

# *Parent/Student Handbook 2019-2020*



***“...increasing in wisdom and stature, and in favor  
with God and men.”  
Luke 2:52***

## **Columbus Christian School**

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Facebook and Twitter





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.

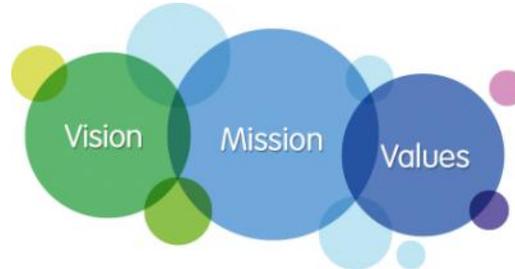
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### **MISSION**

***To glorify God through the making of disciples by educating, nurturing, and equipping of students with God's Word.***



### **VISION**

***To partner with families and churches in reaching their children with the Gospel of Christ and educating them for a lifetime of committed service, obedience, and leadership in God's kingdom.***

### **STATEMENT OF FAITH**

#### **The Bible**

We believe the Bible to be the inspired, infallible, inerrant Word of God. (II Timothy 3:14-17; II Peter 1:20-21; Romans 15:4)

#### **God**

We believe there is one God, eternally existent as three persons - Father, Son, and Holy Spirit. (Matthew 28:19; II Corinthians 13:14)

#### **Jesus Christ**

We believe in the person and work of Jesus Christ:

- His deity (Mark 1:1-3; John 1:1-2; Colossians 2:9)
- His virgin birth (Isaiah 7:14; Luke 1:34-35)
- His sinless life (Hebrews 4:15; Hebrews 7:26)
- His miracles (John 2:11; John 11:38-44)
- His vicarious and atoning death (Romans 5:8; I Corinthians 15:3; 1 Peter 3:18)
- His resurrection (Romans 1:4; I Corinthians 15:4)
- His ascension to the right hand of the Father (Mark 16:19; Romans 8:34)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)

#### **Holy Spirit**

We believe that the Holy Spirit is a Divine Person who through regeneration, works in convicting men of sin and indwells, sanctifies, instructs, and empowers all believers to the glory of Jesus Christ. (Romans 15:15-16; I Corinthians 6:19-20; I Timothy 1:12-14; Titus 3:4-6)

#### **God's Relationship to Man and Salvation**

We believe that man, created in the image of God, fell into sin and is condemned. Man's salvation is possible only by grace through faith in the death, burial, and resurrection of the Lord Jesus Christ. Man is regenerated only through the power of the Holy Spirit. (Genesis 1:26-27; Romans 5:12; Ephesians 2:8-10; 1 Corinthians 15:1-5; John

3:5; Titus 3:4-6)

### **Eternal State**

We believe the eternal state of all believers is to be with God in Heaven. The eternal state of all unbelievers will be subject to the wrath of God in Hell. (Revelation 22:5; Romans 2:5-6; Matthew 25:30; 2 Thessalonians 1:9)

While this simple statement does not cover all areas of doctrine and theology, we are sensitive to 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. If you would like to get in contact with any of our current school board members, their contact information is found in the back of this handbook.

### **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**

Families requesting that a student be enrolled into grades K—8, will complete a new student application. In addition to other pertinent enrollment information, a space is available on the form providing an option to share any additional information. Examples may include what has drawn the family to CCS, perhaps their testimony of faith in Jesus Christ, or other information they may wish to include. To better understand and serve their needs, a family will 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 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](http://www.columbuschristian.org).

- + Submit your application along with the appropriate Registration Fee. Applications are not considered complete without the registration fee. Registration fees are non-refundable.
- + 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.
- + 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** —A student must be 5 years old by July 31, 2019

# AFFORDABLE EXCELLENCE

## **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, emailed or sent in the following Monday Folders by the 15th of the month for the following month's tuition.**
- + 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, a late payment notice will be sent with the total tuition amount due by the following month. Payments over 2 months in arrears will require a meeting with the Administration to develop a plan. Payments 3 months

in arrears - the student (s) will be withdrawn from the school and will not be allowed to re-enroll without a meeting with the Administration and all late payments paid in full.

- + 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.

### **Pastoral Discount**

In order to help our full-time, paid and actively employed Pastors who serve in the ministry, CCS currently offers a Pastoral Discount of 50% off full price tuition. (New Student Discounts do not apply if you qualify for this discount.)

### **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. This is especially applicable at the end of the school year. No documentation will be disclosed if any such balance remains in a tuition account, family account, library or cleaning fees that are due, or any other said balances that are due. The school office reserves the right to withhold information. All accounts must be paid in full. Notices go out several weeks before the school year ends.

## **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, 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 or have been on prescribed medication for 24 hours. 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. Textbooks 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 (Bob Jones University Press and A Beka Books) and uses Saxon Math Program for grades 5 through 8. **We use Purposeful Design for grades K-4 for Bible and 5th -8th Grade uses Biblical curriculum decided upon by the Bible Instructor.** 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. **If a student is pulled from school early for whatever reason, one of the following will take place: Grades will be entered as incomplete or a final grade will be totaled for what the student has turned into up to that point. Discretion is left to the student's teacher.**

## Grading System

The following method of grading is used:

<b>A+</b>	100 - 97%	<b>C+</b>	79-77%	<b>F</b>	59 and below
<b>A</b>	96 - 93%	<b>C</b>	76-73%	<b>U</b>	Unsatisfactory
<b>A-</b>	92 - 90%	<b>C-</b>	72-70%	<b>I</b>	Incomplete
<b>B+</b>	89 - 87%	<b>D+</b>	69-67%	<b>N</b>	Needs Improvement
<b>B</b>	86 - 83%	<b>D</b>	66-63%	<b>S</b>	Satisfactory
<b>B-</b>	82- 80%	<b>D-</b>	62-60%	<b>EX</b>	Excellent

## 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.

**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 p.m.. 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 correct usage of grammar, spelling, and punctuation in all written work.

## Achievement Tests

Students are given the Terra Nova 3 Achievement Test each year to measure their academic progress. Results are available to parents after scoring has been completed. Students in grades K-8th are given the Terra Nova 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 and for use in our Technology Program. All 3rd—8th Grade students are issued a school email address which is to be used for school purposes only. Misuse of this email will result in the student losing email privileges. The Account Administrator reserves the right to review any students email activity at any given time and for any reason. The assigned email is property of CCS.



## 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 no other siblings (younger or older) or other children in your care are allowed to accompany you so that your full attention can be given to the CCS students you are**

**driving/chaperoning for. All chaperones must have a completed Child Protection Policy on file. *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.

### **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. Our school collects a weekly offering which is used to support various Christian projects and/or individuals.

### **Prayer**

Teachers meet regularly for prayer times. Students have regular prayer times in the classrooms.

### **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 5 through 8 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*.

### **Pioneer Award**

The Pioneer Award is given to students who have attended CCS from Kindergarten through the 8th Grade. It is given in recognition to students at their 8th Grade Graduation.

## ATTENDANCE



### **Daily Schedule**

Preschool                    8:15 a.m. - 11:30 a.m.  
 Grades K– 8:                8:15 a.m. - 3:25 p.m.

Lunch Break/Recess    11:40 a.m. -12:25 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

### **Absences**

According to the Nebraska State Law, CCS follows the guidelines that our school district provides dealing with school absences. The guidelines (taken from our school district) are as follows:

“All students enrolled at Columbus Christian school, regardless of how old they are, must attend school regularly and be in class, unless properly excused by an official of the school. Only authorized officials can excuse a student from school. It is the responsibility of the student and his/her parent(s)/guardian(s) to inform the school of the reason for any absence and to comply with the specified attendance procedure. Any student who fails to attend school regularly, shall be disciplined. Parents/Guardians of students under the age of eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility, according to Nebraska Statute 79-201-211.

“According to the Nebraska Statute 79-209, the school has the right to compel student attendance. If any student has accumulated a total of five unapproved absences per quarter, or a percentage equivalency of five absences, the school shall render all services in its power to compel the student’s attendance. If a student is absent more than 20 days per year, or the percentage equivalency, the school office shall file a report with the County Attorney of the county in which the person resides.”

### **Student Attendance - Student Absences**

Any student who misses more than ten (10) days in a semester is in violation of the Nebraska statute and CCS Attendance Policy. Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

Student absences approved by the head teacher, office manager or Administrator shall be considered allowable absences. Approved absences shall count as days in attendance for purposes of addressing excessive absenteeism, except for notification of the county attorney. These absences include, but are not limited to, medically documented illnesses or appointments, pandemic occurrences identified by local clinics and school sponsored activities.

It shall be the responsibility of the parent to notify CCS as soon as the parent knows the student will not be attending school on that day. The school office may request evidence or written verification of the student's reason for absence.

**Excused Absences**

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". All absences will appear on a student's permanent record. Absences exceeding 20 days in a school year will be reviewed by the Administrator and a report may be filed with the County Attorney.

**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.

**Absences - Activity Participation**

On the day of a game day, a student must be in attendance for the full day. Exceptions may be made for doctor/dentist appointments or family emergencies.

**Tardies**

Parents should make every effort to get children to school on time. Students arriving late must stop at the office to sign in and a tardy slip will be given. School starts at 8:15 a.m.



**The following procedures will be applied for all late arrivals or early leave of absences from school:**

<b>8:16-8:45 a.m.</b>	<b>A tardy slip must be given in the office to the student</b>
<b>8:46-9:59 a.m.</b>	<b>Student will be counted absent a quarter (1/4) day</b>
<b>10:00 a.m.-12:00 p.m.</b>	<b>Student will be counted as a 1/2 day</b>
<b>12:01-1:59 p.m.</b>	<b>Student leaves during this time, it is counted as a 1/2 day</b>
<b>2:00-3:00 p.m.</b>	<b>Student leaves during this time, it is counted as a 1/4 day absent</b>

### **Inclement Weather**

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



- [www.mycentralnebraska.com](http://www.mycentralnebraska.com) under the Weather Threat link
- Listen to KLIR 101.1 FM
- 10/11 NOW School Closings
- Columbus Christian School Face Book 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.

#### **Monday Folder**

At the beginning of each week, the oldest/only child from each family will be given a folder containing important school information (ex. notes, newsletters, permission slips,) to take home. Please check the contents of the folder and return it to school each Tuesday. **It is very important that you read this information weekly!** Monday news is also available to view on the CCS website: [www.columbuschristian.org](http://www.columbuschristian.org).

#### **Mane Events Newsletter**

The "Mane Events" is a quarterly 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](http://www.columbuschristian.org) or the CCS Face Book page.

### **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.



If for any reason, you as a parent or another adult needs to stop by the school, **you must use the front office doors during school hours.** You may not enter through the North door in our Preschool area or the North facing doors by the Kindergarten & 1st Grade room. This is important for our school & student's safety. Only the front doors by the office are to be used.

## **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).
- + Harassment from parents to the teachers or office staff by way of email, text messages or verbal outbursts, could result in suspension or expulsion of your student.

### **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 6:30 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.

### **Parent's Cleaning Requirements**

Every K-8th family is required to help take their turn cleaning the school. A packet will be sent home sometime during the week between Wednesday & Friday. **All cleaning must be done between 3:30 p.m. on Friday and Sunday night.** All cleaning must be done before the teachers arrive on Monday morning. Packets must be left in the school office. Failure to clean will result in a \$40 cleaning fee.

All schedules are made in advance and are assigned alphabetically from where we left off the following school year. It is your responsibility to switch with another family if you are unable to clean the weekend you are scheduled! Failure to take responsibility will result in a cleaning fee. We also ask that you do your best job when cleaning. *"Whatever you do, do your work heartily, as for the Lord, rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve." Colossians 3:23-24* Cleaning supplies are located in the old basement area.

## **STUDENT EXPECTATIONS**

Students are expected to model the following behaviors:

- Respect for Authority - Proper respect must be shown to the teachers, head teacher, Administrator, office staff and parent helpers. Disrespect to the teacher or other school authorities will be dealt with accordingly.
- Respect for others - "Treat others the same way you want them to treat you." Luke 6:31 No teasing, bullying, name calling or other forms of put downs are allowed at school to fellow students of any kind. Kindness, gentleness, humility, and self-control are all godly characteristics that each student should strive to excel in.
- Older CCS students should be modeling growing Christian character to younger students through their speech and conduct.
- Students are expected to come prepared to class each day.
- Students are not allowed to lie, steal or cheat. Repeated violations will be dealt with accordingly. (See Discipline procedures)
- Respect for school property

### **RUNNING IN THE HALLWAY**

To ensure the safety of all students and other who come into the school, we have a "NO Running in the Hallway" policy. Students who are caught by any staff member running in the hallway will receive the following consequences:



1st Offense:	5 minutes off noon recess
2nd Offense:	10 minutes off noon recess
3rd Offense:	15 minutes off noon recess
4th Offense:	20 minutes off noon recess

### **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 managing outward behavior. Discipline also points students toward a God-dependent 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 gentleness.

Parents and teachers must work together in **shepherding** students to discipline themselves. Both parents and teachers should practice lifestyles consistent with Scripture in order to teach the student discipline. Columbus Christian School parents have conferred this authority on teachers and the Administrator. Teachers will instruct students about God's expectations of daily conduct according to His Word, modeling a Christ-dependent life.

#### **Goal of Discipline**

The goal of our discipline at Columbus Christian School is to **encourage our students to love God and love others**. It is based on Mark 12:30-31, "AND YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND, AND WITH ALL YOUR STRENGTH." <sup>31</sup> The second is this, 'YOU SHALL LOVE YOUR NEIGHBOR AS YOURSELF.' There is no other commandment greater than these." Although this seems to be a simple goal, there is depth and vastness in its daily application.

#### **Procedures of Discipline**

The staff at CCS shepherd the hearts of the students using God's Word as the guide and authority. The Word of God governs our lives and gives us the framework for understanding issues of correction and discipline.

The CCS staff will shepherd a student by:

- Cultivating mutual relationships that are built upon love, respect, trust and accountability.

ity.

- Striving to have a full understanding of problems when they arise.
- Identifying sin issues and taking the student back to the Word of God for instruction in dealing with the sin.
- Encouraging the student to seek forgiveness of sin from God and others and to repent (turn) from their sin.
- Reminding the student of the hope we have because of Christ's death on the cross for our sins as He bore the wrath of God that was due to us.
- Praying with the student.
- Communicating with the parents and the Administrator to inform, seek assistance, plan and pray. He/she maintains ongoing communication as needed.

If a student does not respond to repeated appeals to his/her heart, other consequences may be necessary to bring about change (removal from an activity, after school detention, suspension, etc.). Expulsion is a last resort after the other interventions have been exhausted and the heart of the child remains in rebellion.

## **INFRACTIONS AND CONSEQUENCES**

### **Definition of Terms**

#### **Contraband**

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

#### **Toys**

Toys are prohibited to being brought to school unless your child's teacher has given permission. Fidget spinners are considered a toy and are not allowed at the school unless given permission by your child's teacher if they are considered a calming device to help learn. Discretion for any item that is or could be considered a toy, will be determined by the classroom teacher's judgment. Items brought with the student that day, will be confiscated and must be picked up by the parent from your child's teacher or the school office. Toys are a distraction and disrupt learning in the classroom.

#### **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.. **In-School detention** will be assigned by the staff member and served during recess. **After School detention**—Parents will be informed at least one day in advance so that transportation can be arranged. The student will not be allowed 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.

### **Suspension**

A student may be suspended by the Administrator for one to 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 standards.



#### **There are two types of suspensions:**

- In-School Suspension (ISS) – A student will be in a separate, supervised location at the school. Assignments are to be completed 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 will be determined by the severity of the offense.

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

In some instances, 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.

### **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/her problem. If he/she does not improve to a satisfactory level, he/she will be dismissed from the school. The problems for which a student would be placed on probation are:

**Academic:** Failing 2 subjects.

**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) to continue on probation status; (c) to be dismissed from CCS.

**NOTE:** If a student is failing one subject, he/she may not participate in CCS or public school extra-curricular activities.

### Expulsion

Expulsion is generally a last resort after other interventions have been exhausted and the heart of the child remains in rebellion or it becomes apparent that the school is not able to meet the needs of the student. CCS reserves the right to move directly to expulsion depending on the severity of the action. Expulsion from school will occur at the discretion of the School Board on the recommendation of the Administrator. Expulsion may also be recommended for failure to correct the deficiencies specified in probation or the following infractions:

- Repeatedly committing any infraction
- Abusing, supplying, selling, or possessing illegal drugs or drug paraphernalia
- 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, homosexuality, 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
- 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 will be 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/her parents may express their side of the issue to the School Board in writing. Parents who desire to appear before the School Board, present evidence, be represented by counsel, and cross-examine witnesses must get approval by the School 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 dismissable 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 may be considered for re-admission after careful review by the Administrator and subsequent approval by the School Board. Before an expelled student may be re-enrolled, at least one semester must elapse. The Administrator, parents, student and the student's pastor must submit written testimonies as to the student's repentance and changed life-style.

### **Physical Discipline:**

The CCS Administration leaves the decision for physical discipline up to parents. CCS employees will not administer physical discipline.

## **SAFE SCHOOLS**

Columbus Christian School is committed to being a school that is safe and welcoming for students. All students are expected to exhibit Biblical character traits in their relationships with other students such as kindness, patience, forgiveness, self-control, and respect. Making threats, harassing others or possessing a weapon will not be tolerated. Our school's first responsibility is the protection of all of its students.



### **Weapons**

If a student brings a weapon (firearm, knife, explosives or that which has the appearance of a weapon, including a starter gun, paintball gun, airsoft gun, or pellet gun) 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. The school will contact the parents, 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 his/her desk, book bag, purse, or vehicle.

## Threats and Harassment

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

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 and the incident will be recorded on the student's permanent record. 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. In those circumstances in which the school determines that the threat is likely not credible, e.g. the student was "just joking", the school may suspend the student pending a parent meeting.

Please see Appendix A for "Foundational Character Qualities", pg. 29-30

## 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 from 11:30 to 12:30 p.m.



### 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 K-8 may order white or chocolate milk at lunchtime. The preschool classes may order at snack time in the morning. **You may purchase a milk card good for 20 milks for the amount of \$6.50.** Checks are payable to CCS or you may use a Family Activity Account (FAA). Each child is allowed one milk per day. **Please note:** Students in Pre-K thru 4th may order 1 milk per day. Students in 5th—8th Grade may order up to 2 milks per day.

### 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. You must have sufficient funds in your account for it to be used. Insufficient funds will prevent your student from receiving milk or attending field trips, ect., until the sum is paid. **This account will not be used for hot lunches, gift collections, or chapel.**

Funds are given to the business office as a deposit into the FAA. As expenses are incurred (such as needing a new milk card), the 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 bookkeeping 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.

### Cash

The school does not keep cash on hand. We will not break money for you. For example, we cannot break a \$20 bill to give money for a milk card and give the rest to hot lunch. You must send those amounts separately.



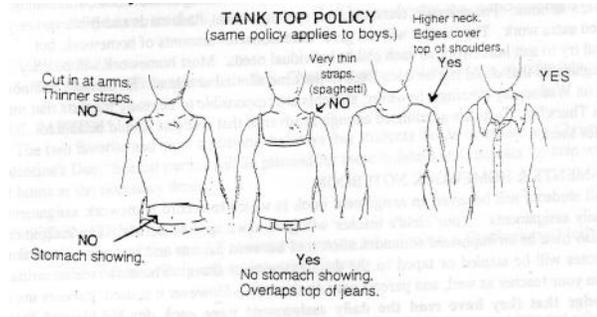
### Dress Code

We would ask you as parents to uphold the Biblical principles of modesty, neatness and cleanliness as you prepare your child's wardrobe for school. The Bible teaches the relationship between modesty in outward appearance, to the development of godly character inwardly (***I Tim 2:9-10; I 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" (***I 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.
- + NO hats during class



***When in Doubt - Just Don't Wear it!***

**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.
- + 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.
- + NO hats during class

**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" Preschool-4th or "PG" for grades 5-8, 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.



### **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. **If a student is found in possession of a cell phone and a form is not on file, the phone will be confiscated and the parent will be notified. The cell phone must be picked up from the school office by the parent or 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 and Background Check on file in the office. Also, any parent who wishes to drive for field trips must have a Child Protection Policy, Driving Record, Background Check 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, CCS Worker Renewal Applications must be completed at the beginning of each school year.

**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, 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 at the beginning of the school year for parents to meet corporately to discuss general school policies and with the classroom teachers to discuss the operation and procedures of the classes.

**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 usually takes place late in February.

**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. or they will be directed to go straight to their classroom. 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 wait inside the entrance with the Administrator and/or supervising teacher. 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 Preschool door or as far up as you can get, so that we do not leave gaps in the parking. Also, please do not park on the West side of the school between 7:00-8:30 a.m. or 3:00-4:00 p.m.** 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.**

### **VOLUNTEERING & SERVING 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.

### **Photo/Video Release**

Upon acceptance to Columbus Christian School, you automatically grant permission to photograph or video tape students for use in promotional materials and social media.



## **APPENDIX A**

### **Foundational Character Qualities**

- **Acceptance:** Realizing and treating all people as made in God's image. (James 2:1)
- **Alertness:** Knowing what is going on around me (II Tim. 4:5)
- **Attentiveness:** Listening with my ears, eyes, and heart. (Prov. 4:20-21, Heb. 2:1)
- **Carefulness:** Taking one step at a time to do a job right. (Eph. 5:15)
- **Commitment:** To do the will of God "no matter what" (Ps. 37:5, Josh. 1:7b)
- **Contentment:** Satisfied with what the Lord has given me and where He has placed me. (I Tim. 6:6)
- **Courage:** Meeting opposition with confidence. (Josh. 1:7a)
- **Courtesy:** Respectful words and ways with others. (I Peter 3:8)
- **Creativity:** Doing something in a new way. (Gen. 1:31a)
- **Decisiveness:** Able to make up my mind. (Josh. 24:15)
- **Dependability:** Doing what I said I would do. (Ecclesiastes 9:10)
- **Diligence:** Working hard to accomplish a task. (Prov. 22:29, Ecc. 9:10, Col. 3:23)
- **Discernment:** Seeing things as they really are. (Heb. 5:14)
- **Eagerness:** Being excited about doing a task. (Jude 3)
- **Encouragement:** Bringing hope and cheer to others. (I Thes. 5:14)
- **Fairness:** Treating others equally. (I Tim. 5:21, Luke 6:31)
- **Faith:** Believing and acting on what God says He will do. (Heb. 11:1, II Cor. 5:7, Acts 16:31)
- **Flexibility:** Willing to change my plans with a good spirit. (Phil. 4:12)
- **Forgiveness:** Treating someone as though he/she never hurt me. (Col. 3:13, Eph. 4:32, Rom. 5:8)
- **Friendliness:** Eager to share myself with others. (Prov. 18:24)
- **Generosity:** Sharing what I have with a cheerful spirit. (II Cor. 9:7)
- **Genuineness:** Living the way your heart feels toward God. (Josh. 24:14)
- **Helpfulness:** Being ready to serve at any time. (Isaiah 41:6)
- **Honesty:** Having truthful words and ways. (Eph. 4:25, I Sam. 16:7)
- **Honor:** Showing deep respect for God and others. (Heb. 12:9)
- **Hope:** Quiet confidence in God's future for me. (Ps. 16:9)
- **Humility:** Giving credit to God and others for the achievements in my life. (Prov. 16:19)
- **Initiative:** Making the first move without being asked. (Prov. 6:6-8, Rom. 12:21)
- **Integrity:** Doing the right thing even when only God knows. (James 4:17)
- **Joyfulness:** Being happy inside and out. (Ps. 35:9)
- **Kindness:** Having tender and gentle words and ways. (Eph. 4:32)
- **Love:** Meeting another's needs sacrificially and unselfishly. (John 15:12, I Cor. 13:3, I John 4:8)

- **Loyalty:** Supporting someone even when the going gets tough (Prov. 17:17, Matt. 28:20b, Heb. 3:14, John 15:13)
- **Meekness:** Being peaceable and gentle even when I don't get my own way. Patience without anger. (Titus 3:2, Ps. 25:9, Ps. 37:2)
- **Morality (Purity):** Living a holy life. (I Thess. 4:3)
- **Obedience:** Doing what I am told with a happy spirit and without challenge, excuse, or delay. (Heb. 13:17, Prov. 4:20-21, Col. 3:20, II Cor. 10:5)
- **Orderliness:** Having everything in its place. (I Cor. 14:40)
- **Patience:** Waiting with a happy (joyful) spirit. (James 1:3, 5:8, I Cor. 13:4a, Rom. 5:3-4)
- **Perseverance:** Doing a job when it gets tougher than expected. (I Cor. 16:13)
- **Promptness:** Being on time. (Gal. 4:4, Ecc. 3:1)
- **Reliability:** Being trustworthy at all times. (Ps. 15:2,4)
- **Resourcefulness:** Applying special solutions to special problems. (Prov. 1:5)
- **Respect:** Esteeming and honoring those God puts over me. (I Thess. 5:13)
- **Responsibility:** Doing what I know I ought to do. (I Cor. 4:2)
- **Self-control:** Doing something even when I don't feel like it. (I Cor. 9:25a, Gal. 5:24-25)
- **Service:** To put God first, others second, myself third. (Jos. 24:15, Mark 10:45, Matt. 20:28)
- **Tactfulness:** Being able to do or say the right thing at the right time in the right way. (Ecc. 8:5)
- **Tenderheartedness:** Feeling the joys and hurts of others. (Eph. 4:32a)
- **Thankfulness:** Being grateful and saying so. (I Thess. 5:18, Ps. 92:1, I Cor. 4:7)
- **Thoroughness:** Completing a job all the way. (II Tim. 4:7)
- **Thriftiness:** Wisely using the resources God has given me. (Luke 16:10-11)
- **Tolerance:** Accepting others even if they are different. (James 2:1)
- **Virtue:** Doing what is right in a Christ-like way. (II Peter 1:3)
- **Wisdom:** Thinking and doing things God's way. (Ecc. 2:26, Prov. 1:7, 4:7, Prov. 9:10)

### **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.

**Get in touch with one of our School Board Members or the School Office.**

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## **School Staff**

**Earl Kirkpatrick** - Administrator / 3rd, 4th, 5th Grade

**Kristin Tobiason** - Kindergarten

**Jan Wieberdink** - 1st & 2nd Grade

**Daneill Beck** - 3rd, 4th & 5th Grade

**Beth MacArthur** - Volunteer Librarian

**Angie Paul** - Administrative Assistant

*2018-2019*



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