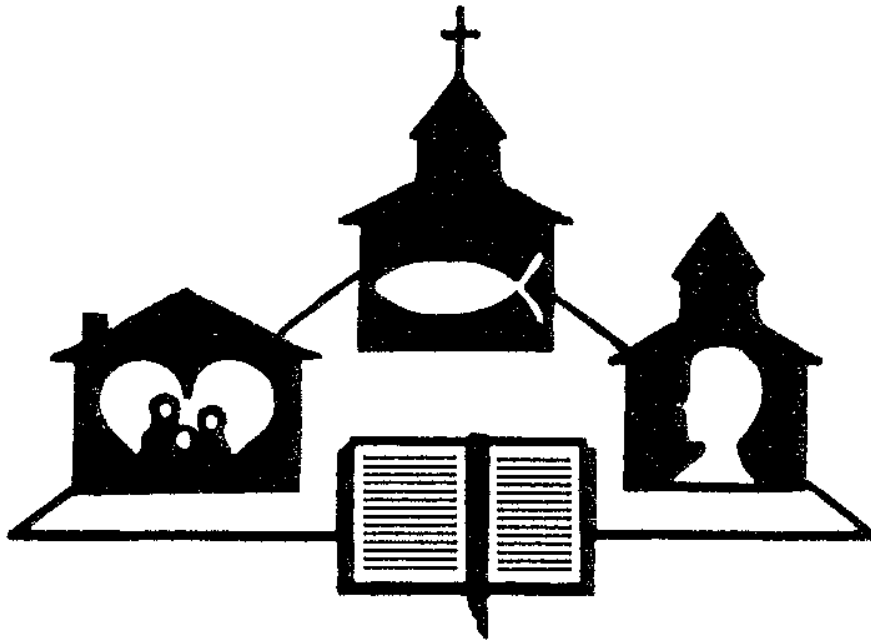


IMLAY CITY CHRISTIAN SCHOOL



*Parent Student Handbook
2008-2009*

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On behalf of the staff, we would like to take this opportunity to welcome you, the students, to your school. It is your school, your parents want to see you educated in a school that has Christ as its center. As the year progresses we hope that you will become more aware of the fact that all of life is His and belongs to Him.

The purpose of this book is not to give you a list of "don'ts". It is very difficult for a human being, whether young or old, to operate effectively in such an atmosphere.

In order to be able to go about your schooling most effectively, it is important to know what is expected of you. Many of the statements that are mentioned in this book will seem quite commonplace, while others may require extra attention. We trust that students and parents will go through this handbook together and discuss its contents.

We wish you a very good year; one in which you will be better equipped for His service.

Sincerely,

ICCS Staff

*MISSION STATEMENT
OF
IMLAY CITY CHRISTIAN SCHOOL*



*“Helping parents educate tomorrow’s
Christian leaders.”*

The Imlay City Christian School is established and operated by Christian families in obedience to God's command to "nurture your children in the ways of the Lord." God created the family and gave to parents the responsibility for instruction, so that His promise of redemption would be passed throughout the generations. In obedience to Him, we are partnering together to educate tomorrow's Christian leaders.

Our educational aim is to place God first in the child's life. The whole child is educated to be Christian in all aspects of his life—spiritual, mental, physical, and social. As a child learns, he must come to know, to enjoy, and to serve God by means of his God-given abilities. Christian education is intended to be lived in the Christian life. This is what Christ-centered education is about.

Article III of our Constitution says, in part, **"The purpose of Imlay City Christian School is to provide for and give the youth of the community that week-day instruction which is necessary if they, as children of God, are to occupy their places worthily in society, church and state."**

We are dedicated to upholding the following:

- 1. To confront each child with his need to accept Jesus as Lord in a personal and living way, as the Spirit directs.**
- 2. To establish a set of moral values by which the child will be able to filter the experiences that confront him in later life and help him make his faith usable.**
- 3. To train the child in the formal knowledge of God's Word and responsibility to God's world.**
- 4. To develop in each child the highest possible degree of proficiency in all branches of learning and skills of communication, with every phase thoroughly Christ-centered.**
- 5. To develop a truly Christian personality through counsel, curriculum, and activities.**
- 6. To establish, by direction and example, the ability to be self-disciplined.**
- 7. To develop a love for learning.**
- 8. To encourage in each child a Christian cooperation with other pupils; to promote Christian standards of fellowship, recreation, and sportsmanship, and to develop Christian respect for authority.**

STATEMENT OF FAITH OF IMLAY CITY CHRISTIAN SCHOOL

Imlay City Christian School is dedicated to the advancement of the principles of the Christian faith enumerated below. Each member of the Board of Trustees has subscribed to and adheres to these principles. Members of the staff will also be those who, likewise, subscribe and adhere to these principles.

- **We believe** that the Bible is the inspired and infallible Word of God and that it is the ultimate source of authority in all matters of faith and personal conduct.
- **We believe** that there is only one God, who is eternal and omnipotent, existing in three persons: the Father, the Son, and the Holy Spirit.
- **We believe** that our Lord Jesus Christ led a sinless life, performed all the miracles attributed to Him, that He died on the cross for man's sins, according to the Scriptures, and that all who believe in Him have the forgiveness of sins through His blood.
- **We believe** that Jesus Christ rose from the dead and ascended into Heaven where He now sits at the right hand of God the Father, and that He will return in power and glory to judge both the living and the dead.
- **We believe** that man was created in the image of God, but that he sinned and was separated from his Creator, which is spiritual death.
- **We believe** that one who receives Jesus Christ by faith is born again by the Holy Spirit and thereby becomes reconciled to God.
- **We believe** that the Holy Spirit dwells in one who has committed himself to Christ and is his constant guide for living a Godly, victorious and consecrated life.
- **We believe** in the personal imminent return of our Lord and Savior Jesus Christ.
- **We believe** in eternal punishment for unbelievers and in eternal life with Christ for believers.

ORGANIZATION POLICIES AND AFFILIATES



Enrollment: Parents desiring a Christian education for their child should begin the process by contacting the administrator for a brochure and/or a visit to the school. An admissions committee will interview parents of all applicants. The School Board reserves the right to admit or deny admission for justifiable reasons. The primary qualifications for acceptance are a parent's genuine commitment to God and His service, a heartfelt desire to have the child mature in Christ, and at least one parent must regularly attend/be a member of a Christian church. Imlay City Christian School has a racially non-discriminatory admission policy that all students regardless of race, color, or national origin are afforded all rights and privileges of the school.

Finances: Imlay City Christian School is not tax supported and receives no money through the public treasury. There is a tuition fee for all students, which accounts for about 82% of total operating costs. Parents' participation in money-raising activities helps provide the other 18%. Parental assistance is vital to the school's success and operation. Families that do not have their tuition paid up according to the registration agreement, by the end of the first semester, will be required to meet with the Financial Secretary of the School Board. This meeting must be held within ten days of the end of the first semester. Failing to agree to this meeting will result in their children being dismissed from school. Families who have paid their registration fee but do not choose to enroll their children when school begins, shall not receive a refund of the registration fee. In exceptional circumstances the Board may approve some refunds.

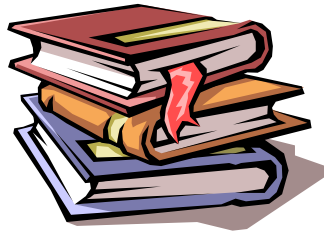
Volunteering: So many things are accomplished at ICCS because of school families who volunteer their time and talents. Each of us has been blessed with unique, God-given talents; and when we put those talents into action, it has a direct impact on the staff and school.

Building Fund: Each year, parents are to pay \$320.00 per family for the Building Fund. This money is used for general up-keep of the building. Because this payment qualifies as a tax deduction, our bookkeeper will issue a receipt for your files.

Christian Schools International: We are a member of Christian Schools International, which acts as a service agency for approximately 400 Christian schools representing over 105,000 students and over 8,800 full and part-time teachers throughout the United States and Canada.

School Board: The School Board for the 2008-2009 school year is made up of; James Louwsma, Allen Hibbler, John Schlaack, Robert Sommer, Treasa Winget, Lee Super & Paul Atkins. The School Board has the heavy responsibility of overseeing the operations of the school. You may be asked to provide assistance and expertise in various ways. Here, also, you will be serving God by serving Imlay City Christian School. Parents are welcome to attend School Board meetings with a guest status. These meetings are held on the second Monday of every month.

GENERAL INFORMATION



Books and Supplies: The school furnishes the basic books and supplies. Students who damage books must replace them at the current price. Extra supplies and accessories are to be purchased by the parents. Each August, a list is sent to parents with suggested school supplies.



Office Hours: The principal teaches class until 2:30 every day. If you would like to speak to him, please call the office to make arrangements. A secretary is available to take your call from 8:30 AM until 12:30 PM on Monday through Thursday. In the event that no one is available to answer the phone, the answering machine will take your call. We will do our best to respond to your call as soon as possible. Teachers are available to take phone calls either before or after school. If you would like to schedule an appointment with a teacher, please see him/her directly.

The Building: The following policies have been put in place by the school board:

1. Respect for all school property, including books, desks, walls, etc., is demanded from all students. Children may NOT bring gum to school or chew gum on the bus, on the playground, or in the school building. The phone is for school business. Only the secretary will be allowed to make emergency or necessary calls on behalf of the students. Personal business, such as going to a friend's house after school, must be arranged at home.
2. Restraint and self-control should be exercised in the hallways, rooms and playground. Students are not to play in unsupervised areas. Pushing, shoving, bullying, fighting, etc. will not be tolerated.
3. All visitors should stop at the office to see the principal or secretary to indicate the reason for visiting the school. Parents or guests are welcome to visit the classes after proper arrangements have been made. Friends of students desiring to attend classes must make prior arrangements with the teacher and the principal.

The Lockers: The following policy has been put in place by the school board:

Students are provided lockers, desks, and other equipment in which to store materials. Lockers are issued to students for their use. The lockers, however, remain the property of the school; and school officials have the authority to inspect lockers and their contents. Lockers may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Lockers are to be maintained in the condition issued. Damage to lockers will result in fees charged to the occupants. Students should comply with the following:

1. Use only the assigned locker.
2. Always close locker securely.
3. Report any locker problems to the classroom teacher.
4. Do not place items of great value in locker; including purses, calculators, jewelry, etc.
5. Lockers are to be kept clean. Food and beverages should not be stored in lockers overnight.

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of laws or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Search procedure:

1. Principal makes the decision to conduct search of lockers/and or backpacks/belongings.
2. Staff should report any reasonable suspicions to the principal to warrant a search.
3. When deemed necessary, female students will disclose contents of personal belongings to a female staff person in a private setting.

Adopted by ICCS School Board November, 2005

DISCIPLINE

1. Foundation for Principles of Discipline:

- a. God demands that we obey and respect authority. To the student, parents and teachers are authority. (I Peter 3 and Romans 13)
- b. Christian behavior is demanded by God and must be according to His Word. (II Timothy 3:16)
- c. Responsibility for requiring appropriate, God-glorifying behavior is placed by God on the parents, who, in turn, delegate the "school portion" of it to those who stand in the parents' place in the educational setting of the school.
- d. Discipline is a means of instruction. If students fail to learn due to a lack of motivation, poor work habits, etc., corrective measures should be used.
- e. Discipline is a means to mold the child as a servant of Christ.
- f. Discipline is for control of excessive, non-productive behavior, such as talking, note writing, unnecessary movement, and similar activities, which interfere with learning.
- g. Discipline includes chastisement to correct unacceptable actions. Punishments must be administered fairly and firmly. Behavior such as swearing, fighting, disobedience and the like must be punished.

2. Methods of Discipline:

- a. Discipline begins in the individual and is a mark of responsible action. Self-discipline should be the aim as the children are trained.
- b. The teaching staff is expected to maintain orderly classrooms and is responsible for the discipline of the students in their charge.
- c. The principal shall be responsible for the conduct of the school as a whole.
- d. Teachers and the principal are expected to use good judgment in administering punishments. They are expected to be fair, yet firm.

- e. Students are, personally and individually, image-bearers of God. As such, they may expect to be held to God's standards for behavior and may also expect to be treated as individuals in terms of their responsibility to be respectful, cooperative and obedient. To the extent that it is possible, groups will not be chastised, but individuals will be called to account for their behavior.
- f. Students who disobey school rules may be detained during recess or noon hour times. After-school detention will only be used after consultation with parents because we recognize the transportation problems that can result.
- g. The principal may suspend a student who has been written up three times for inappropriate behavior. The suspension will not exceed 3 consecutive days. Parents will be consulted at the time of any suspension from school. A meeting with the Principal, Board members, parent(s) and student will take place before the student returns to school.
- h. Expulsion from school will be considered only as a "last resort." Only the School Board has the authority to expel a student.
- i. Probation or expulsion may be necessary to control student behavior, which interferes with school activities. God demands that we as parents obey and respect authority of the school officials.

3. Procedure for Complaint

During the course of the year there are times when misinformation and misunderstanding arise. In the case of such problems or complaints, students, parents and teachers are expected to follow the Biblical procedure laid out for us in Matthew 18:15-17. In summary it is as follows:

- a. Go to the person with whom you have the misunderstanding.
- b. If it is not resolved, bring another person with you.
- c. If it is still not resolved, bring it to the church.

Under no circumstances should these problems or complaints be discussed with anyone other than the parties involved.

To use an example of a *school* setting, in which the parent has a problem with a teacher, the procedure would be as follows:

- a. Go to the teacher and discuss the problem.
- b. If you do not resolve the problem, take it to the principal.
- c. If it is still not resolved, take it to the School Board.

4. Specific Areas of Disciplinary Concentration:

- a. Lack of respect towards teachers and staff
 - 1. Talking back
 - 2. Questioning everything assigned
 - 3. Direct disobedience
- b. Lack of respect towards others
 - 1. Other adults
 - 2. Other students through name-calling, mocking, or "put-downs"
 - 3. Fighting with other students
- c. Lack of respect for the property of others
 - 1. Stealing
 - 2. Abuse of the property of other students
 - 3. Abuse of school property
- d. Student profanity
 - 1. Religious words
 - 2. Inappropriate words
 - 3. Gutter words and/or gestures
- e. Lying to others and/or teachers
(Must be verified by a teacher.)

- f. Disregard for school rules
 - 1. Snowball throwing
 - 2. Chewing gum in school
 - 3. Playing in unsupervised areas
 - 4. Rough play in bathrooms, halls, etc.

Parents and children should communicate regularly concerning the child's behavior in school. Parent and teacher cooperation and support is essential to the success of any disciplinary code.

Emergency Closings or Delays

- 1. Our school follows the Imlay City Public School closing schedule. Listen to the radio or television as we expect to have the information broadcast on WMPC AM 1230, WWGZ 103.1 FM and WDIV Channel 4 in Detroit.
- 2. In the event that school is canceled during the day, evening activities are also canceled.

Transportation

Our students have the option to ride the Imlay City Community School buses. Parents desiring to use this service **must** notify the Imlay City Bus Garage (724-9852 ext. 852) to make arrangements. Families from outside the Imlay City School District must provide their own transportation to and from school or transport their children to an Imlay City Community School bus stop from which point they, for a fee, will be transported to and from school.



Smoking/Alcohol Policy

The Board of Trustees, in support of the Michigan Clean Indoor Air Act (PA 198 of 1986), Possession of Alcohol in Public Areas (PA 274 of 199) and the Drug Free School Zone Act (PA 188), prohibits the use of tobacco products and the consumption of alcohol on school property or at any school sponsored activity.

Cell Phone Usage Policy

Students are not allowed to have cell phones at school during school hours, the office phone will be available for student use with teacher or staff permission and supervision for emergencies. Students are also not allowed to take cell phones along on class field trips. Chaperones will have phones if there is a need for any student to contact a parent or guardian during such events.

Parent-Run School

What does it mean when we say that ICCS is a parent-run school? It means that parents choose school board members and that these board members set policies that affect the operation of the school. Parents are encouraged to give their input by contacting the board or appearing at a board meeting during the "parent time" of the board meeting.

IOWA Basics Testing Program: Purpose

1. To identify strengths and weaknesses (Patterns)
 - a. School--as compared to other schools
 - b. Classes
 - c. Individual Students
2. To provide up-to-day indicators of school performance which will allow for more accurate tracking and profiling.
3. To identify strengths and weaknesses of the school priorities and curriculum and to make adjustments as student needs indicate.
4. To aid in planning for staff development and curriculum development.
5. To determine student rate of progress and growth.

Testing Schedule: Generally, students are given the Iowa Tests of Basic Skills in early spring of each year.

SPECIAL SERVICES

Lunch and Milk Program

Our school participates in the **Special Milk Program**. This is a program funded by the federal government through the Michigan Department of Education. The cost of milk is subsidized so that students are able to purchase either chocolate or white milk by the semester at a greatly reduced price. Please watch the weekly newsletter for costs and when to pay. Milk is only available at lunchtime and may not be saved from day to day or taken home, nor may multiple cartons be purchased. We encourage parents to seriously consider the advantages of this program. Students need to bring their own lunch to school. These lunches are eaten in the gym. Once a week we offer a **hot lunch** for a minimal price (\$1.00-2.00 each). These meals are brought in to school from local businesses (Taco Bell or Hungry Howie's Pizza, etc.) Order forms are sent home weekly in advance of hot lunch days.

Health

Screenings: Vision and hearing screenings are given to our students on a regular basis.

Immunizations: All students must have either a record of their immunizations or a waiver on file.

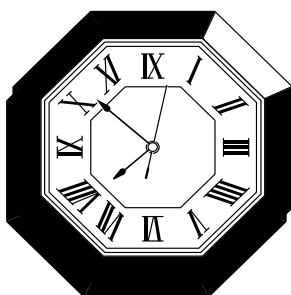


Medication: We hesitate to administer medication of any kind. If a child is to take a certain medication, he/she must bring a note explaining it and giving specific instruction for its administration. No student is permitted to bring in his/her own medication—it must be brought in to the office by a parent/guardian. The office staff will give acetaminophen (pain reliever) only when the parents have given their permission on the “Student Medication Information” form.

Head Lice Policy: Parents should report cases of head lice to the school office and begin the proper treatment for the lice. All parents in the school will be informed of a head lice problem when necessary. A note from the health department will be sent to parents concerning the appropriate checking of heads for lice and treatment. Only after children have been judged free from lice and nits (by a health care professional) will they be re-admitted to school.

STUDENT INFORMATION & EXPECTATIONS

School Day: Kindergarten to enter classroom at 8:45 when the bell rings. Students in grades 1-8 are expected to wait outside and line up at the back door of the building. A teacher will admit the students in an orderly manner into the building. Students may enter as they arrive when weather is unfavorable. A sign will be posted on the door on bad weather days letting the students know that they may enter. The first bell rings at 8:45AM.



DAILY SCHEDULE FOR K-8

8:45	“Line Up” Bell
8:55	Classes Start
10:30	Recess
10:40	Line up bell
10:45	Classes start
12:10	Lunch (grades K-4) (Recess: grades 5-8)
12:50	Line-up Bell
12:55	Afternoon classes begin
3:20	End of Classes
3:25	Bus Students Dismissed
3:30	Remaining Students Dismissed

Attendance:

1. Students are expected to attend school every day that it is in session. Parents should call the school as soon as possible if their child is absent. The office may call to check on a student if he/she is not in school and you have not notified us.
2. A late arrival at any time during the day is marked tardy.
3. Students are expected to remain in school for the entire day. They may only be excused for leaving early in cases of emergency, illness, or other appropriate reasons for which prior arrangements are made. Leaving early under other circumstances will be considered unexcused.

Recess: Students are expected to go outside during recess periods except in the case of inclement weather or for health reasons. As a general rule, if a child is well enough to be in school, he is well enough to go outside for recess. Please send a note if your child needs to stay in for health reasons. Students may not leave the playground without permission and may only play on the north and east sides of the building. The parking lot is off limits to all students unless accompanied by a teacher or an adult. Throwing snowballs is not allowed on the playground. Flag or touch football are the only allowable forms of that game. At least one teacher will be on recess duty each day.

Music

1. Vocal Music- Classroom instruction in music will be given in all grades (K-8).
2. Instrumental Music-Participation will be an option for students in grades 5-8. A certified music instructor will teach band during the school day. Instruments may be rented or purchased through the instructor or from any other source the parent's desire. Throughout the year, band students will perform in various programs and will be offered opportunities to participate in activities outside of school as well.

Extra Curricular Activities

After school we have many sports programs and other activities. It is the school's policy that only the child in the sport or activity is to be on school property. Please make sure your other children are picked up after school.

Athletics

Extra curricular activities are normally limited to students in grades 5-8. Our athletic program consists of the following sports:

1. Boys' and Girls' Soccer
2. Boys' Basketball
3. Girls' Volleyball
4. Track & Field



Intramurals are offered for 5-8 grade students during lunch recess December through April.

Worship/Dance Club (The Creative Crusaders)

Worship/Dance Club is offered to boys and girls in grades 1st through 8th. Club leaders emphasize lifting up the name of Jesus through drama and interpretive dance. The club meets 2 times a month to enhance fellowship, cooperation within the school body and skills pertaining to different forms of worship. The club will have the opportunity to share what they have learned in chapel and with local churches.

Computer Club

The Crusader Computer Club is offered to boys and girls in grades 3rd through 8th. Club Leaders will provide a creative and safe after-school learning environment where young people can explore their own ideas, develop skills, and build confidence in themselves through the use of technology. We will have fun working in groups, with partners and also individually. The club will meet 2 times a month and is designed to go hand-in-hand with our school curriculum.

Physical Education

Every student is expected to participate in PE unless a doctor, in writing, says it is necessary to refrain from these activities. Students must have a pair of tennis shoes for PE. We encourage girls who wear skirts or jumpers to also wear shorts so they can play freely.

Library: The following rules have been established for library use:

1. No more than 2 books may be checked out at a time
2. Books are checked out for one week and may be renewed as needed.
3. Students with overdue books will not be allowed to take any additional books out of the library until the overdue books are returned.
4. Encyclopedias and other reference books may not be checked out of the Library.
5. All books must be returned or compensation made for them by the last day of school.

Chapel

Two mornings each month the students from all grades meet for chapel. The teachers and guest speakers lead the chapel services. Parents and guests are always welcome to attend our chapel services.

Dress Code

Uniforms are the required dress for each school day and extra-curricular events (for grades K-8) unless specific instruction to the contrary is given. **Parents** (not the student) will be contacted if their child is not dressed according to dress code policy. Shorts may be worn in September, October, April, May and June only. Girls may wear shorts year-round but must also wear tights from November 1st through March 31st. Tights must be navy blue or white with no ornamentation. The teaching staff will handle questions about dress with the principal having the final word when necessary. **Uniforms may be purchased at any retail outlet, but please carefully adhere to the item description you have been given. Diversity of suppliers must still result in uniform dress.**

To offer the students a change from uniform dress, we have “**Casual Days**” twice a month. The first school Friday of every month we permit the students to wear casual attire to school—for example: jeans and sweatshirts. We do ask that no camouflage or T-shirts with words on them (other than Christian logo) be worn.

The third Friday of the month is also “Casual Day” for those who chose to pay for it! This day is set aside as a fundraiser. The cost is \$1 per month, per student. The money must be paid ahead of time. After paying the student will receive a sticker or stickers that are to be worn on their casual shirt during these days. Those students who are dressed in casual clothes and are without a sticker will be sent home or their parents contacted to come to school with the sticker or their school uniform. All casual days are completely optional.

There is no requirement for specific shoe styles, although shoes and socks must be worn in school. **All students must have a pair of “indoor shoes” which are kept at school.** The purpose for this policy is to keep the carpets from getting soiled or stained.

Basic Uniform Items (Grades K-4)

Boys: Pants Navy Blue or Khaki

Corduroy or pleated twill pants (No outside pockets)
(No cargo style pants)
Pleated twill shorts (No cargo style shorts)
(No outside pockets)

Shirts: White or Burgundy

(Shirts **must** have collars and **are to be tucked in**)
Polo shirts (long-sleeve or short sleeve)
Oxford dress shirts (short-sleeve or long sleeve)
Turtle-necks or mock turtle-necks
Official school sweatshirts w/ ICCS logo.

Girls: Navy Blue or Khaki

Corduroy or Pleated twill pants (No outside pockets)
(No cargo style pants)
Pleated twill shorts (No cargo style shorts) (No
outside pockets)

Twill or corduroy V-neck jumper

Twill or corduroy pleated jumper

Twill or corduroy A-line jumper

Twill pleated skirt

Twill or corduroy A-line skirt

Twill culottes/skorts (No cargo style shorts)

Shirts: White or Burgundy

(Shirts **must** have collars and have **no** ruffles or edge
trimming. **Shirts are to be tucked in**)

Polo shirts (short-sleeve or long-sleeve)

Oxford dress shirts (short-sleeve or long-sleeve)

Turtle-necks or mock turtle-necks

Official school sweatshirts w/ ICCS logo

Optional for Boys and Girls solid-colors Sweaters or sleeveless pull over vests (V-neck, Cardigan, Pull-Over) in Red, Burgundy, Dark Green, Navy Blue, Gray. All sweaters must be without stripes or patterns.

Uniform Policy Grades 5-8

Students in grades 5-8 adhere to the above given uniform standards but are also permitted to wear the following **shirt** colors: **Red, Navy Blue, Light Blue, Dark Green, Light Yellow, White and Burgundy**

Appearance

1. Hair should be worn so that it does not interfere with vision.
2. Students should dress appropriately for the weather. In the winter students should have warm coats, boots, hats, gloves and snow pants.
3. Males must remove hats upon entering the building and are to keep them off until they are outside the door on the way out. No hats are to be worn in the classroom except on “spirit days”.
4. Males will not be permitted to wear earrings at any school activity.
5. Our bodies are the temples of the Holy Spirit; as such, we should use caution concerning the latest fads. No extreme hair colors or styles will be permitted.
6. As is expected in an organization requiring uniform dress, clothing items in addition to the uniform are not permitted.
7. Uniforms are to be worn to and from school except by special permission from the principal following a parental request.

Additional Programs

Technology

ICCS has been blessed in the area of technology. Our tech lab has a dozen computers that are networked and connected to a laser and inkjet printer. We also now have a computer, cable TV and a VCR in every classroom. Please refer to the “Computer and Internet Policy” handbook for more details.

Spanish Program

We offer foreign language in our curriculum for grades K-4. Students receive classroom instruction in Spanish one day a week for 30 minutes. Our vision for the future—for every grade level to study Spanish.

Art Program

We have an Art Program for every grade level.

Jr. Kindergarten

ICCS offers a Jr. Kindergarten program for 4 and 5 year-old children. At present, we have a single session, which meets on Monday, Wednesday & Friday afternoons from 1:00 PM to 3:30 PM . The Jr. Kindergarten’s purpose is to prepare children for Kindergarten by giving them a head start in academic and social learning. There is no dress requirement for Jr. Kindergarten; rather, we encourage them to wear comfortable play clothes.

Grading and Reporting Procedures

Report Cards

Each of us should strive to encourage one another to try his best. Maybe the grades will not be high but the Lord sees our hearts and knows whether or not we have done our best work.

Report cards and grades are often misused by both parents and children who use them as a comparison tool to measure their children’s worth or their own worth. Some children will become discouraged by continually receiving low marks. It is our job as parents, teachers, and students to build each other up in the Lord. Each one of us has been created in the image of God with different talents. Some will do well academically; others will relate well to those around them; others will work well with their hands, etc. Because each of us is given different talents, do not let your academic grades become a measuring stick of your worth.

Report cards are issued four times a year and will be sent home with the students. After parents receive the first report card we will schedule a parent-teacher conference. Cards must be returned before the conference. After reviewing each report card, the parent(s) should sign and return them to school promptly with their child(ren). At the end of the third quarter, report cards will be sent home followed by an optional parent-teacher conference. The final report card will be sent home on the last day of school, provided all outstanding tuition and fees are paid in full.

At any time during the school year, parents or teachers are encouraged to ask for a special conference should they feel the need.

a. Grading

If you as a parent have any questions regarding the academic progress of your child, please contact his/her teacher.

b. Grading Scale

Achievement:

A	100-96	C	80-77
A-	95-93	C-	76-74
B+	92-90	D+	73-71
B	89-87	D	70-68
B-	86-84	D-	67-65
C+	83-81	F	64-

Effort:

G: Good	I: Improving
S: Satisfactory	N: Needs Improvement

c. Grade Placement and Grade Repetition

Children learn best if they are at a level suitable to them. They must be motivated and challenged but not frustrated. For this reason, we do not move children from grade to grade regardless of their progress and learning capacity.

Students new to Imlay City Christian School will be given the **Woodcock-Johnson placement test**. The results will help determine appropriate grade placement. The parents will pay the cost of the testing (\$50.00).

If there are possible failures, teachers will discuss these with the principal prior to the end of January. Parents will be notified of the possibility by the middle of February and re-evaluation will occur by the next reporting period. The final decision is to be made during May.

Homework

The purpose of homework is to provide reinforcement of skills and knowledge presented in school. Activities should include drills and practices as well as opportunities for students to apply what they have begun learning in school. Sometimes students will have enough time in school to complete their assignments, but as students progress through the grades they will be expected to develop more efficient methods of study and organization. In addition, it is suggested that parents schedule up to thirty minutes of reading each school evening for their children. In the upper grades these may be books that are assigned in school or just fun reading. Each student is responsible for completing all assigned work. Excuses, other than medical, are unacceptable. If a parent observes that a child is unable to complete his/her homework, that parent should write a note to the teacher (or consult with him/her before or after school) so that the situation can be remedied.



Make-up Work

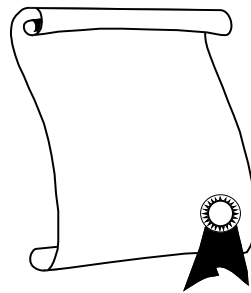
Parents must realize that any absence creates problems for both teachers and students. Parents and students are expected to take the initiative when absences occur which result in assignments and make-up work. Parents are advised to consider this when planning trips. Class work will not be given in advance of a vacation; rather, the student will be given the opportunity to make up missed work after their time away. If a week of school is missed, the student will be given a week after returning to make up the missed assignments. If two weeks are missed, the student will be given two weeks to make up the work, and so on for additional time off.

To encourage students in their reading and writing skills while away from school on vacation, teachers may ask them to write a daily journal of their trip. Reading a book and writing a book report may also be assigned. Drawing a map of the vacation route and highlights would also be a possible assignment. All of these activities encourage learning on the part of the student without taxing teacher or parent.

Assignments and tests, which are missed due to vacation, illness or death in the family, will be made up at the teacher's discretion.

Awards

To acknowledge special achievement by students, awards shall be presented to reflect a balance in activities deemed to be of value such as scholarship, athletics, music, attendance and intramural sports. The staff and principal will determine the requirements for these various awards.



Criteria for Academic Awards:

“A” and “B” Honor Rolls

These honors are determined on the basis of grade point average in the following subjects:

- a. Bible
 - b. Language
 - c. Literature
 - d. Mathematics
 - e. Science
 - f. Spelling
 - g. Reading
 - h. Social Studies
1. To qualify for the “A Honor Roll”, a student must attain an average of 3.51-4.00 in the subjects listed above for the entire school year.
 2. To qualify for the “B Honor Roll”, a student must attain an average of 3.00-3.50 in the subjects listed above for the entire school year.
 3. Honorees will receive award certificates.
 4. The school Honor Roll encompasses students from fifth through eighth grade.

Athletic Awards

Students who participate in soccer, basketball, softball, volleyball and/or track will be given participation certificates at the conclusion of each year. Awards for achievement in the annual Track & Field Day competition are given out at that time.

Other Awards:

Participation is required from all fifth through eighth grade students in the annual Fine Arts Day. Awards for participation and accomplishments are handed out on that day. Various other awards may be given as situations warrant; for example, Music, Drama, Perfect Attendance, special activities or accomplishments.

Crusader News

Our school newsletter is called the Crusader News and comes out once a week. It is a very useful tool for keeping the lines of communication open between parents and staff. Please be sure to ask your child for the newsletter each week so that you may be aware of up-coming events at ICCS. If you have e-mail we can electronically send it to you on Tuesdays along with hot-lunch slips.

Blue Slips

Each Monday, the teachers will send home a “blue slip” for each child. This gives the parents an idea of how the student’s week went and any up-coming tests, quizzes, projects, field trips, etc. Parents are asked to sign these after reading them and return them to school with your child the next day.

Junior High Class Trip

One of the privileges of being in seventh and eighth grade is a special yearend trip. Students are accompanied by a teacher and parent chaperones. Students are involved in fundraisers to cover expenses.

Appeals Court

As a means for parent and student concerns regarding handbook policies to be addressed, an “appeals court” will be set up. This group will consist of a school board member, a teacher and a parent. The appeals court will listen to parent and or student “appeals” and then make a recommendation to the school board for action if necessary.

Unanswered Questions

We hope this handbook is of value to parents and students. If we have raised new questions or failed to answer old ones, please contact the office or teaching staff.

In closing...

We trust and pray each one of you will have a good year and that we can work together to prepare “Christian leaders through a quality Christ-centered education.”



School year 2008-2009

Security Plan for Imlay City Christian School

Introduction.

As a result of the violence in various schools, the ICCS staff and board have decided that it is necessary for us to implement a security plan for our school. We all realize that those who seek to do harm to children do not differentiate between large or small schools nor between public or Christian schools. This trend has become more evident in the last couple of years.

The central purpose of the plan is to take care of the safety of all of our students. The parents who are sending their children to ICCS are doing so with the understanding that their children will be taken care of academically, spiritually, and physically. The latter has now taken on a whole new dimension.

After its initial implementation, the plan will be reviewed periodically with the understanding that changes and improvements can/will be made. These changes or improvements will come about as a result of various inputs. The implementation of the changes will take place only after board approved the changes.

Parents will receive a copy of this safety plan at the beginning of each school year. They, in turn, will review its contents with their children. This will help the students to understand that their parents as well as the staff seek student safety. Local police departments will also have a copy of the plan on file.

Staff, parents, and visitors

All personnel that come into the building will need to be identified in some manner. This will help first responders (police, firefighters, EMT) know whom they are talking to.

- a. All staff and teacher aids will need to wear a school issued ID which will be clearly visible at all times.
- b. All visitors entering the building will need to wear a school issued visitors pass.
- c. ICCS coaches in charge of games will be wearing an official school ID badge.

Parking lot

Staff parking (ICCS and Head start) will be along the south side by the tree line, the west side paved area, or along the southern end of the east fence line. This is needed to give law enforcement a clear line of view in the event an intruder is in the portables or is in the main building. This arrangement is also needed in the event emergency equipment (fire or/and rescue trucks) needs to have access to any of the buildings.

Communication

In the event of an emergency, a reliable form of communication needs to be in place. The form of communication needs to be reliable and one which includes all staff members.

- a. Each staff member will be issued a walkie-talkie that will at all times be on channel ____ . The walkie-talkie will be kept on the person or within arms reach. The walkie-talkies will be used only in the event of an emergency. Codes for different situations will be developed by the staff and will only be known by staff members. The codes will be changed each time there is a staff change, unless this is not deemed to be necessary by the remaining staff.
- b. In the event of an emergency, the secretary or the principal will make contact with 911. The principal will decide who is to make the call.
- c. The board chairman will be kept updated of any emergencies as expeditiously as possible.

- d. The principal will handle all press contacts of any form. In the event of this not being possible, the board chairman will handle all public statements.
- e. Color-coded cards will be kept in each classroom near the door. These cards can be slipped under the door or in window of door where possible as a signal for the police. The color codes will be: green all is well, yellow low level danger, red serious problem, and no card designating that there are no students and/or staff in the room.
- f. If during a lockdown situation an evacuation notification or fire alarm is activated, the course of action should be agreed upon in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee.
- g. Once a drill is activated, teachers/staff members do not open any door or window under any circumstances until uniformed fire or law enforcement personnel or principal or their designee authorizes the “all clear”.

Classrooms

It is crucial that students’ safety be kept in mind at all times during an emergency. To make this possible, the following must be kept in mind:

- a. Classroom doors are locked.
- b. Students are kept silent.
- c. Students are kept out of sight to anyone looking through the classroom door window. Shades on windows in doors need to be pulled down wherever possible.
- d. Students and staff keep silently out of sight until the police have given the all clear.
- e. Students and staff will exit through an outside window only when so directed by a police officer.
- f. Turn off lights including computer monitors.
- g. Teachers must verify attendance.
- h. Remain in position until “the all clear’ is given.
- i. Check halls and restrooms for students.
- j. Outside activities are routed to a safe location away from the building (to business next door).

Building

The over all security of the school building is vital. It is deemed that security can best be accomplished when the following is adhered to:

- a. The outside gym doors remain locked at all times.
- b. The side door, which serves as the student entrance and exit door be, unlocked only during recess breaks, outdoors PE times, or after school sports times.
- c. The front door remains unlocked during the school day.
- d. Cameras may be installed in key places.

Practice drills

The emergency security drill will be held twice a year in the fall and spring. At these times a simulated situation will be in effect so that the students and staff will know what to do in the event of a real emergency. An evaluation will take place after each drill by completing the attached School Emergency Drills Documentation Form.
