

## Community Christian School Handbook

### Statement of Faith

1. We believe that the Bible is the Word of God and is infallible in all its parts.
2. We believe that Jesus Christ was born of the virgin Mary, died for our sins on the cross, rose bodily from the grave, ascended into Heaven and is coming again for His church.
3. We believe that we must trust in Jesus Christ as Saviour and obey Him as Lord in order to receive the gift of eternal life and go to Heaven.

### Standard of Conduct

Students of Community Christian School are expected to refrain from talking about or engaging in cheating, swearing, smoking, and using drugs or controlled substances. Students who participate in such activities are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality, and honesty. Students must strive toward unquestionable character in dress, conduct, and attitude.

### Medical Guidelines

All medication will be kept locked in the school office and administered by school staff.

Prescription medication must be in the original packaging from the pharmacy and must include student's name and dosage instructions.

OTC medications may be sent in by parents and must also include the student's name and dosage.

All medications will be returned to parents on the last day of school.

No cough drops are allowed for students in preschool through second grade. Cough drops, for students in grades three through eight, may be kept by the classroom teacher and administered by request. Cough drops are supplied by parents, and labeled with the student's name.

### Arrival / Dismissal Times

School begins at 8:15AM. You may drop your child off no earlier than 7:45AM. Dismissal begins at 3PM. All students must be picked up no later than 3:15PM.

### Tardiness

Tardiness has been a problem. Sometimes, a teacher will hold off work, if there is a scheduled test for example. Other times, teaching is interrupted by tardy students. And finally, the tardy student misses out on class time. School begins at 8:15AM. Those who arrive after 8:15AM must stop at the office for a tardy slip to bring to the teacher. For every four unexcused tardies per quarter, after school detention will be required.

Students who use bus transportation will NOT be considered tardy if the buses run late.

## Snow Days & Delays

We follow the Burrillville schedule regarding snow days and delays. If Burrillville schools are canceled or delayed for inclement weather, we will most likely also be canceled or delayed.

You may register your phone number to receive text or email alerts at the RI Broadcasters Assn. website. You may also check with local radio and television stations.

Those of you who use the Statewide bus service, please listen for Burrillville, North Smithfield, Woonsocket, and Cumberland (considered Region 1 for Statewide bus service) regarding cancellations and delays. The Statewide bus will cancel if one of the towns in our region cancels; they will run on the latest delay if any of the towns in our region delays.

## Attendance

Please make every effort to have your child in attendance at school. Community Christian School encourages punctuality and regular attendance by all students. We believe this is important for these reasons:

- We are responsible to God for using both our time and talent wisely.
- No student can achieve his/her full potential by receiving the benefit of only part of a discussion or assignment.
- Good work habits and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work.
- State law requires students to be in school for all classes, all day.
- Once students arrive on campus, they are to remain on campus until the conclusion of the school day, including lunch time.

However, if a student is absent, parents must call the school office the morning of the absence with the reason for the absence. Make up work can be requested at this time and picked up at 3:15.

Everyone loves a vacation. Children are in school 36 weeks a year, which leaves 16 weeks a year off. Please avoid planning vacations during the school year. Work will no longer be given ahead of time and must be made up when the student returns. The student will only have as many days to make up work as s/he had out.

## Buses

Students residing in Burrillville may use the public school buses. You must fill out a Bus Form, available from the office, or downloadable from our website under the Forms tab. Please submit completed forms back to the school.

You may contact the Burrillville bus company at 401-371-2774 for more information.

Students residing in Cumberland, Woonsocket, or North Smithfield may apply for Statewide bus service. A direct link to the statewide application is available on our website under the Forms tab.

If a change in your child's normal pickup schedule occurs during the day, you must call the office before 2PM to make arrangements.

### Lunch Procedures

Students must pack both a morning snack and a lunch. Hot lunch will be offered once a month. Snacks may be purchased at lunchtime for 50¢.

### Cell Phones

Cell phones are not allowed in the classroom. The phone must be silenced and left in the teacher's possession. If absolutely necessary, permission must be ascertained from the classroom teacher. Anyone caught with a cell phone without permission will have it confiscated and the phone must be picked up by a parent. Cell phones will be returned at the end of the day.

### School Supplies

It is the students' responsibility to have the necessary supplies in school (pencils and paper, etc.). Please check our current list of school supplies, available on our website under the Forms tab.

### Records

A new application must be filled out each school year. It is imperative that we have the most up to date contact and medical information for each student.

If there is a change in your address, telephone number, or place of employment, please notify the office immediately.

Records will only be released to another school or to a medical professional, with written permission. We do not release records to parents.

### Chapel

All students are required to attend chapel once a week. This is a time for students and staff to worship, pray and praise God together. Proper attire is required. Parents are welcome to attend.

### Grading System

Report cards will be issued at the end of each quarter. The report card is to be signed by the parent and returned to the school promptly. The following letter grades and their equivalent numerical value determine honor roll status.

A+ (97 -100)	B+ (87-89)	C+ (77-79)	D+ (67-69)
A (93-96)	B (83-86)	C (73-76)	D (63-66)
A- (90-92)	B- (80-82)	C- (70-72)	D- (60-62)
			F (Below 60)

### Honor Roll

A student who receives no grade lower than an A- for any given quarter will be considered for HIGH HONORS.

A student who receives no grade lower than a B- will be considered for HONORS.



### Homework / Make Up Work / Extra Help

All students will be assigned homework by their teachers. This is required work and should be completed and returned to the teacher. Students not completing classroom work will also have this assigned as homework. Parents should make sure that the students are doing their homework. Students who do not complete their homework will miss their breaks that day. If it is a continual problem, parents will be called for a conference.

All faculty members are available after school to help those students who need additional academic help. Students are responsible to seek help if needed. They should make arrangements with the teacher involved.

### Parent Conferences

If your child is having difficulty in academics, conduct, or in effort the staff will notify you. We will also confer with you to set up after school detention for students if necessary.

If a parent desires a conference with a staff member please call the school office and leave a message for that staff member who will return your call as soon as possible.

### Discipline

This school is dedicated to the training of children in a program of study, activity, and living that is Christ centered. We believe that all things should be done "decently and in order" and that our students should be taught the responsibility to "walk honestly before all men." Students are reminded that the Lord Jesus Christ himself expects us to be disciplined in all of life.

"Children, obey your parents in all things for this is well pleasing unto the Lord."  
Colossians 3:20

"Let every soul be subject unto the higher powers."  
Romans 13:1

"Obey them that have the rule over you, and submit yourselves ..."  
Hebrews 13:17

"Chasten thy son while there is hope, and let not thy soul spare for his crying."  
Proverbs 19:18

All new students are admitted on probation for the first 10 weeks. Students must at all times conduct themselves in a manner becoming a Christian. Gripping will not be tolerated for any reason! If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all the rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

This school is not a corrective institution; consequently we ask that a child not be enrolled with idea that we will reform him. We are here to work with the parents but not to take their place. If a student's attitude is not in accord with school policies, the student will be placed on probation. Both parents will be called for a conference. If the administration feels that the situation has not improved within two weeks, the parents will be asked to withdraw their child.

#### The Following Behavior Will Not Be Tolerated

1. Cheating
2. Lying
3. Stealing
4. Destroying property
5. Intentional disobedience
6. Disrespect to any adult
7. Profanity
8. Fighting
9. Gum chewing
10. Crude or vulgar language
11. Bad attitude
12. Running in the building
13. Uniform violations
14. Tardiness

#### Playground Rules

1. Before school – students are only allowed on the pavement.
2. Students in grades 2 and above are not allowed on the springy-pals.
3. The hill is off limits to all students.
4. No hard balls or wooden bats are to be used during breaks.
5. Fighting is not permitted.
6. The playground equipment is to be used properly.
7. Bikes must be parked during the school day.
8. Students are encouraged to keep the playground clean and neat at all times.
9. When using the playground after school, parental supervision is required.

The above lists cannot include all offenses.

The teacher is responsible for maintaining discipline in the classroom through the use of detentions, time-outs, loss of privileges, etc. A situation which becomes chronic, flagrant, or otherwise worthy of special handling, will be referred to the principal or pastor for possible suspension or expulsion.

#### Physical Education

All students are required to participate in physical education. A written doctor's medical excuse is required for students physically unable to participate.

### Dress Code

Our goal is to portray a clear Christian witness to the community. Please adhere to our dress code for school and gym at all times.

We try to be considerate financially by not requiring that all school clothing be ordered from Donnelly's. However, the dress code is very specific about colors, styles, and haircuts. When there is a dress code violation, you will receive a call to bring your student proper clothing. At the third violation, there will also be a detention assigned.

### Billing

Invoices are sent out monthly on the 15<sup>th</sup> of the month, July to April.

Tuition and Curriculum paid in full on or before the first day of school will receive a 5% Full Pay Discount.

Monthly tuition and curriculum payments are due the first of each month, August to May.

Balances unpaid by the fifteenth of the month may be assessed a late fee of \$25.

Balances which are 45 days past due will result in the student's withdrawal.

If you are having a problem with your payments on the due date feel free to speak to the office manager.

If a check bounces, a returned check fee will be assessed at \$40.