



# Student /Parent Handbook 2023-2024

208 East Main Street  
Pease, MN 56363

P : 320.369.4239  
Fax : 320.369.4346  
[www.ccspease.com](http://www.ccspease.com)

Admissions: Anne Mundt  
320.369.4239  
[amundt@ccspease.com](mailto:amundt@ccspease.com)

Bookkeeper: Pam Westling  
320.369.4239  
[pwestling@ccspease.com](mailto:pwestling@ccspease.com)

Principal/Development:  
Amy Banks  
320.369.4239  
[abanks@ccspease.com](mailto:abanks@ccspease.com)

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## SECTION 1 - INTRODUCTION 1.1 LETTER FROM CCS BOARD

Dear Community Christian School Family:

On behalf of the CCS School Board, administration, faculty, and staff, I want to welcome you to CCS and to another exciting school year. What a joy and honor it is to partner with you throughout your children's educational journey. We wholeheartedly believe that Christian education has the potential to train, develop and unleash kingdom leaders for the glory of God. Our prayer is that students would continue to grow and develop a closer relationship with Jesus throughout their time at CCS and there would be a tangible difference in the student's academic, social, emotional and spiritual growth each and every day!

In a school community, we know that the Word of God has the power to transform lives. We sing, dance, read scripture, and deal with the real issues of our time. We pray. We reflect. We want God to move in us, through us, and through others. And all of this starts by having your child surrounded by an incredible group of staff members who seek and model Christ each and every day.

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.

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

Here's to an outstanding school year. By the power of God's Spirit, may His Kingdom come and His good and perfect will be done.

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. Furthermore, man is born with a sinful 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 subjective.
6. Biblical education focuses on what a person becomes, not just on what they know. 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.*

### 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 textbook for this process is the Holy Scriptures of the Old and New Testaments. CCS focuses 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 Christ-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, in one 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, out of nothing made heaven and earth and their contents. 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 the 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 is geared toward supplementing the family's educational role and Christian parents/guardians seek to implement their obligation through school associations 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 children. The talents and callings of children 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 lens 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; 1 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, we

insist 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 Eagle's Nest Preschool through 8<sup>th</sup> 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.

## 2.9 STANDARDS FOR ENROLLMENT

Community Christian School requires....

- One parent be a professing Christian
- One parent regularly attends and is an active member in the life of a Christian Bible-believing church showing evidence of their positive relationship with Jesus Christ.
- Parents must agree with and sign the Educational Philosophy, CCS Statement of Beliefs & Objectives, & Statement on Marriage, Gender & Sexuality
- Students should demonstrate potential academic success in our program based on previous records and recommendations
- 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. The Board shall retain its authority to expel any students whose continued presence seriously impairs the development of Christian education.

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 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.

## 2.10 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 CCS.

## 2.11 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 as evidenced by a lifestyle of service to others

## SECTION 3: SCHOOL ATTENDANCE INFORMATION & POLICIES

### 3.1 ARRIVAL & DISMISSAL

The school day STARTS at 8:15 a.m. and ENDS at 2:45 p.m. Doors open at 7:45 A.M.

### 3.2 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 emails are located on the CCS website.

### 3.3 ATTENDANCE

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.

#### PROCEDURES WHEN ABSENT

1. Parents/Guardians are asked to call by 8:45 am indicating a reason for the absence.
2. You will be called if we have not heard from you by the above time and your child's absence/tardy will be considered UNEXCUSED.
3. Any student Eagle's Nest – 6<sup>th</sup> grade arriving after the tardy bell rings must have a parent/guardian sign their student in at the front Office.
4. Any Preschool – 6<sup>th</sup> grade student leaving the building during the school day must have a parent/guardian sign out in the Office before leaving the premises.  
*(7<sup>th</sup> & 8<sup>th</sup> grade students can sign themselves in and out of the Office without a parent/guardian).*

#### EXCUSED ABSENCES INCLUDE:

1. Illness.  
*Following the fourth (4th) consecutive school day a student has been absent due to illness, parents must provide CCS a written medical note from a physician's office to be kept on file at CCS. It is a good idea to always receive a note from any medical appointment and return them to CCS. If there are more than 5 absences per quarter, parents will be notified and may be asked to come into a conference with their student's teacher and Principal.*
2. Inclement weather which prohibits travel
3. Bereavement/funeral in the immediate family.
4. Medical appointments.
5. Participation in school-approved programs outside the school.
6. Prearranged absences for which administrative approval has been given.

All other absences will be counted as unexcused. Excuses for other absences may be granted at the discretion of the administration.

#### UNEXCUSED ABSENCES INCLUDE:

1. A numerous number of "personal" reasons, including but not limited to, "not feeling well" without a determined medical condition or doctor's visit.
2. A parent/guardian NOT calling CCS to inform us of student absence. Since it is the primary responsibility of parents that students attend school, it is expected that all absences be documented with verbal or written communication between parents and school.

#### ACCUMULATED ABSENCES:

To encourage regular attendance, the school has adopted the following policy:

- 7 Absences per semester: parents/guardians will receive a letter.

10 Absences per semester:

If problem persists with continued absenteeism, the parent/the guardian may need to meet with the Principal and teacher to discuss the reasons for absenteeism and find a solution. *If not resolved, the family will meet with Board Members & Principal to determine next steps.*

#### LOSS OF CREDIT/PROMOTION TO NEXT GRADE

If a student is absent more than 15 days during a school year, the teacher, Principal, and Executive committee will review his/her records before being allowed to pass to the next grade level. Parents may need to meet with the CCS School Board to determine eligibility for promotion.

#### TRUANCY

When a student is absent and the parent is not aware of it, or when a parent permits a child to miss school without justifiable cause. At the elementary level, a pupil is "continuing truant" if absent three days without valid excuse in a school year. If a student is truant a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school.

In grades 7 & 8, a pupil is "continuing truant" if absent for three or more class periods without a valid excuse in a school semester. If a student is truant, a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school.

#### TARDINESS

CCS values punctuality. Being late keeps a class from starting on time; tardiness gets in the way of other people learning. To help keep tardiness to a minimum, the following guidelines are given  
6 tardies in a quarter: A warning will be emailed to parent/guardian

7 or more tardies:

The student and parent/guardian may meet with the Principal and teacher.

*If not resolved, the family may be asked to meet again to determine next steps.*

All students are expected to be at school and in their classroom by 8:10 and in the classroom, ready for work at 8:15 a.m. Students who arrive to class after this time will be counted tardy. A record of unexcused tardies will be kept in the office. A tardy changes to a half day absence if the student comes to school after 10:50 am. Cases of perpetual unexcused tardiness will be reported to the administration for appropriate action.

#### 3.4 VACATION & PRE-ARRANGED ABSENCE FORM

Parents are encouraged to arrange their vacations to coincide with the vacation days on the school calendar. In the case of family vacations during school days, a Planned Absence form must be filled out if a student will be gone more than 3 days.

#### EXTRACURRICULAR ACTIVITIES AND SCHOOL-SPONSORED PROGRAMS

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 extracurricular and/or CCS school sponsored events or programs if they are not in school. In order to participate in any event/sport they must be in school for one-half (3-1/2 school hours) on the day of the activity or practice in order to participate.

## 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.

It is up to the student, parent, and teacher to share the responsibility of assignments.

#### DEFINITION:

Homework is defined as tasks assigned to students, by teachers, which are meant to be finished and/or completed at home. 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, memory work, studying, projects, or the completion of assignments. Parents are urged to be involved in these assignments without actually doing the assigned work.

### 4.3 GRADE LEVEL HOMEWORK EXPECTATIONS

#### 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 min of reading each weekday night  
Memory Work  
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.* 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.

### 4.4 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 policy.

A student who has an extenuating circumstance to make up their work may have one or two extra days, at the discretion of teachers, to complete their homework if the student if the parent/guardian communicates the reason for needing extra time. *Habitual parent notes will not be accepted: (two notes per year).*

### 4.5 INCOMPLETE, MISSING OR LATE WORK/ASSIGNMENTS

All assignments must be completed by the due date specified by the teacher, unless there are extenuating circumstances approved by the teacher. All assigned work (except in cases of an excused absence) is due at the beginning of the day no matter how minor or major the assignment.

Missing assignments will be entered as a "/" (indicating Missing) on Jupiter Ed until handed in and replaced with a completed grade. Students handing in assignments one day after the due date will receive a 10% deduction. Two or more days late, students may receive up to 75%. Teachers will consider extreme circumstances beyond the student's control on an individual basis.

1 day late: -10% off

2 or more days late: student may earn up to 75% credit for assignment. The assignment is expected to be completed regardless of deductions.

As a result, the upper grade staff have adopted the following policy:

#### THE PROCESS:

1. Assignments will be collected at the start of the school day. Any student who is missing or has not completed their assignment will be notified that their assignment is incomplete and/or late. This includes "I forgot it at home".
2. Parents will be contacted, most often via Jupiter Ed, and notified of incomplete/missing assignments. It is the parent's responsibility to sign up for Jupiter Ed alerts.

#### EXTRA-CURRICULAR ACTIVITIES

We view extracurricular activities as opportunities for children to try new things or extend skills/interests they already have. We do, however, put first things first in that we have eligibility requirements that have to be met for participation. A student's academics, attitude and behavior must meet acceptable standards before being allowed to participate in any extracurricular activities. Work must be completed and assignments/projects turned in on time in order to participate. This includes organized sports, music, theater, etc.... either at CCS or their respective district where they participate.

#### 4.6 RESPONSIBILITIES: STUDENT

Know the CCS Homework Policy

Listen to teacher directions, ask questions from teachers and/or parents and read directions

Gather all materials necessary to complete assignments before leaving the classroom.

All assignments are completed by student, in student's own handwriting to the best of his/her ability

Complete homework in the given time frame assigned by the teacher.

Manage time on projects in order to complete on time

#### RESPONSIBILITIES: TEACHER

To provide purposeful homework with clear directions and instructions.

Implement a system to routinely check homework.

Communicate with student and family what is expected for completing long-term projects at home including timelines for completion.

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.

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 complete or DO or WRITE in their homework for them. Read school notices/emails and respond in a timely manner. 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 other learning activities besides homework in students' lives.

Facilitate the communication process between school and home as it relates to homework.

### 4.7 STUDENT AND FAMILY "HELPS" & SERVICES OFFERED AT CCS

THE HUB – The HUB is provided for students in grades 5 - 8 after school (Tuesdays & Thursdays from 2:45 – 3:30 PM) in order to finish homework or work on projects. The HUB is meant to be voluntary for families, please don't threaten to use this room as punishment for your child.

### 4.8 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. Report cards are sent home 4 times a year at the end of each 9-week quarter. The grading scale is listed on each report card.

### 4.9 GRADING FOR KINDERGARTEN, FIRST & SECOND GRADE

E – Excel

M – Meets expectations

B – Below expectations

SB – Significantly Below expectations

GRADING FOR 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

5th/6th Grade: 50% Daily Assignments & 50% Tests/Quizzes

7th/8th Grade: 40% Daily Assignments & 60% Tests/Quizzes

### 4.10 JUPITER ED

Jupiter Ed (Grades 5 -8) 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. A password is given to parents at the beginning of the year to view: attendance, grades, progress reports, report cards, missing assignments, and teacher email addresses.

### 4.11 NEW FAMILY/STUDENT PROBATION

All new students/families will begin their first year of enrollment on a probationary status.

However, at any time an established student/family may be placed on Probationary Status if the need arises.

- At the end of each quarter, the Principal will distribute a form to all of the teachers for evaluation of all students, probationary and established students, inquiring as to the student's adjustment/progress in the area of academic, social, emotional and spiritual welfare of the student(s).
- Students may be placed on Probation for academic, negative, rebellious, disruptive, or otherwise uncooperative attitude or behaviors.

#### 4.12 ACADEMIC WARNING

The academic warning informs the student and parent/guardian at mid-quarter that the student is not making adequate academic progress, as demonstrated by maintaining at least a 68% in each subject area. The student will have until the end of the quarter to improve those grades or be put on academic probation for the following quarter.

1. Students will be informed by conference with the teacher, Principal and Director of Instruction of the situation and an academic plan will be put in place.
2. A call will be made informing parents/guardians of the academic situation. The academic plan will be sent home with students for parents/guardians, outlining subject areas that need immediate attention. A copy of the plan must be signed and returned to Community Christian School.
3. Arrangements can be made to come in early or stay after school to utilize The Hub.

#### 4.13 ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem at the end of a quarter. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency to a satisfactory and/or passing grade.

Academic Probation will be invoked in the following manner:

1. A student receiving a 68% or lower in any subject area is put on academic probation at the end of the quarter. The academic probation will last for one quarter. The student will not be allowed to participate in extracurricular activities at CCS during the quarter they are under academic probation.
2. A notification letter will be sent to parents/guardians' informing them of their child's academic probation, and a conference will be required to set up a plan for remediation.
3. The academic status of the student will be reviewed by the teachers, Principal and Director of Instruction throughout the quarter.
4. The student who earns grades above a 68% "D" will be removed from academic probation.
5. Teacher(s), Principal and Director of Instruction will meet again with parents/guardians and student if student fails to meet the academic remediation plan.
6. If students and parents/guardians are unable or unwilling to meet the academic remediation guidelines and expectations, the situation will be referred to the CCS Education Committee for further action.

#### 4.14 MATH PLACEMENT FOR STUDENTS IN GRADES 7 & 8

Students entering 7<sup>th</sup> and 8<sup>th</sup> grade at Community Christian School will be placed on one of two math paths available to them at CCS. Either path will academically prepare them in their high school math studies. The track a student is placed on is based on the following criteria:

CCS offers Pre Algebra I, Pre Algebra II, and Algebra for all students in grades 7 & 8.

##### ALGEBRA MATH PLACEMENT (8<sup>th</sup> Grade)

Students must meet the following criteria to be placed in Algebra in 8<sup>th</sup> grade. This is an accelerated class and students are held to the highest standards.

1. The student's MCA score must be in the "Meeting Standards" at the end of 7<sup>th</sup> grade.
2. Student's must maintain an average of 88% (B) in Pre-Algebra in 7<sup>th</sup> grade.
3. Student's must meet the set guidelines on their end of the year placement test coming out of Pre-Algebra math.
4. Student's attitude must remain positive and motivated; students must want to be in the accelerated class; students must remain encouraging.
5. If the student is not ready for Algebra, the student will retake the Pre Algebra to prepare for Algebra as a freshman in high school.

#### 4.15 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 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:

1. To use, copy, or turn in another person's work, in whole or part, as if it were your own.
2. To copy information from another person's test, exam, theme, report, or essay whether the person is currently enrolled at CCS or not.
3. To plagiarize – "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 to 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.

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

#### 4.17 GRADUATION REQUIREMENTS FOR GRADE 8

To achieve promotion to High School, all 8th grade students are required to have successfully completed the academic program at CCS with NO cumulative failing grades in 8<sup>th</sup> grade. Students not meeting these criteria may be denied the opportunity to participate in graduation ceremonies.

## 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. We come together to worship God, sing our gratitude to Him and to hear His truth from the Bible. 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 to leave. **DO NOT** email/text teachers directly requesting permission to leave class. If an elementary student (Preschool – 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 STUDENTS ARE DISMISSED AT 2:45 PM**

#### DROP OFF:

Please drop off students in front of the crosswalk, enter the building through the main entrance at Door 1. 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.

#### PICK UP:

1. Students line up outside on the sidewalk and 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. 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 MODES OF TRANSPORTATION

**BUS:** Riding the bus is a privilege that demands full cooperation between the student and the driver. Please call the district bus company if your student is going home with another student.

**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.

**PEDESTRIANS:** Students who walk to school will be permitted to leave when the buses leave and the teacher gives them permission to walk home.

**CAR RIDERS:** Students should be dropped off and picked up by their designated door.

### 5.6 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.

## 5.7 CELL PHONES & ELECTRONIC DEVICES

Electronic devices are not to be used during class time without teacher permission. Cell phones brought to school are stored in the classroom. If a cell phone is used without permission or goes off during class or during the school day, it will 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.

## 5.8 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.

## 5.9 SCHOOL PROPERTY

School equipment such as iPads, chrome book 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.

## 5.10 MESSAGES TO STUDENTS

If parents need to contact their child, please contact the CCS Office and do not text or email your child's teacher. Messages should be called into the office before 2:00 P.M.

## 5.11 INDIVIDUAL PARTIES & CLASS UNITY

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.

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.

## 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.

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...

### 6.1 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** in all environments and situations.
- **GOD HONORING WORDS AND ACTIONS** in everything we do.
- **SAFETY** at all times.

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

### CORRECTIONS

- 1<sup>st</sup> Offense: A verbal warning
- 2<sup>nd</sup> Offense: Consequence/Behavior slip with parent notification
- 3<sup>rd</sup> Offense: Parent Meeting

### Level 1 (Examples)

Swearing (taking God's name in vain)  
Vulgarity/Use of profanity  
Over Aggressive behavior  
Unsportsmanlike conduct  
Continual disruptions in class  
Teasing, name calling  
Insulting others  
Mean or rude gestures  
Behaviors that degrade others  
Taunting, ridiculing, humiliating  
Planned exclusion  
Dishonesty/Lying  
Defiance: Refusal directed toward teacher or staff

Disrespect in word or actions to teacher and/or classmates

### Level 2

Harassment  
Alcohol/Drugs/Substance/  
Tobacco  
Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the Administration.  
(See 6.4 for more detailed description)  
Use of Racially Offensive Language

Level 2 offenses constitute an immediate response by the Principal. Consequences can include 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.

If after 2 Behavior Forms per quarter, another behavior infraction occurs, the student will serve an In School Suspension and a meeting will be set up with parents. If more than 3 in one quarter, the student will serve an Out of School Suspension and the CCS Education Committee will review the situation and meet with parents.

## 6.2 GUNS / WEAPONS

All students have a right to attend school without a fear of violence to themselves or others. Guns, knives, and all other weapons or articles that could be used as weapons to inflict bodily harm are a hazard to a safe learning environment and the welfare of human beings. Any student carrying a gun or other weapon or lookalike on school property shall be subject to emergency expulsion at the School's sole discretion. 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". Community Christian School will not accept any student who has been expelled from another school because of a gun or weapons violation.

\*\*When dealing with lower elementary students (Eagle's Nest – 2<sup>nd</sup> Grade) and any threatening language, the students will be dealt with and parents called to discuss the nature of the "threat". The age and surrounding circumstances will be considered when dealing with the situation. The maturity and understanding of dealing with a Kindergarten "threat" and a 7<sup>th</sup> Grade "threat" are very different. They will not be taken lightly, but the course of action may look different.

## 6.3 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 ALCOHOL, DRUGS, MARIJUANA, TOBACCO, ETC.

Community Christian School is a drug-free campus. Possession, use, or distribution of alcohol, drugs, marijuana, nicotine delivery devices, narcotics, juuling, vaping, or hallucination agents in any form,

including look-alike substances, are strictly prohibited. Students purporting to use or possess these items is also prohibited. Any student found to be in violation shall be subject to emergency expulsion.

#### 6.4 TOYS FROM HOME

Students are not to bring toys/ trading cards/money to school as they are disruptive to the learning environment. Items will be held by the teacher and returned to the student at the end of the day. If a student is given special permission by a staff member to have personal property or toys at school, it must be used only when and where permitted.

#### 6.5 VIDEO SURVEILLANCE

Video cameras are located in hallways throughout the school and around the perimeter of the to help provide a safe environment for staff, students, families, and guests. Video tape recordings may be used as evidence in cases involving safety concerns, student discipline, and other school matters. Should a question arise that would necessitate the review of video footage, the Administration will work with the CCS School Board to review footage and determine appropriate action when necessary. Parents will not be allowed access to or viewing of video footage unless necessitated by law.

#### 6.7 TEXTBOOKS

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

#### 6.8 GUIDELINES FOR IPAD AND CHROMEBOOKS

The mobile iPad and Chromebook 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.

#### 6.9 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.

#### 6.10 BUS BEHAVIOR

While children are riding the bus, they must conduct themselves on the bus in such a way that reflects the standards of CCS. Students are subject to disciplinary action if rules are broken.

#### 6.11 GYM AND PLAYGROUND RULES

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

#### 6.12 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

1<sup>st</sup> offense: The student will receive a zero on the assignment/test/project

2<sup>nd</sup> offense: Parent/Guardian and Principal will be contacted.

#### 6.13 PLAGIARISM

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

- \* Taking someone else's work (or portion of 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/inadequately citing ideas/words/someone else's work without giving proper credit
- \* Submitting papers from the Internet or other sources 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

#### 6.14 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

The purpose of Community Christian School's dress code is to reflect modesty, neatness, and appropriateness. A student should not be dressed in such a way as to draw attention to his/ her body, but to respect and honor God, themselves and others.

- Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.
- Neatness can be defined as a look that is clean with clothes that are proper fitting (not too small and not too large) and in good repair.
- Appropriateness can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself. It should also be appropriate clothing for the time of season of the year.

As a general rule, an outfit a parent or student questions at home is generally best left at home. A student may be asked to remove or cover an item of clothing that is deemed inappropriate by a teacher or administrator. The final decision regarding individual dress code questions will be made. Final interpretation at the discretion of the CCS Teacher and Principal.

### GENERAL GUIDELINES FOR ALL STUDENTS

- At no time should any undergarments be visible.
- Clothing exposing the torso or midriff, either front, sides, or back may not be worn. This standard includes activities such as *raising the hand, sitting down, picking up objects*, etc.
- Clothing should fit appropriately—not too loose, not too tight, and not too short.
- Clothing from other local high schools may NOT be worn at any time during a CCS school-sponsored event.
- All clothing should be clean, neat and in good repair.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Students may not wear styles that are not typical for a school setting (pajama-style clothing, etc.).

### GRADES 3 – 8

- No sleeveless tops.
- Pants that are ripped or torn (or have simulated rips or tears) that are above the knee should be no larger than 4 inches.

### DRESSES AND SKIRTS

#### Girls grades 5 - 8

Hems should be modest in length. Girls should aim for a skirt or dress length no higher than 2" above the top of the kneecap (unless leggings are worn). Revealing slits should be avoided.

#### Girls Preschool – 4th grade

Girls should wear shorts under skirts and dresses.

### HAIR & ACCESSORIES

Hair should look neat and natural with an emphasis on cleanliness. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times.

### HATS, HOODS, AND SUNGLASSES

Hats (stocking hats, baseball style caps, etc.), hoods, and sunglasses should be removed upon entering the school building. Hooded sweatshirts may be worn; hoods may not.

## 7.2 DRESS CODE VIOLATIONS

First Offense: Student will change into clothes provided by the administration (if available at CCS)

Second Offense: Students will change into clothes provided by the administration, and communication will be made to parents.

## 7.3 INDOOR/OUTDOOR SHOES FOR ALL GRADE

### INDOOR SHOES:

We require each student to have an indoor pair of tennis shoes to change into when coming to school each day. Students wear their "outdoor" shoes into the building and then change into their "indoor" pair.

### 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.

## 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 extracurricular activities.

### 8.2 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. 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.

### 8.3 FIELD TRIP TRANSPORTATION

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

### 8.4 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.

### 8.5 BEFORE & AFTER SCHOOL HOURS

Students **MAY NOT** stay after school to wait at CCS for siblings to return from a field trip. Transportation arrangements must be made as faculty will not be responsible for after school care.

### 8.6 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. 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, 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 at CCS.

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 100.4 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 to early, similar symptoms in other students.

*Following the fourth (4th) consecutive school day a student has been absent due to illness, parents must provide CCS with a signed note from a physician. This will be kept on file in the school office.*

### 9.3 EMERGENCIES AND/OR ILLNESS

If your child becomes ill or injured at school, you will be notified. If a student has a fever over 100.0, is vomiting, has significant pain, repeatedly complains – a call will be made. If unable to reach parent/guardian, the 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. CCS does not dispense OTC medications.

#### Epi-pens

It is the responsibility of the parent/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 parent/legal guardian giving 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 7<sup>th</sup> 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 or guardian of a minor student submits his or her notarized statement stating the student 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](http://www.health.state.mn.us/divs/idepc/immunize/studentzfm.pdf)

## SECTION 10: GENERAL POLICIES AND PROCEDURES

### 10.1 EMERGENCY CLOSINGS, CANCELLATIONS, EARLY DISMISSAL AND/OR LATE STARTS

During times of inclement weather, CCS cancellations, delays or early releases will be decided independently. However, CCS will fully consider the Milaca and Princeton School Districts when making a decision to close or delay openings.

If school is delayed or canceled, Community Christian School will communicate this information through many avenues. CCS utilizes major television stations, parent email, the school website, and CCS Facebook page to inform parents of school delays or closings. A late start is typically a two-hour delay. On these days, school will begin at 10:20 a.m. and dismiss at normal times.

We recognize that our families travel from various areas, so we encourage each family to use discretion in deciding whether to travel on hazardous roads.

Please use the following major network television stations for announcements regarding CCS school closures and/or delayed openings

WEB SITE: Please go to [www.ccspease.com](http://www.ccspease.com) for immediate information.

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

Social Media: Facebook/CCS page

### 10.2 CCS HOT LUNCH POLICY

Parents may order and purchase hot lunch – Mondays through Fridays for \$3.25 /meal with milk. This is a voluntary program. Otherwise, students bring a bagged lunch from home and they may purchase milk separately for \$.50. Kindergarten – 8<sup>th</sup> 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

The CCS Bookkeeper sends parents an email with an alert when your account is low. CCS also provides a note that is sent home with your child if no payment is received. 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. Please call CCS at 320-369-4239 if you have any questions.

#### Residual Funds

All lunch balances are normally carried over to the following school year. Residual funds may be refunded in the event of extenuating circumstances that cause a prolonged interruption of the hot lunch program, at the discretion of the Principal/Office Manager.

### 10.3 END OF THE YEAR CLEANING FOR ALL FAMILIES

At the beginning of every school year, each family is asked to come and help clean for 2 hours.

### 10.4 FINANCIAL POLICIES: DELINQUENT TUITION ACCOUNTS & PENALTIES

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 Family Covenant Agreement is signed by parents and school board members 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 parents 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 is outstanding from any prior year.

8. The decision of the CCS School Board is final.

CCS 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.

### 10.5 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 Family Covenant 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 5<sup>th</sup> –8<sup>th</sup> 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 \$100 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 the Family Covenant Agreement & ACH form. A child will not be allowed to attend school if the above registration procedures have not been completed.

## 10.7 WITHDRAWAL POLICY

Because the hiring of teachers and staff, ordering of textbooks and other classroom materials are based upon enrollment, withdrawals are subject to the following obligation: Extenuating circumstances permit an appeal to the Board. Tuition refunds are typically made only if the family is moving out of town, or when serious illness or injury makes it impossible for the student to attend CCS.

Step 1: A letter/email must be sent to the CCS Principal stating the reason why the family is not returning to CCS.

Step 2: Once the Family Covenant Agreement has been signed, any family that withdraws from CCS will be expected to pay the first month's tuition of the upcoming fiscal year. (Extenuating circumstances permit an appeal to the Board).

Step 3: If a family decides to withdraw after August 1st, they will be expected to pay the first quarter's tuition.

## 10.8 HOME-SCHOOL ADMISSIONS

The following items must be submitted to CCS prior to admission

1. All families must be registered in the school district in which they are homeschooling.
2. All academic records from formal schooling, if applicable
3. All standardized test scores from what the state of MN requires
4. Copy of Immunization records (A form is available in the CCS Office)
5. Complete the Homeschool Transcript form from past 2 years the applicant was home-schooled,
  - a. Amount of material completed in each subject
  - b. Supplemental materials used
  - c. Amount of time spent on subject matter (i.e. 30 minutes per day, per week)
  - d. Manner in which subject was taught (co-op, home, independent study)
  - e. Grading systems used and grade earned in each subject

Upon completion of the above information, prospective students will be tested in different subject area to determine appropriate grade level.

Academic, Social & Emotional growth will be taken into account to determine grade level. It is with the understanding that students enrolled at CCS are under probationary status the first year in attendance. Changes in grade or subject area may be warranted if academic, social or emotional growth is not conducive to the specific classroom.

## 10.9 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, putdowns, racist remarks, teasing, threats, 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 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.

#### 10.10 HARASSMENT 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.

##### HARASSMENT DEFINED

A. Any harassment of students by other students or by employees of Community Christian School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any verbal, racial and/or sexual harassment of or by students or faculty.

B. Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

C. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to a teacher, principal, or board member as well as discussing this concern with the student's parent or guardian.

##### 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

### 10.11 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.

### 10.12 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

CCS 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 email 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 cyberbullying 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, SnapChat, 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.
- G. Any misuse of the above guidelines most likely result in canceling 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.

### 10.13 CCS RAISERIGHT POLICY

The CCS RaiseRight 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. Orders will not be filled on certain holidays and families will be notified via email.

RaiseRight 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.

All RaiseRight orders must be accompanied by cash, check or be paid online. Checks returned due to insufficient funds will incur a \$30 fee.

RaiseRight 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 RaiseRight coordinator by the next school day. CCS staff will not deliver orders.

RaiseRight cards are the same as cash, and should be handled accordingly. CCS will not be responsible for cards that are lost, stolen or misplaced while in your possession. RaiseRight cards 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 the 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 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.

### 10.14 FINANCIAL ASSISTANCE 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 are experiencing 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. The application for assistance can be found on the website [www.ccspease.com](http://www.ccspease.com).

## 10.15 GRIEVANCE POLICY

### AT COMMUNITY CHRISTIAN SCHOOL WE VALUE ...

Christ-Centeredness - in our character and all we do. *'In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven'* Matthew 5:16

Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually  
*'Let this endurance complete its work so that you may be fully mature, complete, and lacking in nothing.'*  
James 1:4

Excellence – by all, in all things...*whatever you do, do it all for the glory of God.'* 1 Corinthians 10:31b

Family partnerships – working with and supporting caregivers in their role as the child's primary educator  
*'Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.'*  
Ecclesiastes 4:12

Authentic community – serving and supporting all members of our school *'Be devoted to one another in love. Honor one another above yourselves .... Be joyful in hope, patient in affliction, faithful in prayer.'* Romans 12:10 and 12

Godly leadership – through all levels of the school *'Good leadership is built on love and truth, for kindness and integrity are what keep leaders in their position of trust.'* Proverbs 20:28

*Do your best to preserve the unity which the Spirit gives by means of the peace that binds you together.*  
(Ephesians 4:3)

*If a fellow believer hurts you, go and tell him – work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along... and try again. (Matthew 18:15-16)*

Community Christian School places a high value on sustaining relationships within the community that are characterized by justice, respect, compassion, honesty, trust and grace. When a parent has a complaint or concern in respect of operational matters (the day-to-day operations and management of the School), the School has a clear procedure whereby such issues should be raised and addressed.

### STEP 1

In most instances, a parent should raise the issue directly with the teacher or staff member concerned.

### STEP 2

Where STEP 1 is not appropriate or a parent is not satisfied with the response at STEP 1, the parent should take the matter to the Principal. It is the community's expectation that the issue should be resolved at this level and that the determination of the Principal is accepted.

### STEP 3

If a parent is not satisfied with the determination of the Principal, the matter may be referred in writing to the President of the CCS Board. Parents need to understand, however, that the Board has a governance role and is not involved in day-to-day operational matters. The only task for the Board in such operational matters is to ensure that concerns or issues have been handled in accordance with policy and procedure.

If the issue is with the principal, parent/guardian should contact the CCS Board President.

*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.*



PARENT/STUDENT HANDBOOK AGREEMENT  
(ALL K – 8 PARENTS MUST SIGN)

I/We have read, fully understand, and agree to abide by the CCS School policies & procedures outlined in this Parent/Student Handbook. My student(s) and I give our full support to abide by the policies and procedures set forth in the Parent/Student Handbook by Community Christian School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

STUDENT TECHNOLOGY/INTERNET ACCEPTABLE USE AGREEMENT  
(ALL 3 – 8 STUDENTS & PARENTS MUST SIGN)

I/we have read, fully understand, and agree to abide by Community Christian School's Parent/Student Handbook's guidelines/policies for acceptable computer use and Internet access at CCS.

1. Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

3. Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

5. Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

*As a parent/guardian of the above named student(s), 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.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Please Sign & Return to the CCS Office by September 8, 2023*



*NOTE: This form only needs to be filled out for 5 or more days that the student will be absent.*

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Requested absence dates: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Regular attendance and punctuality are vitally important for a successful school experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacation days to coincide with the days the school is closed. We strongly discourage parents from removing their children on regular school days because it is impossible to duplicate the learning experience that occurs in a classroom.

There may be circumstances when events take place during the school year causing a student to miss school. On these occasions, it is the responsibility of the parent and student to complete a "Planned Absence Request" form. This must be completed at least 5 days prior to the absence. Teachers will attempt to give students assignments prior to the planned absence, but are not required to do so. In such cases the work will need to be made up after the absence. Lessons taught while the student is on a vacation will *not* be re-taught by the teacher. Deadlines for all make-up of all homework, tests, etc. need to be determined prior to the absence with the student's teacher.

We have informed our child's teacher of our plans to miss school and have discussed with them our responsibility for work missed.

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent signature:* \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only Below:  
Principal signature \_\_\_\_\_ Date: \_\_\_\_\_