

## ***School Hours***

Office Hours: 7:40am – 3:50pm  
 Preschool and PreKindergarten: 8 to 11:15 am  
 PreKindergarten: 8 to 11:30 am  
 Kindergarten -- 8th Grade: 8:00am - 3:30pm

### **CCS FACULTY & STAFF 2023-2024**

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/ Specials - **Mrs. Deanna Goranson** – Nebraska Wesleyan University; BA of Music 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. Keri Benton**- Chadron State College; Masters of Science in Education

First Grade – **Mrs. Brandy Johnson** - Grand Canyon University; Masters of Arts in Education

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

Third Grade- **Mrs. Crystal Schank**- Chadron State College; BS in Elementary Education

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

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

Paraprofessionals

**Mrs. Priscilla Chavez (PreKindergarten)**

**Ms. Rhia Young (Preschool)**

**Mrs. Marcy Thomalla (5th-8th grade)**

**Mrs. Rachel Bernal-Jording (Volunteer- Specials)**

Account Specialist/Cafeteria

**Mrs. Heidi Brunz**

Business Manager

**Dr. Wendi Nichols**

Child Care Center Director

**Ms. Michele Kuxhausen**

### **School Board Members 2022-2023**

board@ccsneb.com

Robert Rogers – President

Laurie Hall - Vice President

Dave Brunz

### *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 about student absences and how that affects learning and performance.

**10 absences** (Excused/Unexcused) 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** (Excused/Unexcused) 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** (Excused/Unexcused) 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.

### 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 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+	98-100%
A	95-97%
A-	93-94%
B+	90-92%
B	89-91%
B-	87-88%
C+	84-86%
C	81-83%
C-	79-80%
D+	76-78%
D	73-75%
D-	70-72%
F	69% and below

### **Academic Eligibility**

Students must maintain a C- or above in all subject areas to compete in Sporting Events or Student Activities. Parents will be notified by the school on Monday if their student is ineligible that week for activities.

### **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.

### **Assembly**

A daily assembly will take place each morning in the gym at 8 am lead 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 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. 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*

Cell phones (including smart-watches or other communication devices) will be kept in the child's locker for the entirety of the school day on "Silent" and may be used for student-parent communication only before/after school. During the school day, students must request permission from the Office to contact their parents on the school phone. 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 will not be responsible for lost or stolen personal property. Students are not allowed to open apps such as YouTube, TikTok, Snapchat, etc while on school property or at school functions.

### *Chapel*

Chapel is held weekly and is coordinated by a 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, etc. Please look for these each week.

### *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, STEM, 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 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
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 Log Book**

1. The student will sign the behavior log and the teacher will contact the parent(s). Students will serve detention or clean the sidewalk during recess. Students who are continually uncooperative are subject to stricter consequences at the discretion of the teacher, Head Teacher, and parents, which may include a Low Level Referral or Office Referral.

#### **Low Level Referral Possible Offenses**

1. Repeat infractions in the log book (after 3 logs).
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.)

4. Threatening, lying, deceit.
5. Cursing, Vulgarity including jesting, noises, and actions.
6. Vandalism. Students must repair and/or supply restitution.
7. Theft
8. Malicious gossip/slander.

#### **Discipline Procedures for Low Level Referrals**

1. Students will sign a low level referral form (they will also sign the log if it was a repeated infraction).
2. Students who are continually uncooperative are subject to stricter consequences at the discretion of the teacher, Head Teacher, and parents, which may include in-school suspension. This may include a SOARR Behavior Plan.

#### **Office Referral Offenses**

1. Repeated Low-Level Referrals
2. Smoking or chewing tobacco (possession of tobacco)
3. Intentional destruction of school or personal property (arson, vandalism, etc)
4. Theft, to include forcefully or destructively entering others' private property and/or taking CCS possessions. Restitution must be made.
5. Fighting, to include initiating physical contact to inflict harm, or physical contact with verbal threats
6. Possession of pornography.
7. Verbal threats with intent to cause harm
8. Intentional disrespect of the Christian faith and/or the school's mission

#### **Discipline Procedures for Office Referral**

1. Office Referral to Head Teacher
2. Any student receiving more than 1 Office Referral in a quarter is ineligible for any incentives including classroom or school-wide parties, events, student activities, or field trips.
3. Discipline is at the discretion of Head Teacher, classroom teacher, and parents but may include the following:
  - In-School Suspension
  - Out-of-School Suspension
  - SOARR Behavior Plan (signed by parents and Head Teacher)

#### **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. A Low Level Referral is a visit to the Head Teacher and contact with parents that repeated infractions have occurred OR a more serious offense that requires more targeted solutions.

3. 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 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 dismissed from CCS.

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. Expulsion means the student will be immediately disenrolled from CCS. Parents may request a hearing with the School Board.

5. 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. Kindergarten-8th grade will be dismissed through East Gate. After gate closure at 3:45, students will need to be picked up through 5C, our afterschool/child-care program. 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. 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 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 tops. 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).

### *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 Lockdown 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. Parents who have a vocation in ministry are eligible for a 25% tuition discount. They must complete the Financial Aid application.

### *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 a Fall Fundraiser and The Enchilada Factory. **All fundraising activities must be approved by the Board. K-8 families are required to meet the minimum sales requirements or pay the difference by the assigned dates.**

### *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 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. 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.

### *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 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 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. There is no Federal Food Program benefits for the 2023-2024 school year.

### *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](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](mailto: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.

### *Non-Friable Asbestos*

Encouraging students to learn and apply *God's truth*, while promoting academic excellence in a Christian environment. Page 12

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](http://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*

Gates are open at 7:45am and school begins at 8:00am. 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 Kindergarten are assessed with screeners. Students in grades 1-2 are assessed in the areas of mathematics and reading proficiency. Students in grades 3-8 are assessed in the areas of mathematics, reading, and language.

### *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*

Any student will be considered tardy after the morning assembly. The only excused tardy is a doctor's 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. If a tardy student needs a hot lunch, the parent MUST call the school BEFORE 8:15am.

### *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 on 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 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 3 times per year (Fall, Winter, 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 KCMJ 96.9 FM or KNEB 94.1 FM and 960 AM. Announcements will be made after 7:00 am on the day of closure or delay. Please do not call the school office.