



CLOVIS
CHRISTIAN SCHOOLS



Pre-K Handbook 2025-2026

The school will post the “Pre-K Parent Handbook” on the school website for the purpose of providing parents information, procedures, and policies regarding participating in and attending activities at CCS. This Handbook will be reviewed annually, and updated as required before distribution to Pre-K families at the beginning of each school year.

MISSION and VISION STATEMENT

The mission and vision of Clovis Christian Schools is to create a Head, Hand, and Heart Kingdom Culture by transforming the academic, social and spiritual growth of young believers into spiritual leaders who passionately pursue eternal life in Heaven while living out His will on earth as it is in Heaven.

(Revised and adopted by the CCS Board on 6/25/24).

CORE VALUES

Clovis Christian Schools is committed to providing exceptional programs and services to our students and families. Our core values are uncompromising convictions that create the context for this pledge.

WE BELIEVE

Building a personal relationship with Jesus Christ is the very cornerstone of each student's life as a disciple of Christ.

Parents are the first and foremost educators of their children; the school serves the Christian home as partners in education.

A shared moral culture is vital for human flourishing and exists when the home, church, and school form an alliance where Christian, Biblical principles are the guide for moral conduct.

Christian principles work internally on the heart to create transformational change in the moral understanding and behavior of the individual.

Standing boldly for Jesus Christ in every cultural context should be a way of life for Christians.

A Christian, Biblical worldview education best develops and prepares the minds and hearts of students for a life of service to God and society.

Equipping students to think critically and process information in the context of a Christian, Biblical worldview is a primary responsibility of Christian schools.

Effective schools provide academic excellence and maximize each student's potential. Teaching the Bible as a core subject is essential to the academic curriculum. Biblical integration across the curriculum cultivates a Christian, Biblical worldview.

EDUCATIONAL PHILOSOPHY STATEMENT

Clovis Christian Schools is an inter-denominational institution of education. It provides a complete learning spectrum of Pre-Kindergarten (Pre-K) through Grade Twelve supported and nurtured by a Corporate Board that represents several churches in the local community. Our purpose is to assist parents in helping their children to grow spiritually, intellectually, physically, and socially (Luke 2:52) and to encourage each student to follow Jesus in service to God (Romans 12:1-2). This school exists to provide a quality, values-oriented education in a genuine Christian environment.

EDUCATIONAL GOALS AND OBJECTIVES

The educational goals of Clovis Christian Schools are:

- *100% of our students will graduate and garner a college or vocational scholarship by achieving rigorous academic standards.*
- *Each student will become spiritually alert, physically disciplined, intellectually acute, and socially connected.*
- *Each student will cultivate Christian morals and ethics through the teaching of Biblical principles.*
- *Each student will benefit from a faculty and staff who model Christ and adhere to educational integrity, quality, and accuracy.*

STATEMENT OF FAITH

We believe that the Bible, inclusive of Old and New Testaments, is the inspired Word of God. It is the only rule in matters of faith and practice. We believe in Creation and that man was created in the image and likeness of God. We believe that Adam and Eve yielded to the temptation of Satan and became fallen creatures. We also believe that all men are born with the need of a Savior. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior. We believe in His substitutionary atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb and His ascension into heaven. We believe He sits at the right hand of the Father and is now our advocate. We believe that He will personally come again to judge the living and the dead. We believe in His power to save men from sin. We believe in the power of the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ alone. We believe that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill His purpose.

STATEMENT ON MARRIAGE, GENDER, & SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Clovis Christian Schools as the local Body of Christ, and to provide a biblical role model to the Clovis Christian Schools members and the community, it is imperative that all persons employed by Clovis Christian Schools in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policy of Clovis Christian Schools.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Clovis Christian Schools' faith, doctrine, practice, policy, and discipline, our Board of Directors is Clovis Christian Schools' final interpretive authority on the Bible's meaning and application.

STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged,

the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalms 139).

CLOVIS CHRISTIAN SCHOOLS LIFESTYLE STATEMENT

Clovis Christian Schools is a religious, nonprofit organization representing Jesus Christ throughout the local community. Clovis Christian Schools requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9–10, I Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies.

A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The Clovis Christian Schools Statement of Faith states that employees should maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, or any other violation of the unique roles of males and females (Romans 1:21–27, 1 Corinthians 6:9–20).

Clovis Christian Schools believes that biblical marriage is limited to a legal covenant between a man and a woman.

Clovis Christian Schools' employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Clovis Christian Schools that each employee will have a lifestyle in which He "might have the preeminence" (Colossians 1:18, KJV).

SCHOOL ORGANIZATION

ADMISSIONS

- *Read carefully through the Pre-K-Family Handbook, noting any questions you have. If you are in full agreement with the doctrinal positions of CCS and all policies of the handbook.*
- *Call the office to make an appointment for a School Tour Visit and secure an Application Packet. Read carefully through the packet, noting any questions you may have as you respond to each item.*
- *The Application Packet must be filled out.*

Fill out all forms in the Application Packet and return it prior to receiving the Enrollment Packet with the following:

- *A copy of the student's birth certificate and current immunizations*
- *Clovis Christian Schools may not be able to meet the needs of students with learning or behavioral difficulties. Full disclosure of these needs by the parents at the time of the enrollment is a must. Failure to do so may result in the dismissal of your student.*
- *Upon acceptance for admission, parents will receive an acceptance letter and make financial arrangements for tuition payment.*

Eligibility

A child who is four years old on or before September 1 will be eligible to enroll in the Pre-K program at Clovis Christian Schools. In some instances, exceptions to this may be allowed, on a case-by-case basis.

The child must have bathroom habits (control over urination and bowel movements) that are developmentally appropriate for children who are age three and four.

NON-DISCRIMINATION

It is and shall be the policy of Clovis Christian Schools, in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, and national or ethnic origin.

NOTE: Persons may appeal the non-acceptance of their student(s) to the Superintendent, who is the final authority on this matter.

STUDENT AFFAIRS

Good discipline means that the classroom is relatively free from confusion, disorder, and antisocial behavior. It means that every child and the group as a whole operate freely within a structured framework, which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline.

Fear motivates some to obey God's earthly authority. Students are afraid not to obey. This is a negative motivational factor; however, when fear is reverential respect, it is an excellent motivational factor. In a positive sense or in a negative sense, peer pressure is also a strong motivational factor. It is easier for a child to behave correctly if all the other students are behaving properly. "My son, if sinners entice you, do not give in to them." (Proverbs 1:10)

Commendation and praise motivate almost every child to do a better job and become a better person.

If we give them that which means most to them and try to elevate who they are, they feel important and accepted. Jesus commends his servants for their faithfulness. "His master replied, " Well done, good and faithful servant!" (Matthew 25:21a) There is no doubt that it is better to inspire the student to such an extent that he will be motivated from within. We need to inspire our students to have a desire to behave because it is what God desires from them.

As with any discipline system based upon Godly precepts, grace must prevail. It is an acknowledged fact that it is harder for some students to control themselves. They are, each and everyone, a unique creation of God, and thus, some students require more help to reach required standards.

STANDARDS OF CONDUCT

Clovis Christian Schools recognizes that parents are given the primary responsibility of training and educating their children (Ephesians 6:4; Proverbs 22:6), and that discipline is a primary part of this training (Proverbs 13:24). In addition to being a responsibility of parents, discipline is also the responsibility of fellow believers in the educational environment (Galatians 6:1-8). As an extension of the home and the Christian community, CCS recognizes that its responsibility is to maintain a high standard of conduct for students in all school-related activities.

Clovis Christian Schools desires for each student to have a personal relationship with Jesus Christ and to reflect His character in their daily lives. CCS expects students to conduct themselves in accordance with Biblical standards and to strive toward Christian character in attitude, conduct, and dress. Each student must understand that attending CCS is a privilege granted to those who will demonstrate a spirit of cooperation with the philosophy and purpose of the school.

*The philosophy of discipline in the Pre-K program at Clovis Christian School is: to provide an engaging curriculum, to teach by example, and to guide students so that they may learn individual responsibility based on Biblical truths that include mutual respect and shared values. For further reading, see *Walking with God in the Classroom* (Van Brummelen, 2009).*

Frequent encouragement, modeling appropriate behavior, and logical consequences are the discipline strategies used in the Pre-K classroom. At the beginning of the year teachers work diligently to teach the children in routines and habits that make them kind and productive citizens of the Pre-K classroom - our community of learners. Throughout the year, teachers encourage students who make good choices by calling attention to their good behavior. When applicable, a child is persuaded to admit a negative action or bad choice and make amends as appropriate to the situation. The teachers will contact parents on an as-needed basis in order to promote high standards of behavior in all settings.

The Bible tells us in a positive way the expectations for believers, both young and old.

Galatians 5:22-23 *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.”*

Ephesians 4:29-5:2 *“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up, according to their needs...Get rid of all bitterness, rage, and anger...Be kind and compassionate to one another, forgiving each other, just as God in Christ forgave you. Be imitators of God . . . live a life of love, just as Christ loved us and gave himself up for us.”*

It is our desire that each student attending CCS demonstrate positive Christian character, consideration of others, a willingness to obey and be taught, and to speak positively of the school, staff, and other students.

GENERAL CONDUCT

- *Students are expected to follow Biblical principles of behavior.*
- *All medications are to be left in the Health Assistant's Office with a note from either the parent or physician.*
- *Sunglasses and hats may be worn outdoors only. They must be kept in school lockers.*

- *Food and drinks may be allowed at the teacher's discretion. Any containers must have a lid. No food or drinks of any kind are allowed in the vicinity of computers.*
- *Students are expected to pick up after themselves and help keep Clovis Christian campus, classrooms and school grounds clean and neat. Teachers should encourage students to clean up areas in a manner that instills pride in the school grounds.*

DISCIPLINARY GOALS

It is the goal of our disciplinary procedures that students display Christ-like character and conduct in the following ways:

- *Voluntary obedience to school authority and school rules.*
- *Responsibility and promptness in doing assigned or expected tasks.*
- *Cooperation and love expressed to peers and adults at all times.*
- *Courtesy and respect for others' right to learn in a calm and orderly environment. Good stewardship of school and personal property.*
- *Respect for the property of others.*
- *Consistency and promptness in attendance.*
- *Moral conduct in respect to recreation, social relationships, and language.*

DISCIPLINARY CONFERENCES

As with any discipline system based upon Godly precepts, Grace must prevail. It is an acknowledged fact that it is harder for some students to control themselves. They are, each and every one, a unique creation of God, and, thus, some students require more help to reach required standards. Our desire is to help students perform up to their God given potential, behaviorally and academically.

Conferences will be held as soon as possible when students demonstrate or continue to demonstrate behaviors that are contrary to the Standards of Conduct. During the conference, the following guidelines should be followed:

- *Be sure each offense is clearly definable and documentation of the offense is possible.*
- *Establish responsibility for disobedience.*
- *Communicate grief over the offense.*
- *Associate love with correction.*
- *Establish God as final authority.*
- *Make correction; if the parent is called, be sure to help bond after correction. (Teach this.)*
- *Comfort the child after correction. Pray with parents, students, and teachers.*
- *Discuss restitution.*
- *Evaluate your correction and the student's response to it.*
- *Make contact with parents if negative behavior continues to be a problem.*

UNCHANGED BEHAVIOR

When a student does not respond to teachers, administrators, and parents and causes sufficient disturbance to prevent a teacher from carrying out his/her responsibilities or prevents other students from learning, it shall be deemed necessary to discuss suspension and/or dismissal with parents. These cases will be considered on an individual basis.

SUSPENSION

Suspension is withholding the privilege of attending class from the student. The intention of suspension is to give the student a period of time in isolation from other students to reflect upon the seriousness of their actions and to take the necessary steps to correct their behavior and attitude. Students will not be allowed to attend school.

EXPULSION - DISMISSAL FROM SCHOOL

After three suspensions within one school year, a student shall be subject to expulsion. Expulsion results from excessive misbehavior, when other means of correction have not been effective. It is also understood that, if at the time of admission, parents do not make full disclosure of any previous academic, behavioral, medical, or legal difficulties of the Student; the Administration reserves the right to dismiss the student. Expulsions are at the discretion of the Administration.

WEAPONS

Clovis Christian Schools has adopted a comprehensive weapons policy for the protection of the student body and teachers. The school does not anticipate use of this policy and wants this policy to be viewed as a precautionary measure.

Clovis Christian Schools considers student possession, use of, or threat of the use of weapons as a serious offense and WILL NOT TOLERATE such by students on school property, at school events, or any other time while enrolled as a student. Statements made by students claiming or boasting of a weapon at school or school event, or inferring intended violence against others, will be dealt with in the same manner as a “threat” below.

Students who possess a weapon, or carry, exhibit, display, draw, or threaten with a weapon apparently capable of producing bodily harm in a manner, which under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion.

Definitions:

Possession - includes, but is not limited to, having a weapon on school property or at a school sponsored event located:

- *In a space assigned to a student, such as a locker or desk.*
- *On the student’s person or property (such as on the student’s body, in their clothing, purse, backpack, gym bag, or vehicle)*
- *Under the student’s control or accessible or available, such as hidden by the student*

Threat - includes, but is not limited to:

- *A statement of personal bodily harm with a weapon.*
- *A statement indicating friends or acquaintances with weapons that will commit bodily harm.*
- *The statement of possessing a weapon at school, on a school vehicle, or at a school function.*

Weapon - includes, but is not limited to:

- *A firearm, which is a weapon or device from which a projectile may be fired by any explosive;*
- FIREARMS ON SCHOOL PROPERTY IS A FEDERAL FELONY**

- *An air gun which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns*
- *A slingshot, which is a piece of metal or stone fastened to a short strap, chain, or thong used as a weapon or a forked piece of wood, metal, plastic, or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles*
- *A sand club, chains, or metal knuckles*
- *A device commonly known as “throwing stars,” multi-pointed metal objects designed to embed upon impact*
- *Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle*
- *A dirk, which is a type of dagger*
- *Any device commonly known as “nunchucks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means*
- *A stun gun*
- *Any explosive device, including fireworks*
- *Any materials (i.e. chemicals, bats, scissors, etc.) used in an aggressive manner to injure.*

STANDARD DRESS CODE (updated Spring 2025).

Clovis Christian Schools believes there is a direct relationship between a student’s appearance and their subsequent behavior and attitude. Clothing worn by students shall reflect modesty, cleanliness, and neatness. The general rule is not too short, not too tight, and not too revealing. This dress code applies to any school sponsored function, be it during school hours or during off hours, be it on or off campus.

The first time a student’s dress is not in compliance with the CCS Dress Code, parents will be notified and asked to bring an appropriate change of clothes.

Dress code requirements (Updated 5-10-19):

Sleeved shirts, tops, and blouses for girls' necklines should have no cleavage showing. Shirts for boys will have sleeves. Girls' sleeves should extend in width beyond three-fingers. Spaghetti Straps or Strapless tops are not acceptable.

Shorts, skirts, and dresses must have a hem and reach to or beyond the middle of the thigh around the entire garment; side slits or kick pleats are allowed on skirts/dresses. This standard is applicable regardless of wearing leggings, tights, shorts, or stockings under garments.

If your child has trouble with zippers on pants, please help him work on this skill daily or dress him in pants or shorts with elastic waistbands.

Many four-year-old girls like to wear dresses or tops and skirts. We ask that they wear shorts/leggings/pants under the skirt, due to our active classroom setting.

Beanies, hats, caps and hoodies (sweatshirt with the hood up) may not be worn in the school or classroom. Additionally, no coats, overcoats, or trench coats, etc. may be worn inside the building. (Updated May 2023).

** **NO crocs or flip-flops NO EXCEPTIONS** at CCS. For active play, close-toed shoes are the safest choice.*

Clovis Christian School expects its students to follow hair/grooming standards based on health/hygiene, safety, and positive image. Therefore, the hair shall be clean, well groomed, and not covering the eyes. Hair that is deemed extreme, eccentric, or distracting in appearance is to be avoided. For boys, hair must be no longer than the jawline and no longer than the top of the eyebrows in front. All facial hair must be well groomed and neatly trimmed.

Uniform Chapel Dress

*Chapel attire is required for all students in order to dress in a modest and reverent fashion related to the worship experience in Chapel. It will consist of a **navy, white, or yellow polo/collared shirt paired with navy or khaki pants or shorts. Girls can also wear skorts, skirts, and jumpers.***

CURRICULUM

Pre-K staff uses a curriculum based on New Mexico Early Learning Guidelines (see www.newmexicoprek.org) and designed to develop the whole child physically, socially, emotionally, and spiritually; and to facilitate early literacy skills and concepts, early mathematics concepts and skills, oral language development, and listening comprehension through an academic play-based and inquiry learning environment.

*Teachers sequence curriculum using research-based Early Childhood Education practices derived from several sources, including **Literacy Beginnings: A Prekindergarten Handbook** (Pinnell & Fountas, 2011) and **Early Childhood Mathematics Education: Promoting Good Beginnings**, from National Council for the Education of Young Children (NAEYC) and the National Council of Teachers of Mathematics (NCTM) (See **Position, Rationale, and Recommendations** at www.nctm.org.)*

Direct instruction is implemented in whole group and in small group settings. Teachers form small groups and individualize lessons based on data accumulated from careful teacher observation, note-taking, student demonstration of learned skills, and student history from parent input.

The curriculum includes Bible lessons - including scripture memory work. CCS Pre-K teachers follow BJU Press Christian curriculum with our PreK 3 class using Pathways to preschool and our PreK 4 using Footsteps for Fours.

In addition, Pre-K students will have the following enrichment classes: PE, Art, Library, Music and Computer Lab.



The Pre-K curriculum includes a lot of hands-on activities and play based learning. Play is a superpower and we will incorporate lots of play structured learning centers throughout the students daily routines.

Literacy Projects include:

- *Number of the Week*
- *Letter of the Week*
- *Scripture memory work, songs & rhymes practice*
- *Bible browsing together*
- *Technology in the home for ISIP*

Rest Time

- *Each afternoon the Pre-K students will lie down for a nap and/or rest time.*
- *To make this experience go as smoothly as possible, children may bring a SMALL blanket (bath towel size) and small pillow (8"x8" or smaller). Make sure both are labeled with the child's name.*
- *In addition, parents are required to purchase a nap mat, which is 1 inch in thickness or less. Make sure it is labeled with the child's name.*
- *Each Friday we ask that you take your child's blanket and pillowcase home, then wash and return them on Monday.*
- *No stuffies/stuffed animals are allowed during nap time. Please keep all stuffies/stuffed animals home.*

Lunches

Our students eat lunch family-style in the classroom with our teachers. When packing your child's lunch at home, solicit her/his help and give your child some choices ("Banana or grapes today?"). Talk with your child about healthy foods and their nutritional value versus non-nutritional items.

During our classroom lunch period, we continue those home conversations and talk about what healthy foods do for our bodies. If children's lunches contain any dessert items [Please limit dessert items to a single serving or ½ serving.], we help them put that food to the side until they have eaten a reasonable amount of healthy food.

Make sure you remember to make a checkmark next to your child's name when you are signing them in indicating if they are going to be ordering a hot lunch or not.

- *NO SODAS OR SOFT DRINKS OF ANY KIND in Pre-K lunches please.*
- *Please make sure you have the lunch box clearly marked with their name on the outside of the container.*
- *If you send foods such as Ramen or any other products that need more than one minute of microwave time, please cook them at home, and then we will warm them.*
- *Leftovers from your healthy home meals are an excellent choice and take very little microwave time.*

Extra Clothing

Each Pre-K child will need a change of clothing including underwear as accidents do happen. When the weather gets cooler, we ask that you exchange the clothing according to the seasons.

The extra clothing needs to be placed in a Ziploc bag and labeled with the child's name. Please also make sure your child has a jacket as the weather gets cooler.



For your convenience, you may leave a jacket in your child's locker at school as long as his or her name is on it.

Personal Belongings

Because personal belongings become easily lost, we ask that you LABEL jackets, blankets, books, lunches, etc.

DO NOT allow your child to bring toys from home unless it is designated by the teacher for "Show-N-Tell" or some special project. Please: Absolutely no guns, war toys, Power Rangers, or any toys that promote violence.

Emergency

Parents are asked to make sure that the school always has their most current emergency contact information. Changes to the address, phone number, or emergency contacts should be directed to the school receptionist. Please complete the Emergency Contact Information and return to school. An emergency contact system is in place and will be used to contact every parent quickly, should the need arise.

Snacks

- Parents will provide Pre-K students with a morning snack. Examples of snacks that we recommend to serve: fresh fruit, fresh vegetables, cheese, Go-Gurt, or applesauce. We ask that you not send sweets for their morning snack. **NO SWEETS WILL BE SERVED FOR MORNING SNACK.**
- Please inform your child's teacher as well as the office if your child is allergic to any foods whatsoever!
- Parents will provide Pre-K students with an afternoon snack served after naptime. Special treats may be served for a child's birthday if the parent has made prior arrangements with the teachers, and the parent wishes to provide the birthday treats. These treats will be served after Rest Time, and along with a healthy snack.
- As per CCS policy, Pre-K will have four parties per year – Christmas, Easter, Valentines, and an end-of-school activity. Students may bring invitations for their birthday parties to school **ONLY IF THE ENTIRE CLASS IS INVITED.** If the birthday party excludes any classmates, those invitations must be distributed by mail, phone calls, or email.

Clovis Christian is a NUT FREE campus! Absolutely NO NUT products may be brought to school. This includes coconut or nutella!

PARENTS' RESPONSIBILITIES

Signing In & Out

- It is the responsibility of the parent to sign their child in AND out DAILY unless your child goes to the After School Program [there is a sign-out sheet there]. This is a state requirement. Please arrive w/ your child by 7:40 am to give them a chance to get situated in the classroom, use the restroom etc., and plan to pick them up by 3:15 pm.
- The Sign In/Out sheets will always be outside the Pre-K classroom. It is important that you **DO NOT** leave the facility without signing your child out.

- IF SOMEONE OTHER THAN THE PARENTS OR DESIGNATED PERSON IS GOING TO PICK YOUR CHILD UP, PLEASE CALL THE OFFICE (575-935-2279).
- Upon arrival, the newly designated person will need to show identification to the office and the PreK staff.
- Parents should be acquainted with the doctrinal statement, goals, and other information given throughout the enrollment process.
- All parents are encouraged to attend the beginning of school year orientation, as well as other meetings.
- Parents are expected to activate their CCS website RenWeb account in order to monitor student progress, communicate with teachers, and receive school correspondence.
- Parents are responsible for getting their child(ren) to and from school ON TIME.
- Parents should make every effort to build school spirit by supporting the school's activities and programs.

Sickness & Medication

It is the policy of the health office to send a student home for any of the following symptoms: Fever of 99.9 or higher

- Vomiting or diarrhea within the last 24 hours
- Sore throat (especially with a fever)
- Thick green nasal drainage
- Green drainage from eyes
- Open or draining sores
- Any other symptoms the Health Assistant may consider contagious
- Children who are suspected of having a communicable disease (including all of the above symptoms) will be sent home for diagnosis and treatment.

- *After a child is diagnosed with an “infection” it is very important to keep him/her out of school for at least 24 – 48 hours after starting antibiotics - according to physician’s orders.*
- *After a child is sent home with any suspected contagious disease they are required to bring a note from the doctor upon returning to school. The note should clearly state the date that they may return to school.*
- *In the event of an illness at school, the parent will be contacted and we ask that you come and pick up your child as quickly as possible.*

FINANCE

All resources are God’s resources, regardless of who possesses them (Deuteronomy 10:14), and He alone is the source of provision for His people (Psalm 23:1; Philippians 4:19). It is our desire to make Christian education available to the largest number possible by holding tuition at the lowest level possible, consistent with the desire for quality Christian education. Thus, it is incumbent upon us as employees of Clovis Christian Schools. to be good stewards of all that God has provided us.

TUITION AND FEES

TUITION

It is our desire to make Christian education available to the largest number possible by holding tuition at the lowest level possible, consistent with the desire for quality Christian education.

Payment of tuition by the parents is not the only area of responsibility to the school. Other ways of participation include prayer for the school, its families and teachers; transportation to various activities; attendance at school meetings; service on committees; maintenance and improvements to building and grounds; and giving, as God enables, to meet financial needs.



CCS will assess each student enrolled in the school a tuition fee as established annually by the Corporate Board. Since CCS has an obligation to its employees, students are considered enrolled for the entire school year. Therefore, no reductions can be made for vacations or school holidays. No deductions will be made from tuition for absence during the school year, regardless of the cause of such absence.

Tuition is computed based upon the number of months in attendance (based on a ten month school calendar). If a student enters the school during the year, the tuition owed is computed by rounding the time remaining in the school year up to the nearest month.

Tuition for part time students (applies to home school students only) is computed by prorating the actual time spent in class to the total number of class periods offered during a normal school day.

If a student withdraws or is terminated during the school year, refunds will be computed according to the Tuition Refund Policy.

TUITION REFUND

Clovis Christian Schools is committed to holding true to its stated mission and the faith bestowed upon it with the enrollment of each student. To that end, Clovis Christian Schools has established a Tuition Refund Program as a part of its overall budget in order to allow the School to pay the expenses necessitated by and incurred in order to deliver the educational experience its students (your children) need and deserve.

Clovis Christian Schools' expenses are incurred on an annual basis. The most significant annual expenses are those directly related to enrolled students and teacher salaries paid to the teachers employed to teach those enrolled students.

If a student withdraws during the school year, the tuition owed is computed by rounding the time remaining in the school year down to the nearest month. If there is a difference of tuition paid and prorated tuition, a refund of tuition will be paid to the parent up to the last day of January. No tuition shall be refunded if a student withdraws February 1st and thereafter.

Registration/Enrollment fees are not eligible for reimbursement or refund.

Tuition reimbursement will be calculated based on which month an early withdrawal occurs as long as it is prior to the end of January for that school year. The tuition per week will be established by dividing the total tuition per year by the number of weeks in the school year then the number of weeks remaining will be multiplied by the weekly tuition rate and finally multiplied by the refund rate for that month.

(Example for illustration purposes only: If tuition is \$4700 per year and we have approximately 36 weeks in a year, then tuition per week would be approximately \$130. If a person withdrew their child in November and there were 22 weeks remaining in the year, then their tuition refund would be calculated as 40% of the remaining 22 weeks at \$130/week. $22 \text{ weeks} \times \$130/\text{week} = \$2846 \times 40\% = \1144 refund)

90% during August

70% during September

50% during October

40% during November

10% during December and January

No refund will be given after January 31st

**Military families will be eligible for up to 100% of prorated tuition with proof of military orders. REVISED August 1, 2020.*

REGISTRATION FEE

All students enrolling at CCS are assessed a non-refundable registration fee. This fee may be discounted for early registration as determined by the Corporate Board.

TUITION PAYMENT PLANS

Tuition may be paid as follows:

- *In full at the beginning of the school year or in two semester payments. An early payment discount plan is available, as established by the Corporate Board.*
- *Tuition may be paid in 10 or 12 monthly installments via automatic draft program.*

Registration

- *payment may be rolled into total tuition due.*
- *The Finance Office will schedule payments.*

DELINQUENT ACCOUNTS

- *Tuition is considered late if not paid at the time bank drafts are drawn. A reminder notice will be sent.*
- *After the 30th day past due, an unpaid account becomes delinquent. A second notice is sent after the 40th day past due containing instructions regarding disenrollment procedures.*

- *By the 4th Tuesday of the second month past due, a payment plan must be arranged with the Superintendent and the Finance Office to bring the account current by the 90th day.*
- *On the Friday following the 60th day, disenrollment is automatic unless an account is brought current or a written payment schedule is arranged to bring the account current on the 90th day.*
- *Failure to bring accounts current on the 90th day, according to a payment schedule, will result in disenrollment.*
- *All accounts must be paid in full for the current term for grade cards, transcripts, and diplomas to be issued.*
- *After disenrollment, a student may apply for re-enrollment when accounts are brought current. Registration fees are waived.*
- *After an account has remained delinquent for three months, with no response from the parent(s) to establish an agreed upon payment plan to address outstanding tuition and insufficient fund charges, it will be turned over to a professional collection agency for collection.*

HANDBOOKS

The school will post the “Pre-K Family Handbook” on the school website for the purpose of providing parents information, procedures, and policies regarding participating in and attending activities at CCS. This Handbook will be reviewed annually, updated as required, and approved by the Corporate Board at the beginning of each school year.

PARENTAL PROCEDURES WHEN PROBLEMS OCCUR

From time to time, disagreements may occur as to practices and procedures at CCS. It is our desire to resolve all disagreements and to restore relationships between parents, students, and staff of CCS. We believe interpersonal problems should be handled according to Matthew 18:15-17:

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”

Only in this way can problems be resolved instead of becoming a source of irritation that leads to many sins (James 3:4-12). Please use the following procedures when handling difficulties:

- *Contact your student’s teacher and discuss the problem first.*
- *The solution to any problem should be sought with Christian love, one to another. Please do not discuss the problem with other parents, students, or faculty. Discussing any situation with anyone other than those directly involved or those in the proper chain of command is wrong and counterproductive. Continual action of this kind on the part of any parent is the reason for removal of the family from the school. The services of the school are engaged by mutual consent, and either the school or the parent reserves the right to terminate any or all services at any time.*
- *If the situation cannot be resolved, the parent and/or teacher should make an appointment with the Pre-K Director and subsequently the school’s Principal as well as the Superintendent.*
- *The last recourse, if the situation has not been resolved, is to contact the Board President in writing and request a meeting with all parties involved.*

- Please note that admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

STAFF NON-DISCRIMINATION

It is, and shall be, the policy of Clovis Christian Schools, Inc., in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, or national or ethnic origin.

CHILD ABUSE AND NEGLECT

The detection and reporting of child abuse or neglect is required by both the Children's Code (32A-4-3 NMSA 1978) and the Public School Code (22-5-4.2 NMSA 1978). Abuse of a child under the Children's Code refers to the physical, sexual, emotional or psychological abuse of a child by a parent, guardian, or custodian. According to the Children's Code, failure to report abuse or neglect of a child is a misdemeanor. The terms "abuse" and "neglect" are defined in detail in Section 32A-4-2 NMSA 1978 of the Children's Code. There is also the crime of child abuse, which consists of anyone who knowingly, intentionally, negligently or without cause, causes or permits a child to be placed in a situation of endangerment to the child's life or health, torturing or cruelly confining a child, or exposing a child to the inclemency of weather. To address the detection and reporting of child abuse or neglect at Clovis Christian Schools, school employees who know or suspect that a child is an abused or a neglected child shall immediately report the matter to either a law enforcement agency or the New Mexico Children, Youth and Families Department (CYFD).

So long as such a report is made in good faith, the reporting school employee shall be immune from civil liability or criminal sanctions for their action.

Any school employee who permits a member of a law enforcement agency or an employee of the human services department to interview the child with respect to that report without the permission of his parent, guardian, or custodian is presumed to be acting in good faith and shall be immune from civil and criminal liability that might otherwise be incurred, unless the employee acted in bad faith or with malicious purpose.

All employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child. It is not the duty of the school employee making the report to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The duty to investigate the report is set forth in Section 32-1-15 of New Mexico Statutes. The failure of any school employee to report knowledge or suspicion of the child abuse or neglect will be cause for criminal prosecution and may be cause for discipline of the employee.

If the school employee elects to report knowledge or suspicion of child abuse or neglect to his or her immediate supervisor rather than making the call directly to the appropriate agency, he or she must remain present in the room while the call is being made by his or her supervisor. A written report from CYFD and/or a law enforcement agency shall be requested when making a report.

All school personnel, including substitute teachers, educational assistants, health assistants or school nurses, school counselors, contract coaches, and other instructional service providers shall complete training in the detection and reporting of child abuse or neglect, within their first year of employment by, or providing services to, Clovis Christian Schools.

SCHOOL WITHDRAWALS

- *Withdrawals from school are to be made through the respective school office. All withdrawals during the year must be made in writing and shall be effective when such notice is delivered to the school.*
- *The student must have turned in all books and materials belonging to the school, and all accounts must be paid in full before grade cards and transcripts can be released.*

- *Tuition payment is to be made through the end of the calendar month of withdrawal.*

ATTENDANCE

Clovis Christian Schools must comply with the compulsory attendance laws in the State of New Mexico. Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. The teacher records both attendance and tardiness, and compiled records of attendance are kept for reference.

PUNCTUALITY

Punctuality at the beginning of the school day is imperative to the student's success and the organization of the school and classroom. Because determining the validity of tardies is difficult and open to interpretation, Clovis Christian does not generally distinguish between excused and unexcused tardies. Instead, each student is allowed 3 tardies per semester without penalty.

EXCUSED ABSENCE

Anytime a student does not attend school without prior written notice, parents are responsible to notify the school before 9:00 A.M. If we have not heard from parents by 9:00 A.M., the school office personnel will attempt to contact the parents as soon as possible. The first purpose of the notification is to ensure the safety of the missing student. The second purpose is to allow us to keep timely and accurate records of all absences on a daily basis.



- *Funeral: If a student is absent due to a death in the family, parents should notify the school as*

soon as possible regarding the length of the absence. Parents should seek counsel from the School Principal and their student's teacher to evaluate academic implications when the funeral leave will be for more than one day.

- Illness: If a student is absent 3 or more days from school due to an illness, parents will be required to provide a doctor's note upon the student's return to school.
- Professional and Doctor's Appointments: As often as possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a parent's call or a note should be submitted prior to that appointment. Recurring appointments should not be scheduled during the same class period every month. Students will not be permitted to leave campus without parental contact with the office.

UNEXCUSED ABSENCE

Absences are considered unexcused when no reason is given or when the reason given is determined unacceptable by the principal. We classify missed class time for hair and nail appointments, birthday outings, errands, spring fever days, day after sports events, unauthorized visits to another school campus, family trips or vacations, etc. as unexcused. Parents are encouraged to use great discretion when considering unexcused absences.

COMMUNICATION

Communication between Clovis Christian Schools and its parents and students is very important. CCS attempts to communicate in various ways such as the CCS website via RenWeb, e-mail, parent/teacher conferences, newsletters, and telephone. It is important for parents to be aware of these methods and be an active part of the communication process to benefit from the greatest educational experience possible at CCS.



RENWEB – WEBSITE

All parents are given an activation code upon enrolling in Clovis Christian Schools. It is the parent's responsibility to activate the code and keep a current email address in the system. Parents should login to the system on a regular basis to check student grades, assignments, calendar events, and news items. Teachers are required to maintain class web pages, which give specific information pertaining to each class. CCS also sends out numerous e-mail messages that contain pertinent information regarding upcoming events, school cancellations and delays, and important announcements.

