

**Community Christian School 2009-2010 Handbook**

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# COMMUNITY CHRISTIAN SCHOOL MISSION STATEMENT

*Community Christian School provides a quality, Christ-centered education that assists parents in the training of the whole student - spirit, mind and body.*

## **Vision Statement**

CCS has a desire to glorify God in all things and to pursue quality and excellence in every area, including academics, athletics, drama, music, and ministry outreach. We envision a curriculum program that is innovative and pace setting in all areas. We see a state of the art campus for grades K-12. We want to prepare young leaders who will impact their generation with integrity, Christian values, and a Biblical world and life view. We envision a school that will influence the culture and moral fiber of west central Minnesota.

## **Core Values**

- 1) Providing a quality, Christ-centered education
- 2) Imparting a Christian world view by teaching biblical truths
- 3) Serving area Christian families
- 4) Loving and serving the community at large
- 5) Assisting parents in the education and discipling of their children
- 6) Being wise stewards of financial resources
- 7) Teaching the whole child – spirit, mind, and body
- 8) Leadership and staff shall be Christians.

## **Statement of Faith**

1. We believe in the Scripture of the Old and New Covenants as verbally inspired by God, and inerrant in the original writings, and that they are the supreme and final authority in faith and life. (II Timothy 3:16-17)
2. We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit. (John 10:30)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (Luke 1:35; Isaiah 7:14)
4. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also that spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and become sinners in thought, word, and deed. (Romans 3:23-24; Romans 5:12)
5. We believe that the Lord Jesus died for our sins, according to the Scriptures, as a substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood. (1 Corinthians 15:3; John 3:16-19)

6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. (Hebrews 5:9-10; John 20:10-18)
7. We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness.
8. We believe that all who receive, by faith, the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God. (I John 3:1)
9. We believe in the bodily resurrection of the just and the unjust, and blessedness of the saved, and the retribution of the lost. (John 5:28-29)

**We believe in:**

1. The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus.
2. The Person, Deity and Work of the Holy Spirit.
3. The person of Satan.
4. The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Justification of Faith, Prayer, Physical Resurrection, the Reward of Believers and Retribution of Unbelievers.

We believe that the Word of God requires Christian parents to make every effort to train their children to love and respect the Lord Jesus Christ. For this reason, the instruction of children in school, as well as in the home, must be in keeping with the teachings of the Word of God. We believe we must educate the children so that they will serve as effective Christians in society.

## EDUCATIONAL PHILOSOPHY AND GOALS

*Next to a school's well-developed Mission Statement in importance is its statement of the philosophy of Christian school education. Board members and administrators need to carefully develop their school's philosophy because all other policies, which guide the school, should be directly influenced by the school's philosophy. All Christian schools need a written philosophy!*

*The philosophy of Christian education calls for an educational process that puts the Bible at the center and asks the teacher and student to evaluate all they see in the world through the eyes of God as revealed in Scripture.*

The educational philosophy of the Community Christian School of Willmar, Inc. is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God, which contains this truth. God created all things and sustains all things through His Son, Jesus Christ. Therefore, the universe and all life are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, honor or know God in his life. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ (being born again), thereby committing his life to God's will and the Lordship of Jesus Christ.

We believe the entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in Godly living so that he can fulfill God's total purpose for his life personally and vocationally. He must be taught the Bible and come to know God and His nature, learning to see all truth as God's truth. All learning should center on Christian values integrated with and interpreted by God's Word. In the focus of the Christian faith, CCS utilizes all of man's being as a study of God's revelation so that intellectual, social, emotional, and physical development is given balance, unity, and direction.

We believe the student must be educated as an individual with his own unique abilities and personality. He must learn to live and work with others at home, in the church and in a changing secular society. He must interact with and be taught by parent and teacher models that are, themselves, born again and have this biblical perspective on life.

We believe the right and responsibility to educate children belongs to parents, and CCS depends on and belongs to the parents and the Christian community. It does not belong to a church or the state. The parents may delegate a part of this responsibility to an institution that is able to carry forward their God-given task. The authority of the teacher in discipline and character development is delegated by the parents. The teacher derives authority in subject matter from faithfulness to the laws of God.

We believe, as Christians, we have an educational obligation to educate students whose parents subscribe to our philosophy. It is the purpose of CCS to give attention to the individual needs of the student, to guide their interest, and to equip a child of God to be a positive acting Christian in the daily encounters with the world and community.

We believe the educational task of CCS is to create an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence. The successful completion of this

task is the educational transition of the student into society with an understanding of the duties of a Christian citizen.

We believe it is important that students learn to do their tasks cooperating in a group as well as independently. We believe they should be taught courtesy and love for others, with sincerity in attitude toward God and their work. They should be taught to respect authority, and to accept responsibility for the Christian life in society.

We believe CCS must be concerned with the mastery of the fundamentals of human knowledge, and strive to transmit our Christian heritage of the student. We must strive to integrate God's revelation into all of life.

We believe CCS must provide a truly Christian education in a wholesome Christian environment in which the student can learn. We must offer genuine academic excellence, because anything performed in the name of Christ deserves the best quality. Therefore, as a Christian school, it is our purpose to meet and/or exceed all the academic standards set out by the state.

Our philosophy, based on scripture, is reflected in our goals or objectives, which are established to implement this philosophy.

*The Philosophy of Christian Education for CCS shall be the guiding tool to apply Biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials and teaching methods shall conform to the Philosophy of Christian Education. Any use of materials or practices inconsistent with the Philosophy of Christian Education shall cease. The Board and staff members must understand and apply the Philosophy of Christian Education in their decision-making in board meetings and in their daily work for CCS. Employees shall be committed to fulfilling the principles outlined in the Philosophy of Christian Education in every reasonable way.*

## THE PRINCIPLE APPROACH

CCS is currently in the process of transitioning to The Principle Approach. This approach to education embraces the four steps of learning—*research, reason, relate, record*—commonly termed "The 4 R's." Centuries old, it is the excellent method found in the educational background of the greatest thinkers and leaders in history. The Principle Approach incorporates the use of student notebooks, which is more than an efficient way of filing the student's work in a three-ring binder, which is how it may appear to the new parent and student at Community Christian School. If that were all it embraced, teachers would not spend the immense labor and time that the use of these notebooks requires in teaching and learning. The use of these notebooks is a valuable tool of reasoning and academic discipline that produces Christian scholarship and a Biblical worldview in both the teacher and student.

As teachers apply the Principle Approach to their personal research and study, the real value of the notebook becomes apparent. As they take possession of the subject, it liberates them to become the "living textbook" in the classroom—the talking, acting, touching, responding textbook, able to call forth true learning from individual students. As a master of their subject, they are able to be more flexible, spontaneous, and inspirational in the classroom. Not tied to a textbook or teacher's manual, although they may be used, their lessons and instructions touch the heart of students in the classroom. Combined with the structure of discipline and habits of work skills that the Principle Approach requires, the student becomes involved with the subject as they "4 R," thinking and reasoning, writing their thoughts, making a record of their study. They grow in their responsibility for their own learning, building strong qualities of character.

### THE VALUE OF THE PRINCIPLE APPROACH:

1. It aids in the Biblical purposes of education by "enlightening the understanding, correcting the temper, and forming the habits of youth that fit him for usefulness in his future station." [*Webster's 1828 Dictionary*]
2. It is the product of the student's own hand. It reveals his penmanship, his reasoning and thinking, and his creativity and illustrations.
3. It is a permanent record of his productivity.
4. It aids his parents and teacher in his progress, showing exactly what is being taught. It shows graphically his character development—his industry, diligence, and responsibility.

### THE FOUR R'S

(Adapted from "The Case For The Principle Approach by Max Lyons 2002)

#### **The First R – Research**

The first step in the educational process is to research. Webster says that research is, "to search or examine with continued care; to seek diligently for the truth." Where would one begin to search for the truth about any subject? Christians, of course, would agree that such a quest would have to begin with the Bible, the preeminent of all primary sources. The Principle Approach employs a very systematic method of discovering what the Bible teaches on a given subject. In brief, this is the process:

**Step One** – Research your topic in Webster’s 1828 Dictionary. If your topic is not a word that is in this dictionary, you will use a synonym.

**Step Two** – Write down the definition and underline or highlight the key words in the definition.

**Step Three** – Research the key words in your 1828 dictionary. Repeat this process until you have discovered the vocabulary of your topic.

**Step Four** – Research each of the words you have identified in a Bible concordance and write down key Bible references.

**Step Five** – Research the Bible references and begin to write down what the Bible teaches about your topic. Enjoy the rich study!

**Step Six** – Analyze the scriptures that you have studied and see what general principles you might be able to deduce from them.

After discovering the Biblical basis for your subject, the next step is to research using **primary sources**. Webster defines primary as, “original; first in dignity or importance; chief; principle; elemental; intended to teach youth the first rudiments.” In history, for instance, primary sources would be the actual original writings of people. A secondary source would be the view of a person who, at best, had read the primary source and summarized what it said. A few of the reasons why it is crucial to study from primary sources include:

- Primary source study is from the “pure source” allowing you to hear the actual words without an “interpreter.”
- Writers of secondary sources, as we all do, interpret the subject through their worldview. A reader seeking truth must discern if the worldview presented is Biblical or not.
- Preparation for higher education demands that we teach our students to be able to read, understand, and interpret primary sources. The U.S. Department of Education estimates that only 5% of graduating seniors can do so. In Principle Approach schools, the students are completely comfortable with primary sources.
- Knowledge is easier and more enjoyable when acquired from primary sources. C.S. Lewis taught this: “There is a strange idea abroad that in every subject the ancient books should be read by the professionals, and that the amateur should content himself with the modern books. It has always therefore been one of my main endeavors as a teacher to persuade the young that first-hand knowledge is not only more worth acquiring than second-hand knowledge, but is usually much easier and more delightful to acquire.” (C.S. Lewis, *God in the Dock* (Grand Rapids, Michigan: William B. Eerdmans, 1970)

### **The Second R – Reason**

After researching your topic, you need to reason from your research, considering, musing, and pondering how the research you have gathered relates together and to our world. Reasoning about something is a Biblical concept; God is a god of reason and He created us in His image with the ability to reason:

- “Come let us **reason** together” (Isaiah 1:18)

The word “muse” means, “To ponder; to think closely; to study in silence.” Interestingly the word amusement means literally the process of “not thinking”. Although its proper to relax the mind in

appropriate ways, including an amusement park from time to time if you prefer, it is not Biblical to desire to be constantly amused.

- “Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on his law he meditates day and night.” (Psalm 1:1-2)

Christians need to take the lead in reasoning and thinking about ideas deeply instead of following the popular culture that is consumed with amusement or not thinking. Henry Ford once quipped, “Thinking is the hardest work there is, which is probably the reason so few engage in it.” As Christian parents and educators, we need to reject the educational methods by which many of us were trained, and therefore sometimes feel the most comfortable with, and embrace God’s ways instead!

### **The Third R – Relate**

While you are reasoning about your topic you will relate it to these areas:

- The student’s life, family, and world
- Other subjects in the curriculum, thereby integrating knowledge
- Providential history and the chain of Christianity moving westward

Francis Schaeffer taught that true education needs to relate and integrate knowledge and disciplines: “In our modern forms of specialized education there is a tendency to lose the whole in the parts, and in this sense we can say that our generation produces few truly educated men. True education means thinking by association across the various disciplines, and not just being highly qualified in one field, as a technician might be. I suppose no discipline had tended to think more in fragmented fashion than the orthodox or evangelical theology of today. Those standing on the stream of historic Christianity have been especially slow to understand the relationships between various areas of thought.” Francis Shaeffer, *The God Who Is There* (Downers Grove, Illinois: Inter-Varsity Press, 1968)

### **The Fourth R – Record**

Teachers and students make a written record of their research, reasoning and relating. The teacher sets a standard of recording that exalts scholarship and incorporates the practice of the 4 Rs. The standard three-ring notebook is the tool that we use to organize the results of the student’s and teacher’s scholarship. The notebook method is an historic method. In George Washington’s day there were no workbooks and only a few textbooks, but Washington produced notebooks from his study, such that it takes many volumes today to contain his writings.

We at CCS believe that the production of student notebooks is a key aspect of their education. To give you a better understanding of the significance of the notebooks, we have included the following comparison between the common “workbook” approach and the “notebook” approach.

*(see chart on following page)*

## COMPARISON OF TWO EDUCATIONAL APPROACHES

<b>The Workbook Approach</b> <i>Conditioned Learning</i> <i>Consumer-Oriented</i> <b>RESULT: <i>Dependent Character</i></b>	<b>The Notebook Approach</b> <i>Reflective Learning</i> <i>Producer-Oriented</i> <b>RESULT: <i>Independent Character</i></b>
<ol style="list-style-type: none"> <li>1. Curriculum is structured by the pursuit of information and its regurgitation. Glorifies man and his knowledge!</li> <li>2. Discourages original thinking through true-false, fill-in-the-blank, one-word responses.</li> <li>3. Produces no record of learning—papers discarded, workbooks destroyed. Student has no sense of “value” for the effort. Parents not certain what is being taught.</li> <li>4. Subject is not the internal property of the student. Information quickly forgotten! Language must be “dumbed down” for understanding. Communication is vague. Student often unable to give meaningful answers.</li> <li>5. Produces the ability to take short answer tests with a “recognition” mentality. Students parrot back the “right” answers for the “A” on the test.</li> <li>6. Has no standard of Christian scholarship or work ethic—no accountability for learning!</li> <li>7. Discourages a lifetime enjoyment of learning.</li> <li>8. The burden of learning rests on the teachers!</li> <li>9. Teachers are tied to teacher manuals and canned curriculum content—someone else’s ideas and lesson plans.</li> <li>10. Fosters opportunities of irresponsibility, ignorance, illiteracy, inertia—a slavish, dependent mentality and character—a liberal, socialistic, secular world and life view!</li> </ol>	<ol style="list-style-type: none"> <li>1. Curriculum is structured by Biblical <i>principles</i> and <i>leading ideas</i>. Glorifies God as the author of the subject!</li> <li>2. Encourages <i>mastery</i> of subjects. Students research. Required to <i>write</i> complete thoughts, sentences, paragraphs, essays.</li> <li>3. Produces a <i>permanent record</i> of learning. Student values his labor and is able to refer back to his study. Parents see exactly what is being taught and required daily, as well as the child’s progress.</li> <li>4. Student takes command of the subject and it becomes his personal property. Must be able to reason and think critically; acquires the ability to articulate with <i>perspicuity</i>—speak and write with the mastery and authority of God’s Word.</li> <li>5. Produces <i>reflective</i> understanding. Essay tests require an understanding of principles and concepts. Students reason for themselves, solve problems.</li> <li>6. Holds student to the standard of <i>excellence</i> in Christ. He practices Christian scholarship.</li> <li>7. Produces “philomaths”—those who love learning and pursue a lifetime of study.</li> <li>8. The burden of learning rests on the student!</li> <li>9. Teacher becomes the <i>lively textbook</i>, the living epistle in the classroom, by researching and developing his own curriculum and lesson plans.</li> <li>10. Fosters opportunities for individuality, industry, productivity, accountability, reasoning, mastery of knowledge—a <i>self-governing, independent</i> mentality and character—a conservative, Biblical, Christian world and life view!</li> </ol>



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The producing of a notebook in each subject requires character on the student’s part; the character of diligence, neatness, organization and stewardship. Students are often very proud of the fruit of their labor and since the Principle Approach utilizes an elevated curriculum, many alumni from Principle Approach schools have found their notebooks useful for their coursework in college!

In short, teaching students this process of 4 R’ing is teaching them *how to learn*. Not only are Principle Approach teachers imparting the ability to learn independently, they are developing Christian scholars who have the ability to approach any subject and discover the Biblical perspective of that subject. We are raising up a whole generation of Christian scholars – to *Him* be the glory!

## **NON-DISCRIMINATORY HIRING POLICY**

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

*God has given the authority of correction to the parents and to the teachers who temporarily replace these parents while the children are under their jurisdiction at school. So students must learn to respect their teachers in school as being representatives of God and their parents. The following policies will help students to understand what is expected of them.*

## **ANNOUNCEMENTS**

Announcements serve the purpose of informing all students and teachers of meetings, special events, and general information. All announcements are to be submitted to the office no later than 2:30PM. Announcements will be read over the intercom at the end of the day. All students are expected to be quiet during announcements.

## **ASSEMBLIES**

At various times, assemblies will be presented to the student body. Students are expected to be attentive during the assembly. Improper behavior at an assembly may cause a student to forfeit their right to attend the next assembly.

## **ASSIGNMENTS**

Assignments are used to help students learn subject matter more completely. They are also used to help teach responsibility on the part of students. Students in grades 4<sup>th</sup> – 12<sup>th</sup> are encouraged to purchase an assignment notebook available in the school office.

## **ATTENDANCE**

Attendance at school is very important. Our school's educational program is built on the premise that regular attendance is vital to the student's success at school. We cannot teach a student who is absent.

- K-12 students coming in anytime after 8:10AM but before 9:30AM is counted tardy.
  - High school students will start their day at 8:10AM. HS students coming in after 8:10AM will be counted tardy.
  - A student coming in anytime after 9:30AM is counted ½ day absent.
  - A student who is absent in the morning must arrive at school by 12:30PM to get credit for ½ day.
  - Perfect attendance is 0 to ½ days absent during the full school year.
  - Good attendance is 1 to 3 days absent during the full school year.
1. Late arrivals must report to the office to pick up a pass before going to class.
  2. Children must have daily written excuses from parents to stay in from playing outside or gym class because of illness or injury.
  3. Each day a child is to be absent, the **parent/guardian is expected to call the school office BEFORE 8:45AM**. Before a student returns to attend classes, a written note explaining the absence is required.
  4. If a student knows that an absence will occur, a note from home should be brought to the office in advance of the absence. The student is expected to finish make-up work in advance of the absence. In case of injury or illness, a student will generally have two days for each day of excused absence to turn in make-up work assigned.
  5. Absence caused by school-sponsored activities will not be recorded as an absence.
  6. Make-up work will receive full credit if turned in on time.

7. In order to be involved in an after-school activity, the student must be in attendance for at least half of the school day.
8. **EXCUSED ABSENCES** acceptable to the school shall be those caused by:
  - a) Personal illness
  - b) Professional appointments unable to be scheduled outside the school day. Parents are encouraged to make every effort to make these appointments when school is not in session.
  - c) Serious personal or family problems
  - d) Reasons of a personal nature with the approval of the administration
9. **UNEXCUSED ABSENCES** are those absences that do not meet any of the criteria for an excused absence. Make-up work assigned may receive credit when the student makes up the time and the work is completed. It is unlikely that the student will receive credit for missed classroom participation/activities.
10. **EXCESSIVE ABSENCES** and **TARDIES** will be referred to the school principal. Parents will be notified and the Teacher Assistance Team (TAT) will discuss the matter and try to resolve the problem. After three unexcused tardies, the student may be asked to stay in at recess or stay after school. (3 unexcused tardies = 1 unexcused absence)
11. Students taken out of school prior to the final dismissal bell will be counted as an unexcused early dismissal unless prior approval has been made. It will appear as a tardy on the report card.

### **Grades 7-12 Attendance/Tardies**

Tardies will be recorded each period. Students exceeding 9 absences in any class (either excused or unexcused) during a semester will be in jeopardy of failing the class and may need to repeat the course. Individual circumstances will be considered in cases of extended illness or other unique situations.

Students in grades 7-12 receiving more than three unexcused tardies in any/all classes during a semester will be subject to disciplinary action to be determined by the classroom teacher and/or school principal.

### **Dismissal**

We will use a two-bell dismissal system:

- 2:50 1<sup>st</sup> bell signals getting ready for the end of the day.
- 2:52 Announcements - Students must remain quiet during this time.
- 2:55 2<sup>nd</sup> bell – Students are dismissed and should proceed directly outside to their appropriate line.

There is to be no playing in the bus and car lines.

Students must stand in line in an orderly manner.

Daily notes are required for any exceptions to the normal way home.

Students must cross the street at traffic lights.

K-6 children riding in private vehicles should be picked up by 3:10PM. In the rare case that a child is not picked up by this time, the child will be in the duty teacher's room. The parent must come to that room to pick up their child. If a child is not picked up by 3:20PM a \$5.00 fee will be billed to parents for each fifteen minutes beyond 3:20PM.

## **Driving Regulations**

Licensed drivers may drive to school and must park in the designated student parking area. Freshmen and sophomores are not allowed to leave campus during the school day without being signed out by a parent.

Juniors may leave campus for lunch on Fridays only. Seniors may leave campus for lunch any day. Students must sign in and out in the office and must sign back in five minutes prior to the start of their class. Parents that do not wish to allow their student this privilege, or would like to place restrictions on it, must provide a written note at the beginning of the school year stating these limitations.

No more than four people will be allowed to be in a car driven by a student during the school day.

If a student does not have a class the last period of the day, they may leave school after their last class.

Students that are off school grounds are expected to govern themselves according to the high school honor code and classroom constitution. Any student that is found to be abusing these privileges in any way is subjecting himself or herself to disciplinary action including losing off campus privileges or more severe consequences depending upon the circumstances. Students arriving to school late after lunch more than three times in a semester will lose their off-campus privileges for a minimum of twenty school days. Students are not permitted to hangout in the parking lot during school hours.

## **Early Arrival**

Elementary students arriving before 7:55AM must wait in the front hallway of the school. Middle and High School students are to wait in the foyer until the 7:55AM bell. If children arrive before 7:45AM, they might not find the front doors open. Students need to be quiet (talk softly) and must not play "active" games. We encourage students to have a book to read so they will not become bored. Dropping off children early is a convenience for parents. Please talk to your children about respecting these rules. A bell rung at 7:55AM will allow students into their classroom. School begins at 8:10AM. Students will be counted tardy if they are not in their room by the 8:10AM bell. Children who arrive late on public transportation (buses) will be accommodated and not counted tardy, but they must report to the office when they arrive.

## **Tardies**

K-8 students are considered tardy if they are not in their assigned classes by 8:10AM. HS students are also considered tardy if they are not in class by 8:10AM. Students who arrive late must report to the office to get a pass. The office personnel decide whether the tardiness is excused or not. Excessive tardies may result in disciplinary action. (See *Attendance* for additional information.) 3 unexcused tardies = 1 unexcused absence **Tardies will also be given to students who arrive to class after the tardy bell rings.** (Note: Students will have three minutes between most classes.)

## **BIBLE/DOCTRINE**

Teachers must be familiar with the CCS "Statement of Faith." Since we do not teach any "church" doctrine here at CCS, avoid doctrinal issues as much as possible. Tell students that doctrine is the responsibility of their parents and their churches.

## **BIBLE VERSION**

The official Bible translation for use in memorization and Bible classes for K-8 is the New International Version. High School will use the New American Standard Bible.

## **BICYCLES**

Bicycles should be parked in the racks provided. Bicycles are never to be ridden on school grounds. Rather, students should walk their bicycles across the school grounds so as not to injure the other students.

## **BIRTHDAY PARTIES**

Birthdays are one of the “highlights” for students each year. In order to avoid hurt feelings for other children in class, we ask that if your child gives out any invitations to students at school, that they include all of the class members of that gender. This would include any other parties where invitations are given out at school. Community Christian School will limit celebrations that involve food during the school day and any celebration may not interfere with the hot lunch program. Classroom celebrations should encourage healthy choices and portion control.

## **BUS BEHAVIOR**

Student misbehavior on buses will not be tolerated. Children’s parents will be called and informed of any incidents of which we are made aware. We reserve the right to ask students of our school not to ride the bus if behavior warrants this action.

## **BUS DISCIPLINE**

Students have an excellent opportunity to be positive witnesses on the buses. The following is the bus policy that is set up by the Willmar Bus Company. These same rules will apply for students on Palmer and New London/Spicer buses.

**The Willmar Public School system provides bus transportation for your child to and from school. It is necessary to have certain rules and regulations in order to protect the welfare of the child. Misconduct and carelessness by the child can cause injury to themselves or their fellow passengers. Please review with your school-age children the safety regulations listed below.**

- 1. Only pupils assigned to the bus by school authorities may be transported. Friends must have a note from their parents to show the bus driver.**
- 2. Students will be allowed to get off the bus only at their home or school. The only exception to this would be with written permission or notification from the student’s parent, guardian, or school district.**
- 3. At the bus stop, students are asked to:**
  - a) Board the bus only at the assigned pick-up points.**
  - b) Stay back from the curb until the bus has come to a complete stop before entering.**
- 4. On the bus:**
  - a) Remain seated while the bus is traveling.**
  - b) Bus seats are to be shared.**
  - c) Instructions from the bus driver are to be followed.**

- d) **Keep voices moderate so driver can concentrate on driving.**
- e) **No portable tape players or radios may be played on the bus.**
- f) **No firearms, knives, or animals may be transported on buses.**
- 5. **For in-town students who must cross the street when departing the bus, wait at the curb until the bus has left before crossing. Do not cross in front of the bus.**
- 6. **Penalties for fighting, “horseplay”, use of abusive language, and smoking will be enforced as follows:**
  - a) **First offense will be a warning by a school official.**
  - b) **Second offense will be eviction for the school bus for three days.**
  - c) **Third offense could be eviction from the school bus for the balance of the school year.**

## **CHAPEL**

Grades 5-12 will have chapel together every Wednesday from 8:25 – 8:55 AM.

Grades K-4 will have chapel together every Wednesday from 9:00 – 9:30 AM.

Parents are invited to attend chapels and worship with us.

If you are interested in leading a chapel, please contact Mr. Snyder.

## **COMMUNICATION**

In obedience to the Word of God, we hereby commit ourselves to the goal of giving a good report. When this is not possible, we purpose to remain silent or to privately go to the person, confirm our goal, and explain the offense that would hinder us from giving a good report. We hereby purpose to approach an offender in a spirit of genuine love having first examined and corrected our own attitudes and actions. Only if we are unable to restore an offender will we share the problem with others according to the principles of Matthew 18. When we violate this goal, we purpose to ask forgiveness knowing that God resists the proud but gives grace to the humble.

As much as we would like to live in a world without disagreement and conflict, we all know that there will be times when parents, teachers and students disagree. It is essential during these times that we maintain the unity of the Body of Christ. We at CCS have developed guidelines that really are no more than the Matthew 18 Principle broken down into smaller pieces. We believe that when disagreement arises at school, or elsewhere in the Body of Christ, unity will be maintained and even strengthened when everyone agrees to abide by these principles. It is our desire that when conflict arises, we will prove ourselves to be disciples of Christ by the manner in which we handle it.

### **Nine Biblical Steps of Communication and Conflict Resolution**

1. Go directly to the person(s) involved. (Matthew 18:15, Galatians 6:1)
2. Believe the best. Approach the brother or sister in love. (I Corinthians 13:4-7)
3. Be quick to listen and slow to speak. (James 1:19-20)
4. Help others practice these Biblical steps by not gossiping. Gossip leads to further division and strife, not a resolution and unity, which is the goal. (Leviticus 19:16, Proverbs 11:13, Proverbs 16:28, Proverbs 26:20, 2 Corinthians 12:20)
5. Speak the truth in love. The goal is to bring a resolution to the problem while remaining in unity. (Ephesians 4:15-16, 2 Timothy 2:24-25, Proverbs 27:6, Proverbs 10:12)
6. Do not delay. Do not let the sun go down on your anger. (Matthew 5:25, Ephesians 4:26-27)
7. Be willing to forgive and ask forgiveness. (Ephesians 4:32, Matthew 18:21-35, Matthew 6:14-15, Luke 17:3-4)

8. Follow lines of authority. If a solution is not reached at one level, take it to the next. (Titus 3:1-2, Matthew 18:16-17)
9. Be prepared to learn, grow, and have your character developed. In all “conflict” there are opportunities for character growth. (1 Peter 4:19, James 1:12)

## **CURRICULUM**

Curriculum will receive ongoing study by faculty, Education Committee, administration and parents. Our curriculum will always be Christian even when the textbooks may not be. Most textbooks will also be from Christian publishers. Our curriculum should reflect the philosophy of our school. Requests for curriculum enrichment or tutorial materials are made to the administrator. The Education Committee and School Board give final approval of the curriculum.

All teachers are expected to integrate Biblical Principles with their teaching in all subjects taught at CCS. All subjects are to be taught in a manner consistent with Scripture. Every subject should have biblical principles that are taught and tested. However, we do not expect that every lesson will have Biblical Principles or proof texts to support teaching because the Bible was not written as a comprehensive school subject text.

## **DISCIPLINE POLICY AND STUDENT BEHAVIOR**

Psalm 89:30-34 is applied to God’s people and their children. Discipline must be handed out when we are disobedient. But praise God, His love is always there to build us up again.

God has given the authority of correction to the parent and to the teachers who temporarily replace these parents while the children are under their jurisdiction at school. Therefore students must learn to respect their teachers in school as being representatives of God and their parents.

Discipline is an integral part of teaching in any school. In a Christian school we can use Scripture to help us develop our philosophy. Some of the passages to use would be Proverbs 3:11-12, Proverbs 6:16-23, Ephesians 6:1-4, and Hebrews 12:4-11. Many more passages can be found to substantiate what Christian discipline is. All discipline will be handled in Christian love. We will ask the Lord to bless our disciplinary actions. Discipline is used to gain an understanding of how God wants us to live for Him.

- A. We start with **instruction** in God’s guidelines for Christian conduct.
- B. We counsel and discuss with the student about his/her misbehavior. The student will be admonished to change.
- C. We attempt various kinds of “in school” disciplinary actions for the purpose of changing root problems. If the problems are rather big, we also inform the parents of the problems and correction being done at school.
- D. If the problems are not solved by any of the first three steps, we should begin having conferences with parents about them. It will obviously take a combined effort of the parents and teacher to correct them. We would also consider trying a Teacher Assistance Team (TAT) meeting.
- E. In-school detention or in severe cases, out-of-school suspension will result if the child refuses to cooperate.
- F. After a suspension, we could choose to have the parents come to school for a meeting with the teacher, administrator, and in severe cases, with the education committee of the Board.
- G. If there is no cooperation, the Board may opt to expel a student who refuses to change his/her attitude and behavior.

Certain rules and regulations are necessary to ensure an effective educational process. Every student has a right to an education, and every teacher has a right to teach. If a student infringes on those rights, he/she will receive proper consequences from the teacher, or he/she may be reported to the office and disciplinary actions will be enforced. Disciplinary action shall be reported to parents and guardians.

Students must abide by the following rules:

1. Students shall show proper respect at all times to teachers, administrators, staff members, school employees, and other students. Both students and staff members have an obligation to maintain conditions that will promote the proper atmosphere for learning and the carrying on of other activities.
2. No student shall threaten or intimidate another student or staff member, verbally or otherwise. (See bullying policy, pages 37-38)
3. School rules are in effect on school property after school, during school, on weekends, during school get-togethers, and when cleaning school. All students must be supervised by an adult.
4. Gum is not to be chewed in the building at any time. Gum may be chewed outside on school grounds after school hours.
5. Candy is not to be eaten in the classrooms at any time other than teacher-approved special activities.
6. High School students may eat treats between classes and during lunch as long as wrappers are disposed of properly.
7. Pop is not to be consumed during school hours other than during lunch (if it is brought in from home). Cans need to be recycled in the proper containers.
8. Students are not allowed to leave school without permission. All students must be signed out in the school office by a parent or authorized adult (except for 11<sup>th</sup> & 12<sup>th</sup> grade students). Students will not be released from their class until the office has notified the teacher that the student is authorized to leave.
9. Students are not allowed to throw snowballs on school property. Also, students must respect other students' property, like snow forts, etc., and they should not interfere with other's games.
10. Students will need to respect school property. Parents and school personnel have sacrificed to provide a nice environment for students. We will work hard to preserve it.
11. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom environment in order to protect students from unnecessary temptation. Classes should always be reminded, by the teacher, of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

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

*1<sup>st</sup> Offense*

- a. The student will receive a zero on the assignment.
- b. The principal will be notified.
- c. The student will confer with the principal.

- d. The parents will be called.
  - e. If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- 2<sup>nd</sup> Offense* – failing grade for quarter  
*3<sup>rd</sup> Offense* – expulsion from school (minimum of one semester)
12. It is a violation of CCS policy for any individual to knowingly or voluntarily possess, store in an area subject to one’s control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a “look-alike” weapon or destructive device in school, on school grounds, at school activities, at bus stops in school vehicles, or entering upon or departing from school premises, property or events. Teachers may grant special permission for students to bring in toy or look-alike weapons for a specific class purpose. The parents will need to bring them in, as they will not be allowed on the school bus.  
*Any student in violation of this policy is subjecting themselves to disciplinary actions, which may include suspension or expulsion from CCS.*
  13. Hallways must be quiet while classes are in session. This involves individual as well as class movement through the hallways during school time.
  14. There should never be any loud talking or yelling in school during breaks.
  15. There should never be any running in the hallways either before, during, or after school hours.
  16. Unchristian behavior such as rowdiness, rudeness, disrespect, injurious behavior, and sinful language and stories will not be allowed at any time either before, during, or after school hours. Students should always be kind to each other and include any student that desires to do activities with them.
  17. Students are not allowed to be under the influence of, possess, sell or distribute drugs (including alcohol) or look-alike drugs.
  18. Do not talk or whisper during assemblies and chapel times. Talking often leaves the impression of the students being discourteous and irreverent. (Parents are invited to our chapels.)
  19. Lockers are school property. It is important that students use them with care. Locker doors need to shut quietly so other classes are not disturbed. Students are responsible for cleaning lockers at the end of the year. Lockers and cubbies are the property of the school and are subject to be searched at any time without notice.
  20. Only prescription glasses (not sun glasses) may be worn in building (safety reasons).
  21. Electronic devices such as radios I-Pods, cell phones, etc. are not to be used, seen or heard, during school hours (without special permission from a teacher or the administrator).  
*1<sup>st</sup> offense*—the device will be taken away and the parent will be requested to pick it up from the office.  
*2<sup>nd</sup> offense*—student pays \$10 and parent will pick up device from office.  
*3<sup>rd</sup> or additional offense*—fine plus additional consequences
  22. Students should not have glass objects sent with them to school (for safety reasons).
  23. Students are not to display inappropriate affection toward members of the opposite sex. This includes but is not limited to kissing, hugging, and holding hands.

In all our actions, we want to give glory to God. We are always a witness to those around us. By doing what is right, we are a positive witness. When we do what is wrong, we are a negative witness.

## **Redemptive Discipline**

Because we are all capable of sinning and making mistakes and are called to pick each other up when we fall, it may be appropriate in some cases to refer a student and family for what we call Redemptive Discipline. This approach may be considered if a student and his/her family exhibit a heart of humility and repentance *and* it is determined that continued enrollment in the school is in the best interest of the student and CCS.

A student may be referred to this process for involvement in activities that are severe in nature involving illegal or grossly immoral activities including but not limited to: pregnancy, sexual activity, abortion, pornography, harassment, theft, assault, or the possession, use, distribution or manufacturing of drugs or alcohol.

The Redemptive Discipline Team shall consist of the Administrator, Principal, at least one member of the Education Committee and the parent(s). This team will determine by unanimous vote that the student is eligible for Redemptive Discipline.

If a redemptive approach to discipline is determined to be appropriate, it will require the student and family to agree to a comprehensive plan that may include any combination of the following items. Other items may be added to this list depending upon the situation.

- A signed agreement with CCS outlining the specific elements of cooperation by the student and parents. This agreement can be cancelled at any time if the elements of the agreement are not fulfilled.
- Parents may be asked to provide legal disclosures as needed and requested by the school.
- The student and parent may be required to meet with pastoral counsel.
- The student may be required to meet with a school staff member on a regular basis for the purpose of personal and spiritual accountability.
- The student and/or parents may be asked to meet with professional psychological counsel, which may include a release for direct contact between the school and provider.
- The student may be asked to undergo medical or psychological testing requested by the school, with results provided directly to the school.
- The student may be asked to undergo drug testing, including random testing with results sent directly to the school.
- The student may be required to be home-schooled for a specified period of time with lessons being provided by CCS staff. If a home tutor is needed the parent will incur this expense.
- The student will be asked to relinquish all positions of leadership within the school.
- The student will not be permitted to participate in any extra-curricular activities.
- The student and family must understand that reenrollment is not guaranteed and will be considered on a case-by-case basis.
- The parents must be agreeable that CCS may seek the opinion of outside professionals such as pastors, physicians, counselors, attorneys, etc., regarding continued attendance at CCS.
- The student and parents must understand that graduation status and participation in commencement exercises will be considered on a case-by-case basis.
- Parents must be willing to pay any expense for items required or requested by the school such as, personal tutoring, medical exams, drug testing, etc.

## **STUDENT DRESS**

### **Shoes:**

1. Children must have a second pair of foot covering, i.e. shoes, boots, rubbers, overshoes, etc. to wear while playing outside. The same shoes cannot be worn for both outdoor and for indoor use. (PS-6) All boots or shoes must be in the designated place for each grade level. Those not in the proper place will be placed in the Lost and Found. Boots (not shoes) must be worn when there is snow on the ground. Students without boots must remain on the hard surface area.
2. Students must wear shoes at all times, both in school and outside (for reasons of safety, tornado drills, and fire drills).

### **Clothing:**

Students' clothes should be modest, clean, and respectable. Clothing should not be overly tight as to be "form fitting" nor should it be overly baggy as to appear sloppy. Clothing should be in good condition.

The definition of modesty is to show propriety in dress and behavior; to have a moderate view of oneself. As it says in Philippians 2:3-4, we are not to act out of selfishness or conceit, but should regard others as more important than ourselves. How does this impact my choices in how I dress and "adorn" myself?

1. Am I being taken captive by the world's philosophy, even in dress? (Colossians 2:8) Or am I conducting myself in a manner worthy of the gospel of Jesus Christ? (Philippians 1:27)
2. Am I using dress or adornment to encourage envy, lust, or self-promotion instead of attempting to build others up? (1 Thess. 5:11).
3. Am I truly looking out for the interests of others or merely my own? (Philippians 2:4)
4. Let us appear as lights in a crooked and perverse generation—and not add to the darkness! (Philippians 2:15-16)

### **Guidelines:**

1. No advertising of anti-Christian products or activities will be allowed. We do not want to draw attention to ourselves but rather we would direct the attention toward others and to our Lord.
2. Shorts may be worn on warm days. Please don't send children to school in shorts when the temperature is below 65 degrees. Shorts must be mid-thigh length or longer.
3. Skirts and dresses should be no shorter than 2 inches above the knee. Skirts and dresses should not be worn on "active" field trips.
4. Tops should not reveal more than is appropriate. Tops with low necklines, exposing armholes, or revealing the midriff or undergarments will not be allowed. Tops without supporting straps or with spaghetti straps may not be worn at school.
5. Caps may not be worn in school at anytime. This includes any school events that are held at CCS.
6. Earrings may not be worn by boys while on school grounds.
7. Hair must be a natural color and style as to not draw undue attention to oneself.

Parents should decide how to dress their children for cold weather and adverse conditions. We do ask, however, that parents pay close attention to the weather conditions because your child will be expected to go outside. It is hard for us to see children out in the cold without hats, mittens and appropriate clothes for the conditions outside. Please work closely with us

concerning your children. We all want your children to remain healthy and comfortable throughout the winter.

## **EMERGENCY DRILLS**

Drill procedures and routes will be posted in classrooms. Teachers will review and have the students practice drills during the first week of school. An Emergency Handbook developed in conjunction with the County Crisis Response Team is given to each employee. Procedures and codes for the various drills are reviewed on a monthly basis.

### **Tornado or Disaster Drills**

Students should take books to cover their heads during the drill. There should be absolutely no talking by the students during the drill. Students need to be in single file as they go to their destination. Teachers will have a class list of their students so all students will be accounted for. Students need to kneel next to the wall and cover their heads during a tornado drill. Each room will show the route to the assigned area.

### **Fire Drills**

Students will be notified of a fire drill by a loud continuous buzzing sound. Students are to walk quickly and quietly by the route shown in their room. If the alarm goes off during a break, they are to follow the instructions of the person in charge. All routes lead to the east parking lot.

## **HOT LUNCH – (Purchasing Procedure)**

Hot lunches are purchased through a catering service. Hot lunch and milk may be purchased any time for families wanting to participate in the program. Those paying full price for their meal will pay \$2.30 each. Those qualifying for reduced meals will pay \$.40 each. The office will keep track of free meal qualifiers. Adult meals are \$3.00 each. Milk is available at \$.55 each for those students not participating in the hot lunch program, or for those desiring to bring an occasional sack lunch. (Milk is included in the hot lunch meal.) An ala carte menu will be available for 5<sup>th</sup> – 12<sup>th</sup> grade students with items ranging from \$.50 to \$1.25 each. Each morning a count will be taken by the teacher to determine how many participants there will be for the day. This count is put on the bottom of the morning attendance slip. Once the meal or milk is purchased, it will be entered on the computer. Daily statistic sheets will be kept. The teacher will be responsible to see that his/her hot lunch students are in line alphabetically and monitor to make sure students choose what has been ordered, especially those who are mandated to take a peanut butter or peanut butter and jelly sandwich. When the family account balance is getting low, a slip will be sent home to the parents notifying them. Money can be sent to school to participate in the program.

### ***Hot lunches need to be pre-paid.***

- Students in Kindergarten through 2<sup>nd</sup> grade will receive 5 food items. Students in 3<sup>rd</sup> through 12<sup>th</sup> grades must take at least 3 of the 5 meal items (offer vs. serve).
- Students in 5<sup>th</sup> through 12<sup>th</sup> grades will be offered an a la carte menu where they can choose individual items.
- Upon entering school, late students should notify the office if they'll be eating lunch.
- Students are not allowed to share or borrow meals.
- No child will be denied lunch, but if their lunch balance is seriously delinquent they may be allowed to have a peanut butter or peanut butter and jelly sandwich only. Parents/guardians are expected to make an honest effort to either get money or a lunch here to their child/ren.

## **ILLNESS**

When a CCS student becomes ill or is injured at school, the student's parents shall be notified as soon as possible (when deemed necessary by our nurse or other office personnel.) **The child should not return to school for 24 hours if they have had a fever of 100 degrees or more or if they have thrown up.**

Parents will be notified of any head lice or serious communicable diseases that are present in their child's classroom. The school nurse will send a note home explaining the condition along with any precautions to take.

## **LIBRARY**

### **Library Procedures for Students**

1. Come in and sit down so librarians can make announcements, such as new books, overdue books, etc. One of the librarians will read a story to the younger grades.
2. When you remove a book from the shelf, remember to return it to its proper place. Keep all books even with the edge of the shelf so the titles can be read easily and small books won't get wiggled to the back of the shelf.
3. Choose a book and take it to the librarian. She will check it out for you. If you wish to check out the same book for an additional week, you may ask the librarian to renew it on your next library day.
4. After you have checked out your book, you may quietly look at or read your book.
5. You may talk quietly to a classmate to help them find a book. Feel free to come to the librarians at all times. We will be happy to help you find a book and answer any questions you have.
6. Books need to be returned on or before the due date. If your book is not returned you may not check out another one until it is returned or paid for.
7. When library time is over, your librarian will have you line up at the door. The teacher or librarian will excuse you.

### **General Library Information**

1. EASY BOOKS
  - A. Easy Fiction Books are filed in the Easy Section by the author's last name. Easy Books have an E (for "easy") above the author's initial.
  - B. Easy Nonfiction Books are arranged by numbers according to the Dewey Decimal system. These books also have an E (for "easy") above the Dewey Decimal number. The author's initial comes after the Dewey Decimal number.  
\*Nonfiction books present information about real people, places, events, etc.
2. REGULAR BOOKS
  - A. Fiction Books are shelved in alphabetical order by the author's last name.
  - B. Non-fiction Books are arranged by numbers according to the Dewey Decimal System. Biographies are in this number section (usually under 921) and are arranged alphabetically by the last name of the person they are written about.
3. Kindergarten students may only check out books from the Easy shelves and on designated display areas.
4. 1<sup>st</sup> graders may check out books from the Easy shelves and on certain other shelves designated by the librarian or teacher.
5. 2<sup>nd</sup> – 12<sup>th</sup> graders may check out books from all the shelves or as their teacher designates.

## **Overdue Books**

Preschool children may check out one book, which is due back at the next library visit. Kindergarten – 4<sup>th</sup> grade students may check out two books at a time and are encouraged to return their two books weekly in order to maximize their reading enjoyment. Fifth grade and up are allowed to check out two books and one CD. In the event that students have a special class report to do, students will be allowed to check out additional books.

When books become overdue, usually after one month, a notice will be sent home with the replacement charge for the book. When payment is received, the student may once again check out books. (If the student has returned the book before receiving an overdue notice, please disregard the notice.) Occasionally books get lost in the library, on the bus, in the classroom, etc. but if the book is found and returned after the replacement charge has been paid, reimbursement will be given.

## **LOCKERS**

Clothes, shoes, bags, duffel bags, books, etc. must go in the locker or in the room. **Items left in the halls or on top of lockers will be placed in the Lost and Found.** The homeroom teachers will make locker assignments. Students must not decorate lockers without their teacher's permission. Students must clean their lockers at the end of the school year. Lockers and cubbies are the property of the school and are subject to be searched at any time without notice.

## **LOST AND FOUND**

Lost or found items will be on display in the two foyer areas. Every reasonable effort will be made to reunite the lost article with its owner. Inquiries about lost articles may be made in the office. **Parents should label whatever possible.** Lost and found items will be donated to a thrift store if left unclaimed at Christmas break, spring break and the end of the year.

## **MEDICATION**

All medication, prescription or nonprescription, is to be stored in the health care office and is to only be administered by the school nurse or designee with the exception of students who meet criteria to self-carry inhalers and/or epi-pens. No medications will be given to students without the proper written consent. Nonprescription medications require a completed consent form signed and dated by the parent/guardian. Prescription medications require a completed consent form signed and dated by the physician AND the parent/guardian. All medications should be brought to school and properly labeled and in its original containers. All medications are to be transported to/from school by a parent/guardian. NO medications are to be transported by the student with the exception of self-carry inhalers and/or epi-pens. Students who self-carry inhalers and/or epi-pens must have a completed prescription medication consent form on file in the office with the section referring to ability to self-carry completed by both the physician and the parent/guardian. Records will be kept of all medications administered by school personnel.

## **PASSES**

Students must obtain a student pass from a teacher when going from one room in the building to another (other than during the regular class breaks).

## PHYSICAL EDUCATION CLASS

1. Physical Education is required unless excused by written request from the family doctor or parent.
2. **Students must have a clean pair of gym shoes for P.E. class.** These can be one of the two pairs of shoes that students are required to have at school. However, they cannot be “outside shoes”. If a student does not have “inside shoes” at school on a daily basis that are suitable for gym class he/she must bring another pair to school for gym day.
3. Girls must not wear dresses for P.E. class unless they have shorts or pants to wear under them. Please help your child learn how to fasten his/her shoes so they stay on while running.
4. Students without proper shoes or dress will be asked to sit out and will receive a “zero” for the day.

For safety reasons, no jewelry is to be worn in gym class. This includes necklaces, watches, rings, bracelets and earrings. Students will be asked to remove the item before being allowed to participate in class. Students with newly pierced ears will be given the option of putting athletic tape over the studs or removing them during gym class. Students refusing to abide by this policy will not be allowed to participate in gym class and will lose participation points for each day they miss.

Students must be supervised anytime they are in the gym. This includes before and after school. Students are not to go into the closet to get equipment unsupervised. Each class will have a scheduled gym time. Noon breaks will be scheduled for gym use if the weather does not allow students to play outside. No food or drink is allowed on the gym floor under any circumstances. **(These rules apply to all students, including children of staff members.)** Please return all equipment to its proper place in the closet when finished.

## PLEDGES OF ALLEGIANCE

There are three pledges, which teachers conduct with their classes (homerooms) on a daily basis. The three pledges are written below:

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

I pledge allegiance to the Christian flag and to the Savior for whom it stands, one Savior, crucified, risen and coming again with life and liberty to all who believe.

I pledge allegiance to the Bible, God’s Holy Word, and will make it a lamp unto my feet and a light unto my path and will hide its word in my heart that I might not sin against God.

## RECESS

1. Students will be kept inside for recess for reasons of precipitation, extremely cold temperatures (0 degrees or below zero/or 10 degrees below zero wind chill will be the guideline) or any condition outside determined to be unhealthy or dangerous. The administrator will make this decision. If the administrator is gone, his designee will make the decision. **PARENTS: Please send the proper warm clothes with your children. Weather forecasts can help you determine appropriate clothing. Please help your child make these decisions.**

2. The swamps north of the school are off limits. Only students under direct supervision of an adult (staff member) may venture into the swampy area.
3. Any child whose clothes become too soiled or damaged to wear during school hours will be allowed to call home for a change of clothes.
4. Children who stay in during breaks may not roam and/or loiter in the hallways. Any time they are outside their room they must have a teacher's permission. We also expect quietness when they go to their lockers, the bathrooms or the office.
5. The front entries, because of the two-shoe rule, are the main exit and entry doors. Other doors may be used for exit under a teacher's direct supervision. Students may only enter the front doors. There may have to be some exceptions, which will be dealt with in a supervised manner.
6. Students may play on playground areas and asphalt parking areas on the east side of the school. The driveway and staff parking lot are off limits for playing. Students who come into school to use the bathroom must ask permission and get a pass and must tell the playground supervisor when they are back. Students must line up by grade when coming in from outside at break. They must be quiet and orderly to be able to hear and carry out instructions made by the playground supervisor. They should line up immediately when the bell sounds or when the whistle is blown.
7. STUDENTS ARE NOT TO PLAY ON THE SIDEWALK IN FRONT OF THE SCHOOL.

## **PLAYGROUND GUIDELINES FOR STUDENTS**

### **General Guidelines**

We believe that each student has the right to be safe and free from harm during recess. Each student also has the right to be treated fairly and respectfully. We have established the following guidelines to protect these rights and to ensure that all students will have a safe and enjoyable recess time. The teacher and other recess supervisors are responsible for protecting these rights by enforcing these guidelines.

#### PLAY SAFE

1. Do not throw gravel.
2. Do not throw snow or snowballs.
3. Stay in sight of a supervisor at all times. This helps us to keep you safe.
4. Stay out of the long grass. Do not go beyond the tree line.
5. Do not play in front of the school.
6. Do not play other games around the tetherball poles and do not pull them to the ground.
7. Do not jump from any equipment that is taller than you are.
8. Do not run, walk, or play under equipment that others may be hanging and jumping from.
9. Do not walk, run, or play under the swings.
10. Do not climb on the outside of the slide or walk up the slide.
11. No tackling, pushing, shoving or other rough play.
12. No soccer, football, kickball, etc. on the parking lot. Basketball is allowed by the hoops.
13. Stay off the ice rink unless you have skates on.

#### PLAY FAIR AND TREAT OTHERS THE WAY JESUS WOULD

1. Do not argue or fight.
2. Show love and compassion for others.
3. Share the equipment and play areas.

4. Take turns when others are waiting.
5. Be kind to others. Do not say or do anything that will hurt someone else.

BE RESPECTFUL OF OTHERS

1. Follow all directions from supervisors/volunteers the first time.
2. Do not interfere with other people's games/activities.
3. Do not destroy forts or property of others.

BE GOOD STEWARDS OF WHAT GOD HAS PROVIDED

1. Use the equipment properly. Do not abuse or misuse any equipment.
2. Do not bounce on or stand on the teeter-totters causing the boards to bend.
3. Do not put gravel on any of the equipment.

USE THIS TIME TO BE ACTIVE AND TO PLAY WITH OTHERS

1. No food is allowed during recess.
2. Electronic devices/toys are not allowed during recess.

This is not meant to be a complete list of do's and don'ts. Use common sense and biblical principles to determine if a specific activity or behavior should or should not be allowed during recess.

## REPORT CARDS

Report cards are issued following each nine-week period. Students will have a maximum of two weeks at the end of each grading period to finish incomplete work. The following grading schedule will be observed: All teachers will be recording grades using the “Power School” program. Parents will have up-to-date access to their child’s progress and grades via Internet access

### Grades 4-12 Grading Scale

A+	100	B+	91-92	C+	81-82	D+	71-72	F	Below 63
A	95-99	B	85-90	C	75-80	D	65-70	I	Incomplete
A-	93-94	B-	83-84	C-	73-74	D-	63-64		

### Grades 1-3 Grading Scale

ACHIEVEMENT- APPLIES TO SUBJECT AREAS

S+	100-93	Excellent – student is showing mastery of grade level material
S	92-83	Good – Student is doing well with grade level material
S-	82-73	Acceptable – Student is making adequate progress on grade level material
N	72-63	Needs improvement – Student is struggling with grade level material
U	Below 63	Unsatisfactory – Student is not showing adequate understanding of grade level material. Missing key concepts.

EFFORT = APPLIES TO PERSONAL AND SOCIAL GROWTH AND WORK AND STUDY HABITS

(THESE SCORES ARE BASED ON CLASSROOM OBSERVATIONS AND MAY NOT BE A TRUE RELECTION OF THE STUDENT IN ALL SETTINGS.)

- 1 Strongly Evident / Excellent
- 2 Some Evidence / Good
- 3 Little or no Evidence / Improvement needed

### GRADUATION REQUIREMENTS:

27 ¼ CREDITS ARE REQUIRED FOR GRADUATION FROM CCHS.

**These requirements meet or exceed the Minnesota state graduation requirements and fulfill the entrance requirements of most colleges and universities. Please check the specific entrance requirements of the college or university you are planning to attend.**

**BIBLE: 4 credits required**

(One for each year of attendance)

**HISTORY: 4 credits required**

**SCIENCE: 3 credits required**

**COMPUTER SCIENCE: 1/2 credit required  
required**

**ARTS: 2 credits required**

**ELECTIVES: 3 credits required**

**\*HIGH SCHOOL THESIS:**

1/4 Credit Requirement for all Seniors

**ENGLISH: 4 credits + Sr. thesis required**

**MATHEMATICS: 3 credits required**

**FOREIGN LANGUAGE: 2 credits required**

**PHYSICAL EDUCATION: 1 credit**

**HEALTH: 1/2 credit required**

**\*\*STUDENT APPRENTICESHIP:**

Non-Credit Requirement for all Juniors

**\*SENIOR THESIS:**

The Senior Thesis is the culminating academic experience for each graduating senior and provides each student with:

- a. If requested, a mentoring relationship with a Christian scholar that will foster an avenue of inspiration guiding the development, research, writing, and defense of the thesis.
- b. A season in the student's life for:
  - Marking the pivotal point where he/she advances into the world of adult ideas
  - Original thinking
  - Their first philosophical contribution
  - Affecting their culture
- c. An opportunity to demonstrate the mastery of Christian scholarship through the "4 R's": Research, Reason, Relate, and Record.
- d. The learning experience of producing a polished written and oral presentation for future scholarly discourse.

The purpose of the Senior Thesis is to prepare and guide each student through the experience of developing, researching, writing, and defending a personal position on a worthy idea in a way that manifests his or her Biblical worldview and Christian scholarship, thus equipping the student for a lifetime of presenting and defending their faith and worldview. Each senior, if they request it, is assigned a Thesis Advisor, who is a CCHS faculty member, Board member, or professional. The role of the Thesis Advisor is to "walk the student through the process" of researching and writing a thesis and to assist the student in preparing for the oral presentation and defense. The thesis research paper and oral presentation are graded and recorded on the student's permanent record.

The basic requirements of the Senior Thesis are for the senior to:

- a. Research, write, and submit in typed A.P.A. format a ten to twenty page thesis;
- b. Prepare and deliver a five to ten minute oral presentation of his/her thesis to the Thesis Advisory Council;
- c. Orally defend their position by fielding questions from the Thesis Advisory Council for five to ten minutes.

### **\*\*STUDENT APPRENTICESHIP PROGRAM: (Junior Requirement)**

We believe that the Student Apprenticeship Program will prove to be a very rewarding experience for our students. It will introduce them to communication and social skills so necessary in developing confidence for entering the job market and for making career choices. The purpose of the apprenticeship is to provide high school juniors with a one-week experiential encounter in the market place or ministry with a professional or craftsman within a chosen profession, art, or trade. The apprenticeship may take place during the summer between the junior and senior years or after school hours during the school year. Students must spend between fifteen and thirty hours on the job site.

Students research, observe first hand, participate, and evaluate their experiences under the guidance of a High School faculty member and their Apprenticeship Sponsor. Upon receipt of sponsor acceptance, the student must personally make application, arrange for an interview, and prepare to participate in the workplace. The apprentice must interview the sponsor, maintain an observation and task log, and present an oral report describing their experience. Thank you notes of appreciation must be written at the end of the apprenticeship.

### **PSEO / DISTANCE LEARNING**

Parents of juniors and seniors are encouraged to explore Post Secondary Education Options and distance learning opportunities that can meet graduation requirements.

## **Post Secondary Enrollment Option Guidelines**

Post Secondary Enrollment Options (PSEO) allows Minnesota high school juniors and seniors to enroll in participating Minnesota colleges with college tuition, fees, and books all paid for by the Minnesota Department of Education. Students successfully completing PSEO courses earn credit toward high school graduation and also college credit. PSEO credits are accepted at most colleges and universities, public and private. Parents and students are encouraged to check with the college or university that they plan to attend after graduation in order to verify that PSEO credits are accepted.

Community Christian School allows PSEO on an individual basis to students in their junior or senior years that are in good academic standing. Students must meet the admittance criteria of the college or university that they are applying to. Acceptance into the college's PSEO program is entirely determined by the post secondary school. Each institution has different entrance requirements. CCHS's responsibility is to verify the student's eligibility and to complete the necessary paperwork. GPA, test scores, and teacher recommendations are generally used by the college to make a decision on acceptance. Once accepted into a PSEO program, the student must meet with the high school guidance counselor prior to registering for courses each semester in order to verify that courses taken will meet graduation requirements at CCHS and not interfere with the student's schedule here at CCS.

In making this decision, parents, students, and school personnel will want to consider whether the student is spiritually, emotionally, and academically ready to take college level courses. Can he/she handle the workload? Are they responsible enough to meet deadlines and work independently?

Juniors and seniors may enroll in PSEO courses with administration and parental approval. Students may take PSEO courses only for classes that CCS does not provide a teacher for unless it is taken in addition to the course that CCS offers as an elective.

Parents and students are encouraged to research PSEO options available to them. CCS will accept classes only from Christian colleges and universities. At this time, only on-line or distance learning courses may be taken.

Students taking PSEO courses are encouraged to complete the coursework on campus at CCS using the school's computers. CCS will provide supervision and minimal assistance in helping the student meet deadlines, complete assignments, etc.

Students taking PSEO courses are eligible to participate in all extra-curricular activities, class trips, parties, and graduation. Students desiring to participate in band or choir concerts must be enrolled in those classes at CCHS.

## **PSEO Registration and Fees**

Students desiring to enroll in PSEO courses must complete the following:

1. Pick up a PSEO parental permission form from the office.
2. Meet with the high school guidance counselor at least two weeks prior to the college's PSEO enrollment deadline. Please bring the parental permission form, the college's admission criteria and the list of classes you desire to take including times, if applicable.
  - a) Determine eligibility – review academic records and admission criteria
  - b) Discuss the purpose of the course(s). How will this course help you accomplish your goals?
  - c) Complete the necessary paperwork.
3. Students and families are responsible for obtaining required information from the college/university of their choice and for meeting all deadlines.

4. Submit any and all progress reports and final grade reports to the high school guidance counselor.

CCS desires to make PSEO classes available to qualified students. We ask that parents understand that in order for us to offer these opportunities and meet our budgetary needs it is necessary to charge the same tuition rate as those not taking PSEO courses.

### **PSEO Grading**

Grades will generally be sent directly to Community Christian School from the college/university after completion of the course. However, students are ultimately responsible for making sure the guidance counselor receives the grades. All grades will be recorded on the official high school transcript and will be marked as a PSEO course.

### **PSEO Textbooks**

The Minnesota Department of Education will pay college tuition for all students accepted into a PSEO program; however, textbooks remain the property of the college. Students are asked to follow the instructions given by the college for acquiring and returning textbooks.

### **RESTROOMS**

Restrooms should be kept neat and clean at all times. Students should not misuse them or leave them in a sloppy condition. Students will be asked to correct the mess they have left. Frequent violations by the same student will be considered disobedience and punished accordingly. Stools and urinals should be flushed every time they are used. Students should try to use the restroom before school or at breaks. This will help cut down on classroom disruptions. **STUDENTS MUST ALWAYS WASH THEIR HANDS AFTER USING THE RESTROOM.**

### **RETENTION**

Our goal is to make sure every student is ready for the next grade level. The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. Retention decisions will be made by collaboration between parents, teacher(s), and administration.

### **SCHOOL CLOSINGS AND LATE STARTS DUE TO WEATHER**

In case of severe weather, please tune in to the following radio stations and/or television stations for late school starts or cancellations: Our school follows whatever the Willmar District does.

**KWLM/Q102/K100    WCCO 4    KBHZ 91.9    KARE 11    KSTP-5**

There are times that school must be closed early due to bad weather. Working parents should develop an emergency plan and discuss it with their child. Notify the school as to where your child should go in case school is dismissed early.

## **SCHOOL PICTURES**

Pictures of every student are taken in the fall of each year. Notice of date and procedures will precede picture days.

## **SPECIAL NEEDS PROGRAM**

The CCS Educational Philosophy and Goals informs us, “We believe, as Christians, we have an educational obligation to all educable students who subscribe to our philosophy”. We will attempt to provide a Christian education for the academically gifted and less gifted student. It is the purpose of our school to give attention to the individual needs of the student, to guide his/her interest, and to equip a child of God to be a positive acting Christian in the daily encounters with the world and community.” To provide extra help for the special need students who can’t progress at the same speed and same style that the class or individual groups are using, the following guidelines will be used to determine inclusion into our special needs program:

1. When a student is experiencing difficulty in a particular area, or there is evidence of the need for more academic challenge for a student, the classroom teacher will first refer to the list of Intervention Techniques. Each intervention should be two weeks in duration. This may include one or more meetings with the parents.
2. In the event that these techniques do not resolve the cause for concern, the teacher will then complete the Student Preliminary Referral Form and submit it to the Special Needs para along with the Interventions form and student work samples. Referral for Special Needs services may only be requested by a classroom teacher, never by a parent acting independently. Parents with concerns should discuss them with the classroom teacher.
3. The Special Needs para will complete one or more observations of the student and gather other relevant data as necessary, including standardized test scores.
4. A meeting will be arranged to determine the need for Special Needs services, a preliminary plan for the specifics of these services, and goals to be achieved. This meeting will usually include the classroom or subject area teacher or teachers, the parents, the Special Needs para, and an administrator. Occasionally, the student may be included in this meeting as well. The parents will need to give a signed consent before agreed upon Special Needs services begin.
5. A schedule will be established for services to be given, subject to the classroom schedule and Special Needs availability.
6. The classroom teacher, Special Needs para, and principal will maintain regular communication to monitor the student’s progress toward the agreed upon goals.

Students who have been formally enrolled in Special Needs in this manner will receive a quarterly report, which will be given to the classroom teacher to be included with the report card, noting the progress made by the student. A copy of this report will also be submitted to the appropriate principal.

## **TELEPHONE**

The office phones are for school business and emergencies. Parents, please help your children to do their planning the night before or in the morning before school, so unnecessary “visit” type calls do not have to be made at school. Only emergencies, i.e. sickness, forgotten lunches or money, and change of weather, etc. will qualify for phone use. Unplanned visits to someone’s home or slumber

parties will not qualify for phone use. Students must receive permission from their teacher to make a phone call. The normal times for parents to get messages to students are before school, at a recess and prior to the school's dismissal.

## **TESTING**

Each grade beginning with 1<sup>st</sup> grade will receive standardized testing during the school year. Scores of such tests are confidential and will be shared with the teacher and the parents of the child. The results become part of the child's cumulative folder. Our results are compared to public and other Christian schools.

## **TEXTBOOKS**

CCS furnishes textbooks for all students. Students are responsible for the care of the books issued. Loss or destruction of the textbooks will result in payment to the school of the cost that reflects the price of replacement.

Lost Book – \$15.00 (unless new – then new price – replacement cost)

Corners Bent (battered) - \$5.00

Broken Binding (where abuse) - \$10.00 (if usable)

Torn Pages (few) - \$3.00, (excessive) - \$15.00 (student must repair – may require replacing text)

Excessive writing (usable book) - \$10.00 (students erase)

Excessive writing (not usable) – \$15.00 (unless new – then new price - replacement cost)

## **VACATION**

Families are discouraged from taking extended vacations during the school year. The administration and teachers involved will plan for the procedure to be followed by the student and his/her parents for the make up of his/her classroom work. Parents should be made aware of all the negative implications in terms of schoolwork and the child's development when children are gone for extended periods of time. Teachers should try to plan some work to take along, but are not expected to plan in depth lessons beyond the current week.

## **VISITORS**

Visitors (parents, cousins, friends) are welcome, but are asked to coordinate their visits with the administration. At least a day's advance notice is required.

**PRINCIPLES OF SAFETY, GENERAL WELFARE, AND CHRISTIAN CONDUCT TAKE PRECEDENCE OVER ANY SITUATION NOT COVERED BY THIS HANDBOOK. SCHOOL RULES ARE IN EFFECT ON SCHOOL PROPERTY AFTERSCHOOL, ON WEEKENDS, DURING SCHOOL GET-TOGETHERS, AND WHEN CLEANING.**

## PARENTAL ACTIVITIES AND INFORMATION

- A. School Board – Elected for three-year terms at the annual meeting in May
  - 1. Executive Committee
    - a. President
    - b. Vice-President
    - c. Secretary
    - d. Treasurer
  - 2. Committees
    - a. Education Committee
    - b. Finance Committee
    - c. Scholarship & Policy Committee
    - d. Promotion and Development Committee
    - e. Building & Grounds Committee
    - f. Family Relations Committee
- B. Service Committee – Elected in May
  - 1. Chairman & Secretary
  - 2. Hospitality Group
    - a. Plan special parent and teacher meetings each year
    - b. Arrange for parents to act as hosts at programs, special events and annual meeting
  - 3. Fund Raisers
    - a. Banquet Committee
    - b. Auction Committee
    - c. Special Fund Raisers
  - 4. Scrub Club
    - a. Set up weekly school cleaning
    - b. Set up annual Back-to-School cleaning
    - c. Stock cleaning closets with supplies
- C. Functions to Get Involved In
  - 1. Clean school a few times per year. All families are assigned at the beginning of the school year.
  - 2. Attend and support various fundraisers
  - 3. Attend various school programs, Service Club programs and activities
  - 4. Volunteer for work or leadership on various fundraising committees
  - 5. Volunteer for work with various building and grounds repair and maintenance crews
  - 6. Help with various room parent activities
  - 7. Parent-teacher conferences and personal conferences

Communicate freely with the administrator, principal, teachers, and office staff here at school. Open discussions begun soon, in a spirit of Christian love, make for strong and loving Christian school relationships. Communication done in a Christian atmosphere is a trademark of Community Christian School. We attempt to follow the Matthew 18 principle in solving any conflict or disagreement.

## **COMMUNITY CHRISTIAN SCHOOL EXTRACURRICULAR ACTIVITIES POLICIES**

- A. CCS shall offer extracurricular activities for 7<sup>th</sup>-12<sup>th</sup> grade students in both boys and girls sports. We will co-op with MACCRAY and CMCS on some sports.
- B. CCS shall encourage its teachers who are competent in these activities to serve as coaches. Coaches for these sports who are not teachers at CCS shall be secured with the primary qualification being a person's Christian testimony and practice, with a secondary important consideration being coaching competence.
- C. The purpose of interscholastic athletic participation and competition at CCS shall include the following:
  - 1. As a temple of the Holy Spirit, the body of a young person is something to be cared for in a physical way. Development of athletic skills is one aspect of this physical development.
  - 2. Interscholastic athletic practice and competition gives the student athlete the opportunity to use his/her God given gifts in a wholesome manner in concert with other Christian young people under the direction of a Christian coach. This is a positive opportunity for individual skills development and the fostering of the team concept.
  - 3. Interscholastic athletic competition gives the team an opportunity to demonstrate its level of development with an opponent, before their peers, before the general public, and before the Lord. An interscholastic athletic contest must be considered a team's opportunity to witness to their faith, to demonstrate their unity, to exercise their self-control, and to show their progress in the development of the skills of the sport.
  - 4. The purpose of interscholastic athletic competition must not be the glorification of the individual, nor the adoption of an attitude of winning at all costs, nor the acceptance of the idea that an end justifies a means. Integrity, fairness, team play, love and hard work are the positive attributes to be held before the students as goals of interscholastic athletic competition.
- D. Middle school level of participation should include the following considerations:
  - 1. A middle school team is a team learning a sport. The rules of the sport, the basic individual skills, and the fundamentals of team play are to be emphasized at this level of participation.
  - 2. "Cuts" should not be made from a middle school team.
  - 3. Coaches should strive to give all the team members individual coaching attention in keeping with individual needs and should attempt to give all the team members opportunity to participate in games.
  - 4. Emphasis should be on the learning of the skills of the sport by the team members; the need to "win the game" should be of lesser importance than the need for "all team members to play".
- E. Eligibility
  - 1. A student at CCS shall be eligible to participate in extracurricular activities unless the student has been declared ineligible for one of the following reasons:
    - a) Academic ineligibility will occur if a student receives a grade lower than a C- on a mid-quarter or quarter grade in any of his/her classes.

- b) Chemical use ineligibility will occur if there is a confirmed student possession or use of alcohol, non-prescription substance defined by law as a drug, inhalants, or any tobacco product.
  - c) Disciplinary ineligibility will occur when a student's behavior is deemed to be unacceptable by the administration and staff. (i.e. continual disrespect to coach, teachers or fellow students)
2. **Students declared ineligible for any of the previous reasons may regain eligibility to participate in the extracurricular activities if the reasons(s) for the ineligibility have been corrected and after the servicing of the following minimum period of ineligibility.**
- a) Mid-quarter or quarter grade below a C- results in nonparticipation in any extracurricular activities (games, performance, or competition) for two weeks or 2 activities whichever is the lesser of the two. Academic ineligibility shall come into effect the day after students have been officially notified. This will give time for communication between the school and parents.
  - b) First confirmed violation of chemical use – non-participation in extracurricular activities for four weeks or the next four consecutive interscholastic events or performances, whichever is lesser. A CCS coach or activity advisor and administrator will confirm the violation.
  - c) Second and subsequent confirmed use of chemical violation – nonparticipation in extracurricular activities for the remainder of the school year or the next six consecutive interscholastic events or performances – into the following year – which ever is longer.
  - d) Disciplinary ineligibility – reinstatement of ineligibility – reinstatement of ineligibility shall be determined on an individual basis by the administration and staff. The student and parent(s) shall meet with administration prior to reinstatement.
- 3. While a student is ineligible he/she may be allowed to participate in rehearsal or practice for the duration of the ineligibility.
  - 4. In order for a student to be a participant in an extracurricular event on a particular day, that student shall have been in attendance at school for at least half of that particular day.
  - 5. If a student is suspended from a class or school on a given day, then that student will be ineligible for extracurricular activities for that day.
  - 6. Students participating in school-sponsored sports are required to have a sports physical before participating in any practices or games. Physicals are valid for 3 years.

F. Activity fees

- 1. A flat rate of \$45 will be charged for the Middle School activities; soccer, volleyball, basketball, track & field, and drama. Ski Club will be offered but the fees for this activity will be determined in the fall.
- 2. The activity fees for High School sports will vary depending upon whether the activity is offered through CCS or one of the schools we are co-oping with.

## **BEHAVIOR AND EXPECTATIONS OF FANS AT GAMES AND OTHER ACTIVITIES**

1. The same behavior is expected at games and activities as is expected during the regular school day. The same school rules apply whether at school or at activities.
2. Students and adults are not to be near the playing area during the game or activity. If they come in late or want to leave the activity, they need to wait for play or for the activity to stop before going in or out.
3. Only positive, encouraging remarks should be made toward players and referees. We want to exemplify a Christ-like attitude at these activities.
4. Pop or food is to be contained to the stage area.
5. Unless students are involved in the activity (as player, assisting the coach or the team), an adult must be present to help supervise students. Students may not stay after school to wait for the game since there would be an hour of unsupervised time for the students.
6. Students must remain in the gym area or playing area at an activity.
7. The purpose of fans is to support our team and to demonstrate school spirit. In the process of doing this, we want to model Christian behavior and good sportsmanship. We want to be a witness to all those that attend the event.
8. **Students are not to wear caps during indoor activities.**
9. Students will be asked to leave the activity if they do not follow these expectations.
10. There is to be no playing on the field or floor during time outs or intermissions.

### **Just Play Fair**

Extra curricular activities can be one of the most rewarding aspects of a student's experience during a school year. They can also bring a considerable amount of heartache. Good sportsmanship and good citizenship at an athletic event is everyone's responsibility. The referees and coaches take that responsibility on the field and court. The fans in the stands are responsible for their own behavior. Sportsmanship requires a respectful and congenial demeanor towards individuals from schools we are hosting or visiting. Good sportsmanship at CCS is a priority that is taught to our players and students. We expect our coaches to demonstrate it and hold them accountable if they violate acceptable Christian standards of good sportsmanship. We also want to hold our adults, students and spectators accountable for inappropriate behavior.

### **Parent Expectations**

1. Do not leave unattended children at games
2. Have them sit with or near you
3. Leave balls, etc. at home
4. Supervise your own children; don't expect school staff to supervise your kids at athletic contests

## **Student & Adult Expectations**

### **ACCEPTABLE BEHAVIORS**

- Accepting all decisions of contest officials
- Applauding during player introductions
- Shaking hands with opponents who foul out of the game
- Shaking hands among participants and coaches at the end of the contest regardless of the outcome
- Treating the competition as a game, not a war
- Applauding at the end of the contest for performances of all participants
- Showing concern for an injured player, regardless of team
- Encouraging surrounding people to display only sportsmanlike conduct

### **UNACCEPTABLE BEHAVIORS**

- Yelling or waving arms during opponent's free throw attempt
- Making disrespectful or derogatory yells, chants, songs or gestures
- Booing or heckling an official's decision
- Criticizing officials in any way
- Yelling that antagonizes opponents
- Refusing to shake hands or give recognition for good performances
- Blaming the loss of a game on an official, coach or participant
- Laughing or name-calling to distract an opponent
- Using profanity

## **BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

- A. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. CCS cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment and the rights and welfare of our students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.
- B. This policy also applies to the act of "cyber-bullying". The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.
- C. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against another student are prohibited.
- G. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school policies and procedures. CCS may take into account the following factors:
1. The developmental and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.
- H. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.
- I. CCS will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy

### **III. DEFINITIONS**

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student
  2. damaging a student's property
  3. placing a student in reasonable fear of harm to his or her person or property
  4. creating a hostile educational environment for a student

### **IV. CONSEQUENCES**

- A. Upon completion of the investigation, CCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

## **HAZING POLICY**

### **I. STATEMENT OF POLICY**

We at CCS desire to maintain a learning and working environment that is free from hazing. Any form of hazing is strictly prohibited.

For purposes of this policy, school personnel include school board members, school employees, volunteers, or other persons subject to the supervision and control of CCS.

CCS will act to investigate all complaints, formal or informal, verbal or written, of hazing and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

This policy applies school-wide to the behavior of students, teachers, administrators, or other school personnel that occurs on or off school property and during or after school hours.

### **II. DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, including initiating or harassing students by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals.

### **III. EXAMPLES OF HAZING**

A. Examples of hazing may include but are not limited to:

- a. Committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order to be initiated or considered part of a group, whether that group is a recognized student group or other informal friendship group.
- b. Taping
- c. Marking
- d. Name calling and other forms of harassment

# COMMUNITY CHRISTIAN SCHOOL SEXUAL, GENDER, RACIAL HARASSMENT POLICY

## **I. General Statement of Policy**

By virtue of its being an explicitly Christian institution whose purpose and activities rest on that premise, CCS acknowledges that religious distinctions are made in the hiring of staff and admission of students. These distinctions are permitted by law. However, harassment based on denominational differences or worship preferences within the CCS body will not be tolerated.

CCS prohibits any form of racial or sexual harassment or violence. It shall be a violation of this policy for any student, teacher, administrator or other school personnel to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race as defined by this policy. For purposes of this policy, school personnel include school board members, school employees, volunteers, or other persons subject to the supervision and control of the CCS Board.

CCS will act to investigate all complaints, either formal or informal, verbal or written, of racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

## **II. Sexual/Gender and Racial Harassment and Violence Defined**

A. **Sexual/Gender Harassment**: includes unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender; unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual or gender-biased nature when:

1. Submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining education; OR
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that person's employment or education in areas such as benefits, responsibilities, services, honors, or other opportunities; OR
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual/gender harassment may include but are not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity such as offering employment or educational benefits or preferential treatment in exchange for sexual favors;
3. unwelcome, sexually-motivated or inappropriate patting, pinching, touching or physical contact;
4. distribution or display of written materials, posters, cartoons, pictures, or other graphics of a sexual, gender, or racially biased nature;
5. visual conduct such as leering or making sexual gestures;
6. verbal conduct such as making or using derogatory comments about a particular

- individual's body, epithets, slurs, jokes, obscene or suggestive notes;
7. or any other unwelcome behavior or words directed at a specific individual because of gender or race.
- B. **Sexual Violence**: is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts including the genital area, groin, inner thigh, buttocks, or breasts, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  2. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  3. coercing, forcing, or attempting to coerce or force a sexual act on another; or
  4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- C. **Racial Harassment/Racial Bias** occurs when:
1. Submission to conduct or communications of a racially derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  2. Submission to or rejection of conduct or communications of a racially derogatory, harassing, or biased nature by an individual is used as a factor in decisions affecting that individual's employment or education; or
  3. The conduct or communication of a racially derogatory, harassing or biased nature has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment or otherwise adversely affects and individual's employment or academic opportunities.
- D. **Racial Violence**: is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- E. **Applicability**: Harassment or violence may occur:
1. Between a supervisor and an employee
  2. Between co-employees
  3. Between an employee or supervisor and a student
  4. Between students
  5. Between students and volunteers or members of the community who are participating in or attending school activities or who are on school grounds
  6. Between employees and members of the community who are participating in or attending school activities or who are on school grounds

### **III. Reporting Procedures**

- A. Any person who believes he or she (or a child who has confided) has been the victim of racial or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel, shall report the alleged acts immediately (within 24 hours) to either of the following individuals:
1. School Administrator
  2. Administrative Secretary

If the complaint involves either or these individuals, the complaint shall be filed directly with the CCS Board of Directors. If a child reports an offense to a teacher, that teacher is responsible to help facilitate this reporting.

- B. The reporting party is encouraged to use the report form found at the end of this policy, copies of which are available from the school office. A child may be assisted by an adult in completing a written report.
- C. The submission of a good faith complaint or report of racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- D. Complaints made under this policy will be processed as discreetly as possible, consistent with the school's legal responsibilities (mandated reporting laws) and the necessity to investigate allegations of discriminatory harassment and violence. Disciplinary action will be taken if such conduct is confirmed to have occurred.

#### **IV. Investigation**

- A. By the authority of the CCS Board of Directors, the Administrator, upon receipt of a report alleging racial or sexual harassment or violence, shall immediately undertake an investigation. The President of the School Board shall be informed. Third party consultants and/or resources may be used as deemed appropriate.
- B. Parents or guardians will be notified if the circumstances are deemed to warrant a formal investigation.
- C. The investigation will consist of separate, personal interviews with the complainant and the individual(s) against whom the complaint is filed. Whenever possible, a person of the same gender as the complainant should participate in the investigation, and in particular, in the interview with the complainant. Personal interviews may also be conducted with others who may have witnessed or have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also include any other methods and documents deemed pertinent by the investigator.
- D. All interviews shall be conducted in confidence, and the information gathered in the course of the investigation shall remain confidential within the limits set by the investigation, the legal limits set by mandated reporting, and the need to notify a student's parents/guardian if warranted by the circumstances.
- E. In determining whether alleged conduct constitutes a violation of this policy, the investigator(s) will consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- F. The investigator or administrator shall be authorized to seek legal counsel in those situations where it may be deemed appropriate.
- G. The Administrator will make a **written report** of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If the complaint involves the Administrator, such a report will be written by the Executive Committee of the Board and shall be filed directly with the School Board.

## **V. Action**

- A. The School Board, upon the recommendation of the investigating committee, shall take such action as appropriate based on the results of the investigation. If a violation of this policy has occurred, disciplinary action may be taken to ensure that similar inappropriate conduct does not occur in the future and to discipline those responsible for the inappropriate conduct.

Actions taken to prevent future harm may include:

1. warnings to the person responsible for the harm,
2. referral for psychological assessment,
3. the termination of employment of the person responsible for the harm,
4. the suspension or expulsion of the student responsible for the harm,
5. separating the victim from the person responsible for the harm (the person responsible for the harm should be moved, not the victim), or
6. other steps as necessary.

Discipline may include any of the following:

1. a warning,
2. a written warning, placed in student or staff file,
3. placing the individual on probation,
4. an apology to the victim,
5. a parent/student/school administration conference,
6. restriction from extra-curricular activities
7. termination of employment or volunteer activities,
8. suspension or expulsion from the school, or
9. other sanctions deemed appropriate

- B. The results of the school's investigation will be made available to the complainant, the complainer, and the parents/guardians of any minors so identified.

C. **Maintaining a Written Record of the Complaint**

The school shall maintain a complete written record of the complaint, including the records of the investigation and the final report of the investigators. The record shall be maintained in an employee's confidential file by the administrator or in a student file separate from academic files.

D. **Child Abuse Reporting Act**

In some cases a complaint under this policy may also require a report under the Child Abuse Reporting Act. Such reporting must follow the mandated guidelines outlined in the Child Abuse Reporting policy of CCS. This report will need to be made before the school conducts its investigation. In such an event, CCS shall fully comply with the requirements of the law. In deciding what independent investigation to pursue, the Administrator or President of the School Board should consult with an attorney.

E. **Reprisal**

CCS will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who in good faith

1. reports alleged racial or sexual harassment or violence
2. testifies, assists, or participates in an investigation
3. testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence

G. **Retaliation**

Retaliation includes, but is not limited to, any form of intimidation, reprisal such as change in job duties or class opportunities, or verbal harassment such as reprimand or criticism.

**VI. Dissemination of Policy and Training**

- A. A summary of this policy shall be conspicuously posted in the school building in areas accessible to pupils and staff members.
- B. This policy shall appear in student and faculty handbooks.
- C. The school administration will develop a method of discussing this policy with parents, students, and employees.
- D. This policy shall be reviewed periodically for compliance with state and federal law.

**COMMUNITY CHRISTIAN SCHOOL  
RACIAL OR SEXUAL HARASSMENT  
AND VIOLENCE REPORT FORM**

General Statement of policy Prohibiting Racial or Sexual Harassment

Community Christian School maintains a firm policy prohibiting all forms of discrimination. Racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of racial or sexual harassment by any pupil, teacher, administrator or other school personnel that create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
\_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Work Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident \_\_\_\_\_

Circle as appropriate      sexual/racial

Name of person you believe harassed or was violent toward you or another person:  
\_\_\_\_\_  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages, if necessary) \_\_\_\_\_

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Where and when did the incident(s) occur?

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List any witnesses who were present

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This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by \_\_\_\_\_

Date \_\_\_\_\_

## **COMMUNITY CHRISTIAN SCHOOL INTERNET – APPROPRIATE USE POLICY**

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Staff and Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations. Use of the school's computer system and use of the Internet shall be consistent with school policies and the mission of CCS.

CCS provides technological equipment for job related and academic purposes. CCS specifically reserves the right to monitor employee work performances and equipment use by students and employees of any mechanical, electronic or other work related devices. This includes telephone, voicemail, computer, Internet and e-mail. Misuse of CCS equipment may lead to disciplinary action up to and including dismissal or expulsion.

### **A. INTERNET ACCESS**

1. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
2. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.
  - a. Making Internet access available carries with it the potential that individuals might encounter information that may not be appropriate. Any purposeful accessing of improper information will result in appropriate disciplinary actions.
  - b. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  - c. Community Christian School makes no guarantees as to the accuracy of information received on the Internet.
  - d. Annually, parents shall grant permission for their student to use the Internet using the prescribed form.

### **B. ON-LINE ETIQUETTE**

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, individuals may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Users should adhere to on-line protocol
  - a. Respect all copyright and license agreements
  - b. Cite all quotes, references and sources
  - c. Remain on the system long enough to get needed information, then exit the system
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication

### **C. UNACCEPTABLE USES** – The following uses of the school's computers and system, including the Internet, are considered unacceptable:

1. Restricted Material – Users shall not intentionally access or download any text file or picture or engage in conference that includes material that is obscene, or unchristian in nature. Any

material that violates our Christian principles is strictly prohibited.

2. Users will not use the school's computers to post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks.
3. Users will not use the school's system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school system to engage in any form of gambling.
5. Users will not use the school's system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school's system software, hardware or wiring or take any action to violate the school's security system, and will not use the school's system in such a way as to disrupt the use of the system by other users.
6. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
7. Users will not use the school's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message
  - a. This paragraph does not prohibit the posting of employee contact information on school web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. These prohibitions specifically prohibit a user from utilizing the school's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
8. Users will not use the school's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school's system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school's system to offer or provide goods or services or for product advertisement. Users will not use the school's system to purchase goods or services for personal use without authorization from the appropriate school official.
10. Unauthorized Costs – If a user gains access to any service via the Internet that has a cost involved or if a user incurs other types of costs, the individual accessing such a service will be responsible for those costs.
11. Students are not to order anything over the Internet at school. Staff may only make purchases on the school's computers if it is school related and has been pre-approved by the

administration.

12. It is a violation of school policy to allow a student to access a teacher's or another student's home account and to access the signed messages of another student.

A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations are, but are not limited to, situations where the school system is compromised or if a school district employee or student is negatively impacted. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school policies including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a CCS employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

#### **D. LIMITED EXPECTATION OF PRIVACY**

1. By authorizing use of the school's system, CCS does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school's system.
2. Routine maintenance and monitoring of the system may lead to a discovery that a user has violated this policy, another school policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
4. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's computer privileges at any time.
5. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
6. CCS will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school's system.

#### **E. USE OF SYSTEM IS A PRIVILEGE**

The use of Community Christian School's computer system and access to use of 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 system or the Internet may result in one or more of the following consequences: A verbal and written notice will be issued to the individual; a copy of the notice will be sent to the student's parents and a copy provided to the building principal; if it is a staff person involved, it will be reported to the building administrator and/or board; suspension or cancellation of use or access

privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

**COMMUNITY CHRISTIAN SCHOOL  
INTERNET ACCESS PERMISSION FORM**

**STUDENT:**

I understand and will abide by the Internet Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may even constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN:**

As the parent or guardian of \_\_\_\_\_, I have read the Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Community Christian School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet in the school setting.

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Our school personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

We also use Roundup in the fall to do field markings, and in the spring we plan to spray for dandelions.

# THE BELL SCHEDULE

## K -4th GRADES

- 7:55 ...Enter into classrooms bell
- 8:10 ...School starts - tardy bell
- 9:30 - 9:45 ...Morning recess for K-4th grade
- 11:29-12:00 ...Lunch
- 12:00-12:30 ...Noon recess - dismissal
- 12:30 ...Recess ends - line up
- 12:41 ...Afternoon resumed - class schedule
- 2:50 ...End of day bell
- 2:52 ...Announcements
- 2:55 ...Students dismissed
- 3:10 ...All students should be picked up by this time – students not picked up must go to the classroom of the staff member on duty for late student pick up.



## 5<sup>th</sup>-6<sup>th</sup> SCHEDULE

- 7:55 Enter into classrooms
- 8:10 School starts - tardy bell
- 8:10 - 9:01 Homeroom and 1<sup>st</sup> hour
- 9:04 - 9:45 2<sup>nd</sup> Hour
- 9:48 -10:29 3<sup>rd</sup> Hour
- 10:32 -11:13 4<sup>th</sup> Hour
- 11:13 -11:57 Lunch Recess
- 11:57-12:41 5<sup>th</sup> Hour
- 12:41 - 1:22 6<sup>th</sup> Hour
- 1:25 - 2:06 7<sup>th</sup> Hour
- 2:09 - 2:55 8<sup>th</sup> Hour
- 2:50 End of day bell
- 2:52 Announcements
- 2:55 Students dismissed
- 3:10 All students should be picked up by this time – students not picked up must go to the classroom of the staff member on duty for late student pick up.

## 7<sup>th</sup>-8<sup>th</sup> SCHEDULE

- 7:55 Enter into classrooms
- 8:10 School starts - tardy bell
- 8:10 - 9:01 Homeroom and 1<sup>st</sup> hour
- 9:04 - 9:45 2<sup>nd</sup> Hour
- 9:48 -10:29 3<sup>rd</sup> Hour
- 10:32 -11:13 4<sup>th</sup> Hour
- 11:16-11:57 5<sup>th</sup> Hour
- 11:57 -12:41 Lunch/Break
- 12:41 - 1:22 6<sup>th</sup> Hour
- 1:25 - 2:06 7<sup>th</sup> Hour
- 2:09 - 2:55 8<sup>th</sup> Hour
- 2:50 End of day bell
- 2:52 Announcements
- 2:55 Students dismissed
- 3:10 All students should be picked up by this Time – students not picked up must go to the classroom of the staff member on duty for late student pick up.

## 9<sup>th</sup>-12<sup>th</sup> SCHEDULE

- Chapel
- 8:10 Tardy Bell
- 8:10 - 9:01 1<sup>st</sup> Hour
- 9:04 - 9:45 2<sup>nd</sup> Hour
- 9:48 -10:29 3<sup>rd</sup> Hour
- 10:32 -11:13 4<sup>th</sup> Hour
- 11:16 -11:57 5<sup>th</sup> Hour
- 11:57 -12:41 Lunch/Break
- 12:41 - 1:22 6<sup>th</sup> Hour
- 1:25 - 2:06 7<sup>th</sup> Hour
- 2:09 - 2:55 8<sup>th</sup> Hour



# CCS Calendar Items for 2009-2010




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## SEPTEMBER

1	Tues	Teacher In-Service
2	Wed	Teacher In-Service
2	Wed	Play Day 5:30-7:30 PM
2	Wed	Meet the Teacher/Open House 6:30-8:00 PM
3	Thurs	Teacher In-Service
8	Tues	School Begins 8:10 / Opening Assembly 8:35
11-12	Fri/Sat	CCS Board Retreat
14	Mon	CCS Board Meeting 6:30 PM
23	Wed	“See You at the Pole”
24-25	Thurs/Fri	Junior & Senior High Retreat
28	Mon	School Pictures – Preschool – Grade 12

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## OCTOBER

2	Fri	8 <sup>th</sup> Grade Retreat
5	Mon	Magazine Drive Begins
9	Fri	Midterm
12	Mon	CCS Board Meeting 6:30 PM
15-16	Thurs/Fri	ACSI Convention – <b>NO SCHOOL</b>

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## NOVEMBER

4	Wed	Early Dismissal 1:05 PM
6	Fri	End of 1 <sup>st</sup> Quarter
9	Mon	CCS Board Meeting 6:30 PM
11	Wed	Veteran’s Day Assembly 10:00 AM
12	Thurs	CCS Annual Fall Banquet (Tentative)
20	Fri	Parent/Teacher Conferences 12:00 - 9:00 PM – <b>NO SCHOOL</b>
26-27	Thurs/Fri	Thanksgiving Break – <b>NO SCHOOL</b>

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## DECEMBER

5	Sat	Hospitality Club - Cookie Walk
8	Tues	K-12 Christmas Program 6:30 PM
15	Tues	Grades 5-12 Instrumental Christmas Program 7:00 PM
11	Fri	Midterm
14	Mon	CCS Board Meeting 6:30 PM
Dec 23 thru Jan 1		Christmas Break – <b>NO SCHOOL</b>

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## JANUARY

4	Mon	School Resumes
11	Mon	CCS Board Meeting 6:30 PM
18	Mon	Teacher In-service 8:00 AM - 4:00 PM – <b>NO SCHOOL</b>
22	Fri	End of 2 <sup>nd</sup> Quarter

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**FEBRUARY**

4 & 5	Thurs & Fri	Preschool & Kindergarten OPEN HOUSE
8	Mon	CCS Board Meeting 6:30 PM
15	Mon	President's Day – <b>NO SCHOOL</b>
15	Mon	CCS Board Meeting – Adm. Evaluation 6:30 PM
19	Fri	Midterm
22	Mon	CCS Board Meeting – Budget 6:30 PM
23	Tues	Winter Concert 6:30 PM Vocal / 7:15 PM Instrumental
24	Wed	Early Dismissal at 1:05 PM

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**MARCH**

8-12	Mon-Fri	ITBS Testing
15	Mon	CCS Board Meeting 6:30 PM
18 & 19	Thurs & Fri	Drama Presentation
26	Fri	End of 3rd Quarter

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**APRIL**

1-5	Thurs-Mon	Spring Break – <b>NO SCHOOL</b>
10	Sat	Auction
12	Mon	CCS Board Meeting 6:30 PM
16	Fri	Special Busing
21	Wed	4-year old Preschool – Grandparent's Day
22	Thurs	3-year old Preschool – Grandparent's Day
22	Thurs	CCS Operetta Matinee
23	Fri	K-12 Grandparent's Day
23	Fri	CCS Operetta Evening Performance
29	Thurs	Midterm
30	Fri	Teacher In-Service <b>NO SCHOOL</b> Rally Day - TBA

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**MAY**

10	Mon	CCS Board Meeting 6:30 PM
11	Tues	Spring Concert – 6:30 Vocal & 7:15 Instrumental
28	Fri	Kindergarten Graduation
31	Mon	Memorial Day – <b>NO SCHOOL</b>

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**JUNE**

3	Thurs	Last Day of School for Students
3	Thurs	Awards Assembly
3	Thurs	End of 4 <sup>th</sup> Quarter
4	Fri	Last Day of School for Staff
4	Fri	HS Graduation - (First CCS HS student)

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## COMMUNITY CHRISTIAN SCHOOL LOCAL WELLNESS POLICY

### {Section 204 Local Wellness Policy}

*Not later than the first day of the school year beginning after June 30, 2006, all school districts that receive funding from the federal school lunch program were required by the Child Nutrition and WIC Reauthorization Act of 2004 to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, physical activity to promote student wellness, and other school-based activities that are designed to promote wellness. The Act requires the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school district is in compliance with the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic disease.*

### **PURPOSE**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity.

### **GENERAL STATEMENT**

Whereas, the mission statement of our school states: "Community Christian School provides a quality, Christ-centered education that assists parents in the training of the whole student – spirit, mind and body";

Whereas, Community Christian School believes that our body is a temple of the Holy Spirit, whom is in us, and whom we have received from God and we are to care for our body;

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have tripled in children and adolescents over the last two decades, and physical inactivity and excessive calorie intake have contributed to the cause of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Community Christian School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Community Christian School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will be of the utmost nutritional value.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, Community Christian School will participate in available federal school meal programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

### **GOALS FOR NUTRITION EDUCATION, PHYSICAL ACTIVITY, AND OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE WELLNESS**

{Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.}

#### Nutrition Education and Promotion

Community Christian School aims to teach, encourage and support healthy eating by students. Community Christian School will provide nutrition education and engage in nutrition promotion that is:

- offered at each grade level as part of a sequential program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- part of not only health education classes, but also classroom instruction in other subjects;
- enjoyable, developmentally-appropriate, culturally-relevant, and includes participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promoting fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- including training for teachers and other staff.

Community Christian School will provide information to families that encourage them to teach their children about health, nutrition and the importance of daily physical activity.

**Physical Education (P.E.)** All students in grades K-10, including students with disabilities, special health-care needs, and in alternative educational settings, will receive regular physical education for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Integrating Physical Activity into the Classroom Setting** For students to receive the nationally recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons (such as science, math and social studies), where appropriate; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Daily Recess** All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Schools should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Before and After School** Community Christian School will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs, and interscholastic sports programs as appropriate.

**Clubs and Organizations** Community Christian School will discourage frequent tutoring, club or organizational meetings or activities during recess or physical education class times.

**Safe Routes to School** Community Christian School will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, Community Christian School will work together with local public works, public safety, and/or police departments in those efforts.

**Use of School Facilities Outside of School Hours** School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community

agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

### **Other School-Based Activities Designed to Promote Wellness**

#### **Communications with Parents**

Community Christian School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

Community Christian School will support and promote parents' efforts to provide a healthy diet and daily physical activity for their children.

Community Christian School will provide information about physical education and other school-based physical activity opportunities and support parents' efforts to provide their children with opportunities to be physically active outside of school.

**Staff Wellness** Community Christian School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school staff should act as role models for good nutrition and physical activity behaviors. Community Christian School will establish and maintain a Staff Wellness Committee. The committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness.

## **NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE TO STUDENTS DURING THE SCHOOL DAY**

*{Note: The Act requires that schools have nutrition guidelines, selected by the school, for all foods on the school campus during the school day with the objective of promoting student health and reducing student obesity.}*

- A. All foods and beverages made available to students on campus will be consistent with the current USDA Dietary Guidelines for Americans.
- Food and beverages offered over the course of a school week will be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
  - Foods and beverages available during the school day will include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperatures.
  - Foods and beverages available during the school day minimize the use of trans and saturated fats, sodium and sugars as defined by the Dietary Guidelines for Americans.

#### **Beverages**

- Allowed: Water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk.

- Not Allowed: Carbonated beverages; sport drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweetener; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

### **Foods**

- Foods and beverages available during the school day will minimize the use of trans and saturated fats, sodium and sugar as defined by the Dietary Guidelines for Americans.
- A choice of at least two fruits and/or non-fried vegetables will be offered where meals and food is served/sold. Such items will include, but not limited to, fresh fruits and vegetables; 100% fruit and vegetable juice; cooked, dried or canned fruits (canned in fruit juice or light syrup); and cooked, frozen and canned vegetables.

### **Portion Sizes**

- Food and beverages will be offered in modest portion sizes age-appropriate for elementary, middle and high school students using the food based menu option from the Department of Education.
- The portion size of a-la-carte items will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Food and nutrition services personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state and local guidelines.

Food and nutrition services personnel shall adhere to all federal, state and local food safety and security guidelines.

Community Christian School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Food and nutrition services will utilize electronic identification and payment systems.

*{Note: The Act requires that the school's wellness policy provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f)(1), 1766(a), as those regulations and guidance apply to schools.}*

Community Christian School will provide student access to hand washing or hand sanitizing before they eat meals or snacks.

Community Christian School will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meals periods at appropriate times during the school day. Community Christian School will:

- provide students with at least 15 minutes after sitting down for lunch
- schedule meal periods at appropriate times (i.e. lunch should be scheduled between 11:00am and 1:00pm, and
- ensure that dining areas are attractive and have enough space for seating all students.

Community Christian School will discourage tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities. Students will be discouraged from sharing their food or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

Other areas of concern regarding food and beverages served/sold during the school day include:

**Snacks:** Snacks served during the school day will make a positive contribution to children's diets and health, will emphasize serving whole grains, fruits, vegetables and dairy as the primary snack items. Community Christian School will disseminate a list of healthful snack items.

**Field Trips:** When planning a field trip that will occur during the scheduled lunch periods, the classroom teacher will, to the extent possible, collaborate with Food and Nutrition Services to provide the student the option of receiving a meal from school; being mindful of the number of students on free/reduced priced meals who may not be able to provide a lunch from home.

**Rewards:** Community Christian School will not encourage use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan), and will not withhold food and beverages (including food served through school meals) as a punishment. Rewards and incentives will be used that do not undermine the health of students and/or reinforce unhealthy eating habits. Non-food rewards and incentives will be used as the first choice to encourage positive behavior.

**Celebrations:** Community Christian School will limit celebrations that involve food during the school day. Classroom celebrations should encourage healthy choices and portion control. The celebration should take place during the last hour of the school day so it will not interfere with school meals.

**Fundraising:** To support children's health and school nutrition-education efforts, Community Christian School will encourage fundraising that promotes that the sale of non-food or healthy food items.

**School-sponsored Events** (such as, but not limited to, athletic events or performances).

Community Christian School does not currently provide concessions at athletic or other school-sponsored events.

Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in schools will be connected to activities that encourage physical activity, academic achievement or positive youth development.

Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school. Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with standards established for the school environment.

## **School Food and Nutrition Program/Personnel**

Community Christian School will provide healthy and safe school meal programs in cooperation with the school's hired catering company that strictly comply with all federal, state, and local statutes and regulations.

Community Christian School contracts with the catering company to provide lunch to staff, students and parents of the school. The catering company's food service department manager shall be responsible for the school's meal program. The department manager's duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages served in the cafeteria during the school day to ensure food and beverage choices are consistent with the food based menu option from the Department of Education.

The Food and Nutrition Services program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality to profit generation will not take precedence over the nutritional needs of the students. Community Christian School will ensure that all students have affordable access to the varied and nutritious foods they need.

As part of the responsibility to operate a food and nutrition service program, the catering company will provide continuing professional development for all food and nutrition service personnel in schools. Staff development programs will include appropriate certification and/or training programs for the staff, according to their levels of responsibility.

## **IMPLEMENTATION AND MONITORING**

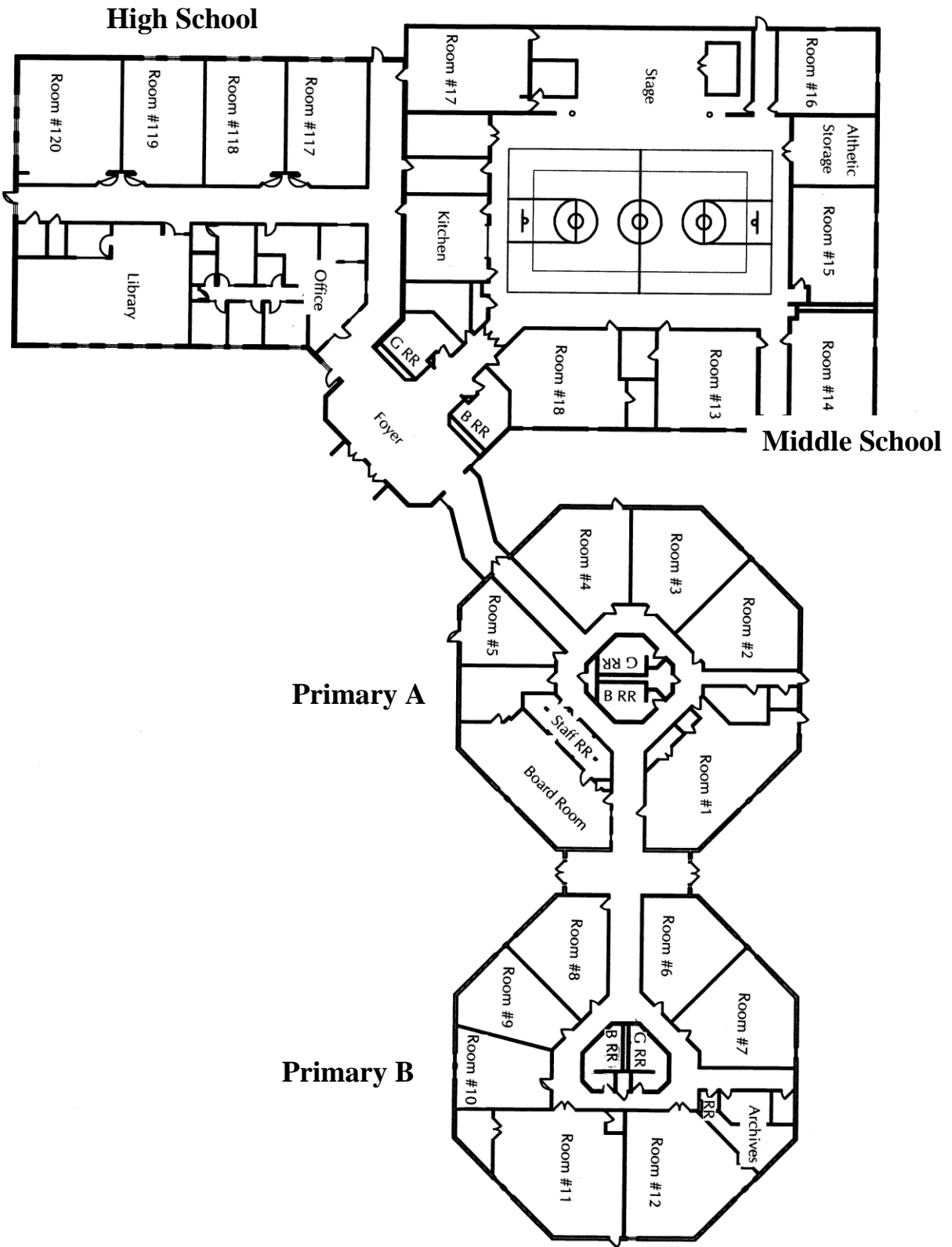
{Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.}

**The CDC's School Health Index will be used to conduct a baseline assessment of Community Christian School's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled and used to identify and prioritize needs.**

**To satisfy the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, the Wellness Committee will monitor and evaluate the school's implementation of the Local Wellness Policy. Once the policy is approved, The Wellness Committee will meet at least once a year to review and update the policy.**

**After approval by the school board, the Local Wellness Policy will be implemented throughout the school.**

**Staff responsible for the areas outlined within this policy will ensure compliance and will report to the Wellness Committee, as appropriate.**



**SCHOOL CLEANING**

**Please mark your calendars now! The cleaning schedule and the sub list is in the Communicator monthly and you will also receive a post card reminding you of your cleaning date and area that you are scheduled to clean from the Scrub Club Committee.** We have kept track of the families that cleaned at the end of the 2008-09 school year, and will continue from there this year. If you have questions regarding our school policy, direct them to Larry Davis, our Family Relations Committee Board member.

Dealing with as many families as we do, we cannot take requests for specific sections or specific weeks. If you are scheduled for cleaning a section or a week that doesn't work for you, it is your responsibility to trade that section or week with someone and **notify the office. If for any reason you cannot clean as scheduled, you have the option of another volunteer family cleaning your section for you at a cost of \$50.00.** Payment is made to CCS and the fee is applied to the substitute family's lunch account. If you would like to pay another family to clean for you for any week, you must call someone from the substitute list and make your own arrangements. **Then inform the office of the change.** If you would be willing to be on a volunteer list to clean for other families during the year, please call and make those arrangements with the school office.

**Cleaning instructions and room keys are kept in the supply rooms of each building along with a map showing what each area includes.**

The week you are scheduled to clean, it is your responsibility to pick up a key for the front door from the office before school is out for that week (deadline is 4 PM on the last school day of the week). Each key will be labeled for the section you are cleaning. When you are done cleaning, please leave the keys at school, in the drop box by the office back door (by high school lockers). You will be contacted if your section is not cleaned or the key not returned. Please do not call CCS staff after school hours to pick up a door key.

Please bring your **own rags** and you may want to bring your **own vacuum** to use for cleaning. There is not a supply of rags kept at school. Cleaning solutions and mops are furnished. Use **only** the cleaning solutions provided for cleaning and disinfecting. Do not use your own home cleaning products.

Respectfully submitted by:  
2009-2010 Service Committee/Scrub Club  
*Jim & Jayme Starkenburg – 222-2287*  
*Gwen Walter – 444-2970*

**Reminder: Kids are not to play in the rooms during the time parents are here cleaning. These rooms may have already been cleaned and it may not appear so if the kids have been playing in the room. Teachers go through a lot of time and expense on their rooms, please make sure your children do not play with things they shouldn't. OUR THIRD GRADE ROOM IS A PEANUT ALLERGY- AWARE ROOM THIS YEAR.** Please do not bring any food into the rooms when cleaning.

## **2009-2010 CCS Family Cleaning Schedule**

	<u>Primary A</u>		<u>Primary B</u>		<u>Middle School</u>		<u>High School</u>
<b>Sept. 4<sup>th</sup> Weekend</b>							
1	Christianson	4	Scherzberg	7	Weber	11	Carranza
2	O'Toole	5	Tait	8	Williamson	12	Orsten, Ross
3	Rime	6	Titrud	9	Eckhoff	13	Abrams
				10	Kreps		
<b>Sept. 11<sup>th</sup> Weekend</b>							
1	Ayala	4	Ditmarson	7	Gordon	11	Rime
2	Brouwer	5	Duininck, Judd	8	Haug	12	Scherzberg
3	Brown	6	Engelkes	9	Miller	13	Tait
				10	Stark		
<b>Sept. 18<sup>th</sup> Weekend</b>							
1	Titrud	4	Eckhoff	7	Orsten, Ross	11	Brown
2	Weber	5	Kreps	8	Abrams	12	Ditmarson
3	Williamson	6	Carranza	9	Ayala	13	Duininck, Ju
				10	Brouwer		
<b>Sept. 25<sup>th</sup> Weekend</b>							
1	Engelkes	4	Stark	7	Mellema	11	Miner
2	Haug	5	Marcks	8	Meyer	12	Morrell, K
3	Miller	6	Marthaller	9	Meyering	13	Morrell, M
				10	Miller		
<b>Oct. 2<sup>nd</sup> Weekend</b>							
1	Mulder	4	O'Toole	7	Owens	11	Reid, Nichol
2	Nelson	5	Orsten, Rob	8	Reeb	12	Rekedal
3	Norling	6	Orsten, Ross	9	Reid, Aaron	13	Rime
				10	Reid, Chris		
<b>Oct. 9<sup>th</sup> Weekend</b>							
1	Roiseland	4	Scott	7	Stark	11	Titrud
2	Scherzberg	5	Skalla	8	Starr	12	Snyder
3	Schramm	6	Stahnke	9	Tait	13	Tornquist
				10	TerWisscha		
<b>Oct. 16<sup>th</sup> Weekend</b>							
*** ACSI CONVENTION ~ NO CLEANING ***							
<b>Oct. 23<sup>rd</sup> Weekend</b>							
1	Underland	4	Wearda	7	Williamson	11	Ackerman
2	Vance	5	Weber	8	Wood	12	Allen
3	VenOsdel	6	Wentzel	9	Wosmek	13	Amon
				10	Abrams		
<b>Oct. 30<sup>th</sup> Weekend</b>							
	<u>Primary A</u>		<u>Primary B</u>		<u>Middle School</u>		<u>High School</u>
1	Borstad	4	Bateman	7	Block	11	Boyle
2	Ashburn	5	Bays	8	Bonnema, A	12	Brouwer

3	Ayala	6	Bennett	9	Bonnema, S	13	Brown
				10			

**Nov. 6<sup>th</sup> Weekend**

1	Buetow	4	Carranza	7	Chungu	11	DeVries
2	Burgett	5	Chapin	8	Cronen	12	Dierenfield
3	Carlson	6	Christianson	9	Curtiss	13	Ditmarson
				10	Davis		

**Nov. 13<sup>th</sup> Weekend**

1	Duininck, C	4	Duininck, T	7	Elmhorst, S	11	Elmhorst, M
2	Duininck, Jeremy	5	Eckhoff	8	Engelkes	12	Fry
3	Duininck, Judd	6	Eide	9	Fernholz	13	Gazelka
				10	Gardner		

**Nov. 20<sup>th</sup> Weekend**

1	Gibbs	4	Haefner	7	Heen	11	Hinton
2	Gordon	5	Henriksen	8	Heidecker	12	Hisken
3	Gustafson	6	Haug	9	Helfinstine	13	Hjelte
				10	Hendrickson		

*\* Please do not clean Friday, Nov. 20th, as conferences are scheduled. Thank you! \**

**Nov. 27<sup>th</sup> Weekend**

\*\*\* THANKSGIVING BREAK ~ NO CLEANING \*\*\*

**Dec. 4<sup>th</sup> Weekend**

1	Holthouse	4	Hustedt	7	Klein	11	Lindgren
2	Honken	5	Johnson, K	8	Kompelien	12	Lundquist
3	Hopman	6	Johnson, J	9	Kramer	13	Lykken
				10	Kreps		

**Dec. 11<sup>th</sup> Weekend**

1	Marcks	4	Meyer	7	Miner	11	Nelson
2	Marthaller	5	Meyering	8	Morrell, K	12	Norling
3	Mellema	6	Miller	9	Morrell, M	13	O'Toole
				10	Mulder		

**Dec. 18<sup>th</sup> Weekend**

1	Orsten, Rob	4	Reeb	7	Reid, N	11	Scherzberg
2	Orsten, Ross	5	Reid, A	8	Rekedal	12	Snyder
3	Owens	6	Reid, C	9	Rime	13	Schramm
				10	Roiseland		

*\* Please clean before the Christmas break. Have a joyous Christmas season! Thank you. \**