



## **PARENT HANDBOOK**

2018-2019

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## **Mission Statement**

Community Christian School is committed to educating the mind and touching the heart of each student by upholding God's Word as the standard for a lifetime of living and learning.

## **Philosophy Statement**

Community Christian School understands that all truth is God's truth and seeks to educate students from that worldview, enabling students to be successful in their own lives and to be relevant in our culture. The school board, faculty and staff of CCS desire to be living models of Christianity for the school and for the community.

Community Christian School is non-denominational; no single church funds our activities, approves our curricula, controls our board or sets our policies.

- The spectrum of students, faculty, staff and board members reflects most Christian denominations in our area.
- We teach Christian principles, not denominational doctrine.
- Our teachers are dedicated to our mission of providing a Christ-centered education that connects home, church and school.

## **STATEMENTS OF FAITH**

### **God**

We believe in one perfect, eternal God, creator of all things, self-existent in three persons: Father, Son and Holy Spirit. (John 14:16-18, John 17:11)

### **The Father**

We believe in God the Father, creator and judge of all things, who is true holiness, eternal power, infinite love and absolute truth. (Genesis 1:1, Psalm 9:7-8, Exodus 15:11, I John 4:16)

### **The Son**

We believe in the deity of Jesus Christ, who was conceived by the Holy Spirit and born of a virgin. He died on the cross as the sacrifice for our sins. He arose from the dead and ascended into heaven. He is now our advocate at the right hand of God the Father. He will return in glory to judge the living and the dead. (John 1:1-4, John 14:9, Colossians 1:15-17, Luke 1:35, Matthew 1:18-25, I Peter 2:24, John 20:10-31, Acts 1:11, Matthew 24:27, I Thessalonians 4:13-17)

### **The Holy Spirit**

We believe in the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, impart gifts, instruct and empower believers for life and service. (John 16:7-11, I Corinthians 6:19, John 14:26, John 16:13)

### **Scripture**

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, the complete written revelation of His will for humanity and the divine and final authority for faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

### **Humanity**

We believe humanity was created in the image of God, chose to sin, and without God is spiritually dead. (Genesis 1:27, Jeremiah 17:9, Romans 3:23) 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.

### **Marriage**

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. (Genesis 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 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman

### **Christian Conduct**

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 Corinthians 6:9-10)

### **Salvation**

We believe that salvation is by grace alone, through faith in Jesus Christ alone. All who receive Jesus Christ as Lord and Savior are born of the Holy Spirit and become children of God. (Ephesians 2:8-9, Titus 3:5-7, I Peter 1:18-21, John 3:5, John 3:16, Romans 3:21-30, Galatians 4:4-7, John 1:12-13)

### **Ordinances**

We believe water baptism and the Lord's Supper are commanded by our Lord Jesus and are to be observed by the church. They are not to be regarded as a means of salvation. (Acts 2:38, Romans 6:4, 1 Corinthians 11:23-26)

### **The Church**

We believe in the spiritual unity of everyone who has been reborn through faith in Jesus Christ. God has called His church to worship Him, to disciple believers and to proclaim the gospel to the world. (Galatians 3:28, John 17:11, Matthew 28:18-20)

### **Christ's Return and Judgment**

We believe our Lord Jesus Christ will return to earth to judge all humanity. Those who have accepted Christ as their Lord and Savior will have everlasting joy with the Lord while unbelievers will face eternal separation from God. (John 3:16-19, I Thessalonians 4:13-17, Revelation 20:13, Revelation 22:12)

## **ADMISSIONS POLICY**

In order to provide a Christian education for as many students as possible, Community Christian School (CCS) admits individuals who value and promote a Christian environment. Each prospective student will be considered for admission based on, but not limited to, the extent to which the general lifestyle and public conduct of the student

and his/her parents is compatible and/or cooperative with the values and policies embraced by CCS. If the attitude or behavior of a family and/or prospective student is incompatible and/or uncooperative with the biblical principles held by CCS, the school reserves the right to deny the student's application for admission. (Practices considered incompatible include, but are not limited to, sexual immorality, homosexual orientation, illegal substance use and/or alcohol abuse.) CCS also reserves the right to discontinue enrollment of a student who, after being admitted to CCS, behaves in an incompatible and/or uncooperative manner.

Steps to admission include:

- Interview with administrator (Prospective student and at least one parent must attend.)
- Submission of the following forms/records:
  - Application
  - Medical History
  - Policy Statement
  - Oral and Topical Medication Form
  - Financial Agreement
  - Consent for Evaluation and Treatment
  - Authorization for Release of Records (including transcript)
  - IEP or 504 Learning Plan (student will be admitted based on our school's ability to accommodate)
  - Student Placement Agreement
  - Copy of the latest Standardized Achievement Test Scores (if applicable)
  - Up-to-date shot record
  - Payment of registration fee

In Addition:

- Kindergarten students must be five years old before September 15.
- Students and parents must agree to submit to school policies and dress code.
- Parents must read the Parent Handbook and sign the agreement form.
- Students in grades 7-12 must read the Parent Handbook and sign the agreement form.
- Students must not have any learning, behavior, social problems or physical limitations beyond the scope of the school.
- Parents must commit to participate actively in the school.

## **SCHOOL HOURS**

School begins at 8:00 A.M. Students should arrive no earlier than 7:45 A.M. School will be dismissed at 3:10 P.M. Students are to be picked up by 3:20 P.M.

## **Tardiness**

Pledges and prayer time begin promptly at 8:00 A.M. Students arriving after 8:05 A.M. will be counted tardy for the day. Excessive tardies are detrimental to the educational process and strongly discouraged at CCS.

For grades 7-12, three unexcused tardies will result in detention. All tardies after 10, will be considered unexcused.

## **Early Departures**

Parents must contact the office or come to the office to check out and pick up their child.

## **Late Arrival**

Students arriving after 10:30 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.

## **Authorized Pick-ups**

If you are unable to pick up your child, please let the school know. NO child will be placed in a vehicle (even with friends or relatives) without prior notification by parents. The person picking up your child must be listed on the child's list of approved pick-ups. Please tell the person that the school will require ID before releasing your child. Please notify the office as early as possible of alternate pick-ups.

## **SCHOOL ATTENDANCE POLICY**

### **Absences**

1. Ten (10) absences per semester will be considered excessive. When seven (7) absences have been accumulated, the CCS administrator will issue a letter to the parent/guardian. When a student reaches 10 absences a mandatory meeting will be scheduled with administration.
2. All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences.



3. All absences will be recorded on the student's permanent file.
4. Students arriving later than 10:00 A.M. or leaving before 1:00 P.M. will be marked absent for a half (1/2) day.
5. If absences exceed twenty (20) per school year, the student will be evaluated for possible grade retention or loss of HS credit.
6. Absences incurred as a result of out-of-school suspension will be counted against the number of attendance days allowed by this policy.

### **Excused Absences**

Absences may be excused, after notifying the office for the following reasons:

1. Personal illness
2. Medical/dental appointments
3. Serious illness or other extenuating circumstances in the immediate family (parents/guardians, siblings and grandparents)
4. Other circumstances determined by the administrator

### **School Notification**

The office should be notified no later than 9:00 A.M. if a student will be absent. The office phone number is 479-968-1429.

### **Make-up Work**

Parents must call the school office by 10:00 A.M. to obtain make-up assignments. After calling, assignments will be available for pickup after 3:00 P.M. Make-up work for unexcused absences will receive a grade of no more than 75% (C). Students are responsible for the completion of all missed work.

7-12 students may receive a 75% for unexcused absences ONLY IF the assignment is completed within two class meetings.

### **FIELD TRIPS**

The educational experience at CCS includes field trips. Each class will go on various trips throughout the year. Some trips will require transportation by vehicle and some will be within walking distance to areas near the school. Students will not be allowed to attend any field trip unless they have returned a signed permission form. Students are encouraged to wear their Community Christian School shirts on all field trips. Field trip days count as instruction days; therefore, absences on field trip days will be counted as unexcused unless the absence falls under the excused absence guidelines.

## **ILLNESS AND MEDICATION**

All medication must be brought to the school office. Medication must not be put in a student's lunchbox or backpack. All medication must be administered with adult supervision. Parents must provide an unexpired prescription in the original container with the original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request for the medication to be administered. If your child uses an inhaler, you must be sure the school has one at all times. If over-the-counter medication is necessary for longer than two weeks, a doctor's statement is required.

The Arkansas School Health Services Manual provides guidelines for excluding students from school if they have a known or suspected communicable disease. As a general rule, a student will be excluded from school if he/she has a temperature of 100 degrees or more and/or if the student experiences vomiting or diarrhea. Students must be fever-free and without vomiting for 24 hours before returning to school. Students requiring antibiotic therapy must follow the guidelines of the independent licensed provider before returning to school. This usually includes resolution of acute signs and symptoms and 1–2 days of antibiotics.

## **SCHOOL CLOSINGS**

In the event of school closing (i.e., inclement weather), CCS will follow the same school closing schedule as the Russellville School District. Watch channel KARK4 or listen to KMTC 91.1 FM or KARV 610 AM radio for closure information. CCS will also use social media as a form of notification.

## **VISITORS**

Visitors are not allowed to disrupt class during instruction time. If you wish to visit your child's classroom during instruction time, you must call the front desk to arrange a time for a classroom visit. If you wish to conference with a member of the school staff, please call 968-1429 for an appointment. Teachers are available by appointment only. To keep classroom interruptions to a minimum, messages to students will be delivered at a convenient time. Lunches or other items will be left with office personnel who will see that they are delivered to your child.

All visitors, including parents and volunteers, must sign in at the front desk. **Do not go directly to your child's classroom without first signing in at the front desk.**

## **DRESS CODE**

Students are expected to dress modestly and with good taste. Any clothing, hairstyle, hair color, makeup or jewelry that distracts from the learning process will not be tolerated. Dress code infractions will be punishable at the Administrator's discretion. Parents may be called to bring appropriate clothing to the school if an infraction occurs.

If the infraction occurs repeatedly, parents will meet with the Administrator and the student may be expelled. The Administrator will have discretionary authority in deciding cases that do not fall under specific guidelines.

No halter tops, tank tops, midriff tops or t-shirts advertising inappropriate content or products will be allowed. Shorts, dresses and skirts for students in grades 5-12 must be no shorter than five inches from the top of the kneecap. Holes in pants above the five-inch mark must not show skin. *Leggings, jeggings, yoga pants or any other form fitting pants without back pockets or a front zipper may only be worn with a modest top with enough length to completely cover the hips.*

### **Important Specific Dress Code Specifics**

#### **Boys:**

- Neatly groomed, practicing good hygiene
- Hair length: not below the neckline or covering the eyebrows
- Extreme or counter culture hairstyles are not permitted: extreme hair colors are not permitted
- No visible earrings, tattoos and body piercings are permitted

#### **Girls:**

- Extreme or counter culture hairstyles are not permitted: extreme hair colors are not permitted
- No excessive ear piercings, no visible tattoos and body piercings are permitted

Clothing is to be neat and clean.

No hats, bandanas or caps may not be worn in the building unless the special designation of "hat day" is approved by administration.

### **CHAPEL ATTIRE**

For students in grades 7-12, no athletic pants, athletic shorts, sweat pants or other sloppy clothing will be allowed during Chapel each Wednesday. Infractions will result in detention.

### **HOMEWORK**

Homework enables teachers and parents to evaluate students' understanding of the material being taught. Good effort on homework completion ensures that students are prepared to do their best in class the following day.

Each student will be given a notebook/planner in which to record daily homework assignments. Each evening, parents are expected to sign or initial that day's homework

entry/entries after their child completes the assignment/s. If parents have questions or comments about an assignment, they are encouraged to write a note next to that entry in the notebook/planner. The teacher will check the notebook/planner daily for parent signatures and notes. The homework notebook/planner will be the primary means of communication between teachers and parents.

## **GRADING**

Teachers will use the following grading scale for students in grades one through twelve:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

A weighted grading system is utilized in grades 5-6

Tests equal 45%

Daily Work equals 35%

Quizzes equal 20%

A weighted grading system is utilized in grades 7-12

Quizzes equal 20%

Assignments equal 30%

Tests equal 50% (Semester tests will be counted as two test grades on the Second and Fourth Nine Weeks.)

## **Grade Placement**

Parents and teachers desire that each child be taught on grade level and be able to perform satisfactorily without academic modification. However, if a student is unable to maintain the academic pace of his/her peers, it may become necessary to move that student to a more academically appropriate setting.

## **Promotion or Retention**

In circumstances where retention may be necessary for students in grades K-8, a conference must be held with the classroom teacher, the parents and the administrator. All parties should agree on the best placement for the student. The teacher will fill out the necessary forms for the student's permanent record. As a general rule, any student who does not have a combined 60% average in core classes, will be retained.

## **Graduation Requirement**

All CCS Graduates must have an ACT score on record before receiving a diploma. All CCS graduates must complete one Bible credit for each year in attendance.

## **DISCIPLINE**

All students attending Community Christian School are to exemplify Christ-like behavior and comply with biblical standards on and off campus. If a student persists in behaving inappropriately, the student and parents may be asked to come in to conference with the teacher. If necessary, the administrator will be asked to conference with the student and/or parents.

### **Unacceptable Behavior**

Any of the following could result in suspension or expulsion from Community Christian School (and/or loss of driving privileges for high-school students):

1. Intentional harm to anyone
2. Vandalism of any kind
3. Repeatedly breaking the rules
4. Lying or stealing
5. Disrespect or defiance toward authority
6. Inappropriate speech or touching
7. Sexual immorality
8. Homosexual orientation
9. Cheating
10. Bullying
11. Threats of violence
12. Use of cellphones to text or make phone calls without the expressed consent of teachers/staff
13. Unauthorized use of any electronic device (including school computers)
14. Possession or use of weapons, illegal substances, tobacco products or alcohol
15. Possession or viewing of pornographic materials
16. Inappropriate social media usage (including but not limited to cyber bullying, pornographic materials or photographs, inappropriate language)

### **Chromebook Use**

Community Christian School requires every 7th-12th grade student to bring a Chromebook to school every day as a part of their daily school supplies. Each parent and student must sign this Chromebook User Agreement form agreeing to comply with CCS Chromebook guidelines.

## **Search and Seizure**

CCS teachers and staff have the right to search students and their property if teachers/staff suspect that a student possesses stolen property, weapons, illegal substances, tobacco products, alcohol, pornographic materials or electronic devices prohibited by the school. Teachers/staff will search students' clothing, purses, backpacks, vehicles and other personal property according to the following procedures:

- Searches of a student (his/her clothing, etc.) will be conducted by a teacher or staff member of the same sex in the presence of an adult witness of the same sex.
- Searches of a student's property will be conducted by a teacher or staff member in the presence of another teacher or staff member.
- If CCS teachers or staff members find weapons or illegal substances during their search of a student or his/her property, law enforcement authorities will be contacted. CCS will cooperate fully with any further investigation deemed necessary by law enforcement.

## **Drug Screening Tests**

CCS reserves the right to conduct random drug screening tests at any time.

## **Bullying Policy**

Bullying is prohibited by school policy and by state law (ACT 681 of 2003). Bullying usually has common features such as: 1) It is deliberate, hurtful behavior. 2) It is repeated. 3) It is difficult for those being bullied to defend themselves.

Bullying, whether physical, verbal, psychological or emotional, will not be tolerated at CCS.

Threats of violence will be taken seriously. CCS teachers or staff members will investigate all reported instances of verbal, written or electronic threats made by a CCS student toward another student, teacher or staff member. If a threat is perceived as credible after the investigation, the CCS administrator will report the threat to law enforcement officials. CCS will cooperate fully with any further investigation deemed necessary by law enforcement.

## **Insubordination**

Each student has a basic right to the best education and training CCS provides. However, when a student interferes in any way with a teacher's ability to teach or a fellow student's ability to learn, that student forfeits his/her basic educational right and will be subject to disciplinary actions, up to and including expulsion. Insubordination in any form will not be tolerated.

### **Public Displays of Affection**

Public displays of affection are prohibited at Community Christian School and on all school-related trips. Students will be subject to disciplinary action for physical contact such as handholding or kissing.

### **Cell Phone Use**

Students may not use cell phones at Community Christian School at any time unless authorized by a teacher or staff member. Cell phones must be turned off and left in backpacks or purses in lockers at all times. One cellphone infraction will result in an afterschool detention, two cell phone infractions will result in one day suspension.

### **Disciplinary Actions**

Parents are responsible for disciplining their children. If a student's conduct becomes problematic, the student's parents will be advised and will be expected to take action to resolve the situation. The following disciplinary steps are generally followed:

1. Parent-teacher conference
2. Conference with parent, teacher, child and administrator
3. Loss of driving privileges for high-school students
4. Suspension
5. Expulsion

A student may be suspended, expelled, or may lose driving privileges at the administrator's discretion.

### **Detention**

*For grades seven through twelve*, detention will be held each week during lunch on Wednesday 11:45-12:20.

Detention may be assigned at any teachers' or staffs' discretion, for the following infractions including but not limited to: talking in class, disrupting class, skipping class, general disobedience or defiance, cheating on tests or homework, mistreatment of fellow students, dress code infractions or excessive tardies.

### **Student Driving**

- All students must register all vehicles that are driven on campus and complete the Student Driver Form. In the parking lot, students are required to park within designated parking areas.
- Students are not to loiter in the parking lot and/or in their cars at any time during the day.
- CCS reserves the right to deny parking and driving privileges to students in the case of erratic, unsafe, or unlawful driving. Driving privileges may also be denied

or revoked due to student misbehavior and due to academic probation for unsatisfactory grades.

- Students who drive and/or are of the legal driving age, may enjoy open-campus privileges during their lunch period. Parents or guardians must sign an Open Campus Release Form and it must be on file in the CCS office. Any student who is tardy on return from lunch more than three times in a nine week period, will be restricted from leaving during open-campus for the remainder of that nine weeks. If a student is tardy on return from lunch more than five times in a semester, that student will lose open-campus privileges for the remainder of that semester.

## **ENRICHMENT CLASSES**

Enrichment classes are considered part of our curriculum. All students are required to participate and to adhere to the same behavioral standards as in the regular classroom. Non-participation in any P.E. class will require a doctor's note.

## **SCHOOL LUNCHESES**

- Students are expected to arrive at school with a lunch, drink, necessary utensils and paper goods every day (or to arrive with a drink and to purchase a lunch on days when lunches are sold). Each student's name should be clearly printed on the outside of his/her lunch box and/or thermos.
- **No microwave** will be available for elementary students.
- Monday-Papa John's Pizza  
Tuesday- Las Palmas Tacos  
Wednesday-Whatta-Burger  
Thursday-Quiznos  
Friday-Chic-fil-a

**Prices and lunch options are included in Friday Notes each week.**

### **Lunch Payments**

Each Family will have a Lunch Account. Lunch purchases may be paid by the month, week or day. Elementary students' lunch money should be placed in an envelope clearly marked with your child's name, amount and purpose, and given to your child's teacher. Make all checks payable to Community Christian School.



## **BOOKMOBILE**

On the first Wednesday of each month, the Bookmobile (sponsored by the Pope County Library System) will visit our school. Students will be allowed to check out books for one month and will return the books to the Bookmobile the following month. Parents are expected to review their child's book selections to determine appropriateness. Community Christian School will not be held responsible for books that do not meet parents' approval. Community Christian School does not have a list of books provided by the Bookmobile and cannot endorse all books provided by any public library.

## **FEES**

### **Tuition**

Tuition is drafted by the 10<sup>th</sup> of each month.

Tuition payments may be made:

- In full at the beginning of the school year
- In two (2) equal payments at the beginning of each semester
- In twelve (12) equal monthly bank drafts.

New enrollees must make their first month's tuition payment by the first day of the school year. Bank draft forms must be completed and submitted to the office prior to the end of the first month of enrollment.

Insufficient funds on tuition, checks/drafts, lunch accounts, etc., will be considered late payment and will incur a \$35 fee and must be paid by cash, cashier's check, or money order.

In the event a family reaches thirty (30) days behind on tuition payments, a notice will be sent from the school Financial Secretary to the family. Once the family reaches sixty (60) days behind on tuition payments the family will be asked to remove their child(ren) from the school. No student records, transcripts, etc., will be released until all tuition, lunch accounts, or other outstanding balances are paid in full. Once these outstanding balances are current, the family will have the option of returning their child(ren) to the CCS classroom or requesting their records for transfer.

Community Christian School recognizes and understands that unforeseen financial hardships can and do arise, and we are willing to consider each on a case-by-case basis. In order for an alternative solution to be considered, other than removal of the family's child(ren) from the school, the family must petition the school board in writing before the sixty (60) day period has expired.

## **After School Care**

CCS offers After School Care for students in grades K-6 from 3:15-5:15 PM. Qualified teachers and staff conduct the program and make time for outdoor and indoor play, snacks and homework. Payment needs to be made monthly, weekly or daily.

## **NUCLEAR EMERGENCY PROCEDURES**

Because we live in a city where a nuclear plant exists, it is necessary to plan for an emergency while we pray that one never occurs. Entergy and the Department of Health Nuclear Emergency Response Team have put Community Christian School on their early notification list and have supplied us with their NOAA Weather Network Radio. Our instructions in case of a nuclear emergency are as follows:

Schools will be notified ahead of the general public, and students will be taken to a Care Center (Morrilton High School). Students may not drive their own vehicles in the event of a nuclear emergency. Parents should not attempt to pick up their children at Community Christian School since this will create a traffic problem. Once children are registered at the Care Center (MHS), they may leave with a parent or legal guardian. If necessary, students will be monitored for radioactive contamination. If you hear the sirens, listen to one of these local radio stations for information:

- KARV 610 AM Russellville
- KCAB 980 AM Dardanelle
- KWXT 1490 AM Russellville
- KMTC 91.1 FM Russellville
- KWKK 100.9 FM Dardanelle
- KCJC 102.3 FM Russellville

## **Fire Safety Plan**

Outside Meeting Place-Farthest point in the west parking lot  
After the teacher determines the route to be taken, the teacher will supervise the class out of the building in an orderly manner. Students remain in a single file line until teachers have taken roll call and the Administrator has released everyone. Teachers downstairs should exit the building at the closest outside exit and meet the classes on the west parking lot.

Fire Drill (5 Bells)

## **Tornado Safety Plan**

Tornado Safe Place-Administration Offices and Foyer Bathrooms

Seconds count. All teachers lead all students to the designated safe places in a calm, orderly manner. Everyone should then crouch low, head down, protecting the back of the head with the arms.

Tornado Drill (3 Bells)