

CHRISTIAN SCHOOL OF KINGWOOD

The Board of Trustees and the Administration of the Christian School of Kingwood are dedicated to using the inerrant Word of God as the source and final authority in providing academic excellence and spiritual growth for every student. The school strives to work with parents in maximizing each student's learning potentials and success through a close and positive parent-school relationship. In addition to the normal academic program, the child will learn respect for authority, patriotism, moral values, and faith in God.

MISSION STATEMENT

Our goal is to provide a Christ-centered environment that is committed to academic and spiritual excellence.

STATEMENT OF PHILOSOPHY AND FAITH

We believe the Bible to be the inspired word of God. It is the infallible and final authority in all matters of faith and conduct. (2 Timothy 3:16)

We believe in one infinite God, existent in three persons: the Father, Son, and Holy Spirit. (2 Corinthians 13:14, Colossians 2:9)

We believe Jesus is true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. We believe in His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, and His ascension to the right hand of the Father for our atonement and resurrection. (Matthew 1:22-25, Hebrews 4:15, 1 Corinthians 15:1-4, John 2:19-21, Acts 26:23, 1 Corinthians 15:20,23)

We believe that the sinful nature of man will lead to spiritual death, thus necessitating our obedience to be born again of water and Spirit. (John 3:5)

We believe, "...when the kindness and love of God our Savior appeared, he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life." (Titus 3:4-7)

We believe that the Holy Spirit, indwelling in the believer, enables him/her to live a godly life. (Romans 8:13, 14, 1 Corinthians 3:16, Ephesians 4:30, 5:18)

We believe in the bodily resurrection of all mankind: of the believer to an everlasting dwelling with God in heaven, of the nonbeliever to an everlasting, conscious hell without God. (John 3:16-18, John 5:28-29)

We believe in the imminent return of the Lord Jesus Christ. (1 Thessalonians 4:13-18)

EDUCATIONAL GOALS

Christian School of Kingwood provides each child with an understanding of himself in relation to God and His Word. Our goal is to meet the academic, spiritual, physical and social needs of each student as he/she lives a life that will please and glorify God. CSK will achieve this end by declaring the following objectives as our educational goals:

- *To teach the Bible, the Word of God, as the ultimate authority to guide our students in all areas of living.*
- *To nurture a deep and abiding faith in God the Father, Son and Holy Spirit, and the Bible as His Word.*
- *To provide a comprehensive program of Bible instruction, emphasizing application and the discernment of truth.*
- *To encourage good citizenship based on a genuine love and respect for our country and the ideals on which it was founded.*
- *To cultivate a healthy self-esteem and respect for the rights and needs of others while maintaining a positive attitude.*
- *To instill the desire to build strong family units.*
- *To promote academic excellence in reading, language, mathematics, social studies, science, health and spiritual growth.*
- *To provide an appreciation for the aesthetics through the Arts.*
- *To provide instruction and training in how to study, how to discover, how to locate information and how to solve problems using available resources and technology.*
- *To develop habits of self-discipline, and assume responsibility for their own actions.*
- *To promote respect for cultural diversity as each student maintains an appreciation for his/her unique heritage.*
- *To encourage the proper care and development of the body.*

With God's help, these educational goals will be achieved through prayer, the example of daily Christian living by the staff, the implementation of a Christ-centered curriculum, and systematic parental involvement in the educational process. We will strive in every way possible to relate Biblical principles relevant to the students' lives now as well as in the future.

BACKGROUND

The Christian School of Kingwood began operation with a Mother's Day Out program in 1981. Preschool for 3's and 4's was added in the Fall of 1983. The Elementary School began with Kindergarten in 1984; First Grade was added in the Fall of 1985; Second Grade in the Fall of 1986; and Third Grade in the Fall of 1987. Fourth Grade was added in the Fall of 1988 and Fifth Grade in the Fall of 1989. Sixth Grade was added in the Fall of 1992. Seventh Grade was added in the Fall of 2007 and Eighth Grade was added in the Fall of 2008.

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

The school is located in the Kingwood Church of Christ. The Board of Trustees of the school is composed of members of the Kingwood Church of Christ; however, the school is not operated by the church.

Christian School of Kingwood's Mother's Day Out Program is licensed by the Texas Department of Human Resources.

CHRISTIAN SCHOOL OF KINGWOOD OBJECTIVES

To provide each student with a Christian environment in which to learn and to grow spiritually, intellectually, socially, emotionally, and physically as Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52

SPIRITUALLY

To give each student a thorough knowledge of the Bible, with a strong conviction of Christ as God's Son, of the necessity of living for Him, and of being Christ-honoring in thoughts, plans and actions.

INTELLECTUALLY

To equip each student with the ability to communicate effectively through reading, writing, and speaking, and also, the ability to competently work in the sciences.

SOCIALLY

To develop a code of conduct based on God's Word which will enable each student to become a Godly homebuilder and parent, to live in harmony with others, and to be a productive citizen.

EMOTIONALLY

To aid each student in developing spiritual characteristics of self-awareness, self-control, self-confidence, and self-esteem.

PHYSICALLY

To aid each student in attaining and understanding optimum physical growth and development with good habits in exercise, hygiene, and nutrition.

I. ADMISSIONS

A. Age Requirements

John 9:23 "...He is of age, ask him."

- Children enrolling in Kindergarten must be 5 years old on or before September 1.
- Children enrolling in First Grade must be 6 years old on or before September 1.

B. Registration

Numbers 1:1,2 "The Lord spoke to Moses..."Take a census of the whole Israelite community by their clans and families, listing every man by name, one by one."

- The job of taking census was necessary for the Israelites. In the same sense, it is necessary that the Christian School of Kingwood have accurate and complete information on each child enrolled.

- All students who enroll in CSK must be able to re-enroll in the school from which they came. A student must also have passed the previous year before he/she can enroll in the next grade level with no academic semester grade average lower than a “C”.
- Correct grade placement may require further testing.
- Admission is reviewed and approved by the Admission Committee.
- Parents must submit a copy of the child’s birth certificate.
- Parents must submit 2 character references that will be contacted for references for each potential student.
- Parents must submit an up-to-date immunization record signed by a licensed physician.
- If it is medically prohibited for a student to be administered certain immunizations, a physician’s statement and affidavit from the State of Texas must accompany the immunization records. If a parent chooses for their child not to have certain immunizations, an affidavit from the State of Texas must accompany the immunization records.
- Parents of students new to Christian School of Kingwood must sign a Christian School of Kingwood Student Record Release for permanent records to be sent from the previous school attended. The student will be placed on probationary status until such records are received by the school office. At this time, all records will be reviewed by the Admissions Committee to evaluate the correct placement of the student. Further achievement testing may be required. A fee for this testing may be assessed.
- It is the parents’ responsibility to provide Christian School of Kingwood with current legal documents when custody rights have been established by a court of law.
- It is the parents’ responsibility to inform the Christian School of Kingwood of any special needs or limitations any student may have. If it is established before admission that the needs of the student cannot be met in the standard classroom, admission will be denied. If it is established after admission and observation that the student’s needs cannot be met in the standard classroom, the parents will be required to transfer the student to a school where those needs can be adequately met.
- Christian School of Kingwood should be notified immediately if any registration information changes during the year.
- Parents and students (as age appropriate) must sign the acknowledgement form stating that they have read and understand the policies and procedures outlined in the handbook including Standards of Conduct and Disciplinary Procedures.
- All new students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement.
- All admissions and enrollment are contingent upon Christian School of Kingwood administrative approval.

II. ATTENDANCE REGULATIONS

Hebrews 10:35 “Let us not give up assembling together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”

A. Attendance

The Lord saw wisdom in Christians gathering together to draw strength from one another. Christian School of Kingwood stresses the importance of regularly “gathering together” to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students with good attendance records generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. There is a direct relationship between poor attendance and academic failure.

B. Number of Days

Attendance regulations set by the State Legislature in House Bill 75 will be followed. Every child, unless specifically exempted by Texas Law (Sec. 21.032 of this Code), shall be required to attend school a minimum of 177 days of the regular school term.

C. Absences

1. Acceptable reasons for absences are as follows:
 - a. Personal illness; if more than 3 days, a written note from the child's physician may be required.
 - b. Death in the family.
 - c. Weather or road conditions making travel to school dangerous. Please see page 5, section H for further information.
 - d. Excused absences for any other reason must have prior approval by the administration.
2. Upon returning to school, students must bring a note from their parent or legal guardian stating the reason for absence.

Parents should notify Christian School of Kingwood office on a daily basis if their child will not be in attendance. If requesting class lessons, assignments, and books for student to complete while absent, please give teacher/office ample time to assemble the work. It is advisable to call before coming to school to pick up assignments and books. Teachers will not be asked to interrupt class to assemble work for absent students.

Students returning to school from an unexcused absence will be required to complete the work, but credit may be deducted from the grade.

D. Make-Up Work

In order to keep up with class lessons, students are encouraged to make up missed work from an excused absence as soon as possible. Guidelines for making up missed work are as follows:

- 1 day absence – work due one day after returning to school
- 2 day absence – work due after two days
- 3 day absence – work due after three days
- 4 day absence – work due after four days

Students missing more than 4 days of school are required to contact their teacher and arrange a schedule to complete missed work.

E. Arrival

Students 3rd grade and under must be signed in by a parent/guardian at the reception desk. All students 4th grade and up may sign themselves in. At the end of the day, the teacher will sign the children out either at the parent pick-up area or to an Extended Care representative.

F. Tardiness

I Samuel 20:18 "Then Jonathan said to David, tomorrow is the New Moon festival. You will be missed, because your seat will be empty!"

The school day begins at 8:00 a.m. every day (no exceptions). Christian School of Kingwood recognizes that there are times when tardiness is unavoidable. Students who are habitually tardy, however, disrupt the teaching environment and class concentration; and they miss valuable instruction time. Therefore, all students are expected to be in class on time to avoid such disruptions. Developing habits of punctuality, self-discipline, and responsibility will serve an individual all their life.

A student who is not in the classroom or in Chapel at 8:00 a.m. is considered tardy. Work missed due to unexcused tardies/absences cannot be made up.

Excessive Tardiness Consequences:

- 1st-4th tardy is free (no consequences).
- On the 5th tardy, parents will be contacted for a parent conference.
- 6th tardy will result in a one day lunch detention.
- 7th tardy will result in a two day lunch detention.
- 8th tardy will result in a one day in-school suspension with parent phone call.
- 9th tardy will result in a two day in-school suspension with a parent conference.
- 10th tardy will result in a one day suspension from school.

Chapel is conducted on Monday, Wednesday, and Friday at 8:00 am. This time is set aside as a vital part of our Bible instruction. Three unexcused tardies from chapel will also result in a letter grade reduction in the child's overall Bible grade. (When students are tardy for chapel, they are tardy for school.) Bible is taught in the classroom on Tuesday and Thursday, so the bulk of Bible training is done in chapel.

G. Late Arrival/Early Departures

When arriving, all students must sign in. If the student is more than fifteen minutes late, they must have a note from his/her parent or guardian stating the reason for late arrival or be accompanied to the classroom by a parent or guardian. When leaving early, a parent, legal guardian, or other adult with a parent's written permission must go to the school office first, and then to the front desk to sign the student out. STUDENTS ARE NOT TO LEAVE CAMPUS DURING SCHOOL HOURS UNDER ANY OTHER CIRCUMSTANCES.

H. Going Home With a Friend

If a student is leaving school with a friend, both parents must send a note informing the teacher.

I. Inclement Weather Policy

At times, weather conditions exist that make travel to and from school hazardous. In most circumstances, Christian School of Kingwood will dismiss for inclement weather conditions in accordance with the Humble Independent School District. In certain situations, our administration may choose to enact a different dismissal policy from Humble Independent School District. Please listen to local television and radio stations or check the HISD website for notification if such conditions should occur.

III. CURRICULUM

Proverbs 4:13 "Take fast hold of instruction; let her not go; keep her, for she is thy life."

A. Bible Requirements

There will be 30 minutes or more of Bible instruction two times per week in each classroom. In addition, chapel will be held three times per week. Chapel time will not necessarily be coordinated with the bi-weekly classroom Bible instruction. The chapel time will be a devotional time and may include Bible applications. Chapel time is a classroom situation with all elementary and middle school students being together.

B. Pledge/Prayer/Song

Each classroom will participate daily in the activities of prayer, the Pledge of Allegiance, singing of a patriotic song, and taking of attendance and lunch count.

C. Teaching of Essential Elements

Christian School of Kingwood provides a well-balanced curriculum, which contains all essential elements of:

English/Language Arts	Social Studies	Art
Mathematics	Music	Computer Literacy
Science/Health	Physical Education	Library Skills

A copy of essential elements required by the State of Texas is available for review in the Administrator's office.

IV. ACADEMIC INFORMATION

A. Grading/Reporting Procedures

Christian School of Kingwood operates on a nine-week calendar.

Kindergarten, Elementary, and Middle School will hold a parent conference during the 1st nine weeks. A report card will be sent home following the completion of each 9 weeks grading period.

The issuance of report cards for the school year is as follows:

1st 9 weeks – conference/and report card

2nd 9 weeks – report card

3rd 9 weeks – report card

4th 9 weeks – report card/end of year conference

Students enrolling in Christian School of Kingwood after a grading period has begun will have grades earned at their previous school averaged with grades earned at Christian School of Kingwood proportionately to time enrolled at each school.

Progress reports will be sent out halfway through each nine weeks period in the event that a student has a grade below 75 in any subject matter or a grade that has declined the equivalent of two letter grades.

The following grading scale for grades 1-8 will be used for Language Arts, Mathematics, Science, and Social Studies:

90 – 100= A
80-89 = B
75-79 = C
70-74 = D
0-69 = F

The following grading scale will be used for Kindergarten and for Health, Physical Education, Music, Bible, Spanish, Computer Literacy, Library, Art, social behavior skills, and conduct:

E or (√ +) = Excellent

S or (√) = Satisfactory

N or (√-) = Needs Improvement

U or (X) = Unsatisfactory

B. Late Work Policy

Any assignment not turned in when requested by the teacher is considered late. A 10 point reduction may be assessed against the grade earned for each day the assignment is late.

C. Promotion/Retention Policy

The Christian School of Kingwood has established policies on the promotion and retention of students in accordance with the Texas Education Agency. Promotion and retention are based on academic achievement.

Students in grades 1-8 will be mandatorily retained if criteria set forth by the Texas State Board of Education are met in either (a) or (b) below.

- a. The student has an overall average of 69 or below in language arts, mathematics, social studies, and science.
- b. The student has an average of 60 or below in language arts or in mathematics.

D. Advanced Placement

To academically challenge students, Christian School of Kingwood may choose to place a student in an advanced grade-level setting. This may be done in a single subject area or for an entire grade level. Such placements are done on an individual basis under the direct supervision of the Administrator.

E. Field Trips

Field trips are an enriching part of the academic program. Every student is encouraged to participate in field trips.

Field trips are selected and approved by the Classroom Teacher and Administrator.

All children participating in field trips must have a signed Parental Agreement before participating in any field trip. Students who do not have a Parental Agreement and an Emergency Release form on file are strictly prohibited from participating in such field trips.

Notification of field trips will be sent home prior to the field trip.

Students will be required to pay partial or total expenses for certain field trips.

V. STANDARDS OF CONDUCT

Proverbs 20:11 “Even a child is known by his actions, by whether his conduct is pure and right.”

A. Philosophy

The Christian School of Kingwood has been charged with the responsibility of maintaining a high level of Christian education. We believe that good behavior is necessary for maximum learning to occur. We have therefore enacted a structured discipline behavior system with school-wide rules and established consequences. Each teacher has flexibility within his/her own classroom depending on the character and personality of the class and personal behavioral management styles. The ultimate goal for each student is to develop a Biblically based value system evolved from a love for God, fellow man, and himself.

B. Standards of Conduct

I Corinthians 13:4-8 “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.”

Matthew 22:36-39 “Teacher, which is the greatest commandment in the Law?” Jesus replied, ‘love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’”

1. Love God.
 - a. This is our greatest commandment.
 - b. I John 5:3 “This is the love for God: to obey his commandments.”
2. Love your neighbor.
 - a. This is the second greatest commandment.

How do we show love for our neighbor?

1. Practice Luke 6:31

“Do unto others as you would have them do to you.”

2. Be kind.

I Peter 3:8,9 “Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble. Do not repay evil for evil, or insult with insult, but with blessings.”

3. Be forgiving of others.

Avoid insulting others, arguing, cursing, obscene gestures, fighting, teasing, tattling, pushing in line, and interrupting when others are talking. Do not make threats of any kind to another student or in a classroom setting.

DO NOT use any language either verbally or written which will threaten or provoke others. Threats, which include words like “bombs”, explosives, guns or ammunition, will not be tolerated. Serious consequences including suspension can be instituted when applicable.

4. Be honest in what you say and in what you do.

Colossians 4:17 “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...”

Proverbs 12:19 “The Lord detests lying lips, but he delights in men who are truthful.”

5. Be respectful of other people’s property.

Exodus 22:14 “If a man borrows an animal from his neighbor and it is injured or dies and the owner is not present, he must make restitution.”

Be careful with other people’s property; you are responsible for it while you are using it.

Be careful with school property; this is where you come to learn.

Be careful with church property; this is where Christians come to worship God.

Love yourself.

This is part of the second greatest commandment.

1. Value yourself.

Genesis 1:26 “Then God said, ‘Let us make man in our image, in our likeness...’”

2. God made us in his own image.

Genesis 1:31 “God saw all that He made and it was very good...”

God created you; everything he created was very good.

John 3:16 “For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish, but have eternal life.”

You are important enough to God that He sent His Son to die on the cross for you.

Forgive yourself when you make mistakes.

Hebrews 4:15 “For we do not have a high priest who is unable to sympathize with our weaknesses, but we have one who has been tempted in every way just as we are – yet was without sin.”

No one else is perfect or has ever been or ever will be.

Christ is the only perfect one.

3. Forgive yourself for mistakes you have made.

Hebrews 10:17 “... Their sins and lawless acts I will remember no more.”

God will forgive us our sins and mistakes; we need to be able to forgive ourselves.

4. Don't hurt yourself.

Romans 13:10 “Love does no harm...”

I Corinthians 3:16,17 “Don't you know that you yourselves are Gods' temple and that God's Spirit lives in you? ... for God's temple is sacred, and you are that temple.”

5. God made our bodies, and we are commanded not to hurt it but to take care of it.
 - a. No one will consume, use, or be under the influence of alcohol, illegal drugs, tobacco products, or controlled substances while on campus or at school functions.
 - b. No one will bring any type of weapon on campus or to school functions.
 - c. No one will be allowed to act in a manner that is harmful to himself/herself or others on campus or at school functions.
 - d. It is our goal to build within each student intrinsic motivation for proper conduct through a variety of motivational techniques.

C. Disciplinary Actions

Proverbs 6:23 “For these commands are a lamp. This teaching is a light, and the corrections of discipline are the way of life.”

Christian School of Kingwood has established consequences in order to maintain an effective, orderly educational atmosphere for every student.

1. The following is a list of corrective actions that may be taken in order to correct improper behavior.
 - Counsel by teacher
 - Conference with parent
 - Loss of privileges
 - Conference with Administrator
 - In school suspension
 - Suspension from school and all school activities

2. Suspension

- a. Any student who is verbally abusive or who threatens to hurt himself, other student or faculty members will face serious consequences including possible suspension. (See Section V, B., 3 on page 7)
- b. A student may be suspended with authorization of the Administrator. Suspension from school is a disciplinary tool to redirect serious chronic misbehavior. While under a term of suspension, a student may not be on this campus or participate in school functions. All class work and assignments missed during suspension must be completed; however 20% credit may be deducted from the grade. Work not completed may be given a grade of zero.
- c. Parents of a student who has intentionally damaged school or church property shall be assessed a sufficient amount to cover the cost of the repair or replacement.
- d. Any student who causes physical harm to another student will receive automatic suspension. The severity of the incident will dictate the type of suspension.
- e. In most cases, suspended students will be given the opportunity to make up work missed during the suspension. Credit points may be deducted from the grade. Work not completed may be given a grade of zero.

VI. COMMUNICATION

A. Parent/Teacher Conferences

Kindergarten, Elementary, and Middle School will hold a parent/teacher conference during the first nine weeks. Each nine weeks period a report card will be issued by the teacher. A parent/teacher conference will also be held during the last two weeks of school to discuss the year's progress and goals for the following school year.

B. Orientation

An Orientation meeting for parents will be held in the classroom near the beginning of school to familiarize the parents with the daily schedule, classroom rules, procedures and activities.

C. Procedure for Complaints

Matthew 18:15, 16 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

THE BOARD, ADMINISTRATION, FACULTY AND STAFF, RESPECTFULLY REQUEST THAT IN THE EVENT A PROBLEM SHOULD ARISE BETWEEN PARENT, STUDENT, AND STAFF, THE CONCERNED PARTIES SHOULD DISCUSS THE PROBLEM PRIVATELY BEFORE INVOLVING ANYONE ELSE.

Should parents have need to file a complaint, these steps should be taken in resolving the problem:

1. Request a conference with the child's teacher.
2. Should a satisfactory solution not be reached, schedule a conference with the Administrator.
3. In the event no solution has been reached, parents may file a written complaint addressed to the Board and presented to the Administrator for presentation to the Board. Board meetings are open to parents. However, if parents wish to be on the agenda, they must contact the office in order to be added to the agenda.

D. Messages and Deliveries

Any messages or deliveries to be given to a student should be brought to the Christian School of Kingwood Office. We request that interruptions of the classroom be minimized to avoid interruption of the learning process.

E. Telephone Use

The telephones in the office are for office use. Telephones are to be used by a student only in the event of an emergency. Please rearrange lunches and after-school schedules with your child.

VII. SERVICES

A. Clinic

1. The school nurse or a staff member will provide health care for students who become ill or are in need of medical assistance while at school.
2. Illness

A child should be fever free for twenty-four hours before returning to school. A child who appears to be ill will not be admitted to school unless approved in writing by health personnel. Recommendations of the Texas Department of Health will be followed concerning admission or readmission of any child after a communicable disease.

3. Administering Medication

Prescription medication must be in original container labeled with the child's name, date, directions, and physician's name. All medicine brought to school must be left in the clinic, and it must be accompanied by a note signed by a parent or legal guardian.

Non-prescription medication must be in the original container labeled with the child's name and the date it was brought to school. It must be administered in accordance to the label directions if approved in writing by health personnel or child's parent.

It is the parent's responsibility to maintain an adequate supply of medicine.

Medication, which is out of date, must be disposed of or returned to parents.

4. Emergency Medical Authorization

A form has been prepared (part of registration application) for parents and guardians who wish to authorize emergency treatment for children who become ill or injured while under school authority. This form will be utilized when parents or guardians cannot be reached to consent to such treatment. Such authority is necessary to overcome legal obstacles to provide such treatment when all reasonable attempts to reach parents or guardians have failed. The completion of this form constitutes or negates this authorization.

B. Food Services

Hot lunches are provided daily. Menus will be sent home for those students who wish to purchase a lunch. Students are welcome to bring their lunch. Milk and juice, which are included with the purchased lunch, are also available for twenty-five cents. Snacks are available for fifty cents. Meal and snack tickets can be purchased in the school office.

C. Extended Fun

Extended Fun is a service available to all preschool, elementary and middle school students. Extended Fun is open 7:00 a.m. to 6:00 p.m. Monday through Friday when school is in session. Any child arriving or remaining at school more than 10 minutes before or after class (unless with an organized school activity) is required to go to Extended Fun. The cost of this program is \$4.00 per hour. An additional \$1.00 per minute charge will be assessed if your child is picked up after 6:00 p.m. Extended Fun is billed weekly for actual minutes used. This invoice is due each Friday for the previous week's charges. Additionally, Holiday Fun is open during times of the year that the school is otherwise closed.

Extended Fun Deposits will be required on all accounts. They will be billed the first of October. The amount of your deposit will be determined by your past usage history. The deposit will remain as a credit on your account until May at which time it will be applied towards any Extended Fun incurred at the end of the school year or refunded.

D. Enrichment Programs After School.

Various enrichment programs will be held in the building after school. Please consult the school office for information on these programs.

VIII. GENERAL INFORMATION

A. Permanent Records

1. Christian School of Kingwood maintains permanent records on all students. These records contain information such as attendance and tardy records, grades, achievement test scores, health records and discipline records.

2. Only parents, legal guardians, and professionals working directly with the student will have access to the student's permanent records. Records may be reviewed during regular school hours when 24-hour advance notice has been given either by e-mail or written request to the school office.

In cases of legal guardianships, we must have dictates from the court with respect to guardianship so that only custodial guardianship can see records of student.

If there are restraining orders against any person in the student's life, we must be given a copy for student's folder to ensure the order will not be violated.

B. Standards for Grooming

1. Uniforms are required of all students. Students are to wear the assigned uniform each school day and for each school outing. Uniforms may be purchased at Parker School Uniforms or at a number of area clothing stores.
2. Specifications for the uniforms are available on the website. You may also get a copy in the school office. Your cooperation in STRICTLY enforcing these guidelines is appreciated. Demerits will be given for noncompliance. Five demerits will result in a lunch detention.
3. The school will warn students first of noncompliance situations and thereafter will call parents/guardians to bring appropriate uniform clothing. Demerits will be given for noncompliance.
4. The Administration and Faculty shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school (hair styles, etc.) Girls should have hair styles that are off the face and combed neatly or pulled into a ponytail; boys should have hair styles that are also off the face and neatly combed. Prior approval must be given by the Administrator for long hair for boys.

C. Payment Policy

1. Payment may be made in full with a 5% discount prior to July 1st, or in 12 monthly payments through FACTS, an automated payment plan with your bank or credit card.
2. Family tuition discounts (the oldest child enrolled will be counted as the first enrolled) will be for the 2nd and subsequent children at a 10% reduction.
3. Payment for extended care and other charges is due upon receipt of the statement.

D. Textbook/Library Book Policy

1. Students have full responsibility for textbooks issued to them. Students are financially responsible for textbooks. When a textbook is lost, it must be remunerated. There will be an assessed fine for damaged textbooks.
2. Hardcover and paperback library books are available for all students to use. The students are financially responsible for any lost or defaced books.
3. Any student withdrawing from CSK must have textbook and library book clearance or his/her records will not be forwarded.

E. Fire and Emergency Drills

The school will hold monthly emergency drills (fire, tornado, bomb).

F. School Visitors

Parents are always welcome to visit our schools. State law requires that all visitors register at the front desk immediately after they come on campus. This procedure is the best method for locating your child, and it ensures the best protection for your child. A visitor's pass is required when visiting all areas of CSK.

In order to avoid unnecessary classroom interruptions, parents must make prior arrangements with the administrative offices.

No visitors are allowed in classroom areas during standardized testing.

G. School Volunteer Program

The Christian School of Kingwood has a school volunteer program utilizing parents, grandparents and Christian School of Kingwood friends. Duties range from clerical help, assisting in instructional activities, computer lab, and library assistance to helping with the preparation of resource material.

H. Parties

Fall, Christmas, Valentine, Spring, and End-of-the-Year parties will be planned for the class by the room mother(s). The teacher should be consulted about all activities planned for the class. The parties should be held only during the last hour and a half of the school day. Those planning parties should check with the teacher to see if any student has dietary restrictions.

If parents wish to provide something for their child's class to celebrate the child's birthday, it should be served during the lunch period for grades K-8.

We strongly encourage that all personal activities involving classmates not exclude a small minority of the class. As Jesus was concerned with all people, please be considerate of each of our CSK children.

SPECIAL NOTE:

Every effort is made at the Christian School of Kingwood to provide a wholesome environment conducive to learning and spiritual growth. It may be expedient during the school year to create new policies and new adaptations of various policies and procedures.

CSK Handbook

Please take time to read the material and discuss this handbook with your child. Should you have any questions, please feel free to call the school office.

We have read and accept the regulations outlined in this handbook and agree to abide by these in full support of the school program for the school year 2009-2010.

Please sign and return this page to your child's teacher on the first day of school or shortly thereafter.

Parent _____

Date _____

Parent _____

Date _____

Student _____

Date _____