



Community Christian School 2018-2019 Student & Parent Handbook

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SECTION 1 - INTRODUCTION 1.1 LETTER FROM CCS BOARD		

Dear Community Christian School Family:

On behalf of the Board, administration, faculty, and staff, I want to welcome you to CCS for this school year. We look forward to working together with you to provide your child a quality Christian education. A cooperative effort between home and school provides the best way to properly educate children with the values and beliefs found in God's Word. It is in this spirit of partnership with you that we present you an updated Parent/Student Handbook.

The policies in this handbook have the purpose of providing a safe, orderly, and Christian learning environment where students can learn and teachers can teach. We have tried to be as comprehensive as possible, without overwhelming, with the information provided. As you may understand, it is impossible to address every conceivable circumstance and activity in handbook format.

Our silence on a particular item does not mean it is permissible. It may mean that well-known biblical principles and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on Biblical principles and on the professional judgment of the CCS administration. Sometimes, it can appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that are not apparent to everyone, yet require judgment calls on the part of the administration. To the best of our ability, we will try to be equitable to all parties at all times. We appreciate your prayers for God's wisdom in these circumstances. (James 3:17)

Please take the time to read the entire handbook, and be sure to contact the Principal should you need more information.

Thank you for your commitment to Christian education. We understand the dedication that it takes and the investment families make to ensure their children have the opportunity to benefit from a Christian education. We will honor your commitment with our own commitment to always strive to honor the Lord Jesus Christ by emphasizing Biblical values and provide the highest level of education possible for your children here at Community Christian School.

Working Together,

CCS School Board

SECTION 2: IDENTITY OF COMMUNITY CHRISTIAN SCHOOL

2.1 MISSION STATEMENT

Community Christian School's mission is to provide Biblically centered quality education for children providing a strong foundation to equip students to serve God, their families, and their communities as worthy ambassadors for Christ.

2.2 VISION STATEMENT:

Community Christian School will:

- provide a high quality Christian education
- present a Biblical worldview for students as they integrate God's truths into their lives
- allow opportunities for all students to strive for excellence academically, spiritually, emotionally and physically
- provide a safe, supportive and stimulating environment for all students, staff and the parent community
- endeavor to see each child become a disciple of Christ

2.3 EDUCATIONAL PHILOSOPHY

A Christian school's principles, philosophy and approach to education is from a biblical perspective that recognizes the sovereignty and authority of God. Along with this belief are a number of truths affirmed by the school:

1. God is transcendent, is spirit, and always acts in accordance with His loving and just nature. Additionally, in His Word God places an eternal emphasis upon life. (Rom 11:36, Cor. 4:18, I John 2:15-17)
2. All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23)
3. Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24-27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
4. The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
5. Although man may not perceive truth in particular circumstances, or while the application of truth may be different for particular circumstances, truth itself is unchangeable and not relativistic.
6. Biblical education focuses on what a person becomes, not just on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status but rather to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
7. Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality. These beliefs work their way into every aspect of the education offered at CCS.

These beliefs work their way into every aspect of the education offered at CCS.

2.4 PHILOSOPHY OF COMMUNITY CHRISTIAN SCHOOL

The goal of Community Christian School is to help develop Godly individuals who are usable for God's service in His church and in the world. The ultimate authority and textook for this process is the Holy Scriptures of the Old and New Testaments. CCS will focus on two areas of development.

- CCS proposes to develop Christ like character in attitude and in actions. Such character will be seen, for example, in respect for God and for each human individual, in perseverance, in self-sacrifice, in cooperation, in loyalty and in honesty.
- CCS proposes to develop intellectual competence by helping each student to achieve the maximum academic success of which he or she is capable. CCS shall strive for academic excellence, presenting studies from a Christian perspective.

This goal will be achieved in three ways:

1. The home will be enlisted for support since the school is, in reality, an extension of the teaching of the home. With the student admissions process, at least one parent of each student enrolling at CCS must publicly profess to be a Christian.
2. Committed Christian teachers will exemplify the Chirst-like character expected of their students. They will also display the dedication to academic excellence for which this school stands.
3. The students will study the normal educational courses in comparison with and submission to God's Word, seeking to integrate God's Word with His world.

2.5 CCS STATEMENT OF BELIEFS

CCS is not church owned or governed but self-ruling according to the following principles:

- The Bible: Both the Old and New Testament are the inspired Word of God. In the Bible, God reveals Himself and directs man in his relationship and activities. This revelation also guides His people in the education of their children. (II Tim. 3:16)
- The Trinity: God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Matt. 28:19; II Cor. 13:14)
- Jesus Christ: Jesus is true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. He arose bodily from the dead, ascended into heaven where He is now our Advocate. Through Him there is renewal of our educational enterprise, because He is the Redeemer of, and the Light and the Way for our life in all its range and variety.
- The Holy Spirit: He is true and co-eternal God with the Father and Son. He convicts men of sin, regenerates the believing sinner, guides, instructs and comforts. Through the work of the Spirit we are guided in the truth and recommitted to our original calling.
- Creation: God, the Father, of nothing made the heaven and earth and their contents and in their education children must learn that the world and man's calling in it, can rightly be understood only in their relation to the Triune God who restores, governs and directs all things to His ultimate glory.
- Sin: Man's sin, brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world, distorts his view of the meaning and purpose of life and also corrupts the education of children.
- Schools: The purpose of Christian Schools is to educate children in a Christian environment with the goal of preparing the student to live in the world, not sheltering him or her from it. As image bearers of God their calling is to know God's Word and His creation, to consecrate the whole of life to Him, to love their fellow man and to be stewards in their God-given vocations.

- **Parent/Guardian:** The primary responsibility for education rests upon parent/guardian to whom children are entrusted by God. Christian parents/guardians should accept this obligation in view of the covenantal relationship, which God established with believers and their children. Classroom education should be geared toward supplementing the family's educational role and Christian parents/guardians seek to implement their obligation through school association and boards which engage the services of Christian teachers in Christian Schools.
- **Teachers:** Christian teachers, both in obedience to God and in cooperation with parents, have a unique responsibility, while educating the child, to develop the whole person in Christ.
- **Pupils:** Christian schools must take into account the variety of abilities, needs and responsibilities of young persons. The talents and callings of young persons as God's image bearers and their defects as sinners require that learning goals, discipline and curricula be selected as will best prepare them to live as obedient Christians and only with constant attention to such instruction will education be truly Christian.
- **Community:** God's covenant embraces not only parents and their children but also the whole Christian community to which they belong. Christian education contributes directly to the advancement of God's kingdom and it is the obligation not only of the parents but also of their Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.
- **Educational Freedom:** Christian Schools, organized and administered in accordance with legal standards and provisions for day schools, should be duly recognized in society as free to function according to Christian principles.

2.6 CCS STATEMENT OF OBJECTIVES

Education is primarily a responsibility of the home. Community Christian School 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.

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."

2.7 STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

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

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

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 13:18-20; I Cor 6:9-10)

We believe that in order to preserve the function and integrity of Community Christian School, and to provide a Biblical role model to the Community Christian School students and the community, it is imperative that all persons employed by Community Christian agree to and abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

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

2.8 ADMISSIONS TO COMMUNITY CHRISTIAN SCHOOL

Community Christian School (CCS) is open, from Terrific 3's through 8th grade, to any student of a Christian family that is interested in receiving a Christian education. The school must find the student qualified for admission pursuant to standard admissions standards and testing.

As a requirement of enrollment, each student at CCS must have at least one parent who exercises custodial control over the student and who agrees in writing that they adhere to and will abide by the school's policies, philosophies and Statement of Beliefs; and each student must also agree to support and abide by the school's policies, philosophy and Statement of Beliefs.

Students and families understand that attendance at Community Christian School is a privilege and not a right. This privilege can be forfeited by any student and/or parent who does not follow to the school's standards of conduct and/or who is unwilling to adjust to our environment. Students and parents also agree to be courteous and respectful to their peers, staff, faculty and others on campus.

CCS 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 of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs and other school-administered programs. Community Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Community Christian School administration and to abide by its policies.

2.9 ADMISSION POLICIES & PROCEDURES

Community Christian School seeks to admit students whose parents desire a quality Christian education for their child. CCS requests copies of the student's official transcripts and most recent achievement test results. Transcripts must reflect at least 75% average in core classes where a grading scale was used, and no failing grades in any classes.

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 Educational Philosophy, Statements of Beliefs, Statement of Objectives, Statement of Marriage and 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, emotional & social) for the first year. **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.**

2.10 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

SECTION 3: SCHOOL ATTENDANCE INFORMATION & POLICIES

3.1 LOWER & UPPER GRADE SCHEDULES

Time	K - 4	Time	Middle School Hours
8:15	First Bell	8:15	First Bell
8:20	School Begins	8:20	School Begins
9:40 –10:00	Snack	10:01- 10:11	Snack Break
11:30 -12:15	Lunch & Recess	11:50 – 12:20	Lunch & Break
2:40	First Bell: Bus Students Dismissed	2:40	First Bell: Bus Students Dismissed
2:45	Last Bell: Student Pick Ups	2:45	Last Bell: Student Pick Ups

3.2 ARRIVAL & DISMISSAL

The school day **STARTS** at 8:20 a.m. and **ENDS** at 2:45 p.m. CCS opens and closes each day with prayer. Students arriving before 7:45 will wait in the entry before doors open at 7:45 A.M.

3.3 APPOINTMENTS TO SEE TEACHERS

Parents or guardians are encouraged to contact any member of the teaching staff if they have a question or concern about their child’s progress. Teachers are often available immediately after school for this purpose. You may contact teachers by e-mail or by phone to set up a conference. Staff e-mails are located on the CCS website.

3.4 ATTENDANCE REQUIREMENTS

CCS has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. Regular attendance at school is essential to a student’s academic success. With that in mind, CCS has established the following policies and procedures relating to attendance. Whenever a student is absent, parents are asked to call the school to report the absence. **School notification is EXPECTED before 9:00 AM.**

3.5 ABSENCES

A student may be absent 10 days for a semester and a total of 20 days for the year. When an absence occurs, the student is responsible for any class work missed and must arrange, according to policy, with the teacher to make up assignments, tests, and quizzes. The student should bring with the following:

- Name of the student
- Date(s) of absence
- Specific reason for absence (“An appointment” is not specific enough; example, a medical appointment should have a doctor’s note.)

If a student has more than ten (10) absences for a semester class a conference will be set up with the Principal, Board and parent. An excessive amount of absences will be addressed and exceptions to the stated policy are made only in extreme cases at the discretion of the administration. **Grades 2 – 8:** Parents are encouraged to review attendance/tardies on Jupiter Grades on a regular basis.

3.6 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.

3.7 PRE-ARRANGED ABSENCE FORMS

If a student is going to be absent for 2 or more days, a pre-arranged absence form must be filled out and submitted to the office prior to the absence. Make-up time for work missed during this absence will be one day for each day absent. It is the student’s responsibility to ask the teacher for work/assignments.

3.8 LOSS OF CREDIT/PROMOTION TO NEXT GRADE

If a student is absent more than 20 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.

3.9 EXTRACURRICULAR ACTIVITIES AND SCHOOL-SPONSORED PROGRAMS

1. If a student is absent from school all day due to sickness or medical reasons, he or she will ***NOT*** be allowed to practice, play or participate in any extra curricular and/or CCS school sponsored event if they are not in school.
2. Students who participate in extracurricular activities must be in school for one-half (3-1/2 school hours) on the day of the activity or practice in order to participate.

3.10 TARDINESS (Please read below for grade-specific policies)

All students are expected to be in their classroom and ready for work at 8:20 a.m. Any students who arrives to class after this time will be counted tardy. All tardy students must go to the CCS Office and check in when they arrive to school. Students must have a note or a call from a parent for it to be excused. A record of unexcused tardies will be kept in the office. A tardy changes to an absence if the student comes to school after 10:00 am. The students will then be counted absent for one half day. Cases of perpetual unexcused tardiness will be reported to the administration for appropriate action.

LOWER ELEMENTARY TARDINESS (K – 4)

Each teacher, as deemed appropriate, will deal with tardiness to class. When a student receives their **fourth tardy** for the quarter, a letter will be sent home to the parents notifying them of the tardy situation. This letter will emphasize the importance of good attendance and state that if the problem persists, both the student and parent will need to meet with the Principal to discuss the reasons for the continued tardies. If the meeting with the principal does not correct the situation, the family will then have to meet with Board Members and Principal to remedy the situation.

MIDDLE SCHOOL STUDENTS TARDINESS (Grades 5 – 8)

If a student receives a total of three (3) unexcused tardies in any class per semester, they will receive a written notice and parents will be notified. All unexcused tardies will be recorded in the office and on the student's permanent record. After 6 tardies, students and parents may be asked to come in for a meeting, may face exclusion from extra-curricular activities, and may lose out on classroom privileges.

1 – 3 tardies: Warning

4th tardy: Written notice and call to parents

3.11 MEDICAL APPOINTMENTS

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirements to do make-up work. Notification from a parent/guardian to the CCS Office before school begins must be given if a student must leave early that day.

3.12 REQUIRED REPORTING OF TRUANCY

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

SECTION 4: ACADEMIC LIFE

4.1 ACADEMICS

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each of the areas below.

4.2 HOMEWORK & ACADEMIC SUCCESS

Assignments have the following purposes:

- To reinforce, extend and/or prepare for lesson skills introduced in class
- Help develop good work habits and self-reliance
- To allow parent(s)/guardian(s) and teachers to monitor student progress. Therefore it is up to the student, parent, and teacher to **share** the responsibility of homework.

DEFINITION:

Homework is defined as tasks assigned to students, by teachers, which are meant to be carried out during non-school hours. It is intended to be a meaningful experience that prepares students for lessons, practices basic skills, and/or reinforces concepts taught in class. The activities may include reading, studying, projects, or the completion of assignments.

Students will be assigned homework and, on occasion, other projects. Parents are urged to be involved in these assignments without actually doing the assigned work. **If your child's homework load drastically exceeds these estimates, please talk with your child's teacher to explore options.** Parents should be consistent in seeing that all homework is completed properly and turned in when it is due. The responsibility of homework is an important part of your child's academic success.

4.3 GRADE LEVEL HOMEWORK EXPECTATIONS

Pre K - 2nd Grade Homework Expectations:

- 15 - 20 minutes of reading each weekday night.
- Memory Work (also worked on at school)
- Spelling words practice (if applicable)
- Sight words/letter practice

3rd - 8th Grade Homework Expectations

- 20 minutes of reading each weekday night
- Memory Work (also worked on at school)
- Spelling word practice (if applicable)
- Book Reports/Projects
- Subject areas not finished at school will go home as homework and expected to be completed and returned to school the next day. If your child is spending an enormous amount of time trying to finish homework, please contact their teacher to discuss a solution.

4.4 INCOMPLETE, MISSING OR LATE ASSIGNMENTS

It is of utmost importance for students to learn to be responsible and accountable for their work. In an effort to encourage character development in this area, the following principles govern assignment completion. Assignments must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or if there is a major, prolonged illness.

The following deductions will be taken for late homework in Middle School – Grades 5 - 8

One day late: -10% Two days late: -25% Three days late: 0

If, after two days, the student fails to hand in the late assignment, the student will receive a "zero". The student will still have to complete the assignment in academic detention until the assignment/project is complete!

A student will be assigned an academic detention by the teacher for homework not completed. The detention will be assigned and served on the day or the next day in which the homework is due.

Parents will be notified of missing work through Jupiter Grades. If more than 3 assignments are missing, a parent, student, teacher and Principal meeting will be set up to discuss ways to remedy the problem. Missing/Incomplete work will also affect extra curricular activities. These activities are a privilege and work needs to be completed and assignments/projects turned in on time in order to participate. Extra curricular include organized sports, music, theatre, etc.

4.5 MAKE-UP WORK FOR ABSENCES:

Typically, students in grades K – 4 will have their assignments altogether when they return to school. For students in grades 5 – 8 who miss assignments, it is the **student's** responsibility to contact each of the teachers to request make-up work. The contact should be made on the day the student returns to school. Students are given one school day for each day they are absent to complete and turn in the work (example: If you miss Tuesday and Wednesday you will have Thursday and Friday to make up the work). Make-up work submitted late will be subject to consequences under Incomplete, Missing or Late Assignments.

4.6 EXTENUATING CIRCUMSTANCES:

A student who has an extenuating circumstance may have one or two extra days, at the discretion of teachers, to complete their homework if the student brings in a parent/guardian note communicating the reason for needing extra time. ***Habitual parent notes will not be accepted: no more than one note per semester (two notes per year).***

4.7 RESPONSIBILITIES: STUDENT

- Know the CCS Homework Policy
- Listen to teacher directions, ask questions if something is unclear, and reading directions
- Record all assignments in planner or Google Calendar (Grades 3 – 8)
- Accept the importance of homework
- Gather all materials necessary to complete assignments before leaving the classroom.
- Ensure all assignments are completed to the best of his/her ability
- Complete homework in the given time frame assigned by the teacher.
- Manage time on projects and studying in order to maintain the guideline set for student's age group.
- Ask for assistance from teachers, study buddies, and parents as needed.

RESPONSIBILITIES: TEACHER

- To provide purposeful homework with clear directions and instructions
- Implement a system to routinely check homework
- Post all assignments and give students time to record them in their planners or on Google classroom
- Communicate with student and family what is expected for completing long-term projects at home including timelines for completion.
- Communicate with families when students are not consistently completing assignments
- Provide ways for parents to communicate with teachers about homework
- Discuss homework practices with colleagues

RESPONSIBILITIES: FAMILY

- Promote a positive attitude toward homework as part of the learning process
- To provide a routine and environment that is conducive to doing homework and helps the student organize and complete assignments (i.e. quiet place, adequate time, necessary materials...)
- Stay well informed via Jupiter Grades online grading system. See your child's teacher for help in accessing grades.
- Offer **assistance** to the child, but not **DO** their homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Grade may use invented spelling making it appropriate), punctuation, neatness, etc.
- Read school notices and respond in a timely manner. School notices are published on the CCS Website, through the weekly Peek at our Week, and some will be sent home in the clear take home envelope on Fridays
- Give feedback to the teacher when there is a homework concern, not other parents.

RESPONSIBILITIES: PRINCIPAL

- Monitor and support the teachers in the implementation of homework guidelines
- Encourage teachers to use homework as a tool to reinforce learning
- Support the need for balance with the many learning activities besides homework in students' lives
- Facilitate the communication process between school and home as it relates to homework

4.8 STUDENT AND FAMILY "HELPS" & SERVICES OFFERED AT CCS

- **JUPITER GRADES:** Online grading system used by the teachers in grades 3rd through 8th. Parents should check their child's grades frequently (every week). You can have grades emailed to you each week. This is a great tool to keep informed of your child's progress.
- **TITLE ONE** - Grades Kindergarten to 6th, where a Milaca Title One teacher comes to CCS to work with students struggling with a math or reading/language arts concept(s). We like to think of this as being short-term help for students, and not replace support/help that parents can give at home. When students consistently qualify for Title One year after year, the teacher(s) and parents should communicate about other options (look at reading and math fact practices at home, consider having further testing done through a public school or learning specialist...)
- **PEEK AT THE CCS WEEK** – this is a weekly communication sent through email every Monday from the CCS Office – parents are required to read them as they provide vital information about the calendar and happenings at CCS.
- **EAGLE CARE** – Before school child care for families who need a safe place for their child(ren). Hours are between 6:00 AM and 7:45 AM and need to be scheduled ahead of time with the Eagle Care Supervisor. Students may work on homework or reading goals during this time, but note that the Eagle Care Supervisor is not hired to be a tutor nor to play a parental role of seeing that homework is finished.

4.9 RECORD KEEPING AND REPORT CARDS

CCS will periodically advise students, their parents/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.

4.10 REPORT CARDS

Report cards are sent home 4 times a year. They 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.

4.11 GRADING

KINDERGARTEN GRADING

E - Exceeds expectations: Indicates mastery of a skill

M - Meets expectations: Indicates that a child is on target for his or her developmental age

P- Progressing towards expectations: Needs more time, attention and/or focus

AC – Area of Concern: *Serious difficulty understanding and applying material taught. Work is consistently below grade level.*

GRADING FOR GRADES 1 & 2:

S+ : Work is consistently high quality

Fully understands material taught and applies what has been learned. (92% & above)

S: Work is at grade level. Understands material taught and frequently applies what has been learned. (78 – 91%)

S- : Work is consistently below grade level. Difficulty understanding and applying material taught. (77% and below)

GRADES 3 - 8

Percentage scale below:

•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

4.12 JUPITER GRADES

CCS uses the Jupiter Grades. It is an internet-based system that embraces the various needs of administration, staff, teachers, students and parents. Jupiter Grades is a private and secure website that will allow the parents to see complete information specific to their child, while protecting the child's information from others. All that is needed is an internet capable computer to view information such as: attendance, grades, progress reports, report cards, missing assignments, and teacher email addresses.

4.13 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 made after the recommendation of the teacher and administration with final consent/approval of parent/guardian.

4.14 ACADEMIC PROBATION

In the best interests of the students, families, teachers, and CCS, 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/progress.
- 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 Board 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 Administration team 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.

4.15 ACADEMIC HONOR CODE

Academic Honor Code Students must invest time and effort into the learning process. Success is only achieved when the student completes his/her own work. In both the short and long-term, cheating is detrimental to a student's quest for success in life. Comprising academic and moral integrity is a serious offense that must be handled as both a teaching opportunity and a disciplinary matter. Lying and stealing are also contrary to success: Success as a Christ follower as well as success in the classroom and society.

Cheating is defined at CCS as:

Cheating is a breach of academic integrity and involves one or more of the following actions:

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from another person's test, examination, theme, report, or essay whether the person is currently enrolled at CCS or not.
- 3 To plagiarize—defined as, "To steal and use the ideas and/or writing of another as one's own," without giving credit to the original author. (Following an explanation of what plagiarism is, students in grades 5-8 will be asked annually to sign a statement agreeing they will not plagiarize.)
4. To prepare to cheat in advance by:
 - a. having in your possession a copy of a test given by a teacher.
 - b. using any form of notes during a test or exam not permitted by the teacher.
 - c. communicating in any way with another student during a test or exam.
 - d. failing to follow testing instructions given by a teacher.
 - e. assisting another student to cheat according the above definitions.

Homework and Classroom Assignments: The staff at CCS never wants to put a student in a position where he/she can inadvertently, and without intent, violate the honor code. Therefore, teachers are responsible to clearly explain their expectations regarding the completion of routine assignments. These expectations may vary depending on the teacher, the instructional methods, and the course content. Teachers will also communicate any change in expectations for specific assignments. Parents must also understand that they are not to complete students' assignments for them because this impedes the learning process for the student.

SECTION 5: STUDENT LIFE AT COMMUNITY CHRISTIAN SCHOOL

5.1 CHAPELS AND ASSEMBLIES

Chapels provide a time of spiritual refreshment. Our primary purpose during chapels 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. The CCS staff organizes all-school and grade-appropriate chapels each month. Parents and CCS friends are always welcome to attend.

5.2 ARRIVAL TIME

If your child does not ride the bus, please time his or her arrival **NO EARLIER than 7:45 am.** But NO LATER than 8:10 am. Although teachers arrive earlier, they are not supervising classrooms or hallways until 7:45 am.

5.3 PICKING UP A STUDENT DURING THE SCHOOL DAY PROCEDURE

In an effort to reduce classroom disruptions, parents should send a note in the morning with a student requesting a to leave. Do not email teachers directly requesting permission to leave class. If an elementary student (T3 – 6th grade) is being picked up for an appointment or for another reason during the school day, a parent or guardian needs to send a note with their student in the morning informing the teacher and office that they will be taking the student out of school. When picking the student up at school, the parent must come into the school office to have the student paged and sign the student out. For precautionary measures we do not allow students to wait outside or at the door for their ride.

5.4 STUDENT DROP OFF & PICK UP PROCEDURES

- **All BUS RIDERS are dismissed at 2:40 pm • ALL other students are dismissed at 2:45 pm**

Drop Off:

T3 – 8th Grade beginning at 7:45 a.m. Please drop off in front of the crosswalk, enter the building through the main entrance.

Using the drop off/pick up lane, pull up to the closest available spot and stop. Your student(s) should only exit the right side of the vehicle onto the sidewalk. Once your student(s) are safely on the sidewalk, pull forward and exit onto County Road 8.

Absolutely NO PARKING in the drop off lane. Parents should not leave the vehicle.

1. Students line up outside on the sidewalk and are to go directly to their car.
2. DO NOT cross the street to get to a parked car.
3. Students must have a note from home to give permission to go home in another carpool.
4. If your child typically does not ride bus, you must call the bus company to inform them of this.
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.

5.5 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. Students waiting for buses to arrive are to line up in their appropriate bus line until bus arrives. Bus drivers need a written note from a parent when a student is going to the home with another student.

5.6 BICYCLES

Bikes must be parked in the bike stand upon arrival at school. After school, students must wait until the buses and cars have left before leaving. Bicycles should not be ridden on the sidewalks. School playgrounds are off limits for bicycles, even after school.

5.7 PEDESTRIANS

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

5.8 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). For safety reasons, students should **NOT** be picked up/dropped off on the south side of the street in front of school.

5.9 TRANSPORTATION ARRANGEMENTS

If students are going home with a different adult, outside of 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.**

5.10 CCS HOT LUNCH POLICY

Parents may order and purchase hot lunch – Mondays through Fridays for \$2.90 /meal with milk. This is a voluntary program. Otherwise, students bring a bagged lunch from home and they may purchase milk separately for \$.35. Kindergarten – 8th grade students eat in the gymnasium, which serves as our lunchroom. We ask that they not eat in the hallways, bathrooms or by their lockers.

Families receive an email approximately 2 weeks before the end of each month with a link where families can order online. Each day, students will put their lunch or milk ticket in a basket where it will run through the School Lunch program. Students are not charged if they don't eat hot lunch.

Payment for Hot Lunch Account

Money must be deposited into your child's hot lunch account at the beginning of the year. Deposits may be sent to school with your student in an envelope. Please label the envelope to the CCS Office and write 'hot lunch' on the outside of the envelope, and also include the student's first and last name. Envelopes may be dropped off in the school office. Checks payable to CCS are accepted. Please include your student's first and last name on the check. A \$10 fee will be assessed for all returned checks. If you have more than one child, money will be deposited into your family account.

Delinquent Accounts

School Lunch software sends parents an email with an alert when your account reaches the balance of \$5.00. CCS also provides a note that is sent home with your child. We cannot provide credit – or continue to run on a negative balance. However, we will allow a 3-meal grace period if a student account is negative. If we do not receive a deposit during the grace period the student will not be able to have hot lunch. Students will receive a jelly sandwich if no lunch is provided from home. We ask that you please respond as soon as possible and send money in to CCS. Kristi Santema is in charge of hot lunch account and can be reached at 320-369-4239 if you should have any questions. All lunch balances are carried over to the following school year. All families are asked to monitor their lunch balances throughout the year.

5.11 CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones, MP3 players, I-pods, tablets, or any other communication or game playing devices are important components of 21st century learning. It is the goal of Community Christian School to prepare our students to use these devices safely and appropriately. Electronic devices are not to be used during class time without teacher permission. If a cell phone is used without permission or goes off during class or during the school day, it may be confiscated. A device may also be confiscated outside of

class time, if used inappropriately. **Any confiscated device must be picked up by a parent or guardian.** Students who possess inappropriate material on electronic devices brought to school will be subject to disciplinary action. Students who repeatedly use their phones without permission will be subject to disciplinary action. The school prohibits the use of any video or picture-taking device from any restroom, locker room, classroom, or other location where students and staff have a reasonable expectation of privacy. A student improperly using any device to take or transmit images will face disciplinary action and may be recommended for expulsion. **CCS is not responsible for lost or damaged electronic devices or cell phones.**

5.11 INJURIES

- a. There is no nurse on the CCS campus
- b. All injuries should be reported to the supervising teacher and CCS Office.
- c. Parents will be notified (phone call/email) and an injury report will be filed.

5.12 SCHOOL PROPERTY

School equipment such as iPads, computers, smart boards, projectors, etc. are expensive items. No student is allowed to use them unless he/she obtains permission and direct supervision from the principal or teacher. Any student who damages school property will be required to reimburse the school for repair or replacement costs.

5.13 MESSAGES TO STUDENTS

The school recognizes the need for parents to contact their children; however, each contact could potentially result in a disruption to class. Parents are encouraged to limit their messages to emergency messages only that could not have been dealt with before school began that day. Messages should be called in to the office before 2:00 P.M. so they may be delivered before the end of the day.

5.14 INDIVIDUAL PARTIES & CLASS UNITY

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 are done by parent discretion.

Elementary teachers may celebrate students' birthdays in the classroom in ways appropriate to their age and grade. Due to needs of class schedules:

- Birthday celebrations must be conducted during the student's lunch period. Birthday treats will not be allowed during classroom instruction time.
- Parents are allowed to coordinate with the child's teacher to plan a special snack (limited sugar) at the end of the student's lunch period on their birthday.
- Special gifts that are delivered to the school for a student's birthday will be held in the elementary office until lunch or at the end of the school day and cannot be taken to the student's classroom.

5.15 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 need to have copies 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.

SECTION 6: BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

CCS is best able to provide an enriching and constructive educational experience for each student by maintaining a positive and disciplined learning environment. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner.

To contribute to this educational environment, certain behaviors will be expected at all times from students and staff. Appropriate consequences will be administered when student's actions interfere with the right of the teachers to teach and the students to learn.

As young and developing Christians and as members of the body of Christ, CCS students are expected to behave in a manner consistent with biblical standards for Christian conduct. All words, actions and activities should conform to biblical guidelines and through that glorify our heavenly Father. "Say those things that are helpful for building others up according to their needs. Be imitators of God and live a life of love just as Christ loved us." (Ephesians 4:29, 5:1)

Parents need to maintain responsibility for and an interest in the conduct of their sons and daughters while at school or school events. They should ensure that their children complete homework and assignments. Beyond that, parents could impose appropriate punishments for incomplete homework, tardies, improper choice of clothing, use of foul language, fighting, use of alcohol or illegal drugs, and so on. The school and home should be powerfully consistent in attitude and approach at such key points.

The school will encourage proper conduct. Doing that which is right should be the main focus for guiding conduct. Institutional integrity also requires the exercise of disciplinary action. Students will need to abide by classroom, hallway and school rules and principles. They must avoid participating in negative, destructive or sinful activities. "Do not even be partners with anyone who does such things." (Ephesians 5:7) Our school should be free of offensive behavior or language.

CCS is a learning community. We believe that academic achievement happens within the context of a caring and committed community. This type of community is only possible when our students understand their responsibilities to one another. In order to maintain a learning community we use the following principles to help students make wise decisions. The following are what we call...

THE COMMUNITY CHRISTIAN SCHOOL WAY

- **RESPONSIBILITY** Take responsibility for their learning and to encourage the learning of others.
- **RESPECT** the dignity, work, and property of others as image-bearers of Jesus Christ
- **READY** and prepared to do their best in all their endeavors at school, home and in God's world
- **HONESTY**
- **GOD HONORING WORDS AND ACTIONS**
- **SAFETY**

To ensure clarity of our expectations, we have outlined what these rules/expectations look like in key areas of the school and campus. We spend time teaching and modeling our expectations for all students, and more specifically our middle school students in 5th through 8th grade. These expectations apply to all areas of the CCS school building.

During ALL Specials' & Classes (Art, PE, Music, Technology)

During ALL Break Times

During Chapels

Study Halls

Restrooms

Offices

On-Campus Supervision

Hallways

Playground

Classrooms

Drop-off/Pick-up Areas Specific expectations for each of the areas within and around the CCS school building and campus are explicitly taught and posted in all classrooms and spaces.

CORRECTIONS for Level I or Level II

- 1st Offense: **A verbal warning**

This verbal warning will help the student to identify the behavior is unacceptable and will help the student to identify and give them opportunity to demonstrate appropriate and acceptable behavior. Staff will make explicit what they consider to be acceptable and appropriate behaviour.

- 2nd Offense: **Consequence for Choice made**

Appropriate consequences for rule infraction, e.g. cleaning restroom for restroom misconduct

- 3rd Offense: **Behavior Slip -Written Notice**

If student receives another notice, the student will be given a behavior slip and written notice including a phone call made to the parents explaining the level of infraction.

- 4th Offense **Parent Meeting**

A meeting will be called with teacher, student and parents to address the behavior and a behavior plan will be put in place.

Some form of consequence appropriate to the misbehavior will be given. However, it should be appropriate to the individual and aim to modify inappropriate behavior as well as contain a consequence for their choices. Consequences might include: writing of Biblical verses that go with their offense, completion of unfinished work, withdrawal of privileges, non-desirable tasks, helping with custodial duties, etc.

Level 1:

Swearing (taking God's name in vain), other extremely offensive language (racial slurs, etc.)
Vulgarity/Use of Profanity
Pushing/Shoving/overaggressive behavior
Unsportsmanlike behavior
Running in Hallway
Continual disruptions to the teaching/learning process (i.e. continual talking in class during instruction)

Level 2:

Teasing-name calling, insulting, gossiping, mean or rude gestures or other behaviors that degrade others as image-bearers of Almighty God.
Taunting, Ridiculing, Humiliating. Planned exclusion
Defiance-refusal behavior directed toward teacher or supervisory staff
Using cell phones/electronic devices in school without teacher/staff permission

Level 3: Harrassment
 Alcohol/Drugs/Substance/tobacco
 Possessing, using, threatening to use or transfereing any weapon or insturment capable of inflicting harm or considered dangerous by the Administration. (See 6.4 for more detailed description)

Level 3 may consititute immediate suspension and/or expulsion and will be brought to the CCS School Board immediately. Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories.

Student age, attitude, and/or intentionality may affect the level and severity of consequences – school discretion is maintained.

6.2 PROPERTY DAMAGE

- If students willfully cause property damage, families are responsible for costs of damages incurred.
- If property damage occurs by accident but as a result of misbehavior/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.

6.3 THREATS OF VIOLENCE & WEAPONS

Community Christian School considers student possession of weapons as a serious offense. Students shall not bring, possess, conceal or use a weapon on or at school property, or at activities under the jurisdiction of the school. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a “possession”.

1. Possession: Having a weapon on school property or at school event
2. Threat of weapon: Statement of personal bodily harm with a weapon
3. Weapon: Danterous, Deadly, Firearm or Destructive device. These may include, but not limited to, knives, metal knuckles, chains, slingshots, straight razors, irritating gases, firewroks, poisons, unlawful drugs or other items fashined with the intent ot use, sell, harm, threaten or harass students or staff. Replicas of weapons are also prohibited as defined by this policy..

CONSEQUENCES

Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be subject to disciplinary procedures up to, and including expulsion and/or referral to law enforcement as appropriate.. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy. Suspensions and/or expulsions will be discussed with the CCS Board, Adminsitration and Family.

**When dealing with lower elementary students (T3 – 2nd Grade) and threatening language, the students will be dealt with and parent called to discuss the nature of the “threat”. The age and surrounding circumstances will be considered when dealing with the sitation. The maturity and understanding of dealing with a Kindergarten “threat” and a 7th Grade “threat” are very different. They will not be taken lightly, but the course of action may look different.

6.4 TEXTBOOKS

Textbooks are furnished. Textbooks must be returned at the end of the semester or year in good condition or the student will be charged a pro-rated fee. Lost or severely damaged books must be replaced by the student.

6.5 GUIDELINES FOR IPAD AND CHROMEBOOKS

The mobile iPad and Chrome Book labs are to be used only with the expressed permission of a faculty member who will also supervise their use. CCS devices are off limits before and after school, unless permitted and supervised by a teacher.

6.6 LOCKERS

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, or other material in the locker must be conducive to a Christian environment or will be removed by the administrator. Magnets may be used to hold up items but stickers, tape, and glue may not.

6.7 BUS BEHAVIOR

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 children's safety is the number one goal.** While children are riding the bus, they must remain seated at all times and conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk. Students must follow any direction provided by the bus driver and follow all bus rules.

6.8 GYM AND PLAYGROUND RULES

Gym and playground rules will be posted and reviewed each year by faculty.

6.9 CHEATING

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying. Students must understand the seriousness of an act of cheating. If it is determined that a student has indeed cheated, the following actions will occur for a 1st offense:

- The student will receive a zero on the assignment/test/project
 - The Principal, parent/guardian will be notified
 - The student will conference with Principal, Teacher and parent/guardian
- 2nd offense: zero (0) for the class , another conference with Principal, parent/guardian, and Board

6.10 PLAGIARISM

Plagiarism is a form of cheating. The following are examples of plagiarism:

- * Taking someone else's assignment (or portion of an assignment) and submitting it as your own
- * Presenting the work of parents, friends or family as your own
- * Submitting any material created by someone else without giving credit to the author
- * Rephrasing someone else's work without giving credit to the original author
- * Submitting papers from the Internet or any other source that were written by someone else
- * Providing or exchanging assignments with other students
- * Submitting work that distorts the lines between one's own ideas and the ideas of another
- * Inadequately citing ideas or words borrowed from another source

6.11 EXPULSION AND EXPULSION PROCEDURES

A student may be expelled if: possession or distribution of illegal drugs (immediate expulsion) or student displays violent behaviors.

“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. No expulsion shall be imposed without a hearing, unless the student and parent and/or guardian waive the right to a hearing in writing. The student and parent shall be provided written notice.

SECTION 7: STUDENT DRESS CODE

7.1 STUDENT DRESS

It is the policy of this school to encourage students to dress appropriately for school activities and in keeping with the Christian standards. In order to promote a clear understanding, the following guidelines are provided to help direct our choices:

1. Clothing must be appropriate for the weather.
2. Shoes must be worn at all times
3. Objectionable emblems/signs/words/objects or pictures offensive slogans/pictures of 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.
4. Caps, Hats, and Hoods – may be approved for special days

GIRLS:

- Shirts: Midriffs, chests, and backs, must be completely covered.
ALL shirts must have sleeves. Tank tops are not acceptable for students in grades 3 – 8.
- Dresses, skirts, and shorts must be modest and fit properly. With arms to the side and shoulders relaxed in a natural standing position, dresses, skirts or shorts should be no higher than the fingertips. This standard includes dresses/skirts/shorts worn with leggings.
- Undergarments must not be visible.

7.2 INDOOR/OUTDOOR SHOES

Indoor Shoes: We require each student to have an indoor pair of shoes kept at school.

Outdoor Shoes: Students should also have appropriate shoes/boots for going outside. This would include tennis shoes **strictly** for outside use. Students without the appropriate footwear may have to stay indoors or stay in a designated area outside. Each student is required to have a pair of non-marking soled tennis shoes reserved for use in the gymnasium for physical education classes.

7.3 DRESS CODE VIOLATIONS

Within the judgment of the administration and teacher, if the student's appearance, grooming, or mode of dress is not deemed acceptable, the student will be directed to change clothes and parents will be notified. If parents cannot bring a change of clothes, the CCS Office will provide something for the student to wear. Additional instances will be seen as a sign of disrespect, resulting in appropriate consequences for their behavior.

An organized student event may recommend a form of dress with the approval from the Administration.

SECTION 8: STUDENT ACTIVITIES

8.1 ELIGIBILITY

School activities provide additional opportunities for students to pursue special interests that contribute to their academic, social, physical, spiritual, mental, and emotional well-being. They are meant to complement the instructional program in providing students with additional opportunities for growth and development. CCS expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All CCS rules pertaining to student conduct and student discipline extend to extra curricular activities.

Those students who participate in an extra curricular activity either at CCS or elsewhere (sports, theater, speech, music...) must adhere to the following ***Eligibility Requirements:***

- Each student must maintain a “C” grade in all subject areas.
- Student must have daily assignments/class projects completed in order to practice and/or play.
- Student must have a sports physical on file in their respective school’s District (as applicable).

8.1 FIELD TRIP

A field trip is an extension of the classroom activity and should be considered an expansion or enrichment of the regular curriculum. 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. It will be up to the discretion of the teacher and principal if that student will be able to attend.

8.2 FIELD TRIP TRANSPORTATION

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

8.3 WALKING FIELD TRIPS

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

8.4 BEFORE & AFTER SCHOOL HOURS

Students **MAY NOT** stay after school to wait at CCS for siblings to return. Transportation arrangements must be made. Faculty will not be responsible for after school care.

8.5 CLASSROOM PARTIES AT CCS

CCS celebrates certain holidays— Christmas, Valentine’s Day and Easter—as distinctively Christian celebrations. Class parties may be held for these occasions. Teachers plan/oversee classroom parties, along with the help of Parent’s Club, to assist them with conducting the parties. Teacher and room parents work together. The school’s mission is to promote Christian history and culture, therefore the school promotes Christian themed decorations (nativity scenes/resurrection depictions) instead of mere commercial decorations (i.e. Santa’s, Easter bunnies, ghosts, scary jack-o-lanterns, etc.).

SECTION 9: MEDICAL POLICIES AND INFORMATION

9.1 HEALTH SERVICES

There is NO Registered Nurse available at our campus. If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's Health History Form and alert the teacher and the CCS Principal. Epi-pens may only be retained on campus with a current allergy action plan. The plan will be kept on file in the CCS Office.

Be sure the school always has current phone numbers where you can be contacted during the school day.

9.2 WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision:

- If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea two times in a day, the student should stay home for 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye.

If your student is ill at home, please call or email the CCS Office to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported. Teachers can then be alerted to refer early, similar symptoms in other students.

9.3 EMERGENCIES AND/OR ILLNESS

If your child becomes ill or injured at school, you will be notified by CCS Office or teacher. They will call the parents/guardian whenever the student has a fever over 100.0, is vomiting, has significant pain, repeatedly complains, or exhibits anything else that is out of the ordinary. If unable to reach parent/guardian, the next emergency person on the call list will be notified.

9.4 MEDICATION POLICY

Medical Authorization

In the event that a student requires medication at school, the administration of such medication shall, whenever possible, be under the supervision of the CCS Principal or homeroom teacher.

Over-the-Counter Medications

CCS does not dispense OTC medications.

Epi-pens

It shall be the responsibility of the student's parent or legal guardian to supply CCS with an Epi-pen for anaphylactic reactions. The Epi-pen will be stored in the student's classroom and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing CCS from all responsibility involved in its use.

9.5 IMMUNIZATION REQUIREMENTS

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. 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.

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, until the student or the student's parent/legal guardian has submitted to CCS the required proof of immunization. This must be on file prior to the student's first date of attendance. Students entering 5-Year-Old-Kindergarten and 7th grade need to be immunized prior to the beginning of school with updated immunizations.

9.6 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
- B. 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. You can find the form here www.health.state.mn.us/divs/idepc/immunize/studentzfm.pdf

SECTION 10: GENERAL POLICIES AND PROCEDURES

10.1 EMERGENCY CLOSINGS, EARLY DISMISSAL AND/OR LATE STARTS

SCHOOL CLOSINGS

If **Milaca** cancels school.....All programs at CCS are cancelled

If **Princeton** cancels school.....CCS is in session; Emergency contacts made

EARLY DISMISSALS

If **Milaca** has early dismissal.....CCS has same; Emergency contacts made

If **Princeton** has early dismissal.....CCS is **unaffected**, Princeton students dismissed to respective bus
(Classes will continue, work will be sent with the students who leave on the bus)

DELAYS

If **Milaca** has a 2-hour delay..... CCS has a 2 hour delay, NO A.M. Eagle Care

If **Princeton** has a 2 hour delay..... CCS (All programs) stays on time, Princeton students are excused

WEB SITE: Please go to www.ccspease.com for immediate information.

RADIO FM - KBK 95.5 **TV** - KSTP - 5 / KMSP - 9 / WCCO 4 / KARE 11

10.2 END OF THE YEAR CLEANING FOR ALL FAMILIES

At the end of every school year, each family is asked to come into CCS and help clean for 2 hours. You may elect to opt-out for \$75.00. We don't have a full custodial staff during the summer and we need to have the building cleaned and ready for the upcoming school year.

10.3 FINANCIAL POLICIES: DELINQUENT TUITION ACCOUNTS & PENALITIES

1. Community Christian School Board, charged with maintaining the financial stability of Community Christian School, sets the 15th of each month where tuition payment is automatically withdrawn with ACH.

2. The Tuition Agreement is signed by parents and school board member and is considered a binding agreement.

3. If, at the end of one month, payment is still not received or there are Insufficient funds in your account, a notice shall be sent to the parent(s) indicating that they are delinquent. Payment and/or communication should be directed to the CCS Financial Administrator or a CCS Board Member.

4. **Thirty days** after the payment due date, a second notice shall be sent. Balances that remain after 45 days will be submitted to the CCS Board, unless an alternative payment schedule has been set with the Financial Administrator or CCS Board

5. The CCS Board will evaluate each case. In order for the panel to evaluate legitimate cases of economic hardship and to attempt to distinguish between ability to pay and unwillingness to pay, the parent of those students for whom payment is delinquent may be asked to provide information that would justify the outstanding charges.

6. If the CCS Board determines that without payment of the delinquent balance, enrollment could be terminated, this may be implemented only at the end of the current marking period. No student will be suspended or expelled from school during the course of the current marking period because of parental inability to pay tuition or fees.

7. No student will be allowed to enroll in a new school year if tuition remains outstanding from any prior year.
8. The decision of the CCS School Board is final.

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.

10.4 ENROLLMENT & REGISTRATION

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.

General Information

1. All children must be registered each year.
2. A Health History form must be completed for all new students and up to date immunization forms must be completed.
3. A tuition agreement & ACH payment is signed by parents/guardians at registration.

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 new family must submit a completed application.
2. All 5th –8th grade students criteria
 - a. Suitable age for the grade assigned
 - b. Acceptable scores on any additional testing that may take place
 - c. Ability of student to adjust to classroom learning
 - d. Acceptable scores from transcripts
 - e. Acceptable discipline report
3. 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. There is a checklist including all forms to be completed and submitted prior to the student interview:
4. Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies.
5. Each student of the school shall be of the highest moral character and be obedient to the Biblical principles that it teaches. CCS reserves the right to dismiss any student with or without cause.
6. 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/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/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.
- Parents affirm their decision to enroll the student in CCS by signing the Tuition Agreement Form.

7. Priority of acceptance is determined by the following criteria:

- a. Pupils currently enrolled and continuing at CCS.
- b. Children of staff members of CCS
- c. Siblings in families who already have one or more children at CCS
- d. All other applications

10.6 REGISTRATION PROCEDURE

- For each family there is a \$75 non-refundable registration fee
- All forms must be completed, including medical information and custodial information when applicable.
- **No registration will be accepted unless tuition is paid in full or current for the previous year's tuition.**
- Upon registration, all parents sign a Tuition Agreement & ACH form. A child will not be allowed to attend school if the above registration procedures have not been completed.
- **WITHDRAWAL POLICY**

If parents wish to withdraw a registered student, the CCS Office must be contacted. Verbal notification to a principal or board member is considered acceptable. IF a family notifies CCS and withdrawals **AFTER** August 15 of the fiscal year, the family will owe the first full month's tuition. It is non-refundable **AFTER** the 15th of August.

10.7 CONTINUOUS ENROLLMENT FOR CURRENT CCS FAMILIES

Community Christian School uses a system called CONTINUOUS ENROLLMENT. This simply means your child(ren) will automatically be enrolled for the following school year.

For any family that will NOT be re-enrolling to CCS or want to delay your decision, it is the parent's responsibility to contact the CCS Office by a certain date published in the Peek at the Week and let the CCS Board know your intentions. The \$75 non-refundable registration fee will be taken out March 15. CCS reviews the records to ensure the following:

1. Student achieved sufficient academic progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the Principal, classroom teacher, and parents/guardian to discuss options for the following year
2. Student behavior is appropriate for advancement to the next grade level.
3. There are no delinquent accounts. No student will be allowed to apply for re-enrollment or be re-enrolled with a delinquent account.

10.8 NO BULLYING POLICY

It is the policy of Community Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

DEFINITION: Bullying is intentional and harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples of bullying are as follows (but are not limited to these):

BULLYING VS. PERSONAL CONFLICT: It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought or action. Arguing or avoiding contact with a classmate, or rejecting an offer of friendship, are not necessarily acts of bullying. Such acts can be one-time incidents or be repeating. Personal conflict often occurs when people fail to value the wishes of others.

VERBAL/WRITTEN: name calling, put downs, racist remarks, teasing, threats, spreading rumors

PHYSICAL: Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc....

SOCIAL: ostracisms or exclusion, ignoring, being unfriendly, alienating, manipulation – pitting students against each other

PSYCHOLOGICAL: Acts that instill a sense of fear or anxiety, etc.

CYBER: sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (texting, cell phones, or internet, etc.)

OTHER: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

AWARENESS:

Annually, as part of the required in-service training for all school staff, the principal or designees shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc.

Teachers will throughout the year, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc.... This information may be presented in Devotions, Bible, Health, Social Studies, and or other classes.

At the beginning of the school year during an all school assembly, and as needed, the Principal or designee shall ensure that the student body is familiar with the NO Bullying Policy, school and class policies. Rules and consequences will be posted in the classrooms and school office. School policies will be posted on the website. Bullying Incident Reports will be available in each classroom, school office and on the website. Anti-bullying messages will be posted in hallways. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening.

REPORTING

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action including expulsion/suspension for students shall be taken if they knowingly make false reports.

Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day if possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)

If the behavior meets the criteria for bullying, the staff member must report this to the school principal in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the Principal for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of the school staff, and they are to begin intervention strategies for the victim.

The Principal will promptly and thoroughly address suspected reports of bullying s/he will individually meet with the victim/witness and bully privately. If s/he determines that bullying has occurred, s/he will act appropriately within the discipline codes of the board and will take reasonable action to end the bullying. The message for the child who bullies will be, “Your behavior is unacceptable, and mean, and must be stopped.” The principal will inform the student that he or she will be closely monitored, and the student’s movements outside the classroom will require adult supervision until trust has been built and all bullying behaviors cease. We will ensure careful monitoring of the victim during this time, by enlisting the help of a class buddy. The Principal shall ensure that prior to the end of the day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted.

Copies of the Bullying Incident Report shall be given to the victim’s and offender’s teachers, be placed in the victim’s and offender’s files in the School Office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

10.9 HARRASSMENT POLICY

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 CCS.

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.

HARRASSMENT 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.

REPORTING PROCEDURES

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

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 protect the student making the report. 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.

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

10.10 CHILD ABUSE POLICY – MANDATED REPORTING

It is the policy of Community Christian School to protect the children whose health or welfare may be jeopardized through physical abuse, neglect, harassment, or sexual abuse.

It is the policy of Community Christian School to comply with the law that requires the reporting of suspected physical or sexual abuse and conditions of neglect involving children. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota State Statutes. The Child Abuse Policy is on file in the CCS Office for your review.

10.11 INTERNET/ TECHNOLOGY ACCEPTABLE USE POLICY

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

GENERAL STATEMENT OF POLICY

- A. CCS 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 school's computers and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

INTERNET PURPOSE IS FOR EDUCATION

Community Christian School is providing students and employees with access to the school's computers, which includes Internet access. We have an educational purpose in providing Internet access to our students and staff.

Internet 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 at CCS.

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.

UNACCEPTABLE COMPUTER USES

The following uses of CCS's computer and Internet resources and accounts are considered unacceptable:

- 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, messages which are intended to promote or incite violence against person or property, or messages that are intended to hurt another person (cyber bullying)
- Users are prohibited from installing, without authorization, software on the school's computers.
- 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.
- 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. School administered email for students is to be used for classroom projects only. Emailing between students should follow proper etiquette guidelines – thoughtful and encouraging messages are expected at all times. Improper, discouraging, mean or hateful messages will be considered cyber bullying and discipline procedures will occur.
- Users are prohibited from using the school's system for personal commercial activity, including selling, purchasing, advertising, or soliciting goods or services. CCS will not be responsible for any financial obligations arising from a user/s activity on the school's system.
- School administered email for students cannot be used to gain access to or open accounts to any social media site or retail establishments. This includes Facebook, Twitter, Snap Chat, Gaming/Gambling sites.
- If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall disclose the inadvertent access to the classroom teacher and CCS Principal.

PRIVACY

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.

Accounts of staff members who are no longer employed at the school will be cleared prior to the start of the new school year.

FILTERING

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.

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.

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 permission of & supervision by staff before a student may access Internet.

C. The Internet Use Agreement form must be read and signed by the student, and parent/guardian.

D. The Internet Use Agreement form for employees must be signed by the employee and it will be filed in the school office.

E. Teachers will educate students to responsibly/correctly cite Internet works (articles, books, pictures, video clips...) that are used in school work. All copyrighted resources need to be properly cited through bibliographies and/or footnotes.

USER NOTIFICATION

A. All users shall be notified of CCS'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

CCS STUDENT TECHNOLOGY ACCEPTABLE USE GUIDELINES

Access to the computers and to the Internet at CCS enables students to explore thousands of libraries, databases, and other unique resources. 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:

- Be polite: school rules apply to electronic communication. Cyber bullying is not tolerated.
- Use only appropriate language, materials, and images.
- Do not reveal names, addresses, or phone numbers or any other personal information.

B. Purpose of Use

The use of the computers must be consistent with the educational objectives and 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. Students may ask for a one-time, limited use of personal email to access needed documents.
- D. Confidentiality
*Users should not expect that files stored on the school's computer/tablets/devices are 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.
- F. Digital Responsibility – Students must understand that what they do during the school hours, on a CCS device and /or under the CCS domain (ccspease.com) may be monitored closely to ensure our students hold a high standard of conduct. Online matters outside of school will be dealt with by parents and/or police.
- F. Any misuse of the above guidelines most likely result in cancelling a student's use of the school's computers/tablets/devices and their access to the Internet.

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

10.12 CCS SCRIP POLICY

The CCS SCRIP program will operate weekly during the school year. Order forms can be found online or you can sign up online to create your own account and set up Presto Pay. Summer SCRIP dates will be posted on the website. Orders will not be filled on certain holidays and families will be notified via email.

A SCRIP Registration Form must be completed before cards are released. CCS accepts no responsibility for certificates when SCRIP orders are released to the designated courier or mailed. Student couriers will receive the envelope to take home in Backpack or Eagle Packs.

All SCRIP orders must be accompanied by cash, check or done online with Presto Pay. Checks returned to the SCRIP program due to insufficient funds will incur a \$30 fee.

SCRIP is being offered to promote the education of students at CCS; therefore, the money collected by your family will only be used for Community Christian School tuition reduction credit. If your family leaves Community Christian School for any reason, the monies raised by your family through this program will be credited to the Partners in Education Program.

Filled orders will be sent home with the designated couriers on delivery day. For those who pick up at CCS, they must be picked up by the end of the week. All errors must be reported to the SCRIP coordinator by the next school day. CCS staff or coordinator will not deliver SCRIP certificates to individuals outside of the building.

SCRIP certificates are the same as cash, and should be handled accordingly. CCS will not be responsible for certificates that are lost, stolen or misplaced while in your possession. SCRIP certificates are **not returnable** and are **non-tax deductible**.

Ten percent (10%) of the total profit earned by your family will be used by the school to help administer the SCRIP program. (10 cents of every dollar in “profit” your family earns). This helps cover shipping charges and other incidental expenses incurred by the program.

APPLICATION OF EARNINGS

Tuition percentages earned will be held by CCS and credited monthly to family tuition accounts. The money earned by a family is only payable to a CCS tuition account. At no time will any earnings be returned to participants.

Participants may choose to have credits distributed to any of the following accounts:

1. Tuition reduction for your own family or another CCS family
2. Tuition reduction for a **future** CCS family
3. CCS Partners in Education

****Parents planning for the future education of their children at CCS may participate.** CCS will hold the money earned until family is registered at CCS. Future families must use earned tuition credit when their child starts in a CCS program. Future families who have not participated in the SCRIP program for a one-year period will be considered inactive and contacted as to their intentions. If a reply is not received within 30 days of contact, their earnings will be transferred to the Partners in Education Fund. CCS supporters (faculty and staff, grandparents, community members, etc.), may have their own account and contribute to a CCS family or the Partners in Education Fund.

10.13 FINANCIAL AID POLICY

It is the goal of CCS to award financial assistance to families that are philosophically aligned with our Mission and Vision, who have a heart for Christian education and whose students are in good standing with the school. There must be evidence of a demonstrated need. This program is designed to assist families that experiencing a financial hardship, and who need *short-term* financial assistance. Financial assistance is awarded based upon a family’s ability to pay as well as the availability of funds CCS has to distribute.

Criteria for Consideration:

The basic responsibility for financing a student’s education rests with the family, but a limited amount of Financial Aid is awarded each year. An application may be obtained from the CCS Office or by contacting a CCS Board Member.

An application for FACTS must be filed online, with the appropriate fee paid by the applicant. All information will be kept confidential. All aspects of the financial aid process for your family are confidential. Any information provided to the CCS Bookkeeper or School Board is handled in confidence, and we require that financial aid awards to your family remain confidential between you and the school. CCS operates the financial assistance program on principles of confidentiality, concern for the family, good stewardship of resources, and fiscal responsibility. **Families are expected to keep awards confidential.**

Applicants must pay any outstanding tuition balance IN FULL in order for an application to be considered. Family tuition payment history will be reviewed each year.

Financial Aid is not automatically renewable/guaranteed; families must apply each school year.

As a general rule, Financial Aid will **not exceed 50%** of the annual tuition the first year requested. Additional years ***will generally be reduced.*** Any exception to the policy will require special written consideration by the family and approval by the CCS School Board.

A returning family must have completed the re-enrollment process, including paying the \$75 non-refundable registration fee.

Parents are required to notify the school if financial conditions improve during the year and will be expected to pay more toward their children's tuition so additional families may be helped.

Every question on the FACTS Grant and Assistance must be completely answered and requested documents sent to FACTS in order to be considered by the committee. **Incomplete applications will not be processed.** Falsification of information will disqualify applicants for financial assistance, including a situation where all sources are not reported.

CCS requires all applicants to pay their tuition by **ACH**. ACH form must be on file with CCS Financial Administrator prior to August 1.

Non-discrimination policy: CCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its student admissions policies, educational policies, financial Assistance or scholarship programs, athletic programs or other school-administered programs.

Appendix A.

**Community Christian School's
Parent/Student Agreement Form &
Student Technology/Internet Acceptable Use Agreement**

Student Agreement: Students in grades 3 – 8 should sign their name

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.

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 sign and return to Community Christian School



We agree to do our part in preventing bullying at our school. We believe it is the equal right of everyone to enjoy our school and to have the confidence that is a place where all will feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Texting and social media are also areas where bullying can occur. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

As Parents/Guardian, we pledge to:

- Keep us and our children informed and aware of No Bullying Policies and Procedures.
- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with our children their feelings about school, schoolwork, friendships, and relationships.
- Inform faculty of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
- Alert faculty if any incidents of bullying have occurred.

As a Student at CCS, I pledge to:

1. Learn about my school’s No Bullying Policies and Procedures.
2. Show positive behavior and be sensitive to others.
3. Talk with my parents about my feelings about school, schoolwork, friendships, and classmates.
4. Tell my parents or teachers if any bullying has occurred.

By signing below, we, the parents and student, agree to stand by the above pledges and to do our part in preventing bullying at Community Christian School.

Parent Signature	Parent Printed Name	Date
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Student Signature	Student Printed Name	Date
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Student Signature	Student Printed Name	Date
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Student Signature	Student Printed Name	Date
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Please sign and return to Community Christian School