

CABOT CHRISTIAN SCHOOL 2025-26 HANDBOOK



CABOT CHRISTIAN SCHOOL PARENT/STUDENT HANDBOOK

Cabot Christian School
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OUR MISSION

- To seek first the Kingdom of God and love the Lord our God with all of our heart, soul, and mind daily.
- To glorify God by educating students in their spiritual, academic, physical, and emotional development.
- To mold students into world changers who will impact the world for Jesus Christ.

OUR VISION

To impact the world for Jesus Christ by transforming student's hearts and minds into Christ minded servant leaders through biblical teachings. CCS will be an extension of the student's Christ centered home, designed to reinforce the faith and values of the parents. Every child is unique and created in God's image. Each student will be equipped to harness their individual God-given talent and potential, empowering them to handle the rigidity of life with courage.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or students' parent or guardian, without the express prior written authorization of the school's executive director (administrative head) may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school's name:

- To open up any bank account
- To solicit funds, collect money, or sell products on behalf of the school
- To schedule any field trips, vacation, or other accommodations
- To create any group or organization using the Cabot Christian School name
- To post on any website for any purpose including, but not limited to support for social/political agenda or social network (e.g. Facebook, TikTok, etc.)

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion.

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INTRODUCTION

PHILOSOPHY OF EDUCATION

The educational philosophy of Cabot Christian School (CCS) is based on a God-centered view that all truth is God's truth. The Bible is the inspired and infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. The entire process of education is seen as a means of bringing the student into a relationship with God and developing him spiritually, intellectually, emotionally, physically, and socially. The parent is primarily responsible for this education and the school should function as an extension of the home to aid the parents in biblical, Christian education.

DOCTRINAL STATEMENT

1. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. We believe in the Holy Trinity, one God eternally existent in three persons--Father, Son, and Holy Spirit--the same in substance, equal in power and glory.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal and physical return in power and glory.
4. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.
5. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.
6. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling--to walk after the Spirit and not after the flesh.
7. We believe in the resurrection of the body of both the saved and the lost--they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
8. We believe in the spiritual unity of believers in the Lord Jesus Christ.

DOCTRINAL DIFFERENCES:

As a non-denominational Christian school, CCS comprises within its walls a spectrum of doctrinal views and ecclesiastical practices that correspond to the diversity of the local Body of Christ. The school seeks a harmonious balance in its representation of such differences in the classroom, and it does so by reference to a three-tiered policy:

First, all members of the Board of Directors and all employees of the schools subscribe to the Doctrinal Statement of CCS. Since the Doctrinal Statement expresses the core essentials of the Christian faith, all instruction, student interaction and internal curricula operate within the theological boundary of the statement. Correspondingly, the Board of Directors, through the Executive Director, ensures that essential doctrinal elements of the Christian faith not explicitly contained in the Doctrinal Statement are nonetheless protected in a manner consistent with the Board of Director's determination of settled evangelical orthodoxy. It is the school's certain function to affirm unreservedly in the lives of its students the irreducible tenets of our biblical Christian faith.

Secondly, the school recognizes that – outside the essentials of evangelical orthodoxy – the Body of Christ incorporates a significant diversity of viewpoints on some doctrinal issues. Since CCS does not take a formal position on issues of Christian doctrine outside the scope of its Doctrinal Statement, it is appropriate that the faculty instruct the student in the origins and implications of specific doctrinal differences, without maintaining or implying that any one denominational view represents a preferred position.

Thirdly, the school also recognizes that – perhaps even more broadly than doctrinal differences – the families of the local Christian community employ a broad variety of specific faith practices, many of which have grown from the distinctive subculture of the individual churches. The school and its employees do not offer opinions on the propriety of ecclesiastical practices, particularly where those opinions have the potential to divide and not unify the Body of Christ. It may occasionally be appropriate to link a particular practice to a specific doctrinal point, but that representation ought never to become an expression of preference or a critique of one Christian practice relative to another.

In all, the school seeks, first, to minister to families and their churches by affirming and deepening a student's faith in our essential and commonly-held Christian doctrines, and secondly, to illuminate the student's understanding of doctrinal and ecclesiastical differences in a manner that affirms the unity of the Body of Christ.

Beliefs Embraced by and Refused by the Historical Christian Church

The doctrinal beliefs of the CCS community are the same as those of the historical Christian church identified in the sixty-six books of the Bible. The new age faith systems identifying themselves as Christian, such as the Jesus Christ Church of Latter Day Saints (Mormons) and the Jehovah's Witness are considered by CCS School to be outside our circle of belief and not embraced by the historical Christian church.

It's the belief of CCS that admission of a student of a parent who believes in such a faith tradition outside the scope of the historical Christian church would create confusion in the classroom, would be

counterproductive to our community, as well as to the applying family and potentially prevent us from fulfilling our mission. Therefore, admission will be denied when CCS determines that the faith doctrine of an applicant does not align with the doctrine and mission of the CCS community.

We profoundly believe that God created each human to pursue intimacy first with Him, and that He then calls some to pursue marriage or others to a life of singleness. We also believe God created people in His image and chose to give humans a partner to reproduce and inhabit the earth. Thus God created Adam and Eve, as referred to in the Holy Bible. By creating two distinct genders, male and female, and that the intended biological gender is determined at the time of birth God then created a divine institution of marriage a covenant relationship between one man and one woman. He calls for all husbands and all wives to sexual fidelity within the covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

NON-DISCRIMINATORY POLICY

Cabot Christian School admits students of any race, color, national and ethnic origin to all the 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 and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

AUTHORITY STRUCTURE

Cabot Christian School is a 501(c)3 not-for-profit organization with a self-perpetuating board structure. In accordance with the school charter, the Board of Directors is the final authority for the school and elects successor trustees who evidence spiritual maturity and committed support for the school and its mission.

The Board delegates to the Executive Director and other administrative staff, authority and responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Trustees stay informed and active in school matters but exercise their authority in most cases through administrative implementation of policy determined by the Board of Directors. While authority of the Board rests corporately in its policy decisions, rather than in any single member, each Trustee is involved and interested in school affairs. In this role, each Trustee works to maintain awareness and communication with a cross section of the school community.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures detailed in the discipline section of this handbook. A question or concern may end up involving the Executive Director or the Board of Directors if other involved individuals have been addressed and resolution has not been reached. Contact can certainly be made directly with the Executive Director or the Chairman of the Board of Directors for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the

executive director at that division level would normally be the next person to contact. We gratefully experience fruitful resolution of most questions in this way.

ACADEMIC INFORMATION

ACADEMIC SERVICE LIMITS

Cabot Christian School offers an education designed to prepare future leaders who are instilled with a Christian worldview and strong academic foundation for life success. We are able to make reasonable accommodations for those with mild learning differences within the scope and boundaries of current available resources. **Cabot Christian School does not have a special education program.**

Teachers are asked to teach to diverse learning styles and accommodate a range of ability levels. They are also willing to meet with students by appointment to provide additional assistance when needed. They receive professional development each school year relevant to the needs of their students. CCS is not responsible for hiring additional personnel or to require existing personnel to perform duties beyond the scope and training of their position.

It is the responsibility of the parent to inform in writing all teachers and administrators of any handicapping conditions their child is experiencing that require modifications and accommodations prior to the beginning of each school year in order to be ready for the student on the first day of school. If, with reasonable modification and accommodation, a student remains below grade level in two academic areas and exhibits consistently failing grades in two or more subject areas, the parent will be responsible for finding appropriate placement for the student other than Cabot Christian School. Referrals on additional resources are available upon request through the administrative office.

COMMUNICATION OF STUDENT PROGRESS

We believe learning encompasses much more than what is taught in the classroom, and that a coordinated effort between the home and school is the key to success. Therefore, communication with parents is a major priority at Cabot Christian School. Teachers are charged with the responsibility of keeping parents informed of student progress. Parents are responsible to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. Although the following methods have been instituted as means with which to keep lines of communication open, communication between the home and school is not restricted to these methods. Constructive parent feedback is always welcome.

Parent/Teacher Conferences: These are scheduled throughout the year to give opportunity for evaluation of student progress and to establish a good working relationship between teachers and parents (see the school calendar for specific dates). Additional conferences may be scheduled at the request of the parent or the teacher.

School Webpage: General information can be found on the school's website www.cabotchristianschool.com or fb.com/CCSCabot.

Communications by E-Mail: Much of the information about the school year is communicated to parents by e-mail. Please make sure that your e-mail addresses are accurate. Contact the main office with any changes or inform them if you cannot receive information through e-mail.

Meeting with Teacher: Often a face-to-face meeting helps resolve questions and concerns better than an email discussion. While email is useful, a meeting is preferred to resolve concerns or communicate essential information. These meetings will need to be scheduled during normal school hours at the convenience of the teacher.

GRADING SCALE

Pre-K & Kindergarten

S	Satisfactory (concept mastery)
P	Making Progress
N	Needs Improvement (not grasping concepts)

1st through 4th grade

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	59 and lower		

Incomplete work will be entered as a zero until made- up (if applicable).

If a student is absent, "AE" will be entered as an excused absence and count as a zero until the work is made up. "AUE" will be entered as an unexcused absence and will count as a zero and cannot be made up. See attendance policy for full details concerning excused and unexcused absences.

HOMEWORK

It is the policy of CCS not to assign homework to elementary students under normal circumstances. However, classwork that is not completed will convert to homework. If your child regularly receives homework due to incomplete classwork, retention may be recommended. Supplementary materials such as reading books and reinforcement math worksheets, etc. may be sent home and used for incentives but no grades will be taken.

PROMOTION/RETENTION

A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. A student who is experiencing academic difficulty, particularly in the critical areas of reading and math, may be required to repeat the year if it is determined that he/she is very likely not to

experience success in the next grade. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores. Summer school or a tutoring program may be required for students with poor grades. If a student is experiencing significant academic difficulty by the end of the first semester, parents will be notified.

REPORT CARDS

Report cards will be sent out every quarter.

ATTENDANCE

ABSENCES

Attendance is an educational issue. Daily school attendance is necessary and expected. Time missed from class can never be fully made up, and it is to the student's advantage to be in class every day. Students who miss more than ten days in a semester may not receive credit in that class or grade. **All absences (including physician appointments, illness, and volunteer work) count towards the ten allowed absences.** School-sponsored activities will not count against the student's ten absences. We recognize that an extenuating circumstance may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. Include in this letter the reasons for the absences and an explanation of any extenuating circumstances. Even with accepted extenuating circumstances, there will be times when a student is not able to receive credit due to the nature of the class and work missed.

CHECK-IN & CHECK-OUT PROCEDURES

Any student arriving late to school must first check-in through the school office. Elementary school students are considered tardy if they check-in after 8:00 a.m. Excessive absences or tardies may endanger your child's enrollment for the current or following year. Prior arrangements must be made through the school office for students who are leaving during the school day. Either a phone call to the office or a note from home to the teacher is required. The parent(s) should come to the office to sign for the child, and the office will then send for the child. Unplanned "check-outs" should only be for emergencies because they disrupt classroom learning.

Preschool Students Only: In addition to the procedures already outlined, preschool students arriving and leaving during regular drop-off and pick-up times must be signed in and out directly with their teacher. If arriving late, families must first check in at the office before signing their child into the classroom. If checking a student out early we highly recommend avoiding pick-up between 12:00–2:00PM, as this is the children's designated nap time. If a student is attending half day only we ask that you pick up no later than 12 PM.

EXCUSED/UNEXCUSED ABSENCES

The distinction between excused and unexcused absences relates only to making up work. Absences, except school-supervised activities, must be excused to make up work. All absences count toward the maximum of 10 per class each semester. Three tardies and/or early check-outs count as one absence. CCS gives parents freedom to make good choices for their children in excusing an absence to make up work. While we respect a parent's decision, normal and appropriate reasons for having an absence excused to make up work include:

- Medical or dental appointments
- Temporary or extended illness
- Injury
- Family emergency

Any work that has not been completed due to an absence, tardy, or checkout will be marked AE or AUE in the gradebook. AE is "absent – excused" and counts as a zero until make-up work is completed. At that time, the teacher will enter the grade and replace the AE placeholder. If work is not made up, the AE will count as a zero on report cards. AUE is "absent – unexcused" and counts as zero and cannot be made up.

MAKE-UP WORK

In elementary, it is the responsibility of the parent to arrange for missed school work due to an absence. If it is a planned absence, the parent should make arrangements with the teacher prior to the day of the student's absence. A student has two school days for each day missed to complete make up work. Work that builds, such as math, should be done more quickly. Grades will be entered as zeros (AE) until made up, or zeros (AUE) if the work cannot be made up. Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work. Daily assignments may be picked up in the school office at the end of the school day if the parent has called in advance to request them.

ABSENCES DUE TO THERAPY/SERVICES

Our primary concern is the safety and best interest of the student. In the event that a student needs to be excused from class for therapy (speech, dyslexia intervention, etc.), the student may miss no more than 25% of class time and must be able to still maintain a grade of at least a C in each course. If the student cannot maintain academic progress due to therapy services, the recommendation will be for the student to withdraw from CCS. CCS does not provide any "in house" therapy/services, but will work with parents as much as possible within reason so their child can receive the accommodations they need.

STUDENT WITHDRAWAL

Parents considering withdrawing a student from school should contact the main office. Parents must withdraw in writing via written letter or email. Any outstanding payments and fines must be paid before academic records are released. Tuition payments are nonrefundable. If a student attends CCS for any day in a month, the entire month will be billed for elementary students. For Pre-K, a minimum two weeks' notice is required.

Withdrawn elementary students will be billed for the entire month, and withdrawn Pre-K students will be billed for two weeks past the drop notice, regardless of actual student attendance.

DISCIPLINE AND STUDENT CONDUCT

BIBLICAL DISCIPLINE

1. The Biblical use of the term, discipline, derives its meaning from the word *disciple*, which means to teach/train a person over an extended period of time. The discipline of young people is a process which utilizes the various circumstances of life to guide the individual into making right choices that are in agreement with the teaching of Scripture and honoring to God (*Proverbs 22:6*).
2. God's laws and His discipline are positive gifts of love that enable people to make right choices; to be happy and successful (*Joshua 1:8*). Discipline leads to right living (*Hebrews 12:11*), which in turn provides the only true basis for happiness (*Matthew 5:1-16*).
3. Obedience to parents and those in authority is a fundamental precept for children to follow as they come to recognize the responsibility and role they play in the school community as well as the community at large (*Deuteronomy 6:7; Ephesians 6:1-3; Hebrews 13:17*).
4. The underlying attitude of teachers and parents must be a caring concern for the child. Christ is the best example of love in action when it comes to discipline (*Hebrews 12:5-6*). From a practical standpoint, it has been proven that young people learn best when their trust and affection make them want to please the person representing authority.
5. The end goal of all discipline should be for students to become *self-disciplined* individuals. As students mature, the outward, teacher-imposed discipline should become inward, self-imposed discipline (*Hebrews 12:11*).

CAUSES FOR DISCIPLINE

It is not possible to list all reasons for using discipline; however, examples of unacceptable behavior include (without limitation):

- Misrepresentation or dishonesty
- Disrespect to a teacher or other school official
- Cheating, plagiarism
- Stealing
- Swearing, using obscenities
- Defiance -- open, bold disobedience of authority
- Rebellious conduct – passive or aggressive
- Insubordination, including the failure or refusal to follow the legal order given a student by a teacher or school administrator
- Negligent, reckless, knowing or intentional abuse or destruction of school property
- Any conduct, acts or omission by the student that interferes with or impairs a student's ability

- to properly and effectively function as a school student
- Being out of dress code
- Disturbing, disrupting class

SEVERE OFFENSES

Behavior is coded under three categories:

P – Positive behavior

MI – Minor Incident

MA – Major Incident

Minor incidents are handled in the classroom and do not require intervention from administration. Major incidents require immediate intervention from an administrator or are a recurring/repeat minor incident that has not been resolved. Severe breaches of conduct will result in more severe discipline action ranging from suspension to expulsion.

****WE DO NOT TOLERATE BULLYING IN OUR SCHOOL COMMUNITY ****

FORMS OF DISCIPLINE

After meeting with a student to determine the nature or severity of a problem, the administration will seek to work closely with parents to assure a consistent and thorough application of discipline. Students who have not responded to correction and are adversely affecting the learning environment will be removed from Cabot Christian School. Should a student desire to rejoin Cabot Christian School, he/she must reapply through the Admissions Office.

1. Minor incidents (MI) will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Separation from group during activities
- Phone call to parents
- Parent/teacher conference
- Written letter sent home

2. A major incident (MI) or any repeated minor offense (after above stated steps have been taken) results in an Administrator referral.

- **Verbal Warning** – administrator will pull student aside for counseling.
- **Written Warning** – administrator will repeat counseling with student and contact parents and enter remarks into the student's record.
- **Suspension**
Trip to Office – CCS does not have a full day in school suspension program, but a student may be redirected to the office for a *partial* school day in an effort to rectify behavior(s) before moving to out-of-school suspension. Parents will be notified that next incident results in suspension.

Out-of-school suspension - The decision to suspend a student will be made by the executive director. The student will be expected to complete all assigned work at the teacher's convenience. Administration will determine the academic consequences of the suspension. The student will not be re-admitted without a parent conference. Suspensions may be issued immediately for extreme disobedience or rebellious attitude. This will be counted as an absence.

- **Expulsion** – Expulsion is considered the ultimate deterrent of inappropriate behavior. The decision to expel a student will be determined by the administration. It is the school's policy **not to re-admit** a previously expelled student except under extra ordinary mitigating circumstances. For re-admittance, there must be a one-year history at another school, recommendation from that school's executive director, and in some cases mandated counseling. Parents who seek re-admission shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

CHILD ABUSE AND NEGLECT

In accord with Arkansas state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

FIREARMS, WEAPONS, CONTRABAND, DRUGS, ALCOHOL, ETC.

At no times are firearms, other weapons, contraband, drugs, or alcohol allowed on CCS property. The only exception is a school resource officer or other trained staff member that is legally authorized to carry a firearm. At no time may students or parents possess any such items on campus.

DRESS CODE

DRESS CODE PHILOSOPHY

The intent of a dress code at Cabot Christian is to place emphasis on the attitude and character development of the student rather than on external appearance. The administration is given the authority to interpret and enforce the dress code.

DRESS CODE VIOLATION

Students will be reminded throughout the year the required dress code. The following response will normally occur in the case of dress code violations:

- Parents will be contacted.

- Students will obtain a change of clothes before returning to class.

DRESS CODE GUIDELINES

General: All clothing must be modest and appropriate for school. Modest means the clothing is loose fitting and covers the body and in a manner that does not show the student's torso or private areas.

Students will wear uniforms Monday-Thursday. An approved uniform is a CCS polo or sweatshirt, worn with black/khaki pants or jeans (shorts or skirts (girls) are allowed) with no holes. Winter/outer wear must also be approved CCS apparel. No uniform is required on Friday, but we expect parents to send their children to school in modest clothing, erring on the side of caution.

Enforcement: If a teacher or administrator feels a student is wearing inappropriate/immodest clothing, the parent will be contacted immediately. School administration has the final word for student appearance for all school events and reserves the right to change any of the dress code at any time.

Pre-K Students Only: Pre-K students are not required to wear uniforms. Parents are asked to dress their children modestly. Modesty is determined at the discretion of administration. Closed toe shoes are highly recommended. Parents need to provide two changes of clothes for their child to remain at the school in case of an accident (restroom, playground, etc.). Please be mindful of changing weather seasons when sending extra clothes to the school to retain.

Costumes: No costumes are to be worn to school unless it is a school authorized dress up day such as school spirit week. CCS does not celebrate Halloween. No Halloween costumes will be allowed.

EMERGENCY PROCEDURES

SCHOOL CLOSING

In case of school closing, announcements will be made through various communications including emails, texts, phone calls, and social media. Every effort will be made to inform parents of a school closing ahead of time. Winter weather that creates unsafe driving conditions or a severe tornado threat usually result in a school closure. Please see the school calendar for make-up days. CCS is required to be in session 178 days per year as governed by ANSAA.

SECURITY ON CAMPUS

School doors will remain locked except for 7:40 – 8:00 and 3:00 – 3:20, at which times they will be manned by staff members or parent volunteers that have passed a universal background check. Security cameras may be used and magnetic locks are in place to keep our building secure at all times.

TORNADO/FIRE/EARTHQUAKE/INTRUDER DRILLS

Students are instructed regularly in safety drill procedures. These periodic drills are important to the safety of all, and must be carried out in a serious and thoughtful manner. All students are expected to fully cooperate.

FINANCIAL INFORMATION

FINES/DEBTS

Students may be subject to accumulating fines during the course of the school year. Fines for damage to school property, after care fees, or lunch fees can accumulate. The main office will hold all school records and reports until all financial obligations have been cleared. Delinquent tuition payments can also result in the holding of student report cards and/or records. Tuition not paid by the 20th of each month is grounds for student expulsion.

LOSS/DAMAGE TO SCHOOL PROPERTY

Students will be assessed the replacement cost of lost books. Charges will also be made for damaged books. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student must be paid for by the student. The school administration will decide who has financial responsibility for damaged school property.

TUITION MANAGEMENT

Tuition is drafted through FACTS. All families must set up an account in the FACTS family portal during the enrollment period. CCS does not take direct payments for tuition. All payments are remitted through FACTS.

K-4 TUITION PAYMENTS

Tuition can be paid over a 10-month period (August – May). The default due date is the 5th of each month. If you would like to choose a different date, you may choose between the 1st and 20th of each month. No cash payments will be accepted. Payments will be processed through FACTS.

1. Return payments will be redrafted by FACTS. CCS reserves the right to drop any student from enrollment that has not paid tuition in a timely manner according to their selected payment plan.
2. Families with delinquent accounts will not receive report cards or transcripts.
3. All payment arrangements must be approved by Cabot Christian School, must be in writing, and must be signed by the parent/guardian.
4. Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to start school the next year until that obligation is paid in full.
5. All payments received are applied to the oldest outstanding balance.

6. Tuition is a flat rate each month (August-May) regardless of student attendance or amount of school days in session.

PRE-K TUITION PAYMENTS

The same guidelines above will be applied to Pre-K tuition, except for payment frequency. Pre-K tuition is due weekly each Friday by default. If a student account is two or more payments behind, the student will be dropped from the program. **Tuition is collected year-round, regardless of student attendance and holidays.** Tuition is collected weekly August through May each Friday for the week attended.

GENERAL SCHOOL INFORMATION

ADVERTISING/POSTERS/ANNOUNCEMENTS

Information on non-school activities must be approved by the administration before it will be made available to the school community. Approved items may be placed in school offices but may not be sent or mailed home. Posters may not be placed around the campus without prior approval from the school office.

BEFORE/AFTER CARE PROGRAM

The mission of our Before/After School Care program is to provide safe and convenient care for single and working parents of students enrolled in our school from 7:00 – 8:00 am and/or 3:00 p.m. – 6:00 p.m. This program is available to all students at any time, and you do not need to pre-enroll. If your child does not usually stay in the aftercare program, a courtesy notice to the school will help put your child at ease. All students must be picked up no later than 6:00 p.m. A late fee of \$1 per minute is applied after that point. For additional information or questions about after school care, please contact the main office.

Anyone using before/after care **MUST** have a unique ID number provided by FACTS to check in/out their student(s). Every adult that has access to your child must use their own unique ID number. If you have lost your ID number or need to add an authorized user to your child's profile, please contact the school office.

Before/After Care Rates:

- 7-7:40 am - \$5 per day
- 3:20 – 4 pm – FREE
- 4-5 pm - \$10 per day
- 5-6 pm - \$10 per day
- Total charges not to exceed \$100 per week

All charges are family rates, meaning there are no additional charges for siblings in the extended care program.

ARRIVAL PROCEDURES

Students may arrive at the school between 7:40 a.m. and 8:00 a.m. School starts at 8:00 a.m. and students will be considered tardy after that time. Students dropped off before 7:40 am will be charged for extended hours care. No student may be dropped off before 7 am. From 7:40 to 8:00 am the front door will be unlocked and attended by a teacher or volunteer that has passed a background check. Drop off outside of these hours will require check-in by the parent. Pre-K students must be checked in at all times.

PARTIES & CELEBRATIONS INVOLVING FOOD

Birthday celebrations can be coordinated with the individual classroom teacher. If you are distributing personal invitations, please be sure to send one for every child in the class. There is a class directory in the FACTS family portal that can be used if needed. Please contact your classroom teacher for number of students in class. All students will be in the FACTS directory unless the parents opted out upon enrollment.

All birthday parties will be conducted at 2:30 in the afternoon. Any “special treats” (donuts, cupcakes, etc) that are brought to the school for any reason will be distributed at 2:30 pm at the discretion of the teacher.

CLASSROOM VISITATION

Parents are to be respectful of the teacher and their instruction time. Due to the high number of activities required to teach in a day, any visitation will only be allowed during teacher breaks or before/after school at teacher’s discretion. While we encourage parents to volunteer for drop off, pick up, lunch, and recess, we want to limit parent interaction in the classroom to keep a fair and stable learning environment for all students. All parties will be conducted at 2:30 pm. If a parent or guardian wishes to volunteer at the school or in their child’s classroom, they must complete a DHS background check at their own expense (\$11). Please contact the office for details.

BUILDING/FACILITY USAGE

In order to be good stewards of both facilities and programs, it is understood that use of CCS facility be reserved and approved prior to use. In addition, all events/programs will be considered a part of the school’s program unless otherwise noted and therefore overseen by CCS faculty/staff personnel. All reservations are recorded on the school calendar. Requests for use of the elementary facilities may be requested through the main office.

CALENDAR

The school calendar is approved annually by the Board. Questions concerning the scheduling of events should be directed to the school email office@cabotchristianschool.com.

CELL PHONES /SMART WATCHES/ELECTRONIC DEVICES

There will be no use of personal devices except for approved and designated use of readers and tablets during school hours. Electronic equipment of any kind should not be brought to school and will be confiscated by administration. The school takes no responsibility for any loss or damage to the items, or in investigating the circumstances regarding loss or damage. Electronic devices, including but not limited to cell phones, smart watches, headphones, MP3 players, gaming devices, etc., may not be seen or heard from the time the student enters the school through dismissal. Any such equipment seen or heard during these times will be kept at the office until the end of the day.

CHAPEL

The students, faculty, and staff of CCS, as a community of believers, set aside time each week to acknowledge and worship God. We worship in many ways including prayer, music, scripture reading, drama, and testimony from students, faculty and friends within the community. This may be done on an individual classroom basis, or as a schoolwide assembly.

DISMISSAL PROTOCOL

Any parent with *special* custody arrangements must have updated paperwork on file in the school office. All parents complete the "Emergency Contact" form either in the admissions or re-enrollment process. This will provide the office with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this information.

If a person comes to the front desk to pick-up a student, the office checks the student's file for approved persons. If the person is approved, the student is released to that person.

If the person seeking to pick-up the student is not approved in the student's file, the parent is contacted to seek approval for release. If the parent is unreachable, the student is **not** to be released.

If another CCS parent seeks to pick-up a student other than their own and they are not approved in the student's profile, that student's parent will be contacted for an approval, making the release decision be that of the parent's. If the parent is unreachable, the student is **not** to be released.

At car line, if a person walks up at dismissal and seeks to pick-up a student, that person will be directed by a teacher to visit the office for the proper verifications as depicted above.

Parents/guardians should call the main office if pick-up instructions change. Once a parent informs the office, changing who will pick-up their student, the office will notify the teacher. If a parent needs to permanently add another authorized pick up person to their child's profile, this can be completed through FACTS.

Students not picked-up after school will be taken to After School Care, where charges will incur after 3:20 pm. Anyone picking up a child from After School Care must have their FACTS ID number to check out the child.

DISMISSAL TIPS

To make the car rider pick-up progress with safety and ease, remember:

- Students are dismissed from class at 3:00 p.m. Do not park in any parking space unless you are going into the school; do not block parking spaces for those who need them.
- Be Alert! When cars are stopped, children are moving.
- Remember that your child's safety is our priority. These procedures have been developed based on child safety rather than driver convenience.
- If you arrive after 3:20 pm, please go inside to pick up your child, and you will be charged for extended hours care.

DIVORCED/SEPARATED PARENT INVOLVEMENT

The Board of Directors recognizes that while the parents of some students may be divorced or estranged, both have a right to be informed of and involved in their child's educational process. The Board also recognizes that parents who are estranged or divorced may disagree regarding the education of the child, and/or may attempt to limit one another's access to their child. Despite such estrangement, both parents are welcomed and encouraged to participate in the child's education, to the extent appropriate.

Parents are presumed to have joint custody of the student, absent a court order or written agreement between the parents denying or limiting custody for either parent. For the school's purpose, the parent with whom the student resides is presumed to be the custodial parent. If estranged or divorced parents both claim to be the custodial parent, asserting that the student is residing with both parents, enrollment records will be examined. The parent who enrolled the student will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided to the school.

A parent will only be prevented from participating in his/her child's education if a court order (e.g., divorce decree, custody order, or restraining order) specifically denies visitation rights. If one parent desires that the school comply with such an order, he/she has the obligation to present a copy of the signed order to the building executive director. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities, if he or she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s).

Student Records (separated/divorced parent guidance)

Both parents have the right to review their minor student's records. However, if the custodial parent advises the school, in writing, to delete the minor child's address from student records supplied to the non-custodial parent, and the custodial parent has provided us with legal documentation that they have sole rights to the student records, the records will then be adjusted according to the requests of the custodial parent.

Participation in Parent and Teacher Conferences (separated/divorced parent guidance)

Both parents are welcome, and encouraged, to participate in parent and teacher conferences, discipline meetings or hearings, and any other conference called by school personnel regarding the student's education. If the parents are separated or divorced, the **custodial parent** is expected to share scheduling

information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if it receives a written request to do so.

Educational Decisions (separated/divorced parent guidance)

In the event the parents are unable to agree with one another on decisions regarding their student's educational program, including but not limited to, placement, participation in extracurricular activities, and consent to evaluation and services, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

Visitation with the Student during School Hours (separated/divorced parent guidance) Generally both parents have the right to attend school programs open to parents and patrons, volunteer in the child's classroom, or visit the child at the school, or otherwise be in the school setting. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent's access to the child by: 1) denying the parent's visitation rights or 2) requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all school policies and not take any action which disrupts the educational process. All parents visiting the school must check-in with the school office before proceeding to a classroom or other area of the school. If a parent takes any action which the administrator considers to be inappropriate or disruptive to the educational process, he/she may be requested to leave and prohibited from returning.

If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in class.

Release of Student to Someone other than Custodial Parent (separated/divorced parent guidance) Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires that the student be removed by another individual, he/she must inform the school in writing that he/she is authorizing such party to remove the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time. Permission to pick up students' information is available in the main office to all authorized office personnel. It is important that parents keep us informed of any changes immediately so that we can have the most accurate information on file at all times.

If the non-custodial parent seeks to remove the child from school, and the custodial parent has not consented, the following steps should be followed:

- The director designee will meet with the non-custodial parent and, in his/her presence, telephone the custodial parent and explain the request. If the custodial parent agrees, the student will be released and the records will reflect that the permission was granted orally. In the event the custodial parent cannot be reached, the director may make a decision based upon all relevant information available to him/her.
- If the custodial parent objects to the removal, the executive director or designee may allow a visit between the non-custodial parent and student, with the child remaining in the office area

for the visit and then returning to class. The non-custodial parent will not be allowed to leave the office area with the student.

- If the director or designee has reason to believe that a possible abduction of the child may occur at the school or the parent is disruptive, the local law enforcement officials will be immediately notified.

FIELD TRIPS

Education is not limited to the classroom. In order to enrich the school curriculum, field trips have been planned to give students firsthand information about the subject being studied. Because field trips are designed as an extension of the classroom, we ask that the experience be limited to classroom students and their parents. We request that siblings not attend, so parents and their child can experience unique learning opportunities together.

To earn the right to attend a field trip, a student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of his/her executive director, may choose not to take any student who has demonstrated a lack of self-discipline and may be potentially disruptive influence on a trip. Parents will be provided with all information concerning the trip and adequate chaperones will be required. Permission slips are required for students to attend field trips. A student may ride in a car to or from a field trip with his/her parent only.

SNACKS & DRINKS

Pre-K snacks are provided by the school twice per day. Elementary students should bring one healthy snack from home each day. All student should bring a refillable water bottle as the school does not have a water fountain. No snacks are allowed outside of “snack time” in the classroom, and only water should be in water bottles. Any student that fails to bring a snack and/or water will be provided one by administration and charged \$1 for each item.

LUNCH/FOOD SERVICES

Cabot Christian School provides lunch for \$3 daily. The menu is posted on Facebook each Friday for the upcoming week. Lunch money can be paid through the school website. The administration would prefer electronic lunch payments are made for accurate bookkeeping. If you choose to send cash or check for your child’s lunch, please email office@cabotchristianschool.com so your child’s account is properly credited. Parents are welcome to send a lunch with their child each day.

LOST AND FOUND

Items in Lost & Found that are not labeled with student’s name will be sorted and distributed to areas of need at the end of every school year. Lost items will not be held over the summer months.

PERSONAL PROPERTY

CCS will not assume responsibility for lost or stolen personal items and damage to personal vehicles. Valuables (jewelry, electronics, etc.) should be insured through a homeowner's or renter's policy. We highly discourage students from carrying large amounts of cash (over \$20) and from bringing expensive personal items, jewelry, collectibles, to school.

PETS ON CAMPUS

No pets, such as dogs or cats, are permitted on campus without permission. This includes, but is not limited to, outdoor events, sporting events, and "show and tell" (in classroom, at recess, etc.)

PHOTOGRAPHY/VIDEO RIGHTS

CCS may take, use, reuse, edit, publish and republish video and still imagery of a student (or in which a student may be included in whole or in part) unless the parent/guardian has requested their student not be published. This request must be submitted in writing (email) each year to school administration.

CCS has final approval on the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. Videos/stills will be for CCS use only.

RECESS/INCLEMENT WEATHER POLICY

Other than during inclement weather, outdoor recess will be held daily. Students should dress appropriately for the current day's weather conditions. Inclement weather recess will be held in the classroom or common area. Recess will be moved indoors if temperatures fall below 40 degrees or above 90 degrees.

RECORDS REQUEST

CCS maintains complete records, including a cumulative academic record, for each student. All materials in these records are treated confidentially and are available only according to the following policy:

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with CCS.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the executive director so that proper explanation can be given.

- In order to receive records (i.e. transcripts, end-of-year records, withdrawal/transfer records), a parent or guardian will need to email the main office to fill out a records request form. Records will be mailed or can be picked up five (5) business days after the request. Once the office has fulfilled the request and sent records, a confirmation email will be sent to the parents stating when and to whom the records were sent. All records sent will also be documented in the student's permanent file.
- In the event a parent has a concern about their student's grade they are encouraged to begin by contacting the teacher directly and making an inquiry. After the teacher has researched the grade in question, they will contact the parent with the information. If a grade change is made, the teacher will contact the office and the corrected record will be verified for accuracy and a new copy will be provided to the parents. In the event the parents do not feel the question is resolved, they are asked to then contact the executive director for further discussion.
- There will be no release of a student's personal records or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following: staff members who have legitimate educational interest, the school that the student is transferring to, court or law enforcement officials (if CCS is given a subpoena or court order), certain federal, state or local authorities performing functions required by law.
- For the transferring of student records to another school, parental permission is no longer required by authorized school personnel (Family Educational Rights and Privacy Act Final Rule on Educational Records. Federal Register, June 1976 Vol. 41 No. 118 page 24673)

In preparing for summer camps and vacations, requests for copies of immunization records and/or physicals need to be made at least two (2) weeks in advance. Because of the office's year-end commitments, please make these requests prior to the end of May.

Many of the above items are accessible through self-service in the FACTS family portal.

TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES

All transportation for school sponsored activities such as field trips, class parties, and sporting events must be provided by parents. Transportation arrangements made outside of the stated policy must receive administrative approval with proper documentation on file in the school office and parental approval.

VISITORS ON CAMPUS

Any and all visitors on campus must check in with the school office. This also applies to parents who are scheduled to go to a classroom or to have lunch in the cafeteria with their child. To ensure the safety of our students and staff, any unauthorized visitors will be promptly escorted off school grounds and the police will be called.

CCS is a closed campus. This means that the only visitors allowed are parents, guardians, alumni in good standing, emergency family contacts or pastors (with parental permission). Exceptions are made for potential students and their families touring or "shadowing". Any exception must be made by the executive director.

HEALTH AND MEDICAL POLICIES

COMMUNICABLE CHILDHOOD DISEASES

Upon having a communicable illnesses, a child must have written consent from either a physician or the Health Department to return to school or be subject to school office approval for re-admittance.

HEAD LICE

The parents/guardians of students found to have head lice or eggs (nits) will be asked to pick up their child at school. They will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school executive director or designee shall examine the student to make sure that they are **FREE OF BOTH LICE AND NITS**. Screenings may be conducted as needed at any time.

IMMUNIZATION RECORDS

Students enrolling in Cabot Christian School must provide up to date immunization records upon enrollment and reenrollment. A letter of religious exemption may be submitted in place of immunization records.

POLICIES FOR ADMINISTERING MEDICATION

Cabot Christian School does not administer medication of any kind. Parents are strongly encouraged to administer medications outside of school hours as we will not have a school nurse on the premises.

PICK-UP PROCEDURE FOR STUDENT ILLNESS

If a student has a fever (100 or above), he/she should not be at school. If a student becomes ill at school, the teacher will determine the appropriate responses, including rest in the front office or a call to parents to pick the child up. If this is necessary, we ask that parents get their child as soon as possible. Students need to be fever-free (below 100) for 24 hours before returning to school.

PRESCHOOL POTTY-TRAINING POLICY

As stated on the admissions application, all students PK3 and above must be potty-trained and fully independent in the restroom prior to entering our PK3 and PK4 programs. Cabot Christian School is an educational facility and not a daycare. A potty-trained child no longer needs to wear diapers or pull-ups, including at naptime. They can tell the teacher that they need to use the restroom, as well as be able to wipe and dress themselves with limited assistance from the teacher. We realize “accidents” will happen. “Accidents” are unusual incidents and should only happen infrequently. In the event of any kind of

habitual bathroom accidents at school, the administration will call a meeting with the student's parents/guardians to dismiss the student from the program.

SCHOOL HOURS

Before and after care hours are 7 am to 6 pm. Details are in a previous portion of this handbook.

Regular school hours are 8:00 a.m. to 3:00 p.m. Arrival will begin at 7:40 a.m. and students will be considered tardy after 8:00 am. Dismissal will begin at 3:00 p.m. and end at 3:20 p.m. After 3:20 p.m., the adult picking up the child will be required to come inside and the parent will be charged for aftercare services.

REENROLLMENT FOR NEXT SCHOOL YEAR

All students are automatically re-enrolled for the upcoming school year on February 1 of the current school year. An email communication from administration will be sent to parents each January reminding them up the upcoming automatic reenrollment on February 1. All students will be charged a re-enrollment fee, which will be explained in detail in the email from administration. If a student is not returning to CCS, the administration must be notified in writing (email) before January 20. After such time, the reenrollment fee is nonrefundable.

DHS COMPLIANCE NOTICE FOR PRE-K STUDENTS

Licensing compliance forms (DCC-521) shall be available at the facility for three (3) years. The facility shall advise parents in writing that the compliance forms are available for review upon request.

Compliance forms are available for review:

<https://ardhslicensing.my.site.com/elicensing/s/search-provider/find-providers?tab=CC>

CHANGE OR MODIFICATION OF HANDBOOK

Cabot Christian School reserves the right to change and/or modify this handbook at any time. Every good faith effort will be made to notify parents of changes and always keep the most up to date version of the handbook accessible on the CCS website.