



CHRIST CHURCH SCHOOL

EST. 1957

PARENT HANDBOOK 2011-12

MISSION

Providing a foundation for a lifetime of learning, service, and leadership through a classical Christian education that develops mind, body and spirit.

WELCOME TO CHRIST CHURCH SCHOOL

In 1957 Christ Episcopal Church established a parish school that has served the families of Temple and Bell County for more than 53 years. The school is owned and operated as a ministry of Christ Church. As such, it functions under the authority of the Rector (pastor) and Vestry (the governing board of elected lay leadership). The mission statement of the Church, knowing Christ and making him known, expresses our purpose in every area of church life, including Christ Church School. Christ Church envisions our school as a nurturing educational environment in which children can know Jesus Christ, grow in knowledge of the Christian Faith and develop an understanding of the world that God has made.

Christ Church School nurtures the development of children by providing opportunities for them to mature spiritually in their relationship with God, mentally in their knowledge of creation, socially in their relationships with peers and physically in their health habits. We believe that each child is a special creation of God and that God has given each child an inquiring and discerning heart and mind. We work together with parents to provide each child a foundation to last a lifetime.

ACCREDITATION

Christ Church School is accredited by the Southwestern Association of Episcopal Schools and admits students of any race, color, national or ethnic background.

OUR VALUES

CHRISTIAN FOUNDATION

On the cornerstone of Christ Church the dedication inscription from 1905 reads: "To the Glory of God. Amen." Building upon that foundation, our school presents a Christian worldview that is grounded on Holy Scripture, guided by the Holy Spirit and expressed in the historic creeds of Christianity. Our tradition upholds the Apostles and Nicene Creeds as definitive expressions of our belief in one God: Father, Son and Holy Spirit. Our belief in Jesus Christ as "the way, the truth and the life" will animate school spirituality. Chapel worship and classroom devotions familiarize students with Christian music, traditional hymns and the seasons of the Christian year. The study of the Christian scriptures is part of our core curriculum.

We believe that an understanding of God as creator and knowledge of His saving purpose in history through Jesus Christ underlies all learning pursuits. According to Saint Augustine (fifth century), "Every good and true Christian should understand that wherever he may find truth it is the Lord's." We strive to provide a spiritual and moral environment by our commitment to Christian values and by the personal example of the teachers, administrators and staff. In a true educational environment the spiritual and intellectual life of a student should be intertwined and complementary.

ACADEMIC EXCELLENCE

CCS has established a comprehensive, challenging and highly enriched academic program. A rigorous curriculum with an integrated approach to subject matter combined with small class sizes provides an atmosphere that is conducive to learning. Students achieve above typical grade level expectations. Classroom experiences promote the joy of learning through competent and caring teachers in a safe, disciplined, threat-free environment. We emphasize enrichment with art, music, technology, languages, physical education and extra-curricular activities. Instruction that is tailored to personal development encourages each student to transform mistakes into learning opportunities. Our goal is to teach each child to become a responsible citizen who is conscious of his or her role in God's world.

FAMILY INVOLVEMENT

We believe that parents are responsible for and should be active in the education of their children. Therefore, we work to maintain a family atmosphere where parents are involved in the life of the school. The entire school family (students, parents, faculty, and staff) is encouraged and motivated to take active roles in the life of the school. Family involvement in a child's education establishes an important foundation for healthy development and academic success. Contributions of time and talent are encouraged and expected.

CLASSICAL APPROACH

Christ Church School is committed to using a classical approach in educating its students. This method of education was established in the ancient world and has evolved through Christian history. Our school works to revive and establish

this historic educational methodology. In practice a classical education is distinguished by the following emphases:

- A core knowledge curriculum that provides a well-organized framework of essential topics.
- Classic texts, the great literature of past and present, studied as enduring works of excellence.
- The study of Latin (beginning in second grade) as well as modern foreign languages.
- The chronological study of history using primary source documents rather than simply using textbooks.

DAILY SCHEDULE

HOURS

Building Hours

7:30 a.m. to 6 p.m.

School Day

Lower School: 8 a.m. to 11:45 a.m.

Upper School: 8 a.m. to 3 p.m.

MORNING DROP-OFF

School begins promptly each day at 8 a.m.

We offer morning drop-off from 7:30 a.m. until 8 a.m. each day at the Activity Center at the corner of First St. and Downs. After 8 a.m. you must bring your child inside and take him or her to the classroom. It is important that your child arrive at school on time each day. Late arrivals are difficult for the child and disruptive for the classroom. Please make contact with a teacher or staff member each morning so that the staff may receive your child and acknowledge his or her arrival. Children are not permitted to remain on the porch or in the hallways after your departure.

DISMISSAL

Children will be released only to you or another person listed on the Emergency Form. If someone other than you or an individual listed on the Emergency Form is to pick up your child, please send written notification to the office that morning at the latest. The identification of that person will be verified by his or her driver's license. This will expedite dismissal and insure the safety of your child.

PRE-SCHOOL DISMISSAL

The pre-school day ends at 11:45 a.m. **Parents are required to sign pre-school children out before leaving school.** Students will be outside on the playground or in their classrooms for pick-up.

ELEMENTARY SCHOOL DISMISSAL

Elementary students are released at 3 p.m. Students will be picked up on the playground if they have pre-school siblings in Extended Care. Elementary

students who do not have siblings in pre-school will be picked up in the car line outside the Activity Center on the corner of First St. and Downs.

PARKING LOT SAFETY

When dropping off or picking up your child, please remember to drive slowly and with care. You may park in the lot at the corner of Calhoun and First Streets, or along the curbs of those streets. Enter the school through the playground.

Please do not park along the curb in the parking lot or in the handicap spaces unless you are handicapped.

EXTENDED CARE

Extended Care is the afternoon childcare program offered at Christ Church School. A child must be enrolled in the school to participate. Extended Care begins at 11:45 am with the dismissal from morning school and ends at 6:00 pm when our building closes. Pick up times are 3 p.m. and 6 p.m. A late fee of \$1 per minute will be charged after 3:10 pm and after 6 pm. This program provides lunch and an afternoon snack, rest time, free play and activities directed by the Extended Care teacher.

CHAPEL

Weekly chapel services will be held each Wednesday morning in the Church building. The Elementary School attends Chapel at 8:15 a.m. and the Pre-School attends at 8:45 a.m. A clergy person from Christ Church will usually lead the service. Parents are encouraged to attend at any time.

HOMEWORK

Homework is one of many learning activities in which our students engage. Its purposes include:

- Providing practice in applying concepts presented in the classroom
- Strengthening concept and skill development
- Providing opportunities for independent work
- Developing initiative, responsibility, self-direction and organizational skills

Our teachers make every effort to ensure homework is meaningful, manageable and moderate. Please take into consideration that it may take your child more or less time depending on his or her level of concentration, effort and skill level.

The following times are guidelines and are based on a daily average for a four-day week.

Kindergarten	10 minutes
First grade	15 minutes
Second grade	20 minutes
Third grade	25 minutes
Fourth grade	30 minutes
Fifth grade	30 minutes

Long-term projects may be an exception. Students will need to plan accordingly and pace themselves.

UNIFORMS

Christ Church School requires that all students wear a uniform each day. All students are expected to dress neatly and in a manner that does not distract from the learning environment.

BOYS

PRE-SCHOOL (*Young Learners-Jr. Kindergarten*)

- Pants/Shorts: navy or khaki (no cargo or baggy pants or shorts)
- Polo shirts with CCS logo (long or short sleeve): navy, green, light blue or white; must be ordered from Lands' End School Uniforms
- Socks: white or navy

ELEMENTARY SCHOOL (*Kindergarten-Sixth Grade*)

- Pants/Shorts: navy or khaki (no cargo or baggy pants or shorts)
- Polo shirts with CCS logo (long or short sleeve): navy, green, light blue or white; must be ordered from Lands' End School Uniforms
- Socks: white or navy
- Belt: brown or black (Kindergarten and Upper School)

Boys Chapel Uniform (Kindergarten and Elementary)

- Pants/Shorts: navy or khaki (no cargo or baggy pants or shorts)
 - Button-Down Shirt: white or light blue Oxford with logo from Lands' End School Uniforms.
 - Tie: plaid tie from Parker School Uniforms *
- *Tie not required for Kindergarten*

OPTIONAL FOR ALL GRADES

- Sweater/Sweatshirt/Jackets: designated sweaters, sweatshirts, vests and jackets with CCS logo from Lands' End School Uniforms
- Any sweater, sweatshirt or coat without the school logo may be worn to school but must be removed inside the school*

REQUIREMENTS

- Shirts must be tucked in at all times (Kindergarten and Elementary)
- Shoes: Tennis shoes or rubber soled oxford (navy, gray, black, white or brown)
- No boots, sandals or heels over 1" are allowed.

Hair styles for boys at CCS should be neat and trim at all times. Hair that falls in a child's face or hair that is "decorated" with feathers or color will not be allowed.

GIRLS

PRE-SCHOOL SCHOOL (*Young Learners-Jr. Kindergarten*)

- Pants/Shorts/Skirts: navy or khaki (no cargo or baggy pants or shorts; culottes must be no more than 3 inches above the knee when kneeling)
- Polo shirts with CCS logo (long or short sleeve): navy, green, light blue or white; must be from Lands' End School Uniforms
- Socks: white or navy

ELEMENTARY SCHOOL (*Kindergarten-Fifth Grade*)

- Pants/Shorts/Skirts: navy or khaki (no cargo or baggy pants or shorts; culottes must be no more than 3 inches above the knee when kneeling)
- Polo shirts with CCS logo (long or short sleeve): navy, green, light blue or white; must be ordered from Lands' End School Uniforms
- Belt: brown or black (Kindergarten and Upper School)
- Socks: white or navy

Girls Chapel Uniform: required for Kindergarten and Upper School:

Choose one of the following

- Plaid Jumper with Peter Pan blouse from Parker School Uniforms
 - Navy or khaki culottes with midy blouse with plaid tie from Parker School Uniform (can be worn with pants in cold weather).
 - Plaid Pleated Skirt with white Overblouse from Parker School Uniforms*
- *Only for girls in Third through Fifth Grades*

OPTIONAL FOR ALL GRADES

- Sweater/Sweatshirt/Jackets: designated sweaters, sweatshirts, vests and jackets with CCS logo from Lands' End School Uniforms
Any sweater, sweatshirt or coat without the school logo may be worn to school but must be removed inside the school
- Plaid Jumper with Peter Pan blouse from Parker School Uniforms
- Navy or khaki culottes with midy blouse with plaid tie from Parker Uniform (can be worn with pants in cold weather).
- Plaid Skort from Parker School Uniforms with white Overblouse
- Polo Dress with CCS logo from Lands' End School Uniforms (long or short sleeve): navy, green, light blue

OPTIONAL FOR THIRD THROUGH FIFTH GRADE ONLY

- Plaid Pleated Skirt with white Overblouse from Parker School Uniforms*
- *Only for girls in Third through Fifth Grades*

REQUIREMENTS

- Shirts must be tucked in at all times (Kindergarten and Upper School)
- Shoes: Tennis shoes or rubber soled oxford (navy, gray, black, white or brown)
- No boots, sandals or heels over 1" are allowed.

Hair styles for girls at CCS should be neat and trim at all times. Hair that falls in a child's face or hair that is "decorated" with feathers or color will

not be allowed. Girls may wear headbands or hair bows if they are the school colors of navy blue, chambray blue, white or dark green.

If a student does not arrive in uniform, parents will be contacted to bring missing uniform as required while the child waits in the office. Please make sure that your child is appropriately dressed each day.

UNIFORM SUPPLIERS

Lands' End School

1-800-469-2222

www.landsend.com/school

preferred school number: 9001-0197-3

Parker School Uniforms

5300 N. Lamar, Suite 103

Austin, Texas 78751

1-888-451-1667

www.parkersu.com

web id: AU153172

BAD WEATHER DAYS

In the event it is necessary to cancel school due to bad weather, you will be made aware of this information by tuning to KTEM 1400 radio station or a local TV station. Our school will follow the lead of the Temple Independent School District in regard to school closing or delays due to bad weather.

DISCIPLINE PRINCIPLES AND PROCEDURES

Christ Church School provides a safe and nurturing educational environment for all our students. Discipline and guidance help create a positive learning environment for our children. Parents, families, teachers and staff are expected to work together to resolve any behavioral concerns.

Two principles will guide all disciplinary matters:

1. We believe that our mission is to provide an exceptional learning experience for all our students.
2. We believe that each student should be able to come to school without a concern for threats, bullying, intimidation or physical harm.

If a child has needs that extend beyond the parameters of our mission or if a child consistently endangers the physical or psychological safety of other children, the school reserves the right to deny admission or rescind enrollment.

When a child misbehaves, the school will follow these procedures:

1. **Classroom discipline.** The adults present can ably handle most discipline situations within the classroom. Teachers set forth consistent guidelines and limits for the class. Expectations and consequences are made known

to each child. If a problem arises with an individual child, the teacher will carefully state choices, give encouragement and explain consequences. An adult will assist the child in making the proper choices. If necessary the teacher may employ standard behavior management techniques such as time out, time out in the office or individual instruction by the teacher or Head of School. The *Fruit of the Spirit*, as found in Galatians 5:22-26, will be the character and behavior traits students and adults at CCS will try to emulate.

2. **Parental Involvement.** When classroom efforts of behavior management do not resolve the situation, or if the misbehaviors create a chronic disruption in the educational environment, the teacher will contact the parent by 1) a personal note, 2) a personal conversation with the parent or 3) a phone call. Following this contact the teacher and parent will work together to resolve the problem.
3. **Head of School Conference.** If the parent and teacher are unable to work together or if their collective efforts do not resolve the behavioral problems of the child, the Head of School will meet with the parents to evaluate past efforts of behavior management and to plan future strategies. They will discuss more formal disciplinary measures, such as suspension from school for up to a week.
4. **Rector Conference.** If the Head of School does not believe the situation has improved, he or she will ask for a conference that will include the Head of School, the parents and the rector of the Church. The rector of the Church will offer pastoral care for the child and the family. However, at this stage of the disciplinary procedure the child may be dismissed from the school.

BULLYING

Bullying occurs when a student or a group of students engage in any activity, written, verbal, or physical, against another student. These activities are usually repeated and result in harm to the student or his/her property or place that student in fear of physical harm or damage.

Christ Church School will make every effort to be aware of any behaviors which might be perceived as bullying from one group or one student to another. We will handle such behaviors with a serious discussion with the child or children who are causing another child to feel bullied or to be fearful. Parents will be informed and disciplinary action will be taken against the offending student(s).

Any child who feels that he or she is being bullied should notify his/her teacher and the teacher will bring this matter to the attention of the Head of School. Any child who is a witness to such behavior also has the responsibility to tell a teacher or an administrator.

FINANCE

REGISTRATION FEE

A non-refundable registration fee is due at the time of enrollment. The registration fee reserves a place for your child in his or her classroom. Spaces in a particular class are usually not held unless the registration fee has been paid.

TUITION

At Christ Church School tuition may be paid in one of two ways:

1. **Payment in Full.** The full year's tuition is paid directly to the school by check or cash by August 5. This will entitle the parent to a 2% tuition discount. Tuition paid is non-refundable.
2. **Payment through the FACTS Tuition Management Company.** Christ Church School co-sources deferred tuition payments through FACTS.

FACTS offers significant benefits to the school family. It provides convenience, flexibility and secure on-line access to individual account information. Through FACTS deferred payments may be made by:

- Automatic bank payment budgeted through the company over 10 months. The payment date will be the 5th of the month from August through May and will be drafted from your checking or savings account.
- Automatic billing to MasterCard, Discover, or AMEX with a convenience fee. Payment in full or by semester may also be made this way if you wish to collect credit card reward points.

Our partnership with FACTS provides our staff and school community with technology like eCashier, a secure web based enrollment process. We have a link on our web site for parents to enroll in the program and to have access to their personal FACTS information.

EXTENDED CARE TUITION

Parents may choose to pay Extended Care fees without using FACTS. If you choose not to use FACTS, Extended Care fees are due the first of each month and are considered past due on the 5th of each month. A late fee of \$25 will be charged for late payments. Past due notices will be sent out following the 5th of each month assessing the late fee. Tuition that becomes past due after 30 days will require a conference with the Head of School to discuss the situation. Tuition past due after 45 days may result in dismissal from the school.

A 30-day written notice is required for withdrawing during the school year.

ADMINISTRATION

RECORDS

The school must have on file an immunization record for each child enrolled. Please provide this information to the office by the beginning of school.

Kindergarten and elementary school students must provide a birth certificate copy to the office by the beginning of school.

CONTACT INFORMATION

Please notify the school office if you have an address, telephone number or employment change. Also, if the names, addresses or telephone numbers of those listed on the Emergency Form change, then you will need to notify the office. Should an emergency arise, we will need current information in order to contact you as soon as possible.

HEALTH ISSUES

Please discuss any special health issues with the teacher and the office. If it is necessary for your child to be given medication during the school day, please bring all medications to the office. The medications must be labeled and a Medication Form completed with the necessary dosing information and length of time medicine is to be given. Medications will not be dispensed without proper written information given to the office. Do not send any type of medication, (including cough drops, allergy medicine, etc.) in your child's backpack.

Do not send your child to school if he or she is running a fever, has been vomiting or has diarrhea. We do not have the facilities to care for sick children. A child must be fever, vomiting and diarrhea free for at least 24 hours before returning to school.

MAKE-UP WORK POLICY

If an elementary school student is absent from school for more than two days, please call the school office or contact your child's teacher and request that class work and homework be sent home. It is very difficult for a student to return to school after an absence and make up all work that he or she has missed.

An elementary school student will have two calendar days to make up each day he or she has been absent. No grade penalty will be assigned if the work is turned in within this time period. Please contact your child's teacher if you have any further questions about make up work.

PERSONAL

BREAKFAST

A healthy breakfast is important for all children so that they may have the energy needed to participate in the many activities during their busy day at Christ Church School. Breakfast should be eaten before coming to school. Do not send breakfast food to school with your child.

SNACKS AND LUNCHES

All children are served a morning snack each day. Students may wish to sign up for the school lunch program or bring sack lunches. Menus are posted outside the office, in the classrooms and on the website.

If you wish to bring a special snack to share with his/her class, please consult the teacher in advance. We welcome the opportunity for a child to share with classmates.

SPECIAL OCCASION PARTIES

Birthdays are a wonderful part of childhood and are celebrated at Christ Church School. Birthday children receive a special blessing during Chapel on the Wednesday morning nearest their birthday. A special treat may be brought to school so that your child may celebrate his or her birthday with classmates. Please make arrangements with the teacher as to the party date and time and check for any special dietary restrictions that classmates might have (such as allergies to peanuts and milk products). We do request that gifts or special favors not be included during a school day birthday celebration.

Class parties make our school year fun. These parties are usually holiday oriented. The teacher and/or room mother will coordinate the party preparations. Please consult with the teacher regarding any ideas or suggestions that you may have for any party. We do request that all parties be age-appropriate and within reason for the classroom setting.

SEPARATION ANXIETY

Young children sometimes experience separation anxiety, especially on the first day of school. Please make your good-byes short, sweet and positive. The children adjust much faster when the separation is made quickly and in a reassuring, matter-of-fact manner. The time frame for adjustment varies with each child and requires your patience and encouragement.

TOYS FROM HOME

Each classroom is outfitted with an ample supply of toys for learning play. When a toy is brought from home, the child will want to play with his/her toy and so will others. Sharing is a skill we work on in the classroom, but sharing your own toy is much more difficult than sharing a classroom toy. To avoid disruptions, please leave toys at home or in your vehicle.

Extended Care students may bring one stuffed animal to nap with. Barbie dolls, cars and trucks, action figures, etc. will not be allowed at naptime. Your child may bring a toy or specific item from home only if requested or approved by the teacher in advance.

PARENTAL INVOLVEMENT

VOLUNTEERS

We believe that parental involvement is an important part of your child's education. Parent and grandparent volunteers are always welcomed. Volunteer activities include helping in classroom, building improvements, landscaping,

playground upkeep, chaperones for field trips, and Parents Plus. If you are interested in volunteer opportunities, please contact the school office or your child's teacher.

Volunteer opportunities include:

- Room Mothers
- Box Top\$ Coordinator
- Spring Gala Committee
- Development Committee
- And other classroom events throughout the year

PARENTS PLUS

Parents Plus, the parent organization for Christ Church School, supports a wide variety of school functions. Parents Plus provides needed items or services for the school through Spirit Nights and other fund raising activities, and workdays. We encourage each family to participate in Parents Plus and support our school.

FINANCIAL SUPPORT

We hope you will feel fully invested in the life and work of our school. In addition, we hope you will choose to contribute to Christ Church School. Simply stated, tuition alone does not cover the full cost of a CCS education. Enrichment and additional expenses (building expenses, technology) are not funded by tuition alone. We have made a decision to not pursue any fundraising efforts such as Sally Foster, magazine sales, etc. other than The Annual Fund.

THE ANNUAL FUND FOR CHRIST CHURCH SCHOOL

The Annual Fund was established to support the essential enrichment programs that make Christ Church School special and sets our school apart as the premier private school in Central Texas. These gifts provide essential benefits for our students, including keeping faculty salaries competitive, upgrading technology, supporting curriculum development and providing first-rate art, music and language classes.

As you make plans for your charitable dollars, please make Christ Church School a priority. Your gift, no matter the size, will directly and immediately make a difference to CCS students.

The Annual Fund launches early in the fall semester and concludes June 30.

All donations to CCS are tax deductible.

ANNUAL FUND RECOGNITION LEVELS

- Saints \$10,000+
- Champion \$2,500-\$4,999
- Cavalier \$1,000-\$2,499
- Knight \$500-\$999
- Squire \$250-\$499
- Honor \$1-\$249

LIBRARY DONATIONS

The CCS library welcomes donations.

Birthday Book

On a student's birthday, if they wish to donate a book to the library, they can either choose to purchase a book of their own or give a donation to the library to purchase a book on the library list. During chapel when the student receives a blessing

SCHOOL CONTACT INFORMATION

317 North First Street
Temple, Texas 76501

Phone: 254.774.8622

Fax: 254.773.4310

Website: ChristChurchSchoolTemple.com

Facebook: [Facebook.com/ChristChurchSchoolTempleTx](https://www.facebook.com/ChristChurchSchoolTempleTx)

ADMINISTRATION

Margaret Alwine, Head of School
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