

**COLUMBUS
CHRISTIAN
SCHOOL
2011-2012**

3418 15th St.

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VOLUNTEERING AT CCS

We at CCS, desire to provide a Christian education for as many families in the Columbus area as possible. We strive to keep our tuition affordable, especially for families for whom a Christian education could be a financial burden. In order to accomplish this, volunteers become an essential part of CCS. All families are required to serve in various capacities including cleaning, mowing and fundraising. A Volunteer Covenant ("How Can I Get Involved?") is included in your family's Orientation Packet which is distributed to each family on Parent Orientation Night.

CORPORATE MEMBERSHIP

CCS parents (who pay K through 8th grade tuition) and supporters who have contributed at least \$50 during the last year are eligible for membership and will have voting privileges at our annual corporate meeting. Applications for becoming a corporate member as well as a copy of our by-laws of incorporation are available through the business office.

Reserve the Right to Change

The School Board and the administration reserve the right to change any policy or procedure at any time, at their sole discretion, after reasonable notice to Columbus Christian School students and family.

Eighth Grade Graduation

A special program is presented to honor the eighth grade students for completing their course of study at Columbus Christian School. The program is usually presented during the last week of school

TRAFFIC - DROPPING OFF AND PICKING UP YOUR CHILDREN

Parents are responsible to provide transportation for their own children. You may drop your children off at the school between 7:45 am and 8:15 am each morning. Students who arrive between 7:45 and 8:00 a.m. must immediately go to the gym to visit quietly and students will be dismissed to their classrooms at 8:00 a.m. This will allow valuable planning time for our teachers.

All children must be picked up at 3:25 p.m. sharp except by prior arrangement with the school administration. If a parent is late the student, will be required to return to their classroom, sit quietly, and wait for their parent to come in and get them. Remember... those few minutes before and after school are precious planning times for the teachers!

School Drop-off and Pick-up Procedures

- † Please do not park across the street because it forces the students to cross the street while it is very busy. If a child must cross the street – they must use the crosswalk at either corner of the block.
- † In order for all parents to use the west side of the school for pick-up and drop-off; **please pull all the way up to the northwest Pre-school door or as far up as you can get, so that we do not leave gaps in the parking.** This will make the best use of the pick-up zone and avoid parallel parking and/or double parking.
- † If you should want to visit with another parent or teacher, before or after school, please park anywhere else except the west side of the school. It allows for a better flow of traffic and sets a good example to others.
- † Please be respectful of the Handicap Parking Space.
- † **Never block the driveway in front of the school for any reason.**

33rd Avenue Crosswalk Information

Columbus Public Schools provides a crossing guard in the morning until 7:55 a.m. and in the afternoon until 3:30 p.m. on Columbus Public School days. (To view the CPS school calendar, go to <http://www.discoverers.org/calendar.htm>.) To insure extra safety precautions, please have your children use the crosswalk with the help of the crossing guard during the times listed above.



Welcome to Columbus Christian School! The purpose of CCS is to provide a Christian foundation for the teaching and training of Columbus area children. Realizing that parents have the main responsibility for the teaching of their children, we are here to assist families and churches in the development process. Being non-denominational by choice, we hold firmly to our Statement of Faith, and exist to glorify Christ through this ministry in the Columbus Area.

If you have any questions concerning any of the policies stated in this handbook, please contact our office at 402-562-6470 or visit us at 3418 15th St., Columbus, Nebraska.

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clothing, shelter, or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused.”

Driving Record/Proof of Insurance

Any parent who wishes to drive for field trips must have a Driving Record as well as a Child Protection Policy on file. Requests for Driving Records may be obtained through the office along with a nominal processing fee. We also need a current copy of your proof of insurance for our files (the same information required to register your vehicle). If you have previously requested a driving record, you do not need to repeat this process, although we do need a current proof of insurance.

ACTIVITIES AND SPECIAL EVENTS

Class Parties

Parties celebrating Christmas and Valentine’s Day may be held with all activities honoring to the Lord. Care should be taken that students do not feel left out. (Example: valentines should be given to all the boys, or all the girls, or all the students). No emphasis should be placed on Santa Claus, the Easter bunny, Halloween, or other secular concepts. Each teacher may determine the most appropriate time to celebrate birthdays.

Parent Orientation Night

One evening is scheduled in the fall for parents to meet corporately to discuss general school policies and with the classroom teachers to discuss the operation and procedures of the classes.

Private Music Instruction

Private music lessons are offered through the music studio of Lori Stecker. Piano lessons are available for students in grades 1st through 8th. Students in grades 5th through 8th may take lessons in piano, voice, violin, viola, cello, flute, clarinet, saxophone, trumpet, trombone, percussion, and beginning guitar. The private lessons are held during the school day. Opportunities for ensemble and band participation are available.

Preschool and Kindergarten Open House

Interested families with preschool and kindergarten-age children are invited to meet the teachers and visit the classrooms in order to become acquainted with our preschool and kindergarten programs. This event takes place late in February or early March.

Cell Phone Usage

At CCS, we realize that some of our students carry cell phones with them. We do require that if your student carries a cell phone, a parent authorization form must be on file in the school office. All cell phones must be turned off and kept in their book bag. Any student not adhering to this policy will have their phone immediately confiscated and released only to a parent/guardian.

Classroom Volunteers

Volunteers such as room mothers, tutors, lunch time helpers. and drivers/sponsors for field trips are a vital part of our school. We welcome and encourage this participation. We require that no preschool-age children be with you when you volunteer in the classroom and on field trips. All classroom volunteers must have a Child Protection Policy on file in the office. Also, any parent who wishes to drive for field trips must have a Child Protection Policy , Driving Record, and a current proof of insurance on file.

Child Protection Policy

At CCS, we are committed to investing the best of our resources to train our students in Biblical truth and want to ensure a safe environment for the training and growth of our children. Recognizing the sinful nature of man and the significant moral decline of our society, we realize that we can not assume that our children are in a completely safe environment. For that reason, we take steps to reduce the risk and potential for inappropriate and harmful contact toward children attending Columbus Christian School. Therefore, for the safety and peace of mind for our students at Columbus Christian School, we require parents who volunteer to work with our children to complete a Child Protection Policy. This act also fulfills a necessary requirement from our Insurance Carrier. Child Protection Policy Applications may be obtained through the school office. If you have previously completed a Child Protection Policy, you do not need to repeat this process.

Child Abuse and Neglect

All adults are required by law to report any suspected case of child abuse or neglect to the authorities. Abuse and/or neglect are defined by Nebraska State Law LB 28-710 as follows: *“Abuse or neglect shall mean knowing, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food,*

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PURPOSE

The purpose of Columbus Christian School is to provide a Christian foundation for the teaching and training of Columbus area youth. Realizing that parents have the main responsibility for the teaching of their children, we are here to assist families and churches in the development process. Being non-denominational by choice, we hold firmly to our Statement of Faith, and exist to glorify Christ through this ministry in the Columbus area. We are committed to:

- † **Academic Excellence:** Preparing students to build productive lives, through the cornerstone of academics, to live and work in a truly Christian way in the 21st century.
- † **Biblical Excellence:** Helping children to integrate Biblical principles into every area of life.
- † **Christian Excellence:** Assisting young people to exemplify a loving Christ-like character.
- † **Developmental Excellence:** Assisting students to become spiritually, socially, physically, culturally, and emotionally more mature.

VISION

Columbus Christian School's vision of education is founded on the principles of being Biblically-based, Christ-centered, and Student-focused.

- † We are Biblically-based because God's inspired Word, the Bible, is the source of wisdom and truth upon which students can develop the proper perspective of God and man (2 Tim 3:16-17).
- † We are Christ-centered because "...all things were created by Him, and for Him: and He is before all things, and by Him all things subsist...that in all things He might have the preeminence" (Col 1:16-18).
- † We are Student-focused in that we are molding, training and nurturing children as an extension of the family unit, helping the student to become a well-balanced individual (Luke 2:52).

STATEMENT OF FAITH

The Bible

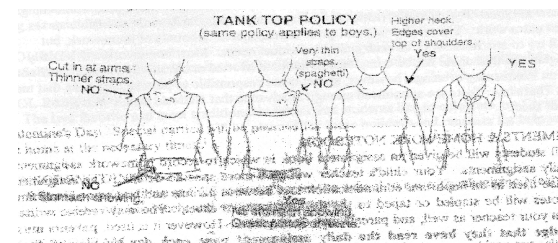
- † We believe the Bible is to be the inspired Word of God, infallible and authoritative in both faith and conduct.

God

- † We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

Jesus Christ

- † Modest shirts must be worn with low rise pants and jeans so that the midriff does not show.
- † Jeans/pants with holes in the knees, etc. are not allowed. Shorts and skirts are allowed unless they are inappropriate in length. No short shorts. Shorts must be no shorter than fingertip length.
- † Clothing that draws attention to certain body parts are not allowed.
- † Shoes with strings designed for tying must be tied.



When in Doubt - Just Don't Wear it!

Outerwear for Snowy Weather

In order for your child to play in the snow, they must have snow boots, hat, gloves/mittens and snow pants or extra change of pants. If they do not bring boots, they will have to stay on the sidewalk.

It is suggested for students to bring a pair of shoes for indoor use. An extra pair of socks might be advisable for the times when socks get wet.

Movies

On occasion, video presentations may be incorporated into the classroom either as a teaching aid or as a reward for work completed. CCS will attempt to notify parents in advance of any video presentations that are planned. At a minimum, any presentations rated other than "G" will require written consent by at least one of the child's parents in advance. If no consent is received, or if the parent chooses not to give their consent, CCS will make available a monitored study hall for those students during the presentation time.

Telephone

The telephone at the school is a business telephone. Its use will be very limited to the students. If a student needs to communicate with a parent or guardian, the school will make the call unless permission has been granted to the child by his teacher.

school. The Bible teaches the relationship between modesty in outward appearance, to the development of godly character inwardly (1 Tim 2:9-10; 1 Pet 3:3-4). Immodest attire is clothing that tends to draw one's focus to some other part of the body other than the face. The Bible also instructs us to dress "with propriety" (1 Tim 2:9). Propriety means "the standard of what is socially acceptable in conduct or speech". The atmosphere provided by one's dress should coincide with the purpose of the activity. In the case of a school, that atmosphere is formal learning. Students who wear inappropriate clothing to school will be asked to change into appropriate clothing provided by the school, parent or guardian. We reserve the right to request that a garment, hair style or any item not be worn. Keeping these principles in mind, the general guidelines are as follows:

Boys:

- † Clothing which advertises rock groups, alcohol, tobacco, drugs, or other products or persons representing a lifestyle that dishonors the Lord is not allowed.
- † Tight-fitting, see-through clothing (mesh shirts), tank tops that are low cut in chest, back and arms, and immodest sleeveless shirts are not appropriate. (refer to diagram below)
- † Earrings and other body piercings are not allowed.
- † Extreme haircuts are not allowed. Hair length must be above the collar, above the eyebrows and no lower than mid-ear.
- † Shorts are allowed unless they are inappropriate in length. No sagging of pants or shorts. Shorts must be no shorter than finger-tip length.
- † Jeans/pants with holes in the knees, etc. are not allowed.
- † Clothing that draws attention to certain body parts are not allowed.
- † Shoes with strings designed for tying must be tied.

Girls:

- † Clothing which advertises rock groups, alcohol, tobacco, drugs, or other products or persons representing a lifestyle that dishonors the Lord is not allowed.
- † Tight-fitting, see-through clothing, halter tops, tank tops that are low cut in chest, back and arms with thin straps, sundresses and immodest, sleeveless shirts are not appropriate. (refer to diagram below)
- † Earrings must be small (no larger/longer than 1 inch). Other body piercings are not allowed.
- † No extreme fads in hairstyle will be allowed.

- † We believe in the deity of our Lord Jesus Christ, the only mediator between God and man, in His virgin birth, substitutionary death on the cross and redemption through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

Holy Spirit

- † We believe in the present ministry of the Holy Spirit who indwells and empowers the believer for godly living and service to the glory of Jesus Christ.

God's Relationship with Man

- † We believe that man was created in the image of God, but fell into sin, and is therefore condemned already, and only by grace through faith in the death, burial, and resurrection of the Lord Jesus Christ is regeneration possible by the Holy Spirit.

Salvation

- † We believe that man is saved by grace (the divine influence on the heart reflected upon the life) through faith in the gospel of Jesus Christ and that faith is given to us by God and it is not of works, i.e. water baptism, or other religious ordinances, so that God gets the glory and not man. (Eph. 2:8-9, 1 Pet 3:18)

The Body of Christ

- † We believe in the spiritual unity of born-again believers in our Lord Jesus Christ.

While this simple statement does not cover all areas of doctrine and theology, we are sensitive to Christian parents' right to disagree in the non-essentials of our faith. As teachers, staff, and Board, we are seeking to model how Christians can have differing views in love and respect.

GENERAL INFORMATION

Approval

Columbus Christian School is approved by the State Department of Education for operation from Kindergarten through 8th grade. Each teacher in these approved grades has a valid teaching certificate. Columbus Christian School is also a member of the Association for Christian Schools International.

Columbus Christian Preschool operates in compliance with the State of Nebraska Department of Human Services.

School Board

Columbus Christian School is incorporated and under the control of a minimum of a six-member school board. These individuals are elected by the members of the Columbus Christian School Corporation. They make all the policies of the school and have final authority in all matters. Members of the Board clearly demonstrate spiritual leadership in their homes and work place, and have a working knowledge of good educational practices.

Faculty and Staff

Each person who works at Columbus Christian School is a Christian who has exemplified Christian living and has a concern for the academic and spiritual growth of the children. Each teacher is certified to teach where that is required, and is competent in his/her area of teaching.

Admissions and Enrollment

For families desiring to enroll a student in the school for grades K - 8, it is a requirement that at least one parent (or caretaker) have a Christian testimony of salvation in the Lord Jesus Christ and be willing to agree to and sign the Columbus Christian School Statement Of Faith. At the time a family requests a student be enrolled into our school they will complete an application that asks them to write out their testimony of faith in Jesus Christ. They may also be asked questions about their faith during the "in-person" interview process.

The school does not discriminate on the basis of race, color, national or ethnic origin.

Parents desiring to place their child(ren) into CCS should notify the school office and request an application form. Application forms may also be downloaded from our website at www.columbuschristian.org.

- † Submit your application along with the appropriate Registration Fee. Applications are not considered complete without the registration fee.
- † In some cases, an entrance test is required. No applicant will be seriously considered as a prospective student who has had a serious scholastic or discipline problem.
- † Upon receiving the application form and registration fee, the Administrator will set up a family interview. It is ideal if both parents and the prospective student can be in attendance.
- † The school board will then review the application, and a letter of acceptance (or non-acceptance) will be sent to the parents as soon as possible.

from 11:30 to 12:30 p.m. Once a week a hot lunch is prepared by volunteers. Each month, you will receive an order form and payment is made directly to the lunch coordinator (lunch forms are sent monthly and payment is required by the due date to receive hot lunches). Juice/water is included with the meal on hot lunch days; milk is a separate purchase; energy drinks are not allowed.

Written Invitations

If a student wishes to invite classmates to an activity outside of school, if the invitations are given at school, they must be for the entire class, or for all the boys, or all the girls, to prevent hurt feelings.

Milk Program

Grades 1-8 may order white or chocolate milk at lunchtime. The Kindergarten and preschool classes may order at snack time in the mornings. You may purchase a milk card good for 20 milks. Checks are payable to CCS or you may use a Family Activity Account. (FAA).

Family Activity Account

Family Activity Accounts (FAA) will hold money to be used for expenses such as field trips, milk cards, and other miscellaneous fees. This account will not be used for hot lunches, gift collections, or chapel.

Funds are given the business office as a deposit into the FAA. As expenses are incurred (such as needing a new milk card) make a note in your child's assignment notebook. Funds will be withdrawn from the FAA and applied toward the appropriate expenditure. On the 15th of every month, a statement will be issued showing transactions and balance of your account. At the end of the school year, balances will be carried over to the next school year. If you will not be returning the next year, a balance of \$10 or more will be refunded to you. If the balance is less than \$10, it will be kept and added to the general fund as a book-keeping fee.

Money Sent to School

Money being sent to the office (FAA deposits, milk, lunch, field trips, etc.) should be sent in a sealed envelope and labeled with the child's first and last name, and what it is for. Please help us by using separate envelopes for different items.

Dress Code

We would ask you as parents to uphold the Biblical principles of modesty, neatness and cleanliness as you prepare your child's wardrobe for

contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse or vehicle.

If the school determines that a threat of violence is credible or specific, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the student's parents and appropriate authorities. Students making such threats will be suspended. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." (Eph. 5:4) The administration will notify the threatened parties and their parents, even when threat is not deemed credible.

Micah 6:8 "What the Lord requires of us is to do justly, to love mercy and to walk humbly with Him." Even though we practice mercy in dealing with discipline situations, when it comes to weapons and threats, we act justly, thus having zero tolerance with students in this area.

We urge you as parents to pray daily that God will build a hedge of protection around each of our families, students and staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.

Threats or Acts of Intimidation

If a student has been threatened or intimidated, the student should immediately contact the teacher or Administrator who will immediately initiate action concerning the threat. The accused student will immediately be removed pending investigation of the incident.

GENERAL PROCEDURES

Lunch

Students are to bring a sack lunch to school. Microwaves are provided in every classroom to warm up food. Students may leave the school grounds for lunch if the parent has written a note to dismiss him or comes to the classroom to get him. Students may be gone for lunch

- † Upon acceptance, the following requirements will be due immediately:
 - † "Release of Student Records" form signed and returned for students entering grades 1-8.
 - † Appropriate physical, eye exam and immunization documentation for all Kindergarten, 7th grade and out-of-state transfer students as required by the State of Nebraska.
 - † Certified Birth Certificate for grade K, or unless a birth certificate is not included in the transferred student records.

This completes the registration process. Students cannot be admitted to the classroom until all the requirements have been met.

NEW ENTRANCE REQUIREMENTS into Kindergarten for the 2012-2013 school year—A student must be 5 years old by July 31, 2012

Tuition

CCS families with students in grades K-8th may choose one of three types of payment plan:

- † Payment in full (qualifies for a 5% discount if paid in full by July 31st).
- † 10-month (first payment due August 1st and last payment due May 1st).
- † 12-month (first payment due June 1st and last payment due May 1st).
- † Tuition Account Statements are mailed or emailed by the 15th of the month for the following month's tuition. In order to assure good stewardship, we would like to email statements whenever possible.
- † Students enrolling after August 1st will have their tuition divided by the number of months remaining in the school year with the final payment due on May 1st.
- † Tuition payments are due by the first of each month. All payments received after the 10th of the month will incur a \$10.00 per student late fee (maximum of \$30.00).
- † If payments should become over one month in arrears, CCS reserves the right withhold admittance of students to class until arrangements have been made with the school administration.
- † A \$10.00 fee will be charged for checks returned for non-sufficient funds. All future payments will require cash (exact amount), money order or cashier's check.
- † Tuition checks are payable to Columbus Christian School. Because of security reasons, we prefer that accounts not be paid in cash. Mail checks to Columbus Christian School, P.O. Box 924, Columbus, NE 68602-0924 or drop off in the school office.

New Student Discount

In order to help introduce new families to the school (or previous families of K-8 students who attended CCS over 4 years ago), Columbus Christian offers a \$650.00 tuition discount for new students K-8 (limit one per family). The discount will be prorated if the family does not attend the full school year. In addition, a \$75.00 registration discount is given for one student.

Referral Discount

A \$250.00 discount will be given to current CCS families for each new K-8 family they refer. New families must be accepted to CCS to receive the referral discount.

Withholding of Records for Unpaid Tuition or Fees

The records of any student who has tuition due or any other sum due the school shall be withheld until said sum is paid in full or other such arrangement to pay is made. Such records include transcripts, grades and any other written item in the possession of the school. The parent who owes the tuition or any other sum may work out an arrangement to pay provided the arrangement is satisfactory to the administrator to secure the release of the records.

HEALTH REQUIREMENTS**Physical Exam**

Nebraska State School Law 79-444 requires students entering Kindergarten, Seventh Grade or from another state regardless of grade level, to show evidence of a physical examination by a qualified physician within the past six months, or a parent/guardian signed waiver. According to State Law, any student who does not comply with the State Immunization and Physical Examination Requirement shall not be permitted to continue in school.

Vision Exam

Students entering school for the first time, including kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation for amblyopia (lazy eye) and strabismus (misalignment of the eyes). These conditions are two of the most common vision disorders in young children. A vision exam form stating the results of the evaluation must be signed by an optometrist, physician, physician assistant, or advanced practice registered nurse taken within six months prior to the student's entrance.

Immunization Requirements

Students will be required to be immunized against hepatitis, measles,

- † Any other action which seriously impairs the effectiveness of CCS's academic or spiritual mission.

When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendation for expulsion will require approval of the school board. Out of school suspension will be put in place until the school board approves the expulsion.

The student and his parents may have an opportunity to express their side of the issue to the board in writing. All other privileges including the privilege to appear before the board, to present evidence, to be represented by counsel, and to cross-examine witnesses are all reserved by the board.

Expulsion may also be the result of the failure of parents to cooperate with the school in the discipline of their children.

Columbus Christian School may discipline its students for suspendable or dismissal infractions regardless of whether these occur on or off school grounds and before, during, or after school hours.

Reinstating an Expelled Student

A student who has been expelled, or has engaged in activity which would constitute recommendation for expulsion and withdrawal, may be considered for re-admission after careful review by the Administrator and subsequent approval by the Board.

If the expulsion was in order and the student wishes to re-enroll, then at least one semester (90 school days) must elapse before the student may be re-enrolled. The Administrator, parents, student and the student's pastor must submit written testimonies as to the student's repentance, rededication to the Lord, and changed life-style.

Corporal Punishment

The CCS Administration leaves the decision for corporal punishment up to parents. CCS employees will not administer corporal punishment.

THREATS/INTIMIDATION/WEAPON POLICY

Columbus Christian School has a zero tolerance policy involving threats, verbal or written, and possession of a weapon on school property or at a school function. Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. Parents are advised that the school will

be dismissed, or asked to withdraw from the school. The problems for which a student would be placed on probation are:

- † **Academic:** A student is placed on Academic probation for the next grading period if:
 - Student fails 3 subjects
 - Student fails 2 subjects, one of which is Bible
 - Student fails Bible for the semester
- † **Attitude:** A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
- † **Disciplinary:** Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school which has an adverse effect upon the testimony of the school.

Probation may last up to a year. Some privileges, responsibilities and positions of trust may be relinquished for the remainder of the school year. At the end of a Probation period, the student will be evaluated as to fulfilling the conditions set for his/her probation. A recommendation will be (a) to remove student from probation status; (b) continue on probation status; (c) be dismissed or withdrawn from CCS.

Expulsion

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of the student, or that the student's behavior is preventing classroom instruction. Expulsion from school may occur at the discretion of the school board on the recommendation of the administrator. Expulsion may also be recommended for the following infractions, unresolved academic or disciplinary probation and failure to correct the deficiencies specified in probation;

- † Abusing, supplying, selling or possessing illegal drugs or drug paraphernalia.
- † Repeatedly committing any infraction.
- † Stealing.
- † Assault or battery.
- † Threatening the safety of other students.
- † Possession of a weapon.
- † Destruction of school or personal property.
- † Serious violation of any state, federal or city ordinance.
- † Fornication, homosexual immorality, or any other sexual immorality.
- † Commission of any suspendable infraction while on disciplinary probation.
- † Committing a second, similar suspendable offense within the same school year.

mumps, rubella, poliomyelitis, diphtheria, pertussis, varicella (chickenpox) and tetanus prior to enrollment. Any student not in compliance shall not be permitted to continue in school. A list of current Immunization Requirements is available upon request. Exemptions shall be granted for the following reasons (a form for these purposes may be obtained from the school office):

- † Medical exceptions for health reasons substantiated by a signed statement from a physician; or
- † Religious conflict substantiated by a signed affidavit from the student's legal guardian.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Medication

It is CCS policy not to administer any non-prescription drugs without the signed permission of the parent, due to potential liability in the event of allergic reactions to certain medications. Do not bring them to school unless absolutely necessary. All medications (prescription or non-prescription) must have a Medical Release Form. Medical Release Forms are obtained through the school office.

Communicable Diseases

Students suspected of having a communicable disease will be sent home, and may not return until they are no longer contagious. These diseases include: Pink eye, chicken pox, pneumonia, scabies, measles, whooping cough, ringworm, head lice, mumps, pinworms, impetigo, strep throat, fever, vomiting and diarrhea.

Illness Guidelines

Don't send your child to school when he/she is experiencing any of the following symptoms:

- † Fever: If the child has had a fever over 100 degrees in the past 24 hours, he/she should remain at home for the day.
- † Vomiting & Diarrhea: If the child has had either or both in the past 24 hours, he/she should remain at home for the day.
- † Pink Eye: The child must have received treatment for 24 hours or have a doctor's note to admit him/her back to class.
- † Contagious Skin Conditions: Such skin conditions as scabies or impetigo must be treated before the child can return to class.
- † Yellow/Green Discharge from Nose: The child must be on medication for 24 hours before he/she can return to class.
- † Head lice: The child must be appropriately treated with no evidence of nits before he/she returns to class.

Student Health and Emergency

Student Health & Emergency Form is sent home at the beginning of the school year. This information is to be reviewed and returned with any necessary changes. Each child must have a signed Student Health & Emergency Form on file for emergency purposes. All information received is considered confidential.

CURRICULUM

The purpose of Columbus Christian is to teach each subject from the viewpoint of God’s Word. Teachers are committed to this purpose and desire to have each student see that God created and sustains all things, and that He controls and works in the affairs of people. Text-books are chosen from a variety of publishers, Christian and secular, that best meet the goal of agreeing with God’s Word and being strong academically.

Columbus Christian School currently uses mostly Christian textbooks published by A BEKA Book and use the Saxon Math Program for grades 4 through 8. We use ACSI for Bible and Spelling. The New King James Version of the Bible has been chosen for memorization and study.

Promotional Requirements

To be promoted to the next grade, a student must make satisfactory progress in mastering the material presented during that year of study.

Grading System

The following method of grading is used:

A+	100 - 99%	C+	84 – 83%	D-	71-70%
A	98 - 95%	C	82 – 79%	F	69 and below
A-	94 - 93%	C-	78 – 77%	I	Incomplete
B+	92 - 91%	D+	76 – 75%	N	Needs Improvement
B	90 - 88%	D	74 – 72%	S	Satisfactory
B-	87 - 85%				

Report Cards

Report cards are issued approximately every 9 weeks with mid-term reports issued every 5 weeks. Parent-teacher conferences are scheduled after the 1st quarter and between the 2nd and 3rd quarters. Report cards should be signed by the parent and returned to the teacher within three school days. Additional parent-teacher conferences will be scheduled as deemed necessary.

Contraband

The following items are contraband on campus and subject to immediate and permanent confiscation and may result in other consequences (unless authorized permission for use is given by a teacher or Administrator): radios, CD players, MP3 players, iPods, Game Boys, cell phones, cameras or other electronic entertainment devices. Items which hinder the effectiveness of the spiritual or academic missions of the school are strictly prohibited. These items include drugs, alcoholic beverages, tobacco products, weapons, etc...

Suspensions

A student may be suspended by the Administrator for not more than three days. Suspensions of four to ten days require prior approval by the school board.

Infractions usually resulting in a suspension include lying, cheating, forgery, fighting, flagrant disrespect, abusive language including profanity; possession and/or consumption of alcohol or tobacco, willfully accompanying others who are violating the behavioral expectations of the school, reckless endangerment of self or others, possession or use of pornography, gambling, skipping class, leaving campus during school day without permission of the office, defacing school property, hazing, and any other serious violation of biblical morals.

There are two types of suspension:

- † In-School Suspension (ISS) – removal of the student from the classroom. Work assignments are done and due on time.
- † Out-of-School Suspension (OSS) – a student may be suspended from school only after a parent-administrator conference has been held. The number of days and will be determined by the severity of the offense.

Suspended students may not attend classes or any other school activity but may complete their missed academic work for full credit.

Students will have an opportunity to express their side of the issue prior to suspension. Suspended students will also receive a period of disciplinary probation in most instances.

- † Three detentions = suspension
- † Three suspensions = expulsion

Probation

Probation is invoked at the discretion of the administrator when a student has a serious problem. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will

actions as private as possible.

Students are encouraged to relate to the offenses of fellow students as indicated Matthew 18:15-17. Since students are under the authority of the parents, the parents will be notified at any time a staff member becomes involved in the knowledge of an offense of a student. In confidence and other matters, CCS staff members are to be an extension of the home, not a replacement for it.

Discipline Procedures

We use the following steps in seeking to resolve discipline problems in our school. How far we have to go through the steps or which step the process starts on depends upon how serious or persistent the problem is:

- † Teacher talks to, counsels, and prays with the student.
- † Teacher confers with parent over phone or in person.
- † Disciplinary action is taken, in keeping with the character issue/offense – examples: loss of valued time, after school detention and completing a student problem solving form.
- † Parent - Teacher - Student conference.
- † Student referred to Administrator.
- † Parent - Teacher - Student - Administrator conference.
- † Suspension and/or probation (conditional status) and/or recommendation to the school board for dismissal.

INFRACTIONS AND CONSEQUENCES

Student Problem Solving Form

A Student Problem Solving Form is filled out by the student/teacher when misconduct occurs. This is to be signed by a parent, and returned to school. Student problem solving form must be signed and returned before a student may participate in recess.

Detention

Students may be assigned after-school detentions at the discretion of the classroom teacher or Administrator. Detention is a consequence for infractions that occur at school or school-sponsored functions. Infractions usually resulting in detention may include: incomplete school work, disruptive behavior, etc. Parents will be informed at least one day in advance so that transportation can be arranged. If a student fails to attend an assigned detention session, the student will not be able to participate in recess and must remain on campus during the lunch hour until the assigned detention time has been served. Repeatedly committing any infraction may result in suspension.

Honor Roll for Grades 5-8: A 3.5 and 4.0 honor roll will be reported to the office quarterly after report cards are sent home. We will publish those names in the Mane Events. The determination is based on the following scale (not including pluses or minuses): A=4 pts., B=3 pts., C=2 pts. Only core academic subjects plus Bible grades are factored into this. PE, Music and Art are not included.

Homework

Homework is assigned for several reasons:

- † to practice what has been learned in class,
- † to expand areas of learning beyond the classroom,
- † to provide experience in self-directed responsibilities which include research, deadlines, proper use of time, and
- † to complete work not finished at school.

Homework which is turned in late may be given a lower grade. If it is excessively late, it may be given a grade of 0. The homework, however, will still be required.

Make-up Homework:

Assignments may be picked up after school at 3:45. Please call ahead to notify teachers that you will be picking up your child's homework..

Standards of Written Work

All assignments should be done neatly, and in accordance with the teacher's standards for the class. The student should strive toward corrects usage of grammar, spelling, and punctuation in all written work.

Achievement Tests

Students are given the Stanford Achievement Tests each year to measure their academic progress. Results are available to parents after scoring has been completed. Students in grades 2-8th are given the SAT during the month of April.

Books and Supplies

Textbooks are loaned to the student by the school. It is important that these books be used respectfully and with care as they are used for several years. Book covers should be used on all textbooks. If a book is damaged or lost, the student will be required to pay for it.

Individual student supplies such as paper, pencils, ruler, etc., are to be provided by the student. A student supply list is available for each grade as requested by the teacher.

Library

All students have the privilege of using the library. Library books may be checked out for a two-week period. No more than two library books may be checked out by a student at one time. Additional books may be checked out only if all other books are returned and fines paid. Students will be fined 10¢ per school day for each book that is overdue (this does not include Saturdays, Sundays or days that school is not in session, or days that a student has an absence due to illness). Any lost books, overdue or damage fines must be paid prior to receiving the end-of-year report cards.

Students will not be allowed to check out books if they have overdue books. If it has been overdue for one month, it will be treated as a lost book and parents will be billed for the replacement cost of the book.

Computer Usage

Each classroom is equipped with computers and is available for use by students under the supervision of their teachers for research, keyboarding instruction, and other uses. Unsupervised use is not permitted. Parents and students will be required to sign an Internet Policy before being allowed to use classroom computers for Internet access.

Field Trips

Field trips are considered part of the curriculum of the school. They are carefully planned, and parental involvement is appreciated. Parents are welcome to make suggestions for field trips, and offer ideas for future use. You will be informed well ahead of time of any trips by your child's teacher, and signed permissions slips will be required for each individual trip. Remember... all students must have a signed Student Health & Emergency Information form on file. Students will not be allowed to attend any field trip without this documentation. If you volunteer to drive for or accompany a class on a field trip, we require that your younger children do not accompany you so that your full attention can be given to the CCS students. All chaperones must have a Child Protection Policy. It is required to have a driving record and proof of insurance on file.

SPIRITUAL EMPHASIS**Teachers**

All teachers are Christians who have put their faith in the Lord Jesus Christ as their personal Savior from sin. Their desire is to see students grow in their relationship with Christ. They are available for help and counsel at all times.

DISCIPLINE**Purpose of Discipline**

At the heart of all discipline is the desire to make Christ-like disciples. Discipline gives us the opportunities to deal with heart attitudes, exposing what God wants to change in the inner man, not just the managing outward behavior. Discipline also points students toward a God-dependant life, yielding their lives to Him, rather than attempting to make life work according to their own resources. Thus our goal is to be vehicles of God, pointing our students to the Savior, helping them to both discover and apply Biblical truth done in the spirit of Galatians 6:1. This allows God to do a deeper work of character in the student's life (examples: obedience, respect, self-control, honor and wisdom) and to present our students more fully matured.

Parents and teachers must work together in helping students discipline themselves. Both parents and teachers should practice lifestyles consistent with Scripture in order to teach the student discipline. Parents, upon acceptance of their child in Columbus Christian School, have conferred this authority on teachers and the administrator. Teachers will acquaint students with God's expectations of daily conduct according to His Word, and endeavor to demonstrate a Christian lifestyle for students in every situation. (Proverbs 13:24, 19:18, Ephesians 6:1).

The goals of the discipline policy at CCS are:

- † To assist students in developing a lifestyle that is pleasing unto the Lord as they strive to become more like Him.
- † To facilitate learning.
- † To apply biblical principles in handling daily problems.
- † To provide a consistent pattern of expectations to which students can respond positively.
- † To encourage in students a positive response to authority so that they will be better prepared to yield their will to God's will.
- † To protect and build respect for the personal rights of fellow students and adults.
- † To protect and build respect for the personal property of persons and organizations.
- † To encourage students to accept responsibility for their words and their actions.
- † To establish standards that would support the Biblical instruction that is provided in the Christian home of which CCS is an extension.
- † To encourage complete honesty in all matters.
- † To avoid behavior which may tempt a weaker brother.
- † To protect the integrity of the individual by keeping all disciplinary

Personal Information

Any time there is a change to an address, email address or phone number (home or work); please notify the school office about this, so we can keep our directories and Emergency Forms up to date.

Visitors

We encourage every parent to visit your child's classroom in session. If you would like to schedule a time to visit the classroom, it is preferable that an appointment be made at least a day in advance so that the teacher can check for possible scheduling conflicts (i.e. field trips, testing, chapel, etc.). In keeping with School Security, we do ask that all visitors sign in at the office and wear a visitor badge while in the building between 8:30 a.m. and 3:00 p.m. Even though checking into the office may seem unnecessary, we take the security and safety of our students and staff very seriously and appreciate your understanding.

PARENTAL EXPECTATIONS**Parents' Code**

Parents play a vital part in the total program at CCS. We believe that parent cooperation with the following standards will truly honor the Lord and produce the finest education possible.

- † We request that parents pray regularly for the students, teachers and administration of CCS.
- † We desire the parents' full cooperation in the educational goals of CCS.
- † We anticipate parental responsibility for all financial obligations to the school.
- † We ask that you attend periodic meetings and conferences as recommended by the school.
- † We ask that if you become dissatisfied with the school or have any questions in any respect, that you follow the Biblical steps of Matthew 18:15 to resolve the concern. Please contact privately the person or persons involved rather than seeking to spread criticism or harboring a negative attitude in your heart (Proverbs 6:16-19).

Parental Concerns

When parents want to raise concerns about the school or its activities, we are asking that they first go through the Administrator to answer your questions or put it on the agenda for the next board meeting (the School Board meets on the 2nd Thursday of each month at 7:00 p.m.). If there are concerns between parents and teachers, we ask that the parent first visit with the teacher to try to make communications first hand and be sure to state the concern specifically. If this does not produce the desired result, then consult the Administrator as outlined above.

Instruction

All subjects are taught from the viewpoint of God's Word. Bible classes are taught not only to increase a student's knowledge of the Bible, but also to encourage growth in faith and obedience.

Chapel

Weekly chapel programs provide opportunity for student participation. They provide a means of group worship and spiritual challenge. Outside speakers from the Christian community as well as student led presentations comprise our weekly chapel services.

Once a year, in chapel, an emphasis is given on overseas missions. Our school also sponsors a child who is attending an ACSI school overseas with weekly offerings and occasional written communications with the child.

Prayer

Teachers meet regularly for prayer times. Students have regular prayer times in the classrooms. CCS also has a group of women that meet weekly for prayer at the school.

Christian Service and Outreach

CCS students and families are involved in various service and outreach projects throughout the school year. We have given music programs at nursing homes, collected supplies for our local Rescue Mission, provided prayer support for adopted soldiers, missionaries and a variety of other projects.

“Growing in Wisdom and Stature” Recognition - Growing in Wisdom and Stature recognition is a quarterly award for students in grades five through eight who exemplify the qualities outlined in Colossians 1:9-12. This is similar to the weekly recognition of students of character based on diligence, perseverance, patience, endurance, fruit of the spirit, positive impact on lives of family, school, community, and a joyful, thankful spirit.

Teachers of grades Five through Eight may nominate a student from their room on a quarterly basis. Students will receive a certificate during a chapel service and will have their names published in the *Mane Events*.

ATTENDANCE

Daily Schedule

Preschool	8:15 a.m. - 11:30 a.m.
Kindergarten:	8:15 a.m. - 11:30 a.m.
Grades 1– 8:	8:15 a.m. - 3:25 p.m.
Lunch Break/Recess	11:45 a.m. -12:30 p.m.

The responsibility for good attendance lies with the student and parents. Attendance is required in all classes. Students are required to remain on campus throughout the school day, unless parents have requested a dismissal. If a child will be taken from school during school hours, the parent needs to notify the teacher and school office by phone or a note ahead of time. A student who arrives after 10:00 a.m., or leaves before 1:30 p.m. will be considered absent a half day.

Please call the school office if your child is going to be absent from school because of medical or other reasons so that the classroom teacher can be notified and arrangements can be made for homework to be picked up. If the student has a communicable disease, the student may not return until they are symptom free for 24 hours. Students will be given two days for each day of absence to make up their work. After that, work not made up receives a "0". Excessive absenteeism is reported to the Nebraska Dept. of Education and all absences will appear on a student's permanent record. Absences exceeding 20 days in a school year will be reviewed by the Administrator.

Planned Absences

Planned absences should be cleared with the teacher and the school office ahead of time. Assignments should be requested and the work completed before the absence. If the absence is for several days, the student should take books along to avoid falling behind in schoolwork.

Tardies

Parents should make every effort to get children to school on time. Students arriving late should stop at the office. Frequent tardies will be addressed by the teacher and Administrator.

Inclement Weather

With inclement weather conditions, you may check the following places for school closing/delay information:

- www.mycentralnebraska.com under the Weather Threat link
- Listen to KLIR 101.1 FM
- Columbus Christian School Facebook page or follow CCS on Twitter

- Email: We will try to get an email out to families as soon as possible. Please make sure we have your updated email addresses.

School closing announcements will be made by 7:00 a.m.

If bad weather arises during the school day and it is advisable to dismiss, again, monitor local radio stations for such a possibility.

Parents are responsible for deciding if their children should attend during bad weather conditions. We respect your decision to keep your child home, especially those coming from out of town. This will be counted as an excused absence.

STAYING IN TOUCH

Parent/Teacher Conferences

Parent/Teacher Conferences are held at least twice a year for the purpose of evaluating each student's work and progress. Throughout the year, parents and teachers are encouraged to have conferences as needed.

Daily Planners/Take-home Folders

All students have daily planners or a take-home folder. We recommend parents to daily view their planners or take-home folders for assignments and other important information pertaining to their child or classroom.

Weekly Newsletter

At the beginning of each week, a letter is sent home with information from the school office. Classroom teachers also add specific information pertaining to their class.

Mane Events Newsletter

The "Mane Events" is a bi-monthly publication which is mailed to our families and friends of Columbus Christian School. This publication includes articles from the Administrator, classroom teachers, school board president, librarian, etc. Contact the business office if you would like a name added to the mailing list.

Email and Website

If you have email, we request that you provide this information to the business office. The staff may elect to communicate with you via email. Other information concerning Columbus Christian may be accessed by going to the school's web site: www.columbuschristian.org.