

ELEMENTARY PARENT HANDBOOK TABLE OF CONTENTS

WELCOME	3
I. ABOUT THE CENTER.	3
II. STATEMENT OF FAITH.	4
III. EDUCATIONAL PHILOSOPHY.....	4
IV. CCS ANTICIPATED STUDENT OUTCOMES.....	5
V. WHY CHRISTIAN EDUCATION?.....	7
VI. ABOUT CHAMPION CHRISTIAN ELEMENTARY.	8
VII. ADMISSIONS PROCEDURE.....	8
MAKING YOUR DECISION.....	8
MAKING APPLICATION.	8
EVALUATION OF APPLICATION.....	9
WAITING LIST.....	9
ENROLLMENT PROCESS.....	10
VIII. PREPARING FOR THE FIRST DAY.	10
IX. CENTER AND FAMILY WORKING TOGETHER.....	11
CENTER ADVOCATE.....	12
PRINCIPALS' NOTES	12
PARENT MEETINGS.....	12
PARENT ADVISORY COMMITTEE (PAC).....	12
PARENT TEACHER FELLOWSHIP (PTF).....	12
PARENT/TEACHER REPORT CARD CONFERENCES.....	12
PARENT RESOURCES.....	12
STUDENT ACTIVITIES.....	13
PARENT VISITATION DAYS.	13
VOLUNTEERS.....	13
CONFIDENTIALITY.....	13
X. WHAT IS EXPECTED OF PARENTS AT C.C.S.?.....	14
XI. SCHOOL POLICIES.	14
PARKING.....	14
TRANSPORTATION.	14
IN-SERVICE DAYS	15
HOME-SCHOOLED STUDENTS.	15
ATTENDANCE POLICY.....	15
SPECIAL FAMILY ABSENCES.....	16
HOLIDAYS.....	17
PARTIES	17
BIRTHDAY CELEBRATIONS AND INVITATIONS AT SCHOOL.....	17
SNACKS.....	17
SNOW DAYS	17
IF YOUR CHILD SHOULD BECOME ILL AT SCHOOL.....	18
MEDICATION.	18

NO SMOKING / NO DRUGS POLICY.....	18
STUDENT/EMPLOYEE HARASSMENT POLICY.....	18
FIELD TRIPS.....	18
SCHOOL PICNIC.....	18
NOTES HOME ARE IMPORTANT!.....	19
ACADEMIC EVENTS.....	19
ACSI-SPONSORED ACTIVITIES.....	19
BREAKFAST AND LUNCHES.....	19
WELLNESS POLICY.....	19
LIBRARY.....	20
CLOTHING.....	20
VIDEOTAPING.....	21
TAPING AND RECORDING OF CLASSES.....	21
PUBLIC RELATIONS OPPORTUNITIES.....	21
LOST AND FOUND.....	21
TESTS.....	21
ANNUAL TESTING.....	21
GRADING SYSTEM.....	21
HOMEWORK.....	21
TOYS.....	22
BIBLE MEMORY.....	22
NEW STUDENTS.....	22
GRADE RETENTION.....	22
ADVANCED EDUCATION PROGRAM (ENRICHMENT, GIFTED, TALENTED).....	22
SPECIAL NEEDS STUDENTS.....	22
NILD DISCOVERY PROGRAM.....	23
STUDENT HANDBOOK.....	23
EXTRACURRICULAR ACTIVITIES.....	23
RETENTION OF ENROLLMENT.....	23
TEXTBOOKS / CURRICULUM.....	23
VISITORS.....	23
SCHOOL AGE CLASSROOM VISITORS.....	24
PERSONAL PROPERTY.....	24
MUSIC AND TECHNOLOGY.....	24
SUPPLIES.....	25
CHRISTIAN CHARACTER.....	26
DISCIPLINE.....	24
BEHAVIOR PLAN POLICY.....	27
ASBESTOS MANAGEMENT PLAN.....	27
REUNIFICATION LOCATION.....	27
XII. FINANCIAL AID PROGRAM.....	27
XIII. FEES.....	28
SMART TUITION.....	28
REGISTRATION FEES.....	28
MATERIALS FEE.....	28
PAYMENT OPTIONS.....	28
MAKING PAYMENTS.....	29
LATE PAYMENT CHARGE.....	29
WITHDRAWAL.....	29
TRANSMITTAL OF RECORDS.....	29
ANNUAL REVIEW OF STUDENT RECORDS.....	29
CHRISTIAN CONCILIATION.....	30
XIV RETENTION OF ENROLLMENT.....	30

Dear Parents,

WELCOME to Champion Christian Elementary School! This parent handbook will be one of several resources you will receive to help you to know more about our school and other programs at the Christian Family & Children's Center. It is very important that you become familiar with the policies and procedures of our elementary program. Please keep this handbook for future references.

We invite you to become an active part of the Center. Your participation and cooperation will make a big difference here. Consider this a personal invitation. The Center is here for families! Please feel free to contact any faculty, staff member or either of us if you have any questions or concerns.

Sincerely,

D. Merle Skinner, Executive Director

Belinda B. Lane, Elementary Principal

Champion Christian School reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the school by the Board of Directors and the School Administration.

The Center Board of Directors utilizes a Governance Model for the leadership of the Center which allocates the Board of Directors to developing overall policy for the Center and hiring of the Chief Executive Officer which is directed to hire staff within policy and to develop procedures that accomplish the implementation of the policy governance developed. In this case the Center, along with any of its programs reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the Center and programs by the Board of Directors and the School Administration.

Proverbs 1:7a "The fear of the Lord is the beginning of knowledge."

I. ABOUT THE CENTER

The Christian Family & Children's Center is dedicated to providing Biblically based Christian programs which support families and children. Presently we offer: Champion Christian Preschool, Champion Christian School (kindergarten, elementary, middle school, high school and Discovery program), New Horizons Pregnancy Resource Center, Christian Counseling Services (a marriage and family counseling program), seminars, workshops, as well as programming and consultation to churches and other organizations.

The Center is an interdenominational Christian organization. This means it is not affiliated with any particular church or denomination, but serves as a para-ministry: working together with the various churches in a mutually beneficial way to the glory of God. Although we are not affiliated with

a particular church, we are distinctly Christian.

The Center is also classified as a 501(c)3 nonprofit corporation. It does not retain a profit for its work and it is not owned by an individual, but is run by a Board of Directors. Copies of year end reports are available upon request. Tuition does not cover all the costs needed to run the many programs here at the Center. Contributions enable us to provide much needed services to the children and families attending Center programs.

Any of the programs offered by the Center are available to anyone, regardless of age, sex, nationality, race, or religious orientation.

II. STATEMENT OF FAITH

This Center has been founded by the Lord and is dedicated to His glory. The following Statement of Faith has been adopted by the Board of Directors (taken from the Evangelical Council on Financial Accountability):

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit.
3. We believe in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

III. EDUCATIONAL PHILOSOPHY

Since humankind's chief and highest end is to glorify God (Isaiah 43:7), the highest possible achievement for any child is to understand and obey God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children to live godly lives. We believe that the school is an institution which provides assistance to parents in fulfilling this responsibility, thereby supplementing and/or complementing the training that child receives at home.

We believe that together the home, school, and other aspects of a child's experience educate the whole child in his preparation for adulthood. Since a child cannot be separated into isolated components, the school experience must address each of these interrelated components in educating a child.

These areas include:

1. Spiritual - A child's relationship with the personal triune God of the Bible, the understanding of the nature of God, and an understanding of the spiritual nature of this world and humankind. (Romans 12:1&2)
2. Intellectual - The God-given attributes of a child which enable him/her to master foundational academic tasks (i.e., reading, mathematics, spelling, language, writing, etc.)
3. Social - Interaction with others, both adults and children, in groups and on an individual level. (Ephesians 6:4)
4. Emotional - The part of the child that identifies, understands, and deals with his/her emotional states as well as how a child feels about himself (self-esteem).
5. Physical - Abilities of a child to master gross motor and fine motor skills in the framework of the child's ever-changing body.

Therefore, each child not only has individual strengths and weaknesses, but also exhibits change and growth in each of the above areas. Because of this, we believe a developmental approach to education (i.e., assessing each child's development on an individual level) is essential to maximize the potential of each child. (Proverbs 22:6)

As we acknowledge that God has planned individually for every child, and that His plan has allowed adults, parents and teachers, the privilege of serving Him in the raising of children, we desire His guidance for all that will be done to fulfill our responsibility to educate children.
(Deuteronomy 6:1-3; Titus 2:1-8)

Champion Christian School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the Christian school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13, Romans 1:27)

ADOPTED: May 3, 1983
AMENDED: July 2, 2009

IV. CCS ANTICIPATED STUDENT OUTCOMES

Note: Items are randomly listed.

It is our goal that all CCS students:

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science and can apply the concepts of these disciplines to real life issues.
3. Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.

4. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
6. Personally respond to carrying out the Great Commission locally and around the world in a culturally relative and sensitive manner.
7. Know how to utilize resources including technology to find, analyze, and evaluate information.
8. Are committed to life long learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being by valuing the sanctity of life from conception to natural death as created in the image of God.
11. Understand and are committed to a personal relationship with Jesus Christ as defined Biblically and can articulate and defend their Christian world view while having a basic understanding of opposing world views.
12. Regularly read, study, know, understand, and apply God's Word in daily life.
13. Possess apologetic skills to defend their faith.
14. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
15. Treat their bodies as the temple of the Holy Spirit and understand the ways to maintain it with understanding and good practice of nutritional concepts, eating healthy foods, enjoying physical activities and the practice of life sports.
16. Are actively committed and involved in a church community serving God and others and possess an understanding of the denominational uniqueness and doctrinal distinctive of their Church and the Church in general.
17. Understand, value, and engage in appropriate social (community) and civic (political) activities in the context of a Christian world and life view.
18. Embrace and practice justice, mercy, and peacemaking in family and society.
19. Value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).
20. Respect and relate appropriately with integrity to the people with whom they work, play, and live as well as being able to deal with relational and interpersonal issues with Biblical integrity and love.
21. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
22. Understand and practice the principles of emotionally healthy and moral family living.
23. Are good stewards of their finances, time (including discretionary time), and all other resources.

24. Understand that hard work has dignity as an expression of the nature of God.
25. Understand themselves and their individual strengths and weaknesses (in all areas of development) and know how to interact with those around them in the content of that understanding.

V. WHY CHRISTIAN EDUCATION?

Due to the growth of Christian schools in recent years, Christian education has become a household word. Christian schools vary in educational, developmental and spiritual philosophies. At Champion Christian School, we believe strongly in equipping our students to live in today's world. Our goal is to provide a solid academic education for children in a Christian atmosphere where biblical principles are at the heart of the curriculum.

The theological basis for our school is rooted in Deuteronomy 6:6-7 in which parents are commanded to give children a Christian world view by discussing everything from a biblical perspective. Originally, all schools in America were Christian schools. It has only been in the last century that we have 'discovered' humanistic education, and taken God out of the curriculum. In doing this, we have been denied the heritage of a strong moral education that was founded by our forefathers in early America.

As you begin to think about sending your child to Champion Christian Elementary, a few natural concerns may arise. Some are addressed below:

Concern #1 I Can't Afford the Tuition.

For Christians who desire to raise their children according to Biblical principles, you cannot afford to not send your child to a Christian school. Our children must be our first priority!

We are doing everything in our power to keep services affordable. Please talk to us if cost is keeping you from enrolling your child. We offer a Financial Aid program to those who are eligible. Eligible parents may work at the Center to offset half the tuition.

Often, this question can be rephrased as 'I don't think it's worth the money to send my child to a Christian school.' There are choices all parents must make concerning finances, and school tuition is certainly a serious commitment. However, we are accountable to God for the resources with which He has blessed us. We feel Christian school is not only well worth the investment, but a biblical command for Christians.

Concern #2 Christian Schools are not as Solid Academically as Other Schools.

Nothing could be further from the truth! In reality, Champion Christian School students score above the national norms, depending upon the ability of the students who are taking the tests. Generally speaking, with smaller classes and more individual attention, students are better able to work up to their potential. We encourage parents to be involved at Champion Christian School. The partnership built between school and home increases the likelihood of better academic achievement. Certified teachers and a well-planned curriculum create an excellent atmosphere for a high quality education at C.C.S.

Concern #3 Christian Schools are Only for Children Who Cannot Make it in Other Schools.

Champion Christian School is made up of a varied student body. We have students who are academically gifted, students with learning disabilities, and students who are average learners. Don't be misled into believing that because your child is doing well academically you don't need the Champion Christian School experience. Our strengths enhance academic growth for all students.

Concern #4 Christian Schools are Hot Houses to Keep Children from the 'Real World.'

Champion Christian School can be likened to a greenhouse; we prepare children to be strong and mature in the real world, rather than be crushed before they are able to face it. Children disagree, fight, have differences, and often behave in inappropriate ways, just as they do in other schools. The difference at Champion Christian School is that we deal with these situations differently, giving children the means to deal with life from a biblical perspective. This forms lifelong patterns of integrating biblical principles into their lifestyles, and encourages an atmosphere which develops personal ministry habits. Remember, a Christian world view cannot be taught in a non-Christian school.

Concern #5 My Child Won't Have the Opportunities He Will Have at Another School.

Although this statement may be true in some ways, it needs to be put into perspective. How many students actually participate in a school sports program, plays or musicals? Many children in smaller schools can participate in activities that they could not in a larger school. Contrary to popular belief, Champion Christian School has more equipment and experiences per student in the realm of computers, science, clubs, sports and other areas than some larger schools. The bottom line is that these items are only a part of the student's experience, and need to be weighed carefully in the context of the whole educational experience.

Some activities offered at CCS are choral ensemble, piano lessons, yearbook committee, speech meets, geography bees, spelling bees, Bible festival, social studies fairs, science fairs, basketball, tennis, soccer, volleyball, softball, golf, cheerleading, field trips, spiritual emphasis week, mission trips, assemblies, and many others. Some of these activities involve the Association of Christian Schools International (A.C.S.I.). More opportunities continue to become available as our school grows. Many of our students, who have come from larger schools, feel they have more opportunity to participate in activities at C.C.S. than in their former schools.

VI. ABOUT CHAMPION CHRISTIAN ELEMENTARY

Champion Christian School is committed to academic excellence within a nurturing and distinctly Christian atmosphere. During your child's elementary education at Champion Christian School he/she will be given a strong emphasis in the basic academic skills of math, science, history, health, geography, phonics, reading, writing, language arts and computer science. Your child's education will also include experiences in:

- * Art * Drama * Music (both singing and instrumental) *Sports *Cooking and Home Economics
- * Learning to read God's Word * Audio-visual presentations * Sharing God's love with others
- * Reading to their own class or other classes * Praying for special needs and sharing the answers to those prayers * Making gifts and cards and delivering them to local nursing homes
- * Christmas caroling in the neighborhood * Working with each other at various jobs
- * Extracurricular activities such as clubs, soccer, basketball, tennis, singing groups
- * Field trips related to areas of study *Bible class & weekly chapels

VII. ADMISSIONS PROCEDURE

MAKING YOUR DECISION. We believe that choosing a school is a process that takes time. We require families to do the following:

1. Take a tour of the facilities. Tours can be arranged through the development office. With various schedules and school ending in May, it's important to start early.
2. Schedule a visit day in the classroom.
3. Review the handbooks. Questions? Ask us!
4. Meet with the executive director and program principal .

MAKING APPLICATION. After you have examined Champion Christian Elementary School and decided that this is the program for you and your child, you will need to complete an Application for Enrollment. This form is available from the school office. Champion Christian School will begin accepting applications with registration fees from parents who currently have children enrolled in our programs in March. All applications with registration fees for new students will be considered for enrollment beginning April 1 through June 1. Acceptance will be based on space availability and student profile appropriateness. Applications submitted after June 1 will be considered after all previous applications have been processed. Registration fees will not be refunded unless your student is not accepted.

Champion Christian School uses a rolling enrollment policy. This means that you are considered enrolled in Champion, once you have been accepted and matriculated, until you or CCS indicates that the enrollment contract should be terminated. Once you fill out an application for CCS enrollment it will be considered current and kept on file until a student is withdrawn. Please note, you must let the office know if you are planning on taking your child out of CCS, and all fees, conditions of enrollment will be enforced as if enrolled until you note otherwise.

Kindergarten students must be 4 years, 7 months of age by September first. Students who are between this age and 5 years of age by September first fall under special consideration and must be developmentally ready to be enrolled. Please talk to the principal before sending in an application.

EVALUATION OF APPLICATION. Applications will be evaluated on the following:

1. Completed Application form accompanied by the registration fee.
2. Student Profile. We have identified that certain types of students have done well in the CCS atmosphere.
 - A. The child and parents must be receptive to Christ and Christian teachings (love, forgiveness, respect, etc.).
 - B. The student needs to be willing to learn and is teachable within the academic setting that CCS provides.
 - C. The student must have the ability to be accountable for choices that he/she makes. This must also be accepted and supported by the parents.
 - D. Student and parent must accept that accountability does include reasonable consequences.
 - E. The student and parents must be willing to work through conflicts that arise with a proper Christian attitude.
3. Student Records. Records from the student's previous school are needed for examination. Parents need to sign a request for records that will be sent to the previous school attended. The CCS faculty will also need to speak to your child's previous teachers and administrators.
4. First Time Students at CCS will be evaluated for appropriate placement. A faculty member will contact you to set up an appointment to work with your child.
5. Special Needs Students fall under special circumstances. Please see the principal for these considerations.

WAITING LIST. In the event there are more applications received than available openings, CCS will

establish a waiting list which is based on the following five criteria (not necessarily in order of importance):

1. A sibling (or a student) is currently enrolled in Champion Christian High School, Middle School, Elementary School or Preschool.
2. Date application process was completed. (i.e. tour, classroom visit, registration fee, application form and records request)
3. Any family member is involved in any of the Center's programs.
4. Family is committed to Christian education.
5. A child's developmental appropriateness for grade level.
6. Student profile appropriateness.
7. Any other special behavioral and learning considerations.

—

ENROLLMENT PROCESS. After application has been made to Champion Christian Elementary School, the faculty will contact you to supply additional information. This meeting is called an intake. Intakes are done on an appointment basis. Both parents should be present. This is a time for you to get to know the Center faculty and staff. The following is an outline of what is accomplished during an intake:

Review of Last Year's Progress. This will be a time for your child's teacher to review his/her progress from last year and discuss this year's completed student profile. You will need to see the accounting office (at our North Campus in Donegal) to fill out various forms including the Service Agreement . You will arrange with the bookkeeping department which payment option best suits your family's needs (see section on Fees for more details about payments). Your signature on the service agreement signifies your commitment to financial accountability between you and the Center. These forms can also be taken care of during the Elementary School Orientation and must be completed before the first day of classes.

Transferring Students. If your child has not been enrolled at Champion Christian School before, the faculty will contact you to review the completed application. In addition to the Service Agreement, we will also need the following information:

Medical Appraisal - Health records to assure that your child has received immunizations, and that health care is up to date.

Developmental History- This is background information that will give our staff a better understanding about your child.

Previous Scholastic Records - These will need to be obtained from your child's previous school. We will supply the request forms for transferring the records.

If your child is transferring from another school, Champion Christian School will reserve the final decision of acceptance and grade placement until we have received previous scholastic records and talked to the student's previous teacher. In most cases, placement will be the following year's grade level, however, this will be based on your child's previous school records, developmental readiness, and

data from standardized test scores and determined by C.C.S. faculty and principal.

III. PREPARING FOR THE FIRST DAY

It is important for children and parents to understand what they can expect at school. Parents of graduating preschool students and students entering kindergarten are encouraged to bring their children to one of the Kindergarten visit days scheduled in February. This will give them a chance to explore the room and meet their teacher.

In August, there is an ELEMENTARY ORIENTATION (parents only) before school begins. It is important for you to attend whether this is your first year at Champion or not.

Please make sure your child gets enough rest and eats breakfast each school day. Giving your child this head start will make his/her day more successful.

If your child has any fears about school, it is best to talk about them and attempt to identify these fears. Persistent anxieties should be discussed with the principal or a faculty member. We have dealt with all types of situations so do not hesitate to discuss any anxieties with us.

Parents with students entering kindergarten may notice their child having trouble adjusting to a full school day. There might also be some resistance in first graders to the increased amount of work students will be required to do. This is normal; don't be frightened. Talk with your child's teacher. They will help you and your child work through these issues.

For transferring students, the adjustment to a new school may be difficult. Parents, talk with your child and his/her teacher frequently during the first month to help address any adjustment difficulties. It may take time to get accustomed to the different educational methods used at CCS.

IX. CENTER AND FAMILY WORKING TOGETHER

The Christian Family & Children's Center views Champion Christian Elementary School as a very important component of a child's life. We know the only way the school experience will be a meaningful one is for families and the school to work together. For this reason, we have tried to provide ways for parents to become involved in the Center. Feel free to call your child's teacher if you need more information about the activities at school. You are encouraged to come and spend time at CCES. We will appreciate your involvement throughout the year (e.g., field trip chaperones, home room parent, etc.).

We highly recommend that you spend at least a short period of time each day talking with your child about what he/she did in school. Ask if there are any notes for you and if he/she has any homework or tests. Your child's teacher will discuss with you how you should help your child with homework. Although homework is your child's responsibility, your encouragement and interest in their work is always necessary. Your child is required to take a backpack to school every day, which he/she will use to carry notes, homework, etc. home or to school. Assignment books are also a very helpful tool. Teachers often use a specific folder to carry home assignments, papers and to relay messages. Talking to your child and his/her teacher will give you insight into the school program and quickly make

you aware of any issues or concerns that need to be discussed. This also makes the learning experience consistent across your child's whole life.

Our newsletter, the CENTER ADVOCATE, is published periodically. It reports activities that are occurring at the Center, contains classroom articles written by our teachers, and much more! Please note upcoming events and schedules on your home calendar. The Center is a multifaceted organization, please take responsibility for recording important events, or you may miss many valuable opportunities for growth.

PRINCIPALS' NOTES are sent home every other Thursday during the school year. On the off weeks, we publish an abbreviated Administrators' Updates. These notes are designed to keep you up to date on school and Center activities and events. Principals' Notes, the abbreviated Administrators' Updates, along with the Center Advocate are your keys to getting information. If you do not receive a weekly Principals' Notes or the Center Advocate, call the office. These are also sent via email and can be found on our web site at www.champion.org/ccs.

WEB SITE AND ONLINE CALENDAR The elementary website www.champion.org/ccs/elementary has important information as well as pictures from school activities. Go to the online calendar at www.champion.org/calendar for the most up to date information on Center activities.

The parents of children enrolled in C.C.S. regularly meet at the Center for PARENT MEETINGS. This is a supportive time for parents to discuss with the faculty, staff, and each other the operations of the school and their child's educational experience. We also have presentations of interest, and just have fun getting to know one another.

PARENT ADVISORY COMMITTEE (PAC). The Parent Advisory Committee is a group of parents who have been involved in the school program for at least one year, and have been appointed by the Board of Directors to help coordinate parental involvement in the school. You can expect to hear from them periodically. Please let them know your ideas! The PAC is part of the Center's leadership team along with the Board of Directors, Advisory Board, Pastoral Advisory Council, faculty and staff, PTF, and student council.

PARENT TEACHER FELLOWSHIP (PTF). All parents and teachers at Champion Christian School are a part of the PTF, which is in charge of providing ways for parents and teachers to work together. The executive committee of the PTF meets regularly to help parents and teachers organize activities at the school. Its role is primarily social, although it does take on certain administrative tasks. What kinds of things does the PTF do? Organize trips to Christian concerts, snow tubing, Christmas caroling, bowling, dinners, baseball games, roller and ice skating, men's events, women's events, etc. If you have an idea, let them help you organize it!

PARENT/TEACHER REPORT CARD CONFERENCES of your child's progress in school will be held four times a year. These conferences give you and your child's teacher and opportunity to discuss your child's progress and address any concerns that you or the teacher may have. Report cards will not be given to students. Parents will pick up their child's report card at the conference. Teachers do realize that many parents are working and may need to schedule appointments at other times. Please notify your child's teacher if there is a problem. Any materials, notes, charts, etc. that will assist in the conference will be made available to you at that time. An informal evaluation and conference may be held as often as deemed necessary by you and your child's teacher. The goal of parent-teacher meetings is to facilitate the communication process. Older students may be included in the report card meetings at the discretion of both the teacher and the parent.

PARENT RESOURCES. There are books, magazines, videos, and periodicals available for you to borrow from the Center's library. These publications pertain to parenting and Christianity. Check with the staff for more details.

STUDENT ACTIVITIES. There are many activities available to students throughout the school year. All clubs need to have an adult as a club sponsor. If you would like to share your hobby or interest with our students as a club sponsor, please contact the elementary principal. Some student activities take place during school, while others meet after school. Please ask for specific information regarding each activity from your child's teacher.

These activities may include:

Piano and Instrument Lessons which are offered for a small fee either during the school day or after school.

Choral and Instrumental Groups meet weekly to practice. These groups may perform at churches and other special events.

Extracurricular Events and Trips which are scheduled by the faculty. Be sure to look for announcements about these events so that you and/or your child are able to participate.

Book Clubs and Book Fair. Champion Christian School participates in various Christian book clubs, and in the fall conducts a book fair which allow families to purchase Christian books, stickers, videos, etc. at reduced prices. Look for your child to bring home book club forms and book fair flyers to take advantage of the great resources offered.

Sports Activities. Intramural and interscholastic sports are offered at C.C.S. Currently soccer, tennis, basketball, golf and cheerleading are offered. Student interest and adult sponsorship may result in expanded choices.

School Pictures. CCS students have their picture taken in the fall and spring of every school year. You are in no way obligated to buy the finished pictures.

Because parents do not usually get to see the whole day at school, we encourage PARENT VISITATION DAYS. Parents may arrange with the faculty to "sit in" and observe the entire school day or part of the day.

VOLUNTEERS: There are various ways you can volunteer your time at the Center. Work Days are scheduled periodically to help make improvements in the appearance and maintenance of our building. If you are unable to come on a scheduled work day, but would like to help, please contact us. You are encouraged to get involved and assist in the upkeep of our facility. We also schedule volunteers to type, fold newsletters, clean, assist in the library, help landscape, as well as other things the Lord might lead you to do. We always need you, so please speak up with your ideas!

CONFIDENTIALITY. It is important for you to know that the Center maintains the strictest rules of confidentiality. Due to the intimate relationship that exists between the Center and the home, information that you give to the Center concerning you or your child will remain between us; persons not affiliated with the Center will not have access to our files without your permission. The Center will communicate appropriate educational information about students with staff members and contracted personnel when it is necessary to fulfill their responsibilities at CCS in meeting the legitimate educational interests of the children they serve.

You are welcome here!

Please take part in the Center and its activities,
Your input is valuable to us!

X. WHAT IS EXPECTED OF PARENTS AT C.C.S.?

We realize that everyone can't do everything at Champion Christian School. We do not expect you to attend every event or function of the school or Center, however, we do believe your involvement in the ministry is important.

There are a variety of events occurring at the Center, and many parents have asked for guidelines about what commitments we would like from them. The following are suggested guidelines:

A. REQUIRED COMMITMENTS

1. Attend orientation in August.
2. Read and explain the student handbook to your child by the first Friday of school. Sign and turn in statement page.
3. Attend Parent-Teacher Report Card Conferences for your child.
4. Pray for Champion Christian School, the Center and its many ministries.
5. Read Principals' Notes and Administrator's Notes thoroughly each week.
6. Read the Center Advocate (our newsletter) thoroughly.

B. SUGGESTED COMMITMENTS

1. Attend two parent / teacher group meetings per school year.
2. Attend one work day each year (there are four scheduled in the year).
3. Actively participate in three fund-raisers per year (there are five scheduled fund-raisers throughout the year).
4. Help with at least one field trip.
5. Attend Christmas, Easter, and Graduation programs.

C. SEASONED PARENT COMMITMENTS

As a parent who has been involved with our school for two years or more, in addition to the required and suggested commitments, we ask that you serve in a leadership capacity. Here are some areas that need parental leadership.

1. Serve on the Parent Advisory Committee or Parent/Teacher Fellowship.
2. Serve on a fund-raising committee.
3. Assume leadership of a club, athletic group or other student group at the Center.

XI. SCHOOL POLICIES

PARKING. Please do not park in front of the entrances, the basketball area, or the mailbox!
ALWAYS LEAVE A THROUGH WAY FOR THE BUSES/VANS!

TRANSPORTATION. Free public transportation is available to our school for students located within the Connellsville, Mt. Pleasant, Rockwood, Somerset, Ligonier, and Uniontown Area School Districts. Sometimes the Center is the bus contractor and provides transportation for students. In other cases this transportation is provided through local transportation companies. Arrangements may be made for students in school districts other than those listed. If you need bus/van transportation, make sure we have your complete name, address, phone number, and house location upon enrollment. Champion Christian will submit your name to the proper school district.

Further specifics must be arranged by the transportation company and you. It is your responsibility to contact the bus/van driver when your child will not be riding. Please do your part to make the driver's job easier! They will try to accommodate you.

It is school policy that students use seat belts while riding on any school vans. Please encourage your child to use their seatbelt.

We will conduct bus evacuation drills at the school during the first week of school and sometime during the month of March.

Bus and van drivers may not be Center employees, however, we have discussed with each of them the need to notify us if there are problems while students are being transported. Please notify us if you hear of any problems while your child is riding to or from school. Transportation is a part of school, and school policies apply to behavior on the bus/van. Students will be expected to follow all rules on the bus. Students who do not respond to initial warnings and corrections from drivers are written up on a bus violation report. Copies of this report are sent to the parent, school and kept on file. A second notice of violation will result in one school day's suspension from the bus. After a third notice of violation, the student will be suspended from transportation privileges for three school days. A fourth notice of violation will result in a loss of transportation privileges for five school days. With a fifth notice of violation the student will lose transportation privileges for the remainder of the school year. If a student is suspended from riding the bus and does not attend school, it will be counted as an un-excused absence. All un-excused absences must be made up at the end of the year. At any time during this process a written assignment may be required.

Parents are responsible to transport students to school the days they are suspended from school transportation.

Occasionally, a student may want to visit a friend after school and need to ride their van/bus home from CCS. In order for your student to do that, you must arrange it with the appropriate bus driver ahead of time. A lack of space may prevent extra students from riding other buses or vans. You must also send signed notes to your regular bus driver, the other bus driver and the teacher.

If your student is to be dropped off at a bus/van stop other than his normal one, a note from home is essential. Persons who are not listed on our form as authorized to pick up your child will not be permitted to take him from school. This is for our protection and yours. If you need to make changes on this form, simply let your child's teacher know so that your child's file can be updated.

IN-SERVICE DAYS CCS and the Center will hold four in-service days throughout the school year. These in-services provide the opportunity for teachers and staff to be trained in specific areas of education. Students do not have school on these days. Check your school calendar for specific dates.

HOME-SCHOOLED STUDENTS. The maximum number of classes a home-schooled student can take while remaining part-time is two. Students who enroll in three classes will be considered full time, and be required to complete all full time enrollment obligations of our school. When students are enrolled in classes, all school policies must be fulfilled (including attendance requirements). Fees will be adjusted proportionately.

Field trips and ACSI-sponsored activities are mandatory only for those classes in which the student is participating (science class - science fair). All other events are encouraged, but not required. All home-schooled students are eligible to participate in school activities based upon a particular fee.

ATTENDANCE POLICY. Students are permitted to miss no more than eight (8) days per semester. All un-excused absences and any absences over the eight days per semester must be made up at the end of the year as determined by the Board and the program principal. Since teachers and office staff are in session for one week following the last day of school make-up time will begin following the last day of school. Make-up time will require special supervision and financial arrangements must be made with the school business office. Excessive absences may result in grade retention or dismissal from CCS. Parents and students are also subject to the truancy laws of the state of Pennsylvania.

You should not send your child to school if he/she has a fever, is sneezing and coughing, or has any contagious disease such as diarrhea, the flu or any of the childhood diseases. Your child needs to be symptom free without the aid of medication for 24 hours before returning to school.

It is important to remember that school days missed or lateness can never be fully made up. Students miss out on experiencing all the educational opportunities when they are absent. Although CCS will make every attempt to enable students to make-up work, education missed is education missed, regardless if it is for an excused reason. It is for that reason that the CCS Board enforces not only un-excused absence days, but the total amount of days missed both excused and un-excused.

Excused Absences

1. You are excused from school for illness. A parent signed excuse is required upon your return to school.

Un-excused Absences

1. Your student record will reflect an un-excused absence when you do not turn in a parent signed excuse explaining why you missed a school day, or if the day was not an approved absence.
2. Not attending either a field trip or school the day of the field trip will be recorded as an un-excused absence.
3. A student is considered un-excused from school if the absence does not fit one of the following conditions:
 - *Illness
 - *Doctor's appointment (including dentist, orthodontist, etc)
 - *Parent excuse approved by faculty. Situations may be individually evaluated by the school faculty or administration if necessary.
4. Champion Christian School will abide by Pennsylvania Codes and report excessive absences to the school district truancy officer.

Sports Participation Policy: All students on sport teams must be in school the day of a game in order to participate in the game that day unless they have a doctor's permission to play. One grace day will be allowed for each student.

Tardy Policy

School begins at 8:45 A.M. at South Campus and 9:00 A.M. at North Campus. Students who do not arrive by that time will be marked tardy. Parents need to notify the school office when your child will be late, but the tardiness is still counted. Tardiness will be recorded on report cards. Three (3) un-excused tardies will result in after school detention, and three (3) detentions (or tardies not made up by detentions in a timely manner) will count as an un-excused absence which must be made up at the end of the school year.

SPECIAL FAMILY ABSENCES. Please notify us a week in advance, so that we can gather the materials you will need to work on with your child while he/she is away from school. All special absences must be approved by the principal, or, in some instances, the Board of Directors. Please be careful not to plan family vacations during standardized testing periods or at other critical educational times.

HOLIDAYS Champion Christian School and the Center will be closed on the following holidays (a specific calendar will be distributed for the year):

☺	September	Labor Day
☺	November	Veteran's Day, Thanksgiving Break
☺	December	Christmas Break
☺	January	New Year's Day
☺	February	President's Day
☺	March/April	Easter Break
☺	May	Memorial Day
☺	June/July/Aug	Summer Break

PARTIES We strive to maintain a Christian perspective in the celebration of various holidays. However, it is not our policy to undermine the way your family celebrates holidays. As a school, we focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, and Christ's resurrection as we discuss Easter. We do not celebrate Halloween due to its satanic nature.

BIRTHDAY CELEBRATIONS AND INVITATIONS AT SCHOOL. Elementary age children are permitted to bring a treat to school on their birthday. The time restraint of the school day does not allow for individual parties. If your child is having a birthday party at home and would like to hand out invitations at school, that is permissible as long as there is an invitation for every boy and/or every girl in the class. Otherwise, the invitations should be mailed from your home in order not to cause hurt feelings among classmates.

SNACKS. Champion Christian Kindergarten students share a snack together every day. The “Snack Basket” goes home with each child approximately once every two months and is returned the next school day with a healthy snack. It is very important to let the teacher know if your child has any food allergies. We appreciate all the help parents provide with supplying these nutritious treats. When it is your turn, please send in a snack sufficient for the entire class. Contact your child’s teacher for a list of snack ideas

SNOW DAYS Please watch the television news stations (WTAE-TV, KDKA-TV, WPXI-TV) or listen to your radio for announcements about school delays or closings due to severe weather conditions. KDKA (1020 AM), WLSW (103.9 FM), WMBS (590 AM), and WCVI (1340 AM) are some local radio stations which will carry school closing details. If there is a delay or closing, Champion Christian School will follow the Connellsville Area School District delay or closing schedule. When a delay is announced, C.C.S. classes will begin at the delayed time set up by Connellsville Area School District. The scenarios on the following page may prove helpful.

<u>Connellsville</u>	<u>Your School District</u>	<u>Your Bus</u>
One Hour Delay	Regular	One Hour Delay
Two Hour Delay	One Hour Delay	Two Hour Delay
Canceled	Anything	Canceled
Regular	One/Two Hour Delay	One/Two Hour Delay
One Hour Delay	Two Hour Delay	Two Hour Delay
One Hour Delay	Canceled	Two Hour Delay

If you have any questions, please feel free to call C.C.S. We will make every effort to have someone available to answer telephone calls.

IF YOUR CHILD SHOULD BECOME ILL AT SCHOOL. We will make every effort to contact you if your child should become ill. We can then arrange with you regarding the best course of action. If, for some reason, we cannot contact you, we will then contact the people you have listed on the Emergency Contact Sheet. If the situation is an emergency, your child will get the quickest and best medical attention available.

MEDICATION. Medication cannot be administered by the staff at the school unless you complete a permission form. This is necessary for non-prescription medication such as Tylenol or cough medicine also. Prescription medicine can be administered, but must:

1. Be in the original container with the doctor's label attached,
2. Have the dated prescription label which includes how long to be given,
3. Have a safety closure on the container,
4. Be accompanied by the special permission form obtained from the school office.

The CCS faculty and/or staff will assist you in completing the permission form. Please be aware of these requirements when your doctor prescribes a medication for your child so that he can give you what is needed. If you feel your child needs medication that does not meet the above requirements, you may come to school and administer it yourself.

NO SMOKING / NO DRUGS POLICY. Remember, there is a NO-SMOKING / NO DRUGS POLICY in Center and Champion Christian School buildings and on facility grounds. This is due to fire safety laws as well as a concern for everyone's health!

Please remember that any items brought to school must be in compliance with this and all other handbook policies. If a staff or faculty member has reason for suspicion of a violation of this policy, the school has the right to examine the student's belongings.

STUDENT/EMPLOYEE HARASSMENT POLICY. All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be disciplined, up to and including termination or expulsion. This policy is reviewed with students/employees, and any violations are required to be reported to the program director/principal. A complete policy is available for review on our website at www.champion.org/ccs/shpolicy.htm.

FIELD TRIPS. Field trips play an important part of your child's educational experience at Champion Christian School. The success of these experiences relies, in part, upon parental volunteers to help chaperone students. Research supports the fact that field trips greatly multiply and increase educational experiences in the classroom. Students who do not attend field trips will be responsible for completing an appropriate academic assignment to take place of unattended trips. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

Students not going on the field trip must attend school on the day of the field trip; absences will be recorded as unexcused without a doctor's note. All un-excused absences must be made up at the end of the year. The cost of field trips are determined by admission and transportation fees.

No laptops, cell phones, Ipods, or MP3 players are allowed by students on the field trip. Any prohibited devices will be confiscated and returned only in July.

Each spring, C.C.S. reserves a pavilion at Idlewild Park for our annual SCHOOL PICNIC. In the fall, we schedule a picnic where parents and students can join for fun, fellowship and food in a relaxed setting.

NOTES HOME ARE IMPORTANT! Look for notes from your child's teacher or the office to come home. Get into the routine of having your child give you all-important messages every day. Remind your child to give you the Principals' Notes every Thursday (and promptly read them). Also, please return any notes that have a tear-off section in a timely manner.



ACADEMIC EVENTS. During the year, students participate in various group events related to your child's education. It is important for parents to understand the nature of these events and respect and support the scheduled deadlines. These events may include Bible Festivals, Science Fairs, Speech Meets, Geography and Spelling Bees, Math Olympics, Social Studies Fairs, Creative Writing Festivals, and other organized academic activities. We encourage you to help your child prepare when it is appropriate.

ACSI-SPONSORED ACTIVITIES. Students may be chosen to participate in the Association of Christian Schools International district competition for academic activities at CCS. Further participation in these activities is voluntary and parents are responsible for any registration and transportation fees relating to the event.

BREAKFAST AND LUNCHESES. The school food program operates five days a week, Monday through Friday. Students who do not purchase hot lunch will need to bring a sack lunch to school. Free and reduced lunches are available through the Federal Hot Lunch Program to families who qualify according to the Federal Guidelines found on the website.

Official lunch eligibility applications must be filed every school year for each family and are available at August orientations. Specific menus and money procedures will be announced at the beginning of each school year.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

WELLNESS POLICY. Champion Christian School participates in the PA School Nutrition and Wellness Programs. An integral aspect of these programs includes the importance of healthy snacks and food choices at school parties. We ask that parents help us to improve the overall nutrition for our students by complying with the classroom policies provided by the administrators and teachers. Parents who bring food items in opposition to the policies will be asked to take the food home with them.

LIBRARY Philippians 4:8

We are excited about the library services at Champion Christian School! Currently we have over 12,000 resources available to the community and access to local libraries through the bookmobile. The library mission is to provide high quality literature to the school programs (preschool through twelfth grade), the counseling program, and other programs of the Center's ministry; and additionally, but to a lesser degree, quality literature will be organized and provided for families involved in the Center, for churches, and for the community. In addition to our own collections, we also have vast access through

the bookmobile (which visits North Campus each Thursday throughout the year) and online resources.

Literature will include but not be limited to fiction and nonfiction books, periodicals, and technology resources that will allow educational advancement for research, enjoyment, and learning excitement. Ultimately, we believe responsibility in the selection of literature is parental and personal in nature. The library staff will earnestly attempt to assist parents and students in the selection of material by restricted access of literature by age appropriateness, controversial content, and identifying the nature of the restriction to the best of our ability.

We recognize that the idea of inclusion and exclusion of literature in our library is a sensitive issue and is based on individual values. Even within the Christian community these values are diverse. In an attempt to identify materials that have controversial content and to provide guidance to students and parents as well as assist students in learning discernment, a warning label may be found on the inside of book covers. Please use discretion when utilizing library resources. We believe there are valuable opportunities for students to use these materials in the developing of a Christian world view. The key ingredient to the success of this is parent and faculty supervision.

The library is overseen by a library committee made up of Board members, faculty and other advisors. They, along with the library staff, are committed to providing a great resource to Champion Christian School. Please give them your ideas and input. We rely on you to help us do our job.

Students will be allowed to borrow no more than three (3) books from the library and will not be allowed to take out any more until the previous books have been returned. Books are checked out for a two (2) week period and may be renewed once. Families will receive no less than two late notices prior to a final notice which will include an invoice for the missing book. Questions or complications can be addressed with the appropriate building librarian.

Students may also utilize the Adams Memorial Library Bookmobile which stops at CCS every week. Parents and students need to be discerning as to their choice of books and materials from the bookmobile since it does not adhere to the above policy. Parents should monitor their children's use of the bookmobile and notify the staff if they have any concerns or questions.

Parents will be charged a \$10 fee for each lost CCS library book to help replace the book and cover the processing costs. Families will be invoiced directly from the accounting department and all library late fees and book costs will be considered direct bills on student and family accounts.

Please note that the library will close a few weeks prior to the end of the school year to close our records and finalize reports. The library will re-open for use during the summer, times to be announced.

CLOTHING. It is CCS policy that students come to school neat and clean. While in school, students should wear clothing that is comfortable and easy to clean. Students are not permitted to wear clothing that is sexually provocative or carries inappropriate messages for a Christian school. Clothing that allows for movement and tennis shoes are required for gym days. Students who are not prepared for gym twice will be required to have proper gym attire and shoes kept on campus at all times. Outside play in winter and early spring is important. Be sure your child is prepared to go outside. Students need to wear snow pants, coats, boots, hats, and mittens during outside winter activities. Please notify your child's teacher if there is a problem or concern. See Elementary Student Handbook for additional information.

VIDEOTAPING. Occasionally, classrooms are videotaped for teacher training and supervision purposes.

TAPING OR RECORDING CLASSES. Champion Christian School realizes that there are limited circumstances when students may need to either tape record a class lecture or have another student tape record a class for them. However, it is the school policy that any students wishing to tape record a class or any part of the school day must obtain permission in advance from the teacher. Any student

who tape records a class or any part of the school day, regardless of the reason, without the express permission of the teacher or school individual involved, is subject to suspension or expulsion.

PUBLIC RELATIONS OPPORTUNITIES. Periodically, as part of the Center's ongoing public relations, students of the Center have their pictures in the local newspapers, posted on the website or in other ways that promote the Center. If you choose not to give permission for your child to participate please provide written notification to be kept in your child's school record.

LOST AND FOUND. There is a lost and found box located in the hallway. Items unclaimed at the end of each semester will be given away. Please mark all coats, sweaters, backpacks, etc. so that they can be returned easily.

TESTS. There will be a designated day on which your child will have spelling, vocabulary, and other academic tests. Students in the upper elementary grades will also have other tests and are responsible for being prepared for them.

ANNUAL TESTING. Champion Christian School recognizes the importance of gathering information to evaluate student progress and program effectiveness. Testing is one of the many tools that are used in that process. Each spring, all CCS students in grades K-11 participate in achievement testing. Achievement test results help the teachers and administrators to assess student progress and the effectiveness of the curriculum, as well as other important components of the educational programs here at Champion. We use Christian school version of the Stanford Achievement Test, which includes a Bible knowledge and application test. Students in first through eleventh grade also complete the Otis-Lennon School Ability Test each spring. This helps teachers and parents to establish appropriate and reasonable expectations for students. The tests are sent to Harcourt Assessment for electronic scoring and returned near the end of the school year. Champion also uses the Slosson Ability Test as a general indicator to predict success within the school setting. The Slosson is administered orally by a school administrator with transfer and kindergarten students. The program administrator is available to explain and discuss student scores with parents.

Permission slips are sent home prior to testing. Since tests are group administered, attendance is critical at this time in order for students to finish the testing. Students who are absent may have to be charged an extra fee in order to complete the testing battery.

GRADING SYSTEM. Champion Christian Elementary School reports student progress every nine weeks. A system of numbers, letters and written comments are used to track each student's growth, areas of strength and areas that need more work.

HOMEWORK. Students are expected to arrive at school with homework neatly completed and on time unless the student has contacted his teacher about a problem. Parents need to call the teacher if there is a valid reason why their child will not be able to complete his/her homework. Students may be asked to stay after school to complete assignments if homework becomes an ongoing problem.

TOYS. Generally, toys are not permitted at school. Toys brought to school will be stored in the student's locker so as not to distract from the learning experience. We will notify you if your child may bring toys from home for a special activity.

BIBLE MEMORY. "Thy Word have I hid in my heart, that I might not sin against thee." (Psalm 119:11). God has instructed us to train up our children, and teach them His word. Your child will have Bible verses sent home to memorize from time to time. Help your child and learn the verses with them!

Is your child having a school-related problem? Please call!

Teachers are available before and after school and during lunch to talk with you or will return your calls as soon as possible.

COMMUNICATION IS NEEDED IN ORDER FOR YOUR CHILD TO GET THE BEST EDUCATION POSSIBLE!

NEW STUDENTS. Parents are urged to call their child's teacher at least once a week during the first month of school, to discuss their child's progress.

GRADE RETENTION. A student's retention in or moving on to the next grade level will be based on student performance and other factors. These factors include classroom environment and how it relates to the student's ability to function in the appropriate grade. It is important that you discuss your child's particular needs with his/her teacher.

ADVANCED EDUCATION PROGRAM (ENRICHMENT, GIFTED, TALENTED)

Students who CCS invites to be evaluated for this program need to be within a suspected enrichment or gifted range of ability. Currently, CCS follows state guidelines for invitation into the program. An evaluation for the program includes an academic evaluation by a school psychologist, staff review of a student's attendance records, peer and teacher relationships, and that parents are supportive of the program. The Advanced Education Program challenges higher-ability learners to push beyond their levels of achievement to explore and complete both group sessions and larger investigative projects that would require both on and off campus experiences. Research supports that students with ability levels that fall into these categories (approximately 1% of the population) need some extra help to understand their giftings in the context of society around them. Our program at CCS is committed to not only challenging students academically, but providing the appropriate contextual framing for these students to know how to push themselves to levels where they are appropriately stimulated, where they can balance who they are in the context of a Godly self esteem that is based upon who God has made them to be, not comparisons with others, and to learn how to try and fail, which is sometimes difficult for them. There is a monthly fee for those accepted to the program. See one of the program principals to inquire about the AE Program.

SPECIAL NEEDS STUDENTS. Champion Christian School considers applications from any student. Students with special needs such as learning disabilities, behavioral considerations, physical disabilities, and other special conditions will be admitted based on the ability of the school to meet their needs. At times, these students will be required to participate in special school programs in order to be enrolled. These programs will often require additional fees.

NILD DISCOVERY PROGRAM. One program that may be offered for students is the Discovery Program through the National Institute of Learning Development (NILD). Our educational therapist works with individual students identified with a learning disability. The Discovery program requires an additional tuition. Contact the principal for more information.

The STUDENT HANDBOOK may contain policies that are not included in this parent handbook such as details about the dress code, computer and internet policies, etc. Parents are responsible for reading and understanding these policies before enrolling their child at Champion Christian School.

EXTRACURRICULAR ACTIVITIES. Students will not be allowed to participate in extracurricular events during or after school if they are not passing one or more subjects. Participation will also be restricted if a student has two or more missing assignments at the time of the activity. Students will still be permitted to participate in athletic practices, however, they cannot participate in actual competitive games until assignments are caught up and/or are no longer under academic probation.

Students who have missed three or more consecutive days of school for any reason will need special permission from teachers to participate in extracurricular events. Students are not permitted to attend activities on the same day of an absence unless they have a doctor's excuse or have received permission in advance from the principal.

Extra Curricular Activities Suspension

Any student who is failing one or more subjects will not be allowed to participate in any extracurricular activities. This includes all sports, worship team, student council, and any other extra curricular activities. Students would need to be suspended from the activity for six weeks until the next marking period grades are released and all grades are brought up to at least a C. Students with D's would have one six weeks' marking period to bring up the grades to a C and then would be suspended if a D or F grade is on the report card.

Sports and Absenteeism

If any student in sports is not in school all day on the day of a sports event, he or she may not participate in that sport during or after school on that day. Students who miss less than half a day for an orthodontist, dentist appointment, or regular checkup with a doctor would be exempt with an excuse from the doctor.

TEXTBOOKS / CURRICULUM. Christian integration in our academic classes is a vital part of our curriculum at Champion Christian. For this reason, our goal is to utilize Christian textbooks or supplement secular textbooks and curriculum with Christian materials.

VISITORS. A visitor policy is important for your child's safety. Although we have an "open door" policy, certain measures of precaution will be carried through by the Center staff regarding various types of visitors.

Upon entering our building, visitors must immediately report to the office and state the purpose of their visit to the school secretary. Identification may be requested at this time. Visitors may be permitted or denied entry at the discretion of the administration.

Parents are welcome at CCS anytime, however, classroom schedules often make unannounced visits difficult. If you want to visit a classroom, advance notice before a visitation is preferred.

SCHOOL AGE CLASSROOM VISITORS are allowed at the discretion of the administration. If you would like to have a school age family member or friend visit your child's classroom, you must request permission to do so at least one week in advance. You can request a visitor permission form from the school office. If a student is requesting to ride on the school bus, they must have a note of permission from both the visitor's parents and the CCS student's parents. (See Bus policies.)

PERSONAL PROPERTY. The Center and Administration reserve the right to search lockers, personal handbags, backpacks, student's cars, clothing or persons when deems it necessary to enforce the policies of the Center. In addition, cell phones, IPODS, emails and internet usage can be searched at any time.

MUSIC AND TECHNOLOGY POLICY. The advent of new technology, combined with the portability of communications and network technologies around the world have created several issues for schools. Champion Christian School is no different. This is increasingly important as technology and technological devices affect many things of value that happen related to school. This includes, but is not limited to, the way students talk with each other, the values that they are exposed to in music, advertising, and media, and the group interactions that happen during the course of bus rides, etc.

We are very concerned about Internet Safety for all our students and have taken measures to protect them while accessing the internet. We have invested in elaborate filtering systems on all our computers. The internet and web provide an incredible opportunity for learning and staying connected with the world. However, there are risks involved with internet access. Because of this, CCS utilizes ongoing education and monitoring methods regarding student internet use. Our proxy filtering systems in the network are constantly being monitored to assure students access to quality material, and yet practical protection from the darker aspects on world wide web connectivity. We believe in the education of minors about what constitutes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyber-bullying awareness and response.

There are several key factors that are important to us in understanding and utilizing that technology for students:

As it relates to music, we are committed to lyrics and the word content of music, video and DVDs, reflecting Christian values whenever it is appropriate for students to listen to music on CCS school time. As it relates to electronic communication, as with other types of interpersonal communication, it is important that the conversation is wholesome, builds one another up, and does not cause students to exclude themselves from whatever group activity is happening at the time. This includes time to and from school, extra trips, sports trips and outings, and field trips.

Music. It is the position of Champion Christian School that music styles do not necessarily determine the spirituality of a song and what music children listen to at home should be determined within their family. However, we do believe that the lyrics and words of music are significant in influencing us as people. We recognize that there are differences within the Christian community about this issue, but also that we must set a policy in place that guides school usage at school and Center events. The Board and faculty at Champion Christian School has chosen that all music listened to during school or school functions (whether on personal time or private time) will be Christian and must be on a Christian label. If you have any questions about music, please talk to a faculty member. Music which is not on a Christian label (this includes personal recordings, mixes, etc) is not permitted on a student on school property at any time and students must listen to music that contains only English lyrics. All music must be on a Christian label and no homemade tapes or CDs are allowed. Tape and CD players are only allowed to be used on the bus, during lunch, after school or on trips; however, teachers m Because of the inability to monitor and enforce this policy, MP3 players, or listening to downloaded music on laptops, phones or other devices is NEVER allowed. ay prohibit the use of these devices at any time. Electronic equipment may never be used during school. Students violating this policy will have music privileges revoked for a period of one month from the time of infringement by the staff member taking the device. This device will not be returned under any circumstances until a parent personally picks up the device at school from the program administrator, and commits along with the student to abiding by the policy. A second violation will lead to music privileges being revoked for one year, and any device that is confiscated will not be returned.

Hand held gaming devices. Hand held gaming devices, such as the Play Station, etc., are not permitted in school. Occasionally in the case of long bus rides a student may be permitted

to use a device on the ride to and from school if the driver and administrator both give permission.

Procedure

1. Listening to music: For a student to listen to a tape or CD on a bus ride to or from school as permitted or on a trip, or in a school setting, they must first notify the driver or faculty member in charge that they would like to listen to music and show them the labeled CD or tape. Failure to do this will be a violation of this policy. No student should have a listening device with or without earphones attached and be listening without first obtaining the approval on a daily basis. This includes cell phones.
2. Cell phones are not permitted to be used during school hours. Students who bring cell phones to school must leave them with their home room teacher. This is a zero tolerance policy. If students fail to turn in the cell phone it will be confiscated and not returned until the end of the school year. If this happens in May, the phone will not be returned until the end of July.
3. Students may only use cell phones on busses and vans with permission of the driver or administrator for each instance, and being in a front (or near front seat) where the driver can monitor the conversation. Upon completion the phone must be turned off. Permission will only be granted based on clear necessity. In addition, cell phones are not permitted on school field trips. Violations will be the same as above.
4. There is a no tolerance policy for IPODS, MP3 players, and any other multi-functional devices. Students may not bring any of these to school. If found, they will be confiscated and not returned until the end of the school year. PLEASE BE AWARE, THERE WILL BE NO EXCEPTIONS! If this occurs in April or May, the devices will be returned at the end of July.
5. DVDs will be previewed by faculty members for potential use on a trip, or at school using the above guidelines.
6. **SEXTING POLICY.** In keeping with Champion Christian School's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students and parents are required to immediately report any such activities to a teacher or a school administrator.

Please remember that CCS is not responsible for any equipment brought to school. Anything that is lost or broken is the sole responsibility of the student who brings it.

Technological equipment that is provided by the Center is subject to the Center's reserved rights regarding that equipment and use. The Center provides technological equipment for education and job-related purposes and specifically reserves the right to monitor student, visitors, and employee work and educational performance and use of any mechanical, electronic, or other work-related device. This includes telephone, voice mail, computer, Internet, and e-mail. Any misuse of Center equipment or personal equipment while using Center technical resources may lead to disciplinary action up to and including dismissal, removal from the Center or expulsion from Center programs.

SUPPLIES. You will receive an expanded and specific school supply list from your child's teacher at orientation in August. Be sure to MARK ALL OF YOUR CHILD'S SUPPLIES WITH PERMANENT MARKER. Your child needs to bring his school supplies on the first week of school.

**Sneakers and loose-fitting clothing (e.g., sweat pants) are required on gym days.

**As the weather grows cold, you will need to send in a sweater for chilly days.

SPECIAL NOTE: About midyear (after Christmas break) students will need to replenish their school supplies. Please be sure to have your child check on his/her supplies regularly and let you know when they are low.

CHRISTIAN CHARACTER. Although CCS does not require students to be Christians upon enrollment, we do require that their behavior and lifestyles be consistent with a Christian model. This is particularly true in that we believe the Bible makes specific prohibitions against the following behaviors and lifestyle issues and that these issues can significantly affect your student's ability to be a part of CCS. CCS retains the right to refuse enrollment or to disenroll any student who engages in, supports, condones or otherwise promotes the following behaviors:

Promiscuous behavior (sex outside of marriage) (I Corinthians 6:18-20); homosexuality /bisexuality (I Corinthians 6:9, Romans 1:26-27); criminal activity (Titus 3:1); illegal drug and alcohol use (I Corinthians 3:16-17 and Proverbs 20:1); disrespectfulness of authority (Colossians 3:22, Hebrews 13:17, Romans 12:7); hate crimes and racial discrimination (I John 3:15, Genesis 1:27, Colossians 3:10, 11); usage of pornography (Matthew 5:28, Philippians 4:8). In addition to these direct Biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at CCS: inappropriate use of anger (Ephesians 4:26, James 1:20, I Corinthians 9:27, Titus 2:2); profanity (Exodus 20:7, Colossians 4:6, Ephesians 4:29, 5:4) and bringing weapons or anything that can be construed as a weapon to school (2 Corinthians 10:3-4).

DISCIPLINE. The Center believes strongly in a child's need to have limits set for them by adults. Because of this, the following methods are used by Champion Christian School to enforce set limits:

1. Verbal Discipline - Making sure the student understands the limits and reasons for them, as well as verbal reminders of the limits.
2. Adult Help - When verbal methods do not effectively limit a child's behavior, then methods such as taking them by the hand, sitting next to them, etc., are used to help the student follow the rules. These methods are adapted according to the child's age and needs.
3. Time Out - This is a short removal from the group or situation in which the child could not follow the limits.
4. Detention - Older students will be kept after school for assignment completion and to have behavioral problems addressed.

These methods are highly effective when employed consistently. Under normal circumstances, we see no need for other methods to be used in school. If, however, there arises a problem beyond the scope of these methods, you will be contacted to determine other courses of action to give your child the necessary skills to function in a school setting. These may include behavior plans.

Champion Christian School uses progressive discipline principles when dealing with a personnel problem if the administration, in its sole discretion, believes the use of progressive discipline is warranted. There are some circumstances when immediate suspension or expulsion may be appropriate without the use of such a graduated procedure. If progressive discipline is used, the administration reserves the right to terminate the procedure at any time before all progressive discipline steps have been completed. CCS has the sole discretion to enforce expulsion due to behavior problems.

BEHAVIOR PLAN POLICY. If a student's behavior becomes disruptive in class or endangers another child, parents will be notified. If the behavior continues, the teachers and principal will meet with the parents to establish a specific behavior plan. The behavior plan will be individualized according to the needs and behavior of the student involved. Parent and student response to the behavior plan will be taken into consideration for continued enrollment.

ASBESTOS MANAGEMENT PLAN. Our school has conducted an extensive asbestos survey of all our buildings since the beginning of the AHERA law passed in the mid-1980's. It is our responsibility by law to semi-annually update this plan and notify all workers and students of its existence. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection at our offices without cost or restriction during normal business hours. If you desire to have a personal copy, please notify the administrative office and it will be supplied to you within five working days.

We have endeavored to make our school a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern. Please contact the school office if you have any questions.

REUNIFICATION LOCATIONS. As part of our emergency plan in the unlikely event of a school-wide emergency, the students at North Campus would go Laurel Highland Campgrounds and the students at South Campus would go to Millertown Church. Champion Christian School leadership and staff have contingency plans in place for various emergency situations. Please contact a staff member for specific information.

XII. FINANCIAL AID PROGRAM

At Champion Christian School, we are committed to providing a high quality Christian education at affordable costs. We believe that our Financial Aid program helps families achieve that goal.

The first step to applying for Financial Aid is completing an application for enrollment and returning it to the office with your registration fee. This must be done before you apply for financial aid. Although the registration fee is non-refundable, it is pending on financial aid approval.

Once your student is accepted for enrollment or re-enrollment, the next step is completing a Financial Aid application. If you fall under the Federal Hot Lunch Guidelines (found on the website), please fill out the CCS Application for Financial Aid which is free. If you are over the guidelines, you must fill out a financial analysis with SMART tuition. There is a minimal cost for this. Both applications are available in the school offices.

Indian Creek Valley Christian Family & Children's Center Children's Tuition Fund Guidelines

\$50,000 base family income plus \$10,000 for each child

(for example, you are eligible for a grant if you are a family of four
and your income is less than \$ 70,000)

Once your application is processed, you will receive a Financial Aid Award Letter that will detail how much aid that you will be receiving. From the date of the award letter you will have two weeks to withdraw your application and have any fees paid refunded.

It is the aim of the Christian Family & Children's Center Board of Directors to make Champion Christian School affordable for families of all incomes. If a family has applied for aid through the CCS Financial Aid Department and receives an award letter that they do not choose to accept, they may approach the Board of Directors through writing about other aid options.

Families should submit a letter to the Board of Directors explaining why they have rejected their financial aid award letter, including any information about extenuating circumstances that may be pertinent to the situation. The board will respond in two weeks. As with award letters, registration

fees will be refunded should a family choose to reject this package.

Be assured that all information and correspondence will be held in strict confidence. If you have any questions or concerns regarding our Financial Aid Program, please contact Amanda Wingrove at 724-593-9200 ext. 102 or amanda_wingrove@champion.org.

If you qualify you may apply for the Financial Aid program, in which you pay half the tuition and work a job at the Center for the other half. Please contact the office for an application. If your application is accepted, you will meet with the maintenance group supervisor for your job assignment.

If you are receiving Financial Aid, you must report any changes in your family income to the Center immediately.

We are committed to helping families afford tuition at Champion Christian School. Because of the overall demand for financial aid (in order to reach the goal of providing affordable tuition), families receiving financial aid are required to substantially participate in the following: 1) Families must substantially participate in 2 fundraisers; 2) Families are required to come to at least one work day. If a family receiving financial aid fails to uphold to financial aid agreement, part of financial aid package may be revoked.

XIII. FEES

SMART TUITION.

Parents need to enroll with SMART tuition, who is the Center's tuition management company. First time users need to fill out an application available at the financial office or on the website. This service offers the convenience of 24/7 access to your account online, customer service, online pay, auto pay, credit card payments, and much more.

REGISTRATION FEES. There is an annual registration fee of \$100.00, which is due with the application. Adjustments to this registration fee will be made when students enroll midyear. This fee will not be refunded unless your child's application is not accepted.

Parents who are re-enrolling their child need to submit their application along with the registration fee of \$100.00 (payable in two monthly installments of \$50.00 each) for returning students by February 28th and March 31th. If registering after March 31th, the registration fee will be \$150.00. This fee is non-refundable even if your child does not return to school at Champion Christian School.

For first time students, the registration fee is \$100.00. If enrolling after the second semester, there is a prorated registration fee for that year only.

MATERIALS FEE. There is a \$100.00 material fee assessed for each elementary student and full day Kindergarten student (\$75.00 for half day kindergarten students). This fee will be used to purchase Christian supplies and other materials in bulk. If a family pays material fees after July 31 for the upcoming school year, and then decides to withdraw or not enroll, only the second semester fees will be refunded.

PAYMENT OPTIONS.

1. Annual or Semi-Annual Payments- This payment is made in one or two lump sums, due before the first day of school (and January 5th, if applicable). There is a 1.5 % per student per year discount for this option.
2. Ten Monthly Payments This option allows you to make ten equal payments for ten months.

The first payment is due before the first day of school and the remaining payments are due on the 20th of each month beginning in September. It is important to remember in choosing this option that the total tuition fee is spread over ten equal payments and takes into account holidays. For example, although the Center is closed for Christmas and your child will be in school fewer days that month, the payment is still the same as the month before. Please contact the business office if you would like to make other arrangements.

MAKING PAYMENT. After you have chosen one of the payment options, it will be your responsibility to make payments on time. We encourage families to utilize all of the options that are available on the SMART website, but you can pay at CCS as well. Upon enrollment you will receive a Tuition Worksheet. Please pay by check made payable to CCS if you pay at the office.

For more information on tuition and other financial policies, please see the abridged version of our Accounting Policies and Procedures on the internet:
www.champion.org/development/accountingpolicies.htm

If you have any change in information (name, address, phone, etc.), it is important that you notify the Center immediately!

LATE PAYMENT CHARGE. Any payments received after the due date will be charged an additional \$30.00 late fee for each month the payment is late. There is a one month grace period where the late fee will be waived when you use the OOPS! coupon on your tuition worksheet you received at orientation. Tuition payments that are 100 calendar days late requires expulsion from the school program. Students who have unpaid accounts may not participate in end of year activities.

WITHDRAWAL. If you withdraw your child from Champion Christian School, you will be reimbursed for any prepaid tuition for a month in which your child DID NOT ATTEND. If you withdraw your child after the month begins, that month's tuition is not refundable.

If you withdraw your child from Champion Christian School and have any outstanding tuition balance, unpaid materials' fee, unpaid tutoring fee, or any other miscellaneous unpaid balance, your child's records cannot be forwarded to another school until your outstanding fees are paid in full.

For more information on tuition and other financial policies, please see the abridged version of our Accounting Policies and Procedures on the internet:
www.champion.org/development/accountingpolicies.htm. _____

TRANSMITTAL OF RECORDS. The following records will be considered part of a student's permanent file and will always be sent with other records to a new school that a student is enrolling in or made application to:

1. Attendance Records
2. Report Cards
3. Health Records
4. Behavior records, including consistent disciplinary problems, suspensions, expulsion records and specific family and student contracts.
5. Psychological records that relate to learning issues such as attention deficit disorder, learning disabilities, and other school related problems.

A request for records must be in writing. Please allow at least one week for your request of transcripts to be processed. You can request a copy of your student's records for yourself but it must be in writing. You must sign a release form to have the permanent records sent to the appropriate school or agency. Forms are available in the school office. We will not release permanent records to parents. Please note that records or copies of records will be released only if balance is paid in full.

ANNUAL REVIEW OF STUDENT RECORDS. Parents and eligible students have the right to review education records and to request corrections of records they perceive to be inaccurate as stated in the Champion Christian Student Records Policy. Upon written request an appointment may be set in order for a parent to inspect and review his/her child's record. If the parent believes the record to be inaccurate, misleading, or otherwise in violation of their child's rights, he/she may seek to amend the record by scheduling an appointment with the principal. Parents may also consent to disclosures of personally identifiable information in the record, with certain exception, as indicated. Complaints regarding failures to comply with the requirements of this policy may be filed with the Christian Family & Children's Center Board of Directors. The CCS Records policy is based on federal guidelines. A copy of the policy may be requested at either CCS office or examine it online.

CHRISTIAN CONCILIATION. By enrolling your student in Champion Christian School and signing the financial contract, you are agreeing to abide by the policies and procedures outlined in the parent and student handbooks. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. You may find out more about this process by contacting Peacemaker Ministries at www.hispeace.org or at Peacemaker Ministries, 1537 Ave D, Suite 352, Billings, MT 59102 - (406) 256-1583 You may also get more information from the Financial offices of the Center.

The conciliation process does not apply to payment of tuition disputes or collection procedures. Parents are responsible for all tuition incurred while their student(s) attend CCS, and not fulfilling that responsibility will follow the Center's collection procedure which is available at either office upon request.

XVI. RETENTION OF ENROLLMENT

Students are a part of CCS until such time that they are not a match or feel as though they are not part of the student body. Families should follow the standard enrollment process and make sure they turn in their pre-enrollment forms, pay registration fees on time, and indicate they will be back next year. Champion Christian Preschool has a rolling enrollment policy and once a completed and signed application for enrollment is on file, it will be considered current and valid until a child is withdrawn. Enrollment may be denied on the basis of previous behavior, spiritual state and attitude. This policy will be managed and administered under the supervision of the faculty and administration.

Enrollment of children in Champion Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.