

Classical Christian School of Mankato

School Policy Handbook 2009-2010

CCSM ROLE AND POSITION

Classical Christian School of Mankato is a hybrid, a mixture of home schooling and professional teaching which is truly unique. The experienced home schooling parent knows the great amount of time it takes to select a curriculum, sort through all the information, prepare daily lesson plans, and stay on track for the entire school year. CCSM does all of the above and more. Instead of ordering a curriculum and receiving a large box of books, pages of instructions to sort through, and a hotline help number, parents receive the curriculum in small portions, with easy to follow instructions. Your child engages in a positive classroom teaching experience each week enabling him to stay on track and complete a full year successfully. Should you have questions, or, if problems arise, instead of a hotline number with a stranger on the other end, you have an experienced tutor who knows your child personally and is more than willing to help. CCSM is that big box of curriculum—sorted, planned, and delivered—by a tutor who loves the subject. All parents are not able to teach every subject. However, every parent does have the responsibility to see that his child receives the training and instruction necessary to prepare and guide him into the vocation and calling that will fulfill his purpose in life. CCSM helps in this process by providing carefully chosen and planned curricula taught by experienced teachers. Plus, an outside source of accountability and structure enhances the learning experience for the student and relieves the parent of hours of preparation. Our uniqueness compels us to work together. You are still home schooling. You are still involved in the academic work of your child. Your child is still at home, learning the most important lessons of life from you. Faith, dedication to family, personal discipline, and academic excellence are best nurtured and taught at home and encouraged and modeled at “school”. We are most privileged to be able to serve and work with such dedicated parents. Home- educated children are a living example of how love, coupled with guidance, brings peace to the heart. CCSM is dedicated to the home schooling community. Our end goals are the same as the parents - to have well-educated children, who are morally and spiritually intact, ready to take their place in the world with confidence. By God’s grace we will succeed.

STATEMENT OF PURPOSE

Our goal is to help provide a comprehensive classical education for home- schooled children. Classes are designed to support, give direction, and encourage parents to continue the home education process through the high school years. Students receive concentrated instruction in class while completing the major portion of work at home with parental involvement. We believe that it is the parents' responsibility to seek out the best method of education for their children according to the individual needs of the child and the family. If we can be of service to you in any stage of this process, we will have met our goal.

CCSM STATEMENT OF FAITH

We believe that the Bible is the only inspired, inerrant, authoritative Word of God. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe man was created in God's image, and being descended from Adam, inherited a sinful nature and is totally unable to save himself from the natural consequences of sin; therefore, regeneration by the Holy Spirit is absolutely necessary. We believe men and women are saved and justified by faith alone in the shed blood of Jesus Christ and by accepting Him as Savior and Lord are born again by the Holy Spirit and become children of God, and that the present ministry of the Holy Spirit enables them to live a godly life. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

WHAT DO WE TEACH CONCERNING DOCTRINE?

We do not teach church doctrine except the Doctrine of Christ as stated above in the "Statement of Faith". We believe a parent should not abdicate the teaching of doctrine to others. It is the parents' responsibility to teach the fullness of the truth of God's Word to their children regarding baptism, communion, the Sabbath, eschatology, et cetera. CCSM will emphasize the teachings of Christ regarding the proper attitude towards others (for example, loving your neighbor as yourself). All subjects are taught from a Biblical worldview.

CODE OF CONDUCT

The highest standards of conduct are expected from CCSM students. This standard applies to both "school" and "non-school" related social activities where unacceptable behavior might bring shame upon the name of Christ. Drinking alcoholic beverages, using marijuana or illegal drugs, smoking, profanity, disrespect for authority or property, improper sexual behavior, and abuse of others are all prohibited.

In the area of relationships between young men and women, CCSM will promote courting, discourage casual dating, and prohibit all public displays of physical affection at "school" and at "school functions."

If your child does not have a heart to do the will of God and serve Him, we respectfully ask that you not enroll your child.

SCHOOL RULES

- Students are not allowed outside without adult supervision.
- No eating during classes and study hall, (this includes gum).
- Students must drink only water on the school property.
- NO beepers, cellular phones, radios, games, MP3's, etc. are allowed at school.
- Please talk with your child about respecting and caring for the facility.

CLASSROOM RULES

1. **Be kind with your words and actions.** Be an encourager. Keep your hands, feet and other objects to yourself.
2. **Be honest.**
3. **Be respectful and courteous to everyone.** Do not disturb others who are trying to learn. Refrain from making comments, noises, and using inappropriate language that does not belong in the classroom.
4. **Be patient to speak out.** Talk in turn by raising your hand and waiting for the teacher to call on you.
5. **Be obedient immediately when asked to do something.**
6. **Be a hard worker and come prepared to learn.** Always do your VERY BEST!

PREPARING FOR THE CCSM SCHOOL YEAR

Phonogram Training–New and Returning Families

Parents enrolling children in grades K through 4 are **REQUIRED** to attend phonogram training. If you are a returning family with a child in Kindergarten, you must attend a training session. Training sessions are usually held in August. **Please do not bring children. Childcare is NOT provided.**

Phonogram Testing–New Students

All new students entering grades 1-4 must pass a phonogram proficiency test. Students entering grade one must be able to write the first 55 phonograms from sound, without visuals and keywords. Students entering grades 2-4 must be able to write all 71 phonograms from sound, without visuals and key words.

Phonogram Testing–Returning Students

All returning students are expected to be at the required proficiency for their grade level on the first day of class. A proficiency test will be given at that time. Please continue to work with your child over the summer to insure that he maintains proficiency.

Math Testing–New Students

All students entering a math class for the first time must take a math placement test.

SCHOOL HOURS / TARDINESS

Arriving in class on time is important. Our tutors have a limited time with your child so they must start classes immediately. Your child will miss information, or perhaps not have the time they need to finish a quiz or test if he is late. Upon arrival, students will be expected to put outerwear, lunches, and backpacks away and be seated by 8 a.m. or they will be considered tardy. Conduct points will be given for tardiness.

- The building opens at 7:45 a.m.

Parents: Please note the following!

We ask that you not enter the classroom before school to speak to tutors. They are preparing for the day and the minutes prior to class starting are especially important to them. Please respect this important request. Thank you.

Classroom Hours

- Pre-K 8 a.m. – 12:00 p.m. Monday and Wednesday
- Grades 2 – 9 8 a.m. - 3:20 p.m. Monday and Wednesday

INCLEMENT WEATHER/MAKE-UP DAYS

CCSM will notify you if school is to be closed. If inclement weather causes school to be cancelled we will inform you of the make-up day.

ABSENTEEISM / MAKE-UP WORK

If your child is sick or there is an emergency, contact the school before 8:30 a.m. that day. At that time make arrangements as to when you will pick up your child's homework.

ALL WORK MUST BE COMPLETED UPON RETURN TO CLASS.

It would be rare for a student to be so sick or to have an emergency for the entire 5 days he has at home so as to render him unable to complete his work. However, if there is an extenuating circumstance, the child will have one week to turn in all assignments and take any tests that have been missed. Contact Peggy Maertens if this is the case. **This exception will be allowed twice.**

If your child has tests to make up you must check with his tutor for a make up time. If he needs to come in early you are responsible to make sure he does so. **He must make up a test the next day he is at school even if the class he missed was on another day.** For example, on Monday your child is absent and he had a history test. He returned on Wednesday but does not have history that day. He must take his history test that day. If he misses both Monday and Wednesday he must make up all tests the day he returns.

ALL TESTS MUST BE TAKEN IN THE CLASSROOM. ALL FINALS MUST BE TAKEN ON TIME.

GOVERNMENT REQUIREMENTS

- You will need to fill out a Minnesota Compulsory Instruction Report and send it into the district.
- Have your child's immunization record on file with the district.
- Complete forms for district reimbursement (if desired).
- If one of the parents does not have a degree you must send a copy of your child's report card to the district every trimester.

PLEASE NOTE: You are not to register as Classical Christian School of Mankato. You should list your home address. CCSM is a tutoring service, not a school. Your home is your school.

RECORD KEEPING

- The year is divided into three grading periods. Please consult the school calendar for dates.
- K-9 report cards will be sent home.

NOTE: NO RECORDS WILL BE RETAINED BY CLASSICAL CHRISTIAN SCHOOL OF MANKATO. AS A HOME SCHOOLING PARENT, YOU MUST KEEP TRACK OF YOUR CHILD'S REPORT CARDS.

LESSON PLANS

ALL LESSON PLANS ARE THE COPYRIGHT PROPERTY OF DSCS, all rights reserved. No part of the lesson plans may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the Director of Dorothy Sayers Classical School. RETURN ALL LESSON PLANS EACH WEEK WITH ASSIGNMENTS. Summary Sheets are provided in the lower grades for communication with the tutors. Please use Summary Sheets for questions and tutor communication. Each week, record important information on the lesson plans in your Teaching Manual. Lesson plans are for the express use of students enrolled at CCSM.

FAILURE SLIPS

As a home schooling parent you are involved daily with the learning process of your children. For this reason, we do not send home failure slips. Each subject has a binder with all of the information needed to follow your child's progress. It is of great importance that your children know that you will be following up to see that all assignments are completed. You will also want to keep track of their quiz and test scores. If you have any questions please call the school office and the administrator will return your call to make an appointment with you.

BOOK RENTAL

There are certain books that must be returned at the end of the year. You will be notified of which ones.

SCHOOL SUPPLIES

A supply list will be given out in August. Please refer to it for specific items and quantities.

- **Please bring these items to school the first day.**
- Have items out of packages before bringing to school
- You will be notified of changes or additions

BIRTHDAYS

The birthdays of our children are special! You may provide a treat of some kind on your child's birthday. Cake is not permitted because of the mess. The birthday recognition will take place over the lunch break.

DRESS CODE

Should a student not be dressed according to the dress code given below, the parents will be called to pick up their child.

Jewelry, Makeup, and Hair

We do not allow students to attend class who are dressed or attired with distracting jewelry, heavy face make-up, fingernail polish, or anything on clothes or body that is deemed distracting. Girls may wear only one pair of small earrings in the earlobes and light make-up on face and eyes. **Boys are NOT allowed to wear any earrings or necklaces.** Purity rings are allowed. No one is allowed to have hair dyed or bleached a color that would not be possible for a human to have been born with. Fluorescent hair of any color will not be allowed. Hairstyles must be neat and appropriate for the simple, non-distracting classroom environment that will be maintained at CCSM.

Clothing Size

Clothing will be of appropriate size. Oversized or undersized clothing (such as baby tee-shirts) is not allowed. Belts of appropriate size are to be worn at WAIST level. No one is allowed to wear sagging pants or slacks.

Hats & Accessories

Hats, bandanas, or sunglasses cannot be worn in the building.

Outerwear

Outerwear such as coats and jackets must be removed after entering the building. Coats and jackets cannot be worn in class.

Flamingo Test

Stand with both feet flat on the floor. Lift one foot and bend the knee at a 90- degree angle. The other leg must remain straight. If the back of the skirt touches the calf of the bent leg, the skirt is long enough. If it doesn't touch, the skirt is in violation of the dress code. **NO** exceptions!

Undershirts

Undershirts (tee-shirts) must be white without writing or logos. With the exception of the ribbed collar, undershirts are not to be visible.

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| THE ADMINISTRATION HAS FINAL SAY ON WHAT IS APPROPRIATE! |
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UNIFORM REQUIRMENTS

Girls

- White, light blue, light yellow, navy, or black (**solid colored**) polo shirts, uniform blouse, oxford shirts, or turtlenecks; short or long sleeved. No logos or decorations.
- Navy blue, black, or khaki (solid colored) twill or corduroy, dress pants or shorts (length - no shorter than two inches above the knee).
- Navy blue, black or khaki (solid colored) twill skirts or jumpers, at knee length or longer (as measured using the "Flamingo Test").
- Navy blue, black or white (solid colored) flat knit sweaters (includes: v-neck or crew neck, pullover, cardigan, or sweater vest).
- Solid **navy or black** sweatshirt (**NO LOGOS OR PRINTING**).
- Navy blue, black or white socks, tights or knee-highs.

Boys

- White, light blue, light yellow, navy, or black (**solid colored**) polo shirts, oxford shirts, or turtlenecks; short or long sleeved. No Logos.
- Navy blue, black, or khaki (solid colored) twill or corduroy, dress pants or shorts.
- Navy blue or white (solid colored) flat knit sweaters (includes: v-neck or crew neck, pullover, cardigan, or sweater vest).
- Solid **navy** sweatshirt (**NO LOGOS OR PRINTING**)
- Navy blue, black, or **SOLID** white socks (No logos).

All Students

- Black or brown, dress shoes (non-athletic and laces must be tied); no sandals or flip-flops.
- **PLAIN** Black or dark brown belt needs to be worn when appropriate (garments with belt loops).
- Shirts must be buttoned and tucked in.
- Shorts may be worn from April – May and September – October.
- Examples of clothing styles that do **not** qualify are "hip hugger" or carpenter pants, fatigues, cargo pants, bell-bottoms, t-shirts or other shirts without a collar.

Supplier Information

We are listing several options of where you may purchase uniform garments. Uniforms may be purchased from any source as long as it meets uniform requirements. All color standards taken from uniform section of JC Penney catalog. Please choose colors comparable to these.

- JC Penney (www.4.jcpenney.com)
- Wal-Mart (www.walmart.com)
- Donalds (www.Donaldsuniform.com) 1-800-728-8082
- LandsEnd (www.landsend.com/school) 1-800-469-2222
- www.allheartkids.com

Parental Responsibility

Enforcing proper dress is not the sole responsibility of the school. Parental guidance is required. No uniform code can anticipate all situations or changing styles; therefore, instances may arise where students will be asked to follow guidelines not actually written into the uniform code. Final authority with regard to the adherence to the uniform code will rest with the administration.

LUNCHES

Students will be expected to eat with manners and clean up their messes. Keep lunches simple! Do not pack anything the student cannot open himself. We suggest a sandwich, fruit, and chips. **Fast food is not allowed.** **Water is the only drink permitted.** Because of the risk of allergic reaction, please instruct your child not to share his lunch with anyone. We will NOT be using microwaves for lunches; cook hot meals when they are at home.

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