



## General Information

**ADDRESS OR PHONE NUMBER CHANGE** - Anytime an address or phone number (home or work) is changed please notify the school office.

**BEFORE/AFTER SCHOOL PROGRAMS:** Before and after school care is available at an additional cost for students enrolled in CCS. Application forms may be picked up in the school office. These programs do not normally operate on days the school is not in session. A calendar of days in which the programs operate is available from school administration.

### **Before-School Care Program:**

Hours: 7:00 am – 8:30 am

Fee: \$10:00 per week

- Students who arrive at CCS before 8:00 am must be enrolled in the before school program.
- Students sent to the before school program more than **three times a month** will be required to enroll and pay for this service.

### **After-School Care Program**

Hours: 3:00pm – 6:00pm

Fee: \$25.00 per week

- Students in the after school program must be picked up by 6:00pm or parents will be charged an overtime fee unless previous arrangements have been made.
- Students will be dismissed from CCS at 3:00pm and must be picked up no later than 3:15pm unless they are enrolled in the after school program.
- Students **not enrolled** in the program and **not picked up** by 3:15pm will automatically be placed in the after school program and parents will be billed.
- These guidelines are meant to ensure the safety of all our students.

**The fee for CCS Students enrolled in both programs would be \$30.00 per week.**

**BIBLE** - Bible is a required part of the CCS curriculum. It is expected that all students take and pass Bible. Bible memory verses will normally be taken from the **KJV, NKJV or NIV**, according to the teacher's discretion. **The KJV** is the most commonly used version. Versions other than these must have the approval of administration.

**CAFETERIA** - CCS does not have a full- service cafeteria. Lunch is included in the tuition.

**Parents, please do not send lunches that may require cooking or heating of any kind.**

- **Cafeteria** behavior should be based on courtesy and cleanliness.
- **Students must eat “silent lunch” for the first ten minutes of their lunchtime.**
- Students may speak in a conversational tone for the remainder of the lunchtime, as the teacher directs.
- **Each student is responsible to clean up his or her eating area.** Each class is also responsible to clean up their tables and lunch area.
- Students in each class are assigned to wipe off their tables and to clean up the area.
- Unnecessary noise or throwing things during lunch will result in disciplinary action which could include extra “clean-up” duty.
- Students are not allowed to leave school grounds during lunch unless permission has been granted by the administration for the whole class.



**Parents may eat lunch with their child during lunchtime in the cafeteria. Parents should not take their child off campus to eat lunch.** A parent eating with their child should sit at designated visitor tables. Parents may bring fast food when eating with their child if desired. A classmate may sit with the child and the parent(s).

**ASSEMBLIES** - Chapel is a very important facet of Christian Education. There are regularly scheduled chapel programs as well as special ones. Attendance is required at chapel programs. Students must dress according to dress code, enter quietly, sit in designated seating, bring Bibles, and behave respectfully, appropriately. Students who do not cooperate with the chapel program will be subject to dismissal. Parents and guests visiting chapel or a special program during school hours should sit behind the students so they do not block students from seeing and participating.

**CHEATING** - Cheating on tests or academic assignments will not be tolerated at CCS. Students guilty of cheating will receive a zero for the work they were cheating on and parents will be notified. A student caught cheating two (2) or more times in the same year could result in suspension and/or expulsion.

**CHECKING OUT DURING SCHOOL HOURS** - Students are only permitted to leave school with written or verbal permission from parents or legal guardian. A parent/ legal guardian must "sign out" the student at the school office when leaving. Parents need to send a note to the teacher on days a student is to be picked up early.

Students who are sick and need to call home must have the teacher's permission and a hall pass. **Students who leave for the day before 11:00 am will be counted absent for the day. Students who leave after 11:00 am will be counted present for the entire day.**

**CLASS AND TEACHER PLACEMENT OF STUDENTS** - Concord Christian School does not obligate itself to honor the requests of parents and/or students for certain teachers or classes or allow parents and/or students to pick the teachers or classes for the next year. ***The principal makes all teacher and class assignments.*** CCS attempts to have heterogeneous class placement. The following factors are considered by the principal during this process: academic ability and achievement ratio, gender ratio (male/female), teachers' strengths and weaknesses, student strengths and weaknesses, maturity, discipline problems, ADD, ADHD and room size. Parents may relay any special needs of their students to the principal. These needs will be considered in class placement as much as possible. **However, the administration reserves the right to make the final decision on these matters. Please make this a matter of prayer. The Lord knows better than any of us where a child should be placed.**

Please do not ask for a child to be moved from one classroom to another classroom. Parents should keep in mind that hearsay about teachers and students is not always reliable and varies from person to person. The principal sees each teacher almost every day and is in and out of the classroom almost every day and is the most qualified to make the final decision.

**CURRICULUM** - Concord Christian School uses the A Beka and other developmentally appropriate curricula that will provide for the individual differences of each student. A Beka is an advanced academic curriculum with emphasis on the mastery of academic fundamentals, such as Reading (phonics), Arithmetic, Science, Language, Grammar, History and Bible. This curriculum is sequential and is excellent in preparing the elementary students for junior and senior high school and college.

- Bible study and prayer are important elements in the daily lives of students and faculty at Concord Christian School. Basic Bible stories and doctrines are a part of the A Beka curriculum and are taught as part of the curriculum. A Beka also weaves Biblical principles into each subject. Devotions and prayer are part of the daily classroom schedule at every grade level.



**DRESS CODE** - The dress code at CCS is designed to promote a Christian learning environment that is both modest and yet comfortable. The spirit of our dress code fosters both unity and discipline in the school. Our purpose is to have a dress code that provides the fewest distractions for both students and teachers. **See the section on Uniforms for guidelines.**

**ELECTRONIC EQUIPEMENT** - Students are not to bring electronic items (such as radios, tape players, CD players, jam boxes, Game Boy, computer games, etc.) unless specifically approved by the teacher or principal.

**GRADING SCALE:**

<u>Kindergarten 4 – 5</u>	<u>Academic Subjects</u>	<u>Special Enrichment Classes and Conduct</u>
E = Excellent	<u>Grades 1 - 5</u>	S = Satisfactory
S = Satisfactory	100 – 93 = A	N = Needs Improvement
P = Progressing	92 – 85 = B	U = Unsatisfactory
N = Needs Improvement	84 – 75 = C	
U = Unsatisfactory	74 – 66 = D	
	65 - 0 = F	

Plus signs are used to represent the highest number in a letter grade. (i.e. A plus =100)

Minus signs are used to represent the lowest number in a letter grade. (i.e. A minus = 93)

**GUM** - Students are not allowed to chew gum in the school building at any time.

**HANDBOOK** - The handbook is written to give rules, guidelines and procedures for the benefit of students and the entire school. Parents or students should not expect exceptions to be made to the handbook. Please sign and detach the agreement in this handbook and give to your child’s teacher.

**HARRASSMENT** - God made each of us differently and we are all very special gifts from God. Therefore CCS is committed to maintaining an academic and child-centered environment in which all individuals treat each other with dignity and respect and an environment free from all forms of intimidation, exploitations and harassment. CCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.

Parents of students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report this matter to a teacher, principal or administrator.

**HOMEWORK** - Believing that homework is an integral part of the learning process, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

- **For Reinforcement:** Most students require adequate review to master material essential to their educational process.
- **For Practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For Remedial Activity:** As instruction progresses, various weak points in a student’s grasp of a subject becomes evident. Homework is given to overcome such difficulties.
- **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. Teachers will not



overload the students with too much work. Some homework can be completed during class free time, study hall time and special time given by the teacher. However, we do request parents' full cooperation in prompting students to complete assignments. Parents should provide a quiet place without TV for students to work on homework assignments. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in affecting the total grade and could result in detention.

**ILLNESS** - If a child is running a fever or showing other definite symptoms of illness, he or she should not be brought to school. It is usually a mistake to bring a child to school with the admonition: *"Call me if you don't start feeling better"*. He will usually be on the phone before you get out of the parking lot. If a child becomes ill at school someone will call a parent to come and pick him or her up.

**LOST AND FOUND** - Any item turned in to the "lost and found" will be kept in the office for several weeks. Items not claimed will eventually be disposed of or given to a local mission. Lost or stolen items are not the responsibility of CCS or the responsibility of the school office.

**MAKE- UP WORK** - A student who is granted an excused absence will be responsible to arrange with his or her teacher to make up missed work. It is the student's responsibility to see that the work is done within the teacher's assigned deadline. Parents calling the office to request assignments when a student is sick should call **before 9:30 am**. These assignments may be picked up at 3:15 pm.

**MANNERS AND COURTESY** - Good manners and courtesy are expected at all times (meals, programs, athletic events, chapels, classroom, etc.). Students should be courteous to all other students, teachers and administration.

**MEDICATION** - CCS cannot and does not provide medication (Tylenol, aspirin, Ibuprofen, etc.) of any kind. Medication sent from home can be administered by administration only if the following procedures are followed:

1. Administration of prescription medications or drugs at school requires a written authorization, from a licensed physician, a signed permission from the student's parent/guardian, and an appropriate prescription label. The administration of over-the-counter (OTC) medications or drugs at school requires a signed permission from the student's parent/guardian.
2. Prescription medications must come to school in the original pharmacy-labeled container that includes the student's name, medication name, dosage, amount of administration, time(s) to be given, and the physician name, date prescribed and expiration date. OTC medication must come to school in the original container.
3. Prescription and OTC medications are not to be carried by the student but stored in locked areas of the principal's office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement.

**OFF- LIMIT AREAS TO STUDENTS** - Concord Christian School utilizes the facilities of Concord Christian Center. Consequently, we must follow the church's rules in cooperation with the entire ministry for the use of the building. Areas that are off limits to the students are as follows:

Church Office	Sanctuary and Foyer (except during chapel and school programs)
Daycare Areas	Empty classrooms
Kitchen	Flower and shrubbery beds.
Multi-Purpose Room and stage area	(except during chapel, school program or class),

Students, including teachers' children, are not to be in any area of the building before 8:00 am or after 3:00 pm unless a teacher is supervising them.



**OFFICE HOURS** – The office hours are from 8:00 am - 4:00 pm, Monday through Friday. The school office closes promptly at 4:00 pm each day.

**PARENT COOPERATION** - Parent cooperation is essential to the operation of a Christian school. Students need to see that parents, teachers and administrators are standing together to help them mature in character, wisdom and in academics as Christians and as future adults. Children will often try to pit parent against teacher and vice versa to get their own way; just as they try to pit moms and dads against each other in the home to get what they want or to get out of doing what they don't want to do. Concord Christian School expects full cooperation with its policies and procedures. Listed below are key areas where parent cooperation is essential. **Parent cooperation is not limited to these areas, but is vital in these areas.**

Discipline (see section on Discipline)	Dress Code
Exceptionality or Learning Problem Disclosure	Handbook Policies
Permission to Go on All Field Trips	Testing Requested by the School
Respect for Teachers and Administration	Christian Standards
Respect for School Property	
Class and Teacher Assignments	

Please call the office or submit in writing a request to speak with a teacher or principal if you should disagree with decisions and actions of school administration.

**PARENT/TEACHER CONFERENCES** - Parents are encouraged to have regular conferences with their child's teacher. While a phone call to the teacher or a brief visit at the end of the day can answer routine questions, an in-person scheduled conference with your student's teacher is the best way to communicate concerning academic performance, behavior, or any area of major concern. Popping into the classroom at the beginning or end of the day, expecting the teacher to have a major conference that might last 45 minutes to an hour at a moment's notice is unrealistic and does not ensure uninterrupted time with the teacher. Parents are asked to make appointments for conferences. Appointments will ensure that you will have uninterrupted time with the teacher in privacy. Appointments also give the teacher time to gather all information that he/she needs. These appointments may be made through the teacher or office administration. Most teachers will be able to see you the same week or within a few days.

**PARENT/PRINCIPAL CONFERENCES** - The principal tries to maintain an open door policy to all parents. Sometimes it is necessary for the parent and principal to have a conference. The parent, principal or the teacher may initiate this conference. When the parent initiates a conference with the principal, it is important that the parent already have had a conference with the teacher. This gives the teacher the first opportunity to solve the problem and also gives respect to his/her position. Parents are asked to make appointments for conferences with the principal. Appointments will ensure that you will have uninterrupted time with the principle in private. Popping into the office at the beginning or end of the day expecting the principal to have a major conference that might last 45 minutes to an hour at a moment's notice is unrealistic and does not ensure uninterrupted time. Appointments also give the principal time to gather all information that he needs. These appointments may be made through the school office. The principal will usually be able to see parents the same week or within a few days and will make every effort to meet as soon as possible.

**PARKING LOT** – Because all students at Concord Christian School are “car riders,” there must be guidelines and lots of patience in the parking lot.

- Please travel only in the direction of the flow of the traffic.
- Drop off and pick up students in the designated area only.



- **No unattended cars should be parked in the drop-off lane. Never park where you might stop the flow of traffic.** When going on field trips parents should park in the spaces farthest from the school. Parents and/or drivers violating these rules will have their cars subject to towing.
- Students waiting to be picked up should wait on the sidewalk in front of the building. In the event of inclement weather students may wait quietly in the hall.
- **Watch for children and parents at all times.**

*Please exercise Christian courtesy, manners, and patience at all times in the parking lot*

**PERSONAL ITEMS** - Concord Christian School and Concord Christian Center are not liable for personal items left in the school or church building for any reason. Concord Christian School and Concord Christian Center do take reasonable measures to secure its building and premises. However, personal items left in classrooms, halls, parking lot, church and sanctuary or in any part of the building are the responsibility of the owner and/or student and not the school or the church.

**PROGRESS REPORTS** - Official *Progress Reports* will be sent home by every teacher in grades Pre-K-5<sup>th</sup> at the mid-point of each grading period. Parents are required to sign these notices and return them to the teacher. These mid-point progress reports do not take the place of regular reports of a student's progress that might also be sent home on a daily, weekly or monthly basis by the teacher. Teachers may also send home special notes or make phone calls relaying a student's progress.

**RECESS & PLAYGROUND** - Physical exercise is important and necessary to growing bodies. Recess time is considered part of the elementary curriculum. Students are expected to participate in recess time. If a student is unable to participate in recess time, there must be a note from the parent and/or physician stating the reason. Students cannot be left in the building unsupervised. Parents should also send proper clothing with their child anticipating weather changes.

**RE-ENROLLMENT** - Re-enrollment for the upcoming year takes place during the months of January and February. Students currently enrolled in CCS will be given first priority until the last day in February. New students outside the school and church must be turned in at the same time for re-enrollment to be accepted as of March 1. **Both the Re-enrollment Card and the Registration Fee must be turned in at the same time for re-enrollment to be accepted. The registration fee is non-refundable.**

**REPORT CARDS** - Report cards will be sent home four times during the school year. They must be signed and returned the next day. Report card dates are listed on the school calendar. Report cards, as well as cumulative records, can and will be held if all tuition payments are not current.

**SPECIAL PROGRAMS** - Occasionally a class or group of children will participate in a special school/church program. When this occurs, the children involved will be expected to remain together until the entire program is over, unless directed otherwise by the teacher or director. Students are not to congregate in the lobby or halls or run in and out to the restroom during the program. Students failing to show up for an announced program, unless previously excused, will be subject to having their citizenship or music grade lowered a maximum of one letter grade.

**STANDARDIZED TESTING** – CCS will administer tests as required by the State of North Carolina.

**STUDENTS INELIGIBLE TO RETURN** - At the end of the year the administration committee will discuss students who should not be allowed to return because of behavioral and/or discipline problems. The final decision rests with the administrative committee regarding eligibility to return.

**TARDINESS** - Students are expected to be at school on time: **8:30 am.**



- Tardiness can cause unnecessary inconvenience and distractions for the teacher and the other students in the class.
- An occasional tardy may occur but this should be the exception and not the rule.
- **IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT THE STUDENT ARRIVES AT SCHOOL ON TIME. Students are still counted tardy even if it is the parent's fault.**
- A student who is tardy twenty- five (25) times will be subject to dismissal from the school at the discretion of the administration.

**TELEPHONE** - School and church phones are for school and church business and not for the convenience of the students. Please help your child plan their activities so that they do not need to use the phone. A student must have their teacher's permission to use the phone. Students who must call home due to illness must have the teacher's permission to come to the school office and use the office phone.

**TEXTBOOKS AND SUPPLIES** – Concord Christian School supplies most textbooks and workbooks. The parents must supply notebooks and various other supplies. The textbooks belong to the school and must be returned in good condition at the end of the year. This helps keep the cost of curriculum down and thus lower the cost of tuition. Books that are unnecessarily damaged will be assessed a damage fee. The parents must pay for lost and damaged books before receiving their child's fourth quarter report card.

**THREATS OR PERCEIVED THREATS** - The school takes seriously any threat of harm to any student or employee. Students making what the administration perceives to be a credible threat will be expelled and will be reported to the authorities.

**UNIFORM POLICY** - The dress code at CCS is designed to promote a Christian learning environment that is modest and yet comfortable. The spirit of our dress code fosters both unity and discipline in the school. Our purpose is to have a dress code that provides the fewest distractions for both students and teachers. New students will have two weeks to acquire uniform clothing.

### **General Guidelines**

- All students must wear uniforms that meet the school's accepted guidelines for shirts, blouses, skirts, shorts, skorts, culottes, jumpers, pants and shoes.
- Students should be appropriately dressed and well-groomed.
- Hats are not to be worn in any building, but may be worn for warmth on the playground.
- Most jewelry is inappropriate for elementary-aged students; but bracelets and dangling earrings are not allowed since these are a safety hazard on the playground and a distraction in the classroom.
- All tops are to be royal blue & gold. All pants, shorts, skorts, skirts, culottes and jumpers are to be solid khaki or navy blue.

**Shirts and Tops:** Boys and girls are required to wear collared shirts, turtleneck shirts or mock turtleneck shirts (royal blue, yellow and gold.)

- Collared shirts include: polo type shirts, oxford shirts, button down collar shirts, and blouses with a collar (example: Peter Pan).
- Long and short sleeves are acceptable.
- Sweatshirts, cardigan sweaters and pull-over sweaters (royal blue, yellow and gold) may be worn over a polo, turtleneck or oxford shirt.
- Students must have shirts and blouses tucked in.
- T-shirts are not allowed.
- All tops must be a solid color without pictures or logos.

### **Pants, Shorts, Skirts, Skorts, Culottes, Jumpers:**

- All of these items must be navy blue or khaki (tan); not stonewashed, white or light beige.



- Skirts must be knee length or longer. Shorts must be worn under skirts.
- Skorts and shorts must be fingertip length for girls.
- Brown or black belts should be worn with uniform pants equipped with belt loops. **Pants/ belts must be worn at the waist.**
- Pants should be the appropriate length so not to bunch up at the ankles or hang over the shoes.
- Jumpers may be round or V-neck: shorts should be worn under jumpers with skirts.
- **No jeans, cargo pants, bell-bottoms, hipsters or name brand labels may be worn.**

**Shoes:** Shoes may be different types and styles, but flip-flops and thong type shoes are not permitted. Sandals must have a strap across the heel.

**Jackets and Coats:**

- Only school approved sweaters or sweatshirts are to be worn in the school classrooms. Outer wear such as coats and jackets do not have to be uniformed, but should not be worn in classrooms.

**VANDALISM** - Students caught damaging or defacing school or church property will be expected to pay for (or their parents) the restoration or replacement of damaged property. Students who vandalize school or church property may be expelled, arrested or both.

**WITHDRAWALS/CANCELLATIONS** - Parents who withdraw students from school in the present year or from re-enrollment for the following year should notify the school office and should settle their financial account. CCS will hold report cards and /or cumulative records until all financial accounts are settled. Students withdrawing may not take their textbooks with them. All library books must be returned.





## **PLEDGES**

### **AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **BIBLE**

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

### **CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one brotherhood uniting all true Christians in service and in love.

### **Discipline Pledge**

I will treat other people like I want to be treated today. I am responsible for myself. No one else is responsible for what I do today.



## PARENT COMMITMENT

1. We have read and understand the school's philosophy of Christian education and school policies as outlined in the handbook.
2. We understand that we have an obligation to be actively involved in the education of our child. We agree to uphold and support the academic standards of the school by providing a place at home for our child to study, and to give our child encouragement in the completion of homework assignments.
3. We will faithfully support the school through prayer and a positive attitude. In keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaint or negative comments only with the people involved.

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We have received and read this Concord Christian School handbook. We agree to follow and support the school policies as outlined in the handbook.

Please sign and return to your child's teacher.

Student's Name: \_\_\_\_\_

Grade and Teacher \_\_\_\_\_

Parent's Signature (s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**This must be returned to the teacher no later than September 12, 2023.**