



Community Christian School of Pampa

EST. 1996

Parent/Student Handbook

Welcome to Community Christian School of Pampa. This school exists to bring honor and glory to God through the development of academically and spiritually trained young people. Founded in 1996 by a group of parents who had a passion for combining advanced preparatory education with a Biblical world view and discipleship. Our mission is to prepare our students to impact the local and global community through academic excellence as well as biblical thought and action. We seek to accomplish this by working cooperatively with families, as an extension of the home. You, therefore, are an important part of this school community which is dedicated to serving Jesus Christ as Lord of our lives and Lord of our school.

It is our desire that Community Christian School be a school that honors God in all areas. We invite you to pray daily for the students and teachers of CCS. We also ask that you take time to read this handbook. It should answer many questions that you may have about the policies and procedures that will guide our school year. As unresolved questions or problems arise, please call the office or make an appointment. May we work together to achieve all that God would have us to do... for His glory and purposes.

In His service,

Laura Green
Principal

P.O. Box 51* Pampa, Texas 79066 * 806-665-3393

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Guiding Principles

Vision for Education

Our vision is to provide an accelerated, educational opportunity that is both academically challenging and Christ-centered in nature, with grades K3-8. We envision an educational program that capitalizes on small student/teacher ratios and the unique freedom for higher education and learning. We seek to foster independent critical thinking, personal accountability, high personal standards for academics and behavior, social skills and an awareness of independent gifts and talents from which each child is designed to serve God and positively impact their community. We consider the home/church/school arenas of a child's life to make up a "cord of 3 strands, not easily broken" and to this end, we seek to work cooperatively with families as an extension of the home, to try to equip each child with Godly characteristics and principles.

Philosophy of Education

In striving to deliver a preparatory education of the highest academic standards and caliber, we freely teach from a Christian world view which acknowledges the following: that God is the basis of all life and the Creator of all things; that the Bible is His inspired word and the basis of all truth; that in only Him can a person find purpose and meaning for their life, and that redemption comes through the gospel of Jesus Christ.

Statement of Faith

We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).

We believe there is only one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelations 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5: 8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost: that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Roman 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30).

INTRODUCTORY INFORMATION

NON-DISCRIMINATORY STATEMENT

Community Christian School of Pampa, Inc. admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admissions policies, and scholarships.

FINANCIAL SUPPORT

Community Christian School of Pampa, Inc. is an independent Christian school. It is not owned or governed by any one denomination or congregation. The school's financial support is from tuition payments, fundraisers and contributions from members of the community. **Tuition payments do not cover the total cost of educating a student. CCS is a non-profit corporation, and all contributions to the school are tax deductible.**

PROFESSIONAL STANDARDS

Community Christian School of Pampa is staffed by an administrator, administrative assistant and teachers. We strive to retain employees who are dedicated Christians and who are appropriately trained for teaching in a Christian school.

ACADEMIC STANDARDS

Community Christian School seeks to provide a sound academic education integrated with a Christian view of God and the world. While smaller class size and a disciplined learning environment are two benefits of the school, all students are required to maintain aggressive academic progress. **CCS does not encourage students who are learning disabled or who struggle academically to enroll due to the nature of our advanced curriculum. Community Christian School does not have the resources to accommodate these challenges.**

SCHOOL UNITY

As a variety of denominations are represented among our staff and school families, we strive to function as the unified body of Christ. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ "endeavoring to keep the unity of the Spirit in the bond of peace." Our goal is to keep Jesus Christ at the center of everything we do! We believe God's blessing upon our school to be contingent upon this. We do not compromise on the central message of God's word and fully support our published "Statement of Faith".

We are aware that, as a group of believers, some differences in beliefs exist. It is important for parents to realize that when "particular issues" are raised at school, our teachers are instructed to refer students to their parents for discussion and guidance. While keeping our focus on Jesus Christ, we "major on" the central message of God's Word. Our prayer is that each plan made and each lesson taught will be done in such a way that our Lord Jesus Christ receives all the glory and honor.

ACADEMIC ASSESSMENT

Grading

Student achievement in academics and character growth is reported each six weeks through report cards.

Pre-K and Kindergarten reports are determined by the teacher.

1st – 8th

Students receive percentage grades according to the following distribution:

A= 90-100 B= 80-89 C= 70-79

F= 69 or below

Citizenship Grades

An E, S, or U (Excellent, Satisfactory and Unsatisfactory) may be given at the discretion of the teacher.

The number of classroom reprimands, disciplinary actions and detentions a student obtains during a 6 week period will be recorded on the report card.

Honor Roll

A student receiving all “A”s for semester grades will be placed on the “A” Honor Roll. Students earning “A’s and B’s” (student must receive at least one “A”) for semester grades will be on the “A-B” Honor Roll.

Academic Probation

All new students 1st grade - 8th enter the school on a six-week probationary basis. Each student specifically pre-k and kindergarten will be on a two week trial basis. If the child is a disruption in the class, or violent with the teacher or student they have two weeks to change their behavior or they are asked to leave. Students who have an overall average below 70, or who are not doing assignments will be placed on academic probation. If the deficiency is not corrected at the end of the six weeks, then the parents will be asked to transfer the student to a school where he/she can be more successful.

Returning Student: When a student performs at a level that does not meet minimum standards, he/she will be placed on academic or disciplinary probation. The minimum academic standard is an overall semester average of 70 for all academic subjects. The disciplinary standard is based on compliance with the rules established by the school.

The length of probation is one semester. At the end of the probationary period, the student’s record is reviewed to determine whether the student is eligible to return to CCS. The school administrator may extend probation with board approval.

HOMEWORK

Homework is assigned as follows:

1. In order to complete unfinished class work
2. To provide practice in math facts and general reading practice, or study for other subjects.
3. As preparation time for a test in class later in the week
4. To prepare special projects such as reports, science projects and displays which require time and resources outside the classroom.

Homework assignments are kept to a minimum on weekends and no homework on Wednesday evenings is given.

Incomplete homework is graded accordingly. A teacher may choose to allow a student to turn in an assignment one day late with a deduction from the grade of ten points; or two days late with a deduction from the grade of twenty points. Homework that is three or more days late will receive a grade of zero, but work will still be turned in.

Academic Schedule

School Hours

Monday – Friday: 8:10 a.m. – 3:10 p.m.

***Please exercise promptness when bringing your child/children to school and when picking them up afterwards. If someone other than a parent picks up a child, please convey this message to the school.**

School calendars are available upon registration.

ATTENDANCE POLICIES

Attendance

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardiness are recorded, and compiled records of attendance are kept on file for reference. Exceptions may be made by parent/guardian consultation with the Administrator.

Excessive Absences

Parents should seek to limit a student's absences for the school year, since important information and class participation are lost for each day missed.

Make-up Work

In all cases of absence, students are required to complete the necessary make-up assignments. The primary responsibility for make-up work lies with the student and the parents. Arrangements for make-up work must be made by contacting the teacher before or after school hours. **Absences do affect grades. Students miss discussions, oral drills, initial instruction and other activities.**

Students with excused absences will be allowed the number of days absent for make-up work. A student absent only on the day of a test may be required by the teacher to take the test immediately upon returning to school. Points may be taken off for make-up assignments turned in to the teacher after the appropriate number of days has expired

A parent is expected to bring a major project to the class on time on the day it is due should a student be unable to attend due to illness. The project may be delivered to the office but must be on time. Points will be deducted each day the project is not turned in.

Tardies

“Punctuality is showing a high esteem for others and their time”

Students arriving at school after 8:10 a.m. are considered tardy and need to report to the office.

Every student receives two grace tardies per six weeks. Each tardy after that, will result in a \$5.00 fine. If a student has more than five tardies in a six week period, a conference with the principal will be requested.

Excused tardies may include:

1. Sickness
2. Medical appointments
3. Accidents and unavoidable breakdowns
4. Unique, unavoidable circumstances as confirmed by CCS

Absences

When a student is absent the following procedure should be followed:

1. The parent or guardian should call the office before 9:00 a.m. to report the absence.

Medical and Dental Appointments

These appointments should be scheduled outside of school hours if at all possible. Recurring appointments such as orthodontist should not be scheduled during the same class period every month. **Please make as many appointments after school as possible.** If medical and dental appointments must be made during school hours, please avoid missing academic subjects.

Leaving the Campus

Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. If students are to leave the campus after school with anyone other than a parent or designated person, notice must be sent to that student's teacher. Each family will complete a "Security Information Sheet." This will contain the names of anyone who has permission to pick up a student on a regular basis. If a parent wants another person to pick up a student, the parent must call the school office, give that person's name and that person will be required to show identification.

Withdrawal or Not Returning

Should a parent decide to withdraw a student during the school year, please notify the school Administrator. **A verbal notice to the child's teacher is not acceptable.** Families may have a "Balance Due" or a refund (depending on account status) at the time of withdrawal. An exit interview may take place and include a form to be filled out so that the office can forward all important documents to the future school.

CLASSROOM GUIDELINES AND DISCIPLINE

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means that each child, and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline.

Parent's Role

If teachers deem that spankings are necessary by the teacher and/or the Administrator, the father will administer discipline. If there is no father living in the home, the mother or guardian will be called. Biblical principles of discipline are found in Proverbs 3:1-2, 11: 10:10: 23: 13-14; 29: 15, 17, 19.

Classroom guidelines for Discipline

I. Put God first.

A. "Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind." Matthew 22:37 B. Examples of misbehavior

1. Lack of reverence
2. Fist Fight
3. Cut down
4. Lying
5. Stealing
6. Cursing
7. Cheating
8. Pornography
9. Outright disobedience
10. Immoral Conduct

11. Abusing the teacher

II. Respect for others

A. "Thou shalt love thy neighbor as thyself." Matthew 22:39

B. Examples of not respecting others

1. Not letting someone in the door
2. Cutting in line
3. Talking during quiet time
4. Excessive loud noises
5. Throwing items
6. Bothering another child
7. Abusing another's property
8. No gum, candy, food or drink in the building except the cafeteria without special permission from the teacher.
9. No public displays of affection (hand holding, kissing, hugging, or unwanted touching)
10. Recreation, social relationships and language

III. Ready Obedience

A. "If you be willing and obedient, ye shall eat the good of the land." Isaiah 1:19

B. Examples of disobedience

1. Not prompt and prepared and ready to learn (classroom & virtually)
2. Not following the teacher's instruction
3. Not having a textbook and/or required materials for class

IV. Diligence to duty

A. "In whatever you do in word or deed, do it all in the name of the Lord Jesus, giving thanks to Him through God, the Father." Colossians 3:17

B. Examples of not being diligent

1. Not accomplishing task at hand to the best of his/her ability
2. Not staying on task

Probation, Suspension and Expulsion

All students enter the school year on a three-week probationary basis. A different probationary period may be used depending when student enrolls. Remaining in the school is based on academic progress, conduct, and parental support of the school program.

Any student who commits a serious offense, whether verbal or physical, against another student or teacher will be subject to immediate detention, probation, suspension, or expulsion.

Any teacher or staff member at CCS may discipline a student. The student is expected to comply.

The Administrator/Board is the final authority on suspension/expulsion of a student. His/her decision may include advice from the teacher or teachers and the Board of Directors. A severe problem will normally be handled through probation or withdrawal. Additional suspension considerations include the following: continued lack of respect for authority, intentional disobedience, negative attitude, fighting (physical or verbal), or being out of harmony with the general spirit of the school.

The recommended length of suspension is three to five days; the minimum suspension is usually three days. Suspension is treated as an unexcused absence in reference to class work. A conference with the administrator, student and parent(s) will be held before and after the suspension. All class work missed during suspension must be completed before returning to classes. Failure to do so would result in a "0" for incomplete assignments. A suspension would automatically put a student on a 6 week probation.

In cases where the response to prior disciplinary actions is not received by the student and/or supported by the parent, the school will withdraw the student by expulsion. This action is taken by the school administration after consultation with the Board of Directors.

CCS students are encouraged to report to their teacher any behavior by another student that may be threatening, inappropriate, harmful or destructive. Disciplinary action in these cases will be handled on an individual case basis which will include all students involved, the classroom

teacher/s, school administrator and if necessary, some or all of the parents of students involved in the incident.

Guidelines for Every Day Conduct

Please discuss these rules with your children:

1. Restrooms are to be quiet and orderly. Please discuss cleanliness and orderly conduct in the restroom.
2. Help your child to understand that all of the teachers will be on duty at different times, and that CCS students are to respect and obey all teachers.
3. If your child is to ride his/her bike to and from school, or is to walk to and from school, please notify his/her teacher in writing on the first day of school. This permission note will be placed in the student's permanent file.
4. Parking areas are off limits to children. Students are to wait with the teacher, away from the street and parking lot.
5. The school door is locked at all times (for safety reasons).
6. Damage to school property must be paid for by responsible parties, dependent on circumstances.
7. Gift exchanges will be at the teacher's discretion.
8. Please do not distribute party invitations at school unless all students in the class receive one. Invitations will be distributed at the end of the day.

Cellphone and Electronic Usage

Students are allowed to bring cell phones. They are to be left in backpacks turned off during school hours, unless given teacher permission. Smart watches are allowed as long as they are not a distraction to the student. **Any items taken up from a student may be picked up in the school office.**

Possession of Weapons

Knives of any length, firearms, or any other kind of weapon are not allowed on the premises of CCS. Violation will result in suspension or expulsion.

COORDINATED DRESS AND PERSONAL APPEARANCE

School Attire

The dress code is predicated on safety, modesty, neatness and comfort. All clothing must be clean and neat. **No holes or ragged hems are permitted**, and pants may not be excessively sloppy or baggy. All students are required to wear the prescribed clothing defined on the printed dress code that is given to each family at the time of registration. Parents will be called to bring to school the appropriate clothing or accessories when students do not follow the dress code. Girls will dress like girls and boys will dress like boys in the appearance of birth gender.

Chapel Day Attire

Weekly chapel services are required for all students as an integral part of the educational program. Chapel attire is required in order to dress in a modest and reverent fashion related to the worship experience.

Hair Styles

Hairstyles for boys and girls should be neat and clean.

Piercings are allowed in ears only with the exception of gauges. Hats are permitted as teacher privilege.

Footwear

All footwear should be neat, clean, comfortable, and age appropriate. Lace-up shoes appropriate for athletics should be worn for P.E. classes. **Because of the activity students participate in, open toed shoes are not acceptable at any time.**

Parents, please label all personal belongings for your children.

POLICIES RELATING TO TUITION/FEE ACCOUNTS

Payments

1. Tuition is paid over a 9 month period. The first payment is due September 10th.
2. Tuition for students who enroll during the school year is determined by dividing the total annual tuition by the 9 months of actual school. This amount equals the monthly payment. Tuition for students enrolling on the 15th or before will be one month's tuition. Tuition for students enrolling on the 16th or after will be one-half month's tuition.
3. Tuition accounts are due on the 1st of each month, delinquent after the 10th.
4. Tuition accounts must be kept current. Unless payment arrangements have been made with the administrator, students may be suspended from the classroom until payment is made, via CCS policy.
5. Tuition payments may be mailed or delivered to the school office by the parent.
6. If you pay cash, please make your payment in the school office and bring the correct amount. **Make sure you get a receipt.**
7. More than two insufficient checks returned from your bank may result in your account being put on a "cash only, cashier check, or money order" basis.
8. **Please do not include miscellaneous cost such as school pictures and field trips with tuition payments. Separate payments or checks are required.**

Refunds

1. The registration fee is non-refundable.
2. For any part of August-September in which a student attends a portion thereof and then withdraws, is suspended, or is expelled, there will be no refund of that month's tuition, due to administrative start-up costs. Beginning in October, if a student withdraws on or before the 15th of the month, 50% of that month's tuition will be refunded. If a student withdraws after the 15th of the month, no portion of that month's tuition will be refunded.
3. Should a student with a brother or sister in the system be withdrawn, then any excess tuition shall be applied to the remaining sibling's account.
4. No reduction or refunds will be issued for vacations, illnesses, or other absences.

Tuition and Fees

Pre-K (Half Day)

*\$242.00 tuition paid monthly – first month due by September 10th if it hasn't already been paid

*\$100.00 registration fee – once yearly (waived if 1st month tuition was paid by June 15th)

*\$200.00 curriculum – once yearly (If there is a problem with getting this paid, please contact the Administrator and something can be worked out.)

Full Day Pre K through 5th grade

\$370.00 tuition paid monthly – first month due by September 10th if it hasn't already been paid

*\$100.00 registration fee- once yearly (waived if 1st month tuition was paid by June 15th)

*\$200.00 curriculum/supplies for Full Day Pre K- (to be paid by the end of August)

*\$300.00 curriculum/supplies for kindergarten – 8th grade *These are yearly start up fees

Junior High (6th, 7th, 8th)

\$400.00 tuition paid monthly – first month due by September 10th if it hasn't already been paid

*\$100.00 registration fee- once yearly (waived if 1st month tuition was paid by June 15th)

*\$300.00 curriculum/supplies – once yearly *These are yearly start up fees

Scholarships and Payment Arrangements

There are some scholarships available. See Administrator for details on scholarships. Note: Payment arrangements can be worked out with administrator if necessary.

Discounts

2 student families (on 2nd student) 20% discount

Teacher Discounts

Student of a teacher 40% discount

Employed Minister Discounts

Full-time employed minister or full-time employed youth director 40% discount

Part-time employed minister or youth director 40% discount

The maximum amount of discounts allowed on any one student is 50%.

Textbooks

The students will pay the cost of replacing lost or severely damaged textbooks.

Release of School Records

No student records will be released to parents or to a forwarding school until:

All tuition and fees are paid in full.

All library books are returned and fines are paid.

All textbooks are returned and/or payment for damaged or lost textbooks is made.

Health and First Aid

Students are to be kept at home and a doctor consulted when they show any of the following symptoms: severe sore throat, a cold with a cough and/or fever, earache, inflamed eyes, upset stomach or diarrhea, rash, chicken pox, impetigo or ringworm.

The school administrator should be notified when a student is ill with a communicable disease. Re-admission of any child recovering from a communicable disease shall be on the basis of a certificate of approval from the child's physician or health clinic. If the child does not have a physician in attendance, the child may not return to school until the time period has lapsed as recommended by the local or state Health Department. The *Communicable Disease chart for the Schools and Child-Care Centers* is provided by the Texas Department of Health and is located in the school office for reference.

When a student becomes ill or injured while at school, he/she will be separated from the other students and given staff supervision until arrangements can be made for prompt pick-up. The school will provide simple first aid. A completed Emergency Medical consent card will remain on file at all times. In cases of sudden acute illness or serious injury, emergency care shall be obtained and the parents notified as soon as possible.

School personnel WILL NOT administer any medication unless a medical administration form has been filled out by a parent or unless parent permission has been given. If a student requires medication, the parent needs to visit with the secretary or administrator about the administration of the medication. Parents may also come to the school and administer the medication to their student.

ASTHMA PATIENTS: Parents shall provide an inhaler to be kept by the teacher at school. A written letter from the prescribing physician will be kept with the inhaler. The physician shall state the appropriate dosage and describe any symptoms that would require call the parents or physician. The student will be required to make a journal entry stating date, time, and dosage each time he/she uses the inhaler.

Student Insurance

Medical expenses for injuries will be the responsibility of each parent or guardian. The school suggests that all students be covered under a family health plan.

LUNCHES AND LUNCHROOM GUIDELINES

All students must bring a sack lunch. We have microwaves available to heat food if needed. **Please refrain from sending items with which students will need adult supervision, such as opening cans or bottles (including medal pull top containers for safety reasons- ie. Chef Boyardee ravioli/spaghetti o's). Half-day Pre-K may bring a snack to eat if you do not want them to eat lunch at school.**

Guidelines for the lunchroom:

1. Foods to be warmed in the microwave oven must be in a microwave safe container that is manageable by the student. The school does not provide bowls.
2. Foods to be warmed in the microwave oven should be a WARM-UP ONLY and may require no more than two minutes in the microwave oven.
3. Foods such as apples and oranges should be prepared at home and packaged in a zip lock bag.
4. Absolutely no paring knives or any item of this type should be packed in a student's lunch.
5. Please do not send cokes or energy drinks in lunches.
6. You are welcome to come eat lunch with your child/children
7. Please be prompt if taking your student off campus for lunch. If the student is not back by class time, they will receive a tardy.

Conduct for the lunchroom

1. Students will enter the lunchroom in an orderly manner and be seated at designated tables.
2. Students must remain seated until dismissed by the teacher or lunch monitor.
3. Students may visit quietly with their neighbors on either side.
4. Students may NOT talk about inappropriate topics.
5. Students should keep the lunchroom neat and clean.

PARENT INVOLVEMENT

Parent

CCS is founded on the premise that parents are the child's primary teachers and should be involved in the child's ongoing formal education. Never before has the need for bridging the communication gap between the school and home been greater. CCS encourages parental involvement through many avenues.

Parent Participation

Parent involvement is an important part of each student's education at CCS. Volunteer opportunities will be available throughout the year. Please call the office and let us know when and how you can assist us in providing the most meaningful education for your child.

A parent may volunteer to visit the classroom and tell about his/her job, family, or hobby. He/she may wish to share picture or other small items with the class.

HOME/SCHOOL COMMUNICATION

Each family will be provided with a weekly colored folder that will be sent home each Monday. It will contain information and various items from the teachers and school administrator. The folder will often contain items that must be completed in some way and returned to the school. **The folder is to be returned no later than Wednesday morning.** The folder is the weekly communication system between the school and the home.

PARENT/TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled as needed. Parents are urged to make an appointment for a conference with a teacher any time that it is necessary. **Please be respectful of the appointments and responsibilities of our teachers by making an appointment for a conference.** Please refrain from having long conversations with teachers in the pickup line.

PROCEDURES FOR CONCERNS AND/OR COMPLAINTS

1. **PRAY ABOUT IT.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4: 1-3 and Colossians 3: 12 -13.
2. **PARENTS SHOULD GO DIRECTLY TO THE TEACHER WHEN A PROBLEM ARISES WITH A CHILD OR YOUNG PERSON.** If a matter remains unresolved, it should be taken to the administrator. Upon request, unresolved matters may then be presented to the CCS Board of Directors which has a final review within the school. That is the biblical standard of Matthew 18:15-17.
3. **EXPRESS IT PROMPTLY.** Keeping it to oneself can cause ill feelings and friction which can decrease our effectiveness as a Christian staff. Jesus says that two people cannot properly worship or serve God if there is a disagreement between them. (Matthew 5:23-24)
4. **TELL IT TO THE RIGHT PERSON.** Complaints against specific individuals should be expressed first to the individual in question, and needs to be expressed to the Administrator only if it cannot be worked out between the parties involved, or if one or both parties feel that the administrator should know about the complaint.
5. **EXPRESS IT CLEARLY.** Make sure the person to whom you are expressing your complaint knows all the details of the situation and exactly what you are complaining about and why.
6. **DO NOT BROADCAST YOUR COMPLAINT.** Express your complaint **ONLY** to the person who should hear it. Unnecessary worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.

If you overhear or are told a complaint:

1. **PRAY ABOUT IT.** Ask God to take care of the situation or use it for His glory. Do not share a bad report.
2. **REPORT IT.** Ask the person with the concern to report it directly to the person responsible for the situation. If the concern is **URGENT** and **QUITE SERIOUS**, see that it is channeled properly by reporting it to the administrator.

If a complaint is made to/or about you:

1. **PRAY ABOUT IT.** Ask God’s wisdom in solving the problem and His help in putting the solution into effect. Pray for the person who brought the complaint to/or about you, and ask God to help you love that person even more than before the complaint was made.
2. **ANALYZE THE COMPLAINT.** Be sure you understand the specifics and why it is being made. Ask the person to clarify any areas of misunderstanding.
3. **GIVE PROMPT ATTENTION.** Talk directly with those involved, using administrative counsel when needed.
4. **MAKE IT A GROWTH EXPERIENCE.** Do not take offense even if falsely accused. React in the appropriate spirit. If the complaint is valid, strive to make corrections immediately, seeking prayer and guidance even from the accuser.

CLASS PARTIES

Class parties will be held at Christmas, and on Valentine’s Day. Recognition will be given to all “birthday students and staff” throughout the year. If parents would like to bring birthday treats for the whole class to celebrate, this must be cleared with the teacher first.

VISITORS

CCS is a closed **campus**. Students from other schools are not allowed to visit during the school day. Guests may visit the school with prior office approval.

Weather

In the event of inclement weather (snow, ice, etc.), tune to Radio Station KGRO, 1230AM or to KAMR 4 or KCIT Fox 14 Amarillo for information regarding the closing of school. If Pampa ISD closes school, we will close, too. If we decide to close school, but Pampa ISD doesn’t, you will receive a phone call or text to inform you of that decision.

Facebook

Important information is often posted on Facebook. We encourage you to join and “Like” Community Christian School.

