

August 2011

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 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 office.

We believe God has given Chandler Christian School the mandate to train students to love and serve Him in all they do. Jesus 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 school and pray that we will be sensitive to the needs of each child. We appreciate you joining us in the prayer that together we would accomplish His purpose in each student's life.

Our theme this year is "**Walking with Jesus**", based on 1 John 2:6 "Whoever claims to live in Him must live as Jesus did." As we enter each day our prayer is that the staff would model what it looks like both in word and deed to be "**Walking with Jesus**".

Walking with Jesus each step of the way,

*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 Chandler Christian School 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 a copy of current immunizations must be presented at the time of registration. As a private school, CCS reserves the right to refuse admittance for any reason deemed necessary by the administrator.

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, gender, nationality or ethnic 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 in addition, attend a Bible-believing church. All rights and privileges are afforded to all students.**

All existing preschool students will be evaluated by the child’s teacher. The teacher, in consultation with the administration, 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 form to request 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.

## **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.

### **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 8:00-8:20am 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.

### **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 3:00pm he/she will be checked into Extended Care and his/her account will be charged accordingly. Extended Care is available before and after school hours from 7:00am-6:00pm.

### **KINDERGARTEN - 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 administration for approval.**

#### **Absences:**

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

**If 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 Chandler Christian School for example: Dance, Band of Brothers, Chess, Sports Program, Band, Art, Speech Therapy, and One-on-One Tutoring. For more information contact the front office.

### **PARENTS ON CAMPUS**

Chandler Christian School 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 better home/school relationship.

Chandler Christian School parents are expected to dress as 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.

### **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.

### **FIELD TRIPS**

Parents will receive information from the teacher whenever a field trip is scheduled. A permission slip will be signed at the start of each school year that covers all field trips that students will go on during that school year. If parents plan to drive for a field trip, an up-to-date "Volunteer Driver Affirmation" form must be filled out and on file in the front office. Each class will designate one field trip as a service project.

### **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, Geography Bee, Creative Writing, Speech Meet, and Art Festival.

### **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 ID Number: 86-0228518**

## **ACADEMICS**

We believe each child has strengths in one or more areas. Chandler Christian School 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, Spanish, 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>Social Studies</b>	<b>Writing</b>	<b>Bible</b>
<b>K</b>	Letter Books	A Beka		Saxon	CSI	A Beka	Zaner-Bloser	Positive Action
<b>1</b>	A Beka	A Beka	A Beka	Saxon	Bob Jones	A Beka	Zaner-Bloser	Positive Action
<b>2</b>	A Beka	A Beka	A Beka	Saxon	Bob Jones	A Beka	Zaner-Bloser	Positive Action
<b>3</b>	A Beka	A Beka	A Beka	Saxon	Bob Jones	A Beka	Zaner-Bloser	Positive Action
<b>4</b>	Literature Studies	A Beka	ACSI	Saxon	Bob Jones	A Beka	Write Source	Positive Action
<b>5</b>	A Beka & Literature Studies	A Beka	ACSI & Literature study vocab	Saxon	Bob Jones	A Beka	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.

## **STANDARDIZED 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**

### **Elementary Grades 1-5:**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – Below	F
Incomplete	I

### **Special Class Grades**

Outstanding Progress...E

Satisfactory Progress....S

Needs Improvement.....N

At Chandler Christian School, 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 3<sup>rd</sup>-5<sup>th</sup> 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.

### **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 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, and exit the circular drive onto Hartford Street. The front glass doors are locked after 5:00 p.m. Students will be in the Extended Care Room which may be accessed from the north side of the school.

### **PARENT-TEACHER FELLOWSHIP, PTF**

This fellowship consists of all faculty, staff, and parents of Chandler Christian School. The PTF is very involved in assisting CCS through 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/Technology  
Music Programs  
Library  
Athletic Events

#### PTF Activities:

Room Parent  
Events Committee  
Art Masterpiece  
Passive Fundraising Committee  
Teacher Appreciation Committee  
Child Care during PTF Meetings  
Restaurant Fellowship Committee



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.



### **Chandler Christian School STANDARD OF DRESS FOR Kindergarten-5<sup>th</sup> Grade**

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 Christian School/Chandler Church of the Nazarene 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.

## **DISCIPLINE REFERRAL:**

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 appropriate consequences 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. An interview process with the 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. Chandler Christian School 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 Chandler Christian School 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.

### **PERSONAL PROPERTY**

All personal property such as toys, trading cards, skateboards, etc. are not allowed at school and will be confiscated. Any confiscated items will only be returned to the parent or guardian.

**Use of cellular telephones, pocket pagers, digital imaging or similar electronic paging devices during the school day is prohibited. Phones must be turned off and kept out of sight. Cell phone usage is not allowed from the time the student arrives on campus until dismissal. Students who violate this policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.**

**Students may not bring electronic sound devices, CD, or MP3 players, video games, palm pilots/electronic organizers and/or accessories to school. Any confiscated device will only be returned to the parent or guardian.**

If any personal property items 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. The school will not be responsible for loss or theft of any of the above items.

### **LUNCHES**

School lunches are available daily. School lunch orders are due on Wednesday the week before. Individual milk cartons are available any day for 35¢ each. If a school lunch has not been pre-ordered, a lunch from HOME must be provided. CCS uses a variety of vendors for our lunch program, see our website: [ccs.asionyx.com](http://ccs.asionyx.com) to order or for more details contact the food services manager. Families who order lunches online must pay for lunches in the school office or use PayPal™. If the lunch account is not paid in full after 45 days, the lunch program will not allow access to order lunches. If a child is 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. **Please note food allergies on the blue card in the registration packet.**

## **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.

## **MEDICAL AND EMERGENCY INFORMATION**

Parents will be notified when a child has a temperature over 100.0 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.

For the protection of the health and well being of all children and staff, the following rules must be adhered to in regard to sick children.

- ❖ Fever: A child with a fever is to be excluded until fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever may not return to school the following day.
- ❖ Vomiting: A child may return to school 24 hours after the last episode.
- ❖ Colds: A cold's symptoms are described as an irritated throat, watery discharge from the nose, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early, runny stage of the cold. A green discharge can signal infection. A child may return to school after 24 hours of medication.
- ❖ Conjunctivitis Bacterial (Pink Eye): Your child may return to school after antibiotic treatment has begun and eye ooze has stopped. Viral: May return with doctor's note that the child is no longer contagious.
- ❖ Head Lice: We have a strict no-nit policy. No child may be present while there are any nits present in his or her hair. If a case of lice is discovered at home, please report it to the school. We will keep details of reports and incidents confidential, but we do need to alert parents about them. Discovery of lice requires that the child be sent home and treated. All nits must be removed before the child can return. Upon their return, the child's scalp will be inspected by a staff member.

**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.



## 2011-2012 TUITION

TUITION	<b>NON-Refundable</b> Initial Tuition Fee***	YEARLY TUITION	10 MONTHLY PAYMENTS
Beginners:			
3 day (M/W/F)	\$300.00	\$2,700.00	\$270.00
5 day	\$300.00	\$3,850.00	\$385.00
PK 4 & KinderBridge**			
3 Day (M/W/F)	\$300.00	\$2,700.00	\$270.00
5 Day	\$300.00	\$3,850.00	\$385.00
Kindergarten (Full Day)*	\$300.00	\$5,700.00	\$570.00
Grades 1- 5	\$300.00	\$5,700.00	\$570.00
Extended Care Fee: \$4.25 per hour, per child. This fee will be charged in one-hour increments.			

\*\$25.00 Kindergarten Graduation Fee

\*\*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> Grade**

### **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)
- D. The multi-child discount applies to families with more than one child enrolled at Chandler Christian School. The younger child/children are eligible for this 20% discount.

### **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, curriculum, supplies, 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.

### **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. For more information visit [www.acsto.org](http://www.acsto.org) or please see the financial office.

### **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 one-week processing time.

### **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. In addition, prorated participation hours not completed will be billed. If a student is withdrawn for any reason, no refund of the initial tuition 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>.

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

The Extended Care Program fee is \$4.25 per hour, per child. The fee will be charged in one-hour increments. Statements are sent home the last week 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 age. Extended Care is available before and after school hours from 7:00am–6:00pm.

### **BREAKFAST**

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

### **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 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 spring and summer, registration is required.

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

The children who stay for Extended Care and/or Enrichment are expected to follow the Chandler Christian 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 compose 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. 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.

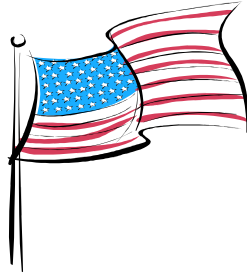
### **REWARDS FOR FOLLOWING THE RULES:**

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.

# PLEDGES



## **American Flag**

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

## **Christian Flag**

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior crucified, risen and coming again, with life and liberty to all who believe.

## **Bible**

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

## 2011-2012 Calendar

July 29	Meet the Teacher 4:00pm-6:30pm
August 3	First Day of School
August 9	CCS Parent Orientation 6:30-8pm / NO Extended Care
August 13	CCS Room Mother meeting – 9am
August 30, 31	Fall School Pictures-Lasting Images
September 5	Labor Day – No School / No Extended Care / Office Closed
September 7	Health Safari 8am-12pm K-5 <sup>th</sup> Grade
September 16	11:30am Early Dismissal Teacher In-Service / Extended Care Open
September 16	CCS Annual Legacy Auction Dinner at Tumbleweed Recreation Center
September 19	School event at Skateland 5-8pm
October 5	School Wide Picture-Lasting Images
October 7	End of Quarter 47 Days
October 10-14	No School – Fall Intersession/ Offices Closed
October 17	School Resumes
October 21, 22	11:30am Early Dismissal–Parent Teacher Conferences / No Extended Care
October 28	Preschool-Kindergarten Farm & Harvest Festival
November 4	No School / Extended Care OPEN – ACSI Teacher Convention
November 5	ACSI Early Education Conference
November 11	Veteran’s Day school in session-Assembly 8:45am
November 18	ACSI Speech Meet in Tucson 1 <sup>st</sup> –5 <sup>th</sup> Grade
November TBA	Adopt-A-Cop Evening – BBQ 5:30pm-7:30pm
November TBA	Super Kids Sports Day for 1 <sup>st</sup> -5 <sup>th</sup> Grade 11:30am-2:45pm
November 23	Thanksgiving Day Chapel–11:30am Dismissal–Extended Care Open until <b>5pm</b>
November 24, 25	Thanksgiving Holiday-No School / No Extended Care / Office Closed
November 30	ACSI Math-by-Mail Testing 3 <sup>rd</sup> -5 <sup>th</sup> Grade
December 2	Evening of Believing in CCS Gym 5:30pm-8:30pm
December 5	Beginner’s Christmas Program at 6:30pm
December 8	Pre-K and KinderBridge Christmas Program at 6:30pm
December TBA	K-5 Christmas Program
December 16	End of Quarter 42 Days
December 16	11:30am Early Dismissal Teacher In-Service-End of Quarter / <b>NO</b> Extended Care
December 19-January 2	Christmas Holiday-No School/No Extended Care/Offices Closed
January 2	No School / No Extended Care – Staff In-Service
January 3	School Resumes
January 13	ACSI Spelling Bee for 1 <sup>st</sup> –5 <sup>th</sup> Grade
January 16	Martin Luther King, Jr. Day-No School / No Extended Care / Offices Closed
January 23-27	Have a Heart for Books
January 24-27	Scholastic Book Fair
January 27	Grandparents’ Day
January 30	Open registration begins
February 17	11:30am Early Dismissal-ACSI Geography Bee for Grades 3-5/Extended Care Open
February 20	Presidents’ Day Holiday-No School / No Extended Care / Offices Closed
March 6, 7	Spring School Pictures-Lasting Images
March 9	End of Quarter 47 Days
March 12-16	Spring Enrichment available, pre-registration required
March 19-23	No School – Spring Intersession / Offices Closed
March 26	School Resumes
March 28	Report Cards go home
April 2	Science Fair for 1 <sup>st</sup> –5 <sup>th</sup> Grade
April 3	Kindergarten Graduation Pictures-Lasting Images
April 6, 9	No School / No Extended Care-Easter Break
April 16-20	Standardized Testing for 2 <sup>nd</sup> -5 <sup>th</sup> Grade
May 3	National Day of Prayer
May 15	Preschool Spring Musical at 6:30pm
May 24	Kindergarten Graduation–6:30pm
May TBA	End of Year Pool Party for 1 <sup>st</sup> -5 <sup>th</sup> Grade at 12:45-2:45pm
May TBA	Field Day 8:45am-11:30am for 1 <sup>st</sup> -5 <sup>th</sup> Grade
May 25	Last Day of School-Awards Assembly-11:30am Dismissal/Extended Care Open
May 25	End of Quarter 43 Days

Chandler Christian School reserves the right to modify dates if necessary.  
Please refer to our website [www.chandlerchristianschool.org](http://www.chandlerchristianschool.org) for the most current calendar.