

In the way, *let your light shine* before men, that they may see your good deeds and praise your Father in Heaven."  
Matthew 5:16



# Kindergarten-5<sup>th</sup> Grade Handbook 2009-2010

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Administrator: Mrs. Ruth M. Zappe  
[www.chandlerchristianschool.org](http://www.chandlerchristianschool.org)

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Dear Parents:

We are excited about the new school year. The administration, teachers and staff welcome both our returning students and those that are new to the Chandler Christian School family. We consider it a privilege to partner with each family in helping your children to attain the best education both academically and spiritually to prepare them for their life's journey.

The information in this handbook is a comprehensive guide to the policies of our school. If you have any questions about the material contained in the handbook please feel free to contact the school office.

We believe God has given Chandler Christian School the mandate to train students to love and serve Him in all they do. He wants every student to know Him personally and accept Him as their personal Savior and Lord. The staff meets every morning before school to pray for the needs of the school and pray that we will be sensitive to the needs of each child. We appreciate you joining us in prayer that together we would accomplish His purpose in each student's life.

Our theme this year is "**Let Your Light Shine**", based on Matthew 5:14-16 "You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, **let your light shine** before men, that they may see your good deeds and praise your Father in heaven." Let us all unite our hearts in prayer that each of us would become more sensitive to how we can shine in and throughout our community for His glory.

Trusting God to lead and guide,

*Ruth M. Zappe*

Administrator  
Chandler Christian School

# Chandler Christian School

## Elementary Handbook

### Mission Statement

Welcome to Chandler Christian School! We provide an excellent education in a Christian environment. In this environment each student's individual potential is unlocked and nurtured to achieve future success. We believe that your children are Christian heroes in the making and that you, as parents, are working to raise them to be Christ-like in their attitudes and behaviors. It is our desire to work and to cooperate with you in order to provide the best possible educational experiences for the children you have entrusted to our care.

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Chandler Christian School reserves the right to revise policies, procedures and the contents of any of its handbooks at any time, as deemed necessary.

## **STATEMENT OF PURPOSE**

Chandler Christian School is an interdenominational ministry of Chandler Church of the Nazarene in Chandler, Arizona. We exist to provide a quality Christian and academic education for children.

We strive to meet the needs of all students by providing a teaching and learning environment that is totally Christian, and by providing those required subjects that are taught at the appropriate grade level. Our students are presented with an integrated view of life with all its possibilities and challenges, thus enabling them to wisely use their acquired knowledge as they meet the perplexities of modern life. A child's training in early years is essential to the establishment of good habits of study, conduct, attitudes, ideals, honesty, loyalty, self-satisfaction, self-worth, discipline of character, obedience to and reverence for God and established authority.

A Christian school does not take the place of the home, but rather it is an extension of the training program begun in the home. Parents are accountable to God for the spiritual, intellectual and moral growth of their children.

The purpose for Chandler Christian School is to provide spiritual and academic excellence in an environment that will fully equip each child in knowledge, attitude and action in order to live a fruitful Christian life. Within the structures of such a challenging task, our students are taught academic standards in content areas such as reading, writing and math. Learning begins in preschool with the introduction of developmentally age appropriate activities and continues as children are prepared for the next step in their learning. The emphasis is placed on learning by doing. Students are also taught discipline, belief in God and a love for people and country.

Parents choosing to enroll their children in Chandler Christian School must be in total agreement with *and supportive of* this Statement of Purpose.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

We believe that the basic foundation for a Christian education is in the Word of God and that the Scriptures are the source of all knowledge. John 14:6 reads, "I am the Way, the Truth and the Life." The true aim is to give glory to God. We also believe that all scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction and for instruction in righteousness. (II Timothy 3:16)

We believe that it is a God-given privilege for parents and teachers to be able to "train up a child in the way he should go," to instruct him in righteousness, to provide an education that will include and reflect the important Christian principles we believe and hold in common with others of like faith.

This philosophy affects the curriculum, the methods of teaching, the teacher, disciplinary procedures and personal interrelationships of all persons involved with the school, thus setting the atmosphere for the entire school environment.

This philosophy is designed to develop the individual child spiritually, mentally, socially, physically, and culturally just as Christ grew in stature, wisdom, knowledge and favor with God and man. Our students are taught to develop according to these principles as preparation for leading well-balanced lives.



"Train up a child in the way he should go, and when he is old he will not depart from it." -Proverbs 22:6

## **STATEMENT OF FAITH**

- We believe the Bible to be directly inspired by God. It is the only infallible, free from all error, authoritative Word of God. (I Timothy 3:16, II Peter 1:20-21, I Corinthians 2:10-13)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19-20, John 14:16, Psalms 2:6-9, I Corinthians 12:4-6, Matthew 3:16-17, Genesis 1:26)
- We believe man was created by a direct act of God. (Genesis 1:26-27, Genesis 2:18)
- We believe in the Deity of the Lord Jesus Christ. (John 1:1-5, 14 & 34, John 6:69, Matthew 1:20-23, Luke 1:31-33, Romans 1:3-4, Ephesians 1:2-23)
- We believe in the virgin birth. (Matthew 1:23, Isaiah 7:14)
- We believe in His sinless life. (Hebrews 1:9, 7:14)
- We believe in His death on the cross to save from sin all who will believe. (Matthew 26, 27 & 28, Galatians 3:13, I Corinthians 5:7, I Peter 1:18)
- We believe in His miracles. (Luke 4:18, Acts 2:22)
- We believe in His ascension to the Father's right hand. (Luke 24:51, Acts 1:9)
- We believe in His personal return in power and glory. (John 14:1-6, I Thessalonians 1:7-10, Matthew 25:31, Titus 2:13, I John 3:2, Acts 1:11)
- We believe all have sinned and sin leads to condemnation. (Romans 3:23, Romans 6:23, Galatians 3:22)
- We believe Jesus Christ died for all mankind, but that only those who repent and believe are saved. (James 3:14-17, Romans 8:32, I Timothy 2:6)
- We believe that for a person to have his sins forgiven, he must believe and trust in the Lord Jesus Christ as his personal Savior. (Romans 6:23, Galatians 3:22)
- We believe that salvation is by the grace of God, not by any works or good deeds of men. (Ephesians 2:8-9, Galatians 2:16, Romans 4:4-5)
- We believe in the present ministry of the Holy Spirit who lives in the born-again Christian and enables him to lead a godly life. (John 16:7-15, Ephesians 1:13-14)
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are not saved unto the resurrection of eternal separation from God. (Romans 6:6, John 11:25, I Peter 1:3, Luke 15:19-31, I Corinthians 6:14)
- We believe that biblical marriage is limited to a covenant relationship between a man and a woman. (Romans 1:21-27, 1 Corinthians 6:9-20)

At CCS we encourage families and teachers use the Matthew 18 policy which requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

## **ADMISSION POLICIES**

"Oh be careful, and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them." –Deuteronomy 4:9

Admission to Chandler Christian School is by written application/registration, a personal interview with the administrator and a student assessment test for grades K-5, to determine grade placement. Registration will be accepted upon the results of the interview and assessment. The Enrollment Application Packet contains forms that must be completed and returned to the school office with the initial tuition fee. A birth certificate and an up-to-date copy of current immunizations must be presented at the time of registration. Parents must read and sign the commitment form stating that they understand and support the purpose, educational philosophy and policies of Chandler Christian School as presented in the Handbook.

**The school is open to all children regardless of race, color, sex, or national origin whose parents show evidence of genuine, positive interest in Christian education. At least one parent/guardian profess to believe in Jesus Christ as their personal Lord and Savior and attend a Bible-believing church. All rights and privileges are afforded to all students.**

Registration will not be accepted without the proper signatures, forms and copies. As a private school, CCS reserves the right to refuse admittance for any reason deemed necessary by the administrator.

A \$50.00 non-refundable assessment testing fee must be paid before the assessment test is given. All existing preschool students will be evaluated by the child's teacher. The teacher, in consultation with the administrator, will determine if the child is ready for Kindergarten.

All students are required to have completed immunization records when they enter CCS in compliance with the Arizona State Department of Health regulations. For those entering the elementary grades, report cards and other school records are required from all previous schools. The consent to send for records form is included in the registration packet.

Chandler Christian School strives to meet the needs of all students but may not be able to meet the special needs of some children. An interview with the Administrator will be necessary to begin the process to determine if the special needs of an individual child can be met at Chandler Christian School.

An attitude of Christian humility and cooperation by students and parents in support of policies, principles and their enforcement is required. Administration shall make the determination as to what constitutes adherence to and violation of school policies and principles. CCS reserves the right to suspend or expel any student who violates the Discipline Policy or Standard of Dress.

In order to comply with Arizona State Law:

--A child must be five years old by August 31<sup>st</sup> to enroll in Kindergarten.

Chandler Christian School does not discriminate on the basis of race, color, nationality or ethnic origin in administration of admission policies, tuition assistance programs, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

### **SCHOOL BOARD**

Chandler Christian School is governed by a body of members of the Chandler Church of the Nazarene who are elected to the School Board by the church membership, which also includes the CCS Administrator and the PTF President. Board meetings are open to interested parents the first 15 minutes of each meeting for citizen's comments. To address the Board, the speaker must present his/her topic in writing to either the Administrator or the Board Chairman one week prior to the Board meeting. The opinions and concerns expressed must reflect only those of the speaker.

### **PARENTS ON CAMPUS**

CCS has an open door policy. This is your school, you are welcome here. For security reasons we ask all non-staff to check in-and-out at the office before observing in a classroom. You will receive a visitors' badge to wear while you are on campus. Thank you in advance for your cooperation.

When dropping off or picking your child up please refrain from using your cell phone. This allows the teacher to discuss with you any needs your child has and fosters a much better home/school relationship.

CCS parents are expected to dress as appropriate role models by wearing modest and appropriate clothing when on campus or when attending school functions.

### **INSURANCE**

Students are included for coverage under a Student Accident Policy issued to Chandler Christian School by Brotherhood Insurance Company. In the event of an on campus accident, the student's health insurance is primary coverage and the above accident policy is secondary.

### **ABOUT CCS KINDERGARTEN**

Chandler Christian School gives parents the option of choosing half day or full day Kindergarten. The full day Kindergarten class consists of lunchtime with recess, plus additional reinforcement of skills taught in the morning. Full day Kindergarteners also do hands-on science and social studies activities, along with additional writing activities and computer instruction.

### **SCHOOL OFFICE HOURS**

Our office hours are from 7:30am to 4:00pm Monday through Friday. The West doors will be locked at 5:00pm each day. Please enter on the North side after 5:00pm for Extended Care pick up.

### **DEVOTIONS**

Each day from 8:00-8:15am all teachers and staff meet together for a time of devotions and prayer. Please make arrangements to meet with a teacher other than this time of day so they can keep their commitment to this important time of day.

### **EXTENDED CARE HOURS**

Extended Care is available before and after school hours from 7:00am-6:00pm.

### **SCHOOL HOURS**

Kindergarten-5<sup>th</sup> grade students who arrive before 8:00am, and preschool students who arrive before 8:30am, will go straight to Extended Care and will be charged Extended Care fees. Once a student arrives on the school grounds, he/she must not leave until the school sessions are over. If a student is not picked up at 11:30am or 3:00pm he/she will be checked into Extended Care and his/her account will be charged accordingly.

#### **KINDERGARTEN HOURS:**

Attendance, pledges, and prayer on the playground...	8:25am*
Dismissal: ½ Day Kindergarten.....	11:30am
Full Day Kindergarten .....	3:00pm

#### **FIRST GRADE - FIFTH GRADE HOURS:**

Attendance, pledges, and prayer on the playground ....	8:25am*
Dismissal: .....	3:00pm

*\* The bell rings at 8:23am in order for students to line up and be ready for attendance at 8:25am.  
A student will be considered tardy if they are not in line at 8:25am.*

### **ATTENDANCE/TARDINESS**

Regular attendance is absolutely essential to successful schoolwork. Absences are hard on everyone involved, including parents, students, and teachers, and should be avoided except for illness and emergencies. Students have one day per each day absent to make up missed schoolwork or receive zeros for those assignments. Projected absences should be put in writing and turned into the office for approval.

#### Absences:

Please call the school office by 9am to inform the school of the absence.

If sick/absent for more than one day, please come in and get missed work from the teacher.

Failure to do so will result in a zero grade on missed work.

Tardiness to class is to be avoided as it causes disruption to the class and to the student's composure, thus getting the day off to a bad start. Promptness sets the tone for the entire day. Students in grades K-5 will be allowed four unexcused tardies without consequence per quarter. After four unexcused tardies in a quarter written notification will be sent home from the administrator. If a student must leave school before the final hour, a note stating the reason should be brought from home and given to the teacher. The person picking up the student must sign out the student in the school office. Office staff will contact the student's classroom to have them meet you in the office.

### **MAKE-UP ASSIGNMENTS**

Each teacher will set a policy for makeup work. Parents may request that homework be compiled when absences are reported before 9:00am. Teachers will only have absent student work ready for pick-up at the end of the day. Missed work will be completed under the direction of the teacher.

### **EXTRACURRICULAR PROGRAMS OFFERED**

We offer a variety of Extracurricular Programs at CCS for example: Dance, Art, Speech Therapy, and One-on-One Tutoring.

### **TRANSPORTATION**

Chandler Christian School does not provide transportation services to its students. Parents are responsible to provide transportation to and from school for their child.

### **ACADEMICS**

We believe each child has strengths in one or more areas. CCS strives to provide an accelerated, well-rounded, academic program. We offer a strong phonics based reading program for grades K-3. For grades 4-5 the program is literature-based. Other core subjects include Math, Bible, Science, Social Studies, Spelling, Writing, and Language. CCS strives to offer the following special classes: Music, Art Masterpiece, Physical Education, Library and Computers.

The Christian school curriculum centers on the basic core subjects. It is taught with a great emphasis upon student motivation. Content areas are studied, understood and integrated with the revealed truth of God's Word. God's Word is taught as the foundation of all human knowledge and understanding. The goal is to equip young people to be spiritually self-motivated and individually responsible to God.

Curriculum used as follows:

<b>Grade</b>	<b>Reading</b>	<b>Language</b>	<b>Spelling</b>	<b>Math</b>	<b>Science</b>	<b>Soc. Studies</b>	<b>Writing</b>	<b>Bible</b>
<b>K</b>	Letter Books	ABEKA		Saxon	Thematic Units	Thematic Units	Zaner-Bloser	Positive Action
<b>1</b>	ABEKA	ABEKA	ABEKA	Saxon	Bob Jones	ABEKA	Zaner-Bloser	Positive Action
<b>2</b>	ABEKA	ABEKA	ABEKA	Saxon	Bob Jones	ABEKA	Zaner-Bloser	Positive Action
<b>3</b>	ABEKA	ABEKA	ABEKA	Saxon	Bob Jones	ABEKA	Zaner-Bloser	Positive Action
<b>4</b>	Literature Studies	ABEKA	ABEKA	Saxon	Bob Jones	ABEKA	Write Source	Positive Action
<b>5</b>	ABEKA & Literature Studies	ABEKA	ACSI & Literature study vocab	Saxon	Bob Jones	ABEKA	Write Source	Positive Action

Emphasis is placed on the development of strong study habits and special projects. These are designed to teach skills necessary for life. In order to maintain the high academic standards of Chandler Christian School, K-5 students are expected to maintain a grade average of at least 70% in core subjects. When the grade average falls below this standard, the student will be placed on a probationary status. Parents will be notified and a plan of action will be developed and implemented.

### **ACHIEVEMENT TESTS**

Each spring achievement tests will be given to students in grades 2-5 to evaluate their academic progress. Notification will be given concerning the time and place for the administration of this test.

## **REPORT CARDS**

Report cards are issued four times during the school year. At the end of the first quarter a conference with at least one parent is required so that the teacher may personally present the report card and discuss the student's progress. We recommend that you discuss the progress and needs shown on the report card with your child. There is a \$5.00 replacement fee for lost report cards.

## **GRADING SCALES**

<b><u>Kindergarten</u></b>	<b><u>Elementary Grades 1-5:</u></b>	
<b>1=Consistently</b>	<b>90 – 100</b>	<b>A</b>
<b>2=Usually</b>	<b>80 – 89</b>	<b>B</b>
<b>3=Improving</b>	<b>70 – 79</b>	<b>C</b>
<b>4=Experiencing</b>	<b>60 – 69</b>	<b>D</b>
<b>NE=Not Evaluated</b>	<b>59 – Below</b>	<b>F</b>
	<b>Incomplete</b>	<b>I</b>

### **Special Class Grades**

**Outstanding Progress...E**

**Satisfactory Progress....S**

**Needs Improvement.....N**

At CCS, we believe that communication between home and school ensures success. Progress Reports will be sent home in the middle of each grading period. If a student is experiencing some difficulty at that time, we urge parents to cooperate with the teacher in order to bring grades up to a satisfactory level.

## **HONOR ROLL**

At the end of each quarter, students in grades 1-5 who earning A's and B's with an average of 90% in all core subjects (Reading, Math, Language Arts, Science, Spelling, Reading, Social Studies and Bible) will be named on the Honor Roll. Students who earn a grade of D or F in any core subject or earn a grade of N in "Specials", will be ineligible for Honor Roll.

## **REQUIREMENT FOR CHAMPION SCHOLAR RECOGNITION**

Students in grades 3<sup>rd</sup>-5<sup>th</sup> who have earned an average of 95% in all core subjects during the first three quarters are eligible for Champion Scholar recognition. These students must have exemplary citizenship as they are considered our Champion Scholars. This average must be maintained through the mid-way mark of fourth quarter. Recognition will be held at our awards assembly in May.



## **CHAPEL**

Students in K-5<sup>th</sup> Grade will have chapel once a week, Friday mornings, at 8:45am. Parents and guests are welcome to attend these services.

### **FIELD TRIPS**

Parents will receive a letter from the teacher whenever a field trip is scheduled. This letter will contain specific information about the trip and include a Field Trip Permission and Medical Release form that will need to be signed and returned to the school.

### **LUNCHES**

School lunches are available daily. School lunch orders are due on Wednesday the week before. Every Friday is "Pizza Day", 1<sup>st</sup>-5<sup>th</sup> grade students may purchase pop for 50 cents to drink with their pre-ordered pizza. Fridays are the ONLY days pop may be purchased or consumed. Individual milk cartons are available any day at 35 cents each. If a school lunch has not been pre-ordered, a sack lunch from HOME must be provided. Sack lunches may contain a non-soda drink.

### **PICKING UP YOUR CHILD.**

The staff is required by the Arizona Department of Health Services to use the following identification process for anyone who comes to pick up a child from Extended Care:

1. The staff person will check the child's Permission-To-Pick-Up Form to verify if the person has permission to pick up the child.
2. The staff person will ask to see the person's driver's license to further identify that this person really is the person on the form.
3. If the identification is positive, then the child can be signed out with a record of the time and a legible signature.

The child will only be released to people on the Permission-to-Pick-Up Form. If a parent wishes to make a change to this form, it is necessary to do so in person, in the office. If you need to pick up your student early, please sign them out in the front office. Office staff will contact the student's classroom to have them meet you in the office.

### **ANIMALS**

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good natured, well-mannered pets can become agitated by so many people, and react with unexpected hurtful behavior. Safety is our primary concern.

Some teachers may allow pets to be brought to the classroom for Show & Tell when arrangements have been made in advance. This assures a smaller number of students who can be prepared to deal with pets safely. You will have to show proof of current immunization for rabies for each cat or dog.

### **TRAFFIC FLOW**

Please do not park in the front circular drive from 8:00am-8:25am. The front circular drive is a drop off point for Kindergarten through 5<sup>th</sup> grade students from 8:00am-8:25am. Please enter the front circular drive from Detroit Street, drop off your Kindergarten-5<sup>th</sup> grade student, exit the circular drive onto Hartford Street. Please drive slowly and be alert for children and other vehicles.



### **CCS STANDARD OF DRESS FOR Kindergarten-5<sup>th</sup> Grades**

In our effort to encourage students at Chandler Christian School to achieve high levels of academic performance, high standards of behavior, and a healthy self-image, we have developed a specific standard of dress in order to teach our students how to dress appropriately, modestly and in a way that honors our Christian heritage. We believe that the way one dresses says something about character, attitude and achievement in the classroom. It is the parent's responsibility to see that their student is dressed appropriately, according to the following CCS Standard of Dress. It is the understanding of the school that parents and students will cooperate with these standards as our school defines them. The final authority will rest with the administration as to appropriateness of the personal appearance of any student attending CCS.

1. Modesty is to be maintained at all times. This includes classroom activities, outdoor activities, physical education class and athletic competition. Clothing shall not reveal undergarments or midriff. Nothing see-through is acceptable.
2. Students may wear clothing with pictures and numbers, but **NO** words. Pictures must be consistent with appropriateness for Chandler Christian School. This standard applies to shirts, pants, shorts, jackets, hooded sweatshirts, and all outerwear. The administrator will make the final decision on questionable pictures. **Christian screen printed t-shirts are allowed daily.**
3. Sizing which tends to be disruptive is not acceptable. Torn, ripped, or over-worn clothing is not appropriate. Clothing must have hems.
4. Sleeveless clothing is acceptable as long as shoulder straps are at least two inches wide. No halter tops allowed.
5. Shirts with rounded shirttails, or those falling below "bottom" length, must be tucked in pants, shorts, skirts, or skorts.
6. Sunglasses and hats may not be worn indoors at anytime. Caps with brims must face forward.
7. Students must wear tennis shoes on P.E. days. On non-P.E. days sandals with back straps will be allowed, but are not encouraged. High heels and platform shoes are not allowed.
8. BOYS: Hairstyles must be neat and clean of acceptable length. Any unnatural colored hair is unacceptable.
9. GIRLS: Skirts, shorts and dresses must be at an appropriate length. Shorts or tights must be worn under dresses or skirts to use the playground equipment. Earrings are to be age appropriate and may not symbolize any conflict with Biblical teachings. Hairstyles must be neat and clean.
10. Clothing, backpacks, outerwear, and other accessories must not have any words or pictures that would be offensive in a Christian environment.
11. Tattoos and body piercing (other than the piercing of girl's ears) are not allowed.

If a student comes to school dressed inappropriately, parents will be notified. Further action will result if attitudes toward appropriate dress are not recognized and heeded.

"Don't you know that you yourselves are God's temple and that God's Spirit lives in you?  
If anyone destroys God's temple, God will destroy him; for God's sacred and  
you are that temple." 1 Cor 3:16-18

## **DISCIPLINE**

The school and home must be parallel in disciplinary outlook for moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. The responsibility for parents to discipline their children comes from God. (Ephesians 6:1-4) Our desire is that Christian love be at the heart of our disciplinary actions and attitudes. Biblical teaching indicates that a disciplined individual is a loved individual. (Proverbs 3:11-12)

Listed below are the characteristics that all students are accountable to follow at Chandler Christian School.

**1. I Respect Myself** (God Created Me)

I dress in a way that honors the Lord. I speak in a way that is courteous and free from offensive language. I am truthful and honest. I am responsible and prompt in class work and attendance.

**2. I Respect Authority** (It Comes From God)

I cheerfully obey teachers, instructional aides, and office personnel. I speak to adults in a way that is respectful of their position over me.

**3. I Respect Others** (God Created Them)

I keep my hands to myself and do not disturb others property. I cooperate with others while on the playground, in the classroom, and during school activities. I eat lunch using good manners in consideration of those around me. I do not interrupt others learning in any way. I treat others the way I'd like to be treated.

**4. I Respect God's Property** (Stewardship)

I am careful with Chandler Church of the Nazarene/CCS property. I pick up trash on the grounds and in the buildings.

When a student deviates in these areas, it is the responsibility of the home and the school to help by both correction and guidance. While the discipline of the child is the parents' responsibility, parents and teachers must cooperate fully with one another.

## **POSITIVE INCENTIVES:**

Students may be given a pass to choose a special reward from Mrs. Zappe's office! Students may also receive various classroom awards.

## **NEGATIVE CONSEQUENCES:**

Whenever possible, it is expected that teachers will handle consequences as a part of classroom discipline procedures. A Discipline Referral may be issued by any staff member to students who have not followed CCS standards. The following are some examples:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| -Unsafe use of Playground Equipment | -Disrespect                      |
| - Inappropriate Behavior            | -Fighting                        |
| -Throwing Objects                   | -Abusive Language                |
| -Dress Code Violation               | -Weapons                         |
| -Failure to Complete Class Work     | -Threatening or Violent Behavior |

The Discipline Referral will be sent home the day of the offense(s) in order to be signed by the parent. A Discipline Referral does not automatically result in a detention. **Serious offenses will require the administrator assigning detention or restrictive actions.** The consequence of a Discipline Referral may vary on the infraction. Examples of disciplinary actions which may occur: loss of privileges, detention, and in-school suspension. Three detentions in one quarter will result in an immediate one-day suspension. An interview process with the

### **NEGATIVE CONSEQUENCES continued:**

student, parent, teacher and administrator will determine if the student is ready to return to class. Further behavior problems will result in asking parents to withdraw their student or even possible expulsion. CCS expects full cooperation from the home in matters of discipline. There must be a team effort, and only when the school and home work together will the goals of Christian education be realized.

### **CAUSES FOR IMMEDIATE SUSPENSION:**

- Verbal or physical abuse of teacher or other adult in authority
- Leaving campus without permission
- Any violent or threatening action or behavior
- Any action deemed inappropriate by the administrator

### **ZERO TOLERANCE POLICY**

At CCS we believe that all children deserve a safe, Christ-like learning environment. To this end, a zero tolerance policy exists for all forms of harassment; verbal, emotional, or anything that creates a hostile environment. Harassment does not have to be repeated or ongoing. Such behavior will be dealt with severely and may be grounds for required withdrawal, depending on the action and/or severity of the harassment and will be the discretion of the administrator.

### **ABOUT TOYS**

We ask that all Chandler Christian School children please leave their toys at home. We have carefully selected age-appropriate, durable and safe toys that encourage learning, creativity and cooperation. If toys are brought to school without permission, they will be confiscated and placed with the teacher to be returned at the end of the day to a parent or guardian.

### **DONATIONS:**

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Chandler Christian School. All gifts are tax deductible. **Federal I.D. Number: 86-0228518**

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (A.C.S.I.)**

The A.C.S.I. is a strong national and international organization of Christian Schools with headquarters in Colorado Springs, CO. The purpose of A.C.S.I. is to give guidance to its membership schools and to provide students with academic enrichment opportunities such as Science Fair, Math Olympics, Spelling Bee, and Speech Meet. CCS is proud to be hosting the first A.C.S.I. Geography Bee.

### **ACSTO SCHOLARSHIPS:**

Arizona Christian School Tuition Organization is a tax-exempt charitable organization through which donations may be made to a particular private Christian school for a particular student. You must apply to receive this credit. [www.acsto.org](http://www.acsto.org) Please see the financial office for more information.

### **PARENT-TEACHER FELLOWSHIP (P.T.F.)**

This fellowship consists of all faculty, staff, and parents of CCS. The PTF is very involved in assisting the ministry of CCS through fundraising, outreach to the community, and building fellowship.

## **PARENT PARTICIPATION REQUIREMENT/FEE**

Chandler Christian School families are required to participate in school activities. This requirement helps to keep tuition costs down and fosters involvement among families. The yearly requirement is twelve (12) hours per family. If the participation hours are not met, the family will be charged the participation fee of \$10 per hour not completed.

Examples include, but are not limited to:

### School activities:

Help in classroom  
Health Safari  
Auction Committee  
Building Repair  
Christmas Concert set up  
Library

### PTF Activities:

Room Parent  
Events Committee  
Sales Fundraising Committee  
Passive Fundraising Committee  
Teacher Appreciation Committee  
Child Care during PTF Meetings  
Restaurant Fundraising Committee  
Art Masterpiece  
Christian T-Shirt Sales



These hours need to be RECORDED in the parent participation book in the school office when they are completed. Attending PTF meetings and assisting with PTF activities help build the school community.

## **ARIZONA IMMUNIZATION LAW**

Arizona state law requires that VERIFIABLE DOCUMENTATION OF IMMUNIZATION is required before a student is registered and admitted to Chandler Christian School. This documentation must show the date and type of each dose administered OR laboratory evidence of immunity for Polio, DPT, HIB, Mumps, Measles and Rubella. Parental recall of dates and types of immunizations received will not be accepted.

Any student not complying with this Arizona law, or any student failing to comply with the established schedule of immunizations, will face suspension until compliance is reached.

## **MEDICAL AND EMERGENCY INFORMATION**

Parents will be notified when a child has a temperature over 99.0 degrees and will be asked to remove the child from school. In order to keep the spread of disease and absences to a minimum, do not send children to school with "low grade" fevers. Children must be "fever free" for 24 hours before they will be admitted to class. If a child should become ill or injured at school, a member of the staff will notify the parents. For this reason, it is imperative that we have accurate up-to-date phone numbers and addresses on file in the office. Even though we do have a school nurse and staff who are certified in CPR and First Aid, in the event of a medical problem or injury that is severe or life-threatening, 911 will be called.

**MEDICATION:** Because of insurance, liability mandates, and state law, students may not bring medication of any kind to school and administer it to themselves. ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL OFFICE in the original container and a medication release form must be filled out and signed by the parent.



**INITIAL TUITION FEE:**

The initial tuition fee must be paid when application forms are received in the office. It is non-refundable and non-transferable. The fee covers: accident insurance, books, achievement tests for grades 2-5, administrative costs, and membership fees in the Association of Christian Schools International. ACSTO funds can be applied to this fee.

**TUITION/EXTENDED CARE PAYMENTS:**

All monthly tuition and Extended Care payments are due on the first of the month and are late after the tenth of the month. A 10% late charge will be added to all unpaid balances on the eleventh of each month. Students may be dismissed from Chandler Christian School for lack of payment after the account is one month in arrears. According to current government regulations, tuition payments are not tax deductible. Please save your statements as this is the only Extended Care tax information you will receive. There will be a \$15.00 charge for year-end Extended Care statement requests, with a two-week processing time.

**2009–2010 TUITION & REGISTRATION**

TUITION	<b>NON-Refundable</b> Initial Tuition Fee***	YEARLY TUITION	10 MONTHLY PAYMENTS
Beginners:			
2 day (Tu/Th)	\$300.00	\$1,900.00	\$190.00
3 day (M/W/F)	\$300.00	\$2,300.00	\$230.00
5 day	\$300.00	\$3,400.00	\$340.00
PK 4 & KinderBridge**			
3 Day (M/W/F)	\$300.00	\$2,300.00	\$230.00
5 Day	\$300.00	\$3,400.00	\$340.00
Kindergarten (1/2 day)	\$300.00	\$3,000.00	\$340.00
Kindergarten (Full Day)	\$300.00	\$5,200.00	\$520.00
Grades 1- 5	\$300.00	\$5,200.00	\$520.00
Extended Care Fee: \$4.00 per hour, per child.			

**Additional Fees:**

- \* \$25.00 Kindergarten Graduation Fee
- \* \$50.00 Non-refundable Testing Fee for all new students, Kindergarten through 5<sup>th</sup> Grade.
- \*\*Age Requirement-Must turn 5 before December 31<sup>st</sup>
- \*\*\*ACSTO funds may be applied to cover the initial tuition fee for **K-5<sup>th</sup>**

**Tuition payment options:**

- A. Payment in Full-Due by August 1<sup>st</sup>.
- B. Payment by semester-Due by August 1<sup>st</sup> and January 1<sup>st</sup>
- C. Payments monthly-Due the first of each month beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. Any discrepancies regarding your account must be addressed within 30 days of the date of billing.

After that time the account is considered correct. (EFT forms are available at the front office)  
*Chandler Christian School gives a 25% discount on the tuition fees for the brothers and sisters of the oldest child enrolled.*

### **WITHDRAWAL PROCEDURES:**

If a student is withdrawn from school for any reason, a **TWO WEEK written advance notice** must be given to the School Office. If this notice is not given, accounts will be charged in full for the month in question. If a student is withdrawn for any reason, no refund of the initial registration fee will be made.

### **REFUND POLICY:**

No refund will be made in case of absence from school due to illness or other reason. The school expenses continue whether a student is present or absent. Tuition refunds will be made for withdrawals when the school has received two weeks advanced notice.

### **SIGNING IN AND OUT**

All Extended Care children must be admitted and released with a legible signature, first and last name, of an authorized adult and the time of arrival and/or departure. **If a time is not recorded on the Sign In and Out sheet the account will be charged for the entire day.** Extended Care fees will be charged for times before 8:00am and after 3:00pm for grades K-5<sup>th</sup>, before 8:00am and after 11:30am for ½ day Kindergarten, and before 8:30am and after 11:30am for all preschool.

### **EXTENDED CARE PROGRAM FEES (Preschool through 5<sup>th</sup> Grade):**

The Extended Care Program fee is \$4.00 per hour, per child. The fee will be charged in one-hour increments. Statements are sent home the 23<sup>rd</sup> of each month and payment is due by the 1<sup>st</sup> of each month. **Parents: Please be advised there is a late charge of \$1.00 per minute per child for children picked up after the 6:00pm closing time.**



### **EXTENDED CARE INFORMATION**

In 1983 Chandler Christian School organized a state licensed Extended Care Program for the convenience of the school's working parents. It was created to provide quality care before and after school for children who are currently enrolled in Chandler Christian School, from preschool through fifth grade. The CCS Extended Care Program promotes spiritual, social, emotional, mental and physical development in a loving Christian environment using a variety of indoor and outdoor activities that are age appropriate. At the beginning of the day and at the close of the day, when we have few children, we may have a multi-age group of children. Throughout the day, the children are separated according to age, in their own areas, with their own Extended Care staff and a program designed for their ages.

### **BREAKFAST**

Breakfast bars are provided from 7:00am-7:30am for Extended Care children who have not already had breakfast at home.

### **LUNCH**

Extended Care children may purchase a hot lunch **in advance** or bring a lunch from home. If a child is in Extended Care at lunchtime but does not have a lunch, a sack lunch will be given to him/her and the child's account will be charged \$5.00.

### **SNACK**

Children who are in Extended Care at mid-afternoon are served a nutritious, age appropriate snack with milk or juice. Please note any food allergies on the appropriate registration form.

### **CLUB HOMEWORK IS FROM 3:45pm-4:30pm**

We are happy to provide Club Homework to give our Extended Care students, 1<sup>st</sup> through 5<sup>th</sup> grades, the chance to do their homework, or at least begin it, before they go home. Please talk to your child about their homework each day and ask to see what they did. It is still the child's responsibility to remember their assignments, remember how the teacher wants them to do a particular assignment, and do the work. If a child tells us they don't have homework or they have finished, we will trust them. Please remind your child to always have a book ready to read if she/he truly does not have homework to do.

### **ENRICHMENT FEE INFORMATION**

Parents will be given an opportunity to sign up for Enrichment Programs. At which time parents will be given specific information about the weekly themes and daily schedules. Please inquire about fees related to the Enrichment Programs. Enrichment weeks occur in the fall, spring, and summer.

### **EXTENDED CARE / ENRICHMENT BEHAVIOR MANAGEMENT**

The children who stay for Extended Care and/or Enrichment are expected to follow the CCS School-Wide Rules.

#### **CONSEQUENCES FOR NOT FOLLOWING THE RULES**

Children will be encouraged to redirect their actions in a constructive manner throughout their daily activities. If the child is in need of a time away from the group, he/she will be given the opportunity to "take a break" and recompose him/herself. This cooling off period (not to exceed one minute per year of his/her age) will be followed by a review with a teacher of appropriate behavioral expectations. Sometimes talking with a child is all that is needed to get their cooperation. Other times a child will benefit from "taking a break". Often a behavior will call for a logical consequence. For instance, if a child is pushing other children to be first in line, the child may be sent to the end of the line instead. The Extended Care Director will discuss with the parents any repetitive behavior issues.

#### **REWARDS FOR FOLLOWING THE RULES:**

The children will be rewarded regularly, throughout the day, with words of praise and encouragement, hugs, smiles, pats on the back, stickers, stamps, special privileges or other positive attention.

"My son, do not forget my teaching, but keep my commands in your heart" -Proverbs 3:1

Chandler Christian Preschool and Extended Care is licensed and regulated by the Arizona Dept. of Health Services Office of Extended Care licensure (150 North 18<sup>th</sup> Ave., 4<sup>th</sup> Floor, Phoenix, AZ 85007, 602-364-2539). Inspection reports are available upon request.

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