

POLICY FOR COMMUNITY CHRISTIAN SCHOOL

Absences

If a student is going to be absent, parents are asked to call the school by 8:00 a.m. the morning of the absence. Please request homework assignments at that time. Homework will be available to pick up after 3:15 p.m. at the office. Please, do not disturb classes to pick up homework. An unexcused absence is one for which there is no good excuse or one which has not been cleared through the school. Absences are reported to the Nebraska Department of Education. Five unexcused absences will result in a conference with the School Board, parents, and student. Absences, excused or unexcused, of more than 15 days may result in loss of class credit. (Exceptions: a period of sickness with a doctor's excuse.) Absences, excused or unexcused, of 25 days or more may result in expulsion.

Academic Standards

Each student is expected to complete assignments on time. Incomplete work must be completed or a zero will be given. Work must be made up promptly for excused absences. Two days will be granted for each day missed, up to 10 days. On day 11, all incompletes will be zeroes unless other arrangements have been made with the teacher. Incompletes should be finished at home. If not, teachers will assign lunch recesses or after-school detention for finishing work.

The school year is 1032 hours or more. The following grading system is used:

100-94%	A	S=Satisfactory
93-86%	B	U=Unsatisfactory
85-76%	C	I=Improving
75-70%	D	N=Needs Improvement
69-0%	F	

To qualify for the "A" honor roll, a student must have an average of 94% or higher, not including art (KASH), music, or P.E. To qualify for the "B" honor roll, a student must have an average of 86-93%, not including art (KASH), music, or P.E. Students with any "D's" or "F's" during the marking period will be ineligible for either honor roll.

Report cards are issued every nine weeks with grades in all subjects and information concerning character development and citizenship. Parent-teacher conferences are scheduled twice, once in November and once in March (Junior High conferences are in January). Appointments to speak with teachers may be made at any time during the course of the year.

Admission Policy

Preschool students must be 3 years old by April 10 of the school year beginning in September.
Pre-kindergarten students must be 4 years old by April 10 of the school year beginning in September.
Kindergarten students must be 5 years old by April 10 of the school year beginning in September.

A student's acceptance at any grade level is determined by entrance testing results, interview data, and recommendations from the teacher and principal. No student shall be admitted who has a history of emotional or disciplinary problems, or has a severe learning difference for which our program is not staffed.

At least one parent in the household must genuinely acknowledge a personal relationship with Christ through the process of a family interview. Students need to reflect a sincere desire to work and learn, and be willing to accept the Community Christian School philosophy.

Care of School Property

Students are expected to take care of equipment, and refrain from marring or in any way damaging school walls, books, desks, furniture, doors, etc. This includes care and cleanliness in bathrooms. Students are to realize that bathroom etiquette is a reflection of the school. Gross neglect in care of bathrooms may warrant clean-up duty. Anyone deliberately or accidentally damaging property will be expected to make financial restitution to the school for repair or replacement. Payment for books lost or damaged beyond normal use must be made to replace them.

Causes

Because we are an interdenominational school, we ask that the school not be used for church promotion, fund-raising, political, or religious causes. We ask that no literature be distributed at CCS. However, notices concerning Christian concerts and events may be displayed on the bulletin board in the entrance of the school.

Cell Phone Policy

The following cell phone policy is established in order to preserve an orderly, safe educational environment at Community Christian School.

Cell phone use is prohibited from the time a student arrives at CCS in the morning, including time before school until the school day ends at 3:15 pm. This includes any type of usage, such as texting, games, calling, etc. Phones used for texting and game-playing or calling will be immediately confiscated. Communication between parents and students during the day needs to go through the office or in person. During the school day phones will be turned in to the homeroom teacher and be turned off. Cell phones will be returned to students at the end of the school day, 3:15 pm, and may be used for student-parent communication only. Students in after school care will leave their cell phones in custody of the after school care supervisor. The phone will be returned to the student upon departure for the day. Any inappropriate use of cell phones at CCS, a CCS activity, or on field trips will be cause for loss of all cell phone usage privileges at CCS for the remainder of the school year.

Chapel

Chapel is held every Thursday at 8:10 a.m. for grades 1-5, and every Friday at 8:10 a.m. for grades 6-8. In the second semester, grade 5 will join junior high for Friday chapel.

Character Traits

Each week, one of the following character traits will be emphasized. They will also be used in our weekly chapel services.

1. Obedience: Doing what you are told with a happy, submissive spirit.
2. Attentiveness: Listening with ears, eyes, and heart.
3. Manners: Behaving in a polite way.
4. Self-Control: Doing something even when I don't feel like it.
5. Tenderheartedness: Strong enough to feel the joys and hurts of others.
6. Honesty: Truthful words and ways
7. Responsibility: Doing what I know I ought to do.
8. Orderliness: Everything in its place.
9. REVIEW
10. Forgiveness: Treating someone as though he never hurt me.
11. Discernment: Able to see things as they really are.
12. Thankfulness: Being grateful and saying so.
13. Determination: Finishing your job no matter what the obstacles.
14. Patience: Waiting with a happy spirit.
15. Initiative: Making the first move without being asked.
16. Godliness: Putting God first.
17. Creativity: Doing something in a new way.
18. REVIEW
19. Promptness: Being on time.
20. Fairness: Treating others equally.
21. Meekness: Patience without anger.
22. Serving: Helping and meeting the needs of others by the things I do.
23. Wisdom: Acting God's way.
24. Tolerance: Accepting others even if they are different.
25. Love: Meeting another's needs unselfishly.
26. Contentment: Happy with what I have.
27. REVIEW
28. Loyalty: Supporting someone even when the going gets tough.
29. Faith: Believing God will do what He says. SPIRIT WEEK.
30. Joyfulness: Being happy inside and out.
31. Courage: Doing what has to be done no matter how scared you are.
32. Diligence: Working hard to accomplish a task.
33. Purity: Keeping sin out.
34. Generosity: Sharing what I have with a happy spirit.
35. Dedication: To become committed to something as a goal or a way of life.
36. REVIEW.

Classroom Performance

Some children have a harder time than others adjusting to the curriculum at CCS. You will find that our teachers and administration will do everything in their power to help in the child's adjustment. Only in the case where the child is not responding and not cooperating will withdrawal be considered as a last resort.

Communication with Parents

Monday is our most important communication day. Every Monday, every student will bring home the past week's tests and work. Additionally, the school newsletter, The Communicator, will be sent home every Monday. Calendars and menus for the upcoming month will be sent home the last Monday of the month.

Teachers are instructed by the administration to keep in touch with parents by means of notes, phone calls, and conferences as needed. Students may also take home any and all books at any time during the course of the year.

Conflict Resolution Procedure

It is critical for successful conflict resolution to heed God's plan in Matthew chapter 18. This design is outlined below.

1. Questions and criticisms are to be brought directly to the teacher, staff member, or parent with whom there is a grievance. Most of the time, the issue is due to miscommunication. The discussion should be a personal meeting between the parent and member of the school community whose work is in question.
2. If the parent is not satisfied, an appeal may be made to the Principal in the form of a personal meeting.
3. Only in extreme grievances should the School Board be involved. Final authority lies with the School Board.

Curriculum

The Bible is considered the main textbook. Every subject will be based upon the Bible and the Bible will be included in every subject. Portions of the Bible will be memorized and its stories and principles learned. The elementary curriculum includes Bible, math, phonics, reading, language, spelling, science, social studies, health, music, art, and physical education.

The junior high uses a "block" schedule. Periods are approximately 90 minutes long, and subjects are taught every other day. Bible is taught first period every day. Subjects included are grammar, KASH (keyboarding, art, speech, and health), math, social studies, literature, science, music, P.E., and an optional abstinence-based sex education course.

Discipline

Students will show respect for the school's facilities, property, and equipment through their proper care and use. This includes etiquette and cleanliness in use of bathrooms. Students will show respect to the administration, faculty, staff, and to fellow classmates. Student behavior will never jeopardize another student's opportunity to learn.

Each teacher will have a positive and negative approach to discipline for the purpose of instilling self-discipline in the children. Each teacher will keep parents informed of their classroom discipline. Oral or written notices of offenses in Categories II, III, and IV will be given to parents. Continual Category I offenses will be reported to parents. It is critical that parents support the teacher through discipline carried out at home to correct the inappropriate behavior.

Because the testimony of C.C.S. is a compilation of moral and biblical standards actively supported by the student body, staff, administration, and School Board, these policies are applicable at all times during the school year, and additionally during school holidays and summer months. If a student commits a Category IV Offense, the student may not be allowed to return when school resumes. The following lists outline offenses and appropriate actions intended to correct such behaviors.

Category I Offenses

1. Disorderly conduct, including excessive talking in class. (1 Peter 5:8)
2. Inappropriate language (coarse, crude, or sarcastic). (Eph 4:32)
3. Disobedience.
4. Lack of cooperation.
5. Rudeness.
6. Lack of respect for peers and/or adults.
7. Teasing.
8. Not finishing work.
9. Excessive complaining.

10. Dress code violation.
11. Chewing gum.
12. Listening to a CD, iPod, or MP3 Player.

Discipline Procedures for Category I

1. Name on board and check for each rule broken.
 2. Two checks in one day will mean an after-school detention from 3:15-4:15 p.m.
- Students who continually get their name on the board and receive after-school detentions will be considered uncooperative and subject to stricter consequences at the discretion of the teacher, principal, and parents.

Category II Offenses

1. Cheating as a knowledgeable supplier or user. The assignment results in a zero grade.
2. Violation of automobile use. Automobile driving privileges will be suspended for 9 weeks.
3. Cursing, including jokes and using the Lord's name in vain.
4. Leaving school without permission and truancy.
5. Inappropriate actions with opposite sex, including public display of affection or touching.
6. Fighting to include loss of temper resulting in physical contact.
7. Bullying or treating another student in a demeaning way including verbal and physical harassment.
8. Making claims to be engaged in a Category III or IV Offense.
9. Defiance and making light of correction, to include talking back to a teacher, rolling the eyes, and sighing in disgust.
10. Threatening.
11. Lying and deceit.
12. Vulgarity including jesting, noises, and actions.
13. Vandalism, to include writing on desks, books, and walls. Students must repair and/or supply restitution.
14. Continual infractions of Category I Offenses.
15. Possession of a cigarette lighter.
16. Possession of inhalants.
17. Theft: stealing from classmates.
18. Possession of items related to the occult.
19. Bullying. This includes any act, verbal or physical, which interferes with another student's feeling safe at school.
20. Malicious gossip/slander.

Discipline Procedures for Category II

1. First offense is 1-3 days of after-school detention; or 1-2 days of in-school suspension.
2. Second offense is 1-3 days of in-school suspension; or 1-3 days of out-of-school suspension.
3. Third offense is 1-3 days of out-of-school suspension or recommendation for expulsion.

Category III Offenses

1. Smoking or chewing tobacco.
2. Possession of tobacco.
3. Arson, including false fire alarms.
4. Theft, to include forcefully or destructively entering others' private property and/or taking CCS possessions. Restitution must be made.
5. Vandalism, to include serious destruction or defacement of school property. Students must supply restitution or repair.
6. Fighting, to include initiating physical contact to inflict harm, or physical contact with verbal threats and challenges.
7. Gang-related dialogue, graffiti, etc.
8. Possession of pornography.

Discipline Procedures for Category III

1. First offense is 1-5 days of out-of-school suspension plus probation.
2. Second offense is recommendation for expulsion.

Category IV Offenses

1. Drug or alcohol use, possession, or sale.
2. Physical assault with a weapon.
3. Use or possession of a weapon, which includes any instrument or substance with intent to inflict bodily harm.
4. Sexuality immorality.

Discipline Procedure for Category IV

Immediate expulsion. A School Board hearing may be requested.

Explanations of discipline procedures:

After-school detention is conducted after school in the detention room from 3:15-4:15 p.m. If for family reasons a student cannot attend when scheduled, detentions may be made up at a later date following communication between the parents and the teacher. Students will not be allowed to attend school-sponsored activities or receive next report cards until all detentions are made up. A parent or school official may request that a student receive 1-2 swats with a paddle to take the place of an after-school detention. Spanking will not be conducted without a parent's written permission and witnesses in attendance. **In-school suspension** means that the student will be isolated from the student body for the assigned number of days. The student will do the required assignments and will receive full credit for completed work.

Out-of-school suspension means the student will not be allowed to attend school or any school activities during this time period. The student will receive credit for assignments completed.

Probation is a period of time to allow an undisciplined student to improve. It allows opportunity to counsel, review, and take specific action with a student during and at the end of the probationary period. A student who during this time continues to have behavioral problems will be expelled from school.

Expulsion means a student will be officially dismissed from the school by the School Board and not allowed to enroll at CCS again.

Dress Code

Students should come to school dressed neatly and modestly, and should be clean and well-groomed. Clothes should be in good condition. Hats, caps, and sunglasses may not be worn in the building, except that hats may be worn in the gym during lunch. Articles that cause distraction or have offensive pictures or slogans or worldly attitudes contrary to God's Word will not be permitted. Parents are responsible to enforce the dress code before students leave home. The administration reserves the right to serve as final authority on student appearance. Dress code shall apply to all students during the school hours and school-sponsored activities, including field trips and sports events.

*Shorts and skirts must be of a moderate length; with arms hanging loosely, length should be no shorter than fingertips. Questionable lengths will be decided by the Principal. Shorts may be worn if the temperature is predicted to be over 65 degrees. Cutoffs are not allowed.

*Bathing suits worn for field trip activities must be modest. Two-piece suits are not allowed. T-shirts must be worn at all times by both boys and girls.

Unacceptable Attire for Girls

Low-cut, backless, strapless, sheer, or otherwise immodest clothing, including tank tops, short crop tops, halter tops, and spaghetti tops.

Clothing with holes; patched clothing is acceptable.

Skin-tight clothing.

Clothing that allows exposure of the midriff or undergarments.

Extreme hair styles, multi-colored hair, unnatural hair colors.

Piercing other than the ear; Flip-flops.

Unacceptable Attire for Boys

Unbuttoned shirt without a T-shirt; Earrings and make-up.

Mesh shirts, tank tops, sleeveless tops; Flip-flops.

Clothing with holes; patched clothing is acceptable.

Hair covering more than half of the ear, past the eyebrows, or on the collar of a T-shirt, including tails.

Extreme hair styles including braided, shaved patterns, multi-colored hair, and unnatural hair color.

Driving Directions for Picking Up Students After School

All students from Scottsbluff will be picked up from the playground at the back of the school, on 15th Street. Please drive west to east.

All students from any other community will be picked up from the front of the school building on 14th Street. Please drive from east to west.

Do not block the street waiting for children

Finance and Tuition

Attending CCS is a privilege. In order to provide adequate facilities, equipment, and instructors, it is necessary that all tuition payments be made on time. Tuition is paid monthly, August through April. (Exceptions can be made to pay in 12 installments.) Payment is due on the 10th of the month with a late fee of \$10.00 after the 20th. Students whose accounts are 30 days past due are subject to dismissal until the account becomes current, unless arrangements have been made with the School Board or office. All accounts must be paid before 8th graders can participate in graduation ceremonies, and before report cards for all students can be sent home at the end of the school year.

Financial aid applications are available in the office. Guidelines for receiving any financial aid are detailed in the form. Applications should be received by June 1 for best consideration.

Fire Drills and Tornado Drills

Fire drills are conducted once a month. Tornado drills are once a year.

Fundraising

Fundraising is a necessity to meet finances since tuition does not cover all the expenses of the school. Every family is expected to get involved and contribute to help C.C.S. Examples of major fundraisers are enchilada sales & cookie dough sales. Any and all fundraising activity must be approved by the Board.

Health

First aid will be administered by the school nurse and office staff. Students with a temperature of 100 degrees or more should not be sent to school, and will be sent home if a fever occurs while at school. Aspirin will not be given to any child unless requested by the parents. Tylenol may be given for fever while waiting for parents to pick up a child if requested by a parent sending a note, or permission by phone. The office must have a current phone number where a parent can be reached in the event of an emergency.

Students who vomit during the day will be sent home. Any rashes or eye infections may require a student to be sent home when there is a question of contagiousness. A student may return to school when a physician states that he/she is no longer contagious or when symptoms disappear. Any child discovered with head lice will be asked to leave school that day and wash head with appropriate shampoo. All such cases will be kept confidential.

A physical exam, vaccinations and eye exams are required for children entering kindergarten. A physical exam and vaccinations are required for students entering the 7th grade. Physical exams are required prior to any student participating in sports programs (football, volleyball, basketball, and track) at CCS.

Homework

The purpose of homework is:

- a) to acquaint the parent with work the child is doing.
- b) to provide the wise use of leisure time.
- c) to further challenge and develop the abilities of students.
- d) to establish certain character traits in the student.

Teachers should be sensitive to nights that children have additional activities.

The length of homework will average:

Kindergarten – none, except in special cases.

1-2 grade – 75 minutes per week, total.

3 grade – 100 minutes per week, total.

4 grade – 150 minutes per week, total.

5 grade – 200 minutes per week, total.

6-8 grade – finish assigned work from the day, if not done in class.

Insurance

Part of tuition provides secondary insurance coverage for students. If a student is hurt at school, families must file with their insurance company first. Anything not covered by a family's insurance will be considered by the school's insurance.

Internet Policy

Community Christian School will provide internet access to students in grades 5-8 for research purposes. Use of the computer room will be supervised at all times. CCS will employ firewall technology and other blocking apparatus to ensure our children are protected from harmful internet influences while at school. However, parents realize that no site-blocking measures are 100% effective, and will not hold the school responsible for breaches that may occur.

Items Not Permitted at School

Pocket knives	Cigarette lighters	iPods
MP3 players	Walkmans	Matches
Radios	Gum	Secular music

Magazines or literature that contains sexually questionable articles or pictures

Leaving the Building

Unsupervised students are not to leave the building or school grounds during school hours without a parent's consent. Students wishing to leave for any reason, including lunch, must have written permission from a parent or guardian. Students must sign out and sign back in at the office. Students left after school are still the responsibility of C.C.S. staff. They may not leave the premises without parent permission.

Lockers

Lockers are to be kept neat and clean. No offensive or suggestive pictures or posters are to be put in the lockers. Locks are not permitted.

Lost and Found

A "Lost and Found Box" is located in the hallway near the gym. Unclaimed articles will be given to charity at the end of the year. Please put your child's name on everything brought to school. The school and teachers will not be responsible for any lost articles.

Lunch

Lunch cards may be purchased in the office for the hot lunch program. (Lunch with milk is \$2.25/day or \$45.00/month.) Milk cards may also be purchased for students bringing bag lunches. (Milk is \$0.35/day or \$7.00/month.) CCS is now participating in the National School Lunch Program (NSLP) which provides free and reduced lunches to those who qualify. Families may apply for this program in the office. Guests must call in by 8:15 am on the day they wish to eat at school.

Mission Statement

Encouraging students to learn and apply God's truth while promoting academic excellence in a Christian environment.

Parent-Teacher Fellowship (PTF) and Volunteers

The PTF consists of all parents and teachers at C.C.S. It is a service organization that also serves to provide a means of communication between parents, teachers, and administration. The PTF is under the supervision of the School Board. Committees that parents can serve on include:

School upkeep and maintenance	Moms In Touch (Prayer)
Playground Fundraising	Teacher encouragement (TEA)
Public relations	Room mothers
Socials	Community donations
Kitchen support	

School Hours

Office Hours 7:30 a.m. – 3:30 p.m.

Preschool and Kindergarten: Morning classes are 8:00 a.m. to 11:00 a.m. Afternoon classes are 12:15 p.m. to 3:15 p.m.
Grades 1-8: The first bell rings at 7:54 a.m., and the late bell rings at 8:00 a.m. School ends at 3:15 p.m.

Before school care

Before school care is provided through the Child Care Center from 6:00 to 7:45 a.m. During this time students must be on the fenced-in playground or in the gymnasium and must enter through the Child Care Center. The cost is \$2.50 per child per hour and punch cards must be purchased in advance.

After-school care

Adult supervision is provided from 3:15 p.m. until 6:00 p.m. Any child left at school after 4:00 p.m. will be placed in after-school care. The rate is \$2.50 per hour per child. Twenty (20) hour punch cards are available for fifty (\$50) dollars. Exception: Students with siblings in after-school activities will NOT be charged. Advance notice is REQUIRED. Children left after 6:00 p.m. will be charged \$5 for the first five minutes or portion thereof, and \$2 per minute after five minutes. CHARGES FOR AFTER-SCHOOL CARE ARE TO BE PAID IN ADVANCE.

Activity Eligibility

Students must be in school the ½ day immediately prior to the scheduled activity. Please don't schedule dentist/doctor appointments at that time. All extra curricular activity eligibility will be determined on Friday prior to the next week's contest.

Students need a current overall 70% in every subject to be eligible. This average does not include KASH, PE, or Music. Students can be given extra credit work or make-up work to raise eligibility grades; however, it is the student's responsibility to approach the teacher about the availability of extra credit. This work must be turned in on Monday morning immediately following the ineligible announcement, at 8:00 a.m., and be satisfactorily completed.

Work more than 1 week overdue results in ineligibility until turned in, regardless of subject average. Ineligible students who plan to stay on the team must attend all scheduled practices.

Football: 6th, 7th, and 8th grade boys. 5th graders may practice with the team under careful supervision of the coach.
Volleyball: 6th, 7th and 8th grade girls. 5th graders may practice with the team under careful supervision of the coach.
Basketball: 6th, 7th, and 8th grade boys and girls.
Track: 6th, 7th, and 8th grade boys and girls.
Cheerleading: 8th grade girls.

Security

The gates to the playground will be locked during the school day. They will be open from 7:30 to 8:05 AM and 3:15 to 3:30 PM. After 3:30 students will only be allowed to exit through the daycare. This includes junior high students in band and other activities.

Standardized Testing

Students are given the Stanford Achievement Test annually in April. This test measures achievement in the areas of vocabulary, reading comprehension, math, spelling, language, science, social studies, and listening comprehension. Test results are sent home with the last report card of the year.

Statement of Faith

1. We believe the Bible is the inspired, the only infallible, authoritative, inerrant word of God.
2. We believe there is one God, eternally present in three persons, Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life and atoning death, His ascension to the right hand of the father, His personal return in power and glory.
4. We believe that in the beginning, God created man in a state of perfection to live in communion with Him. Sin separated man from God. The penalty of this sin is death. Each individual is called upon to trust (exercise faith) that Christ died for him/her.

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Student of the Month

Teachers will be looking for positive character traits in each child. Forms will be sent home at the beginning of the year for students to fill in information about themselves, and provide a favorite photograph. Every student in Preschool thru 5th grade will have an opportunity to be *Student of the Month* during the course of the year. These will be displayed on the bulletin board outside the front office. Junior High students will each have the opportunity to be a *Junior High Star* and their information will be displayed in the Jr. High.

Tardies

Students are encouraged to be at school on time. Promptness is an important part of Christian character. Students should be in the classroom and seated when the second bell rings at 8:00 a.m. Any student who is not in the room and seated is considered tardy. Five accumulated tardies will require one hour of after school detention on the next available detention day, currently Monday, Wednesday or Friday. The only excused tardy is a doctor's appointment for which the office staff has been notified in advance.

Telephone Use

Guidelines for student use:

1. Phone may only be used before school, at recess, and after school.
2. Homeroom teachers may give permission for phone use; the secretary must also give approval.
3. Phone use is for emergency use only. Forgotten books, supplies, homework, or lunch are not considered emergencies.
4. Cell phones may be brought to school and are governed by the "Cell Phone Policy" stated earlier.

Visiting the School

Parents wishing to visit their child's classroom for the purpose of observation must make arrangements at least 24 hours in advance with the teacher and principal. Parents are welcome to sit in on any class, but are not to expect time to visit with the teacher. Teachers are available before 7:45 a.m. or after 3:45 p.m. Please do not disturb a class in session.

Forgotten lunches should be taken to the office, not to classrooms. Messages, money, books, or homework can be left in the office and will be delivered to the classroom at an appropriate time. Students may not bring visitors to school without prior approval from the teacher and principal.

Weather Announcements

In case of inclement weather, visit our website at WWW.CCSNEB.COM or turn to KCFM 96.9 FM, or KNEB 94.1 FM and 960 AM. Announcements will be made after 7:00 a.m. on the day of closure or delay. Announcements will also be published on the school website. Do not call the school office.