

PARENT & STUDENT HANDBOOK

**Central Iowa Christian School
2022-2023**

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ABOUT US

SCHOOL PHILOSOPHY

The purpose of Central Iowa Christian School is to prepare the students for a positive, active Christian life, performing their duties in this world to the glory of God, and encouraging a personal relationship with God.

The students will be taught in a Christ-centered environment. All students will be recognized and treated as unique image bearers of God. Their individual abilities, talents, understandings, and interests will be developed to the extent possible.

All students are to be taught, with the cooperation of their parents, the specific subject requirements for each grade level. Christian principles will permeate all education through example, exposure and instruction.

SCHOOL GOALS

Based on these philosophical principles, the School Board has approved eight goals for its educational program.

1. The students will acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.
2. Students will develop an understanding of their own work, abilities, potentials, and limitations as unique image bearers of God.
3. Students will be encouraged to develop a personal relationship with God through an understanding of ethical principles and values from the Bible and the ability to apply them to their own lives.
4. Students will become effective, responsible, and active members of the world by making informed Christian decisions based on God's Word.
5. Students will be taught the knowledge necessary for further education and to acquire basic career skills.
6. Students will become responsible family members through an understanding of the importance of the family unit.
7. Students will acquire knowledge, habits, and attitudes that promote physical and mental health so that they may express the full range of their God given emotions, experiencing the restorative power of God's grace in individual lives as well as in the community.
8. Students will acquire the skills necessary for a life of learning and adapting to change.

STATEMENT OF FAITH

The purposes for which the corporation is organized are to establish and maintain a Christian day school or schools for the training and education of the children in all the regular courses of study from a definitely Christian viewpoint, and thereby to prepare them for a positive Christian life active in society, state, and church, and to the glory of God.

The basis of this corporation is the Holy Scriptures as interpreted by the following basis doctrinal statement:

1. The supernatural divine inspiration of the Bible as the infallible written word of God, authoritative for our relationship to God, to our fellow men, and to the universe. (2 Timothy 3:16)
2. The eternal transcendent trinity of one true personal God. (Matthew 3:16-17)
3. The deity of Jesus Christ (Colossians 2:8-10), His virgin birth (Matthew 1:18-25), His sinless nature and life (2 Corinthians 5:21), His miracles (Acts 2:22), His atonement for our sins by His blood sacrifice on our part (Romans 3:24-25, 5:9), His bodily resurrection (1 Corinthians 15:3-4), His ascension and personal return in glory (Acts 1:9-11).
4. The depravity of the human heart and the need for personal regeneration by the Holy Spirit. (Jeremiah 17:9, Romans 3:23)
5. The resurrection of all men; the redeemed to the resurrection of eternal life; and the unbeliever to the resurrection of eternal damnation. (Matthew 25:31-34, 41, 46)
6. The spiritual unity of all believers in Christ Jesus. (Hebrews 10:24-25)
7. The sovereignty of God in all spheres of life. (Romans 14:11-12, Philippians 2:9-11)
8. The principle of parent established, parent maintained, and parent controlled Christian education. (Deuteronomy 6:4-9)

MISSION STATEMENT

The mission of Central Iowa Christian School is to foster a loving and obedient service to God by providing a Christ-centered education with a high standard of scholastic and moral excellence.

SCHOOL IDENTITY

The school colors are light blue and dark blue. The school mascot is an eagle. The supporting verse is Isaiah 40:31: "But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint."

ADMISSION

Central Iowa Christian School does not discriminate according to sex, race, color or national/ethnic origin. To enroll a child, parents must agree to and comply with Article III and IX of the Articles of Incorporation as presented at enrollment; however, if parents do not comply, enrollment may still be obtained after consultation with a committee of the board and approval of the School Board.

Generally, a child entering kindergarten must be 5 years old on or before September 15 of that year. However, if a parent feels that a child is ready (academically and emotionally) before that date, they may request a review by the CICS board of education. An evaluation of the child will be done by the kindergarten teacher and a decision will then be reached. These decisions are made on a case by case basis.

For enrollment information, call the school at (641) 236-3000 or visit the school's website at www.centraliowachristian.org.

ANTI-BULLYING/ANTI-HARASSMENT

School employees, volunteers and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior nor will they engage in reprisal, retaliation, or false accusations against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying. School employees will act in a timely manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

The consequences for any of the above actions are as follows:

1. 1st offense may result in a minimum consequence of one or more of the following:
 - Apology– (Name) I'm sorry for (State Offense). I was wrong, will you forgive me?"
 - Parent(s) notified
 - Student and parent(s) fill out a Plan of Action to be signed by the student, parent and teacher prior to the following school day. The Plan of Action will be kept in the student's file. All faculty will be notified of the offense.
 - A one day out of school suspension (left to the discretion of the school board president)
2. 2nd offense may result in a minimum consequence of one or more of the following:
 - Apology – "(Name) I'm sorry for (State Offense). I was wrong, will you forgive me?"
 - Parent(s) notified
 - Student and parent(s) fill out a Plan of Action to be signed by the student, parent and teacher prior to the following school day. The Plan of Action will be filed in the student's file. All faculty will be notified of the offense and receive a copy of the plan of action.
 - A staffing with board member(s), teacher, parents, and possibly the student will occur for the purpose of reviewing the Plan of Action and determine next steps.
 - Two day out of school suspension (left to the discretion of the school board president).
3. A 3rd offense may result in a minimum consequence of one or more of the following:
 - Apology – (Name) I'm sorry for (State Offense). I was wrong, will you forgive me?"
 - Student suspended from school. The Governing Board, based on a recommendation from the teacher and or the Education Committee, must approve a suspension. The student's response to written "Plan of Action" and information from the staffing, along with information regarding the offenses will be shared.
 - All faculty will be notified of the offence.
4. Re-entry plans will be developed for students who are re-admitted following an expulsion.
 - This plan will be developed with input from the Education Committee, principal, parents, teachers and others as necessary.

ANTI-BULLYING POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the CICS School Board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community

are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the school board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violations of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusions from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct towards a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to

the victim;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false report may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be responsible for handling all complaints by

students alleging bullying or harassment. The Principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the Principal in conjunction with the school board, to develop procedures regarding this policy.

ATTENDANCE

ABSENCES

It is the responsibility of the parent to notify the school when his/her student will be absent. The parent must notify the school by a written note, email, or phone call by 8:00 a.m. on the day of the absence with details explaining the absence. Work missed due to an absence is the student's responsibility to make up.

Students must not miss more than seven days per quarter, regardless of reason. Following the absence of the seventh day, notification may be given to the CICS School Board. The Board will review the case and may make recommendations, which may include but are not limited to, expulsion or non-promotion to the next grade level.

If a family knows of a planned, extended absence (i.e. vacation), and the absence will cause the child to exceed the allowable number of days missed, it must be brought to the CICS Board of Education for review. The student's parents and teacher(s) will have the opportunity to ask questions and/or provide information in order to justify the absence.

The Board's guidelines for partial absences are as follows:

Student arrives before noon - student is considered present half of a day.

Student leaves after noon - student is considered present half of a day.

APPOINTMENTS

Routine doctor or dentist appointments should be avoided, if at all possible, during school hours. Scheduled absences (i.e. doctor's appointment, orthodontist appointment, etc.) should be communicated in advance by a written note, email or phone call to the school office.

STUDENT ILLNESS

If your child complains that he/she is not feeling well, please be cautious and don't send the student to school that day. Many illnesses progress quickly and are quite contagious; the kids can get very sick, very quickly. It may be a good idea to check with your family physician, as well. Students are not allowed to be at school with a temperature of 100°F or higher.

If a student becomes ill during the school day, we will attempt to contact the parent/guardian (or the person you have indicated on the Student Information Card) and ask that the student be taken

home. In this way, the student will rest more comfortably and exposure to others will be minimized. If you receive a phone call from the school stating that your child is sick, please be prompt to pick him/her up. The student may be removed from the classroom.

Following an illness, students must be fever free (without fever reducing medication) for at least 24 hours before returning to school. If a child is absent due to sickness for three or more consecutive days, a doctor's slip may be required before the child can return to school.

Please follow this policy to prevent spreading illnesses to other students and families of CICS.

TARDY

If a student arrives within the first hour of the school day, the student will be considered tardy. Late arrivals due to a delayed school bus drop-off will not be counted as tardy.

TRUANCY

Students who are absent without permission are considered truant, which means the student willfully failed to attend school or the parent did not notify the school of the child's absence. If a student misses four days per quarter without notification from the parent, the principal will be notified immediately. Possible outcomes include, but are not limited to, expulsion or non-promotion to the next grade level. Truant students will be reported to the appropriate authorities.

VACATIONS

We appreciate the benefits of travel and family participation in vacations; however, we strongly urge you to plan vacations either in the summer months or during one of the scheduled vacations. We expect homework to be completed prior to returning.

BEHAVIOR POLICY

BIBLICAL PERSPECTIVE ON RELATIONSHIPS

We believe all relationships should be governed by Biblical principles. These principles serve to both establish the standards and guidelines for which we strive to live and to provide corrective actions when necessary. It is our desire that these corrective actions serve to redirect behaviors which undermine the fact that each one of us were created in God's image, are precious in his sight and deserve to be treated accordingly.

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do". (Ephesians 2:10)

Since we believe it is essential that our students understand the importance of these principles and learn to govern their lives accordingly, it may be necessary to use discipline to redirect behavior.

This policy will serve as a tool to ensure these standards are known and understood by everyone. If discipline is required, it will be fair, consistent, and understood by all involved.

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." (Philippians 2:3-4)

"Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray." (Proverbs 10:17)

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

GUIDING PRINCIPLES

1. Rules, expectations, and guiding principles will be clearly communicated and modeled by the members of the Central Iowa Christian School community.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
 - Our actions should always honor God.
 - We will treat others with respect.
 - If I cause a problem, I will be asked to solve it.
 - If I cannot solve the problem, or choose not to, an authority figure will intervene.

CHOICES & CONSEQUENCES

Verbal and Physical Abuse

Our goal is to teach students that they will respect their fellow students and teachers. Verbal and physical abuse includes taunting, belittling, threatening, fighting or inappropriate physical contact.

CHILD ABUSE

All CICS teachers are mandatory reporters.

COMMUNICATION

Central Iowa Christian School communicates with families in a variety of ways including emails,

phone calls, and information posted on our website.

Occasionally paper notes will be sent home in backpacks. These are generally shorter and more specific. It is important that parents check their child's "take home folder" and/or backpack each day for important notes. Periodically letters are mailed to each family's home.

The school also sends e-mails to those families that have listed an e-mail address on their registration papers. The e-mails serve as a quick method to reach families about important things coming up. This is a preferred method of communication, as it is much quicker and does not have the cost of postal mail.

The school also maintains a website that provides general information, special events and a calendar of events. The address is www.centraliowachristian.org.

CONFERENCES

Parent-Teacher conferences will be scheduled at the end of the first and third quarters of the school year. All parents should make every effort to attend.

Conference scheduling is done approximately two weeks prior to the conferences dates. (See the annual school calendar for fall and spring Parent-Teacher conference dates.) Parents are asked to select a conference time from the openings offered. Parents should contact the student's teacher to discuss unavoidable scheduling conflicts

Students in grades 6-8 attend fall and spring conferences. All students in grades K-8 attend spring conferences.

Parents are encouraged to contact the student's teacher(s) any time a meeting would be beneficial for the parent, teacher, or student.

DRESS CODE

The purpose of the dress code is to provide a safe and Christian appearance using Biblical principles to establish guidelines. Even though dress styles and other personal standards in and of themselves do not denote spirituality, no aspect of a Christian testimony is as readily obvious as that which relates to appearance. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. We want to encourage the wearing of clothes that do not detract, disguise, or distract from the inner part of each student. As Christians, our appearance should be controlled by Biblical principles such as:

- * Modesty
- * Decency, orderliness, neatness
- * Appropriate dress for the occasion

Students should keep in sight the central truth that they should conduct themselves in a way that pleases God and glorifies the name of the Lord Jesus Christ. Cleanliness, neatness, and appropriateness for the occasion are expected (Romans 12:1-2, I Timothy 2:9-10). It is important that the dress code is in effect at all school related activities as well as during the school day. The cooperation of the student, their parent(s), and the faculty in accepting and maintaining this code will greatly enhance the school's effectiveness in serving its stated purposes as a Christian school. This dress code is not solely the responsibility of the school, but also of the parents. Parents are expected to cooperate with the school in seeing that their student(s) meet the dress code.

* Shirts - Sloppy sweatshirts, white T-shirts (defined as a shirt with no collar, no buttons, and designed to be worn as an undergarment), and tank tops may not be worn. Color T-shirts designed to be worn as an outer garment are allowed. No offensive logos or designs. Shirts with buttons must be buttoned except for the top shirt button and the sleeve buttons unless worn as an over shirt with a coordinating shirt. Additionally for girls - Halter tops and spaghetti-strap dresses/tops, tube and crop tops may not be worn. Sleeveless tops and dresses may be worn; however, undergarments are not to be visible. Therefore, armholes and neckline cuts must be small. Appropriate shirt-wear will prevent the exposure of the midriff and the small of the back at all times. Modesty in dress is expected.

* Pants - Dress slacks, cords, or jeans must be clean, neat and not tight fitting (NO holes or stains). Flannel/fleece pants are not allowed. Pants with lettering across the back side are not allowed. No baggy pants/shorts are to be worn. Pants must be modest fitting, appropriate in length, and hemmed. No hip huggers.

* Shorts - Students may wear shorts. They must be fingertip length from the relaxed shoulder position and not too tight. No biking shorts or cutoffs are allowed. Shorts with lettering across the back side are not allowed.

* Hats/Visors - May wear hats/visors outside only; they should be removed inside the building.

* Skirts/Dresses - Skirts/dresses must be no more than three inches above the knee (measured from the bend of the knee) and not tight fitting. Dress or skirt slits may not exceed three inches above the knee.

* Outdoor Wear - No jackets, hats, or gloves may be worn in the classroom (jacket definition: designed for outerwear). Sweaters should be kept at school for colder days. All outdoor wear should be clearly marked with the student's name or initials and must be worn when weather conditions make it necessary. It is recommended to keep a hat, a pair of mittens/gloves and boots at the school at all times. A coat or jacket is required outdoors when the temperature is below 60°F. Hats and mittens/gloves are required when the temperature is below 32°F degrees. Boots are required when it is muddy or there is snow on the ground. Snow pants are required to play in the snow.

Shoes

Sandals may be worn in warm weather without socks. Students may not be barefooted or sock footed in school; shoes must be worn. Students must have weather appropriate outdoor shoes available.

Jewelry and Accessories

No excessive or extreme jewelry/accessories are allowed. Body piercing is not allowed. Tattoos are not allowed. Boys are not permitted to wear earrings to school or school functions. Girls may have pierced ears but may wear only one earring per ear. Neck and wrist chains are allowed to be worn to school and school functions as long as they are not extreme or offensive in nature. No other chains are allowed.

OPTIONAL DRESS "Uniform"

Navy blue or khaki dress slacks, dress shorts, or skorts shall be worn with shirts tucked in. Shirts may be button down (oxford or polo style, either short or long sleeved) or a turtleneck. No logos are allowed, with the exception of the official CICS logo. Shirts are to have a collar and be white, navy blue or light blue. Navy blue sweaters (either pull over or cardigan) with no logos, with the exception of the official CICS logo, may be worn over the shirt.

Boys are to wear dress shoes or heel strapped sandals. Girls are to wear dress shoes (Mary Jane's) or heel strapped sandals. No cowboy boots. Matching stockings, tights, or socks (white or navy blue) should be worn.

* Pants, shirts, and sweaters may be purchased anywhere (CICS recommends Land's End). CICS smock or plaid skirts may be purchased from French Toast.

ENFORCEMENT

Students not in accordance with the above described policy will be treated as follows:

1. Verbal warning and parental notification via phone or e-mail at the first offense.
2. Call to parent by administrator at the second offense.
2. Further infractions will be reviewed by the administration and dealt with accordingly.

Teachers have the final say in the appropriateness of dress. Students and parents may NOT argue with the teacher's decision. Teachers will have the authority to request the parent bring suitable clothing to the school if the dress code violation is egregious. Students may be asked to wait in the school office until appropriate clothing is delivered to the school. All questions are to be directed through the administration.

Students should be taught responsibility for their clothing and personal belongings. Items left lying around may be confiscated or put in the "Lost and Found".

PHYSICAL EDUCATION CLASS

The P.E. instructor will decide the proper attire for PE at the beginning of each school year. Special clothing may be worn for PE classes, such as sweats or shorts.

FEES

ACTIVITY FEE

There is annual student activity fee for each full-time student. The fee is used to offset the expense of our specials—Music, Creative Expressions through Art, and P.E., the students' Bible theme t-shirts, and to offset non-budgeted expenses which may include classroom supplies, parties, field trips, etc.

ACTIVITY PACKAGE

CICS offers area homeschoolers and part-time kindergarten students the opportunity to take part in our specials each week. Specials include Music, Creative Expressions through Art, and Physical Education. The Activity Package fee is \$200.00 per student per semester. Each semester should be pre-paid to ensure that your student has a spot in the classes. There are only a select number of spots available. Interested families should fill out an Application for Admission (available online or in the office) and submit it to CICS for board approval. For more information please contact the office.

TUITION

Central Iowa Christian School depends on tuition payments being kept up-to-date. Payment schedules are based upon either a pay in-full, a nine-month payment plan (September 1 - May 1), or a twelve-month payment plan (September 1- August 1). Parents will be asked to complete an Enrollment Agreement specifying their intentions for payments. A payment schedule will be given to each family near the beginning of the school year.

Parents who choose the pay in-full option will receive a 3% discount. Tuition payments need to be paid in-full by September 30 of the current school year in order to qualify for the discount.

Tuition payments are due on or before the first day of each month. Tuition payments may be mailed to the school or placed in the school office "General Inbox". Tuition payments can be made by check, cash, or money order. Tuition payments should not be combined with other payments; please write a separate check for tuition payments.

Payments are considered delinquent if they are not received by the second Monday of each month. Parents should contact the CICS bookkeeper to make arrangements for non-standard

payments and to resolve delinquent accounts. Families with delinquent accounts will be contacted if prior communication was not given. Due to its financial commitments, the school will not be able to reimburse tuition if the student leaves during the semester. Exceptions may be granted with board approval. Parents are asked to give the CICS School Board written notification 30 days in advance if they plan to withdraw a student at any time during the school year. Parents are also expected to pay the tuition due for the remainder of that semester's tuition.

Tuition discounts are provided for families with multiple students, students of CICS teaching staff and community clergy members. Details are available from the office or Board Treasurer.

Delinquent tuition must be paid in full prior to the beginning of the next school year. If the tuition balance is not paid or a make-up payment schedule has not been arranged with the school bookkeeper, School Board approval must be granted before the student will be allowed to return the following school year. The School Board reserves the right to dismiss a student mid-year if their family's tuition balance remains past due for an extended period of time and a successful make-up payment schedule has not been arranged with and approved by the Finance Committee.

TUITION ASSISTANCE

Tuition assistance is in no way guaranteed and the amount available typically changes from year to year.

CICS belongs to the Legacy of Grace School (LOG) Tuition Organization, which is the source of our main tuition assistance funding. Families must apply each spring for funding for the following year. Each family will be notified of their assistance some time during the summer. Information about the STO is available on the school website.

Private scholarships may also be available. Scholarships vary from year to year. Ask the board treasurer what, if any, scholarships are available. Tuition assistance applications must be completed to qualify for a private scholarship.

FUNDRAISERS

Tuition revenues alone are not sufficient to meet school expenses. Several fund-raisers are held each school year. The purpose of these fundraisers is to meet our general operating expenses. Families are expected to participate in most, if not all, of these events.

ANNUAL EVENTS

CICS hosts several smaller and a couple larger annual events. Some of the small events include, but are not limited to, the God's World greeting card and calendar sale and local restaurant nights. Our larger annual events include the Annual Soup Supper & Auction, typically held in early November, and three or four AAU basketball tournaments held in December and January. Others may be added, if necessary. A list of confirmed fundraiser dates will be available in the

office and on the CICS website. Families will be notified in advance of scheduled dates and ways in which they can participate at each event.

ON-GOING EVENTS

CICS participates in several on-going fundraising opportunities. On-going may mean on a regular basis or continuously. Please visit the CICS website for a current list of on-going fundraising opportunities.

DAILY OPERATIONS & PROCEDURES

TIME SCHEDULES

School begins at 8:00 a.m. Students should not arrive before 7:45 a.m. unless the public school bus brings students earlier or special arrangements have been made with the child's teacher.

The school bell will ring at 8:00 a.m. At 8:05 a.m. the classroom doors will be shut. If a student arrives after the doors have been closed, he/she will be marked as tardy. If you know that your child(ren) will be late, please call and notify the school. The school will make contact with the family if you have a student who receives more than four tardies in a quarter. If you have a student with five or more tardies in a quarter, the principal will be contacted and a meeting will be scheduled with the family.

We have three dismissal times:

Half-Day Kindergarten

Half-day kindergarten begins at 8:00 a.m. and concludes at 11:55 a.m. Please plan to pick your child up promptly. Our lunch period begins at 12:00 p.m. and the teacher must be able to help the other students at that time.

Bus Students

The students who ride the bus after school will be picked up by the Grinnell-Newburg school bus at 3:00 p.m. Parents may contact the G-N Bus Garage or the CICS Office for bus routing schedules.

Parent Pick-up

Parents who pick up their students are asked to arrive between 3:05 p.m. – 3:15 p.m. In respect for our staff, we ask that you be prompt in picking up your students.

Parents picking up students are asked not to park in the circle drive between 2:55 p.m.–3:05p.m.; the bus needs to use the drive to turn around.

A CICS teacher will be assigned as a door monitor each day. The door monitor will notify the students when their ride has arrived. Parents may wait in or by their vehicles and your students will be sent out to you. You are also welcome to come in and talk with teachers or staff at this time.

If you will be late picking up your child please call the school. If you arrive after 3:20 p.m. your child will be in the door monitor's classroom or the office. You will need to come into the school to pick up your child.

BAND & CHOIR

CICS students in grades 5-8 have the opportunity to participate in band and/or choir in the Grinnell-Newburg district. It is the parents' responsibility to register their student for class with the public district at the beginning of each school year. Parents should also communicate to the CICS office and their student's teacher that the child will be participating in one of the programs.

Participation in these programs mean that students will miss classroom instruction. It is the teacher's responsibility to communicate and instruct the student on what he/she has missed. It is the student's responsibility to complete all missed assignments within the assigned deadline. Students will not be given extra class time or deadline extensions to complete missed work. Students may use recess or study hall periods to complete assignments.

The band and choir schedules for GMS can be obtained from the CICS or Grinnell Middle School offices. Both programs meet every other day in the six day public school cycle – band on one day, choir on the other.

Transportation and attendance for band and/or choir is the responsibility of the parent. Check with the CICS office for information on band/choir carpooling options.

DAILY WORK

Class work

All work will have a purpose beyond keeping the students busy. Assignments are expected to be completed carefully and finished on time. Careless or sloppy work will not be accepted from students.

Homework

From time to time, homework will be assigned to students. Homework can further reinforce the lessons in the classroom and expand lessons beyond the classroom. Parents are expected to ensure their child's homework is completed, although essentially, it is the student's responsibility to get it done.

Older students should expect to receive homework and parents should be willing to help schedule time at home in order for them to complete this work. Younger students receive a weekly spelling list and memory verse to practice. They may also receive homework (other than a spelling list or verse) but it is rare.

FIELD TRIPS

Students at CICS go on several field trips. The CICS School Board recognizes the unique learning opportunities obtainable through field trips that cannot be reproduced in the class room. Field trip subject matter can range from science and social studies, music and fine arts, to physical education.

CICS staff will notify parents, usually through daily announcements or classroom emails, about upcoming field trips. The staff attempts to give at least one week advance notice for a field trip. Parents may be asked to contribute funds to offset to the expense of a field trip.

Transportation for field trips is provided by the CICS school bus or parent drivers. Parents who wish to chaperone a field trip must be on the Approved Volunteer List in the office.

Lunches are not provided for field trips. Parents to provide a cold sack lunch and drink for their students for field trips.

LUNCH

Lunch period is at 12:00 p.m. – 12:30 p.m. daily.

Parents will be asked to complete a School Lunch Form at the beginning of each year. The form will indicate to the office if a student will be participating in the CICS Hot Lunch Program or only bringing meals and drinks from home.

Allergies

Food allergies can be a real threat for affected children. The office staff will notify CICS parents of any known food allergies at the beginning of each school year. Parents are asked to take necessary precautions to keep all students safe.

Cold Lunch

Students may bring a sack lunch from home. A milk can be ordered for a drink. White and chocolate milk are daily options. Students may use the school's refrigerator to store their cold lunches, if space permits.

Due to safety concerns, the kitchen microwaves are not available for student use during the lunch period. Parents should not send items to school that require reheating unless the parent plans to come over the lunch hour to reheat it. It is not the responsibility of the supervising teachers to cook or reheat student meals.

Hot Lunch

Hot lunch is provided in cooperation with the Grinnell-Newburg Food Service Program.

The hot lunch and milk count will be taken each morning by the classroom teacher. The teacher will have a list of students who have been approved to order milk and/or lunches. Please make sure that your student knows if he/she will need a hot each morning. (Students do have the option of ordering a lunch without a milk.)

If your child is late to school, hot lunch will not be available to him/her that day. The student should come prepared with a sack lunch and/or drink from home.

The CICS bookkeeper will send each family a hot lunch invoice at the end of the month. Families are asked to pay their invoice no later than the 10th of the following month. For example, September meal charges will be invoiced at the beginning of October and are due by October 10. Payment for hot lunch charges should be made payable to CICS HOT LUNCH and placed in the "Hot Lunch" mailbox in the office. If a hot lunch account is delinquent, your child may be restricted from ordering lunches and/or milks until the balance is paid in full.

Families with students participating in the CICS Hot Lunch Program will be assigned to help with meal and milk delivery. Meals should be picked up at the GHS kitchen at 11:55 a.m. They are available for pick-up from the GHS kitchen door, which located on the north side of the building. (The kitchen door located next to the dumpsters.) Meals should be transported from GHS to the CICS front door. Meals are unpacked onto the cart and transported to the classrooms at lunch time by school staff.

The current cost of meals and milks are listed on the SCHEDULE OF FEES page in this handbook. CICS does not offer a Free or Reduced Lunch Meal Plan.

The menus are available on-line through the Grinnell-Newburg website under the MENU button at the top of the page (www.grinnell-k12.org). Please refer to the Elementary Menu. Both white and chocolate milks are available each day. Parents can specify if the student is allowed to order white or chocolate milk.

Hot lunch meals are not available on field trip days. Each student will need to bring a sack lunch and drink from home for field trips.

RECESS

Students in kindergarten through 8th grade go outside daily for two recesses. Outdoor recess is weather permitting. The 6th-8th grade students' participation in recess is based on the teacher's discretion.

The outside temperature must be at or greater than 15°F (0°F wind chill) for students to have outdoor recess. The school uses www.weather.com as the source for the current temperature and wind chill.

CICS values the benefits of fresh air and exercise. Students will be expected to participate in

outdoor recess. Students can be excused from recess for a medical condition. Please send your student to school with the appropriate clothing for the weather conditions.

In case of inclement weather, recess will be held indoors. Appropriate games and activities will be available for student participation.

SNACKS

A small snack can be sent with your child to be eaten during the morning recess. We encourage you to send a nutritional snack. Pop or candy is discouraged, due to their lack of nutritional value and their hindrance of optimal learning.

OPEN DOOR POLICY

All parents/guardians may call the school and meet with the teachers to share ideas and/or discuss school policies and activities. Parents/guardians may visit the school and/or review curriculum at any time by contacting the school office.

SCHOOL SUPPLIES

A list of necessary school supplies is available in early summer. This list may also be obtained from the school or downloaded from the CICS website. Please pay attention to your specific child's class requests. Some supplies are pooled together and shared among all students.

VISITORS

Parents are welcome and encouraged to periodically visit the classroom. These visits provide parents a unique view about the educational program offered at CICS. Although not necessary, the school administration requests that a parent notify the teacher one day prior to his/her visit.

Prospective students/parents or guests of a current student should arrange a school visit at least two days in advance with permission from the school principal.

LEADERSHIP

ASSOCIATION

The CICS Association consists of parents/guardians of a student or anyone eighteen years of age who contributed at least \$25.00 in the previous year. All must agree with and subscribe to Article III and IX of the Articles of Incorporation.

Annual Association Meeting

In the summer, the School Board meets for the annual meeting. All members of the school

association and staff are urged to attend this meeting. Items on the agenda typically include approval of the annual budget, election of new board members, review of committee reports and Education Report and discussion of other matters pertaining to the operation of the school.

SCHOOL BOARD

Membership on the board has the following qualifications:

- Agree with and subscribe to Article III and IX of the Articles of Incorporation.
- May be a parent or guardian of a child attending a school operated and maintained by this corporation.
- Must be at least 18 years of age.
- Have made a contribution to the corporation of \$25.00 per year by gift or by tuition payment.
- No person shall, on grounds of their sex, race, color or ethnic or national origin, be excluded from membership.

Meeting dates are listed on the school website calendar and on the School Board page. School board meetings are public meetings. If you would like to attend a meeting, call the office to confirm the meeting date and time.

The committees of the CICS School Board are:

Buildings & Grounds

Finance

Fundraising

Public Relations

SIAC – School Improvement Advisory Committee (SIAC-Education)

Technology

Others may be established at specific times by the School Board.

The board would like to answer any questions concerning the school and its programs. Parents are encouraged to get to know the board members and support them in the work they do as representatives of the school. Everyone is invited to attend the monthly board meetings.

Board Members

A current list of school board members, their contact information and committee assignment is available on the school website.

Committees

Buildings and Grounds: The purpose of the buildings and grounds committee is to maintain the building and grounds at CICS. Its goals are to repair and fix items as they come up and to keep things in top operating order. The committee also strives to keep the appearance of the school looking great. The committee is also responsible for mowing and snow removal; the committee members may not do the work directly, they will ensure that it gets done.

Finance Committee: The purpose of the finance committee is to guide the financial decisions of

the school board. It creates an annual budget each year and reports the school's financial situation at the annual Association meeting. The committee tracks monthly tuition payments. It also helps determine the amount of tuition assistance available each year.

Fundraising Committee: The purpose of the fundraising committee is to coordinate various fundraisers throughout the year. The budget requires an amount of fundraising each year to make up for the deficit in the general fund. Sometimes the fundraising committee will organize a fundraiser for a specific purpose, other than general funds.

Public Relations and Marketing: The purpose of the public relations and marketing committee is to create and maintain effective advertising for the school. One of its main goals is to continually bring in new families and students to CICS. It also strives to keep CICS in the public eye.

School Improvement Advisory Committee (SIAC-Education): The purpose of the SIAC Committee is to enhance the relationship between the school and the community and provide an avenue to get information and identify educational concerns from a different perspective. The committee can help assess district needs and set educational goals. The committee makes recommendations to the school board on major educational needs, students' learning goals, long range goals, and harassment and bullying initiatives. The committee meets bi-monthly.

Technology Committee: The purpose of the technology committee is to monitor and enhance our current technology to ensure our students are prepared for 21st century skills.

A list of members for each committee is available in the office.

Responsibility of the School Board

1. The Board shall determine school policies in harmony with the articles of incorporation and in accordance with Corporate Membership decisions.
2. The Board shall select an administrator and teaching staff qualified to carry out the educational program and policies of the school. The Board shall offer and terminate staff contracts and set salaries.
3. The Board shall devise ways and means of obtaining the necessary funds for operation of the school, maintain accurate records, upgrade the curriculum and determine how these funds shall be distributed.
4. The Board shall appoint one of its own members or a designee to visit the school periodically when classes are in session (i.e.: at least once each quarter) to assure itself of the faithful carrying out of the school's educational programs and policies.
5. The Board shall promote Christian education in the community and general area by means of public meetings, literature, advertisements, etc.
6. The Board shall establish a policy for enrollment for prospective students consistent with the PURPOSE and BASIS of this Corporation as defined by Articles III and IX of the Articles of Incorporation.
7. The Board shall establish a policy of dismissal. If any student's conduct is inconsistent with the character of the school or detrimental to the other students of the school as a whole, the student's parents or guardians shall be notified and if the conduct is not corrected, the child shall

be dismissed by the administrator upon recommendation of the ~~Education Committee~~ and approval of by the Board.

8. The Board shall maintain the smooth operation of the school.
9. The Board shall provide guidelines in the operation of the school.
10. The Board shall oversee and maintain the school building and grounds.

STAFF

A current list of our staff is available on the school website.

REPORT CARDS

Report Cards are issued at the end of each quarter. The first and third quarter report cards will be shared and discussed at fall/spring conferences. The second and fourth quarter report cards will be delivered to the parents.

Please avoid grade comparisons between siblings and peers. The importance is that each student use the abilities God has given him/her, not how well he/she compares to someone else.

JUPITER GRADES

Central Iowa Christian School uses an online grading system called Jupiter Grades. Parents can use this program to view their students' grades, which will help them monitor their students' academic progress in a timely manner. Parents should contact their student's teacher regarding account access to Jupiter Grades.

TRANSPORTATION

BICYCLES

Children under third grade are asked not to ride their bikes to school. Because of the school's location, parents are asked to carefully consider the safety of their child riding their bike to school. The school administration asks that a child not ride along Highway 6. Rather, if possible, they should use 11th Avenue to 20th Street, which runs along the west side of the school grounds.

At this time, the school does not have bicycle racks. If a child does ride his/her bike to school, it should be parked on the east side of the building by the fence.

BUSING

The Grinnell-Newburg School District will provide transportation for our students on school days when both districts are in session. On the days public school busing is not provided, parents are responsible for transporting their children to school and from school on time. Please check in

the school office for a copy of the current bus shuttle schedule.

PARKING

Parents are asked to park in front of the school in designated parking areas. They may also park along the road during school hours, if necessary.

Parents may park in the circle before school; the G-N bus will arrive around 7:40 a.m. Parents must not park in the circle from 2:55 p.m. – 3:05 p.m. The school bus is scheduled to arrive at 3:00 p.m. and it uses the circle drive to turn around.

SCHOOL PROPERTY

All desks, tables, and lockers in the school building are the property of Central Iowa Christian School. They remain the property of the school even though they may be assigned to students. The CICS School Board reserves the right to periodically inspect lockers and desks for cleanliness, missing property, or to ensure items that ~~can~~ could be used in acts of violence are not present. Students assigned desks or lockers are responsible for it and can be charged for damage done to it, in regards to neglect or vandalism.

Locks are not permitted on lockers at CICS, unless placed by CICS personnel. Any locks put on lockers will be cut off immediately. Lockers are not to be used for private storage.

DAMAGED PROPERTY

It is expected that each student will show proper care and respect for the property of the school. Any student who intentionally or carelessly mutilates or damages school property will be asked to pay for its restoration or replacement.

SCHOOL GATHERINGS

Typically, the school has a “Back to School” Open House and picnic prior to each school year. There is a Year End Awards Program near the end of the school year. The Year End Program includes kindergarten and 8th grade graduation. The dates for these events will be published on the annual calendar and/or through office communications. The purpose of these gatherings is to get to know one another better and to maintain a community atmosphere. We have found that these events are extremely enjoyable and beneficial to both parents and students.

SPECIAL EVENTS

BIRTHDAYS

Students are allowed to celebrate their birthdays by bringing treats to share with their classmates. Treats may be homemade or store bought. Any student food allergies will be communicated at the beginning of the school year.

CLASS PARTIES

There are classroom parties and all-school holiday parties throughout the school year. The dates for the holiday parties are set by the administration, in conjunction with the development of the school calendar (e.g. Christmas, Valentine's Day, Easter, and last day of school). Volunteers will be asked to coordinate and assist with these holiday celebrations.

Teachers may schedule classroom parties. Parents will be notified if there is a need for additional help or items needed in conjunction with the activity.

END OF THE YEAR

At the end of the academic year, the school holds an all-school Year End Awards Program. The program may include a meal or a smaller refreshment time. This program includes kindergarten and 8th grade graduation, classroom awards, music, and other recognitions. Parents and grandparents are encouraged to attend and participate in the recognition of the students' many achievements.

SUPPORT AND INTEREST GROUPS

MOMS IN PRAYER

Moms in Prayer is an international ministry with a local group that gathers in prayer support for Central Iowa Christian School. The group provides joint prayer support weekly when school is in session. This group diligently prays for the school, students, and CICS families.

For more information on this support group, please contact the office or visit the CICS website.

VOLUNTEERING

CICS depends upon many volunteers. There are many opportunities in which you can use the time and talents the Lord has given you for the ministry of Central Iowa Christian School. Parents are encouraged to consider holding one or more volunteer positions. Each parent is asked to complete the VOLUNTEER FORM at the beginning of the year. A list of specific opportunities are available on the form, as well as general needs. Please contact the office for additional information.

Criminal background checks will be conducted on all volunteers who have direct contact with students.

CLASSROOM PARENT

A Classroom Parent assists the homeroom teachers with specific needs for his/her classroom.

WEATHER CONCERNS

In the case of bad weather, the school will allow students to stay indoors for recess, but will require them to be quiet and orderly.

CICS will follow Grinnell-Newburg's (public district's) schedule for weather related cancellations, delays or early dismissals. Notifications will be announced on the local radio channel of 1410AM (KGRN). They may also appear on some area TV stations. Please listen or watch for school announcements for "Grinnell" and/or "Grinnell parochial school".

The school will also communicate weather related early dismissals (occurring while students are already at school) with parents through email or text messages.

SCHEDULE OF FEES

Activity Fee \$50.00 per full-time student

Hot Lunch \$3.35 per meal with milk
\$2.95 per meal without milk
\$0.40 milk

Field Trips cost varies, families will be notified in advance if fees apply

Tuition & Multi-Child Discounts

\$4,165.00 full-time student \$2,499.00 half-time kindergarten
15% discount - second full-time student
30% discount - third full-time student
60% discount - fourth full-time student

Clergy Discount 20%

Prepay Discount 3%