

### CCS FACULTY & STAFF 2017-2018

Administrator – **Mrs. Deirdre Amundsen** –Chadron State College; BA in Elementary Education, MA in Elementary Administration. Teaching Experience 16 years, Admin 2 years.

Pre School & Pre-Kindergarten- **Mrs. Bobbie Kinney**- Western Nebraska Community College; Early Childhood Education.

Kindergarten – **Irene Prochazka** –Chadron State College; BS in Elementary Education. Teaching experience 1 year.

First Grade – **Mrs. Dana Cardwell** –Chadron State College; BA of Science with an emphasis in Elementary Education and Special Education. Teaching experience 2 years.

Second Grade- **Mrs. Cassandra Muhr**- Chadron State College; BA Education. Teaching experience 7 years.

Third Grade – **Mrs. Elizabeth Cargile** –San Diego Christian College; Liberal Arts, University of Nebraska at Kearney; BS Elementary Education. Teaching Experience 4 years.

Fourth Grade – **Mrs. Elizabeth Cargile** –San Diego Christian College; Liberal Arts, University of Nebraska at Kearney; BS Elementary Education. Teaching Experience 4 years.

Fifth Grade – **Mrs. Dessa Lewis** – Madonna University & Michigan State University; BA in Sign Language Studies, Deaf Education with Integrated Language Arts, Experience 10 years.

Sixth Grade – **Ms. Arlene Barnes** – Aims Community College, Greeley, CO; AA, Chadron State College; BA in Education. Teaching experience 15 years.

Music & Library – **Mrs. Deanna Goranson** – Nebraska Wesleyan University; BA of Music in Education. Teaching experience 4 years.

PE & Keyboarding – **Mrs. Jill Walker** – Chadron State College, BA in Elem Education, University of Nebraska at Kearney; MA Physical Education, MA Reading. Teaching Experience 14 years.

Paraprofessionals

**Mrs. Valorie Fankhauser**

**Mrs. Priscilla Chavez**

Office Manager

**Mrs. Shannon Goss**

Business Manager

**Mrs. Shannon Kaufman**

Cafeteria Manager

**Mrs. Kari Grasmick**

Child Care Center Director

**Mrs. Lynda Doremus**

### School Board Members 2017-2018

Luke Stobel – President (308) 641-0574

Derek Robinson - Vice President (269) 535-2076

Kosha Johnson – Secretary (308) 641-8561

Mike Clement – Treasurer (308) 631-8665

## 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 prior notice or phone call to the school.

**5 absences** (Non-excused) will result in a teacher phone call to parents/guardians regarding concern regarding student absences and how that affects learning and performance.

**10 absences** (Excused/Non-Excused) The principal 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** (Excused/Non-Excused) A CCS principal/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** (Excused/Non-Excused) A formal letter is sent to the County Attorney stating: (a) Due to the specific reasons (i.e.: extended illness) the principal is requesting additional time to work with the student prior to seeking County Attorney intervention; or (b) The principal 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 non-excused absences.

## Academic Standards

Each student is expected to complete assignments on time. Incomplete/missing work must be completed at home. Work must be made up promptly for excused absences. If not, teachers may assign lunch recesses or after-school study hall to give students the opportunity to finish missing work. The following grading system is used.

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

Report cards are issued every nine weeks with grades in all subjects and information concerning character development and citizenship. Parent teacher conference are in October and student led conferences are in March. 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 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, interview data, and recommendations from the teacher and principal. 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.

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As a nurturing and evangelistic Christian school, CCS seeks to only admit students whose parents are supportive of their children learning how to initiate, grow, and internalize Christian faith. Parents must agree to support the school's Christian philosophy of education and allow their children to personally accept the Christian faith. Parents must know that unrelenting efforts will be made to bring their student to Christ. Those uncomfortable with this need not apply. CCS instructs students under the delegated authority of their parents and in harmony with their local Church. With this delegated authority, Community Christian School seeks to assist parents in their duties as primary educators to formally educate their children within a Christian philosophy of education.

### *Assembly*

A daily assembly will take place each morning in the gym at 8 am lead by the Principal. 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 the 2<sup>nd</sup> Monday of every 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 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.

### *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.

### *Causes*

CCS is an interdenominational school. The school is not to be used for church promotion, fund-raising, political, or religious causes. No literature be distributed or displayed at CCS without prior approval. 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 phones will be turned in to the teacher at the start of the school day and returned to students at the end of the school day, 3:30 pm, and may be used for student-parent communication only. 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 and may result in disciplinary action. CCS will not be responsible for lost or stolen phones.

### *Chapel*

Chapel is held weekly and is coordinated by the Principal and Music Teacher. Various leaders in the community share messages of encouragement with the students to further God's kingdom. Chapel visitors 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. Adult supervision is provided from 3:30 pm. until 6:00 pm. Because students at school are the responsibility of CCS staff, any child left at school after 3:45 p.m. will be placed in after-school care. Students need to wait for parents in 5C and exit through the 5C doors. 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.

### *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, The Communicator, etc. Please look for this each week. Lunch menus for the upcoming month will be sent home the last week of the month.

### *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 core curriculum. We believe our Biblical Worldview should permeate every aspect of the school. The elementary curriculum includes Bible, Math, Phonics (K-2), Reading, Writing, Language, Spelling, Science, Social Studies, Music, Art, and Physical Education/Health.

### *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 Guided 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 administration 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, administration, 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 administrator. Parents will be notified when children are disciplined by the principal at school.

#### **Category I Possible Offenses**

1. Disorderly conduct
2. Disobedience, lack of cooperation leading to incomplete work
3. Disrespect/Defiance to students or staff.
4. Disruptive behavior.
5. Dishonesty/Cheating

#### **Discipline Procedures for Category I**

1. The student will sign the behavior log and the teacher will contact the parent(s). Student will serve after school detention or walk the perimeter during recess. Students who are continually uncooperative are subject to stricter consequences at the discretion of the teacher, principal, and parents.

**Category II Possible Offenses**

1. Continual infractions of Category I Offenses.
2. Fighting to include loss of temper resulting in physical contact.
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.) This includes acts, verbal or physical, which interfere with another student's feeling safe at school.
4. Making claims to be engaged in a Category III or IV Offense.
5. Threatening, lying, deceit.
6. Cursing, Vulgarity including jesting, noises, and actions.
7. Vandalism. Students must repair and/or supply restitution.
8. Theft
9. Malicious gossip/slander.

**Discipline Procedures for Category II**

1. Student will sign the behavior log or teacher writes a Low Level Referral.
2. First offense consequence is 1-2 days of after-school detention; or 1-2 days of in-school suspension.
3. Second offense is 1-3 days of in-school suspension; or 1-3 days of out-of-school suspension.
4. Third offense is 1-3 days of out-of-school suspension or recommendation for expulsion.

**Category III Possible Offenses**

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

**Discipline Procedures for Category III**

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

**Category IV Possible Offenses**

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

**Discipline Procedure for Category IV**

1. Office Referral
2. Immediate expulsion. A School Board hearing may be requested.

**Explanations of discipline procedures:**

1. After-school detention is conducted after school from 3:30-4:15 pm. All discipline provides an opportunity to reflect on godly character. If for family reasons a student cannot attend when scheduled, detentions may be made up at a later date following written or verbal 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.
2. 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.
3. 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.
4. 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.
5. Expulsion means a student will be officially dismissed from the school by the Principal and not allowed to attend at CCS again. Parents may appeal to the Board for a lesser consequence or for reinstatement for the next school year.

### *Dismissal Procedures*

We will dismiss all students in grades 1-6 from the back gates. Scottsbluff students will exit through the NORTH gate and all others will dismiss through the EAST gate. Students will line up and be dismissed when visual contact is made with the student's chauffeur. All Kindergarten students will be dismissed out front with their teacher. Pre-School and Pre-K students will be released to parents in the classroom. After school hours (3:45), students will need to be picked up through 5C, our afterschool/child-care program. **At no time will students be allowed to be unsupervised and/or loitering in the halls or on the front lawn.**

\*To ensure student safety – All students and parents need to use the crosswalks before and after school.

### *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. 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. 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; 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 60 degrees. Cutoffs are not allowed. 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 tank 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.

**Unacceptable Attire for Boys;** Unbuttoned shirt without a T-shirt; Earrings and make-up. Mesh shirts, tank tops, sleeveless tops and flip-flops. Clothing with holes (patched clothing is acceptable). Extreme hair styles including braided, shaved patterns, multi-colored hair, and unnatural hair color.

### *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 10 fire drills per school year.

Tornado and Intruder drills will be conducted a minimum of one time per semester.

### *Finance and Tuition*

Tuition is paid monthly. Families are required to participate in ACH payments, unless paying annually or semi-annually. Payment is due on the 5<sup>th</sup> and/or 20<sup>th</sup> of the month. Students whose accounts are 30 days past due are subject to dismissal until the account becomes current, unless written arrangements have been made with the School Board or administrator. All accounts must be paid before sixth graders can participate in graduation ceremonies, or other end of year activities. Financial aid applications are available in the office. Guidelines for receiving any financial aid are detailed in the form. Applications should be received by April 1 for best consideration.

### *Fundraising*

Fundraising is a necessity to meet finances since tuition does not cover all the expenses of the school. Every family is encouraged to volunteer. Two major fundraisers are The Clean City Scramble and The Enchilada Factory. All fundraising activities must be approved by the Board.

## *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 decision 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 our self.
- 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 original container. First aid will be administered by the 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. 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. 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.

## *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 additional after school activities. Therefore, we encourage students to finish activities at school, but there are some activities/projects that need to be done at home.

The length of homework will average:

- Kindergarten – 10 minutes per night
- First–Third Grades – 20 minutes per night
- Fourth–Sixth 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. 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. 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 restitution.

### *Items Not Permitted at School*

Pocket knives, cigarette lighters, matches, secular music, gum, magazines or literature that contains sexually questionable articles or pictures, and other dangerous or distracting items are not permitted at school.

### *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.

### *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 or 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 and milk payments may be made in the office for the hot lunch program. Lunch with milk is \$3.00/day or approximately \$60.00/month. Milk is \$0.50/day or approximately \$10.00/month. 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 credit in their lunch account of more than \$ 10.00. Once an account reaches this point, parents will be contacted to bring lunch money or provide a lunch for their child.



### *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.

### *Parent-Teacher Fellowship (PTF) and Volunteers*

The PTF consists of all parents and teachers at CCS. 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, kitchen, support, playground, fundraising, public relations, room parents, socials, community donations, and more.

### *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.

### *Safety App*

CCS subscribes to the "Quick Access" Safety App. We encourage all families to subscribe to the app thru their smart phones. In the case of emergency, families would be notified thru the application with specific instructions regarding relocation, etc. During a crisis situation, this application also gives teachers immediate information and feedback regarding the situation AND instructions for keeping our students as safe as possible.

### *School Hours*

Office Hours: 7:30am – 4:00pm

Preschool and PreKindergarten: morning classes are 8am to 11am; afternoon classes are 12:30pm to 3:30pm.

Kindergarten: Morning classes from 8 am to 11:30 am; 2<sup>nd</sup> Semester Enrichment ends at 3:30 pm.

Grades 1-6: the first bell rings at 7:57am and the assembly bell rings at 8:00am; school ends at 3:30pm

### *School Messenger*

As a communication tool, we use School Messenger. This system transmits school announcements via voice mail, email, and text messages in a timely manner to our families. This ensures that all families receive the same information at the same time in the most efficient way possible. In the case of an emergency situation, the school uses the Quick Access app as shared above.

### *Security*

The gates to the playground will be locked during the school day. They will be open from 7:45 to 8:05 AM and 3:30 to 3:45 PM. After 3:45 students will only be allowed to exit through the Child Care Center. School sponsored events students may exit thru front door with an adult.

### *Standardized Testing*

Students 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.

### *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*

Students should be lined up at 8:00 a.m. and seated in the gym at 8:05 a.m. Any student not in the gym when the assembly begins will be considered tardy. The only excused tardy is a doctor's appointment for which the office staff has been notified in advance (if the student needs hot lunch, parents should indicate such when calling to notify the office of the appointment). Attendance and lunch count will be finalized by 8:15am. If a student arrives at school after 8:15, he or she MUST sign in at the office and indicate whether or not they will need hot lunch.

### *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.

### *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 7:30 a.m. or after school starting at 3:45 pm. 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 to 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 KCMJ 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. Please do not call the school office.

*Any changes or updates to the handbook can be found  
on the school website at [www.ccsneb.com](http://www.ccsneb.com) under Parent Info.*