaneous Information

Awards/Recognition

Christian Character Award – this award is presented to a student who displays the most Christ-like qualities. One student from each classroom will receive this award weekly.

Principal’s Wow Board - when students demonstrate outstanding behavior, academic progress or make great improvement in the area of behavior or academics a teacher may give that student a Principal’s proud badge. The student will take the badge to the office for recognition from the principal and have their picture placed on the Principal’s Proud Board for one week.

Citizenship Award – this award is presented to a student who has been extremely cooperative in class and school, and outstanding in helping others. One boy and girl from each class will receive this award.

Attendance Award – this award is presented to anyone who has maintained perfect attendance for the semester or throughout the entire year. This means no absences or tardies in the record book.

Achievement Award – this award is presented to a student who has excelled academically. One student per classroom will receive this award.

Other – teachers are permitted and encouraged to present additional awards throughout the year.

School Hours

School begins at 8:30 a.m. and dismisses at 3:30 p.m. Unless your child is in Before School Care, they should not be in the school before 8:05 a.m. Students should be picked up no later than 3:45 p.m. If students are not picked up by then, they will be taken to After School Care and be charged according to the After School Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office.

Extended Care

As a service to the families of our school with working parents, the school will offer extended care for the children enrolled in CCS. Designated staff will be available to care for children from 7:15 a.m. until the beginning of school, then from the end of school until 5:30 p.m. Children will only be released to parents/guardians or those specifically designated on the blue Teacher's Information Card. Fees for this service are separate from school tuition. A late pick-up fee will be charged after 5:30 p.m. Any students remaining after 5:30 p.m. will be charged \$2.00 per session up to 5:35 p.m., and an additional \$1.00 per minute after 5:35 p.m.

All students not enrolled in after school care that are remaining after 3:45 p.m. who are not involved in a school-sponsored and/or adult supervised activity will be taken to after school care and parents will be billed \$3.50 for the session.

Any student arriving to school before 8:05 a.m. who is not enrolled in before school care will be taken to the before school care and charged \$1.00 for that session.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

Campus Visitors

CCS welcomes parents/guardians to visit our school, though for safety all visitors, including parents and guardians, are required to report to the office upon arrival and departure. A "Visitor" badge will be given to each guest, which is to be worn at all times within the building.

Students not enrolled in CCS are not permitted to visit unless accompanied by an adult.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

Conference Scheduling

The staff is always happy to discuss a student's progress or address any questions during plan time or during a scheduled before or after school conference time. Also, parent-teacher conferences will be scheduled at the end of first and third quarters for all students.

Delivery and Pickup of Students

In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. An explanation and guidelines will be shared during parent orientation.

Field Trips

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone. **Parent chaperones on a field trip are not to bring other children on the trip.**

Lost and Found Items

Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately.

Lunch Program

Due to facility constraints, CCS will not provide a hot lunch program. Students will be asked to bring a sack lunch, including a drink, each day. Please send items that do not need refrigeration. CCS does not have the facilities to accommodate perishable foods. All lunch boxes or containers must have the child's name. For a monthly fee, milk will be available for lunch.

Snacks

Milk will be served each day to pre-kindergarten through first grade. Parents will be requested to pay by the month or semester for the cost of the milk.

Messages

Students can receive **important messages** at school by calling the school office at (573) 634-3983.

School Closure Information

Listen to local television stations for the list of closed schools - KRCG (Channel 13), KOMU (Channel 8), ABC-17 (Channel 17). In case of weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media. However, parents should insure in advance the child has a procedure

to follow for early dismissals. **Please note that if Jefferson Public Schools are not in session for inclement weather, Concord Christian School will not be in session either.**

Textbook Selection Guidelines

Textbooks and other printed materials are selected by a committee composed of school board members, administration and classroom teachers. Classroom materials will be evaluated annually by the school board and staff, with input being requested from parent representatives.

**Concord Christian School
School Calendar for 2010-2011 School Year**

August 17	First Day of School
September 6	Labor Day – NO SCHOOL
October 22	PD Day – NO SCHOOL FOR STUDENTS
October 29	Earned Day Off – NO SCHOOL
November 24 - 26	Thanksgiving – NO SCHOOL
December 23 - January 2	Christmas Vacation – NO SCHOOL
January 3	PD Day – NO SCHOOL FOR STUDENTS
January 17	MLK, Jr. Day – NO SCHOOL
February 18	Earned Day Off – NO SCHOOL
February 21	President’s Day – NO SCHOOL
March 13 - 18	Spring Break – NO SCHOOL
April 22	Good Friday – NO SCHOOL
May 18	Last Day of School
May 19 - 26	Weather Make-Up Dates

Weather Make-Up Dates (In order taken): May 19, May 20, May23, May 24, May 25, May 26

Please note that if Jefferson City Public Schools are not in session because of inclement weather, Concord Christian School will not be in session either.

