



COMMUNITY CHRISTIAN SCHOOL STUDENT 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
- Lying
- Stealing
- Destroying property
- Violence / weaponry
- Intentional disobedience
- Disrespect to any adult and/or any student
- Profanity
- Fighting
- Crude or vulgar language
- Bad attitude
- Running in the building
- Fighting / play fighting / putting hands on any students
- Swearing
- Smoking
- Using drugs or controlled substances
- Uniform violations (minor offense)
- Chewing gum (minor offense)

The above lists cannot include all offenses.

Students who participate in such activities are subject to suspension or expulsion. 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.

The school office has Advil, Tums, children's liquid Motrin, and children's liquid Tylenol. Medication will only be given with parent permission.

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.

Cough drops for students in preschool to 2nd grade are kept locked in the office medicine cabinet. Cough drops, for students in grades three through eight, may be kept by the classroom teacher and administered by request.

Cough drops supplied by parents must be 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.

Students waiting to be dropped off must remain inside their vehicle until a staff member opens the school door to accept students.

Dismissal begins at 3PM. All students must be picked up no later than 3:15PM.

Tardiness

Those who arrive after 8:15AM will receive an unexcused tardy slip.

An excused tardy must be accompanied by a note from a medical provider.

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

If a student is tardy for more than 5 days per quarter, without a doctor's note, a meeting will be required with the pastor, principal, and classroom teacher.

All days beyond the given 5 per quarter will result in consequences, unless excused.

Consequences include, but are not limited to: detention, probation, expulsion.

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 or email 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 3:15pm.

According to the RI Department of Education Attendance Policy, once a student has had 18 absences (10% of the school year), the student may be at risk for retention. In this situation, there will be a meeting with the parent(s), classroom teacher, principal, and pastor to review the student's academic record to determine whether or not the child will be retained. If chronic absenteeism continues, the student may be at risk of expulsion.

Parents will be notified once their child has been absent for 12 days. A meeting will be scheduled with the pastor, principal, and classroom teacher for a respectful, friendly inquiry.

We do not have excused absences. If you are not here for at least half of the day (4 hours) you will be marked absent.

If a student is absent due to illness, a doctor's note is required upon return after three consecutive days out.

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 not 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.

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.

If necessary, we will announce any closings or delays via the RI Broadcasters Association. RIBA announcements run on local TV, radio, and may also be found online. We will also send a group email to the CCS community regarding the situation.

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.

Burrillville 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's Parents Page. Please submit completed forms back to the school.

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

Statewide Transportation

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's Parent Page.

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. It is best if you are able to pack them separately so that teachers of younger students may quickly find the students snack in the morning. Snacks may be purchased at lunchtime.

There is a pizza day offered once a month. Pizza slices must be pre-purchased no later than the day before pizza day. Parents must pack a drink and sides to complement the meal.

No soda and energy drinks are allowed for students.

Student Cell Phones

Student cell phone use is not allowed on school property. If a student has a phone, the phone must be turned off and left in the teacher's possession. Any student caught with a cell phone on during school hours will have it confiscated and the phone must be picked up by a parent. If you need to speak to your child, or if your child needs you, we will call from the school phone.

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's Parents Page.

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 as listed in our Dress Code.

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)	F (69 and under)
A (93-96)	B (83-86)	C (73-76)	
A- (90-92)	B- (80-82)	C- (70-72)	

Honor Roll

A student who receives no grade lower than an A- (or 90) for any given quarter will be considered for HIGH HONORS.

A student who receives no grade lower than a B- (or 80) will be considered for HONOR ROLL.

A student who receives no end of year grade lower than an A- (or 90) at the end of the school year will be considered for the A HONOR ROLL.

A student who receives no end of year grade lower than a B- (or 80) at the end of the school year will be considered for the A/B HONOR ROLL.

Homework

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, including corrections, will also have this assigned as homework.

Parents MUST make sure that the students are doing their homework. Students who do not complete their homework may miss their breaks that day, or receive a consequence deemed necessary by the classroom teacher. If it is a continual problem, parents will be called for a conference.

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, the parents will be asked to withdraw their child.

If an Incident Report goes home, or is emailed, it must be signed and returned to the school within two days. Failure to send the Incident Report back may result in a meeting with the pastor, principal, and classroom teacher.

If there is a behavioral or academic issue, the classroom teacher is the first point of contact. The classroom teacher will address issues in the classroom first, and if there is a repeat offense, they will go to the principal. Third offense will include a meeting with the parent(s), classroom teacher, principal, and pastor. Any disciplinary actions (detention, suspension, or expulsion) will be decided during said meeting.

Playground Rules

- Students in grades 2 and above are not allowed on the springy-pals.
- The hill is off limits to all students.
- No hard balls or wooden bats are to be used during breaks.
- Play fighting is not permitted.
- The playground equipment is to be used properly.
- Bikes must be parked during the school day.
- Students are encouraged to keep the playground clean and neat at all times.
- When using the playground after school, parental supervision is required.
- All students MUST keep their hands to themselves.

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, it may 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. Sneakers are required for gym. Those without proper sneakers will be asked to sit out.

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 Dress Code Violation, and possibly a call to bring your child proper clothing. At the third violation, there will also be a detention assigned.

Billing

Invoices are sent out monthly on the 15th of the month, July through April.

Tuition is due on the 1st of the month, August through May.

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

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

Balances which are 45 days past due will result in the student's withdrawal for non-payment. Student may resume classes once the tuition is up to date.

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.