

# **Coulee Region Christian School**

## **Parent/Student Handbook**



**2007-2008**

## **WELCOME!**

The mission of Coulee Region Christian School (Coulee Christian) is to partner with parents to train and prepare their children to be disciples of Jesus Christ equipping them to honor God in a balanced approach with all core areas of their experience here at Coulee Christian and in life.

Each family enrolled must have a desire to partner in ministry with the staff and faculty at Coulee Christian School and be committed to uphold our policies and practices. This handbook is designed to help you understand those policies. The single most important factor in your child's success in education is the parent's involvement. H. Walberg, author of *Families as Partners in Educational Productivity*, said, "...family participation in a child's education –particularly when it extends the learning environment beyond the classroom and into the home—is 10 times more likely than other factors to increase a child's success in school." We encourage our families to be as involved as possible in their children's education.

We are happy that you are interested in Coulee Christian School. We look forward to working with you in the disciple-making ministry. Any time you have any questions at all, do not hesitate to talk to us. With you, we are looking forward to a successful and happy year for your child(ren).

Sincerely,

Marliss Katsma  
Administrator

## TABLE OF CONTENTS

### **Administrative**

Admissions Procedure	5
Mission Statement	5
Core Values	5
Statement of Faith	6
Doctrinal Policies	7
Sponsorship	7
Affiliation	7
Non-Discrimination Policy	8
Teacher Qualifications	8

### **Student Life**

Attendance	12
Chapel	15
Christian and Community Service	16
Conduct Guidelines	16
Dance Policy	17
Detention/Suspension Policy	18
Dress Code	19
Extra Curricular Activities	20
Extra Curricular Grade Policy	20
Field Trips	21
Fire Drills/Tornado	22
Harassment Policy	22
Homework	22
Library	23
Locker Inspection	23
Lost and Found	24
Lunch/Milk	24
Lunch Policies	24
Medical Policies	25
Observance of Holidays	26
Playground Rules	27
Parental Involvement	28
Parent/Student/Teacher Conferences	28
Parties and Off-Campus Activities	28
Pass/Retention	29
Physical Education	31

**TABLE OF CONTENTS**

<b>Student Life (cont'd)</b>	
Pledges	31
Prayer	31
Report Cards	31
School Board Meetings	32
School Closings	32
School Hours	32
School Supplies	33
Scripture Memory	33
Special Needs Policy	33
Standardized Tests	34
Student Drivers	35
Telephone Calls	35
Textbooks	36
Transcript Release	36
Transportation	36
Tuition Policies	37
Visitor Policies	39
<b>Student and Parent Commitment Form</b>	<b>40</b>

## **ADMISSIONS PROCEDURE**

The general procedure for enrollment consideration shall be as follows:

1. Request an Application packet from the Coulee Christian School office.
2. Tour the facilities of Coulee Region Christian School.
3. Submit all forms, including registration fee, and financial aid form.
4. A parent interview may be conducted with Administration.
5. Admissions committee to clarify information from application or test results.
6. Parents will be notified of the student's admission status when all procedures have been completed.

Coulee Christian recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training, but is not designed as a program for children with severe learning difficulties or severe behavioral problems. Coulee Christian admits students of any race, color and national or ethnic origin.

## **MISSION STATEMENT**

Coulee Christian School's mission is to partner with parents to train and prepare their children to be disciples of Jesus Christ equipping them to honor God in these areas: spiritual, relational and physical growth, academic achievement and artistic expression.

## **CORE VALUES**

In fulfilling our mission and pursuing our mandates, we will value:

1. Dependent Prayer  
Dependence on Christ through prayer is foundational to all of our decisions and actions.
2. Program Balance  
We offer a balanced program of spiritual training, academics, artistic expression, athletics and social offerings with an emphasis on basic skills and applied knowledge consistent with biblical truth.
3. Positive Environment  
A learning environment that is loving, joyful, and orderly.
4. Family Involvement  
The family is God's primary instrument for the education of children, and our school serves as a partner with the parents.
5. Growing Students  
Students learning to love the Lord, grow in Christ, and live according to His Word.
6. Living Curriculum Staff

Staff who live according to the Scriptures, love and instruct students effectively, and pursue professional development. Staff who are Living Curriculum teachers who, through their very lifestyle, practice the love of Christ.

7. Fiscal Responsibility

Maintaining financial responsibility and accountability while making Christian schooling available to as many students as possible.

8. Supportive Community

Mutually supportive relationships, as a nondenominational school, with the larger Christian community.

### **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that man was originally created in the image and likeness of God (Genesis 1:26-27), but fell through disobedience (Genesis 3). We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because all men are born with a sinful nature and are justified on the single ground of faith by God's grace through the shed blood of Christ. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-9; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling

the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

### **DOCTRINAL POLICY**

As a non-denominational Christian School representing a cross-section of evangelical churches in the Coulee Region, the Board of Coulee Region Christian School has adopted the following Doctrinal Policy, in two parts:

1. **Statement of Faith**

The positive, fundamental truths essential to the Christian Faith are contained in the Coulee Region Christian School Statement of Faith. All Board members, Teachers, Administrators, and Staff are required to adhere to this Statement of Faith.

2. **Items to be referred to Home and Church**

The following items will not be taught at Coulee Christian:

- a. Doctrines of the Eternal Security of the Believer
- b. Doctrines of Baptism
- c. Doctrines of the Charismatic Movement
- d. Doctrines of the End Times

While these doctrines might come up in class discussion, be referred to by a chapel speaker, or be briefly replied to by a teacher, it is not the intent of Coulee Christian to engage in protracted teaching upon these topics unless all viewpoints are presented without partiality. Teachers, Administrators, and Staff are requested to refer these four doctrinal items to the home and/or the church.

### **SPONSORSHIP**

Coulee Christian School is sponsored by Coulee Region Christian School, Incorporated. We are a non-profit corporation formed in 1982 under the laws of the State of Wisconsin for the purpose of establishing and operating a Christian school, as supported by tuition and gifts.

### **AFFILIATION**

Coulee Region Christian School is affiliated with the Association of Christian Schools International (ACSI) for the purpose of professional integrity and excellence.

## **NON-DISCRIMINATION POLICY**

Coulee Region Christian School does not discriminate on the basis of race, color, gender, or national and ethnic origin in administration of its admissions and educational policies or any school-administered programs. Coulee Region Christian School does reserve the right to select students on the basis of academic performance, religious commitment and personal qualifications, including a willingness to cooperate with the School administration and to abide by its policies.

## **TEACHER QUALIFICATIONS**

We believe Christian parents are looking for a special type of teacher; one we call the Living Curriculum. Parents understand that these teachers will have awesome responsibilities and opportunities to shape their children's lives. But how do we identify a Living Curriculum Teacher? First of all, there is no prototype. They come with different personalities from different types of families. They were raised in different environments in different parts of the world. They attended different colleges or universities and enjoy different styles of worship. Today, they are a wonderful mix of people rooted in Evangelical Christianity but with different heritages and different experiences. We do believe, though, that Living Curriculum Teachers share a number of identifiable beliefs and qualities.

### **Mature and Growing:**

Living Curriculum Teachers are born-again, growing followers of Christ. They are men and women of prayer, in love with God's Word. They are active participants in a fellowship of believers. They look at all of life through the lens of scripture while modeling a Biblical world view that guides their thoughts, words, and deeds. Patterns in their lives reflect fruits of the spirit. They model spiritual as well as professional and personal growth. They desire to be part of the on-going work of discipleship in students' lives. Most importantly, Living Curriculum Teachers desire that young people experience the same rich and deep personal relationship with Jesus Christ that dominates their own lives.

### **Happy and Healthy:**

Living Curriculum Teachers are happy and positive people. They smile and laugh a lot. They see the glass half full, not half empty. They appreciate the affirmation of students, but they do not rely on it. They experience life outside the classroom in order to have something to share. They are known to support other people and other programs. They find the best in students, even when it

takes some searching. They catch kids doing right more often than doing wrong. Student successes truly excite them. They like people, especially teenagers. People, especially teenagers, like them. Students trust, respect, and desire to be around Living Curriculum Teachers.

**Humble and Trustworthy:**

Living Curriculum Teachers take to heart the implications of James 3:1 "...we who teach will be judged more strictly." They have an open mind and sensitive spirit. They are approachable, and they really listen. They demonstrate a servant heart by asking, "What can I do to help?" They accept feedback as freely as they give it. When they make mistakes, they understand the process of seeking forgiveness, working towards reconciliation and making restoration. They believe that the Matthew 18 principle of going directly to a brother, applies to them as well as to others. Consequently, they talk *to* students, parents and colleagues, not *about* them. Students, parents, and colleagues trust Living Curriculum Teachers.

**Relationship Builders:**

Christ modeled a powerful type of mentoring relationship with his students, demonstrating that there is more than content to be taught. Living Curriculum Teachers also understand that relationships are a key to good education. Given the ever-changing nature of our society, which touches even the Christian home (broken marriages, situation ethics, the media's bombarding message of promiscuity, drugs, alcohol, and pornography), we see that positive, Biblically based relationships between teenagers and teachers and coaches are essential. The growth in Christian character often occurs more as a result of modeling through relationships than it does through preaching and teaching. Character is caught as well as taught.

Living Curriculum Teachers are uniquely equipped and given the opportunity by mom and dad to replicate, replay and live the Biblical values that have been previously taught by the home and church. They take the time to know students as whole people. Living Curriculum Teachers also understand that much education happens outside the classroom. Consequently, they attend games and performances in order to support and build up young people. They even welcome young people into their homes. They take the time to support and encourage. Living Curriculum Teachers pay attention to the individual needs of students as they work at building meaningful relationships.

**Nurturing Culture:**

Living Curriculum Teachers understand that students thrive when treated with dignity within an orderly and respectful environment. All students are not only given the opportunity to participate, but are encouraged to participate. It is a safe environment, safe for students to share and to be themselves. Sarcasm and embarrassment are not a part of this culture. Effort is recognized and creativity rewarded. Goals are clearly stated, and time is used wisely. The focus of the classroom remains on educational objectives. Students understand that the “law of natural consequences” is in effect. Choices bring logical and predictable results. Although standards and expectations are known to be reasonable, understandable, and consistently followed, the real focus is on self-discipline and self-control. When students miss the mark, the teacher knows how to gently correct, provide just consequences, and encourage restoration. Students know they can count on a predictable, nurturing, and stimulating environment in the Living Curriculum Teacher’s classroom.

**Parent Partners:**

Living Curriculum Teachers desire to work with parents because they understand they are serving in-loco parentis. They understand that parents crave feedback, not just information, about grades. Consequently, they continually communicate with mom and dad. They communicate in a timely way, bad news before it becomes serious and good news even when it does not seem that big a deal. They notice emerging qualities in kids and encourage parents by sharing their observations. They understand that parents know more about their children than the educational theorists and tap into that understanding. They show respect even when they may have a difference of opinion. They respect the privacy of families and exercise confidentiality. They believe the best education is one where parents and teachers work together supporting students from both sides.

**Quality Instruction:**

Living Curriculum Teachers are never content with mastery of their subject area. They desire to stay current and to learn more. They actively read, develop professional contacts, and attend conferences in order to further their professional development. They naturally connect their subject to life outside the classroom. They know how to plan, and they have a plan. They have routines, but they never become routine. Activities are designed to make efficient use of time and remain focused on instructional objectives. They are reflective. They understand theory and use it, but they also adjust according to what works. They never stop getting better at the art and science of teaching.

Living Curriculum Teachers are effective communicators. Students find them easy to understand. Although they represent a variety of personalities, they each have a presence. Students find them interesting and worthy of their attention. Students imitate their strengths and passions instead of mocking their idiosyncrasies. They know how to explain things in a variety of ways to a range of students. They work at teaching to a variety of learning styles. They listen and continually check for understanding. Students find them approachable and accessible.

Living Curriculum Teachers understand that teaching content is essential, but not the only goal. Rote learning is foundational but not enough. Study skills, higher level analysis, critical thinking skills, and problem solving abilities should all be taught and practiced within the study of each subject area. Creativity is evident in good instruction. Technology, various forms of media, and the Socratic approach are examples of resources and methods used by Living Curriculum Teachers to enhance instruction and ultimately improve understanding.

Living Curriculum Teachers understand that effective assessment is critical to learning. They work hard to give students the opportunity to demonstrate understanding in a variety of ways. They take time with the slower student while they avoid wasting the time of the faster student. Assignments are necessary and meaningful, challenging and reasonable, and not busy work. Cross disciplinary efficiencies are created. Feedback is personal, prompt and helpful. When creating assignments, teachers are mindful of balance-of-life issues. They are careful not to intrude on family responsibilities or church activities. They recognize that life learning may at times be even more important than their particular school subject. Living Curriculum Teachers use meaningful assessment to extend learning.

**Motivators:**

All Living Curriculum Teachers have an inner motivation that drives them to nurture growth in students through relationships, excellence and service to the glory of God. They are passionate about helping students discover their gifts. They take time with students one on one. They write notes of encouragement and provide helpful suggestions. Living Curriculum Teachers encourage students to be actively involved in the local church. They seek to point them in a direction matching their aptitudes, abilities, and heart's desire, all within the framework of God's guiding principles. To see a student end up serving God,

using his or her gifts clearly within the will of God, provides an indescribable joy to the Living Curriculum Teacher. At the end of the day, students exposed to Living Curriculum Teachers become not just passionate about a particular subject area, but they learn to be passionate about pleasing God with their life and gifts.

Just as soil, water, and sunlight work together to nourish the plant, the Christian home, the Christian church and the Christian school provide similar, consistent, and fertile nourishment. We believe Living Curriculum Teachers have a limitless opportunity to help shape the minds, hearts, and souls of the next generation. Consequently, we are passionately committed to providing Living Curriculum Teachers for Coulee Region Christian School parents and their students.

### ATTENDANCE

Absence from school creates difficulties for the student and for the teachers. Excessive absenteeism can result in a failing grade in class. In order to be in compliance with State laws relative to attendance, to help build the character quality of responsibility in students, and to recognize the parents' continuing responsibility for their children, the following guidelines have been established:

1. **Excused absences** include:
  - a. Illness
  - b. Death in the immediate family
  - c. Medical or dental appointment. Please endeavor to schedule medical/dental appointments outside of school hours whenever possible.
  - d. When the public school in your district is closed due to inclement weather.
  - e. Emergency (at Administrative discretion)
  - f. School-related events
  - g. By Administrative prior permission

Note: Since the home is the center of the child's educational program, the school encourages collective family activities which involve the student in fruitful learning experiences. Students may be excused from school at the prior written request of parents for constructive experiences or church-sponsored outings. Arrangements must be made prior to the absence.
2. **Unexcused Absences** (Suspension and those absences not included in the above):

Grades K-6: Parents/Guardian will be contacted by the Administration. The penalties for an unexcused absence may include an after-school detention and/or a written assignment.

Grades 7-12: Parents/Guardian will be contacted by the Administration. The penalties for an unexcused absence may include an after-school detention and/or a suspension.

3. **Partial Absence:**

Grades K - 6: Students out of school from one hour up to four hours will be counted absent for 1/2 day. Students out over four hours will be counted absent for the entire day.

Grades 7 - 12: Students absent from school for less than a whole day will be counted absent for the periods missed. If a student misses more than 15 minutes of a class, he is counted absent from the whole class.

4. **Tardy To School (Grades PreK – 12):**

The school day will begin promptly at 8:15 a.m. Students are expected to be in their rooms on time. Parents will be contacted by the Administration if there is a habitual problem. Consequences may include after-school detention and/or a written assignment.

5. **Tardy to Class (Grades 7 through 12):**

This means the student is:

1. not in their room
2. not prepared with proper/necessary materials for class.

Four (4) minutes are allowed between classes. Four tardies equals an after-school detention. Also, four tardies in any class count as an absence for purposes of meeting attendance requirements. Three after-school detentions equals a ½ day in-school suspension. Repeated ½ day suspensions may result in an out-of-school suspension or expulsion.

6. **Truancy:**

Students who deliberately skip classes will receive a zero for each class missed and will be subject to further disciplinary action as outlined under "unexcused absence."

7. **School Activities:**

Any student absent after 9:00 a.m. when a school activity is taking place

after school or in the evening (practices, choir concerts, athletic events, drama, etc.) will not be allowed to take part in the activity. His/her absence during the day must be prearranged with the Administration. If an athlete has a doctor's or dentist's appointment, he/she must attend a minimum of four periods on the day of the game. If an absence occurs on Friday, then that student will not be able to participate in weekend activities. An absence the day after an after school event or activity may exclude the student from participating in the next event/activity.

8. **Communication:**

We ask that parents call the school office before 8:30 a.m. if their child is absent. This enables us to know for sure where the students are and helps provide safety for all of our children.

If a phone call is not received, then the State law requires:

- a. A phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).
  1. First phone call will be made to the home
  2. Second phone call will be made to place of work of person(s) responsible.
- b. Reasonable attempts will be made to notify the person responsible of the student's absence by phone and by e-mail. If these attempts fail, a postcard will be filled out and mailed in that afternoon's mail.
- c. If the parent does not respond verbally, by e-mail, or by note to the attendance person within 3 school days of the absence, the absence will be considered as an unexcused absence and will result in the consequences that come with an unexcused absence.

9. **Make-up work.**

A student who is granted an excused absence will be responsible to arrange with his teachers to make up his work. He/she will be given a total number of days to turn in his work equal to the number of days absent, plus one day. Any assignments, tests, or quizzes due prior to (or on the first day of) an absence would be due the day the student returns to school.

10. **Early Dismissal:**

Prior Approval is needed for any early dismissal.

Grades K - 6: Students are to turn in early dismissal notes to teachers by 8:15 a.m.

Grades 7 - 12: Students are to turn in early dismissal notes into the office by 8:15 a.m.

Any exceptions must have permission of the Administration.

11. **Signing in and out:**

All students who arrive late or who leave before school is out must sign in or out at the school office.

12. **Elementary Attendance Quota:**

Any student who misses more than ten per cent (10%) of the school days in the school year (17 days) will receive a failing grade and will need to repeat the grade the following year. Parents should contact the Administrator if unusual circumstances occur. This is in compliance with Wisconsin Compulsory Education requirements.

13. **Jr./Sr. High Attendance Quota:**

In compliance with Wisconsin Compulsory Education requirements, Coulee Christian requires students to be in each class a minimum of 90% of the school days. Any student who misses more than 8 days in a class in a semester will receive a failing grade and will need to repeat that class to receive academic credit. Students need to be aware that four tardies in a class counts as an absence for attendance purposes. Parents should contact the Administrator if unusual circumstances occur.

14. **Closed Campus:**

"Closed Campus" means that attendance at school is required from the time a student arrives until classes are dismissed and the student's transportation has arrived.

15. **Hall Passes:** Students need to sign out of and back in to their classrooms when going to the restroom, locker, office, etc. Unless authorized by the teacher, only one student will be allowed out of a classroom at a time. Junior high and high school students should have a classroom pass in hand to identify that they have permission to be out of class.

**CHAPEL**

Coulee Christian has a well-planned weekly chapel program that is biblically sound, morally and spiritually edifying, and inspirational. Pastors and Christian laymen from all walks of life often participate. Parents are always invited to join us for Chapel.

## **CHRISTIAN AND COMMUNITY SERVICE**

Students are encouraged to engage in activities in their local church and in the community as a means of training them to be future leaders for the Lord's Glory. Specific projects are undertaken by individual students, classes, and the entire school to benefit our community and to teach the value of humble service.

## **CONDUCT GUIDELINES**

The basic guideline for conduct is positive: Love the Lord your God with all your heart, mind, soul and strength and your neighbor as yourself. Clear biblical standards are the foundation for the rules governing conduct at Coulee Region Christian School. The specific rules or guidelines are designed to both create and promote a Christ-centered environment for learning and disciple making. It is neither asked nor expected that there be total agreement with every rule or guideline. It is also clear that it would be next to impossible and certainly undesirable to try and have a rule for absolutely everything and every situation. As a student at Coulee Christian School one will, however, be expected to conduct himself/herself in harmony with both the letter and spirit of all rules and guidelines.

General Rules:

1. Respect for the authority of the administration, faculty, staff members, and parents is expected. Students may not speak in a rude, discourteous manner to teachers, staff, those in authority over them.
2. Proper speech is expected. Vulgarly, profanity, off-color remarks or stories, and lying are not allowed.
3. Stealing, cheating, and lying are considered serious offenses and will be dealt with by the administration.
4. Rough-housing, running in the halls, and loud talk or yelling in the school are not allowed. Mutilation and destruction of property shall be considered serious enough to require suspension or expulsion.
5. Items that are either potentially dangerous or distracting are not allowed at school. These would include: matches, knives, radios, play guns, skateboards, etc. Administrative exception can be made for specific school projects, etc. In addition, portable music players, video games, point-to-point communication devices (such as cell phones), beepers, laser pointers and electronic games are not permitted during school hours. They should be stored in the students' car or locked in his/her locker.

6. A student is to be in possession of only approved reading material on school grounds. Students should ask the teacher when in doubt concerning certain books or publications. Students are not to bring comic books, rock magazines, glamour magazines, etc. Novels of questionable moral value should not be brought to school.
7. Students who use, have in their possession, or make pretense of using, possessing, or encouraging others to use tobacco, narcotics, drugs, marijuana, alcohol, or beer during or after school may lead to dismissal from school.
8. There is to be no chewing of gum in the school building. All food and beverages are to be consumed in the lunchroom at lunch time only. Class treats need to be approved with the teacher in advance.
10. Students are not to adjust thermostats, shades, windows, or bulletin boards without the teacher's permission. Students are not to write on the chalkboards or erase them without a teacher's permission. Coats and boots are to be placed neatly in their required places.
11. Doors must remain open when students are using a room as a study. Study groups in hallways should be minimized.
12. Physical contact/displays of affection between students on campus or on school sponsored activities are not permitted.
13. Students should be encouraged to use the rest rooms during noon hour, breaks, and between classes. Teachers are encouraged to send students to the restroom individually as class activities permit. Drinks (other than water) should only be consumed during break or noon hour. Clear water bottles are allowed in the classroom. No soda, coffee, tea, sports drinks, etc are allowed in hallways, library, or classrooms. Soda may only be consumed during lunch (high school students only). No open soda is to be left in the hallway.
14. Students are expected to maintain a positive, cooperative attitude. Students whose attitudes are determined to be consistently negative and uncooperative will be asked to withdraw from school.

#### **DANCE POLICY**

We encourage biblical expressions of worship, including dance. All expressions of worship should be directed to God and with sensitivity to others.

Cheerleading, pom poms routines, and drama productions shall be choreographed under staff supervision with attention given to the types of

movement, attire, and music appropriate to the activity. We will endeavor to show deference to any school or church that would be offended by the routines we have selected.

Phy Ed classes will include general principles of movement and rhythm, but in a context that does not include male/female interaction. Social dances are not allowed at Coulee Christian and will not be part of any school-sponsored event or activity.

### **DETENTION/SUSPENSION POLICY** (High School)

#### **Tardy To School**

Students arriving at school after 8:15 need to sign in at the office.

#### **Tardy:**

Four tardies in a semester result in an after-school detention (This includes classroom tardies.). Four tardies in a class equals an absence for purposes of meeting attendance requirements. Three after school detentions result in a ½ day in-school suspension. Repeated in-school suspensions will be cause for an out-of-school suspension or expulsion.

#### **Rules for After School Detention**

No talking or sleeping. No homework or schoolwork. Extra duties such as office work, janitorial, tutoring, etc. may be assigned.

#### **Suspension from School**

Suspension from school will result from serious or persistent infractions and may last from one to ten days at the discretion of the Administration. If a student is suspended, the following is done in each class affected by the suspension:

1. At-home means a zero for any work or quiz given during the suspension.
2. In-school means docking the student 40% for any work or quiz missed, but everything is still expected to be completed and turned in.

#### **Probation**

Students who have not met behavioral or academic standards will be placed on a 9 week probationary period. The student will then need to prove himself/herself by working hard, cooperating with teachers and school rules, having a good attitude and passing his/her classes. Students not meeting probationary expectations (which will be in writing and given to the student and parents) may be asked to leave the school.

#### **Expulsion**

Expulsion will occur for serious offenses or for not meeting probationary

requirements, at the discretion of the administrator with the approval of the School Board. If a student is expelled, his/her parents or guardian may request an appeal. The following are the procedures that will be followed:

1. The administration shall inform the parents of the expulsion and the appeal process.
2. The parents will have 10 school days to request an appeal to the School Board. That request should come both orally and in writing to the administrator.
3. The appeal hearing, before the Coulee Region Christian School Board, must be scheduled within 10 school days of the written request, unless there are special circumstances.
4. At the hearing before the Coulee Christian School Board, the parents/guardian will be given the opportunity to present their appeal.
5. The Coulee Christian School Board will then go into executive session to discuss the situation and make a final, binding decision.
6. The parents/guardian will be notified of the decision verbally and then in writing.

#### **DRESS CODE**

The primary responsibility for dress and grooming resides in the home. However, dress and grooming which constitute a clear and present danger to health and safety, or which interfere with the educational process are appropriate concerns for the school. We are also concerned about attire and grooming which may run contrary to Christian values.

#### **Clothing**

While at school and school sponsored activities, clothing should be modest. It should be neat and clean, not torn or tattered. A student's dress should reflect a quality educational environment.

Following are some examples of inappropriate apparel:

1. Hats are not to be worn in the building during the school day.
2. Garments must not show bare midriff or undergarments. Sleeveless tops must completely cover all undergarments. No low-cut tops or tank tops. Tattoos or "body art" are not appropriate if visible, and must be covered at all times.
3. Shorts must be a minimum of fingertip length when in a standing position or a five-inch inseam—whichever is longer.
4. Clothing with writing or messages which promote or advertise anything deemed offensive from a Christian viewpoint are not allowed.

5. Coats are not to be worn in the classrooms or during the school day except with teacher permission (cold classroom, etc.).
6. Skirts must meet the same length requirement for shorts. Skorts are especially encouraged.

**Hair/Makeup**

Hair styles and makeup should not be extreme or distracting. Hair should be cut and neatly groomed or styled at all times. Boy's hair must remain off the shoulder and out of the eyes. Boys must remain clean-shaven each day. Hair color should be a natural shade.

**Jewelry**

Jewelry should not be extreme or distracting. Dog chains or heavy chains are not permitted, either as an attachment to a wallet, or as a neck or wrist adornment. No spiked jewelry is allowed. Girls are permitted to wear one or two pierced earrings; boys are not. Any other body piercing is not permitted.

**Chapel Dress**

Students are encouraged, but not required, to dress nice on Chapel Day.

Anything not specifically covered by these guidelines may be referred to the Administrator to render a decision.

**EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in extra-curricular activities. The following activities may be included at various grade levels:

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Worship Team                 | 6. Girls Basketball   |
| 2. Choir                        | 7. Boys Basketball    |
| 3. Drama                        | 8. Soccer             |
| 4. Yearbook                     | 9. Volleyball - girls |
| 5. Class Officers/Student Govt. | 10. Golf - boys       |

An extra-curricular activity is any activity beyond academic scope. If students are not achieving in their academics, they should use their time to improve their grades before they participate in other activities.

**EXTRA-CURRICULAR GRADE POLICY**

All student athletes and those participating in extra-curricular activities will have their academic eligibility checked. The following requirements must be met at each nine-week grading period and progress reports:

1. Have no more than one "D" in any subject. (Athlete is ineligible on the second "D".)
2. Have no "F's" in any subject.

If any student is ineligible at the end of the grading period or at progress reports, they will not participate in any games, contests, or events for a minimum of two weeks. Two days following distribution of report cards/progress reports, those students who are ineligible will be notified. After two weeks, we will check on eligibility to determine if the student may participate. If eligible at the time, the student would remain eligible until the next report card or progress report. If ineligible, the student remains such until the end of the grading period or until the progress report comes out. During the time of ineligibility the athlete is expected to participate in all practices and sit with the team, but not suit up for, any games or activities. Exceptions to practicing and suiting up are allowed at the coach's discretion.

If a student is suspended (at-home) from school, he/she is also suspended from any games, activities during the suspension plus the next game. If a student is suspended at school, he/she is suspended from any games, activities that evening. The second in-school suspension during the season will also result in being suspended from the next game. Any athlete on suspension is expected to attend any games and sit with the team, but not suit up.

#### **FIELD TRIPS**

In connection with their studies of the arts and sciences, students will have a number of field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Teachers or special activity monitors may ask the students to take notes, or test them upon returning to the school. Exemplary behavior and dress are expected at all times.

Parents will be notified beforehand as to when the field trip will take place and any special dress that might be required. Small fees will usually be charged to cover the expenses of the field trip. Parents will often be requested to assist with transportation and/or chaperoning duties.

## **FIRE DRILLS/TORNADO**

When the fire alarm is sounded students will leave the building in a quiet, orderly manner according to the instructions given by the teacher. Classes are to remain together in designated areas until roll has been taken. When a clear signal has been given, students may proceed to their classrooms in an orderly manner.

If there is a tornado warning, the children will file quickly and quietly into the hallway where they are assigned. Students are to be seated on the floor, backs against the wall, and remain quiet for the duration of the Tornado Drill.

## **HARASSMENT POLICY**

**In keeping with the Scriptural principle that one's love for God is shown through love to his fellow man (cf. 1 John 3:4) Coulee Region Christian School will not tolerate students harassing other students.** Harassment is generally defined as **repetitive** intrusive behavior, such as verbal abuse, physical abuse, sexual innuendo, willful defacing or destroying the property of others, and inciting or encouraging others to harass a student.

Specific types of harassment may include, but are not limited to:

- Hitting, hurting, fighting
- Name calling
- Gossiping and spreading rumors
- Threatening, extortion
- Teasing and mimicking
- Excluding students from a group
- Making others feel unwelcome
- Stealing, hiding, or damaging property

Harassment violations will be dealt with through written reports, a call to the parents, suspension, expulsion, and possible involvement of professional counselors or law enforcement officials.

## **HOMEWORK**

Homework is a necessary part of each child's education. Students will be assigned homework by their teachers and it is expected that the parents will cooperate with them by seeing that the assignments are done nightly. Some purposes for homework are as follows:

1. For Drill - - most students require solid drilling to master material

essential to their educational progress.

2. For Practice - - following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For Remedial Activity - - as instruction progresses, various weak points in a student's grasp of subject matter becomes evident.
4. For Enrichment - - some students enjoy a challenge beyond normal classroom instruction.

We do request parents' cooperation in seeing that assignments are completed on time. However, this does not mean that parents do the work for the child. The maximum amount of learning, along with the development of personal responsibility, is attained when children are encouraged to recognize that completion of homework is primarily their own responsibility.

Coulee Christian strongly supports and encourages families to be involved in mid-week Christian activities such as youth groups and church functions. Therefore, it is our policy that Jr/Sr High teachers will allow ample time in the classroom for all homework assigned on Wednesdays. Ample time is defined as giving the students' time in class to complete 50% of the assignment due the next day. No major exams will be given or any projects due on Thursdays without prior authorization from the administration. Any tests/quizzes that need to be given on a Thursday will be announced 7 days in advance to give students time to prepare for the test/quiz.

#### **Late Homework** (high school)

All homework is to be turned in the day it is due. Exceptions are granted due to illness. An example: if student is absent on Wednesday and returns on Thursday, all homework due Wednesday is expected to be turned in on Thursday or it is considered late. Homework given on the day a student is absent is given one additional day. Late homework is reduced one full letter grade for each day it is late.

#### **LIBRARY**

Our library is primarily a reading library. Most books have been donated. Although all books have been initially screened, we ask that you please bring to our attention any books that are not consistent with Christian standards.

#### **LOCKER INSPECTIONS**

The provision of lockers to students is a privilege granted by the school.

Therefore, the principal/designee of a school shall have the right to inspect student lockers. Hall lockers and gym lockers, although assigned to individual students, remain school property subject to periodic reasonable inspection by school authorities. Students should be advised of the possibility of inspection at the beginning of each school year. It is recommended that two members of the staff conduct the inspection together, particularly when the student is not present.

School officials may seize any or all items which are dangerous and/or illegal and which are in plain view upon opening the locker. Searches among the personal belongings of the student contained within the locker may be conducted where there is reasonable suspicion to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school.

#### **LOST AND FOUND**

All personal belongings should be labeled. In the event an item is lost, it may be claimed in the lost and found box for a period of 30 days. After that time, lost items will be given away.

#### **LUNCH/MILK**

Hot lunch and milk are available. Prices and procedures are explained carefully at the beginning of the school year. Sack lunches may also be carried to school. Microwaves are available for students to heat food brought from home. We ask that only students who are able to properly use microwaves on their own bring items for warming.

#### **LUNCH POLICIES**

1. Students must be seated in their seats while eating. This means no eating in the hallways.
2. Hot lunch food is not to be exchanged from one student to another.
3. All food taken from the hot lunch line must be placed on a food tray, including bread.
4. All food (except milk) from the first serving must be eaten before obtaining seconds.
5. No pop is to be consumed with lunch for grades K-6. Junior high may have soda on occasion and high school students may have it daily. Milk is available free of charge.

## MEDICAL POLICIES

### Emergencies

Every attempt will be made to contact parents in the event of a medical emergency. If unable to contact the parent, the emergency contact person will be notified. Coulee Christian reserves the right to contact emergency medical services as deemed necessary. It is imperative that the office be notified of any changes in telephone numbers, addresses, employment, or emergency contacts to assure swift medical emergency notification.

### Illness

Parents are requested not to send their child to school within 24 hours of observing the following symptoms:

1. A fever greater than 100 degrees
2. Diarrhea or vomiting
3. Thick greenish nasal drainage.

All communicable diseases such as chicken pox, strep throat, mononucleosis, lice, etc., must be reported to the office.

### Immunizations

Wisconsin state law requires that all students must be immunized before admission to school. All newly enrolled families must provide an accurate and signed immunization record for each student to the school office by the first day of class. All currently enrolled families must review and update their student's immunization record within the first 30 days of each school year. Failure to comply with the above mandates could result in legal action by public health officials.

### Medications

It is important that every effort be made to administer medications at home. When this is not possible, medications will be administered by trained office personnel. Students may not carry medications to school EXCEPT asthma inhalers with a written MD consent. All medications must be accompanied by a signed Medication Administration Consent Form. These forms are available in the office and at most medical clinics.

Please note the following:

**Prescription Medication** (including oral medications, inhalers, & epi pens) require:

1. a signed Medication Consent Form from physician and parent
2. medication in its *original*, properly labeled prescription bottle

**Nonprescription Medication** (including Tylenol & all other OTC

medications) require:

1. a signed Medication Consent Form from the parent for each medication
2. medication in its *original* labeled container

*Please note that by law, we cannot take a verbal request by phone from the parent to give any medication. All medications require written consent.*

#### **Physical / Sports Exams**

Physical exams are required for all newly enrolled students. Currently enrolled students are strongly encouraged to have a physical exam prior to grades Kindergarten, 4<sup>th</sup>, 7<sup>th</sup>, and every 2 years thereafter.

Sports exams must be completed every 2 years for all students participating in a Coulee Christian sport. **Sports exams must be completed and on file before a student can participate in any sport.**

### **OBSERVANCE OF HOLIDAYS**

The criterion that will be used in determining how a particular holiday will be celebrated is "Does the observance of that day in any way dishonor Jesus Christ?" If so, then such a day should not be observed.

In particular:

1. **Halloween.** It has been decided by the School Board that Halloween will not be observed at Coulee Christian. Attention will be directed toward constructive activities along the lines of harvest celebrations or other appropriate themes. The day will be directed away from ghosts and goblins and witches. Presenting a history of Halloween from a Christian point-of-view may be done by individual teachers.
2. **Christmas.** Christmas activities will focus on the birth of Christ and away from Rudolph, Santa, and elves. The issue of the existence of Santa Claus will be left up to parents. Coulee Christian will observe the traditional festivities of this holiday that can bring honor to Christ, such as Christmas trees, caroling, the giving of gifts, and the birthday of Jesus.
3. **Easter.** In a manner similar to Christmas, Easter activities should center upon Christ, in this case His crucifixion and resurrection. Children will be given opportunities to help them understand Christ's atoning work. Activities centered on the Easter bunny will be avoided. Questions about the Easter bunny will be directed to parents.

## PLAYGROUND RULES

1. Students should strive to display Christian love and sportsmanship on the playground.
2. All students are required to go outside for daily recess/noon time unless a written note is sent from home regarding illness.
3. Once outside, students must have the recess teacher's permission to re-enter the school building.
4. Students should have appropriate winter gear. Coats are not to be left on the playground. If coats are not worn during recess, the students must bring them in.
5. Students will be required to remain inside the school when the temperature is zero degrees or colder, either by actual temperature or by wind chill. (Short class breaks are permitted at teacher discretion).
6. Students are not to go outside unless there is a supervising teacher outside.
7. No one may leave the playground after arriving at school without the administrator's or a teacher's permission. This includes retrieving balls, frisbees, etc.
8. There is to be no eating of snacks on the playground.
9. Equipment must be used for the purpose intended. Please keep track of playground equipment and balls so that they are not left outside.
10. No playing with sticks on the playground.
11. Balls may not be bounced or thrown until the student has reached the playground.
12. Throwing objects at the building is not allowed.
13. No baseballs are allowed. No tackle football is allowed.
14. If a toy is being brought from home and is used during recess/noon time, students will be asked to share it with their classmates.
15. There is to be no wrestling or any activity that resembles fighting on the playground.
16. For safety reasons, there is to be no jumping out of swings. No twisting of swings. No "spiders" on the swings.
17. No climbing poles. No climbing the fence.
18. No walking or balancing on the overhead bars. No walking up the slide.
19. Snowballing is not allowed on the playground or parking lot. The only exception is when it might be conducted as a teacher sponsored activity.

20. When the whistle blows, all activity must cease immediately and students must line up quickly and quietly.

### **PARENTAL INVOLVEMENT**

In order to meet the on-going support needs of the school each family will be required to give a minimum of 20 hours of volunteer service annually to the school. More than any other factor, your child's success in school is GREATLY increased when they see their parents actively involved in the educational process. There are many volunteer opportunities at Coulee Christian and we encourage you to get involved as soon as possible. The sooner you become a part of the Coulee "family", the better for you and for your student.

### **PARENT-STUDENT-TEACHER CONFERENCES**

Individual parent-student-teacher conferences will be scheduled twice during the year. Special conferences may also be arranged through the student's teacher. If you wish to arrange a conference, call the office and leave a message. Parents are also encouraged to communicate by phone whenever our staff members can clarify questions that arise concerning student's performance or policies.

### **PARTIES AND OFF-CAMPUS ACTIVITIES**

Seasonal parties and birthday parties may be scheduled by the classroom teacher. Parent's help may be solicited in planning the parties. Students who wish to celebrate their birthdays at school may provide treats for the entire class.

1. **Off-Campus Activities:**

All social activities need not take place during school hours or on the campus. Teachers and coaches are encouraged to plan social events for the benefit of the group or the entire school and to plan some of these programs for the weekend. All Coulee Christian School activities must be planned through the sponsoring faculty member. Sponsors and chaperones are required for these activities, and the purpose for the activity should be in keeping with the philosophy of the school.

Coulee Region Christian School does not accept the responsibility for activities of a social nature which may include Coulee Christian

students, but were not planned under the direction of the School.

2. **Parties:**

All social events sponsored by Coulee Region Christian School must be approved and sanctioned by the respective teacher or coach, as well as the administration. These events would include activities such as victory parties, holiday parties, class celebrations, trips, and retreats either on or off the campus. Outside guests will not be permitted to attend, except by special permission from the advisor and the administrator.

### **PASS/RETENTION POLICY**

1. General Principles:

- A. We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. The prayer of our school would be that through the retention experience the student would meet with success in the class and develop age appropriate social and emotional behaviors.
- B. A goal of our school is to minimize the need for retention. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential.

2. Criteria for retention of grades 1-8 would consist of one or more of the following:

- A. Three or more F's for the year in major subjects: Bible, English, Reading, Math, Science and Social Studies. (A student at this level who fails less than three courses would be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.)
- B. Social and emotional behaviors which are not age appropriate.
- C. The student is missing grade level skills which impair success in future grades.

3. High School:

- A. High school students who fail a course would not receive credit for those courses and would be expected to retake them if

needed for graduation.

4. Procedures of Coulee Region Christian School's Retention Policy:
  - A. If, after careful observation during the first three to five weeks of each quarter, a teacher feels retention is a possibility, he/she will consult with the principal and with the parent(s). Written and verbal communication between teacher and parent will be established as soon as concerns arise of an academic or behavioral nature of the student.
  - B. Depending on the child's progress, a recommendation for screening will be made to the parent(s) by the classroom teacher with the principal's approval. This conference will be scheduled at the earliest time possible.
  - C. In some cases, in spite of appropriate intervention, retention will still be necessary. The respective teacher and principal will make this recommendation at the end of the school year encouraging the student to attend summer school. The final recommendation will be made after the student has been re-evaluated at the end of summer. God's Word is clear that the parents have the responsibility and authority for the final decision. If they choose to do other than our professional opinion suggests, we will submit after putting our advice in writing for student's file and parental notification. Thus, the parent continues to be responsible for their child. However, if we cannot minister to the student's need at Coulee Christian in the manner decided by the parent, we will decline re-enrollment.
5. General Principles during a Year of Retention:
  - A. At the beginning of the retention year, new strategies will be identified. These will include both academic and behavioral expectations for the year. These strategies would be implemented to help make retention a positive and successful experience for the student.
  - B. During the second semester in which a student has been retained, the principal will meet with the classroom teacher and parents to evaluate the progress of the year and the impact of retention. This report will be placed in the file in the student's cumulative record and a copy sent to the parents.

## PHYSICAL EDUCATION

Physical Education classes are offered for grades K-12. Students will need to have the appropriate attire: shorts, shirts, shoes. **Please Note:** A separate pair of shoes will need to be set aside strictly for Gymnasium use. A special room is set aside, and locked, where Elementary students may store their gym shoes. Jr./Sr. High Students are assigned individual hall lockers for storage of books, gym shoes, etc.

## PLEDGES

Students regularly recite pledges to the Bible, to the Christian flag, and to the American flag:

**BIBLE:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**CHRISTIAN FLAG:** I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

**AMERICAN FLAG:** I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

## PRAYER

Prayer is an integral part of school life and important to the progress of the students (James 5:16). Each day teachers may ask for prayer requests from students.

## REPORT CARDS

1. Report cards are issued each nine weeks for all students K-12. Report cards are sent home with students in grades K-6, unless a parent or teacher has requested it be mailed. For students in grades 7-12, one copy is given to the student and one copy is mailed home to parents.
2. Progress reports are issued at the 4 ½ -week point each quarter for 5-12th grade students. One copy is given to each student. Only under conditions of academic ineligibility or teacher/parent request will it be mailed home to the parents.
3. Coulee Christian strives to partner with parents by making grades and progress available to parents any time on our secure school-to-home Internet connection called Edline. Parents will be assigned a

confidential passcode and instructions for accessing their students grades, conduct reports, attendance, and class information and communicating with the teacher shortly after the start of the school year. There is no charge to parents for this service.

Students may know their present grade average by consulting their Coulee Christian on-line student progress account at any time. Student accounts are separate from parent's accounts, so parents can communicate with teachers confidentially if necessary.

4. Parents should discuss progress with their student. Parents are encouraged to contact the teacher on ways to assist the child outside of school.
5. The last 9-week report card will be mailed to parents.

Grading is on the following scale:

A	90-100	O	Outstanding
B	80-89	G	Good
C	70-79	S	Satisfactory
D	65-69	N	Needs Improvement
F	64 & Below	U	Unsatisfactory
		W	Withdrawn
		I	Incomplete

#### **SCHOOL BOARD MEETINGS**

School Board Meetings are usually held on the third Monday of each month at 5:30 p.m. Visitors are welcome. Please call the School Office or the School Board President by the previous Friday if you wish to appear on the Agenda.

#### **SCHOOL CLOSINGS**

In the event of bad weather, school closings will be announced on most local radio and T.V. stations and by phone to each household.

#### **SCHOOL HOURS**

School hours are 8:15 a.m. to 3:00 p.m. Students should not be at the school before 8:05 a.m. nor remain after 3:00 p.m. unless participating in an after-school activity, or previous arrangements have been made with the school office.

### **Surround Care**

All students arriving before 8:05 a.m. are to go to Surround Care. Students will be released to go to their classes at 8:05 a.m. There is no charge for morning surround care, please only use if necessary. We will have supervision available for students after school at a cost of \$3/day. Any students remaining in school after 3:15 pm who are not involved in school activities or children of staff will be sent to surround care and the \$3 charge assessed. This is available to those students remaining after school up until 4:00 PM. Charges will double after 4 pm.

### **SCHOOL SUPPLIES**

Many school materials are provided by the school. However, some items should be provided by the student. A list of general school supplies may be picked up at the school office before school opens. Individual teachers may indicate other needed materials during the first week of school. Coulee Christian encourages the use of NIV Textbook Edition Bible.

### **SCRIPTURE MEMORY**

In Joshua 1:8 we are advised to meditate on God's Word "day and night . . . for then you will be prosperous and successful." Students in K-12 are assigned Scripture passages to memorize. Parents are asked to work with their children on memory passages.

### **SPECIAL NEEDS POLICY**

#### **Areas of Concern**

This policy is concerned with educating students with special needs such as A.D.H.D., dyslexia, physical handicaps, emotional handicaps and any other needs that may require special attention. The purpose of this policy is to aid in the determination of whether or not Coulee Christian is able to provide a quality Christian education to those who may have special educational needs.

#### **Objectives**

When making a determination with regard to students with special educational needs, Coulee Christian will consider these objectives:

1. Meeting the needs of the child.
2. Meeting the needs of the class.
3. Meeting the needs of the family.

#### **Limitations of Coulee Region Christian School**

It is important to recognize that Coulee Christian School has limitations which

affect the educating of students with special needs.

#### **Decision Making Resources**

When a classroom teacher, administrator or the admissions committee has concerns that a student may have a special educational need, the matter will be evaluated considering appropriate professional resources. Such resources may include, but are not limited to:

1. Professional evaluation.
2. Physician's or clinic's evaluation.
3. Teacher evaluation.
4. Administrative evaluation.
5. Parent's evaluation.

#### **Criteria**

The criteria for the acceptance of each special need shall rest with the administration of Coulee Christian. If the initial assessment is determined to exceed the limitations of Coulee Region Christian School (see above), the school shall decline to proceed with enrollment. Likewise, if problems become apparent after enrollment, the school shall have the option to discontinue services at any time, or to suggest appropriate resources as an intermediate step. The school shall not be held responsible to continue educational services to the detriment of the school, the other students, the teacher, or the child.

#### **Parental Responsibilities**

Scripturally speaking, it is ultimately the parent's responsibility to resolve the educational needs of their child(ren). Coulee Christian stands ready to partner with parents in every way possible. A close working relationship is essential for the teacher, the parents, and the administration.

#### **Conclusion**

All available resources shall be brought to bear upon any identified special educational need at Coulee Christian. The goal shall be to mainstream every child, or to provide such resource assistance as the school shall be able to provide. Our goal is to provide a Christ-centered education for the widest range of students possible.

The decision as to the suitability of the resources of Coulee Christian in relation to the needs of the child shall be made by the administrator, or his/her designate, and shall be based upon all of the resource information available.

### **STANDARDIZED TESTS**

The Stanford Achievement Test is administered to all 1st-8<sup>th</sup> grade students

during April. Results are available to each family during June. College entrance exams are recommended during the junior and senior years, at nationally established fees. High school student will participate in the PLAN, EXPLORE, and PSAT tests for college admission. ACT and SAT tests are available in the community. See the high school curriculum guide for more information.

### **STUDENT DRIVERS**

Cars, motorcycles, or other means of motorized transportation by students will be subject to the following regulations:

1. A Student Driver Agreement must be filled out and signed by both student and parent.
2. Students riding with other students should have a permission slip from their parents on file in the school office. Students driving other students should have a permission form on file in the school office with a list of students who may ride with them.
3. Student vehicles must be parked in the North parking lot.
4. Cars, bicycles, motorcycles or any other vehicles are to be locked, undisturbed, and unoccupied during school hours.
5. A student recklessly operating a vehicle on school property or on organized trips to a school event will be subject to after-school detention and/or further disciplinary action.
6. A Student Driver Permission Form must be filled out by all student drivers attending off-campus extra-curricular activities.
7. For extracurricular events within La Crosse County or La Crescent, student drivers will be permitted to provide their own transportation to and from these events with parent permission; student passengers must also have dated parent permission notes specific to that particular student driver. For events at any distance from La Crosse, adult drivers shall be required and passengers will be assigned to each vehicle.

### **TELEPHONE CALLS**

Office telephones are for school business and student emergency use only. Arrangements for transportation following athletic events, detention, or for students to go to another student's home, etc. should be made before the student arrives at school. If necessary, and with teacher/office permission, a student may use an office phone (fee is 25 cents) to call home. (There will be no fee in case of emergency, illness, or canceled athletic events.

## **TEXTBOOKS**

The school furnishes text books to all students. All textbooks remain the property of Coulee Christian School. It is required that all reusable textbooks be kept properly covered throughout the school year. Reasonable wear is expected; unreasonable damage to textbooks will result in an appropriate fine. Lost textbooks must be paid for and replaced immediately. No final report cards or transcripts will be issued until these fines are paid.

## **TRANSCRIPT RELEASE POLICY**

1. By law, any student, parent, or third party desiring student transcripts must have the parent's signed, written consent, or consent by the individual student if they are of legal age.
2. Coulee Christian will release a transcript only after first securing documentation from the Bookkeeper to make sure the account is paid in full.
3. If the account is clear, a transcript of a former student will be sent, or a transcript of a present student along with a copy of the student's last quarter grades will be sent.
4. If the account is not cleared, no transcript or other written details regarding the student's academic record will be sent. We will forward all information regarding behavior, discipline, immunizations, and any learning disabilities. Coulee Christian will send a letter to the party desiring the transcripts explaining only that there is an open account and records cannot be released.

## **TRANSPORTATION**

### **Busing Program**

Coulee Region Christian School has limited bus transportation available within the following school districts: Onalaska, Bangor, and West Salem. Busing is available in both morning and afternoon for these students. Busing is a privilege.

### **Car Pools**

Car Pools are encouraged for families living at a distance, or whose circumstances or location precludes accessibility to the bus route. Our school office will assist new families in locating a potential car pool in their area.

## **TUITION POLICIES**

### **Tuition**

It is the policy of Coulee Region Christian School to charge a tuition rate that will cover all of the operating expenses of the school each year. It is our desire to make the school available to the largest number of Christian families possible by holding tuition at the lowest levels consistent with the desire for quality, Christian education.

### **Tuition Assistance**

The primary purpose of the Coulee Region Christian School Tuition Assistance program is to provide tuition assistance to those Christian families who, without such assistance, would be unable to send their children to Coulee Christian. We believe that Christ-centered education is vitally important for Christian families and that no child should be denied a Christ-centered education because of finances. "If anyone has material possessions and sees his brother in need, but has no pity on him, how can the love of God be in him?" (I John 3:17)

*(The total amount of tuition assistance available for each school year shall be established by the Board in the budget process prior to the school year).*

### **Application for Tuition Assistance**

Each family seeking tuition assistance from Coulee Christian shall complete a tuition assistance application each year. Before a family can apply for assistance, they must be registered and accepted by Coulee Christian for the upcoming school year. Eligibility for tuition assistance shall be based upon genuine, demonstrated need and space available in the classroom. Any school balances owed by a re-enrolling family from a prior school year must be paid up in full before a new application will be considered. Families accepting tuition assistance will be expected to contribute a minimum of 72 hours each year through our Work Study program.

Coulee Christian School utilizes an outside consultant to assess a family's need level for tuition assistance. An outside consultant enables Coulee Christian to maintain as much objectivity as possible in distributing tuition assistance. It is also important to ensure a high level of confidentiality is maintained in the tuition assistance process.

The consultant shall determine the need level of tuition assistance each family will receive.

Parents shall be expected to pay more toward their children's tuition if their financial situation improves during the school year so that additional needy families may be helped. Parents are required to notify the school if their financial status changes during the year. Tuition assistance is granted only after

a family has applied to the school for admission or re-enrollment and has paid the appropriate registration and other required up-front fees.

Once tuition assistance is granted, it is only continued as long as the family receiving assistance keeps up with its monthly payments.

Continuing good behavior by the student both in and out of the school is required or the remainder of the tuition assistance may be withdrawn upon written notice. Parents must demonstrate on a continuing basis a cooperative attitude toward the school administration and staff. The student must maintain a minimum semester GPA of 1.5 (C-) on a 4.0 scale and must maintain good attendance records.

The school's tuition assistance program does not make education "free" for any family. Even families on extremely limited incomes shall be required to pay at least a percentage of their children's tuition cost plus all required fees (i.e. registration, etc.). The Vision Fund may be utilized to assist families with outstanding educational expenses on a short-term emergency basis. The more a family personally invests in their child's Christian education (time, resources, and talent) the greater stakeholders they become and the greater family benefit they receive from it. Our goal is for Coulee Region Christian School to become your school, rather than just the school you send your children to. The school's tuition assistance program is a means to that end (*II Thess. 3:8-12*).

**Tuition Assistance Distribution**

Since Coulee Christian has a limited amount of Scholarship Funds available, distribution centers around a ten-point system that bases priority and level of tuition assistance on family involvement at the school.

- **Ability to pay (% of present tuition level)** **4 pts.**
  - **Work study time** **2 pts.**
  - **Length of time at school (oldest child applies to all)** **2 pts.**
  - **Development activities participation (Scrip, wreath sales, etc)** **2 pts.**
- 10 pts.**

Re-enrolling families who meet the May 1st application deadline shall be considered for tuition assistance before new families.

**Work Study Program**

In order to reduce the overall cost of education, Coulee Region Christian School offers employment for many families in such important areas as janitorial, hot

lunch, surround care, office, and library assistance. Please inquire for more details in our school office.

#### **Registration Fees**

New and returning students must pay the entire registration fee at the time of enrollment. Any student leaving Coulee Christian and returning during the same school year will be required to pay the applicable registration fee upon their re-enrollment.

#### **Payment of Tuition and Fees**

Coulee Region Christian School provides families with the following tuition payment options:

1. prepayment in full
2. automatic draft from an approved lending institution

A Tuition Payment Plan must be completed for each family prior to enrollment. Any family that is re-enrolling students may elect to pay tuition according to a 10-month or 12-month payment plan as long as that family's account has never been delinquent.

#### **Late Payment Policy**

Tuition billing at Coulee Christian is on the first of each month. Payment is due in our office by the 10th of that month. Unpaid tuition carried over to the following month is considered late and will be subject to our late-payment collection procedure. Unresolved tuition payments will ultimately result in dismissal from Coulee Christian.

#### **Tuition Refund Policy**

Those families who leave Coulee Region Christian School after July 1 will not be refunded any tuition or registration fees, unless the entire balance is paid in advance. In this situation, we will pro-rate tuition based on the month you are removing your child(ren) from the school. (In other words, July and August tuition is non-refundable.) This is necessary to ensure proper staffing and financial stewardship of our resources. This is in line with most private and Christian schools throughout the country. No portion of the tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons.

### **VISITOR POLICY**

Students who may wish to enroll or who have a serious interest in observing the program will be allowed to visit. Student visitors must have a signed Release of Liability Form on file in our School Office prior to attending classes for the day. We need at least a 24 hour notice before allowing a student to visit our school. Friends, relatives, etc., are **not** allowed to visit just for the fun of it.

**Student Commitment**

It is my desire to be a student at Coulee Region Christian School. I affirm that I have read the handbook, including the conduct guidelines, and that it is my desire to abide by the expectations of the handbook and to seek to develop a pattern of life which will honor the Lord.

Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent Commitment**

We understand and have read the Parent/Student Handbook and seek to nurture our child and to hold him/her accountable to these standards. We understand that this does not constitute a contract between parties and that Coulee Christian retains the discretion to amend, discontinue or vary the policies contained herein. We understand that we are in partnership in the training of our child and will do everything we can to support, encourage and respect the faculty, staff and school board.

Date: \_\_\_\_\_

Parent(s) signature: \_\_\_\_\_