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## Welcome to Chico Christian School

We appreciate your interest in Chico Christian School! We look forward to creating a partnership with you in raising this next generation of young men and women of God. We value you as your child's first and most important teacher, and desire to serve as an extension of the home by helping to reinforce the values you teach at home as well as providing a quality education.

It is our desire to create a school where everyone comes together to promote learning. We believe that every classroom is a community within itself. These separate classrooms are connected by a sense of purpose in a climate that's communicative, affirming, fair, disciplined, and caring.

### Mission Statement

Chico Christian School is dedicated to creating an optimal learning environment that addresses the spiritual, academic, social, emotional and physical needs of a child's personal development. Through an authentic partnership with parents, our goal is to equip students to become lifelong learners, responsible citizens and spiritual champions.

### Core Values

Above all else, we serve a living God. We are so grateful to glorify God, to daily teach His Word through direct instruction, in spontaneous teachable moments, and by our example and our own personal relationship with Him. Our focus is on teaching children Who God is, how much He loves them and how He interacts with us on a daily basis.

We believe all students should be well informed and view life through a Biblical worldview. Students study the various fields of knowledge—math, science, social studies, and language arts—which are organized and developed based on the Common Core Standards for math and language arts, and the California State Standards for science and social studies.. All content areas are presented in a way that reinforce their faith in God, and allow them to see the world as God sees it. Our desire is to launch our graduates equipped as ambassadors for Christ who strive for excellence in all they do and are ready to share their faith with others.

We are as concerned with a child's spiritual, moral and ethical character as we are with their academic performance. We value our partnership with you, the parents, in teaching the virtues and values reflected in the Word of God. Examples of these virtues are: respect, responsibility, compassion, environmental stewardship, patience, perseverance, honesty, and forgiveness. Our goal is to teach ***excellence in living*** as well as ***excellence in learning***.

At Chico Christian School (CCS) teachers are empowered by working together in teams. They serve as mentors to students and are provided with both the time and resources necessary to grow professionally. The principal functions primarily as a lead teacher, leading by inspiration rather than directive.

At CCS, **literacy** is the central academic goal. All children are expected to become proficient in both the written and spoken word. Language is defined broadly to include words, numbers and the arts—the essential tools of learning. Together, these create a broad and inclusive curriculum with coherence that builds upon itself year after year.

We believe our school is accountable to parents, to students and to the community at large. High academic standards, as well as high standards for behavior, are established and measured. We emphasize the need for students to develop into respectful, responsible and compassionate citizens, willing to serve their community as well as achieve high academic goals.

We encourage every student to become a disciplined, creative and self-motivated learner. Class sizes are kept small, the teaching schedule flexible, and student grouping arrangements varied to promote learning. We encourage connections across the generations to strengthen community and enrich the lives of our students. We have several foster grandparents who assist with the classroom instruction on a daily basis.

We strive to provide our students rich resources to enhance learning. The community becomes a resource as well, helping students connect what they are learning in the classroom to “real life.” Students are also given access to the latest technology, allowing them to connect to a network of information and become discerning and literate in this information age.

We demonstrate our commitment to serving the whole child, by acknowledging that a child’s physical, social and emotional well-being are also related to their overall growth and development. Beyond a solid academic program, we provide a well-rounded education rich in the arts and a variety of other elective classes. We offer summer camps as well as parent education classes. By assisting parents with quality child care and opportunities to improve their parenting skills, we are serving the child.

We are excited about the beginning of another school year! We trust God to bring a fresh and exciting sense of His presence to our campus. We ask that you would join us in praying that God will become more evident in the lives of our students, and that they would respond to the call of God. It is our desire to partner together to raise up a generation of young people who love God with all their heart, soul, mind, and body!

## **Character Development and Life Skills**

One of the greatest privileges we have as educators in a Christ-centered school is the freedom to address the spiritual and moral aspects of a child’s development. We have invested much time and effort in developing a comprehensive and intentional approach to teaching your child the life skills needed to become a responsible and caring citizen, as well as a passionate follower of Christ.

“Train up a child in the way he should go, and when he is old, he will not depart from it.”  
Proverbs 22: 6.

Here are the lifelong guidelines we will teach your child, partnered with Biblical truth.

## Lifelong Guidelines:

**Trustworthiness** - to act in a manner that makes one worthy of trust and confidence.

**Truthfulness** - to act with personal responsibility and mental accountability.

**Active Listening** - to listen attentively and with the intention of understanding.

**No Put- Downs** - to never use words, actions and/or body language that degrade, humiliate, or dishonor others.

**Personal Best** - to do one's best given the circumstances and available resources.

Aristotle said, "*We are what we repeatedly do. Excellence, then is not an act, but a habit.*"

When we teach children to strive to do their personal best, we prepare their hearts for the work of the Holy Spirit, who enters in the moment they receive Christ as their personal Savior. We are partnering with you in preparing the soil of these students' hearts and conscience to embrace truth and pursue Christ and godliness as a lifestyle. When we teach children to strive for their personal best, we are teaching the following character traits, which we call **life skills**.

## Life Skills:

**Caring** - to feel and show concern for others.

**Common Sense** - to work together towards a common goal or purpose.

**Courage** - to act according to one's belief despite fear or adverse consequences.

**Curiosity** - a desire to investigate and seek understanding of one's world.

**Effort** - to do your best.

**Flexibility** - to be willing to alter plans when necessary.

**Friendship** - to make and keep a friend through mutual trust and caring.

**Initiative** - to do something, of one's own free will, because it needs to be done.

**Integrity** - to act according to a sense of right and wrong.

**Organization** - to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

**Patience** - to wait calmly for someone or something.

**Perseverance** - to keep at it.

**Pride** - satisfaction from doing one's personal best.

**Problem Solving** - to create solutions to difficult situations and everyday problems.

**Resourcefulness** - to respond to challenges and opportunities in innovative and creative ways.

**Responsibility** - to respond when appropriate, to be accountable for one's actions.

**Sense of Humor** - to laugh and be playful without hurting others.

Each of these life skills will be modeled by our staff, taught in class in creative and intentional ways and reinforced with words of affirmation and encouragement.

*Susan Kovalik developed these lifelong guidelines and life skills.*

## Statement of Faith

Both Chico Christian School and Preschool are ministries of Neighborhood Church and embrace the doctrinal statement of the CMA/Neighborhood Church. Parents may obtain a copy of this doctrine of faith in the school office.

## Contact Information

School Office Hours: 8:00am to 3:30 pm

School Office .....	879- 8989
School fax # .....	879- 8987
Attendance line.....	x8986
Bullying Hotline.....	879-8931
School web address .....	www.chicochristian.org

### Staff Extensions/Voice Mail numbers

Bev Landers, principal .....	2201
Sharon Sullivan, secretary.....	2200
Lauren Mesa, spiritual formation pastor .....	2119
Jodi George, independent study facilitator .....	2813
Bobby Maness, technology teacher .....	1211
Nancy Bultema, K- 5 music teacher .....	1216
Kate Reeves, PE teacher for grades K- 2 .....	N/A
Katie Leach, PE teacher for grades 3-5 .....	
Brandon Dunn, PE teacher for grades 6-8 .....	2147
Linda Swanson, librarian.....	1205
Christy Hanosh, library aide .....	1205
Shawna Stone, health aide.....	2207
Chelsea Grissom, EDC director .....	
Shelly Bettencourt, kindergarten teacher.....	1206
Chris Stedman, kindergarten teacher .....	1207
Geneva Wrobel, kindergarten aide.....	
Kelly Whichello, kindergarten aide .....	
Shannon Krelle, 1 <sup>st</sup> grade teacher .....	1204
Ashley Boom, 1 <sup>st</sup> grade teacher .....	1203
Priscila Corbitt, 1 <sup>st</sup> grade aide.....	
Sadie Read, 1 <sup>st</sup> grade aide .....	
Merrienne Rawlins, 2 <sup>nd</sup> grade teacher.....	1214
Lisa Wright, 2 <sup>nd</sup> grade teacher.....	1201
Vicky Zancanella, 3 <sup>rd</sup> grade teacher .....	1202
Tara Padilla, 3 <sup>rd</sup> grade teacher.....	1213
Wendy Hall, 4 <sup>th</sup> grade teacher .....	
Alison Mendon, 4 <sup>th</sup> grade teacher .....	
Sue McCune, 5 <sup>th</sup> grade teacher.....	1228
Ashley Palmer, 5 <sup>th</sup> grade teacher .....	1225
Konnie Barker, science teacher.....	1243
Kristin Tompkins, history teacher.....	1244
Chris Palmer, math teacher.....	1241
Dyanne Fraga, language arts teacher.....	1240

## Playground Staff

Michelle Singleton, playground supervisor

Christy Sorger, playground supervisor

## School Schedule

### CCS Daily School Schedule

<b>7:00am:</b>	Students arriving at 7:00 are supervised in the EDC room until 7:45.
<b>7:45am:</b>	Students are supervised on the playground—no charge for supervision after 7:45.
<b>8:25am:</b>	K- 5 school day begins. Students line up on the basketball court for all school flag salute and pledge. All students arriving after the pledges must first go the school office to receive a tardy slip.
<b>9:25- 9:45:</b>	Kindergarten and 1 <sup>st</sup> grade recess.
<b>9:45- 10:05:</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> grade recess.
<b>10:05- 10:25:</b>	4 <sup>th</sup> and 5 <sup>th</sup> grade recess.
<b>11:25- 12:05:</b>	Lunch recess for K- 1.
<b>11:45- 12:25:</b>	Lunch recess for grades 2 <sup>nd</sup> and 3 <sup>rd</sup> .
<b>12:05- 12:45:</b>	Lunch recess for grades 4 <sup>th</sup> and 5 <sup>th</sup> .
<b>2:45pm:</b>	Kindergarten and 1 <sup>st</sup> grade dismissed.
<b>3:00pm:</b>	School dismissed.
<b>3:15pm:</b>	EDC (extended daycare) begins. All students not picked up will be enrolled in our supervised after school care program.
<b>6:00pm:</b>	EDC ends. Any parent arriving after 6:00 pm will be charged a late fee.

Please refer to the middle school handbook for the CCMS daily school schedule.

### Minimum Day Schedule

The schedule remains the same except dismissal for all students is at 11:45am. All students not picked up by 12:00 pm are escorted and enrolled in the EDC program. All minimum days are indicated on the school calendar.

# 2011-12 Chico Christian School

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Important Dates

- August 6 - All School Clean Day
- August 15 - Sneak-A-Peak
- August 17 - First Day of School Celebration (Minimum Day)
- August 18/19 - Kindergarten/1st Grade Minimum Day
- August 31 - Middle School Back to School Night (Parents Only)
- September 1 - K-5th Back to School Night (Parents Only)
- September 5 - Labor Day (No School/EDC)
- September 6 - Middle School Leave for JH Ranch
- September 9 - Middle School Returns from JH Ranch
- September 12 - No School for Middle School Only
- September 19 - School Picture Day
- September 23 - Minimum Day
- October 13 - Family Night
- October 28 - In-Class Speech Meet
- November 4 - Speech Meet Finals
- November 5 - Mother/Daughter Event
- November 10 - Electives Celebration
- November 11 - Veteran's Day (No School/EDC)
- November 16/17 - Parent/Teacher Conferences
- November 18 - No School/EDC
- November 21 to 25 - Thanksgiving Vacation (No School/EDC)
- December 1/2 - Middle School Musical
- December 8 - Christmas Musical
- December 9 to 11 - Barnes & Noble Book Fair
- December 16 - Minimum Day
- December 19 to 30 - Christmas Vacation (No School/EDC)
- January 2 - School Resumes
- January 16 - Martin Luther King Day (No School/EDC)
- February 4 - Father/Daughter Dance
- February 11 - Children's Arts & Crafts Fair
- February 17 - Lincoln's Birthday (No School/EDC)
- February 20 - President's Day (No School/EDC)
- February 15/16 - CCS Families Kindergarten Registration
- February 21 to 23 - CCS Families Fall Registration
- March 3 - Mother/Son Event
- March 5 - Start of Staff Appreciation Week
- March 7 to 9 - Student Led Conferences
- March 24 - Pinewood Derby
- April 2 to 9 - Easter Vacation (No School/EDC)
- April 10 - School Resumes
- April 17 to 20 - Book Fair
- April 19 - Open House
- April 20 - Grandparents Day/Minimum Day
- April 30 to May 4 - SAT Testing Week
- May 10 - Spring Concert
- May 17/18 - Middle School Musical
- May 28 - Memorial Day (No School/EDC)
- May 31 - 8th Grade Graduation
- June 1 - Last Day of School/Minimum Day
- June 4 - Summer Camps Begin

OCTOBER						
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23	24	25	26	27	28	29
30	31					

NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

COLOR KEY						
No School/No EDC						
Minimum Day						
School Site Council						
Theme Day						
Other Important Dates						

## Theme Days

- September 16 - Crazy Hat/Hair Day
- October 14 - Silly Socks Day
- December 16 - Christmas Hat/Sweater Day
- January 13 - Backwards Day
- February 10 - Superhero Day
- March 16 - Sports & Camo Day
- April 13 - Past, Present & Future Day

## School Events

### Sneak- A- Peek

This event is designed to allow students (and parents!) to feel at ease about the upcoming school year and to provide an opportunity to see their new classroom, meet the teacher and the other students, and participate in some get acquainted activities etc.

### New Family Orientation

Every school has their unique way of doing things and in an effort to help new families feel at home and know how we “do life” at CCS, we offer this opportunity to hear some of the policies and procedures of CCS, get a tour of the campus, and get connected to a parent ambassador who will partner with each new family throughout the year. This event takes place right after the Sneak A Peek.

### First Day of School Celebration

Educating your children is a high priority for the staff and families of CCS, and we believe the beginning of a school year should be celebrated. When families and staff come together to celebrate school starting, we send the important message to our children that their education is important.

This sets the stage in a positive way for our partnership with parents in educating the whole child. We celebrate by meeting together in the Dome, where we introduce our yearlong spiritual theme, make some brief announcements; and our Senior Pastor dedicates our year to God. Parents and students are then dismissed to walk to their classrooms and spend the first 15 minutes of class together. The schedule is as follows:

8:25 am: the bell rings, signaling all students, parents, and staff to move into the Dome for a celebration. We spend about 20 minutes in the Dome, and then everyone is dismissed to the classrooms.

In the classrooms, each parent and child will be asked to sign the Covenant of Learning, which identifies the roles and responsibility of each member of the academic team. You will receive a folder with all the important information needed to be informed for the school year, hear what the teacher has to say and then we ask that you kiss your child goodbye and allow the teachers to begin their journey with these precious students. You are then invited to drop in and enjoy some fellowship, coffee and Great Harvest bread in room 401 (MPR)

### Chapels - Every Wednesday, 8:45- 9:15 a.m., in the Dome

Our K- 5 grade chapels are held weekly, and we are blessed to have Lauren Mesa lead our chapels in partnership with Nancy Bultema, our K- 5 music teacher who leads worship. We will have various worship bands supporting worship in the middle school chapels this year.

### Back to School Night

**This is a parent only event!** This evening is designed for you to develop a clear sense of your child’s teachers’ expectations, daily schedule, grading policy, procedures etc. The evening

provides two 45 minute sessions (to allow for you to hear two teacher presentations), with a 5 minute passing period.

Parents go directly to the classrooms, and are free to leave after hearing the presentation, or visit with our support staff that will also be available to address questions etc. (music, PE, technology). This is a great time to visit the Tech Lab!

### **Character Awards Assemblies**

Each month, each class will host a character awards assembly in the Cristo Salvo church to recognize specific students' unique God given character and giftings. Each child will be recognized during the year and parents will be notified by phone when their child has been selected to receive this award. Check the weekly newsletters for the specific date and time for the awards assembly.

### **Family Literature, Math, Science or Fine Arts Night**

This evening is designed with two goals in mind. Our primary goal is to provide a time for families to spend quality time together at their child's school in a way that shows their support, combined with the opportunity to visit with other families. Additionally, your presence and donation supports your child's literacy (for Literature Night) or to support another academic discipline by offering rich learning activities in math, science or the arts. The evening begins with a free, healthy dinner together, followed by a time to read a book or engage in other content related learning activities with your child.

### **Speech Meet**

We are all aware that the greatest fear known to man is public speaking (even more than snakes!). At CCS, we help children overcome this fear by offering opportunities early in their life for public speaking!

The Speech Meet is an exciting opportunity for students to memorize a Bible passage, poem or story and recite it to their peers. Our 1st and 2nd grade students memorize their passage or poem and share it with their cross age buddies, peers and teacher and receive a language arts grade. Students in grades 3<sup>rd</sup>- 8<sup>th</sup> are given the opportunity to present their selection for a panel of three judges, as well as their class and teacher. These judges are community members or parents who volunteer and are trained in the judging process. (Parents never judge in their child's classroom). Students who excel are then given the opportunity to participate in the Speech Meet Finals. Those who chose to are allowed to share their selection with the entire student body at the awards assembly. This event prepares our students for the 8<sup>th</sup> and 11<sup>th</sup> grade speech competency assessments required to graduate from public high school. We also partner with Butte College speech majors to assist our students in developing their public speaking skills.

### **Elective Celebration - At the end of each trimester**

Each elective class offers students an opportunity to demonstrate what they've learned or created. Depending on the class, each student participates in a demonstration, performance or display to share with parents, family members, other students and our staff what they have learned in their elective class. This is a delightful family event usually lasting one hour. These are scheduled at the end of each trimester and include a full drama presentation from our drama elective class!

## Parent Conferences

At the end of the first trimester, we set aside time for parents to meet with their child's teacher to learn about their child's adjustment, progress and academic goals. Each conference lasts 25 minutes, and we schedule sibling's conferences back to back. The report card is shared and you and your child's teacher will dialogue on how to help your child reach his/her highest potential. At the end of the second trimester, we provide student led conferences. This conference includes the student in the conference. Depending on the age of the student, the student leads the conversation, sharing with his/her parents how he/she has grown, where he/she feels he/she needs to continue to focus, how his/her parents can help, and what he/she feels best about. Students show their parents samples of their work that demonstrate growth, and allow parents to ask questions.

At the end of the third trimester, report cards are sent home along with SAT scores, no conferences are scheduled, unless a parent or teacher requests one. Each trimester is approximately 12 weeks long, and progress reports are sent home six weeks in between the conference times, along with weekly reports of individual student progress.

## Spiritual Emphasis Week

During this week, we focus our attention on our spiritual theme, and allow our students the joy and privilege of worshipping God and learning more about His wonderful character and nature. We meet for chapel daily, and follow up in classroom discussions following chapel.

## Open House

This event is designed to allow students to show their parents their classroom, examples of student projects, etc. Many parents also use this occasion to look at the classrooms in the next grade level.

## Grandparents Day

This is one of our favorite events of the year! On this special day, we invite grandparents and special friends to come and experience the wonderful learning environment we offer our students at CCS! Grandparents are invited to come and be blessed with coffee, delicious Great Harvest Bread, and entertainment brought to them by our talented staff and students! This is a minimum day, with the following schedule:

- 9:00- 9:30 a.m.: Grandparents and special friends arrive and are escorted by our middle school students to the foyer of the Dome for refreshments. At
- 9:30 a.m.: Grandparents are seated with their grandchildren in the Dome and experience an hour of entertainment and comedy emceed by our own staff comedians- Joy Mendon, (alias school nurse) and Bobby Maness (alias tech teacher). Our guests will be presented with brief presentations from all our students, interspersed with gifts for those that traveled the farthest, have the most grandchildren etc.
- 11:45 a.m.: Following the program, they visit the classrooms and photo stations, etc. School is dismissed so the students can have lunch with their grandparents. This promises to be a day that children and grandparents will look forward to each year!

### **Father/Daughter Dance**

This is one of our most precious events offered at CCS! Fathers and their daughters are invited to a dance where the girls are transformed into princesses and fathers into their "princes". This is an opportunity for fathers to set the standard for how their daughters should be treated by young men in their future. Desserts are also served.

### **Mother/Son Event**

The Mother/Son event is designed to allow mothers and sons to play, compete, eat and enjoy time together along with other teams of mothers and sons. Each year the event coordinator creates a new experience for mothers and sons to bond and enjoy being together. You won't want to miss this event!

### **Mother/Daughter Event**

Each year our event coordinator will plan a fun filled activity for mothers and daughters to experience together along with other moms and daughters! This year's event is a shopping trip to the Galleria Mall in Roseville and a lunch together in a popular restaurant!

### **Father/Son Event**

Each year, City Servant Ministries hosts a Father/Son camping trip to a PG&E camp on the coast. Families will be notified of this event via a flyer sent home in Friday folders

### **The Pinewood Derby**

This event allows parents and kids to partner up in making a race car from a block of wood and race against other kids in their age group. An exciting, fun filled family event that promises laughter, cheers and a good dose of healthy competition- watch for the black checkered flags! Pizza lunch and snacks are provided.

### **8<sup>th</sup> Grade Graduation**

This special celebration allows staff, parents and students to celebrate their learning, success, and unique gifts during their time at CCS. We strive to create an environment that truly honors our students, and we ask them to share with their families where they feel God is leading them in the future.

### **End of the Year Celebration**

On the last day of school, we celebrate in a big way! We offer our students a fun filled day complete with bounce houses, dunk tank, water balloons, tug of war battles, popcorn, juice, etc. They hang with friends, and celebrate the ending of a great year.

## Student Admission and Withdrawal

### Admissions

Chico Christian School welcomes students of any race, color, nationality or ethnic origin. Admission is on a first come- first serve basis, with enrollment being offered to current students one month in advance of open enrollment to the public. New students must be screened to ensure their success in our program. Chico Christian School retains the right to admit or refuse admission based on the results of the screening. If a student does not pass the screening, it would not be in the child's best interest to be enrolled in our program and therefore will not be admitted to the program.

### Admission Process

The following documentation is required as part of the registration process:

- A copy of the **official** birth certificate (not the hospital record)
- Financial forms completed
- Immunization documentation provided to prove immunizations are current or a waiver signed by the parent

ALL registration and application forms must be completed and the appropriate fees must be paid to complete the registration process.

### Registration Dates

Kindergarten Registration	
Current CCS Families	February 15 <sup>th</sup> – 16 <sup>th</sup>
Chico Christian Preschool Families	
Public Registration	March 14 <sup>th</sup>
Kindergarten Screening	Following Easter Break

1 <sup>st</sup> – 8 <sup>th</sup> Grade Registration	
Current CCS Families	February 21 <sup>st</sup> – 23 <sup>rd</sup>
CCS Home School Families	February 21 <sup>st</sup> – 23 <sup>rd</sup>
CCS Siblings	February 21 <sup>st</sup> – 23 <sup>rd</sup>
Public Registration	March 14 <sup>th</sup>

### Student Withdrawal

CCS does not enroll students on a month- to- month basis. It should be understood that once enrolled, it is in the best interest of the child to remain enrolled for the year. We recognize that circumstances may change and in the event the student withdraws from CCS, we require a month's notice. The full tuition is due for that month; even if your child only attends a few days of that month.

## Financial Information

### 2011-12 Tuition & Fee Schedule

	School Site Council Fee	Registration Fee	Field Trip Fee	Annual Tuition	10 Month Plan	Pay in Full Tuition
	Per Family Fee*	Per Student Fee**			Monthly Aug – May ***	2.5% Discount***
1 <sup>st</sup> Child	\$150	\$375	\$40	\$4,100	\$410.00	\$3,997.50
2 <sup>nd</sup> Child				\$3,850	\$385.00	N/A
3 <sup>rd</sup> Child				\$2,050	\$205.00	N/A

\* Non-refundable upon payment

\*\* Due by July 1, Non-refundable

\*\*\* Due by August 1. Discount for 2<sup>nd</sup> child is \$250 off annual tuition fee. Discount for 3<sup>rd</sup> & 4<sup>th</sup> child is 50% off annual tuition fee.

Extended Day Care Monthly Fees				
Registration Fee	Days per Week	Morning Care 7:00-7:45 a.m.	Afternoon Care 3:15-6:00 pm	Morning/Afternoon Care
\$15	1	\$11	\$36	\$47
	2	\$22	\$72	\$94
	3	\$33	\$108	\$141
	4	\$44	\$144	\$188
	5	\$55	\$180	\$235

### Delinquent Accounts

Should your account become forty- five days past due, your child will be dis- enrolled from CCS. You will be notified and given the opportunity to pay the balance prior to the 45 day cut off. If you experience temporary financial difficulty, please contact the business administrator for CCS to make special arrangements.

### Contributions to Chico Christian School

The school operates primarily on a tuition basis. There are many costs that cannot be covered by tuition alone. It is our desire to maintain a reasonable tuition cost, so any contributions made to the school are greatly appreciated.

We do have a scholarship fund that makes it possible for students to benefit from our program who would otherwise not be able to attend. We also have an endowment fund where donations can be made to support the longevity of our program. Because we are a nonprofit organization, all donations are considered tax- deductible contributions. We also welcome donations to our Angel Fund, a fund that is designed to assist families with short term tuition assistance in times of unexpected crisis.

## Dress Code

The standard dress code will be required dress Monday thru Thursday. Every Friday is free dress day, with the theme days listed on the calendar. With the exception of plaid, all clothing must be a solid color. All clothing must fit properly, be in good condition and without holes or fraying. **There can be no trim, pictures or words of any kind other than the Chico Christian School logo.**

**The standard dress code will be enforced.** Students will be allowed one violation per year without penalty. The parent will be notified in writing of the violation and will receive a phone call from the principal informing them of the specific violation to ensure it will not happen again. After the first violation, the parent will be contacted and required to bring a change of clothes for the student.

### Pants

Can be straight legged, boot cut, carpenter style, cargo style or capri. They may not be sagging from the waist or dragging on the ground. Pants must be medium to dark denim, navy or tan khaki.

### Shorts/Skorts/Skirts/Jumpers/Dresses

Length must be halfway between the hip and the knee. Polo dresses that match the polo shirts may also be worn. They must be medium to dark denim, navy or tan khaki.

### Shirts

ALL SHIRTS MUST BE UNIFORM COLOR - white, navy, burgundy, pink, Lands End maize (yellow) or forest green.

- **Boys:** Must be Oxford style collar, standard button polo, or turtleneck.
- **Girls:** Must be Peter Pan style collar, Oxford style collar, standard button polo, or turtleneck.

### Outerwear

We consider outerwear as heavy coats, and raincoats. Students may wear any type of outerwear their parents feel is appropriate. This is a free choice area.

### Field Trip Clothing

For Kindergarten through 5<sup>th</sup> grade students, CCS provides a brightly colored shirt to be worn on all Field Trips. Students NOT wearing the designated field trip shirt on the day of the field trip will remain on campus under the supervision of another classroom teacher. They will be allowed to quietly complete their work or assist other students. Students are not permitted to call home for the parent to bring the shirt. This is a non- negotiable policy, as it is related to safety.

### Other CCS Standards:

- No unnatural hair colors. Bleached hair is allowed.
- Shoes must be closed toed and closed heeled.
- Clothes must be in good condition and without holes or fraying.
- No hats may be worn **in the classroom or in any other building on campus.**

### Boys:

- Hair must be kept trimmed, and not interfere with their vision or create a distraction in the classroom.
- No earrings. Other jewelry is acceptable, as long as the student is aware that they are responsible for any loss or damage to jewelry worn to school.

### Girls:

- Makeup is not allowed. Fingernail polishes are acceptable, but please avoid dark colors.
- No dangling or hoop earrings. Other jewelry is acceptable, as long as the student is aware that they are responsible for any loss or damage to jewelry worn to school.

### Free Dress/Theme Days

EVERY Friday is a free dress or theme day. A student may choose wear their uniform, or to participate in the theme or wear free dress. Free dress must still conform to the following dress code:

- No sweat pants or warm- up/jogging suits.
- Spandex shorts may be worn by *girls—under dresses only*.
- Shorts/skirts/skort/dresses must be hemmed and reach halfway between the hip and the knee.
- No inappropriate pictures or words on clothing.
- No shirt or dress with less than a 2- inch strap, unless it is worn over a shirt with a two inch strap.

### CLOTHING SUPPLIERS:

**Frenchtoast** - Target/Gap, 1- 800- 373- 6248, [www.frenchtoast.com](http://www.frenchtoast.com)

**Lands End** - Kmart/JC Penny, 1- 800- 469- 2222, [www.Landsend.com/uniform](http://www.Landsend.com/uniform), ID # for ordering for Lands End: 9000- 5538- 5 (3% of the total sales are donated to the school).

**Logos** - Lands End will embroider the school logo for a fee.

## Academic Information

### Student Assessment

All students are assessed in reading, writing and math on a regular basis. In addition, all students will receive a comprehensive reading assessment three times a year. All these assessments are used to determine each student's progress in meeting state standards and benchmarks. Students in 3<sup>rd</sup>- 8<sup>th</sup> grade are tested each spring with the Terra Nova standardized test. The results of these tests will be mailed home with the final report card at the end of the year. Make- up days will be given for illness only.

Should you elect to take a family vacation during the time testing is given, you have the option to pay for a substitute teacher administer the test to your child, or forgo this assessment for the year.

### Parent Conferences

Parent conferences will be held at the end of the first trimester. At the end of the second trimester, we offer student led conferences. During this conference, the students lead the discussion with the assistance of the teacher, to will show evidence of academic growth, as well as identifying personal strengths and weaknesses. The teacher, the parents and the student then set academic goals to be implemented during the last trimester.

### Progress Reports

All students will receive a progress report halfway through each trimester. These will be sent home in the students' weekly folders. See the CCS calendar for dates of issue.

### Report Cards

Report cards are issued three times a year, at the end of each trimester. The purpose of the report card is to inform parents and students of the progress and performance in each content area, as well as their character development. The first two report cards are presented at conference times; the last one is mailed home with the student's Terra Nova at the end of the school year.

This is the test that will determine if they qualify for GATE (gifted and talented program) in the public school system.

### Honor Roll/Principal's List

Students in grades 4<sup>th</sup> - 8<sup>th</sup> have the opportunity to be recognized for their academic achievement by qualifying for the Honor Roll or Principal's List. The standards for these are as follows: for the honor roll, a student must achieve a GPA of 3.5- 3.74. For the principal's list, they must achieve a GPA of 3.75- 4.0. The students earning this honor will be recognized in a special assembly each trimester.

### Homework

If a student is to realize the full measure of success in his/her schoolwork, he/she must exercise the self-discipline necessary for independent study. Opportunities for this kind of independent

study are provided in the classroom. However, students will not always have the luxury of the guidance and supervision of a classroom teacher throughout life. Therefore, it is equally important that he/she can work independently at home as well. For this reason, (among others), teachers will assign a reasonable amount of homework throughout the school year. The skills needed to complete the homework will be taught in class and all directions will be clearly presented by the teacher. Homework also allows parents to observe what a child is learning and how well they are grasping these concepts. Homework procedures and expectations will be presented at Back to School Night.

## Library Policies

Welcome to the Chico Christian School library! We are blessed to share a wonderful library with Neighborhood Church. We have over 6,000 books on our shelves of interest to preschoolers, youth and adults. We have both Christian and secular books.

Our services to our students include a brief lesson on the Dewey Decimal system and an overview of library operations. The kindergartener students check out one book for one week, which they must keep this in their classroom.

1<sup>st</sup> through 3<sup>rd</sup> graders may check out one book at a time and the 4<sup>th</sup> and 5<sup>th</sup> graders may check out two books for one week. Middle school students may check out two books for two weeks. Books checked out for book reports and novels may be renewed. The book **MUST** be returned to the library to renew it.

The overdue fine for late books is 10 cents a day, excluding weekends and school holidays. There is a one day grace period before the fines begin. Late books need to be returned to the library return box or the school office. **A book is not considered returned if it is in their backpack, classroom or desk.** If a book is lost your child must pay for it or buy the **same title** to replace the lost book. There is a charge for books which are damaged but not destroyed.

I welcome parent volunteers in the library. Please contact the librarian if interested in serving your parent hours in this way. We are so grateful for the support you have all provided over the years with your generous donation of books!

Blessings, Linda Swanson, librarian

## Healthy Nutrition Policy

We recognize that in order to provide an optimal learning environment, we must address the impact of nutrition on a child's physical and mental development. Current research shows that obesity and diabetes are rising at an alarming rate among school age children. Researchers and educators strive to educate parents about appropriate food choices that will enhance a child's physical development as well as support their brain function. As a result, we have adopted a school wide nutritional policy that **limits** (*not eliminates!*) students' intake of refined sugar and highly processed foods. We also strive to educate children to make good choices regarding nutrition, so they can be wise consumers and live long healthy lives!

We require that you send water or juice rather than sodas in your child's lunch, and that you provide morning snacks that nourish the brain, such as whole grain products, cheese, veggies, nuts, fruit etc.

### Class Parties

When planning class parties, we require that all food meet our nutritional standards. Please check with the classroom teacher before selecting the menu. If you wish to celebrate your child's birthday with the class, please send non- food items such as balloons, pencils, small toys, a game for the class to play, a book etc, OR healthy snacks.

We will provide you with a small cookbook of healthy recipes that are all approved. The teachers have noticed a significant difference in students' academic performance since making this change.

### Vending machines

We do not allow students to use the vending machine located outside the church office unless accompanied by a parent. Because the vending machine is located in an unsupervised area, and we clearly communicate to our students that it is OFF LIMITS to them, any student found using the vending machine from 7:00- 6:00 p.m., without accompanied by their parent, will automatically receive a citation. The students may use the vending machine located in the foyer of the field house.

## Attendance Police

### Tardies, Excused and Unexcused Absences

Punctuality is closely related to responsibility and respect. When students arrive late to class, they disrupt the most important part of the school day. We would expect that as a parent you will help your child develop a routine that will allow them to arrive in time for school. All students arriving after the flag salutes must check in at the CCS office to receive a tardy slip before going to class. If a student is tardy more than four times, a parent conference will be scheduled to discuss the problem and reach a solution.

#### Excused absences

Absences are considered excused for medical appointments, funerals, or illness. A note or phone call from a parent is required in order for an absence to be excused. Absences extending more than five school days require a doctor's note to be excused. If a student has an illness that extends beyond ten school days, the principal and nurse may require that that student be referred and enrolled in Chico Unified's Medically Necessary Home School Program until released by the doctor to return to CCS.

#### Unexcused absences

Family vacations or for any reason not listed above.

When a family chooses to take a vacation while school is in session, all the work assigned must be returned to the classroom teacher **on the day the student returns**. Teachers require a minimum of one week notice to prepare the work for the student to complete while on vacation. Please note that much of the instruction in CCS classrooms cannot be duplicated for the student, as we offer students rich discussions based on asking good questions and challenging students to think and problem solve. We keep the use of worksheets to a minimum and duplicating the learning environment for a student who is absent is not possible. We also recognize the value of family time, and travel. Parents need to understand that we will do our best to ensure that the child continues learning while away from the classroom, and to strive to keep up with the daily work as much as possible to ensure a smooth transition back into the classroom.

### Health and Attendance General Information

CCS maintains a well- equipped first aid station and employs a health aide from 9:30 to 1:30 daily. Our staff will handle minor injuries. In the event of an emergency, we will make every attempt to notify you, using the contact numbers you provide on your emergency card. If we are not able to reach you, we will ensure that your child receives appropriate medical attention.

#### Communicable Diseases

When a child is found to have a communicable disease, he/she will need written consent from a physician, the County Health Department, or the health aide, before returning to class. This includes diseases such as measles, mumps, chicken pox, pneumonia, pink eye, pinworms, ringworm, scabies or impetigo, which are all considered to be contagious. If a child has a fever, or is vomiting, they must be **symptom free for a minimum of 24 hours before returning to school**.

If you feel your child is well enough to attend class, but not well enough to go outside at recess, we ask that you continue to keep your child at home until he or she can fully participate in all school activities. We cannot assume responsibility for monitoring children recovering from an illness.

### **Allergic Reactions**

If your child is known to be allergic to bee stings, food allergies, pollen, etc., please make sure that information is properly recorded on your medical information.

### **Procedure for Head Lice**

1. If a child is found to have head lice (at school), the parent is immediately notified. The student is to be removed from school in order to receive the proper treatment.
2. The student will not be allowed to be readmitted to class until he or she has been found to be free from both lice and nits. The student will be rechecked after one week by our health aide.
3. The school health aide will check all classmates of the infected student, and a notice will go home to all students in the class notifying their parents that a case of head lice has been found. The identity of the student initially found to have lice will be treated as confidential information by all staff members.

## The Role of the Parent in the Education of Their Child

In *The Basic School*, Ernest Boyer states, "In the Basic School, the circle of the community extends outward to embrace parents, who are viewed as the child's first and most important teachers...The home is without question, the child's first classroom. No surrogate or substitute arrangement can replace a loving, supportive home...Research has established, unequivocally, that parent engagement has a positive impact on students academic achievement, behavior in school, and attitudes about school and work. (pg 48)

We share these views and deeply value parent involvement at Chico Christian School. Indeed, we value it so highly that we do not wish to operate this school without parent participation. Based on that value, we are asking each family to provide 10 hours of service each year, 5 hours for single parents.

That hourly requirement is per *family*, not per *child*. We provide many creative ways for parents to serve those hours, as you will see on the following page that lists a few suggestions. Feel free to create your own way of supporting us—just let us know your idea! Our preference is that your support comes in the means of actual involvement in the classroom or from taking work home.

Each time you provide service to the school, you record the time spent in the binder located in the school office labeled, "Parent Hours." Our Parent Hours Coordinator will provide one sheet per family, stored under your youngest child's class in that binder. You will receive an update on the number of hours you have served mid- year.

Our policy requires you to come into the office to sign in and get a parent aide badge whenever you are providing classroom support. Upon returning your badge, you can log in your parent hours.

We thank you in advance for your support of our policy. I believe you will find CCS to be a community that truly values and supports the family and you, as your child's most important teacher!

### Creative Ways to Serve Your Parent Hours

- Work in the classroom supporting the academic program
- Drive on field trips
- Assist in planning and implementing a major school event
- Provide additional yard duty support, either before school, at recess or during lunch recess
- Attend a parenting class offered by CCS
- Be a judge for Speech Meet
- Bless a staff member by making them a lunch or dinner, taking their car to get washed and fill their tank, etc
- Help with an occasional bulk mailings by stuffing envelopes
- Office assistance- run off copies for teachers or secretary
- Walk the campus and pick up trash
- Prayer walk the campus, or attend one of the morning prayer meetings
- Be a room parent
- Share from your professional expertise with a class (as needed)

- Work with the principal to provide opportunities for our students to provide community service projects throughout the year
- Volunteer to teach an elective class
- Make snacks for a staff meeting
- Participate in the School Site Council
- Search the internet for good educational websites for specific topics for teachers
- ***Feel free to come up with your own creative way to serve CCS!***

## School Site Council

Have you ever wondered, "What is School Site Council? Who is on it? What do they do? How do I get involved?" If so, read on!

### Overview

The School Site Council ("SSC") consists of parent and staff volunteers who work together to improve all aspects of school life. The SSC works to supplement the academic, social and spiritual development of CCS students through various facility and program improvements and community building events. SSC also works closely with staff on special projects, as requested. In addition, the voting members of the Site Council serve as financial stewards over funds collected for the purpose of improving all aspects of school life.

The SSC meets on the second Tuesday of every month at 6:00 p.m. in the CEC Library. Minutes are kept of the meetings documenting all items discussed and any decisions made. Parents are invited to attend and observe meetings, and may submit items for consideration by the SSC using a form available in the school office.

### Statement of Purpose

SSC is a parent led decision making organization, which supports the core academic and spiritual goals of Chico Christian School by partnering with staff to enhance academics and build community.

### Team Structure

Voting members are elected for a two-year term with elections in April. Officers include: Past President, President, Vice President, Secretary and Team Leaders for: Program Excellence, Facilities & Technology, Finance, Operations: Events, Marketing, Human Resources and Strategic Planning. SSC voting members are the officers and team leaders. These parent led teams serve in specific areas of school life. The teams meet on a regular basis and work together to define and accomplish agreed upon goals during the academic year. Teams elect a leader to facilitate meetings, reports and communicates with the full site council and helps organize and keep track of the team's responsibilities. SSC teams welcome new volunteers to serve on their teams.



### Program Excellence – Spiritual Formation

What’s your passion? Is it math? Science? History? Reading? Prayer? Music? Have you always wanted to coach a school team? This Team may be the right outlet for your passion! Program Excellence includes five teams: Science, Technology, Engineering and Math (STEM); Social Studies, English & Literature Team; Fine Arts; Physical Education; and Spiritual Formation and Prayer. The purpose of each team is to support core school academic areas through various activities including: classroom support, teacher directed research and planning, coordination of events, and brainstorming improvements. The teams may work in conjunction with other SSC teams on special projects, as warranted. Let your gifts and passions guide you! You don’t need to make a large time commitment to have a direct impact on your child’s academic experience.

### Facilities and Technology

Join this team if you wish to help provide an optimum facility environment for the execution of Chico Christian School’s Mission. Some of the tasks include, expediting the vision and needs for a gymnasium, additional classrooms and science laboratories and gain necessary approvals. Pursue ongoing implementation of state-of-the-art instructional tools in classrooms. Write the Five Year, ten year and 20 year building master plan. Pursue ongoing implementation of state of the art environmental technology in all facilities to reduce the school’s environmental footprint.

### Finance Team

If you are savvy in financials, populate the Financials Team with parents that will research and recommend financial direction in partnership with the staff.

### Operations Team: Events, Marketing and Human Resources

Do you have skills to share? Join this team! Have you always wondered why you don’t see more CCS activities or achievements printed in the local paper? Do you know when sports teams are forming or playing? Do you feel like the communication between school and home could be improved? SSC marketing and public relations team addresses these and other concerns. Individuals are needed to help improve communication within the school and the

larger community. If you are interested or have experience in these areas, please consider volunteering on this team so our community can share in the achievements of our wonderful school.

### **Room Parents**

Dedication and serving our children in the classroom are the hallmarks of these critical volunteers. Room parents form the backbone of parent volunteers in the classrooms by serving as a liaison between the classroom teacher and the parents. Responsibilities include organizing classroom events, driving for field trips, communicating about events and other practical needs, and organizing classroom volunteers. New room parents are selected in each classroom at the beginning of each academic year.

### **Strategic Planning Team**

Are you full of great ideas and looking for an outlet? The strategic planning might be the right place for you! Brainstorm new ideas for improving every aspect of CCS life, including facilities improvement, student safety, academic, social or spiritual development, etc. Serve as on going "idea bank" (and follow-up legwork) covering topics from the mundane to the fantastic and other creative improvements to school life.

### **Team Duties**

- Work alongside CCS teachers to develop extra curriculum in subject matter, as requested. Develop annual goals for team
- On an as needed basis, and in collaboration with CCS staff, obtain equipment, resources, curriculum to present to teachers, field trips, special speakers to support content area
- Develop ideas for student involvement in subject matter.
- Tap into community resources to support subject area (i.e., CARD, Butte College, Chico State, professionals or others in area).
- Coordinate special events sponsored by team.
- Recruit individuals to speak at career day.
- Serve as a resource for science projects, library assistance, coaching, music or drama productions or other needs within the school community.

### **Friends of CCS**

'Friends of Chico Christian School' are called to support Chico Christian School now and beyond their lifetime. Friends are parents, grandparents, alumni and community supporters.

Our vision is to provide the assistance needed to keep the costs of Christian education affordable for all parents seeking to provide a Christian-based education for their children.

The 'Friends of Chico Christian School' have formed the "CCS Foundation" in partnership with the North Valley Community Foundation. We strive to challenge the community to exercise faithful stewardship and provide for present and future CCS staff needs.

Go to the Chico Christian School Website and click on "Friends of CCS" and/or contact Pam Wear at 342-8744 or [pamwear3@att.net](mailto:pamwear3@att.net).

*"Investing in our youth today will prepare them to meet the challenges of tomorrow!"*

## Chico Christian Schools Philosophy of Discipline

Our goal is to create an atmosphere of trust and respect among staff, students and parents. As a staff, we will strive to demonstrate our respect for God, His laws and for those in authority. We strive to respect others, our environment and ourselves. We instruct, encourage and guide our students to demonstrate this same level of respect that we give to them. We value our partnership with parents in raise up a generation of respectful, responsible and compassionate servants of Christ.

The model we will use for discipline is based on Biblical principles, and complimented with the model described in the book, **Raising Kids with Love & Logic**, by Jim and Charles Fay. We have found this parenting approach to be a perfect complement to our values and culture. We offer parenting classes to our families that align with Love & Logic, which enhances the effectiveness of our partnership. Our staff is trained extensively in this model as well.

### What is Love & Logic?

Love and Logic is a parenting program that has also been adapted for schools that teaches parents and teachers to expect children to make mistakes- they are in the learning stage! We recognize that mistakes are wonderful opportunities for children to learn important life lessons, and this program teaches us the skills we need to ensure they learn the lessons we want them to learn. Lessons such as...if you break it, you are asked to fix it; you have choices and choices have consequences so it is wise to consider the outcome of your choices before choosing etc. Our goal is to respond empathically to children when they make a poor choice, so they feel loved and safe, but recognize that if we rescue them from the consequence of their choice, we rob them of one of life's most valuable lessons. Our hearts (the love) feel their pain, but our heads (the logic) recognize that if we allow them to learn while the price tag is small, they will become the responsible citizens we want them to be!

The classroom teachers use their professional judgment concerning each occasion for disciplining students in the classroom or on the playground. Each teacher will determine the best way to help your child learn from their choice, and will keep you informed of the situation. Any time a student makes a poor choice which results in a consequence being implemented; you will be notified and given the opportunity to support this process at home.

Because we value you as your child's first and most important teacher, be assured that you will be notified of any disciplinary action taken that results in a referral, citation or suspension. As principal, I will inform you of the details of the incident as well as the action taken. When children know that there is open communication between home and school, they tend to have a greater respect for rules. This is an area of education where our partnership greatly benefits your child. In most incidents, your child will contact you from my office and share with you what occurred and what the consequences will be. It is important that they have the opportunity to recognize the poor choice they made, to learn from the mistake and keep secure and loved enough to accept the consequence, try to make it better if possible, and then let it go, knowing we love and accept them unconditionally. When I am just getting to know a child, I will often contact the parent and ask what might be the best way for this child to learn from their mistake.

A key element of the success of this discipline policy is your belief that we are responding with the best interest of your child in mind and our primary goal is for them to learn from their mistakes. We expect children to make mistakes, for experience is the best teacher. A child's mistake does not make us angry with them, because we recognize this is a valuable learning opportunity, which if handled properly, will result in this child becoming wiser, more confident and more willing to make mistakes, as they see that mistakes are not "fatal" but rather are a part of the growing process of life. We look forward to your support in helping children learn from their mistakes.

## **Discipline Policy**

*In order to ensure a safe environment where learning can occur without distraction, we have adopted the following school- wide discipline policy.*

Discipline begins in the classroom. Teachers approach discipline in a proactive manner by facilitating weekly class meetings. In these meetings, students learn to listen to one another, hear different perspectives, negotiate, communicate, and assume responsibility for their own behavior and choices. Students will learn that all our choices are followed by natural consequences. Classroom teachers handle the majority of discipline problems within their classroom. The rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning environment for all students. The school facilities and classrooms must be free from behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

## **Love and Logic Rules for our School**

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions etc. may not cause a problem for someone else. When minor problems occur, and if the actions warrant it, the student will be asked to solve the problem. If the behavior is more serious in nature, the following consequences will be implemented.

## **More serious behaviors include, but are not limited to**

- Physical assault (using physical harm to express anger towards others) or threatening bodily harm towards another person
- Sexual harassment (see section defining sexual harassment)
- Vandalism (any destruction of property)
- Blatant disrespect towards any adult authority (yard duty/ teacher)
- Malicious mischief (rock throwing, etc.)
- Verbal abuse directed towards peers or staff
- Vulgar and inappropriate language
- Inciting others to engage in the above behaviors
- Any behavior related to distribution or misuse of either legal or illegal drugs

**Any student who brings a weapon of any kind on campus and shows it to other students, will be immediately suspended for three days. If that student threatens another student with the weapon, they will be immediately expelled with no possibility of re- enrolling in Chico Christian School. *This is non- negotiable.***

**These behaviors will be handled in the following manner:**

**First offense:** The teacher/principal/staff will issue a citation and the parents will be notified by the student.

**Second offense:** A citation will be issued and recorded, with parents notified.

**Third offense:** The third citation may result in one day suspension, depending on the seriousness of the offense, and based on the professional judgment of the teacher and principal. A mandatory meeting will be required between the parents, the student and the disciplinary committee which consists of teachers, principal, parents and outside professional staff (if necessary)

**Fourth offense:** Will automatically result in a three- day suspension.

**Fifth offense:** The student will be expelled. Re- enrollment will be not be permitted the following year.

***The principal retains the right to enforce a suspension with any of the above offenses when it is deemed necessary to provide a safe environment for all students regardless of the previous number of citations.***

There are some behaviors that warrant noting with a "written warning notice" previously known as a "referral". These notices are sent home when students have been made aware that their behavior is creating a problem, they have been asked to stop, and they have chosen to continue with this behavior, even when the behavior is not as serious as those that result in a citation. Examples of these behaviors are; blurting out in class, teasing another student who has respectfully asked the student to stop, not doing something the teacher asks them to, etc. These written notices will be sent home with the student on the day they receive it and the parent will be notified. If these behaviors continue even after receiving written warning, the student may be issued a citation, if the teacher deems best. We ask that you support the staff by reinforcing with your child the need to be respectful to others, obedient to authority, and to follow the school rules.

## Other Chico Christian School Policies

### Student Sexual Harassment Policy

Chico Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

#### Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

#### Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

#### What to Do If You Experience or Observe Sexual Harassment

1. Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to their homeroom teacher or school administrator.
2. Students who observe conduct of a sexual harassing nature are also encouraged to report the matter to their homeroom teacher or school administrator. All complaints will be promptly investigated.

## Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## Procedure and Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation to be made of the complaint. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## Visitors on Campus

CCS welcomes parents who wish to be involved in their child's education. We require that **every** time a parent comes on campus, they are to sign in at the office and receive a badge that identifies them as a Parent Volunteer.

Because we have so many parents who wish to be involved in their child's education, we limit those who may actually serve their parent hours **in the classroom** to parents and grandparents. Other friends and extended family may assist the teacher with assistance outside the classroom by doing clerical work etc.

If you need to pick up your child from school during the school day, you **must** sign your child in and out of the office.

A sign-up sheet is provided for you. Please inform us if you intend to bring the child back on campus after your appointment. If you do so, we request that you sign your child back in at the school office.

## General School and Playground Rules

1. Students are expected to demonstrate respect towards others at all times. Students showing disrespect to others, towards authority or their environment, will be disciplined. (refer to discipline policy)
2. No inappropriate language will be tolerated. This includes foul, vulgar, or unkind words. **NO put downs towards others will be tolerated. A written warning or a citation will be given for these offenses.**
3. When students disagree about an issue, they will be guided in implementing the life skills they are learning in their class meetings in resolving their disagreement. The

- playground supervisors will be available to assist students with disputes. These life skills are based on the Biblical model presented in God's Word.
4. Running is permitted **only** in the designated playground area.
  5. The lunch benches are for sitting only. No sitting on the tables or walking or running over the tables. Eating is permitted only at this designated area.
  6. No chewing gum allowed on campus.
  7. Students must obtain permission from a playground supervisor before leaving the playground and **MUST** carry a bathroom pass with them.
  8. Students may not leave the school grounds during school hours without written permission from a parent or being accompanied by a parent or guardian. Parent(s) or guardian(s) must sign the student out in the office.
  9. Students are not allowed in any classroom without adult supervision. This means that if they leave their sweater, lunch or ball in the classroom during a recess break, they are not permitted to return to the classroom to retrieve it. Our goal is to partner with parents to raise self-reliant, responsible children. This is a perfect time for children to learn from their mistakes. Our staff will use their judgment, if they feel a child's health is a concern, they may make an exception to this rule.
  10. Bicycles must be locked in the bike rack and may not be ridden on campus. **No roller blades or skateboards are to be used on campus.**
  11. All PE and recess equipment will be treated with respect and utilized **only** as it is intended.
  12. Students will demonstrate respect to the school environment by picking up trash, respecting property, etc. Any defacing of property will result in an immediate citation.
  13. No picking up or throwing rocks, sticks, etc. Do not put rocks down the slide.
  14. Do not climb on fences, buildings, walls, or trees.
  15. All students arriving at school prior to 8:25 a.m. must remain on the playground unless accompanied by an adult.
  16. Students may only go feet first on the slide and one child at a time.
  17. Students may only face forward, sitting on their bottoms, on the swings.
  18. Regarding the climbing apparatus:
    - a. No crawling on the outside or top of any climbing apparatus.
    - b. No throwing gravel, etc., anywhere on the playground or around apparatus.
    - c. No pulling on anyone's feet or hands while they are on the bars.
    - d. No playing tag at any time.
    - e. No wrapping legs around another person while hanging from the bars.
    - f. No pulling on other students' feet or hands while they are climbing on the climbing wall.
  19. If students demonstrate respect and common sense while on campus, there will be no need for disciplinary action—only celebration!

## Child Abuse and Neglect

All employees who work with children are required by law to sign a statement indicating that they are aware that they are considered mandated reporters, and must report any known or reasonably suspected instances of child abuse or neglect. The teachers will work with the school administrator in developing the appropriate plan for reporting the information to the local child protective agency.

If a child is taken from the school in the custody of a police officer, the school administrator shall **not** contact the parent(s) or guardian(s). The administrator will provide the police officer with the address and phone number of the parent(s) or guardian(s).

If a child is removed from campus by police for any reason other than child abuse or neglect, the parents will be notified by the school administrator prior to the student actually being removed.

## CCS Policy on Bullying

The staff at CCS is committed to creating and maintaining a school environment that is conducive to developing caring, cooperative, empathetic children who would not intentionally hurt another person with their words or actions.

However, we recognize that we have an inherent sin nature and that people hurt other people, often as a result of their own pain. With children this often manifests in bullying, where words or actions are used to manipulate, control, put others down, or intimidate others they perceive as weaker than themselves. It is important to distinguish between teasing and bullying. The "rule" at CCS is that if someone asks you to stop doing a certain behavior, you stop. When the actions do not stop, or they increase, that is considered bullying. The results of such actions are devastating for the victim and ultimately for the bully as well, as their negative behaviors effect their character development. The school environment needs to be an emotionally and physically safe place for children, and bullying makes it unsafe.

There are four parties involved in bullying. There is the victim, the bully, the audience (those students who observe the bullying) and the "allies" (staff). Each one plays an important role. If we are to effectively address this problem, we must address the role and needs of each party and offer training for all involved in order to address the problem effectively as a community.

The first priority for any school is to create an environment that focuses on creating an atmosphere of mutual respect and empathy. CCS takes a proactive approach by enforcing these three school rules: **Be Safe, Be Respectful, Be Responsible**. As a Christian School, we believe the greatest responsibility we have is to love one another and to teach our children what that means. (John 13:34-35)

Beginning in kindergarten, we teach and reinforce those rules through direct instruction, class meetings where students share their daily experiences and concerns and teachers help them solve problems through role playing, dialogue and modeling. We teach students assertiveness and communication skills weekly using a designated curriculum. We focus on teaching students how valuable they are to God, and encouraging a deep sense of self respect and value for others. We train students to love themselves and others and to know how to interact with others in appropriate ways. We teach them how to communicate their feelings when hurt or angry. We teach children how to develop a sense of "personal power" that allows them to communicate a deep sense of self that helps prevent others from seeing them as "weak" thus they are less likely to become a "victim". There is a reason why some children are never bullied, and we work to help all children feel strong and loved. We use curriculum designed to teach

these lifeskills. Teachers hold weekly class meetings to allow students to practice these skills using the situations they face daily to use these skills to solve problems in ways that honor God and others.

The teachers discuss bullying with their students and emphasize the need to defend those who are being mistreated, as well as helping students recognize the difference between **tattling** and **asking for help**. We actively teach students how to recognize bullying and what to do if you observe it, or experience it as the victim. The following behaviors are taught as "bullying":

- Intimidating behavior; close physical contact, pushing, hand motions or gestures intended to threaten or intimidate another, facial expressions etc.
- Intentional and intimidating physical contact-blocking someone's path, pushing, shoving, tripping etc.
- "Ganging up" behavior-excluding someone from an event, game, activity, conversation; making a joke at someone else's expense, belittling them, calling them names, teasing about someone's mannerisms, weight, or other physical features etc.

It is of the utmost importance to make it safe for students to report that they are being bullied without fear of being labeled a "tattle-tale" or experiencing retribution. This is our greatest challenge. CCS provides a bullying hotline that is available to parents and students to report incidents without having to go directly to a staff member. **That number is: 879-8931.** Immediate action will be taken based on the information provided from the hotline. Our first responsibility is to determine the facts in the situation and establish what took place and why. Additionally, every effort will be made to protect the reporting person, whether they are the victim or merely an observer.

Despite all our proactive efforts, we know that bullying will still occur and our response needs to send a strong and consistent message to those who harm others. We also recognize that when someone bullies another, we need to work with the parent to determine the reasons for such behavior. Sometimes, the parent may need to consider the home environment and relationship to siblings to determine the influence of those relationships on their child's behavior at school. Consequently, when such an incident occurs, these steps will be taken:

**The consequences for bullying can be a myriad of appropriate responses to unsafe actions, which can include but are not limited to:**

- In home or at school suspension (the number of days depends on seriousness and frequency of incident)
- Student being removed from the classroom to complete class work in another classroom
- Parents agree to pursue counseling to ensure the student learns the appropriate lifeskills to prevent further problems
- Student agrees to be monitored by an older "guardian" during the times bullying was occurring
- Student agrees to community service on campus or at other community agencies to learn new behaviors and give back to the community
- The student may be asked to interview a "reformed bully" to seek guidance, support and accountability
- The principal may choose several of these consequences or others in cooperation with the parents to seek to provide the offending student with the support they need to learn

the appropriate lifeskills and develop empathy for others in alignment with Christ's example and commands.

Should a parent(s) be unwilling to cooperate with these actions or the student resistant to these efforts and the behaviors continue, the school will then implement the following steps:

**First incident:**

The principal will establish the facts based on the report of staff, students or observers of the event and the parents of the person bullying will be asked to meet with the principal along with their student to address the seriousness of the problem. A clear presentation of the facts will be presented and every effort will be made to ensure that the student recognizes the seriousness of his/her actions on others and how contrary that is to the culture of CCS and how unacceptable their actions are. A plan will be developed by the parents; student and principal intended to prevent further incidents. The student will be required to make restitution to the "victim" and the victim's parents in the form of a phone call or a letter acknowledging their actions and extending an apology. The offender will also need to state in the letter or phone call what their plan to demonstrate that they are working on the issue and learning new ways to interact with others. A citation will be issued.

**Second offense:**

Again, upon establishing the facts of the incident, the parents and student will meet with the principal and the student will be suspended for no less than three days along with five hours of community service to CCS to be served under the supervision of a staff person upon their return. The clear message is that anyone who mistreats another member of the community loses the right to be a part of that community for a minimum of three days and must "earn" the right to return by giving back to the community in a positive manner. Again, the student will be required to contact the parents and student to make restitution. The principal will consider the situation and based on the situation, may require the student receive counseling to determine the underlying causes of the behavior to help that student develop the likeskills needed to interact with others in a Christlike and appropriate manner.

**Third offense:**

The student will be expelled from Chico Christian School.

Parents are invited to be partners with the staff by reporting any incidents. The staff has a more complete understanding of the dynamics involved and are trained to respond objectively and professionally. It is not appropriate for a parent to approach or correct another child, unless it is a life threatening situation.