



THE CONNECTION SCHOOL
of Houston

PARENT/STUDENT HANDBOOK

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PURPOSE & PHILOSOPHY

HISTORY

The Connection School of Houston was founded in 2011 under the leadership of the Director, in partnership with like-minded faculty and advisors. The Connection School began in the home of the director with about 30 students in grades K-7 for the 2011-2012 school year and then launched as an official private school for grades K-12 with nearly 70 students in the 2012-2013 school year. The Connection School received its 501c3 non-profit determination from the IRS in 2013 and awarded accreditation by AdvancED in 2015 and continues to grow in both its student body and its level of educational excellence.

NAME

The school name, The Connection School, emphasizes the relational aspects of Christian education ...

- between Christ and his church, to whom he reveals truth and grants understanding,
- between those within the community of believers, whose role it is to make disciples of Christ by teaching all that Jesus said and did,
- between our heart, soul, mind, and body, representing the unity of our faculties in our entire devotion to God, and
- between ourselves and others, challenging us to apply the things we learn to our relationships with others

VISION

The Connection School of Houston exists to be a Christian community committed to discipling children to love God with all of their hearts, souls, and minds and to love others as themselves.

FOUNDATIONAL SCRIPTURE

The Connection School of Houston is founded upon Matthew 22:37-40: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."

STATEMENT OF FAITH

Primary Doctrine

The following is the foundation of beliefs on which The Connection School of Houston is based. These beliefs will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered primary doctrine in The Connection School. Other Christian doctrines (referred to as secondary doctrine), will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

The Connection School of Houston Statement of Faith is as follows:

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8- 10; Titus 3:5).
- We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12, 13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13, 14; 1 Corinthians 3:16, 6:19, 20; Ephesians 4:30, 5:18).

Secondary Doctrine

Secondary doctrines are any doctrinal issues which are not addressed in The Connection School Statement of Faith. Secondary doctrines are generally not salvific in nature, not related to salvation; therefore we are encouraged in Scripture to maintain our disagreements in Christian charity and deference to one another. When secondary doctrinal issues arise, they will be referred back to the family. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers will be careful not to speak to the students in a manner that would indicate a secondary doctrine is a primary doctrine. Presentation of all sides of a secondary doctrinal issue is encouraged. The teacher will encourage the students to follow up any questions they have with their parents and pastor.

ORGANIZATION

Corporate Status

The Connection School of Houston was incorporated as a non-profit organization with the State of Texas on December 5, 2012. The Connection School of Houston is recognized by the United States Federal Government as a tax-exempt non-profit public charity under section 501 (c) (3) of the Internal Revenue Code.

Corporate Name: The Connection School of Houston
 Texas Secretary of State File Number: 801694260
 Texas Taxpayer Identification Number: 32049638946
 Federal Employer Identification Number: 46-1642721

Proof of corporate information and governing documents (bylaws) are available for review in the school office upon request.

Tax Exemption Status

Effective December 5, 2012, The Connection School of Houston is exempt from the Texas franchise tax and the state portion of hotel occupancy tax and from the Texas sales and use tax as an educational organization. The sales tax exemption extends to goods and services purchased for use by this organization.

Also effective December 5, 2012, The Connection School of Houston is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code as a public charity. Contributions to The Connection School of Houston are deductible under section 170 of the Code. The Connection School of Houston is also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code.

Accountability and Authority

The Connection School of Houston is led by the School Director with the assistance of the Board of Directors and the Advisory Team. The Board of Directors currently consists of five (5) members including the School Director and offers council and accountability to the School Director and the Advisory Team in carrying out The Connection School's mission. The Advisory Team consists of members of the administrative team and lead faculty. It is the responsibility of the School Director and Advisory Team to carry out the day-to-day operations in fulfilling The Connection School's vision.

Affiliations

The Connection School is affiliated with The CiRCE Institute and Association of Christian Schools International (ACSI). These affiliations benefit The Connection School with faculty training, curriculum development, school organizational and operational recommendations, opportunities for academic competition, and other benefits. The Connection School of Houston is autonomous from its affiliate organizations.

The Connection School is an autonomous non-denominational Christian organization and is not affiliated with any specific Christian denomination, church, or congregation.

Accreditation

The Connection School is internationally accredited by AdvancED and is involved in an ongoing program of continuous improvement of higher educational quality through its accreditation resources, standards, and measures.

AdvancED was created through a 2006 merger of the PreK-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011.

AdvancED is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, they serve as a trusted partner to 32,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations.

CULTURE & IDENTITY

School Logo

The Connection School's logo depicts a cross with a trefoil knot at the center. The cross represents the centrality of Jesus Christ and the gospel and the trefoil knot represents unity and the Trinity.

School Colors

The Connection School's colors are royal blue and gold.

School Mascot

The Connection School's mascot is the bear.

Spirit Days

The Connection School offers many different opportunities for students and faculty to build positive school culture through activities and special events on designated days known as "Spirit Days."

EDUCATIONAL PHILOSOPHY

Our vision is to be a Christian educational community committed to partnering with parents in discipling their children to “Love God with all of their hearts, souls, and minds and to love others as themselves.” (Mt. 22:37-40). This educational community is a connection and support to the parents’ in their responsibility of Christian discipleship and mentoring thus providing consistency of Christian teaching and education.

The goal of education itself is the pursuit of wisdom and virtue that can only be found in God alone. God’s truth is revealed not only in Scripture but also in creation (Rom. 1:19-20, Acts 17). Therefore, Christian education should provide an educational environment that is informed by both special (Scripture) and general (creation) revelation. God’s creation includes both His gift to humanity of reason and speech as well as the physical world.

The school considers student success to be the application of the school’s mission to disciple children to love God with all of their hearts, souls, and minds, and to love others as themselves. This pertains to the students’ academic work as well as their character development. For students to love God with all of their heart is to develop a desire to follow God’s truth and not to be double-minded in loving the ways of the world. To love God with all of their minds is to develop a Christian worldview that takes every thought captive as they study creation. To love God with all of their souls is to desire to surrender their will to God and be transformed through Christ to be a new creation that will live with God eternally. As a result of loving God, students will be able to sacrificially love others as themselves through the power of the Holy Spirit in the imitation of Christ.

The Connection School views education as the process of discovering that all truth is God’s truth and that Christ is the unifying principle, who is evident in all things, according to Colossians 1:16-17, “For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. He is before all things, and Him all things hold together.”

The Connection School’s mission is incorporated in every class and subject in accordance with our pursuit of Christian Classical education. Faculty training incorporates this pursuit as does curriculum development, teaching strategies, and assessments. We consider the centrality of Jesus Christ, classroom instruction based on the Seven Liberal Arts, and a faculty devoted to mentorship style of teaching to be the basis for providing each student with a solid foundation in Christian discipleship and academics.

Scripture is our foundation and link between our study and subjects and their proper meaning. Therefore, the Connection School seeks to:

- Encourage students and families to develop a relationship with God the Father through Jesus Christ (Mt. 28:18-20, Mt. 19:13-15)
- Encourage students to live a life of dependency upon God the Father, the Son, and the Holy Spirit
- Pursue wisdom and Christian virtue (Proverbs 1:7 - Fear of Lord is beginning of wisdom.)
- Teach all things within the context of a Christian world view – creation, fall, and redemption
- Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Tim. 2:16-17)
- Help students understand, develop and exercise Christian virtue as integral to their academic pursuits
- Provide a clear model of the biblical Christian living through our board, faculty and staff (Mt. 22:37-40)
- Model consistent study and the virtues as exemplars in the fields in which they teach

General Revelation and the Seven Liberal Arts

General Revelation relates to creation itself and how it reveals God’s mighty acts, sovereignty and glory through His creation. Therefore, the traditional academic disciplines, when taught in a Christian context, are vehicles for
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understanding the magnitude and mighty acts of God and are formative in that they require patience and discipline. Within this context the arts and sciences are therefore, spiritually formative and open to God's truth wherever it is found because all truth is God's truth when pursuing formal academic study.

Formal academic study has traditionally been divided into two broad categories: the Trivium (verbal arts of grammar, logic, and rhetoric) and the Quadrivium (mathematical or physical arts of arithmetic, astronomy, geometry, and music) making up the Seven Liberal Arts.

GENERAL POLICIES & PROCEDURES

HOURS OF OPERATION

The Connection School of Houston operates from 7:30am to 4:00pm Mondays through Fridays during the school year and operates from 9:00am to 2:00pm Tuesdays through Thursdays during the summer. The Connection School of Houston is closed most federal and Christian holidays and other days as designated on the annual school calendar.

Students are expected to arrive at 7:45am and must be picked up at 3:30pm each school day. Classroom instruction begins promptly at 8:00am and dismisses at 3:25pm.

SCHOOL VISITORS

All visitors must check in and out at the school office. Upon signing in a member of school administration will sign and date a nametag that the visitor must wear while on campus. Visitors must designate their purpose and location of visit when checking in and may not be left with students unattended by The Connection School faculty unless the visitor is related to the student.

DRIVERS/CHAPERONES

Drivers and chaperones for off-campus school functions must be approved by the school office before transporting students. For each driver, the school requires completion and submission of a Driver/Chaperone Agreement, state issued driving record, copy of valid and current Driver License and proof of vehicle insurance.

FORMS & PAYMENTS

The Connection School encourages parents to submit all forms and payments directly to the office rather than sending with their student. Payments are to be deposited in the secure payment box near the office entry and forms are to be submitted to the appropriate staff/faculty member's box. Staff/faculty members are to submit any forms and payments received by students to their proper place in the school office at first convenience.

STUDENT CHECK-IN/CHECK-OUT

Students arriving to school late (after 8:00am) or leaving school early (before 3:25pm) must be checked in and out from the school office. Elementary students will need to be escorted by their parent or a faculty member. Upon sign in, students will receive a pass from the office that will grant them admittance to class. Students being checked out must be retrieved from class by staff/faculty member or by a parent with a note from the office.

TEXTBOOKS

Students are loaned textbooks for their use during the school year. These books belong to the school and must be respected as borrowed property. Certain textbooks are required to be covered as advised by the teachers. These textbooks must be covered at all times. Students will be charged full price and applicable shipping fees for lost books or books that have suffered excessive damage as determined in the discretion of the teacher or school administration. Textbooks, workbooks, and other educational materials covered by the Resource Fee are considered property of the school and will be retained by The Connection School in the event of a student's

withdrawal or dismissal. Consumable materials may be considered property of the student at the discretion of the administration.

FIELD TRIPS

A “field trip” is defined as a school-sponsored off-campus activity; this may be academic related or service related. The following rules apply to all field trips:

1. ****All field trips are part of the curriculum. Students are expected to attend.****
2. A student must have written permission from the parent/guardian.
3. All school rules are in effect during the field trip.
4. Teachers or administration will specify what clothing to wear.
5. Student attendance at a field trip is expected as field trips are considered part of the planned curriculum. Parents should notify the teacher in advance when possible if a student will not be attending a field trip.
6. Parents driving on the field trip or service project must have a Driver Application, a copy of their valid Driver’s License, current proof of automobile insurance, and a Type 2 driving record obtained through Texas DPS on file at the school office.
7. Students will not use technology devices such as radios, cell phones, iPods, tablets, computers, and the like (unless approved by the teacher in advance).
8. Students may bring prescription medication in the original container with the student’s name and dosage on the label. All medication must be turned over to the adult designated by the trip director.
9. Siblings and guests may be allowed to attend field trips under parent supervision with permission from the trip director or School Director.
10. Students who are not demonstrating a proper level of self-control and respect may be required to have a parent accompany them on the field trips at the discretion of the School Director.

SCHOOL SPONSORED EVENTS

The Connection School seeks to ensure that all school-sponsored events and programs meet the same standards for quality and content as are established in its educational programs. The standards for student conduct at school are also required at all events sponsored by The Connection School.

School-sponsored events are 1) events that are organized by a Connection School staff member acting in his or her official capacity as a teacher or administrator; or 2) events that are published on the school’s yearly calendar; or 3) events that receive financial support from The Connection School (including fund-raising opportunities provided through the school).

- School-sponsored events must be consistent with the vision of The Connection School.
- School-sponsored events require the attendance of a staff member or parent designated by school administration.
- All written communication regarding a school-sponsored event must be submitted to The Connection School administration prior to being sent to the parents.
- Parents must sign a written waiver releasing The Connection School from any liability for all school-sponsored events taking place off campus before their student(s) may be allowed to participate in such event. This release shall also authorize medical treatment to be given to the student in case of injury. (This is accomplished in the Field Trip permission process.)
- Only school-sponsored events will be placed on the monthly & yearly school calendar.
- The Connection School administration must approve all proposed activities, determine the number of chaperones required, and approve a date for school-sponsored events.

- Invitations to private gatherings such as birthday parties are not considered school-sponsored events and should not be carried out in class during the regular school day

RELEASE OF STUDENTS

In order to ensure their safety and protection, students will be released only to their parent, legal guardian, or individuals designated as emergency contacts. Should the need arise for a different person to pick up your child, you must provide advanced, written notice to the school office including the person's name, phone number, and description of vehicle. A valid photo I.D. may also be required of that person.

COMMUNICATION

Communication with the school's parents is an important part of The Connection School's purpose and commitment. Teachers will communicate with all the class parents at least once every two weeks. A once-per-week class plan is a common way to communicate. This may be done in a written or verbal form. During the first quarter of the school year, a formal parent-teacher conference will be scheduled. Informal conferences may and should be arranged as needed with the teacher.

RenWeb Parents Web

The Connection School utilizes ParentsWeb, a parent and student portal powered by RenWeb School Management System. Each parent and student will be able to login to ParentsWeb with an email address registered through the school and accessible through the school's website. ParentsWeb gives parents and students access to grades, schedules, event calendars, announcements, contact directory information, classroom resources, and more. ParentsWeb will be the primary means of collective school information for families and parents and students are strongly encouraged to utilize this resource to stay connected.

Regular Newsletters

School-wide Connection School information will primarily be communicated through weekly email and print-out communications called "The Link." Classroom teachers will communicate information specific to their grade level or class through a weekly newsletter distributed either by email or in print. Please make sure that the school office has your correct email address so that you may receive these communications.

Media Contact

No person may have any contact with any member of the media in which such person represents, or appears to represent, The Connection School unless such person first obtains the express, written permission of school administration giving specific approval for that particular contact.

Publication of Non-Sensitive Student Information & Pictures

It is at the discretion of the school administration to publish non-sensitive student information and pictures of students to the parent body, in press releases, on the school website, and in social media for informational and promotional purposes. A student's individual information or picture may be excluded from such informational and promotional publications upon written request of the parent.

Dispute Resolution

Any party wishing to bring a formal dispute against The Connection School or its faculty, administration, and/or board members may do so with the intent of pursuing sincere biblical reconciliation. Members of The Connection School believe that the Bible commands them to make every effort to live at peace and to resolve disputes with one another in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore any claim or dispute related to The Connection School or any of its members shall be settled by biblically based mediation, which will be facilitated by the Director.

LOST AND FOUND

Students often misplace articles of clothing, books, and other personal property. When school employees and students find such articles, the articles should be taken to the school office. The items will be kept in the school office in the designated Lost and Found bin for retrieval. Any Lost and Found items left unclaimed by the end of the quarter will be sold or donated to appropriate charities at the school's discretion.

LUNCH & SNACKS

Lunches

Students must provide their own daily lunches, snacks, and beverages. Food refrigeration is not available and microwaves are available on a limited basis for students in grades 6-12 only. Use of the microwave for students in grades K-5 is discouraged.

School groups such as an athletic team or extracurricular club may organize a catered lunch service in order to raise funds for their student activities programs. The sponsoring school group is responsible for all aspects of coordination of the lunch service including but not limited to communication, recordkeeping, money handling, and food service.

The school office should be notified immediately upon realization that a student is not provided with a lunch for the day. The school office staff will attempt to resolve the matter with the student's parent. If obtaining the student's lunch from the parent is unsuccessful, the school will provide the student with lunch items if needed as a last resort. Parents may be billed for lunch provision by the school.

Students may not leave campus for lunch unless they are signed out by a supervising adult. Students may not order food to be delivered to campus.

Parents are welcome to join their children for lunch at their designated lunch time, but are required to follow the campus visitation procedures. Students are not to leave the school grounds for lunch unless accompanied by their parent/guardian or a school employee with permission by their parent.

Snacks

Students in grades K-5 are permitted to have snacks during designated times set by the classroom teacher. Students in grades 6-12 may have snacks at recess and between classes. Students will not be permitted to eat or drink in class without permission from the teacher.

Birthday Treats

We recognize that birthdays are very special days to our children. Parents are welcome to celebrate their child's birthday with a small treat at snack or lunchtime. Please allow each teacher to have the right to set specific procedures and guidelines with respect to such celebrations in his/her discretion. Please contact your child's teacher to coordinate any such celebration and/or schedule an appropriate time and be sure to sign in and out of the office when visiting campus. Please do not provide any food containing peanuts or tree nuts and be mindful of other allergies and food sensitivities.

(Also see the section titled "Health Policies & Procedures: Food & Other Allergies")

ADMISSION POLICIES & PROCEDURES

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

The Connection School of Houston admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at school. It will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

ADMISSION PROCESS

The admissions process is designed to assist The Connection School and applicant families in determining if The Connection School is the right educational opportunity for each student applicant. It is The Connection School's desire to help families in choosing the right school for their student by making our process as informative and helpful as possible. Parents are encouraged to take every opportunity available to learn more about our school philosophy, curriculum and programs.

Applications for new student admissions will be considered starting on or around the 15th day of February each year. Reservations for the re-enrollment of current students begin on or around the 1st day of January. It is in the applicant's best interest to submit the completed application and supplemental materials as quickly as possible in order to complete the entrance testing and family interview prior to the spring announcement of acceptance decisions. Applications received outside of the typical enrollment deadline will be processed on a case-by-case basis.

Students entering Kindergarten must be five years old by September 1 of the coming school year. Students entering Grade 1 must be six years old by September 1. To begin the admissions process, an application for admission (available on the school's website and in the school office) must be submitted with a non-refundable enrollment fee according to the current Tuition & Fees Schedule.

The application process for admission is summarized as follows:

1. Complete Application
2. Submit Enrollment Fee
3. Request Recommendations & Records
4. Conduct Family Interview
5. Conduct Informal Assessment for Student
6. Review & Notification
7. Issuance & Acceptance of Enrollment Agreement, if applicable

After all required documentation and fees have been received in the school office, a time will be scheduled for an informal assessment by the grade-level teacher. Following, or simultaneously with the assessment, the family interview will be conducted. Both parents should plan to attend and review the application materials prior to the interview.

The Advisory Team will determine the admission and proper grade level placement for each student using the assessments and interviews. Many factors are considered and weighed when making this determination with the goal being the best possible fit for each child. While parental input is important, the Advisory Team is ultimately responsible for placement within the school. Input regarding the needs of children is welcome. For communication purposes, it is best to provide this in writing.

The school may deny acceptance at any point during the admissions process when it becomes apparent that The Connection School will not be a suitable environment for a particular child or family. The Connection School of Houston also reserves the right to request parents or guardians to withdraw any student who does not adjust to our school environment.

ADMISSION REQUIREMENTS FOR PARENTS

The Connection School holds the following expectations for the parents/guardians of all its students:

- The parents of students in The Connection School should have a clear understanding of the biblical philosophy and purpose of The Connection School. This understanding includes a complete willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
- The parents should be willing to cooperate with all the written policies of The Connection School. This is most important in the area of discipline, school -work standards and conflict resolution, as well as active communication with the respective teacher(s) and administration.

RE-ENROLLMENT

Returning families may begin the process of re-enrollment of their students on or about the 1st day of January of each year. Priority consideration will be given to those current family applications that are received on or before open enrollment. Returning families will pay a non-refundable re-enrollment fee in accordance with the Tuition & Fee Schedule published for the forthcoming school year. Re-enrollment of current students is finalized and classroom placement is reserved when:

- The student successfully completes the current year academically and any behavioral issues are resolved;
- All tuition and fees due and owing are paid in full; and
- The school office receives the completed Re-Enrollment Contract accompanied by payment of the re-enrollment fee.

The Connection School reserves the right to not re-enroll any student due to misconduct, financial delinquency, or other matters in accordance with the enrollment contract.

ENROLLMENT/RE-ENROLLMENT CONTRACT

Upon acceptance, parents or guardians will be issued an Enrollment Contract that details the obligations, expectations, and permissions necessary for a student to be enrolled at The Connection School. School administration and the parents or guardians of the student to be enrolled are to review this document together before signing in agreement. The Enrollment Contract is considered to be a legally binding agreement and the terms of the agreement may not be altered, amended, or waived unless through express, written consent by the School Director in agreement by the Advisory Team and/or the Board of Directors.

Upon a student's re-enrollment, the Enrollment Contract will be amended with a Renewal or Re-Enrollment Contract with any updated or modified terms designated by The Connection School. Renewal or Re-Enrollment Contract will need to be reviewed and signed in agreement by the parents/guardians and school administration upon issuance.

DISCOUNTS & FINANCIAL ASSISTANCE

The Connection School considers itself a community of believers and desires that a lack of finances would not be a barrier to any family seeking quality Christian education. The Connection School offers discounts on tuition for those who qualify. Tuition and fee reduction may also be available for those who qualify and may be requested, but is not guaranteed and granted at the discretion of the administration. See "Financial Policies" for more information on Financial Assistance.

WITHDRAWAL FROM SCHOOL

A parent/guardian must contact the School Director in person or by phone to initiate a student's withdrawal from The Connection School. The appropriate school officials will make arrangements for school property to be returned. A withdrawal form must be signed by the appropriate school officials and by each of the student's teachers. The form will list grades to date and will assist the student in entering another school. Records will be released only when the above process is complete and when the student's financial record is clear. In order to be credited for tuition owed for the remainder of the school year, the family must submit a written request to school administration for funds to be released. Refunds or credits for tuition and fees are not guaranteed and subject to the terms of the enrollment contract.

FINANCIAL POLICES & PROCEDURES

FINANCIAL OBLIGATIONS OF THE ENROLLMENT CONTRACT

The Enrollment Contract details the financial obligations that are incurred when a student is enrolled at The Connection School. The terms of this contract may only be altered, amended or waived by the express, written consent of the School Director in agreement with the Advisory Team and/or Board of Directors. Tuition, fees, and any payment penalties or late fees incurred will be charged in accordance with the policies and provisions of the contract and of the current Tuition & Fees Schedule.

TUITION AND FEES

Annual tuition varies according to grade level and program type. Annual fees include an enrollment fee and a resource fee for each student. Please refer to the current Tuition & Fee Schedule available in the school office and on the school website for more information regarding these.

The Tuition & Fees Schedule is developed and approved annually by the Advisory Team in accordance with the Board of Directors. The schedule includes current fee amounts for annual tuition, as well as the enrollment fees and resource fees.

Other costs and fees may apply for extracurricular activities, field trips, school lunches, merchandise purchases, and the like and are communicated and billed accordingly throughout each school year.

REMITTING PAYMENTS

The Connection School strongly encourages parents to submit all payments directly to the office or by mail to the school's address. If made in person, payments are to be hand-delivered to designated school office staff or deposited in the secure payment box near the office entry. No payments should be made in the secure payment box without including with it a note describing its source and purpose.

The Connection School accepts payment by cash, check payable to "The Connection School", and debit/credit card in-person or over the phone. Debit/Credit card transactions may be charged a processing fee. Cash payments of \$100 or more must be received by designated office personnel in person. Receipts for payments are made available upon request.

PAYMENT SCHEDULE

Tuition for the school year may be paid in...

- 1 (one) lump sum payment in full by August 1, or
- 2 (two) equal payments, the 1st by August 1 and the 2nd by January 1, or
- 10 (ten) equal payments, due the 1st day of each month beginning in August 1st and ending in May 1st

Tuition payments are considered late after the 5th day of each month and will incur a \$50 late fee.

Enrollment fees are due with the submission of the student application for admission for new students or upon submission of the Intent to Re-Enroll form for returning students. Resource Fees are due upon enrollment for new students or are due by July 1 for returning students.

Other fees for extracurricular activities and the like are communicated and billed accordingly throughout the school year.

LATE AND NONPAYMENT OF FEES

Prompt payment of tuition and fees is essential to the operation of The Connection School and ensures our continued fiscal stability. Parents or guardians are strongly encouraged to take the responsibility to keep their accounts current.

All tuition payments are due by the 1st day of each month and are considered late after the 5th day of each month. Other fees are due upon receipt of invoice or according to the current Tuition & Fees Schedule. Late payment of Enrollment and/or Resource fees surrenders the student's reservation as an enrollee in The Connection School.

Late payments will incur a \$50 fee and returned payments will incur a \$50 fee.

Parents or guardians may be asked to withdraw student(s) if the outstanding balance exceeds 30 days past due. The Connection School reserves the right to withhold student records and/or the privilege of attending class for non-payment of tuition and other required fees. Student records will not be released until the account balance is current.

LATE ENROLLMENT

Tuition for students enrolling after the start of the school year will be charged a pro-rated amount of the published annual tuition amount. Enrollment and Resource Fees are to be paid in the full amount unless otherwise designated by the school administration.

FINANCIAL OBLIGATION UPON WITHDRAWAL

In the event that a student is withdrawn from The Connection School for any reason during the academic year, the financial obligation incurred and the payment required for contract fulfillment will be:

- Payment of all fees and tuition amounts previously charged to the account, including but not limited to lunches, field trips, school merchandise, etc.;
- Payment for any applicable textbook damages or replacements,
- Pro-rated payment of tuition for the month in which the student is withdrawn (unless previously charged).
- If the student's tuition is prepaid for the year, the pro-rated portion of their tuition may be refunded as subject to enrollment contact with a written request and approval by the school administration.

FINANCIAL ASSISTANCE

The Connection School considers itself a community of believers and desires that a lack of finances would not be a barrier to any family seeking quality Christian education. The Connection School of Houston does not discriminate on the basis of race, color, national and ethnic origin in the administration of its financial assistance programs.

The Connection School offers Financial Assistance for those who qualify in the form of discounts on tuition and reduction of tuition and fees.

Discounts

Discounts are applied to tuition only and include:

- 25% for students of pastors/ministers
- 5% for the second sibling enrolled
- 10% for every sibling enrolled after the second

Tuition/Fee Reduction

Eligibility for Financial Assistance through tuition/fee reduction is determined after the student has applied and is accepted for enrollment. Financial Assistance through tuition/fee reduction is provided based on need is allotted on a first come, first served basis. Tuition/fee reduction may be requested, but is not guaranteed and is granted only at the discretion of the school administration. Families requesting Financial Assistance in the form of tuition/fee reduction must submit their request in writing using the Application for Financial Assistance Form available in school office and on the school website. The specific tuition/fee reduction amount is determined by the school's administration and applies only for one academic year.

HEALTH POLICIES & PROCEDURES

TREATMENT AT SCHOOL

It is the goal of The Connection School for illness not to interfere with any student's school day. If a student becomes ill or injured at school, the student will receive basic or emergency treatment by a school employee which may include first aid or medication dispensation under provision of the Enrollment Contract. All school employees are trained in the medical treatment policies and procedures set by The Connection School and all full-time employees are required to be First Aid/CPR Certified. All medical treatment instances are recorded with detail in the office Clinic Log. Parents may be notified by a school employee before or after receiving treatment if the situation is deemed severe enough for notification. For the health and safety of all students, a student obviously ill or with an elevated temperature (fever), vomiting, or a communicable disease will not be allowed to remain at school.

STUDENT ILLNESS

If a student shows any signs of illness (fever, sore throat, upset stomach, vomiting, rash, watery eyes, etc.), the parent is strongly encouraged to keep the student at home. This is for protection of the student as well as the protection of the other students at The Connection School. Students must be free of symptoms and free of fever and vomiting without medication for twenty-four hours before returning to school. A student who has been absent because of a contagious disease must be confirmed non-contagious by a doctor before returning to school. School administration may request a student be sent home early if considered to have a severe enough illness. Parents should notify the school office at the beginning of the school day if a student will be absent due to illness.

MEDICATION

Basic non-prescription medications are stored securely in the office and are available for treatment only when necessary and will be dispensed only by a school employee or by the student's parent witnessed by a school employee. All student prescription medication must be stored securely in the office in its original container (with student name, medication name, and dosage instructions) and be accompanied by a Medication Consent Form completed by the parent.

No medication is allowed to be in the possession of any student on the premises or school-sponsored events unless otherwise indicated with the express, written consent from the parent and prescribing physician for life-threatening conditions. All instances of medication dispensation will be documented in the office Clinic Log and parents will be notified if their student received any medication after lunch.

The Connection School employees will make every reasonable effort to administer prescription medication as required by the student's physician, and parents will be notified in the case of a diversion from their prescribed medication schedule. No Connection School employee shall be held responsible if a student does not receive his/her scheduled dose of medicine or if the student takes an overdose of medicine.

COMMUNICABLE DISEASES

In an effort to protect the health of all students, it may be necessary to exclude from school students that are suffering from a communicable disease, infection or condition. More common communicable disease, infections, or conditions include but are not limited to chicken pox, conjunctivitis (pink eye), fifth's disease, ringworm, impetigo, streptococcal infections, and pediculosis (lice). Students who are excluded from school because of communicable disease may be re-admitted:

- When the school has received a letter from the attending physician, stating that the student is no longer contagious (or in the case of lice, that the student has been cleared through the office or has obtained an admittance letter from an approved specialist); and
- When the student is free of symptoms and infections.

IMMUNIZATION & HEALTH SCREENING REQUIREMENTS

Texas state law mandates that immunizations and health screening records be current and maintained by every the school. The Connection School may exclude any student with outstanding immunizations and health screenings if that student's family has not made every effort to satisfy the requirements set by The Department of Health of the State of Texas or provide an official state affidavit for exemption. (These requirements can be found online at <http://www.dshs.state.tx.us/>)

FOOD & OTHER ALLERGIES

Any known allergies should be brought to the attention of the school administration and faculty in writing. An information sheet listing student allergies and treatment procedures will be made available to every school employee and posted in the office for reference. Parents should make sure that any emergency medication for allergic reactions (Epi-Pen, Benadryl, etc.) and instructions are submitted to the school office in case of emergency.

The Connection School takes many precautions to protect against reactions due to peanut/tree nut allergies. Please do not send snacks that contain peanuts and/or tree nuts with your children; this includes personal snacks during class snack time and also special treats for birthdays, class parties, etc.

In cases of threat to extreme reactions to known food or other allergies, The Connection School will make special provisions to lower the risk of allergic reaction such as isolating or removing the items that could cause allergic reaction (i.e. "peanut free table") and cleansing all areas thoroughly to rid the area of residues that could cause allergic reaction.

ACADEMIC POLICIES & PROCEDURES

CURRICULUM

The School Director and administrative staff, with the aid of the faculty, develop curriculum objectives and scope and sequence. The Connection School is committed to the continuous review and improvement of our curriculum, including core subjects, elective subjects, and extracurricular activities. We will also endeavor to improve the quality and variety of our educational resources such as textbooks, instructional tools, library, and learning centers.

GRADING STANDARDS

All academic grading in The Connection School uses a criterion-referenced base for evaluation. The student's work is evaluated against an objective standard in each class. The following grading scales are used school-wide to report academic progress and/or overall classroom conduct in each quarter grading period.

Elementary (1st -5th)	
<i>Letter Grade</i>	<i>Number Grade</i>
A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-73
C-	72-70
D	69-60
F	59-0
I	Incomplete

Elementary (K-5th)	
<i>Letter Grade</i>	<i>Meaning</i>
E	Extraordinary progress towards excellence (- Lower)
S	Appropriate progress towards excellence (+ Higher, - Lower)
N	Needs more training
U	Unsatisfactory progress towards excellence
I	Incomplete

Junior High (6th-8th) / Senior High (9th-12th)				
<i>Letter Grade</i>	<i>Number Grade</i>	<i>QP (Level)</i>	<i>QP (Pre-AP)</i>	<i>QP (AP)</i>
A	100-94	4.0	5.0	6.0
A-	93-90	3.7	4.7	5.7
B+	89-87	3.3	4.3	5.3
B	86-84	3.0	4.0	5.0
B-	83-80	2.7	3.7	4.7
C+	79-77	2.3	3.3	4.3
C	76-73	2.0	3.0	4.0
C-	72-70	1.7	2.7	3.7
D	69-60	1	2	3
F	0-59	0	0	0
I	Incomplete			

Please refer to The Connection School Grading Standards for more information.

Grading Guidelines

It is the parent's responsibility to review the class overviews governing each teacher's policies concerning homework, late work, and make up work. The Connection School believes that punctuality is an important virtue and that late work harms the ability of the teacher, the student and the class to function in meaningful and productive ways. As such, The Connection School's grading guideline for teachers stipulates that all late work be deducted by up to two letter grades for the first day after the due-date, and up to one letter grade for each subsequent day until a zero is given after the fourth day. Teachers have the right to interpret this guideline within

the context of their own knowledge of the situation surrounding the late assignment and the requirements of their own subject.

PROMOTION POLICY

Students currently enrolled The Connection School must attain at least a C- (70%) average for the entire year in core subjects and/or attain at least a C- (70%) average for each semester for credit bearing courses.

Students who do meet criteria stated above may be required to enroll in summer tutoring or additional classes for remediation and will be subject to re-evaluation by school faculty and administration for proper placement in the following school year.

In addition, when considering the promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of grade level objectives (see classroom teacher for specific details).

PROGRESS REPORTS

In order to keep parents informed about a student's academic and behavioral progress in school, progress reports will be sent electronically to parents/guardians in each quarter grading period. Teachers and parents are expected to follow through on any request for a conference or any assistance that is indicated as being needed on the progress reports. Progress reports may be printed by parents via their secure access link for record-keeping purposes.

Teacher Communication

Teachers are encouraged to communicate with parents should the student's grade fall in a significant way throughout the course of an academic term. Teachers are also encouraged to ensure that parents should be notified prior to a formal grading report if the student's grade is lower than a 70% for a given term average grade.

REPORT CARDS

Report cards indicate the level of achievement for each student and will be sent home following the end of each quarter grading period. Except for the final, year-end report card, report cards will be sent electronically to parents/guardians. Report Cards may be printed by parents via their secure access link for record-keeping purposes. Final report cards will be mailed at the end of the school year.

HOMEWORK

Philosophy

The Connection School will assign some amount of homework to its student at any given time. Below are the primary reasons or causes for homework being assigned:

1. Since The Connection School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in class.
2. Students often need extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework that allows for the necessary practice.
3. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study. Homework is conducive to this type of practice or study
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical, purpose.

Assignments

Students in grades K-1 will have a daily homework folder to take home. Students in grades 2-12 will keep a planner to track daily homework assignments.

The necessity for doing homework will vary from grade to grade and even from student to student.

Students should have all homework completed to turn in on the following class day or an assigned due day. Each teacher shall communicate and enforce his or her own late work policy to students.

MAKE-UP WORK

It is the parent's/student's responsibility to check with the teacher for all school-work missed due to absence depending upon the grade of the student. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher on the first day that the student is back in class following an absence in order to avoid receiving a "zero" (0) on work left incomplete. Students will be given a reasonable allowance of time to complete make-up work in accordance with the teacher's discretion. In special circumstances the teacher is authorized to give extensions for completion of makeup work, especially in cases where a student may have received an "I" (incomplete).

If there is an extended illness, a teacher may give homework assignments to a parent or guardian upon request. It is the policy of The Connection School that students make up any tests (for which test material was not covered in class while the student was absent) on the first day the student returns to school. In the case of an extended absence, exceptions to this policy may be approved by the school administration.

LEARNING DISABILITIES POLICY

This policy applies to all students and teachers in all the classrooms of The Connection School.

Definitions

Severe Learning Disability: Any apparent condition in a student which would require a separate classroom, program, or staff in order to provide the educational services generally offered by The Connection School.

Learning Disability: Any condition in a student which may affect a student's ability to learn, but does not require a separate classroom, program, and staff in order to provide the education services generally offered by The Connection School.

Policy

With respect to learning disabilities, The Connection School of Houston's policy is as follows:

1. A child with a severe learning disability will not be admitted to The Connection School under the normal expectations and conditions due to the lack of adequate staff, funding, and facilities.
2. Unless the parents of a child and the school administration have all agreed on a modified grading policy, all children - including those children who have been diagnosed as having a learning disability - will be required to meet the same academic standards as all the other children in their grade level.
3. Any specialized accommodations or modifications to a child's educational program must be specified in writing and agreed upon by the child's parents, teachers, and school administration.

Expectations

It is the expectation of The Connection School that parents will be involved in the education process of their child/children. The parent or guardian of a child with a unique behavioral, emotional, learning or social need will be required to meet with the administrative staff and teacher(s) within the first six weeks of school. Both parents/guardians (unless situations prohibit), as applicable, will be required to attend all scheduled parent/teacher conferences throughout the school year. If at any time, the school administration determines that

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The Connection School is unable to adequately meet the needs of the student, a special conference will be scheduled to discuss how best to proceed.

STANDARDIZED TESTING

Each school year, during the spring semester, The Connection School administers standardized testing.

The current standardized tests administered by the school include:

- TerraNova 3, ACSI Edition
- PLUS Tests
- Primary Test of Cognitive Skills (Grades K-1 only)
- InView Tests (Grades 2-12 only)
- ACSI Bible Assessment

The results obtained from these tests provide our educators, as well as parents, with valuable insight into the abilities of our students and the success of our academic programs. Test results will be mailed home with the students' final report cards.

Additional standardized testing provided outside of The Connection School is recommended for High School students for dual credit or college placement.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled once during the fall semester of each school year for all grades. Conferences may also be scheduled at other times during the year, at the request of the teacher or the parent or guardian.

HONORS & AWARDS

The Connection School of Houston maintains a system of formal honors and awards for these reasons:

- The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, 1 Timothy, etc.). Therefore we seek to publically recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
- We hope to encourage and motivate all students to do good work and demonstrate to them that such work is not overlooked or taken for granted, but rather is noticed and commended.
- We want to draw public attention to the high quality of work being done by The Connection School students to the glory of God and their parents.

Awards honoring academic achievements may be given to students at various times throughout the year. These include:

- Character Awards – This award is based on a virtuous quality that the student displayed consistently throughout the course of the school year.
- Perfect Attendance Awards – This award is granted to student(s) who have not received any absences all year and do not have excessive tardies.
- Achievement Awards – These awards are granted each semester to students in Grades K-5 and recognize a specific achievement by the student.
- A Honor Roll – A Honor Roll is awarded each semester and for the year (if received both semesters) to students in Grades 6-12 who have received A's in every class.
- A/B Honor Roll – AB Honor Roll is awarded each semester and for the year (if received both semesters) to students in Grades 6-12 who have received A's or B's in every class and have more A's than B's overall.

CONDUCT POLICIES & PROCEDURES

BEHAVIOR AGREEMENT

Each student enrolled at The Connection School shall comply with the following behavior agreement:

1. I will listen and follow direction given by teachers and staff. I will not talk back to or argue with teachers or staff. I will obey cheerfully and promptly, understanding that teachers and staff should not have to repeat requests.
2. I will take care of my own things and will not take or use another's belongings without permission.
3. I will treat all people with respect including teachers, parents, staff and other students at The Connection School.
4. I will not taunt, tease, pick on or "put down" other students, knowing this type of behavior makes school a bad experience for everyone. Instead I will seek to encourage and build others up, recognizing we are all unique by God's design.
5. I will not get into physical conflicts/fights at school. If I become angered by someone, I will immediately go to a staff member to seek help in resolving the problem.
6. I will not deface or destroy The Connection School's property or the property of others.
7. I understand that profanity and vulgarity have no place at school, and I will not use bad language at school.
8. I will wear only appropriate clothing as outlined in the Uniform Dress Code Policy.
9. I will not use technology devices during school and school functions (phones, tablets, music players, gaming devices, etc.) without permission
10. I will keep a good attitude even if something is not my favorite (i.e., class activity, food, etc.).
11. I will be open to whatever God wants me to learn.

Although no problems are expected, any violations of these rules may result in a student returning home (parents will be involved in this decision making) at the parent's expense. If a student continues to violate the rules, the school administration will set up a meeting with the parents to help evaluate whether continuing on at The Connection School is appropriate or advisable.

Students are to acknowledge and recognize that being a part of The Connection School is a privilege and a responsibility and do their best to serve well and follow their leaders.

ATTENDANCE

School attendance is required for successful grade completion and course credit. This policy is designed to encourage consistent student attendance at The Connection School. At school a student is exposed to various types of instruction. Because each class period contributes significantly to the curriculum objectives of The Connection School and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. In the event a student must miss a school day, the parent or guardian is to contact the school office and follow the stated procedure.

Some cases of excessive tardiness or absence may require the student to receive extra tutoring, supervised instruction, or additional assignments at the parent/guardian's expense. Excessive tardiness or absences may also result in failure to be promoted to the next grade level, failing to receive credit for a course, or even expulsion. Consequences and allowances will be determined on a case-by-case basis by the administration.

Required School Days & Times

The school days required per term is the same for both four-day and five-day students since four-day students are expected to complete an additional day of instruction at their parents' direction outside of school in any given week. However, The Connection School is only responsible for recording attendance during the four-day week

(Monday through Thursday) where the student's presence is required. Part-time attendance requirements are determined according to the student's enrollment agreement (i.e. half-day, two days per week, per class, etc.).

The Connection School keeps a record of attendance for each student. The total number of required days present as well as the student's total number of days absent and days tardy will be recorded on the student's quarterly report card.

The school day runs from 8:00am to 3:25pm. Any (full-time) student leaving campus before 11:30am without returning that same day will be counted absent for that school day. Any (full-time) student arriving to campus after 11:30am will be counted absent for that school day.

Please note that all doctor or dentist appointments should be scheduled after school, on Fridays (other than Fridays on which field trips or other required school events are conducted), or during lunch whenever possible.

Elementary students (Grades K-5) exceeding six (6) day absences within one (1) semester may automatically result in failure to satisfy the minimum requirements for successful completion of the grade and will require the completion of additional coursework per the school administration to be considered for promotion to the next grade level.

Secondary students (Grades 6-12) exceeding six (6) day and/or class absences within one (1) semester may automatically result in failure to satisfy the minimum requirements for successful completion of the grade or class and will require the completion of additional course-work per the school administration to be considered for to receive course credit.

Absence Procedures

All absences result in missed class work and lowers academic output. Therefore, students are encouraged and expected to have very few absences. Parents should notify the school office and the student's teachers of any anticipated or unanticipated absences in order to aid in accurate record keeping and make arrangements for any missed assignments. In the event of excessive absences, a parent, teacher and administration conference may be scheduled. A note from a physician may be required upon a student's return from absence in cases of communicable disease and/or injury, and for explanation of excessive absences.

The following apply to missed assignments due to absences:

- It is the student's and/or parent's responsibility to find out what work was assigned. It is recommended that the student and/or parent contact the teacher(s) directly via email to find out what assignments were missed and receive any special instructions.
- Assignments missed during absence(s) will generally need to be completed and returned to the teacher within the same number of days as were missed.
- A secondary student must complete semester exams before a semester grade will be given. A student who is absent during a semester exam will receive a grade of "I" (incomplete) in the pertinent course until the missed exam is completed. If the missed exam is not completed within the prescribed time period, a "zero" (0) may be given.
- When an absence occurs, the missed work will be made up within the stated time frame. Should a student receive an "I" (Incomplete) on the report card, it will be changed to "zero" (0) two weeks following the close of the grading period unless an exception has been approved by the School director due to extenuating circumstances.

Tardy Procedures

An elementary student (Grades K-5) who arrives at school after 8:00 a.m. must report directly to the school office and be signed in by his/her parent. In such case, the student will receive a tardy slip in order to be admitted to class indicating he or she has checked in at the office. Parents will be required to have a conference to discuss a student's excessive tardiness.

A secondary student (Grades 6-12) who arrives at school after 8:00 a.m. must report directly to the school office to sign in. In such case, the student will receive a tardy slip in order to be admitted to class indicating he or she has checked in at the office. Students, who arrive in class and after the start of the class will be marked tardy by the teacher. Each teacher will note tardies for their class period. Excessive tardiness by any student, as determined in the discretion of the teacher, will result in disciplinary action. A student missing more than half of the class period will be counted absent for that class period instead of tardy. A secondary student with more than five (5) days or class tardies during a particular quarter will receive a detention.

STUDENT ETIQUETTE

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than you. Each of you should look not only to your own interests, but also to the interests of others." (Phil. 2:3-4)

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their time at The Connection School. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric of life at The Connection School.

The Connection School is a place to train our young men to show consideration and respect for the ladies in the school (Eph. 4:23, 2 Tim. 2:24). As an application of this truth, we want the young men to:

- Open doors for the ladies, whether female teachers, female visitors, or female students and always allow the females to exit the room first; and
- Not engage in foolish talk or in coarse joking

The Connection School is a place to train students to show proper respect to their teachers and administrators. (*"Submit yourselves for the Lord's sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right."* 1 Tim 5:17, 2 Thess. 5:12.) As an application of this truth, we want students to exhibit the following behaviors:

- Students should address their teachers by the appropriate title: Mr., Miss, or Mrs.
- Students should respond by saying "yes, sir/ma'am" or "no, sir/ma'am," not "yeah" or "ugh."
- Students should offer to help the teachers when they are carrying materials into the building.

At The Connection School, the older students will be an example to the younger students. The Connection School is a place to train students to be a good example. Consider the heart of Christ toward younger children: *"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'"* (Matt.19:14).

- Older students are to be considerate and defer to the younger students. Watch out for the little ones.

The Connection School students are encouraged to make a special effort to welcome visitors to The Connection School (*"Practice hospitality..."* Rom. 12:13).

In conclusion, we would like The Connection School to be a place where visitors sense a difference: specifically the aroma of Christian love. (*"But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who*

are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.” 2 Cor. 2:14-15)

DISCIPLINE

Philosophy

It is our desire to utilize biblical principles to assist our students in becoming responsible and being accountable for their actions. Corporal punishment will not be used at The Connection School. The vast majority of discipline problems are to be addressed at the classroom level, and if necessary by the school administration.

Love, forgiveness, and restitution will be an integral part of the discipline of a student.

The school administration will determine the nature of the discipline. Examples of disciplinary procedures may include, but are not limited to the following: verbal correction, restitution and/or consequences (such as lunchroom cleanup or work detail), parental attendance with the student during the school day, detention, suspension expulsion or other measures consistent with biblical guidelines.

The Connection School of Houston does not condone or participate in corporal punishment as defined by the Texas Education Agency (TEA) as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.”

Disciplinary Procedures

Teachers will confer with students to explain unacceptable behavior and develop strategies for improving behavior. At the teacher’s discretion, a disciplinary note may be sent or parents may be called. If necessary, the teacher will refer the situation to the school administration. After conferring with the administration, a phone call and/or conference will be arranged with the parents. Any student who has multiple incidents of misbehavior will receive further disciplinary action as determined by the Administration. Students who persist with conduct violations may be suspended or expelled.

The teacher or the school administration will notify the parent of serious violations. A discipline referral report will be sent home.

Suspension and Expulsion

The Connection School administration realizes that expelling a student from school is a very serious matter and should always be carefully considered on a case-by-case basis. Students who are suspended or expelled from the school will not be permitted on campus or at school sponsored events.

A student can be dismissed and expelled from The Connection School for any behavior, on or off campus, which reflects negatively on the school. Any violation of city, state or federal law that may result in an arrest and/or indictment is grounds for dismissal. All of our students are minors and are responsible to their parents and/or legal guardians.

Serious violations of conduct in the following areas may result in immediate suspension or expulsion at the discretion of the school administration:

- Improper use of internet or e-mail
- Sexual misconduct or harassment
- Abuse of controlled substances
- Use of tobacco (in any form)
- Defiance
- Bullying or harassment of other students
- Persistent rebellion

- Unauthorized absence from school (including truancy)
- Possession of firearms or lethal or deadly weapons
- Using physical or violent behavior toward another student or teacher
- Theft
- Insubordination to adults
- Destruction of school property
- Verbal abuse or cruelty to others
- Cheating (including plagiarism)

Re-Admittance

At the core of discipline is a desire to see reconciliation and restoration in all school relationships. If an expelled student should desire to be readmitted to The Connection School at a later date, the School Director and the Advisory Team will make a decision based on the student's attitude and circumstances at the time of re-application.

Serious Misconduct

Should a student commit an act with such serious consequences that the School Director deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include, but are not limited to: acts endangering the lives of others, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct that occurs outside of school hours.

Cheating

Cheating (including plagiarism) is a serious offense. It involves unauthorized taking or giving of information from some source other than the student's own mind and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying.

If it is determined that a student has cheated, the following actions will be taken:

- The student will receive a zero (0) on the assignment/test.
- The school administration will confer with the student.
- The parent/guardian will be called.
- If the student holds any sort of leadership position in class, club, or athletic team, he/she may be suspended or lose his/her position. Cheating is a violation of honor; and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
- If a student plagiarizes in any form it will be considered an act of cheating and the above description and consequences will apply. Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author," in other words, "to use the words or ideas of another person as if they were your own words or ideas."

Drug & Alcohol Use

The staff, faculty, administration and Board of Directors of The Connection School believes that any minor's non-medical involvement (i.e. consumption, procurement, provision) with controlled substances (drugs or alcohol), or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

Confirmation of drug or alcohol use or possession as defined above will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the school administration and the school Board of directors. Drug usage or possession will be cause for an immediate seven (7) day suspension with an automatic recommendation to the Board for permanent expulsion. Alcohol use or possession will be cause for an immediate five (5) day suspension. A second alcohol related incident will be cause for an immediate seven (7) day suspension with an automatic recommendation to the Board for permanent expulsion. No differentiation will be made based on the amount of a substance found, possessed or used.

The Connection School of Houston reserves the right to conduct drug and alcohol testing at the discretion of the school administration to verify compliance with this policy.

Public Display of Affection

All interactions should remain modest and appropriate within the student body. Public displays of affection (frontal hugs, kissing, holding hands, etc.) between students are not allowed. Students may greet one another by shaking hands, high fives, side hugs, and in other similar modest and respectful ways. What is deemed appropriate or inappropriate student interactions will be at the discretion of the faculty and administration.

Sexual Misconduct

Students are not allowed to participate in sexual misconduct during school or at school events, on or off campus. Sexual intercourse and relating is reserved for marriage between a man and woman. Any form of sexually related contact between children, whether direct or indirect, is prohibited and is grounds for dismissal. Acts of sexual misconduct will be determined so by the School Director in agreement with the Advisory Team and/or Board of Directors who have final interpretive authority. Suggestive references to sex (“sexting”) via electronic media, is a violation of Scripture and of the school’s rules. Students engaged in any form of inappropriate, sexual communication will be eligible for suspension.

Pornography

Students are not allowed to bring pornographic material of any kind onto campus. This kind of material in any medium is not to be accessed via Internet, stored or brought on campus. This includes the use after school hours and posting/sharing on social media, through email, or other means. Violating this rule may result in expulsion from The Connection School.

Cell Phones, Tablets, & Similar Devices

Students are not allowed to use cell phones, pagers, tablets, iPods, iPads and similar devices on campus. If a student brings one of these devices to school, it shall be turned off and kept in the student’s backpack at all times. If a student uses one of these devices while at school without the prior approval of the school administration, the device may be taken by the teacher, staff member or other administrator and held in the office until the end of the day. Such student may be subject to additional discipline as determined by the School Director’s discretion, especially in the case of multiple offenses.

Other Discipline

The following will also result in disciplinary action in some form at the discretion of the school administration:

- Improper conduct in or out of class
- Improper use of cell phones or similar devices
- Eating or drinking in class or in the hallways when not authorized by a teacher
- Chewing gum
- Writing on the whiteboard or chalkboards without permission from the teacher
- Public display of affection at school or at school activities
- Extremes in haircuts, including shaved, partially shaved, or extreme hair color

- Not following the dress code or presenting a neat and well-groomed appearance
- Using electronic devices without the approval of the teacher or administration

In the event of any disagreement as to the definitions of the above, the interpretation of the teachers, school administration, and the Board of Directors shall prevail, in order of increasing authority.

CARE OF SCHOOL PROPERTY

The environment of the school is reflective of the values of the people who inhabit it. Therefore, it is expected that students take responsibility for maintaining the beauty and orderliness of The Connection School. Students will be held responsible for damage done to school property, including furniture, equipment and textbooks. Such damage will be reported to parents and equitable replacement or repair costs will be charged to the family account. Additional discipline practices may incur at the discretion of the School Director.

COMPUTER, NETWORK AND INTERNET USE POLICY

Acceptable Use

A student's use of a network user account must be in support of education and research and be consistent with the educational objectives of The Connection School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets or other confidentiality restrictions.

Privileges

The use of the computer network and the internet is a privilege, not a right; and inappropriate use will result in the cancellation of those privileges. The school administration will make the final decision as to what is inappropriate use. In addition, The Connection School network administrator may deny, revoke, or suspend specific user accounts at any time as required or as may be deemed appropriate by the school administration.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive, rude or disrespectful in your correspondence to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information about yourself or any other person.
- Note that electronic mail (E-mail) is not private. Further, all correspondence sent to or from The Connection School's network is subject to being reviewed, monitored and archived by the network administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or otherwise subject the network to any harmful viruses, spyware or other malicious software or code.
- All information accessible by The Connection School users via the network should be assumed to be private property. Use of graphics, documents and content obtained from other websites may be subject to copyright law. Due care must be taken to avoid infringing upon the copyrights of the creator of such works. Any infringement upon any such rights shall be the responsibility of the user and not The Connection School.

Security

Security on any computer network system is a high priority, especially when the system involves many users. If a security issue is identified by any user, the user must notify the school administration immediately. In turn, The Connection School's network administrator must be advised so that the potential security threat can be assessed and corrected if necessary. Do not demonstrate the problem to other users. Do not use another individual's user

account logon credentials. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or any data belonging to The Connection School or another user.

No Warranty

The Connection School makes no warranties of any kind, whether expressed or implied, for the services provided through a computer network. The Connection School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, no matter how such may be caused, including whether by the negligence of any party or by the errors or omissions of the individual users. Use of any information obtained via the Internet is at the risk of the individual user. The Connection School specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

STUDENT DRIVERS

Students may drive themselves to and from campus and may use the school parking lot with approval from the school office. All student drivers must have on file with the office a copy of valid Driver's License, proof of automobile insurance, and a description of their car and license plate number if parking on campus. Students may not transport other students for any reason without specific written permission from parents of all students involved.

Students must drive cautiously and courteously on campus and park only in their designated place. Students may go to their car during the school day with permission from a teacher. Students may not congregate or loiter in the parking lot or near cars.

DRESS CODE

Philosophy

The Connection School of Houston uniform policy is guided by the following Scripture passages:

"Do not let your adorning be external – the braiding of hair and the putting on of gold jewelry or the clothing you wear – but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious." (1 Peter 3:3-4)

"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20)

The purpose of our school's dress code is to help students learn how to glorify God in their appearance. Its design is to help students learn to dress in a way that is appropriate, modest, and responsible, and to teach students that their identity is not found in their appearance.

Types of Dress Codes

The Connection School has different types of dress codes for the appropriate occasion. These include:

- Standard dress code
- Chapel dress code
- Friday dress code
- Field Trip dress code

- PE dress code

For more specific details regarding the uniform articles and where to purchase them for each dress code, please refer to the “Uniform Dress Code” document.

New Students

New students are given a grace period at the discretion of the school administration and are encouraged to make every effort to meet the dress code requirements as quickly as reasonably possible. New students are encouraged to dress in like manner to the school dress code in the meantime.

Enforcement

Enforcement of the dress code requirements will be at the discretionary authority of the school’s administration. A notice regarding a student’s violation of the dress code will be sent home for the parent’s signature. If necessary, parents may be asked to bring a change of clothing before a student will be admitted to class or may be sent home.

EMERGENCY POLICIES & PROCEDURES

REQUIRED STUDENT EMERGENCY INFORMATION

It is imperative that The Connection School have current and accurate information on record for each student and family in the case of emergency. The school will attempt to acquire current information at the beginning of each school year, but it is recommended that parents notify the school office immediately of any updated information throughout the school year. Specific information necessary to be on record with the school includes:

- Parent mobile phone numbers and email addresses
- Home phone number and street address
- Student medical conditions, known allergies, and regular medications
- Medical Insurance Carrier, Group/ID Number, Phone Number
- Primary Care Physician name, phone number, and location
- Preferred hospital name, phone number, and location
- Emergency contact name, relationship, mobile phone number, and home phone number

EMERGENCY DRILLS

Emergency drills (such as fire, bad weather, intruder, bomb threat, etc.) are conducted regularly and frequently during the school year. Students should be familiar with emergency drill regulations and procedures described by teachers. These include the need to walk without speaking and to move quickly and quietly to the designated area and listen and wait for instruction from the teacher. Emergency drills are not to be taken lightly and are considered very important by school faculty and administration and student misconduct during emergency drills will not be tolerated.

MEDICAL EMERGENCY

The Connection School full-time faculty/staff are trained and certified in CPR/First-Aid/AED and school procedures for emergencies. In case of a medical emergency involving a student, the parent/guardian will be contacted immediately and simultaneously to the appropriate response to the emergency. In cases where a parent/guardian is not able to be reached, faculty/staff of The Connection School will respond based on their best judgment under advice of emergency response personnel. 911 will also be called when necessary and TCS faculty/staff will follow the instructions of the emergency response personnel until the student’s parent/guardian is present and able to assume responsibility for the emergency situation. TCS faculty/staff may treat a student on

campus or transport a student in medical emergency off-campus to the nearest emergency room or hospital under the advice by emergency personnel.

EMERGENCY SCHOOL CLOSINGS

Unless communicated otherwise, The Connection School will follow the emergency closing policy of the Cy-Fair Independent School District (CFISD). If the CFISD Superintendent announces a district-wide closing, The Connection School of Houston will also be closed unless The Connection School specifically communicates otherwise. Such closings will normally be communicated by email and/or text to parents, posted on school website and social media, and over the major television and radio stations as appropriate and available.

EMERGENCY NOTIFICATION

In the case of a school-wide emergency, The Connection School will make every reasonable attempt to communicate quickly and effectively with all its families. School-wide notification will be made in the form of text messages to all parent phones and emails to all parent email addresses. If appropriate for the public community, The Connection School will also post notifications on the homepage of the school website (www.theconnectionschooll.org), and on social media (www.facebook.com/theconnectionschooll, www.twitter.com/tcsoh). If necessary, local news authorities will also be contacted.

THE CONNECTION SCHOOL OF HOUSTON

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT & AGREEMENT

*This completed form is required of every family by the end of the first week of school each year.
All Parents/Guardians are required to sign as well as Students in grades 6-12.*

Specific Acknowledgements

Tuition/Fee Payments: I understand the tuition and fee amounts and payment schedules for which I am responsible and will communicate with school administration should extenuating circumstances regarding payments ensue.

RenWeb/ParentsWeb: I understand that RenWeb/ParentsWeb will be the primary source of school information available for parents and students and I will do my best to access this information frequently and update my own family information (such as medical information, contact information, pick up authorizations) through ParentsWeb to keep school records current.

Consent to Treat: I consent for school faculty and staff to treat my child(ren) as needed with general first aid and non-prescription medication and authorize the school faculty and staff to treat my child(ren) using their discretion in cases of emergency when I cannot be contacted. Please list any exceptions or limitations (no medicines, allergy accommodations, etc.):

Photography/Media Release: I consent for the school to post pictures of my child(ren)... (please check only one):

- Only in the school yearbook unless given specific permission in special circumstances
- In the school yearbook and on the school website and promotional materials only
- In the school yearbook, on the school website and promotional materials, and on school social media

Family Directory Information: family contact information is available to other school families on the secured RenWeb/ParentsWeb portal; I consent to (please check only one):

- All my family contact information visible
- No family contact information visible
- Only the following contact information visible: _____

General Acknowledgement

By signing below, I hereby acknowledge that I have read and understand The Connection School Parent-Student Handbook and I agree with and will comply with the philosophies, policies, and procedures of The Connection School set forth in this Parent-Student Handbook.

Parent/Guardian Name	Parent/Guardian Signature	Date
Parent/Guardian Name	Parent/Guardian Signature	Date
6 th -12 th Grade Student Name	Student Signature	Date
6 th -12 th Grade Student Name	Student Signature	Date
6 th -12 th Grade Student Name	Student Signature	Date
6 th -12 th Grade Student Name	Student Signature	Date