



2011-2012
Student &
Parent
Handbook

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In its hiring and enrollment procedures, Community Christian School does not discriminate on the basis of age, race, or gender.

COMMUNITY CHRISTIAN SCHOOL
PARENT / STUDENT HANDBOOK

INTRODUCTION AND OBJECTIVES

We, at Community Christian School, thank God for the opportunity to use His Word as a guide for our lives and the lives of our children. This handbook contains school policies and regulations that reflect our commitment to God and His Word.

Education is primarily a responsibility of the home. Community Christian is dedicated to working with the home to prepare students for effective and obedient service to Jesus Christ in our contemporary society. Cooperation between home and school is extremely important. Please read and study this handbook carefully so that both home and school can be consistent in the educational process.

The school's objectives are summarized below:

1. To teach children to better understand the relationship that should exist between God, themselves, their fellow man, and the world in which they live. To teach children to see the world and everything in it through the lense of Holy Scripture. This is done best by integrating the total school program with the Word of God.
2. To teach children to understand themselves, in the light of all the knowledge and ideas available, and what the true nature of man is.
3. To teach children to master the skills of reading, writing and mathematics. These skills are not ends in themselves, but are tools by which we may decipher and use, both collectively and independently, the maze of information given to us.
4. To teach children to better understand the relationship existing between themselves and their fellow man, not only in the present sense, but also in the historical sense. This relationship is understood best through social studies and literature courses.
5. To teach children to better understand the world and universe in which God has placed them. This is done best through courses in science and mathematics.
6. To help develop the common and unique talents with which God has endowed his children.
7. To help develop a sound physical body for each of our students through physical education.
8. To teach children to accept the responsibility of using the knowledge they have gained by living a life of grateful service to God.

The motto of Community Christian School is taken from Proverbs 9:10a:

“THE FEAR OF THE LORD IS THE BEGINNING OF WISDOM.”

**B. Community Christian School
School Board Policy
Admissions Policy**

ADMISSION TO COMMUNITY CHRISTIAN SCHOOL

B.1 ADMISSIONS

Community Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs and other school-administered programs.

B.2 ADMISSION POLICIES & PROCEDURES

Community Christian School seeks to admit students whose parents desire a quality Christian education for their child. The curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must furnish a recent report card and achievement test scores. CCS encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities. CCS does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

Parents are expected to agree with the Statements of Beliefs and Objectives, regularly attend and participate in the life of a Christian Church, and give evidence of their positive relationship with Jesus Christ. Students should demonstrate potential academic success in our program based on previous records and recommendations, and show good social adjustment, satisfactory behavior, and emotional stability. If necessary, the students may be tested to determine, grade level. Grade placement is determined by the Administration.

All new students are placed on probation (academic and social) for the first semester. The Board shall retain its authority to expel any students whose continued presence seriously impairs the development of Christian education and does not meet the educational goals of Community Christian School.

B.3 EDUCATIONAL GOALS OF CCS

- To pursue academic challenges with vigor
- To grow intellectually through knowledge, insight and understanding
- To develop an awareness of the Lordship of Jesus Christ in all academic areas
- To value a strong moral conviction in all matters
- To develop musical, artistic, dramatic and academic talents to their potential
- To learn compensation strategies, to support learning differences
- To develop a personal relationship with Jesus Christ as evidenced by a lifestyle of service to others

**C. Community Christian School
School Board Policy
Tell –A-Friend Incentive Program Policy**

**C.1 TELL-A-FRIEND ~
INCENTIVE PROGRAM FOR CCS FAMILIES**

Please join us as we reach out to our community and invite our friends and family to experience the blessing of a Community Christian School education. The “Tell A Friend” program is designed to reward you for your direct referral of a new enrolling student to the CCS family.

1. Think of a family you feel would benefit from receiving a Christ-centered education at CCS.
2. Invite this family to an Open House or help them make an appointment with the CCS office to tour our campus and receive enrollment information.

This program provides an opportunity for you to recommend quality families to our school, thereby reducing your family’s tuition bill.

C.2 GUIDELINES FOR TELL-A-FRIEND

- The “Referring Family” is the family who refers another family to CCS.
- The “Referred Family” is the family who is referred by another family to CCS.
- Referring families include existing enrolled families, CCS faculty and/or staff.
- Referred families/students must meet existing qualifications and be accepted for admission to Community Christian School.
- A family may not refer itself. Existing students are not eligible for referral.
- A referral form must be completed and received by the CCS Office prior to the referred family’s enrollment to be eligible for an incentive award.
- No additions or changes may be made to an application once it has been submitted.
- Referring families may refer an unlimited number of families.
- Incentive awards will be applied first to the upcoming school year, and will not be allowed to begin in later years.
- A referred student must remain enrolled for one full school year for the referring family to receive the full award. Credit will be awarded during the month of May, at the close of the school year.
- The referring family’s account must remain current throughout the year.
- Only one family may receive a credit on a referring family.
- \$100 credit for any family enrolling in the 4K program.
- \$200 credit for any family enrolling full time students.

**D. Community Christian School
School Board Policy:
Enrollment, Registration, Tuition**

ENROLLMENT, REGISTRATION AND TUITION POLICY

D.1 POLICY OVERVIEW

The Community Christian School Board has been charged by the Society for Christian instruction to be fiscally responsible. This policy enables them to administer an effective tuition collection effort. The goal is to assure financial stability for the school, reduce tuition for all families, and set the foundation for long-term commitment to Christian education, being wise stewards with what God has entrusted us.

D.2 GENERAL INFORMATION

1. All children must be registered each year.
2. A medical health form must be completed for all new students.
3. A tuition agreement statement is signed by parents/guardians at the time of registration.

D.3 ENROLLMENT PROCESS

The enrollment process consists of completing the paperwork listed below and a personal interview with the Principal and Admissions Committee.

1. To be considered for enrollment at CCS, every student's parent must submit a completed application.
1. All 5th –8th grade students Criteria
 - Suitable age for the grade assigned
 - Acceptable scores on any additional testing that may take place
 - Ability of student to adjust to classroom learning
 - Acceptable scores from transcripts
 - Acceptable discipline report
1. CCS will contact the family to schedule an appointment with the Principal. Students in grades 5-8 should accompany their parents to the interview. During the interview, the Principal will review the school's history, philosophy, curriculum, discipline system, homework expectations, communication, etc. The Principal will discuss the child's academic, spiritual, social and physical needs with the parents.

Forms to be completed and/or submitted prior to the student interview:

- a. Immunization records
- a. Statement of Beliefs and Objectives
- a. Application form
- a. Pastor's Recommendation form
- a. Transcripts
- a. Discipline records (if any)

1. Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies.
1. Each student of the school shall be of the highest moral character and be obedient to the Biblical principals that it teaches. CCS reserves the right to dismiss any student with or without cause.
1. Admission Process:
Acceptance will be based on the following criteria as evidenced through the admission application and interview:
 - Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
 - Students must be open to hearing the gospel of Christ.
 - Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.
 - The student and family must be willing to work in close partnership with Community Christian School as evidenced by signing the appropriate form in the Parent/Student Handbook, and the Statement of Beliefs and Objectives.
 - CCS does not accept students who have been expelled or have had repeated suspensions from other schools.

Admissions recommendations will be made within 5 days of the interview by letter. Final acceptance of a student and confirmed place on the grade level master list is based upon the application and interview. Upon acceptance a student can be registered.

Parents affirm their decision to enroll the student in CCS by signing the Tuition Agreement Form.

1. Priority of acceptance is determined by the following criteria:
 - Pupils currently enrolled and continuing at CCS.
 - Children of staff members of CCS
 - Siblings in families who already have one or more children at CCS
 - All other applications

D.4 HOME-SCHOOL APPLICATION CHECKLIST

The following items must be submitted to CCS prior to admission

1. All academic records from formal schooling, if applicable
1. All standardized test scores
1. Copy of Immunization records (A form is available in the CCS Office)
1. Writing Sample
1. For each year the applicant was home-schooled, please include:
 - a. Listing of subjects taught
 - a. Curriculum used for each subject
 - a. Amount of material completed in each subject
 - a. Supplemental materials used
 - a. Amount of time spent on subject matter (i.e. 30 minutes per day, per week)
 - a. Manner in which subject was taught (co-op, home, independent study)
 - a. Grading systems used and grade earned in each subject
1. CCS reserves the right to test students in the different subject areas to determine appropriate grade level.

D.5 REGISTRATION PROCEDURE

Registration procedures are as follows:

- a. For each family a registration form will be completed and reviewed by a school board member.
- b. The child's existing emergency medical card will be updated and signed by parents.
- c. **No registration will be accepted unless tuition is paid in full or current for the previous year's tuition.**
- d. Upon registration, all parents sign a tuition agreement form. A copy of these forms will be provided to the parents for their records.
- e. A child will not be allowed to attend school if the above registration procedures have not been completed.
- f. The first month's tuition is not reimbursable at any time. When a student withdrawals after the first month, any partial month of attendance will be billed for one full month.

D.6 PROBATIONARY STATUS

In the best interests of the students, families, teachers, and Community Christian School, all new students will begin their first year of enrollment on a probationary status. Also, at any time a student or family may be placed on probationary status if the need arises. This means that:

At the end of each quarter, the principal will distribute a form to all of the teachers for evaluation of probationary students, inquiring as to the student's adjustment and status at CCS.

Teachers will report on the academic, social, emotional and spiritual welfare of the student(s). Additionally, the teacher will comment on the level of parent involvement and participation in the academic success of their student. The Education and CCS Executive Committee of the school board will review this written report.

A student can be considered for probation in the following three areas or any combination of them: academic, attitude and/or behavior.

Academic probation will be considered for any student who does not pass two or more classes in any quarter.

Students may also be placed on probation for negative, rebellious, disruptive, or otherwise uncooperative attitude or behaviors. Students placed on probation will be required to meet with a committee composed of the Administrator and all of their teachers. The purpose of this meeting will be to determine the cause of the current probation and to plan for a better performance in the following quarter. If progress is not demonstrated, dismissal from CCS will be the next step.

D.7 OVERDUE TUITION ACCOUNTS

Due to the fact that CCS is a non-profit ministry, one of our primary objectives to provide the very best quality Christian education at an affordable cost to families in our area. As a result, we operate on a very slim margin and simply cannot allow accounts to become delinquent.

It is understood and expected by CCS and each family that all tuition and fees for the school year are payable and made on time to CCS. Monthly payments are to be received by CCS at the 15th of each month. Parents understand and are made aware of their financial responsibility at the time of registration. It is the responsibility of each CCS family for keeping tuition payments current during the time of their child's enrollment at CCS.

DELINQUENT ACCOUNTS:

School families who have missed one monthly payment and have not contacted the CCS Board President will receive an overdue letter with their tuition statement stating their delinquent tuition and new balance, which is expected to be paid in full.

PENALTIES FOR PERISTENT DELINQUENT ACCOUNTS.

Community Christian School reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist and no communication efforts have been made by current enrolled families to clear their delinquent accounts at CCS. Further action will result when parental responsibility is not upheld.

**E. Community Christian School
School Board Policy
Immunizations**

IMMUNIZATION REQUIREMENTS

E.1 PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

E.2 GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

E.3 STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time bases, in any elementary or secondary school within the school district until the student or the student's parent or legal guardian has submitted to CCS the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide CCS on of the following statements:

1. A statement, from a physician or a public clinic which provides immunization, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or

1. A statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards

A. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in sections III (A) or statement of immunization set forth in section IV to the Principal of the CCS by October 1 of each school year.

C. When there is evidence of the presence of communicable disease, or when required by any state or federal agency and /or state or federal law, students and their parents or guardian may be required to submit such other health card data as is necessary to ensure that the student has received any necessary immunizations and or is free of any communicable diseases. No student may be enrolled or

remain enrolled until the student or the student's parent or guardian has submitted the required data.

- D. Community Christian School may allow a student transferring into a school a maximum of 30 days to submit a statement specified in section III (A) or III (B) or IV below. Students who do not provide the appropriate proof of immunization or required documentation related to an applicable exemption of the student within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

E.4 EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or the laboratory confirmation of the presence of adequate immunity exists; or
- A. The parent of guardian of a minor student submits his or her notarized statement stating the students has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

E.V NOTICE OF IMMUNIZATION REUQIREMENTS

Community Christian School will develop and implement a procedure to:

1. Notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
2. Review student health records to determine whether the parent or guardian has provided the required information

E.5 OTHER HEALTH RELATED MATTERS

1. Students entering 5-Year-Old-Kindergarten and 7th grade need to be immunized prior to the beginning of school.
2. Students entering the 5th grade will have one class period during the fall or spring regarding their changing bodies. A health care professional will talk separately to the boys and girls regarding this topic. A letter will go home several weeks in advance in order for you to plan. Parents are invited to come and view the movie with their child and participate in the discussions that follow.

**F. Community Christian School
School Board Policy
Student Attendance**

STUDENT ATTENDANCE POLICY

F.1 SCHOOL DAY

8:20	First Bell
8:25	Tardy Bell/Beginning of day Pledge of Allegiance
10:30-10:40	K-8 Snack Break
12:00 - 12:45	Lunch Break
2:20	Princeton bus students dismissed
2:40	First Bell: All students dismissed to hooks/lockers
2:45	Last Bell

F.2 PURPOSE

- A. Community Christian School believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the students. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent and/or guardian, teacher and principal. This policy will assist student with attending class.

F.3 GENERAL STATEMENT OF POLICY

A. RESPONSIBILITIES

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session. Students in grades 5-8 are to be aware of and follow the correct procedures when absent from an assigned class. It is the student's responsibility in grades 5-8 to request any assignments due because of an absence. Lower elementary students will have work set aside by their teacher and then they are responsible to bring it home and return it back to school completed.

Parent or Guardian's Responsibility

If a student is absent from school, one of the parents should call the CCS Office stating the reason of their absence by 8:30 a.m. on the day of the absence. If no telephone call, or note, with an acceptable reason for the absence is received, the absence will be recorded as unexcused. Absences are record on report cards and

final cumulative folders. A reason why the student is absent must be indicated when a call is made or note is sent.

If no call is received, a call from the Office will be made home. The purpose of this call is to let the school know why the student is absent, make sure the parent is aware that the student is not in school and most important, to insure that the student is safe. **Calls from students themselves are not acceptable for verification.**

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class or grade. It is also the teacher's responsibility to be familiar with the procedures and apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Principal's responsibility

It is the Principal's responsibility to require students to attend all assigned classes. It is also their responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance.

B. ATTENDANCE PROCEDURE

Whenever a student is absent, parents are asked to call the school to report the absence. School notification is **IMPERATIVE**. **If no call is made, the absence will be considered unexcused.**

1. EXCUSED ABSENCES

- Absences due to illness, injury or family emergency are legitimate excuses for absence from school. The following reason shall be sufficient to constitute excused absences:
- Illness – after 4 days per quarter a doctor's note will be required for an excused absence
- Medical or dental appointments (length of appointment and reasonable travel time) please try to schedule appointments on days off if at all possible.
- Death or critical illness in student's immediate family or of a close friend or relative
- Official field trip or other school-sponsored event
- Individual need as approved by school principal
- **Pre-approved** family travel or vacation (Please inform Office 5 days prior to date of absence)
- Removal of student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

Requests for make up work may be picked up from CCS after 2:45 pm that day.

2. MISSED ASSIGNMENTS

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed because of absence must be made up within two (2) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

3. UNEXCUSED ABSENCES

The CCS Principal will most often do the recording of absences as approved or unexcused. Penalties for unexcused absences may include detentions, in or out of school suspensions from school including loss of credit on missed work or other disciplinary actions with advisement from the School Board.

The following are examples of absences, which will not be excused:

1. Truancy: An absence by a student, which was not approved by the parent and/or CCS
2. Any absence in which the parent fails to comply with any reporting requirements of the CCS attendance procedures.
3. Any other absence not included under the attendance set out in this policy.
4. The last day of school or last day before days off of school are not considered as optional and should not be treated as such.

4. EXCESSIVE ABSENCES

Frequent student absences disrupt the continuity of the classroom learning process. Given the limited number of school days, any attendance procedures, which condone, excuse, or encourage student's absenteeism constitutes non-compliance with the spirit and intent of the Minnesota State Attendance Law and State Board of Education Regulations.

Maximum Absence Rule

If a student is absent more than **6 days per quarter**, a letter will be sent home and a conference scheduled with the parent/guardian, teacher and administrator.

Loss of Credit/Promotion to Next Grade

If a student is absent more than 24 days during a school year, teacher, administrator, and Executive committee will review his/her records before being allowed to pass to the next grade level the following year.

C. **TARDINESS**

1. **Definition:** Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. **Reporting Tardiness**
 - a. Students tardy at the start of the school must report to the school office
 - b. Tardiness between classes or recess will be handled by the teacher
3. **Consequences of tardiness in grades 3-8 are as follows (Per Quarter):**

It is noted that tardiness is not classified as excused or unexcused with the exception of doctor appointments, with prior notice. Therefore it is in the best interest to be on time and realize there may be an occasion that a tardy may result due to unforeseen circumstances. This is the reason each student is given three tardies per semester with no consequences.

 - a. One-three tardies: **Warning**
 - b. Fourth tardy: **BAN issued**

D. **Extracurricular Activities and School-Sponsored Programs**

1. If a student is absent from school all day due to medical reasons, he or she must present a physician's statements or statement from the student's parent of guardian. The student will *NOT* be allowed to practice or play if they are not in school.
2. Students who are participating in extracurricular activities must be in school for one-half (3-1/2 school hours) on the day of the activity or practice.

F.4 **ATTENDANCE PARTICIPATION GRADE**

A daily participation grade based upon the attendance may be implemented by grades 5 - 8. Students who are absent as a part of the maximum absence rule will lose a portion of the daily participation grade.

F.5 **REQUIRED REPORTING**

A. **Truant**

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirement of Minn. Sts. § 120.101 and is absent from instruction in a school, as defined in Minn. Stat. § 120.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary grades K-6
2. Three or more class periods in three days if the child is in grades 5-8.

**G. Community Christian School
School Board Policy
Transportation**

TRANSPORTATION

G.1 ARRIVAL TIME

If your child does not ride the bus, please time his or her arrival **NO EARLIER than 7:45am.** Although teachers arrive earlier, they are not supervising the playground or hallways until the first bus arrives. Their time is spent in meetings, conferences with parents and lesson preparation.

G.2 BEFORE SCHOOL

- a. K - 4 students should report directly to their rooms
- b. Grades 5 – 8 should go directly to their rooms

G.3 STUDENT DISMISSAL

- **Princeton bus riders are dismissed at 2:20 pm**
- **ALL other students are dismissed at 2:45 pm**

1. Students are to go directly to their bus or car.
2. DO NOT cross the street to get to a parked car. An older student or adult to get to their parked car must accompany lower elementary students.
3. Students should walk along the sidewalk.
4. Students must have a note from home to give permission to go home in another carpool or bus. A bus pass can be obtained from the school office.
5. Parents and/or staff must not take other students home (i.e. missed bus, carpool did not arrive) unless arrangements are made by phone with the child's parent/guardian with the school.
7. Students who are waiting after 3:00 p.m. will report to the CCS Office

G.4 BUSES

Most students ride the bus to and from school. Riding the bus is a privilege that demands **full** cooperation between the student and the driver. A student may be removed if misbehavior or disobedience of the rules occurs. A list of bus conduct rules and regulations is included this handbook. Students waiting for buses to arrive are to line up in their appropriate bus line until bus arrives. Students are to board busses in an orderly manner.

G.5 BICYCLES

Students may ride their bicycles to school if weather permits. Bikes must be parked in the bike stand upon arrival at school. Riding of bikes after arrival will result in the denial of bike privileges. After school, students must wait until the buses have left before leaving. Bicycles should not be ridden on the sidewalks. School playgrounds are off limits for bicycles, even after school.

G.6 PEDESTRIANS

Students who walk to school will be permitted to leave when the teacher gives them permission. They may be able to leave before the buses have left the area. There is a crosswalk in front of school and students should use that to cross the road.

G.7 CAR RIDERS

Students, who arrive or depart in vehicles other than the bus, should be dropped off and picked up only in the *EAST* parking lot or, on the *NORTH* side of the street in front of school (except when buses are present). Students should **NOT** be picked up or dropped off on the south side of the street in front of school.

G.8 TRANSPORTATION ARRANGEMENTS

If students are going home on a different mode of transportation other than their regular routine, CCS **MUST** have a written note or phone call to the office before 2:15 p.m. **We ask that parents inform CCS if someone other than a parent/guardian will pick up their child.**

**H. Community Christian School
School Board Policy
Record Keeping/Reporting**

RECORD KEEPING/REPORTING

H.1 PURPOSE

The purpose of this policy is to establish a process for recording and reporting student achievement and informing parents or guardians of student progress of their achievement.

H.2 GENERAL STATEMENT OF POLICY

CCS will periodically advise students, their parents or guardians of the student's progress and achievement. It is our goal to work *with* the parents by providing a system for recording, reporting and advising of student achievements.

H.3 RECORD KEEPING/REPORTING

1. PROGRESS REPORTS

Progress reports are sent out at the mid-point of each quarter. Progress reports are sent for grades 5-8. Progress reports are intended to show parents their child's work thus far throughout the quarter. Behaviors and attitudes are also appropriately noted on the interim report.

2. REPORT CARDS

Report cards are sent home with students at the end of each 9-week quarter. They are mailed after the 4th quarter. The grading scale is listed on each report card.

3. GRADING

Grades K-2 use: *Satisfactory*, *Unsatisfactory* and *Needs Improvement*

Grades 3-8 use a percentage scale as follows:

•A	98-100	•B	91-88	•C	81-78	•D	71-68
•A-	97-95	•B-	87-85	•C-	77-75	•D-	67-65
•B+	94-92	•C+	84-82	•D+	74-72	•F	64% or lower

3. SNAP GRADES

Parents are able to access student progress through the internet called Snap Grades.

4. PROMOTION/RETENTION

The promotion of a student to the next grade level will occur after the student has successfully completed the previous grade. The retention of a student at the same grade level is the parents or guardians have considered a decision that is made after the recommendation of the teacher and administration.

**I. Community Christian School
School Board Policy
Behavior, Conduct and Discipline**

BEHAVIOR, CONDUCT AND DISCIPLINE

I.1 PURPOSE

It is hoped that as a member of Community Christian School's student body you will make your personal contribution to the positive image of yourself and the school. So that we might all live happily together and function, as all students must maintain smoothly as possible, certain guidelines of conduct. This policy is to ensure that students are aware of and comply with the schools expectations for student conduct. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. The words "discipline" and "disciple" come from a word that means, "trained in orderliness, obedience, or efficiency."

I.2 PHILOSOPHY ON DISCIPLINE-DISCIPLESHP

Discipline and its application at CCS is grounded in Scripture. From Scripture, we confess that God is the supreme authority in our lives. He is, therefore, also the source of all delegated authority. Authority over children is delegated by Godly parents (Col. 3:20), and in the school setting this authority is further delegated to teachers.

Christ is our example of how authority is to be exercised. We see in him not only power and dominion, but also service and instruction. He is the one to whom we are subject and who commands obedience, and he is also the gentle teacher and shepherd who gave his life for us. (Eph. 5:23-25).

We require obedience from our children who are religious beings, capable of recognizing and acknowledging authority outside of themselves. God has created them as responsible creatures, able to understand and accept responsibility. Since it pleases God to give his creatures the freedom to choose between right and wrong, children must learn to be responsible for their actions.

Discipline is referred to in Scripture as nurture and has the two aspects of instruction and correction. Instruction is preventative discipline with the goal of developing the ability to make moral decisions based on God's Word. This instruction may be either verbal or non-verbal and consists of teaching norms, standard, and expectations in a positive way.

Corrective discipline, chastening, which becomes necessary when a child has erred, must be applied clearly, fairly, and consistently and should be a logical consequence of the misdeed. When this is accomplished, restoration and forgiveness must govern the response to the child. Our motivation for discipline should be surrounded by Biblical love. Corrective discipline should be an act of love to guide children back to the right path. (Heb. 12: 5-12)

I.3 ROLE OF STUDENT

Students are responsible under God to obey and show respect for teachers and other staff members as they should their parents, and they are responsible for helping to maintain the learning environment (2 Timothy 2:15). Our desire is to have students develop godly character as Christ's image bearers in all that they do. Some of those character traits are listed below:

Attentiveness	Trustworthy	Imitator of Christ	Respectful	Responsible
Grateful	Patience	Self-control	Discretion	Tolerance
Forgiveness	Generosity	Obedience	Truthfulness	Sincerity

The goal of developing godly character traits is to get students to move the understanding of character traits from -head knowledge to heart commitment - to living actions. Together, we should all model and practice these traits in every aspect of our lives.

I.4 CONDUCT OF STUDENTS

- a. **PROPERTY DAMAGE**
 - If students willfully cause property damage, contact will be made with parents for costs of damage incurred.
 - If property damage occurs by accident but as a result of misbehavior or inappropriate play, parents will be asked to pay damage costs involved.
 - If property damage occurs during supervised play or during P.E. classes the teacher will be asked to help determine whether it was an unavoidable accident or intentional damage occurred.
- b. **RESPECT AUTHORITY, COURTESY AND CONSIDERATION**

Respect the authority of teachers, administration and staff members and parents. Treat them courteously, respectfully and obediently. Address all of these individuals as Mr. or Mrs. when they are in the building. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and their property.
- c. **ALCHOL, TOBACCO AND DRUGS**

Abstain from the use or possession of illegal drugs, alcohol, tobacco and other undesirable practices, which are harmful to one's health and are illegal.
- d. **PROFANITY**

Abstain from profanity and vulgar or abusive speech or actions. Such speech and actions are harmful to others and certainly are neither appropriate nor conducive to one's moral and spiritual development.

e. **ANNOYING AND DANGEROUS ITEMS**

Leave all annoying and/or dangerous items such as knives, water pistols, balloons and matches at home. Expensive toys are not to be brought to school unless authorized by student's teacher.

f. **CELL PHONES & OTHER ELECTRONIC DEVICES**

Students must keep cell phones off while in the school building. Students are not allowed to have their cell phones out during school hours, unless granted permission by a teacher or person in authority. Any cell phone that rings or is used during school hours will be taken for the remainder of the school day and must be picked up by the parents. Repeat offense will be subject to discipline. Please keep iPods, MP3 players and other expensive devices in your backpack until the end of the school day.

f. **BOOKS**

Do not leave books or other items in the halls or bathrooms. Please take care of textbooks that the school provides. Normal wear and tear is expected, but the student that it is checked out to must pay for books that are damaged or lost.

I.5 GUIDELINES FOR CLASSROOM BUILDING

- a. Do not run in halls or classrooms.
- b. **Gum chewing is NOT allowed in school or on school grounds!**
- c. Do not go into or take anything out of the kitchen without permission.
- d. Leave the bathroom clean and orderly.
- e. You may not use the school phone without your teacher's permission. If you do need to call, students will call from the office.
- f. Students are expected to use the washroom facilities at the beginning of the day, and during recess breaks. Proper conduct is expected.
- g. Students may only enter the teacher workroom, CCS office and kitchen with special permission. Please knock before entering.
- h. Computer lab is to be used only with the expressed permission of a faculty member. Computer lab is off limits before and after school, unless permitted by a teacher.
- i. Lockers for ALL grades are to be kept neat and orderly, and may be inspected at any time. Lockers are the property of the school and any cut-outs, pictures, posters, (no stickers) or other material in the locker must be conducive to a Christian environment or will be removed by the administrator.

I.6 GUIDELINES FOR BUS BEHAVIOR

GOAL: First and foremost, students and parents are asked to realize that a bus driver has a tremendous responsibility in transporting students to and from school. Driving 65+ students and trying to be alert to the road hazards and dangers is a huge undertaking. The bus is a vehicle for providing safe and comfortable transportation of students to and from various destinations. Students will be given an opportunity to demonstrate their respect for self, respect for others, and respect for property.

A. It is for the above reasons we have set the following guidelines:

1. Courtesy is to be extended to driver and each other.
2. Loud noises, such as screaming and yelling will not be permitted.
3. Nothing goes out an open window (i.e. garbage).
4. Eating on the bus is at the discretion of the driver.
5. Throwing of any object is not permitted. All types of balls or items to be thrown are to be stored in a book or duffel bag on the bus.
6. The bus driver will follow the system of discipline, which may ultimately lead to removal from the bus temporarily or permanently.
7. While waiting for the bus, do not run into the street, block sidewalks or horseplay permitted.
8. Board and leave the bus orderly and in single file.
9. Remain seated while the bus is moving.
10. Please put trash in the proper place.
11. To get off the bus at a point other than the place where you would normally get off, you must have a written and signed note from your parents. This note must be shown to the driver.
12. A student may not cross the street in front of the school while the buses are present. Students who are expecting to be picked up by car should be picked up in the parking lot east of the school. Students should not cross the street to be picked up by car or truck.

A student who disobeys any of these rules and receives a bus ticket will also be subject to disciplinary procedures at school, which includes a BAN.

I.7 GYM AND PLAYGROUND RULES

1. The building should be used for the good of the school, and to promote the school in the outlying communities.
2. Gym and playground rules will be posted and reviewed each year by faculty.

I.8 LUNCH LINE AND LUNCHROOM

GOAL: The lunch line and lunchroom as CCS will be a safe and clean environment where all will treat each other with Christian love and respect.

1. Students will use quiet voices.
2. Students will walk in the lunch line and lunchroom.
3. Students will keep hands to themselves
4. Students will use polite table manners
5. Students will raise their hands or contact teachers when help is needed.
6. Students must stay seated until their teacher leaves.
7. Students will clean up their area (table, chair, floor).
8. Students will put trays away and will dispose of empty milk containers, and place paper products and silverware in proper containers.

I.9 RESTROOM

GOAL: Community Christian School’s restrooms are places where students can take care of their personal needs in a clean, safe environment.

1. Go directly to the restroom and return to your classroom as soon as you are finished.
2. Use quiet voices.
3. Use the facility properly and flush after use.
4. Wash with soap and dry hands.
5. Respect others’ privacy.
6. Leave the area clean and tidy.

I.10 CORRECTIONS

Learning to be responsible does not come naturally, nor does it come painlessly. Because we are all sinful, human nature tends to be selfish rather than selfless, irresponsible rather than responsible. As a first step toward teaching responsibility, students are held responsible for their own actions. The rules are clearly stated, as are the disciplinary actions to be taken when rules are broken. In a sense, the student who chooses to violate a rule also chooses the consequences. This policy intends to teach responsible behavior, not expel bad students. It strives to integrate justice with mercy, to help equip God’s children for responsible service in His kingdom.

As Christian educators, the daily handling of our students is central to carrying out our task. Each classroom is to model obedience, which teaches Christian character and responsible discipleship.

Along with the careful, firm, and decisive correction of undesirable behavior, we resolve to bring to all of our students a reminder of our constant love and acceptance to them as image bearers of God while we must at times reject and firmly discipline wrong-doings. The focus and intent of our discipline must work toward reconciliation and forgiveness.

Careful consideration, which is proactive rather than reactive, must be used. Our work is to deal justly and truly nurture children in discipleship. When corrective discipline is necessary, this is what will take place with the focus on reconciliation and healing by:

1. Confronting in love
 - a. Discretionary firmness in admonition
 - b. Chastisement as redirection forward
2. Reasoning together
 - a. Speaking the truth in love-lead to the right position
 - b. No excuses and finding another way
 - c. Righteous indignation-slow and tempered by love
 - d. Clarifying “the reason why” or the “Because”
3. Exercising justice and mercy
 - a. Restitution fitting the offense
 - b. Scripturally directed equity (Matt. 18, Galatians 6)
 - c. The Ninth Commandment—good reputation
 - d. Lifting-up in prayer-acceptance of one being healed

4. Restoration process as obedience
 - a. Cleaning through confession of sin
 - b. Forgiveness and accepting forgiveness
 - c. Healing—a covenant walk through
 - d. Celebrating God’s grace—victory as a sign of the Kingdom

In most instances, the following corrective procedure will be followed:

- STEP 1:** Teachers and/or Principal will deal specifically with the student, for example:
- a. Taking away privileges such as recess break
 - b. Removal from situation
 - c. Restating rules orally or written
 - d. Conference between teacher and student
 - e. Appropriate consequences for rule infraction, e.g. cleaning restroom for restroom misconduct

STEP 2: WAYS OF EARNING A BEHAVIOR ACCOUNTABILITY NOTICE (BAN)

1. Intentionally disobeying any school or classroom rule.
 3. Students may also earn B.A.N. for lying, cheating, swearing, and loitering in areas designated as off limits.
(In addition, a student caught cheating will receive a failing grade for that test or assignment.)
 4. Students may earn a B.A.N. for misbehavior, disrespect and/or challenging authority at school or at school functions.
 4. Procedures in each classroom may vary slightly. It is necessary that the students not only follow the above guidelines, but the rules that are unique to each particular class as well.
 5. Student may earn a B.A.N if they are given a bus citation.
 6. *After two late assignments* a B.A.N. will be issued.
 7. Bullying or mistreatment of others
- B. A Behavior Accountability Notice (*B.A.N*) will be sent home that night with the student. The B.A.N explains the reason for the disciplinary action taken. The consequence will be determined by the wrongdoing.

We hope this encourages the student to realize their mistake and decide how to change their behavior. We encourage follow up and consequences at home.

B.A.Ns must be signed by a parent or guardian and returned to the student’s teacher by the date indicated on the BAN form.

C. DISCIPLINARY ACTION

1. **A student who accumulates three (3) or more B.A.Ns in one nine-week period will receive a ONE-DAY SCHOOL SUSPENSION.** This is considered an excused absence and all procedures relating to that apply. Parents will be notified if their child receives a *BAN* or suspension.

2. Students who receive 3 or more B.A.Ns throughout the year because of disrespect or belligerent behavior, will not be allowed to go on class field trips during the school year.
3. If after a student has received three (3rd) BANs in one marking period, there will be a meeting scheduled with the parents, teacher(s), and principal to discuss the problem and together come to an agreement on ways to avoid any further disciplinary procedures.

I.11 SUSPENSIONS

Suspensions will be served the day following the offense. Absences because of suspension are considered excused and the same procedures apply.

They may be earned in the following ways.

1. For accumulating **three (3) OR MORE B.A.Ns** in a nine-week marking period.
2. For the use, possession or distribution of alcohol, cigarettes, tobacco products, controlled substances, distributing items or articles that are illegal or harmful to persons or property including, but not limited to drug paraphernalia
3. For using, possessing, distributing or carrying weapons, fighting, stealing, acting defiantly or insubordinately in the extreme.
4. Violations against property including, but not limited to damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, theft, possession of stolen property, vandalism or entering unauthorized areas such as a principal's or teacher's desk or files and/or other students lockers without permission.
5. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority cheating, insolence, insubordination, bomb threats.
6. Harassment (as defined in section the Harassment Policy)
7. The number of days suspension will depend on the severity of the offense.

A. AFTER ONE SUSPENSION -

1. The student will meet with the principal, teacher and parents to devise a plan for avoiding further suspensions and/or **B.A.Ns**.

B. AFTER TWO SUSPENSIONS -

The board is notified of the problem and asked to consider expulsion.

I.12 EXPULSION AND EXPULSION PROCEDURES

1. A student may be expelled if the student is suspended three days in one semester.
2. Expulsions will also result from the use, possession or distribution of illegal drugs.
3. A student may also be expelled for violent behaviors.

4. “Expulsion” means a school board action to prohibit an enrolled student from further attendance. The authority to expel rests with the school board, made on the advice of the principal and teaching staff.
5. No expulsion shall be imposed without a hearing, unless the student and parent and/or guardian waive the right to a hearing in writing.

I.13

NOTICE AND HEARING

1. The student and parent shall be provided written notice of the school’s intent to initiate expulsion proceedings. This notice shall be served upon the family by certified mail, return receipt requested, and shall contain: a complete statement of the facts, a list of witnesses and a description of their testimony, the date, time and place of the hearing.
2. Parents may appeal these decisions to the principal and then the school board.
3. In the case of a **BAN** and a suspension, a parent’s appeal will result in an upholding of the initial decision, or an erasing of the event from the student’s record.
4. In the case of expulsion, the parent’s appeal will result in an upholding of the initial decision or the readmission of the student.

**J. Community Christian School
School Board Policy
Student Dress and Appearance**

STUDENT DRESS AND APPEARANCE

J.1 PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectation of dress and grooming. Clothing for the Christian student should be neat, clean and modest.

J.2 GENERAL STATEMENT OF POLICY

- A. It is the policy of this school to encourage students to dress appropriately for school activities and in keeping with the Christian standards.
- B. In order to promote a clear understanding, the following guidelines are provided to help direct our choices:
 - 1. Clothing appropriate for the weather
 - 2. Shoes must be worn at all times.
 - 3. Midriffs and backs must be completely covered. All shirts must have sleeves.
 - 4. Objectionable emblems, signs, words, objects or pictures offensive slogans or pictures, alcoholic beverages, tobacco products, heavy metal bands, skull and crossbones insignias or any other slogans/information on clothing or jewelry communicating unchristian-like messages is not acceptable to a Christian environment and is banned.
 - 5. Walking shorts are acceptable for all grades- **FINGERTIP LENGTH**
 - 6. Any apparel or footwear that would damage school property.
- C. Each student is required to have a pair of tennis shoes reserved for use in the gymnasium for physical education classes. Students should also have appropriate shoes/boots for going outside. This would include boots and/or galoshes, or a second pair of tennis shoes **strictly** for outside use. Students without the appropriate footwear may have to stay indoors or stay in a designated area outside. Caps and hats may be worn outside only.

J.3 PROCEDURES

- A. When, in the judgment of the administration and teacher, the student's appearance, grooming, or mode of dress is not deemed acceptable, the student will be directed to make modifications or will be sent home for the day. Parents will be notified.
- B. An organized student event may recommend a form of dress with the approval from the Administration.

**K. Community Christian School
School Board Policy
Student Medication**

STUDENT MEDICATION

K.1 PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school.

K.2 GENERAL STATEMENT OF POLICY

Community Christian School acknowledges that some students may require medication during the school day. Medication will be given by or under the direction of a physician in accordance with the law.

K.3 REQUIREMENTS

- A. The administration of prescription and non-prescription medication requires a completed sign authorization form from the student's parent or guardian. CCS requires that you complete the Community Christian School's Medication Form before any medication is dispensed.
- B. Medication prescribed for longer than a two-week period requires a written order from a physician.
- C. Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
- D. Nonprescription medication to be administered by the school **must** come in the original container.
- E. Medications will be stored in a teacher's drawer or school's office. Medication requiring refrigeration will be kept in the refrigerator in the kitchen.
- F. If a student is to self-medicate, a written agreement between the student's parents, physician, teacher and school nurse will be completed. Controlled substances, such as: Ritalin, Dexedrine and Codeine will not be allowed for self-medication.
- G. CCS must be notified immediately of any change in the student's medication or if the medication is no longer required. For medication dosage changes, the school must receive written notification from the physician and parent.
- H. The "Community Christian School Medication Form" will be filed in the student's health record and in the School's office.

I. Not Covered by this Policy:

1. Special health treatments
2. Emergency health procedures, including emergency administration of drugs and medicine are no subject to his policy.
3. Medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak is not governed by this policy.
4. Medications:
 - a) That are used off school grounds
 - b) That are used in connection with athletics or extracurricular activities; or
 - c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy

**L. Community Christian School
School Board Policy
School Activities Policy**

SCHOOL ACTIVITIES POLICY

L.1 PURPOSE

The purpose of this policy is to inform students and parents of Community Christian School's policy related to different school activity programs. This includes all activities in Milaca, Princeton and other schools in our area.

L.2 GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are meant to complement the instructional program in providing student with additional opportunities for growth and development.

L.3 RESPONSIBILITY

- A. CCS expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to extra curricular activities.
- B. The school expects all spectators at school sponsored activities, including students, parents, employees, and other members of the society to behave in an appropriate and Christian manner at those activities.
- C. Those students who participate in an extra curricular activity must adhere to the following *Eligibility Requirements*:
 - 1. Each student athlete must maintain a passing grade in all subject areas.
 - 2. Each student athlete must have daily assignments and any class projects completed in order to practice and/or play in upcoming games.
 - 3. Each student athlete must have a sports physical on file in the school's office. (*Sport physicals are good for three years.*)
 - 4. Each student athlete must pay a \$20 participation fee for the year.

L.4 DISCIPLINARY ACTION

- 1. If a student should fail to meet any of the eligibility requirements, the teacher or coach will notify player and parent(s).
- 2. If a student athlete fails to meet the academic guidelines, the player will not be eligible to practice or play in a game until work is completed to the satisfaction of their teacher.
- 3. If a student is caught drinking or smoking by the coaching or teaching staff, he/she will be suspended for the remainder of the season.
- 4. The coaching staff will deal with unsportsmanlike conduct or swearing. He or she will decide on the discipline necessary. If problems continue, the principal, parents and coaching staff, will meet to discuss and decide upon further discipline measures.

**M. Community Christian School
School Board Policy
Harassment Policy**

HARASSMENT POLICY

M.1 PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from verbal, racial and/or sexual harassment or violence for all student and employees of Community Christian School.

M.2 GENERAL STATEMENT OF POLICY

- A. CCS prohibits any form of harassment or violence to any student or employee through conduct or communication as defined in this policy.
- B. CCS will act to investigate all complaints, formal or informal, verbal or written, and will take appropriate corrective action.

M.3 HARASSMENT DEFINED

- A. Any harassment of students by other students or by employees of Community Christian School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any verbal, racial and/or sexual harassment of or by students or faculty.
- B. Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments. All students and all school employees are expected to conduct themselves with respect for the dignity of others.
- C. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to a teacher, principal, or board member as well as discussing this concern with the student's parent or guardian.

M.4 REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

M.5 INVESTIGATION

School authorities will investigate all such reports immediately. Criminal civil authorities will handle charges if necessary. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency, which protects the rights of individuals in such cases.

M.6 HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may constitute abuse under the Reporting of Maltreatment of Minors- Minnesota Statute 626.556

**N. Community Christian School
School Board Policy
Mandated Reporting**

**MANDATED REPORTING OF CHILD NEGLECT
OR PHYSICAL OR SEXUAL ABUSE**

N.1 PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

N.2 GENERAL STATEMENT OF POLICY

- A. It is the policy of the school to fully comply with Minn. Stat. §626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

N.3 DEFINITIONS

- A. “Child” means one under age 18.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “School Personnel” means any professional employee or professional’s delegate of the school who provides health, educational, social, or child care service.
- D. “Mandate Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means:
 - failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so.
 - failure to protect a child from conditions or actions which seriously endanger the child’s physical or mental health when reasonably able to do so.
 - failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 - failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - prenatal exposure to a controlled substance used by the mother for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicated prenatal exposure to a controlled substance;

- medical neglect as defined by Minn. Stat §260C.007, Subd.4, Clause (5);
- chronic and sever use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
- emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and state of development, with due regard to the child’ culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

- C. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat §121A.67 or §245.825.
- D. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined by Minn. Stat § 609.341, Subd. 10) to any act, which constitutes a violation of Minnesota statutes prohibiting criminal sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- E. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to , day care, babysitting whether paid or unpaid, counseling , teaching and coaching.
- F. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

N.4 REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department or county sheriff. (“Immediately” means as soon as possible but in no event later than 24 hours.) Reporting forms are located in the School’s office.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local social service agency. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the sheriff.
- D. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and or discipline, up to and including termination of employment.
- E. Submission of a good faith report under Minnesota law as this policy will not adversely affect the reporter’s employment, or the child’s access to school.
- F. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney’s fees.

N.5 INVESTIGATIONS

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state or local agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child’s care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, NOT the school, is responsible for either notifying or withholding notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. School officials prior to the interview will receive when the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct interview on school property.

- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local social service agency or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local social service agency or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school shall conduct its own investigation independent of the local welfare or law enforcement agency.

N.6 PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abuser child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
 - 1. All records regarding a report of maltreatment, including any notification of intent to interview, which the school received as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

N.7 DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in all CCS Handbooks
- B. The school will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 626.556 et seq. (Reporting of maltreatment of minors)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

**O. Community Christian School
School Board Policy
Computer Use Policy**

USE OF TECHNOLOGY – ACCEPTABLE USE POLICY

O.1 PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Community Christian School's computer system and acceptable and safe use of the Internet, including electronic communications.

O.2 GENERAL STATEMENT OF POLICY

- A. Community Christian School strives to prepare all students for the future by providing a challenging education which builds academic competence, develops responsible students, encourages creativity, promotes lifelong learning, advances critical thinking skills, and fosters respect for self and others.
- B. Electronic information skills are now fundamental to the preparation of citizens and future employees. Access to the school's computers and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources. Community Christian School expects that faculty will blend thoughtful use of the schools computers and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

O.3 LIMITED EDUCATIONAL PURPOSE

- A. Community Christian School is providing students and employees with access to the school's computers, which includes the Internet access. The purpose is more specific than providing students and employees with general access to the Internet.
- B. Community Christian School's system has a limited educational purpose. Users are expected to use Internet access through the school's system to further educational and personal goals consistent with the mission of Community Christian School and its policies. Uses, which might be acceptable on a user's private personal account, may not be acceptable on this limited-purpose network.

O.4 USE OF SYSTEM IS A PRIVILEGE

The use of Community Christian School's computers and access to the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's computers or Internet may result in one or more of the following consequences suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under appropriate school policies including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

O.5 UNACCEPTABLE USES

- A. The following uses of the school's computer system and Internet resources and accounts are considered unacceptable:
 - 1. Users are prohibited from the school's system to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property.
 - 2. Users are prohibited from installing, without authorization, software on the school's computers.
 - 3. Students shall not disclose to others via the computer information such as last names, home addresses, telephone numbers, or other information that may identify themselves or other students to others.
 - 4. Personal E-mail for students is not allowed. Limited use by the staff for a personal purpose is understandable and acceptable. They are expected to demonstrate a sense of responsibility and not abuse this privilege.
 - 5. Users are prohibited from using the school's system for personal commercial activity, including selling, purchasing, advertising, or soliciting goods or services. Community Christian School will not be responsible for any financial obligations arising from a user/s activity on the school's system.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall disclose the inadvertent access to the school principal.

O.6 PRIVACY

- A. Community Christian School reserves the right to read, listen to, or otherwise access files and information transmitted on school computers. Employees and students therefore have no expectation of privacy in any message or file created, sent, stored, or received using the school's computers.
- B. Accounts of staff members who are no longer employed at the school will be cleared prior to the start of the new school year.

O.7 FILTERING

- A. Community Christian School will filter, block, or otherwise prevent the use of its computers for the transmission of any comment, request, suggestion, proposal, image, or other communication which is obscene, pornographic, sexually explicit, discriminatory, harassing, defamatory, or violent.
- B. Staff members, with authorization of the principal, may disable/bypass the filter

during use by an adult, to enable access for bona fide research or other lawful purposes.

O.8 INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained, is the joint responsibility of students, parents, and employees of Community Christian School.
- B. This policy requires the permission of and supervision by staff before a student may access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, and the user's parent or guardian.
- D. The Internet Use Agreement form for employees must be signed by the employee and it will be filed in the school office.

O.9 USER NOTIFICATION

- A. All users shall be notified of Community Christian School's policies relating to computer and Internet use.
- B. Parents will be notified (through the Student Technology Acceptable Use Guidelines and permission form) that their students will be using the school's computers to access the Internet.
- C. Staff members will be notified that their staff handbook contains a copy of the Use of Technology - Acceptable Use Policy

Community Christian School Student Technology Acceptable Use Guidelines

Access to the computers and to the Internet at Community Christian School enables students to explore thousands of libraries, databases, and other unique resources. Communications over the Internet is public in nature; therefore general rules and standards for acceptable behavior and communications will apply.

Users will observe the following acceptable use guidelines for network etiquette

A. Expected behaviors:

1. Be polite - school rules apply to electronic communication.
2. Use only appropriate language, materials, and images.
3. Do not reveal names, addresses, or phone numbers.

B. Purpose of Use

The use of the computers must be consistent with the educational objectives and Board Policies of Community Christian School. Inappropriate sites include any web resource not related to our educational program.

C. E-Mail

Personal e-mail is not allowed. E-mail as part of a class project is to be under the direction of the classroom teacher.

D. Confidentiality

Users should not expect that files stored on the school's computer would be private.

Computers may randomly be monitored to ensure proper use.

E. Responsible/Ethical Use

Students must know and follow the rules relating to copyright and appropriate use of data and images from the Internet.

***Any misuse of the above guidelines may result in cancellation of use of the school's computers and access to the Internet.**

**P. Community Christian School
School Board Policy
Student Fundraising**

STUDENT FUNDRAISING

P.1 PURPOSE

The purpose of this policy is to address student fundraising efforts.

P.2 GENERAL STATEMENT OF POLICY

Community Christian School recognizes the need for student involvement in regards to fundraising. We also recognize a need to present fundraising activities from becoming too numerous and overly demanding on employees, students and parents.

P.3 RESPONSIBILITY

- A. It shall be the responsibility of the appropriate committees to develop recommendations that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that is God-glorifying and done not for personal gain or glory but rather done to give honor and glory to our Lord and Savior.
- B. The Board must approve all fundraising activities in advance. All families of CCS are encouraged and expected to participate.
- C. CCS expects all students who participate in approved fundraising activities to represent the school, their family and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- D. Student Fundraisers support the wonderful co-curricular activities that CCS supports. For example, the Bike Marathon monies pay for some expenses such as: Boys Basketball programs, Play Productions, Field Trip expenses, Grand Friend's Day, PE equipment and library books. Students who do not participate or contribute in some fashion in the fundraising events will be asked to pay for the "extras" that these fundraisers support
- E. Only CCS sponsored fundraisers will be allowed, and each fundraiser will be clearly communicated to the CCS community.
- F. Group activities, which are supported and sponsored by CCS, are asked not to have fundraisers within 3 weeks of Community Christian School fundraisers. This will help alleviate any fundraising overlapping or confusion from the CCS community.

**Q Community Christian School
Items of Information**

Q.1 ASSEMBLIES AND CHAPELS

Assemblies are scheduled for different learning experiences and development of personal and social awareness. Chapels provide a time of spiritual refreshment. Our primary purpose during this time is to apply the word of God to our lives. In chapel we come together to worship God, sing our gratitude to Him and to hear His truth from the Bible. Please inform the office or teachers if you would be willing to provide special music, read Scripture, or organize a chapel or assembly.

Q.2 LUNCHES

Students are able to purchase Hot Lunch – Mondays through Thursdays for \$2.75 /meal. Otherwise, students bring a bagged lunch from home. Students eat in the gymnasium, which serves as our lunchroom. We ask that they not eat in the hallways, bathrooms or by their lockers.

Q.3 DAILY PROGRAM & PROCEDURES

1. Injuries
 - a. All injuries should be reported immediately to the supervising teacher and office.
 - b. Parents will be notified via a phone call and an injury report will be filed if necessary/
2. Lost & Found
 - a. Lost and found will be located in the teacher's workroom.
 - b. Articles may be claimed at noon hour or Before/after School.
 - c. Unclaimed items will be disposed of periodically.
 - d. Lost books, school owned, will be charged to the student at full replacement value.
3. School Property
 - a. School equipment such as TV's, VCR's, projectors, etc. are expensive items. No student is allowed to use them unless he/she obtains permission from the principal or teacher.
 - b. Any student who damages school property will be required to reimburse the school for repair or replacement costs.

Q.4 SIGNS, POSTERS AND BANNERS

The principal must approve all signs and posters before hanging in the school

Q.5 CLASS UNITY – PLEASE READ CAREFULLY!

Each class is made up of individuals, yet can be seen as a corporate whole. Parents are requested not to fragment that wholeness when it comes to party invitations. If invitations for parties etc. are to be distributed in school it is expected that the entire class be included (or at least all of the boys/girls) so that no one is left to feel excluded. Invitations and cards done privately, outside of school, come under parental discretion.

Q.6 COPY MACHINE USE AND LITERATURE GOING HOME

The copy machine in the staff room is for teacher use only. If you as a parent or committee member have copies to be made, please see the office for approval and permission. It costs \$.033 per copy on our new copy machine. Notes/letters from parents may not be distributed through the student body unless approved by the Office.

Q.7 SCHOOL CLOSINGS, EARLY DISMISSALS OR LATE STARTS

1. CLOSINGS AND LATE STARTS

- CCS will be **CLOSED** if **EITHER Milaca or Princeton are closed.**

- CCS will begin at the earlier starting time of **EITHER** school. Students may ride their respective buses, when they run, even if CCS starts earlier. This information can be found out by listening to:

**** WEB SITE: Please go to www.ccspease.com for immediate information. This will be the first place that we post any information.**

RADIO FM - KBK 95.5

TV - KSTP - 5 / KMSP - 9 / WCCO 4 / KARE 11

PLEASE USE THESE THREE OPTIONS FIRST BEFORE CALLING CCS.

2. EARLY DISMISSALS

- CCS will dismiss early if **EITHER** Milaca or Princeton Schools dismiss early.

- CCS often receives short notice of early bus arrivals. All families are asked at registration to indicate on an emergency card how their child (ren) should be cared for in this event. If mode of transportation changes from families' original intent, it is the parent/guardian's responsibility to inform the CCS office of this change and records will be updated.

**R Community Christian School
School Board Policy
Field Trip Policy**

FIELD TRIP POLICY

R.1 OVERVIEW

A field trip is an extension of the classroom activity and should be considered an expansion or enrichment of the regular curriculum. Field trips within the outside the area provide educational enrichment for participating students and must be approved by the Administration. Field trips are not considered as an optional day for students to attend. It is a **required day** for students to attend. A field trip is considered a privilege. If students have a number of BANS issued because of behavior problems, it will be up to the discretion of the teacher and principal if that student will be able to attend. A parent chaperone may be required to attend with the student.

R.2 TRANSPORTATION

Transportation of students to school-related activities, involving the use of public carriers, shall be arranged through the Office.

R.3 WALKING FIELD TRIPS

The following guidelines should be noted:

1. Walking trips must have adequate chaperoning
2. Chaperones should keep the group together; show concern for the entire group and act as the crossing guard when needed.

R.4 TEACHER RESPONSIBILITY

1. Teachers and principal shall be expected to consider the following factors in selection of field trips.
 1. Value of the activity to the class
 2. Mode and availability of transportation
 3. Cost of field trip
2. Upon approval by the principal, teachers may plan with the following guidelines:
 1. Note going home with complete itinerary for parents/chaperones
 2. All collections and disbursements of money to cover transportation
 3. Written parental/guardian permission for each participating student is required for all field trips.
3. A list of student participants, school personnel, and chaperones shall be on file with the building principal twenty-four hours prior to departure. Please include names, cell phone numbers and destination directions as well.

R.5 STUDENT RESPONSIBILITY

1. Parents or other adults who have consented to be chaperone are giving freely of their time. They are expected to carry out the instructions and responsibilities delegated to them by the teacher, As such; student should respect and follow the directions of the chaperone.
2. Once students are assigned to a particular car or bus seat, they are to remain on that mode of transportation and not change for the return trip unless so instructed by the teacher in charge (through chaperones)
3. Students should follow the Behavior and Conduct Policy on all field trips. Students should exemplify Christian conduct.
4. If, due to the nature of the field trip, individual students who return home by other transportation, or with their parents, must bring a written request from the parent or guardian to the principal, before the date of the field trip.
5. Students who do not participate with their class on the field trip need to have their PARENT/GUARDIAN contact their child's teacher via a phone call explaining why they will not be attending. A child "not wanting" to go is not an excused absence.

R.6 CHAPERONE RESPONSIBILITY

1. Chaperones provide necessary supervisory assistance to the teacher in charge. They are meant to assist by accounting for and supervising the students.
2. Chaperones need to understand that the necessary controls of children and their behavior in the absence of the teacher, will insure a safe and more meaningful field trip.
3. A necessary briefing for chaperones should consist of information, prior to the trip, including the following:
 - The exact specifics of the field trip
 - The time of departure, planned route and expected time of return
 - Planned procedure to follow in case of emergencies or other circumstance that might occur
 - Any special needs or circumstances of individual students
4. Chaperones are asked **NOT** to bring younger/older children and/or siblings along on designated class field trips.
5. Lead teacher is in charge and chaperones are asked to stay together following the itinerary set by lead teacher.
6. Chaperones are also asked to arrive and leave at the set times arranged by the classroom teacher. Shopping trips and other stops are to be avoided on school sponsored field trips.

R.7 BEFORE & AFTER SCHOOL HOURS

Students **MAY NOT** stay after school to wait for brothers and/or sisters to come home from field trips. Transportation arrangements will have to be made for siblings at school. Faculty will not be responsible for after school care. Please make arrangements for your child (ren)!

Appendix A.

**COMMUNITY CHRISTIAN SCHOOL'S
PARENT STUDENT AGREEMENT FORM &
STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

(ONLY STUDENTS IN GRADES 3-8 SHOULD SIGN AND RETURN THIS PAGE)

STUDENT AGREEMENT:

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY COMMUNITY CHRISTIAN SCHOOL'S PARENT/STUDENT HANDBOOK'S POLICIES AND ALSO THE GUIDELINES FOR ACCEPTABLE COMPUTER USE AND INTERNET ACCESS AT CCS.

1. STUDENT SIGNATURE: _____ DATE: _____

2. STUDENT SIGNATURE: _____ DATE: _____

3. STUDENT SIGNATURE: _____ DATE: _____

4. STUDENT SIGNATURE: _____ DATE: _____

PARENT /GUARDIAN AGREEMENT:

AS A PARENT/GUARDIAN OF THE ABOVE NAMED STUDENT, I/WE GRANT PERMISSION FOR MY CHILD TO USE COMPUTERS AND ACCESS THE INTERNET. I/WE HAVE READ AND DISCUSSED THE ACCEPTABLE USE GUIDELINES WITH MY CHILD AND UNDERSTAND THAT ACCESS IS FOR EDUCATIONAL PURPOSES ONLY.

ALSO, WE HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE SCHOOL POLICIES CONTAINED IN THIS PARENT/STUDENT HANDBOOK.

PARENT/GUARDIAN SIGNATURE

DATE

PRINT NAME

PLEASE RETURN THIS PAGE BACK TO SCHOOL BY FRIDAY, SEPTEMBER 9, 2011