

# **PARENT & STUDENT HANDBOOK**



**Central Iowa Christian School  
2024-2025**

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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 citizens of the world by making informed Christian decisions based on God's Word.
5. Students will acquire the knowledge necessary for further education and learn essential 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 good physical and

mental health, enabling them to express the full range of their God-given emotions, experiencing the restorative power of God's grace in individual lives and in the community.

8. Students will acquire the skills necessary for a life of learning and adapting to change.

## **STATEMENT OF FAITH**

The purpose of Central Iowa Christian School is to establish and maintain a Christian day school for the training and education of the children in all the regular courses of study from a distinctly Christian viewpoint, and thereby to prepare them for a positive Christian life active in society, state, church, and to the glory of God.

The basis of this statement of faith 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, REGISTRATION, AND TUITION**

### **ADMISSION REQUIREMENTS**

The board and staff welcome all families who genuinely desire a Christ-centered education for their children. The procedure for admission and registration is as follows:

1. Schedule an appointment with the principal to visit and tour the school. Prospective parents will receive an information packet that includes an application for admission.
2. Submit an application. Once the school board has received the application, they will review it. Prospective families will then be contacted regarding formal registration.
3. 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 school board. The kindergarten teacher will evaluate the child for readiness and make a recommendation to the school board.

For additional enrollment information, call the school at (641) 236-3000 or visit the school's website at [www.centraliowachristianschool.org](http://www.centraliowachristianschool.org).

### **REGISTRATION**

Once the board has approved a student application, families will receive a registration form, to be completed and returned with a fee of \$200 per student to enroll their child(ren) for the upcoming school year. This fee will be applied to the tuition balance for the school year registered for.

### **TUITION**

\*Note: The following guidelines do not apply to families paying with an education savings account (ESA). Please contact the office for any questions regarding ESA distribution procedures.

Central Iowa Christian School depends on tuition payments being kept up-to-date. Payment schedules are based upon either a pay-in-full or a ten-month payment plan (September - June).

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

Tuition payments are due on or before the first day of each month and may be paid via check, cash, or automatic bank withdrawal. Tuition payments should not be combined with other payments; please write a separate check for tuition payments.

Payments are considered delinquent if not received by the second Monday of each month. Please contact the CICS office before this date to make arrangements for non-standard payments and to resolve delinquent accounts. Families with delinquent accounts will be contacted if prior communication is not received. 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 during the school year. Parents are also expected to pay the amount due for the remainder of that semester's tuition.

Delinquent tuition must be paid in full before the beginning of the next school year. If it is not received, or a make-up payment schedule has not been arranged, the student(s) will not be allowed to return the following school year until the tuition is received and the School Board has granted approval.

## **TUITION ASSISTANCE**

### **EDUCATION SAVINGS ACCOUNT (ESA)**

On January 24, 2023, the Students First Act was signed into law. This law creates Education Savings Accounts (ESAs) for payment of tuition and fees for eligible K-12 students attending an accredited non-public school. CICS is accredited, so these funds are available for CICS families. Eligibility will vary during the three-year rollout, and all CICS students will qualify by the third year. Please visit <https://educateiowa.gov/pk-12/students-first-education-savings-accounts> for more information.

### **SCHOOL TUITION ORGANIZATION (STO)**

CICS belongs to the Legacy of Grace School (LOG) School Tuition Organization (STO). For the 2023-2024 school year, this organization will provide financial aid for families who do not qualify for an ESA, and whose income is between 300 and 400% of HHS poverty level. Families must apply each spring for funding for the following year. Each family will be notified of their assistance sometime during the summer. Information about the STO is available on the school website.

If a family's need exceeds the above options for tuition assistance, private scholarships may be available. Applications and information for these scholarships are available in the main office.

## **FUNDRAISERS**

CICS values keeping tuition as affordable as possible, and tuition revenues alone are insufficient to meet school expenses. Several fundraisers are held each school year. These fundraisers are necessary to bridge the gap between tuition and the total cost of educating each student. Families are expected to participate in most, if not all, of these events.

## **ANNUAL EVENTS**

CICS hosts three annual events, some smaller fundraisers, such as God's World greeting card and calendar sales, and local restaurant nights. Our annual events include the Annual Chili Supper & Auction, typically held in late September, three to four AAU basketball tournaments in November and December, and the Spring Benefit Dinner, near the beginning of March. The dates and details of these events will be shared at the beginning of the school year.

## **ON-GOING EVENTS**

CICS participates in several ongoing fundraising opportunities. Please visit the CICS website for a current list of these opportunities.

## **ATTENDANCE**

### **ABSENCES**

The parent is responsible for notifying the office and teacher when their student(s) will be absent. Parents may write a note, email, or call the office by 8:00 a.m. on the day of the absence with details explaining the absence. It is the student's responsibility to make up any work missed due to an absence.

Students must not miss more than seven days per quarter, except for exceptional circumstances, which must be promptly communicated with the CICS office. The CICS School Board may be notified after the seventh absence. The Board will review the case and 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), which will cause the child to exceed the allowable number of per semester absences, it may 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 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 the day.
- Student leaves after noon - student is considered present half of the day.

## **APPOINTMENTS**

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

## **STUDENT ILLNESS**

If your child complains they are not feeling well, please be cautious and don't send the student to school that day. Many illnesses progress quickly and are highly contagious; kids can get very sick quickly. It may also be a good idea to check with your family physician. 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 them 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 considered 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 in the summer months or during one of the scheduled vacations. We expect homework to be completed prior to returning.

## **COMMUNICATION**

Central Iowa Christian School communicates with families in a variety of ways including emails, phone calls, and information posted on our website and Facebook page. Our primary means of communication for important events and details is through emailed announcements, usually once a week. Vital information is communicated through these. **Parents are responsible for checking and reading these emails in a timely manner.**

Occasionally paper notes will be sent home in backpacks. It is essential that parents check their child's "take home folder" or backpack each day for important notes.

The school also maintains a website that provides general information, special events, and a calendar of events. The address is [www.centraliowachristianschool.org](http://www.centraliowachristianschool.org).

## **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, they will be marked as tardy. If you know that your child(ren) will be late, please call and notify the school. If a student receives more than four tardies in a quarter, their family will be contacted. If a student has five or more tardies in a quarter, the principal will schedule a meeting with the family.

### **FLEXIBLE KINDERGARTEN SCHEDULE**

Half-day kindergarten generally begins at 8:00 am. and concludes at 12:00 p.m. However, CICS will consider alternative schedules when needed.

## **BUS STUDENTS**

A staff member will walk the students who ride the bus after school to Fairview at 2:55 p.m. or 3:20 p.m. depending the bus the student will be riding. Parents may contact the G-N Bus Garage or the CICS Office for bus routing schedules.

## **PARENT DROP-OFF**

Drop-off is in the circle drive in front of the East entrance. Please arrive no earlier than 7:45 am. CICS teachers use their time before 7:45 to work with students individually, along with classroom preparation time. If there is a special circumstance, please arrange with the office in advance.

## **PARENT PICK-UP**

Pick-up is at 3pm. Please use the circle drive in front of the East entrance. The line-up will be along 9th Ave. Out of respect for our staff, we ask that you be prompt in picking up your students.

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.

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.

## **DAILY WORK**

### **CLASSWORK**

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.

### **HOMEWORK**

Homework will be assigned to students on occasion; more often for upper grades. 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 ultimately, it is the student's responsibility to complete and return it on time.

Older students should expect to receive homework, and parents should be willing to help schedule time at home 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 only occasionally.

In Iowa, schools refrain from scheduling activities on Wednesday nights. It is understood that Wednesdays are set aside for church activities. Because we believe home, church, and school should work together, teachers should be respectful of church night when assigning large assignments. Teachers are asked to give at least 2 days' notice when tests or projects become due on Thursdays.

## **FIELD TRIPS**

Students at CICS go on several field trips. We recognize the unique learning opportunities obtainable through field trips that cannot be reproduced in the classroom. 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 weekly announcements or classroom emails, about upcoming field trips. The staff attempts to give at least one-week advance notice for a field trip.

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

Hot lunch is not available for field trips. Parents will need to provide a cold sack lunch and drink for their students for field trips.

## **SNACKS**

For K-5th grade, a small snack can be sent with your child to be eaten before or after the morning recess. We encourage you to send a nutritional snack. For a drink, please stick with water. Pop or Candy is discouraged due to the hindrance of optimal learning. Students are not to bring candy or other foods to share with other students except when permission is received from the teacher, such as for birthday treats. Teacher permission is required for sharing food in class due to allergies and best practices for an effective learning environment.

## **LUNCH**

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

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

When necessary, Individuals on the student contact list are permitted to bring in or drop off a meal for their child. If a parent cannot make a drop-off, please reach out to the office for

approval and arrangements.

## **ALLERGIES**

Food allergies can be a real threat to affected children. The office staff will notify CICS parents of 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 may be ordered for a drink. Due to safety concerns, the kitchen microwaves are no longer available to students during the lunch period. Parents should not send items to school that require heating.

## **HOT LUNCH**

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

The classroom teacher will take the hot lunch and milk count each morning. The teacher will have a list of students approved to order lunches and/or milk. Please ensure your student knows if they 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, your student will likely miss hot lunch count. They will either need to bring their own lunch and drink from home, or parents will need to call or email the office with their lunch and/or milk order by 8:15 am.

The menus are emailed each month and prepared by Grinnell Community Senior High School. Both white and chocolate milks are available each day. Parents may 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 or a few select days when the high school isn't in session.

## **RECESS**

Students in kindergarten through 5<sup>th</sup> grade go outside daily for two recesses. Outdoor recess is weather permitting. The outside temperature must be at or greater than 10°F (accounting for wind chill) for students to have outdoor recess. The school uses [www.weather.com](http://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 may 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.

## **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.

## **OPEN DOOR POLICY**

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

## **VISITORS**

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

## **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 takes place approximately two weeks prior to the conference 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.

Fall conferences are for parents only, and for spring conferences, all students in grades K-8 will attend spring conferences with their parents.

In addition to conferences, parents are encouraged to contact the student's teacher(s) at any time a meeting would benefit the parent, teacher, or student.

## **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. It's important is that each student uses the abilities God has given them, not how well they compare to someone else.

## DRESS CODE

We seek to honor God in all things, including in our appearance. We are His image-bearers. With that in mind, the purpose of the dress code is to provide a safe and respectful environment using Biblical principles to establish clear guidelines. All clothing should be appropriate to the student's age, the Christian school setting, and weather conditions. This dress code is in effect at all school-related activities and during the school day. It is not solely the school's responsibility, but also the parents.

Dress code enforcement will be in keeping with the **spirit** of creating an environment conducive to developing and modeling Godly character. The teacher or principal will serve as the final authority.

1. Clothing and general appearance should be modest, neat, clean, and in good repair. Excess that calls attention to oneself and distracts from a constructive learning environment (i.e., piercings, extreme hair color or style, etc.) will not be allowed.
2. Undergarments should not be visible and may not be worn as outer garments.
3. Clothing may not depict or promote alcohol, tobacco, drugs, secular music groups, or anything suggestive of a non-Christian attitude or behavior.
4. Tops:
  - a. Must have a modest neckline, both front and back.
  - b. Must cover the midriff when arms are raised.
  - c. If sleeveless, it must have reasonably wide straps, a modest neckline, and fit such that no undergarment is visible- no strapless/halter tops.
5. Bottoms:
  - a. Must be neat and in good repair and may not be overly tight or baggy. This includes jeans. If a belt is needed, it must be worn.
  - b. Athletic bottoms and sweats may not be worn except for PE and appropriate occasions and activities.
  - c. Shorts must be modest and at least mid-thigh length. No cut-offs.
  - d. Skirts may be slightly above the knee but must be longer than the minimum allowed shorts length. Slits may not extend beyond this length.
  - e. Leggings/yoga pants/running tights/spandex shorts etc., may only be worn underneath a dress, skirt, or shirt (not jacket or coat) of at least mid-thigh length.
6. Headwear and footwear:
  - a. Hats/visors/bandanas are to be worn outside only.
  - b. Appropriate footwear is to be worn at all times.

7. Outdoor Wear: Parents are responsible to ensure students are dressed appropriately for all weather conditions. For the temperatures below, windchill factor is taken into account.
  - a. 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.
  - b. Please have an extra pair of shoes to leave at school during the week: rain boots, snow boots, or slip-on sneakers, depending on the season. We also encourage each student to have a sweater they can leave at school during the week, especially during the fall and spring when the weather is inconsistent.
  - c. All outdoor wear should be clearly marked with the student's name or initials and must be worn when weather conditions make it necessary.

## BEHAVIOR POLICY

### BIBLICAL PERSPECTIVE ON RELATIONSHIPS

We believe Biblical principles should govern all relationships. These principles serve to establish the standards and guidelines by which we strive to live and provide corrective actions when necessary. We desire that these corrective actions serve to redirect behaviors that undermine the fact that each of us is created in God's image, is precious in his sight and deserves 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 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 everyone knows and understands these standards. 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 FOR BEHAVIOR**

1. Rules, expectations, and guiding principles will be clearly communicated and modeled by the members of the Central Iowa Christian School community. The school's authority covers behavior in the school building, on or near the school grounds, and at all school-sponsored activities.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
  1. Our words and actions should always honor God and encourage others.
  2. We will treat others with respect. Verbal and physical abuse will not be tolerated. This includes taunting, belittling, threatening, fighting, and inappropriate physical contact.
  3. Respectful language must be used at all times. God's name is to be respected in both speech and actions.
  4. Respect for school and other students' property is required. Keep hands, feet, and objects to yourself.
  5. If a student causes a problem, they will be asked to solve it.
  6. If a student cannot solve the problem or chooses not to, an authority figure will intervene.

## **CONFLICT RESOLUTION**

1. If a conflict should arise with CICS teachers, staff, or volunteers, we ask that parents first go directly to the person involved and only refer the issue to the principal once they have honestly sought out the person concerned. (Matthew 18:15-17). If that does not resolve the issue, then parents may go to the principal. If the matter is still unresolved after that, then the parents may go to the School Board.
2. If a conflict arises with another student, parents should inform the appropriate teacher and allow them to resolve the matter. If the conflict is not resolved after that, the parent may schedule a conference with the principal to address the situation.
3. As a last resort, if you feel the matter is too sensitive or it's necessary to remain anonymous, there is a form on the website that can be used.
4. The School Board will have the final say in all conflicts involving school personnel or parents of CICS students.

## **CHILD ABUSE**

All CICS staff are mandatory reporters. Reports of child abuse will remain confidential, as required by law.

## **BULLYING AND HARASSMENT**

We recognize that all people are image-bearers of God. To that end, CICS 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.

This policy is in effect while students, employees, or volunteers are on school property, 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 violation 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.

### **DEFINITIONS FOR BULLYING AND HARASSMENT**

Modes of Bullying and Harassment may include any electronic, written, verbal, or physical act or conduct toward another person or persons, which is based on any actual or perceived trait or characteristic of that person who creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. 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.

Any form of ridicule of others based on race, physical characteristics, ability, family background, or singular feature is harassment. Persons engaging in this misbehavior will be disciplined accordingly.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, requests for sexual favors, or otherwise creating an intimidating, hostile, or offensive learning environment.

## **BIBLICAL PRINCIPLES**

Under no circumstances will the counseling and teaching of Christian beliefs and biblical principles be construed as bullying or harassment

## **REPORTING PROCEDURES**

Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior. Students may report to a teacher, staff member, or administrator. Teachers should report an offense to the principal. Each report will be given serious consideration and investigated thoroughly. Reports of bullying, harassment, and subsequent investigations will be handled discreetly to avoid embarrassment for the person making the report or for the person who may be unjustly accused.

## **FALSE REPORTS AND RETALIATION**

1. Retaliation against a person because they have filed a bullying or harassment complaint, or assisted or participated in a harassment investigation or proceeding, is prohibited.
2. Any student found to have retaliated against another shall be subject to measures up to and including suspension and expulsion.
3. 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.
4. An individual who knowingly files a false complaint and a person who gives false statements in an investigation will be subject to discipline by appropriate measures.

## **CONSEQUENCES**

Any person who is determined to have violated this policy will be subject to corrective action and discipline at the discretion of the administration and the school board. Parents will be notified of any actions needed.

## **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 Articles III and IX of the Articles of Incorporation. (The CICS Statement of Faith).

## **ANNUAL ASSOCIATION MEETING**

In the summer, the School Board meets for the annual meeting. All parents, 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 Articles III and IX of the Articles of Incorporation (CICS Statement of Faith).
- 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.
- No person shall, on grounds of their sex, race, color, or ethnic and national origin, be excluded from membership.

Meeting dates are listed in weekly announcements and on the school calendar. School board meetings are public meetings.

The committees of the CICS School Board are:

- Finance
- Personnel
- Fundraising/Public Relations
- Education
- Information Technology
- Communications
- Policy Review

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 and encouraged to attend the monthly board meetings.

## **BOARD MEMBERS**

A current list of school board members and committee assignments is available on the school website.

## COMMITTEES

Finance Committee: The role of the Finance Committee is to provide the members of the board information on the current and future state of the association's finances. The committee is tasked with creating the annual budget by coordinating with committees and reviewing their prior and future spending. The committee works with affiliated banks and CPAs to convey information between them and the board. The committee works with the school office to prepare profit and loss statements that are reported monthly at each board meeting.

Personnel Committee: This committee will work to ensure that the staffing needs of the school are met, including reviewing annual contracts for all staff members, completing interviews of candidates for office staff and classroom teachers (not special teachers or paraprofessionals), and, under the direction of the board president, reviewing formal grievances made by staff members. All decisions made by the committee will be voted on and presented to the board as recommendations. Final decisions regarding staff are voted on by the board. The committee will meet at least three times per year, preferably in December, February and June after the budget for the coming school year has been approved. Additional meetings may be requested by committee members and will be called at the discretion of the committee chair.

Fundraising/Public Relations Committee: This committee will work with the treasurer to determine the amount of financial need for fundraising throughout the year, recommend, coordinate, and publicize fundraisers, and share concluding financial details with the CICS school board. This committee will also actively promote the school in the community with the intent of increasing enrollment and strengthening the cause of Christian education.

Education: The Education Committee focuses on assessing school needs, setting academic goals, and improving student performance. The committee works with staff to evaluate long-term and annual improvement objectives, recommend curriculum changes, and review the school calendar. The committee also gathers parent input on educational concerns and makes recommendations to the school board on significant issues and overall educational strategies.

Technology Committee: This committee will be an expert in the school's technology, literate in new educational technology with the intent of suggesting upgrades, responsible for the proper functioning of the school's technology, and willing to train staff on technology needs.

Communications Committee: The Communications Committee is a temporary committee designed to review and implement standards of communication for the association as a whole. The committee examines feedback relating to communication, collaborates with relevant parties, and suggests policy changes to the board. The committee meets monthly while it is standing.

### Meetings:

The technology committee meets when there is work to be done, or decisions to be made regarding classroom technology. This typically means at least one meeting prior to the school year and one after.

### General Duties:

- Manage Student E-mail addresses and passwords in the Google Admin console
- Update and maintain iPads for the K2 room
- Purchase and maintain Chromebooks for applicable students
- Evaluate and purchase any other technology needs for classrooms or staff.

### Specific Duties:

- Prior to school year, update, charge, and test all chromebooks. Get student count/names from the office admin, and apply labels to all chromebooks, create student accounts and update the spreadsheet(todo: link here).

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

## **RESPONSIBILITIES OF THE SCHOOL BOARD**

1. The Board shall determine school policies in harmony with the articles of incorporation.
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 the operation of the school, maintain accurate records, upgrade the curriculum, and determine how these funds are distributed.
4. The Board shall appoint 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 the Board.
8. The Board shall maintain the smooth operation of the school.

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

## **TRANSPORTATION**

### **BICYCLES**

Children under third grade are asked not to ride their bikes to school, unless specific arrangements are made.

At this time, the school does not have bicycle racks. If a child does ride his or her bike to school, please check with the principal for where to park the bicycle.

### **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.

### **PARKING**

Parents are asked to park in front of the school by the visitor entrance in designated parking areas.

## **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 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.

## **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 classes with students who have food allergies will be communicated at the beginning of the school year. In lieu of treats, students may choose from a selection of activities to celebrate with their classmates. The list of activities will be available at the beginning of the year, and may vary by class.

### **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 8<sup>th</sup> 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 as required by law on all volunteers who have direct contact with students.

## **WEATHER CONCERNS**

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 at 1410 AM (KGRN). They may also appear on some area TV stations. Please listen or watch for school announcements for "Grinnell" or "Grinnell parochial school".

The school will also communicate weather-related early dismissals with parents through email and/or the Remind app.