

School Hours

Office Hours: 7:45am – 4:00pm
Preschool and PreKindergarten: 8 to 11:15 am
PreKindergarten: 8 to 11:30 am
Kindergarten -- 8th Grade: 8:00am - 3:30pm

CCS FACULTY & STAFF 2024-2025

Head Teacher/Director Of Operations - **Mrs. Steph Reynaga** - Chadron State College; BA of Science

Director Of Instruction/ Pre-K - **Mrs. Dana Cardwell** –Chadron State College; BA of Science with an emphasis in Elementary Education and Special Education. Masters of Science in Curriculum & Instruction with an emphasis in Early Childhood Education.

Director of Development/ Music - **Mrs. Deanna Goranson** – Nebraska Wesleyan University; BM in Education. University of Nebraska Kearney; Masters of Music Education.

Preschool - **Ms. Michele Kuxhausen**- Chadron State College; BA in K-8 Elementary Education.

Kindergarten- **Mrs. Crystal Schank**- Tyler Junior College; AA General Studies. Chadron State College; BS in Elementary Education.

First Grade – **Mrs. Brandy Johnson** - Wayne State College; BA in Elementary Education. Grand Canyon University; Masters of Arts in Education.

Second/Third Grade - **Mrs. Rayleigh Franklin**- Chadron State College; BA in K-8 Elementary Education.

Fourth Grade/Math – **Ms. Darcy Frizzell** – Western Nebraska Community College; AA. Western Governors University; BA in K-8 Education.

4th-8th Grade Language- **Mrs. Heather Hergert** - Corbin University; BS in Language Arts, BS in English, and Masters of Arts in Education

Specials – **Mrs. Keri Benton**- Western Nebraska Community College; AA in Early Childhood Education. Walden University; BS in Elementary Education, Minor in Art. Chadron State College; Masters of Science in Education

Paraprofessionals

Mrs. Priscilla Chavez (PreKindergarten)

Ms. Rhia Young (Preschool)

Account Specialist/Cafeteria

Mrs. Heidi Brunz

Child Care Center Director

Ms. Michele Kuxhausen

School Board Members 2024-2025

board@ccsneb.com

Robert Rogers – President Laurie Neideffer - Vice President Mande Walter – Member
Joseph Lovelidge- Treasurer

Absences

If a student is going to be absent, parents are required to call the school by 8:00 a.m. the morning of the absence. Please request homework assignments at that time (See Missing Work Policy). Homework will be available to pick up after 3:45 p.m. at the office. Please, do not disturb classes to pick up homework. An unexcused absence is one for which there is no prior notice or phone call to the school.

The following guidelines are in accordance with Nebraska State Statute (79-209). CCS is required to abide by truancy laws.

5 absences will result in a teacher phone call to parents/guardians regarding concern about student absences and how that affects learning and performance.

10 absences The Head Teacher will make contact with parents/guardians and their child to discuss his/her excessive absences, or eventual need of sending a letter and documentation of excessive absences to the County Attorney. Attendees must sign a form documenting the meeting, date, and specific concerns.

15 absences Head teacher/teacher(s) will meet with the parents and student regarding excessive absences. The purpose of the meeting is to alleviate the need to proceed toward following State Statute (79-209) which requires a letter to the County Attorney seeking intervention regarding a student's excessive absenteeism and the potential loss of credit and/or expulsion. Minutes of the meeting are to be signed by all attendees.

20 absences A formal letter is sent to the County Attorney stating: (a) Due to the specific reasons (i.e.: extended illness) the Head Teacher is requesting additional time to work with the student prior to seeking County Attorney intervention; or (b) The Head Teacher believes that the school has used reasonable effort to resolve the student's excessive absenteeism and is requesting County Attorney intervention.

In circumstances where excessive absenteeism is seriously affecting a student's performance or behavior, Community Christian School reserves the right to seek assistance from the County Attorney in writing after 10 days of unexcused absences. Additionally, the school reserves the right to disenroll or not re-enroll a family if excessive absences are disrupting student learning and/or classroom environments. This includes Preschool and Pre-Kindergarten classes.

Academic Standards

Each student is expected to complete assignments on time. Incomplete/missing work must be completed at home. Report cards are issued every nine weeks. Parent teacher conferences are held in October with Student Led conferences being offered in March. Parents are encouraged to email or visit with teachers if there are any concerns throughout the year. The following grading system is used.

Grading Scale

Preschool-Pre Kindergarten	K-Third Grades & Specials	Scoring Guide
Evaluation Checklists	4= Advanced	99-100%
Teaching Strategies GOLD Checkpoints	3=Proficient	80-98%
	2=Needs Improvement	61-79%
	1=Severe Deficiency	0-60%

Fourth-Eighth Grade & Specials	Scoring Guide
A+	99-100%
A	95-98%
A-	93-94%
B+	91-92%
B	87-90%
B-	85-86%
C+	83-84%
C	79-82%
C-	77-78%
D+	75-76%
D	72-74%
D-	70-71%
F	69% and below

Academic Eligibility

Part of our mission at CCS is academic excellence; therefore, students' grades and work ethic will be taken into consideration when determining eligibility to compete in Sporting Events or Student Activities. If a student has two or more missing or incomplete assignments in a subject(s) they will have to complete this work during practice time prior to participating with their team or classmates. Once a student has missed three or more practice sessions, they will be considered ineligible to participate in the proceeding competition/performance. The Head Teacher will contact the parent/guardian if the student is ineligible to compete/perform.

Admission Policy

Preschool students must be 3 years old by July 31 of the school year beginning in September. Pre-kindergarten students must be 4 years old by July 31 of the school year beginning in September. Kindergarten students must be 5 years old by July 31 of the school year beginning in September. A student's acceptance at any grade level is determined by admission assessment results (if necessary), interview data, and recommendations from the teacher and Head Teacher. No student shall be admitted who has a history of emotional or disciplinary problems, or a severe learning identification in which our program is not staffed. CCS's admissions practices are intended to fulfill Christ's commission to "make disciples" by challenging students who are not yet Christians to accept Christ as their Savior and by helping students that have accepted Christ as Savior to grow in their Christian faith (*Matthew 28:19*). As a Christian School, CCS encourages every student to be certain of their choice to accept and serve Jesus Christ as Lord and Savior and to be prepared to effectively inspire others as they share their faith. The Leadership Team reserves the right to make admissions decisions based on mission alignment and child readiness.

Assembly

A daily assembly for K-8 will take place the first morning of the school week in the gym at 8 am led by the Head Teacher. During this time, children will gather as a community to recite the pledges, hear special announcements, celebrate accomplishments, recognize birthdays, etc.

Board Meetings

The Board of Education meets every other month, unless notification is provided to parents otherwise. CCS Board meetings are public meetings and parents are encouraged to attend. Notification of the board meetings will be in each communicator. In the event a patron would like to address the Board, the following policy will give guidance for those comments:

Patrons' Comments may be limited to five minutes per speaker and will be delivered in a manner reflective of Christian principles, refraining from hearsay, gossip, and anger. Comments related to policy will be heard in open session. Comments related to personnel will be heard in a closed executive session, considered as the last item on the board's regular agenda, to protect the reputation of the subject(s). All comments will be considered and addressed by the Board prior to the next month's board meeting, with an explanation and/or decision provided in writing to the patron. All comments offered in open session and related outcomes will be recorded in the minutes and available for public review. Patrons who feel they require more time or consideration of their comments are encouraged to request their issue be placed on the agenda as an agenda item one week (seven calendar days) prior to the scheduled meeting.

Books

The school strives to maintain libraries that are in alignment with our biblical principles. Please use discretion on the books that your child brings to school. Our staff will do our best to discern if copies will be allowed in our classroom. Parents who have concerns about books should address this first with the classroom teacher. If the concern is not resolved then parents must follow the Matthew 18 principle as outlined in our policy on Conflict Resolution Procedure that can be found below. Secular texts are allowed in the classroom and library as long as they do not conflict with our Biblical values or cause division amongst our CCS community.

Care of School Property

Students are expected to be good stewards of the building and 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. 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. For items that do not have a quantifiable replacement value, the family will cooperate with the school on a consequence for the student, which may include repairing or cleaning damage when possible. A family has 30 days to pay a bill for damaged property or the enrollment may be discontinued.

Causes

CCS is an interdenominational school. All church and community promotion must be approved by the Leadership and must be mission-aligned. The school is not to be used for political causes. No literature is to be distributed or displayed at CCS without prior approval from the Leadership Team.

Cell Phone Policy

CCS is a No Phone School. Cell phones (including smart-watches or other communication devices) will be kept in the child's backpack for the entirety of the school day on "Silent" and may be used for student-parent communication only before/after school. Teacher's may also request that devices are checked-in to a common storage place like a shoe organizer. If the child forgets their backpack it must be checked into the front office to be locked in a cabinet for the duration of the day. Any inappropriate use of phones/smart watches at CCS, a CCS activity, or on field trips will be cause for loss of all cell phone/smartwatch usage privileges at CCS for the remainder of the school year and may result in disciplinary action. CCS is not responsible for lost, stolen, or damaged personal property. Students are not allowed to open apps such as YouTube, TikTok, Snapchat, etc while on school property or at school functions. When students are attending off-campus field trips or school activities, their cell phone must be turned in to the chaperones.

Chapel

Chapel is held weekly and is coordinated by Leadership. Various leaders in the community, staff members, and fellow students share messages of encouragement with the students to further God's kingdom. Chapel speakers agree to adhere to our Statement of Faith.

Childcare (including before and after school care)

Before school care is provided through the Child Care Center from 6:00 to 7:45 am. 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 a flat rate of \$5.00(billed) for morning care. At 7:45am students will transition to school staff on the playground or in the gym until the start of school/class.

After school care is provided from 3:30 pm. until 6:00 pm. Because students at school are the responsibility of CCS and/or 5C staff, any child left at school after 3:45 p.m. will be placed in after-school care if they have paperwork on file with 5C. Students need to wait for parents in 5C and exit through the 5C doors if they are in after-school care. Please do not expect your child to wait outside unsupervised after 3:45 pm. The rate is a flat rate of \$6.00(billed) per child. Advance notice is REQUIRED. IF students are NOT registered/enrolled in 5C, staff will follow the late pick-up/dismissal process. (See Dismissal Procedures below)

If a child utilizes both before and after school care the rate is \$8.00 per day.

Communication with Parents

Communication is one of the most important tools used to enhance students' success. In order for CCS to have effective communication with families it is essential that the office has current contact information for all students at all times. Weekly folders will be sent home with important school information, newsletters, etc. Please look for these each week (typically Thursday is our primary day for communication.) Parents are required to utilize Remind to receive important communication from the school, including safety messages.

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 Administration 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 core curriculum. We believe our Biblical Worldview should permeate every aspect of the school. The elementary curriculum includes Bible, Math, Phonics (K-1), Reading, Writing, Penmanship, Language, Spelling, Science, Social Studies, Music, Art, Computers, and Physical Education/Health. Each grade level or content area will have a class syllabi.

Discipline

At CCS we encourage all students to honor God with their words and actions. We believe we are making disciples and therefore we encourage and discipline students when necessary in order to help them grow. We practice Positive Behavior Support thru our Five Guiding Principles (identified in handbook under Guiding Principles). Each classroom has a specific behavior plan/program in order to encourage appropriate behavior. We reward students for hard work and meeting both academic and behavior goals at school.

When dealing with student discipline, the Leadership Team strives to seek truth and reasoning in determining the appropriate consequence(s). It is critical that parents and the school communicate effectively regarding behavior, therefore, oral and/or written notices are given to parents in an instance where a child has signed the behavior log, received a Low Level Referral or an Office Referral. Because the testimony of CCS is a compilation of moral and biblical standards actively supported by the student body, staff, Leadership, and School Board, these policies are applicable at all times during the school year. If a student commits a Category IV Offense, the student may not be allowed to return when school resumes. The final disciplinary decision will be determined by the Leadership Team. Parents will be notified when children are disciplined by the Head Teacher at school.

Parent Alignment on School Discipline: It is vital that the school-parent relationship be consistent when it comes to student discipline. Refusal to allow consequences will result in a Parent-Leadership meeting. If an agreement cannot be made on a consequence, the Leadership Team reserves the right to determine future enrollment. If an expulsion takes place the Parents may follow the Grievance Policy with the School Board. Parents are expected to follow the appropriate chain of commands, in line with Matthew 18, in pursuing a grievance against a staff member or the school.

Possible Offenses for Log Book

1. Disorderly conduct, including loss of temper and physical contact
2. Disobedience, lack of cooperation leading to incomplete work
3. Disrespect of students, staff, or property including crude language
4. Disruptive behavior
5. Dishonesty/Cheating
6. Defiance to other students or staff

Discipline Procedures for Log Book

1. The teacher will log the warning behavior in Sycamore and contact the parent(s). Repeated infractions (3+ logs) will result in an office referral. Log infractions are reset each quarter, however, the Leadership Team reserves the right to use discernment in disciplinary action and rewards. Students who are continually uncooperative are subject to stricter consequences at the discretion of the teacher, Head Teacher, and parents, which may include an Office Referral.

Office Referral Offenses

1. 3 or more logs in a quarter
2. Verbal threats with intent to cause harm
3. Inappropriate student relationships (secretive, romantic, etc)
3. Bullying/treating another student in a demeaning way including verbal and physical harassment (Harassment is defined as: to trouble, torment or confuse by continual persistent attacks)
4. Fighting, to include initiating physical contact to inflict harm
5. Bearing false witness; malicious gossip/slander
6. Cursing, Vulgarity including jesting, noises, and actions.
7. Vandalism (Students must repair and/or supply restitution)
8. Theft, to include forcefully or destructively entering others' private property and/or taking CCS possessions. Restitution must be made.
9. Smoking or chewing tobacco (possession of tobacco)
10. Possession of pornography (including personal computers)
11. Intentional disrespect or public misalignment of the Christian faith and/or the school's mission

Discipline Procedures for Office Referral

1. Office Referral to Head Teacher. The Head Teacher will contact parents via a phone call or in-person meeting.
2. Any student receiving more than 2 Office Referrals in a quarter may be ineligible for any incentives including classroom or school-wide parties, events, student activities, or field trips. Final disciplinary action is at the discretion of the Leadership Team.
3. Discipline is at the discretion of Head Teacher, classroom teacher, and parents but may include the following:
 - Morning Detention with a Staff Member (7:45am-8:00am)
 - SOARR Behavior Plan (signed by parents and Head Teacher)
 - In-School Suspension
 - Out-of-School Suspension
 - Expulsion

Offenses resulting in Expulsion:

1. Drug or alcohol use, possession, or sale.
2. Physical assault or injury with a weapon
3. Sexual immorality (ex: assault, possession of pornography, threats of sexual nature)
4. Threats of violence against staff, students, or school

Discipline Procedure for Expulsions

1. Office Referral to the Head Teacher (the referral will be reviewed with staff and parents)
2. Immediate dismissal. A School Board hearing may be requested.

Definitions of discipline procedures:

1. A Behavior Log is kept on Sycamore. The Head Teacher, parent, and classroom teacher will be notified of a log via the Sycamore app.
2. An Office Referral is logged by the staff member describing the specific incident on Sycamore. When an Office Referral is submitted, the Head Teacher will address the issue and contact the parents/guardian to discuss the matter and proceed based on the severity of the offense. If a student receives multiple Office Referrals, the child may be expelled from CCS.
3. In-school suspension means that the student will be isolated from the student body for the assigned time period. The student will do the required assignments and will receive full credit for completed work.
4. 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.
5. Expulsion means the student will be immediately disenrolled from CCS. Parents may request a hearing with the School Board within 30 days of the expulsion.
6. A SOARR behavior plan is to help a student create attainable behavior goals with the support of a visual aid and regular feedback from classroom teacher, parents, and Head Teacher. This is an agreed upon plan by all parties.

Dismissal Procedures

Preschool and PreKinder students will be released to parents at the front, main entrance. Preschool students must be picked up between 11:15am-11:30am and Pre-Kindergarten students must be picked up between 11:30am-11:45am. Parents must have contacted the office by 8:15am that morning if their child is staying for afternoon care (5C Rates apply). *Paperwork must be on file for them to stay along with payment arrangements.* If a Preschool-PreK student is not registered with the daycare and we have received no response from emergency contacts local emergency personnel will be contacted and the student may be placed in their care.

Kindergarten-8th grade will be dismissed through the East Gate. After gate closure at 3:45, students with 5C paperwork on file, will need to be picked up through our after school/child-care program. Students without 5C paperwork, will need to be picked up in the school office.

If a student is not scheduled to stay and the parent is late they will be charged an additional \$15 late fee (after the pick up window has closed) on the second offense. The fee will be charged on your family account and is due within 30 days. Failure to make this payment may result in disenrollment.

Any K-8 students taken to the office at 3:45 will have their emergency contacts called. If all contacts fail to respond by 4:00pm, local emergency personnel will be contacted and the student may be placed in their care. Staff may ask an individual who is picking up a child for the Driver's License or ID if we do not recognize them. If they are not on the emergency list the parent has provided we reserve the right to contact the parent and confirm the identity of this individual.

Dress Code

Parents are responsible to enforce the dress code before students leave home. Students should come to school dressed neatly and modestly, and should be clean and well-groomed. If the office has concerns about hygiene they will contact the parents. 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. Clothes should be in good condition. Hats, caps, and sunglasses may not be worn in the building and must remain in their locker or back-pack until going to the playground. Articles that cause distraction or have offensive pictures or slogans or worldly attitudes contrary to God's Word will not be permitted. Shorts and skirts must be of a moderate length (at least mid-thigh). Questionable lengths will be decided by the Office. Shorts may be worn if the temperature is predicted to be over 40 degrees. Jackets/coats are required for recess times under 40 degrees. Bathing suits worn for field trip activities must be modest.

Unacceptable Attire for Girls; Low-cut, backless, strapless, sheer, or otherwise immodest clothing, including short crop tops, halter tops, spaghetti-strap tops, bikinis. Clothing with holes (patched clothing is acceptable). Clothing that allows exposure of the midriff or undergarments.

Unacceptable Attire for Boys; Unbuttoned shirt without a T-shirt; Mesh shirts, tank tops, sleeveless tops and flip-flops. Clothing with holes (patched clothing is acceptable).

Chapel Dress Code: Dress code on Chapel days is more formal. No exercise wear (sweatpants, leggings, etc.), ripped jeans (intact jeans are acceptable), graphic t-shirts, or hoodies. The heart behind this day of dressing up is to physically show that our chapel days are "set apart." After 3 occurrences of not meeting Chapel dress code expectations (in one semester) a reminder letter will be sent home. If your child continues to not meet Chapel dress code expectations, he/she will receive a morning detention (7:45-8:00 am) the day after their 5th offense and every offense after.

Emergency Drills

Fire drills will be conducted two times during the first two weeks of school. Fire drills will be conducted once a month thereafter for a total of ten fire drills per school year.

Tornado Drills will be conducted two times per year (once in the first two weeks of school and second in March.)

Lockdown Drills will be conducted at least six times per year.

Bus Evacuation Drills will be conducted two times per year.

Finance and Tuition

Tuition is paid monthly, quarterly, semi-annually, or annually. Families are required to participate in ACH payments for monthly payments. ACH payments are drafted on the 5th or 20th of the month. Students whose accounts are 30 days past due are subject to dis-enrollment if arrangements are not made. All accounts must be in good standing, with timely arrangements made with the office, in order for the student or family to participate in year-end activities and ceremonies (including graduation).

Scholarship applications are available online at www.ccsneb.com/scholarships/. Applications should be submitted by April 1 for best consideration. The Scholarship Committee convenes once a month for determinations on blind applications. Parents may write a letter of appeal to the committee if their application is denied or the amount requested is not offered. This appeal must be submitted to the office within 30 days for the next monthly review.

Parents who have a vocation in ministry are automatically eligible for a 25% tuition discount and may request additional scholarship funding based on need. They must complete the Scholarship application using the guidelines above.

All families are required to pay registration fees and fundraising fees.

Fundraising & Events

As with any private school, fundraising is a necessity to meet finances, since tuition does not cover all the expenses of the school. Our two major fundraisers are the 1st Semester Wreath Sales and the 2nd Semester Enchilada Factory. K-8 families must meet the minimum sales requirements of \$350 **profit** for **both** fundraisers or pay the difference within 30 days of receiving the invoice. If arrangements are not made within 30 days the remainder of the fee will be applied to your next billing statement.

All families are required to volunteer for the Enchilada Factory at least 4 hours (counting, rolling, set up, clean up, etc) These hours can be spread out over multiple friends and family members to help the family meet the volunteer needs. A sign-in sheet will be kept in the gym hallway for families to record their hours. Any family who does not meet the minimum 4-hour requirement will be charged \$25/hour OR make up those hours by August 1. If volunteer hours are not completed by August 1 the fees will be billed to your account.

Additionally, ALL families are asked to support one other school event (donating or volunteering) throughout the school year.

Any additional fundraising activities must be approved by the Board.

Grievance Procedure

Grievance is defined as a complaint or resentment, as against an unjust or unfair act. In this case, the following grievance procedure is in place. (See Matthew 18.) If you have a grievance with a teacher, staff member, parent and/or board member, meet with them first to try to work out your difference. Most grievances are simply miscommunications/misunderstandings. God says that love is the most excellent way. This first step may need to be repeated more than once in love and patience. If the grievance continues to be unresolved, discuss the issue with the Head Teacher. A conference with the Head Teacher may be suggested. Only in extreme grievances should the school board be involved. However, in such cases, the decision by the school board will be final.

Guiding Principles

We will SOARR like Eagles by using the following Guiding Principles to encourage positive behavior!

Safety ~ Proverbs 4:10-27

We will make good decisions to protect the well-being of ourselves and others.

We will obey the adults in our lives at home and away.

We will seek wisdom and discernment in all things.

We will use words and actions that keep ourselves, others and our environment safe.

We will honor and obey God's rules.

Ownership ~ Romans 14:12

We will make amends for mistakes by apologizing, repairing or replacing.

We will admit when we are wrong – being honest with ourselves, others and God.

We will apologize when we hurt someone.

We will repair or replace anything that we break or damage.

We will each learn to confess our wrongdoing to God and take ownership of our faith journey.

Attitude ~ Galatians 5:22-23

- We will be well-mannered, compassionate, helpful and willing.
- We will use good manners and be kind throughout our day.
- We will be compassionate and helpful toward others.
- We will be willing and open to learn new things and to stand up for what is right ~ courageous!
- We will seek to please God with our attitude.

Respect ~ 1 Peter 2:17

- We will communicate in a positive and uplifting way.
- We will respect ourselves.
- We will respect others and those in authority.
- We will respect our school.
- We will show respect for God.

Responsibility ~ Hebrews 6:10-12

- We will be dependable and follow through with our commitments.
- We will attend to our activities on time.
- We will keep track of our duties and assignments.
- We will follow through when someone or something is depending on us.
- We will become doers of God's Word.

Health

Nonprescription medication will not be provided for student(s). Medication may be given to children for a limited amount of time with proper paperwork filed in the office. Prescription medicine will be distributed with a doctor's note and prescription must be in the original container. First aid will be administered by the office staff. Students with a temperature of 100.4 degrees or more should not be sent to school and will be sent home if a fever occurs while at school. A child must be fever-free without medication for 24 hours before returning to school. 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 and cannot return to school if they vomit within the next 24 hours. 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.

Visits to the office and any medical treatment or medicine administration will be logged on Sycamore. Major health concerns will result in parents being contacted via phone call.

A physical exam, vaccinations, and eye exams are required for children entering kindergarten.

Holiday Celebrations

We strive to focus on Christ in all holiday celebrations. Therefore we ask that no secular celebratory items be brought to school in the form of snacks or items for parties. This would include Easter bunnies, Halloween items, and Santa Claus items.

Homework

The purpose of homework is:

- a) To reinforce what is being learned at school
- b) Allow extra time for students to complete activities due to absences or inability to complete during class
- c) To encourage responsibility and ownership of class projects and assignments

We encourage family time at home and are sensitive to additional after school activities. Therefore, we encourage students to finish work at school. The majority of homework will be uncompleted work, but there are occasionally activities/projects that may need additional parent support.

The length of homework will average: Kindergarten – 10 minutes per night; First–Fourth Grades – 20 minutes per night; Fifth–Eighth Grades – 30 minutes per night.

Insurance

Part of tuition provides secondary insurance coverage for CCS students or CCS teams. 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/Computer Policy

Community Christian School will provide computer access to all students to support classroom instruction. Use of the computer lab 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. A computer contract is required to be signed by all students and parents, regardless if the device is owned by CCS or the family, prior to the start date. Here is an excerpt of that contract:

Use of computer hardware, software, and network is a student privilege, which will be revoked if abused. Students are personally responsible for their actions in using and accessing the school's computer resources. All CCS devices are to be left in their original settings. No adjustments can be made to the cursor, background, or themes, etc. Extensions and downloaded games are not permitted. Students are not allowed to make any adjustments to the device settings. Failure to abide by these guidelines will result in any or all of the following: loss of computer use, loss of network privileges, disciplinary action/referral, school suspension, and/or restitution.

5th-8th students may choose to rent from the school or provide their own chromebook/laptop. Any student who is renting a chromebook from the school must sign a rental agreement and supply the \$25 rental fee prior to check-out. This money is not refundable. If damages or loss occur to the chromebook the family is responsible to pay the replacement cost within 30 days. If CCS values are violated through technology usage, the Leadership Team reserves the right to seek disciplinary action including but not limited to revoking of privileges or possible expulsion.

Leaving the Building

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. Parents must sign students out and sign them back in at the office. Students left after school are still the responsibility of CCS staff. They may not leave the premises without parent permission.

Lice

Any child discovered with head lice will be asked to wash with appropriate shampoo and comb through the hair the same day. If treatment is not administered, the child may not return to school until it is completed. All such cases will be kept confidential. Classrooms will not be notified unless there are multiple cases in the same group.

Lost and Found

A lost and found box is located near the Kindergarten classroom. 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 Charge Policy

Lunch with milk is \$4.00/day. Extra Milk is \$0.50/day. Guests must call in by 8:15 am on the day they wish to eat at school. Lunch funds may be checked on Sycamore. Families may not carry a deficit in their lunch account of more than \$20.00. Once an account reaches this point, parents will be contacted to bring lunch money or provide lunch for their child. Students not wishing to participate in the hot lunch program for the day may bring a sack lunch from home. Lunch and milk payments may be made in the office for the hot lunch program. Payment methods include

cash, check, credit card, and PayPal. Currently there is no Federal Food Program offered at CCS but there may be in the future. Parents will be notified if/when a change occurs.

Lunch Program Non-Discrimination Statement

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Mission Statement

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

Missing Work

If assigned work is not returned within 2 weeks of the date it is due, it will be considered missing and follow our grading procedure:

Step 1: Missing grades after 2 weeks from the due date will result in 50% of eligible points

Step 2: Missing grades after 3 weeks from the due date will result in 25% of eligible points

Step 3: Missing grades after 4 weeks from the due date will result in 0% of eligible points

Re-do assignment due dates and procedures are at the discretion of the teacher and can be found in the class syllabi.

Families are expected to pick up and complete work during scheduled absences (i.e. vacations). Families are asked to give one week's notice prior to absence.

In the case of extended absences, families will contact Mrs. Cardwell at least a week prior to the absence and set up an academic plan to complete work.

In the case of illness, the grading policy for missing work begins upon their return date.

Staff must have any missing assignments posted to Google Classroom or a hard copy is given to the Office Manager by 3:45pm the day of the assignment.

Non-Friable Asbestos

The building does contain a small amount of non-friable asbestos. Non-friable asbestos means asbestos that is covered and will not come in contact with students or staff. These areas are noted in the School's Asbestos plan.

Nondiscrimination Statement

This statement explains what to do if you believe you have been treated unfairly or been a victim of discrimination:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Parent-Teacher Fellowship (PTF)

The CCS PTF exists to serve. Our purpose is to manage fundraisers, promote school spirit and biblical principles, and show teachers and staff our appreciation and support. We facilitate parent-teacher partnerships within the school in addition to creating a spirit of community between CCS parents.

Safety

We use the Standard Response Protocol for all emergency responses and conduct the required amount of drills and additionally plan drills for additional practice. We use the urgent messaging system on Remind to contact parents in the case of an emergency. ALL parents and staff should have the Remind App downloaded so they can receive these urgent messages. For more information on the Standard Response Protocol please visit iloveyouguys.org.

Detailed safety plans for each emergency are kept in classrooms and offices for staff to follow procedures. Parents are invited to join our Safety Team to help evaluate and update our plans on an annual basis or as needed.

Security

East Gate opens at 7:45am and closes at 7:57am. Gates will be locked again for the day. Students who arrive late must enter through the front door **and check in at the office**. The gates will be unlocked at 3:30pm for dismissal and locked by 3:45pm. After 3:45pm students must be picked up through the childcare center. During school sponsored events students may exit through the front door with an adult **after being checked out from the office**.

Sports Participation

Students in Grade 5-8 are permitted to practice with school-sanctioned sports teams but only Grades 6-8 may compete and travel (per Rule 14). Age and gender are determined by the birth certificate. Homeschool and Public

School students are welcome to participate if our numbers are below 10 players for the team. They must sign a waiver and agree to the Statement of Faith and Parental Covenant of CCS. They may also not be playing on another public or private school team at the same time of the same sport.

Students must maintain a C- or above in all subject areas to compete in Sporting Events or Student Activities. Grades will be determined prior to the Friday of each event. Parents will be notified by the school on Monday if their student is ineligible that week.

Standardized Testing

Students in grades Kinder-8th are assessed three times per year using the NWEA MAP Test. Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual. Parent reports for the testing results will be sent home soon after each testing period. Teachers use this information to assess students' progress, lesson plan, and differentiate instruction.

Students in grades K-1 are assessed in the areas of mathematics and reading proficiency. Students in grades 2-8 are assessed in the areas of mathematics, reading, and language. Students in grades 5-8 may be additionally assessed in science.

Students in K-8 are assessed in Biblical Knowledge and Application through an ACSI assessment once per school 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 resurrection and 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.

Tardies

Front door will be open for Preschool-PreK is 7:57am-8:05am at the front door. Students will be considered tardy at 8:00am. Playground East Gate will open at 7:45am for K-8th drop-off. Once door/gate has been closed, students must check in with an adult in the office. All students will be marked tardy at 8:15am and unable to order a hot lunch (sack lunch must be provided by family).

3 tardies= 1 absence (Office will adjust if there are doctor's notes or other extenuating circumstances)

For all grade levels, a parent/teacher conference will be held after 5 tardies within 30 days. After 10 tardies within 30 days, the Head Teacher will meet with the family and develop an attendance plan. Additionally, K-8 students will be required to serve a morning detention (7:45 am-8:00 am) for each tardy after 10 (served within the following week).

Telephone Use

With homeroom teacher and office permission, students may use the phone before school, at recess, and after school. Cell phones may be brought to school and are governed by the "Cell Phone Policy" stated earlier.

Transportation- Pupil Safety Plan

Students may only be transported in school vehicles by staff members who have completed at least 2 hours of transportation training either through a local organization or the police department. Any volunteers riding on school transportation must be a parent of a student or have a background check and references. No staff member or adult is allowed to be alone in a school vehicle with a child. A pre-trip and post-trip checklist must be completed each time to ensure safety. Students may not ride the bus if they have specific health concerns that require 1-on-1 care. Car Seat laws must be met at all times for younger passengers. A bus evacuation drill will be completed 2 times per year (Fall and Spring).

Values

Truth-- We believe the Bible is the only inerrant and authoritative Word of God, and we use His Truth to anchor all of our instruction.

Honor--We honor God by nurturing the unique gifts, talents, and abilities of each child with the intent of glorifying God.

Connection-- We believe our role is to foster connection in our staff, students, and families to further God's Kingdom where they live, work, and play.

Virtues

Faith... Believes in a Biblical foundation for all learning

Courage... Perseveres after truth even when risks exist

Integrity... Chooses to honor strong character at all times

Creativity... Explores gifts and talents

Eloquence... Communicates with confidence in speech, writing, reading, and action

Humility... Exhibits humble confidence

Diligence... Strives for excellence to God's glory not personal gain

Servanthood... Generously gives of time and talents to help others

Love... Expresses charity to others unconditionally

Balance... Pursues life and learning with temperance

Vision Statement

Through our partnership with families and the local church, students will experience a transformative biblical education and leave with a desire to pursue an enduring and personal relationship with Christ.

Visitors

Parents are always welcome to visit their child's classroom. Please make sure you notify the teacher or confirm the most appropriate time of day. If parents need to visit with the teacher individually, they are available before school starting at 7:30am or after school starting at 3:45pm. If class is in session, please feel free to leave forgotten lunches, messages, money, books, or homework in the office so the class is not disturbed. In order to ensure school safety all parents, guardians, and visitors MUST check in at the office to receive a visitor tag and sign in.

Weather Announcements

In case of inclement weather, parents or guardians will be notified by phone call or text message, or turn to KCMI 96.9 FM or KNEB 94.1 FM and 960 AM. Please do not call the school office.