



2019-2020

FAMILY HANDBOOK



CREEKSIDE CHRISTIAN SCHOOL

LEARNING • LEADERSHIP • LORDSHIP

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CREEKSIDE CHRISTIAN SCHOOL FAMILY HANDBOOK

Table of Contents

ADMINISTRATIVE PREROGATIVE	4
NON-DISCRIMINATION POLICY	4
MINISTRY DESIGNATION	4
TO PARENTS	5
TO STUDENTS	6
FOUNDATIONS	7
Mission.....	7
Core Values	7
Philosophy	8
Statement of Faith.....	8
Articles of Faith (Doctrine)	9
Chapel	9
ACCREDITATION/MEMBERSHIP	10
Board of Education	10
PARTNERSHIP	10
Parent-Teacher Conferences.....	10
Parent / Teacher / School Problems	10
Parent-School Meetings.....	11
Parent Organization	11
Parental Involvement	11
ADMISSIONS	13
Admissions Standards	13
Non-Discriminatory Policy	13
Trial Period	13
Withdrawal from School.....	13
Readmission	14
FINANCES	14
Financial Commitment	14
Tuition and Fees	14
Overdue Payments	14
Financial Aid	14
SUPPLEMENTARY SERVICES	15
After-School Care	15
After-School Programs.....	15
Lunch Program	15
FAMILY POLICY: CUSTODIAL AND NONCUSTODIAL PARENTS	16
Custody documentation	16
School records.....	16
Dismissal and early releases	16
Parent-teacher meetings.....	16
School communications	16
OTHER ADMINISTRATIVE PROCEDURES	17
Before School Arrival	17
After School Dismissal	17

Campus Visitors (Adults)	17
Student Visitors	17
Telephone Calls	17
Medical Information.....	17
School Closings	17
Transcript Policy	18
Change of Residence	18
Photo/Publication	18
Holiday/Birthday Celebrations.....	18
ACADEMIC PROGRAMS	19
Curriculum	Error! Bookmark not defined.
Kindergarten Programs.....	19
Grades 1-7	19
Grading	19
ACADEMIC REPORTS/TESTING PROGRAMS	20
Achievement Testing	20
Report Cards	20
ACADEMIC POLICIES.....	20
Promotion Policies	20
Academic Probation.....	20
Honor Rolls	20
Homework.....	20
CREEKSIDE CHRISTIAN SCHOOL HOMEWORK POLICY.....	21
Students' responsibilities	21
Parents' responsibilities	22
Teachers' responsibilities:.....	22
School Principal's responsibilities	22
Academic Dismissal.....	22
Physical Education.....	23
FINE ARTS.....	24
Music Instruction	24
Art Instruction.....	24
Band	24
ATTENDANCE POLICIES	25
Student Responsibility	25
Parent/Guardian Responsibility	25
All-Day Absence	25
Partial-Day Absence	26
Returning to School after Absence:	26
Make-up Work.....	26
Tardy.....	26
Truancy.....	27
DISCIPLINE	28
Home and School Cooperation	29
Minor Offenses in Discipline	29
In-School Reflection.....	29
Out-of-School Reflection.....	30
STANDARD OF CONDUCT.....	31

Classroom Behavior.....	31
Textbooks	31
Cheating	31
Plagiarism	31
Vandalism	32
Stealing.....	32
Distractable Items	32
Inappropriate Language.....	32
Inappropriate Reading Material.....	32
Chewing Gum	32
Contact between Students.....	32
Elevators Usage.....	32
Restrooms/Locker Rooms/Changing Facilities	32
School Computer Usage	33
Harassment/Bullying	33
Social Activities, Entertainment.....	34
Bus/Van Guidelines	34
Transportation for School Activities.....	34
Cellular Phones/Wireless Communication Devices	34
Administration of Medications	35
Drugs, Alcohol, and Tobacco.....	35
Sexual Morality	35
Arrest and/or Conviction of a Crime	35
Dangerous Weapons/Items	36
Implied Consent/Search and Seizure.....	36
DRESS CODE.....	37
Note to Parents	37
Uniform Requirement (K-5 th Grades)	38
Chapel Guidelines.....	38
Friday – Jean’s Day Guidelines	38
General Guidelines	38
Personal Cleanliness and grooming:	39
Clothing / Accessory Appearance:.....	39
Unacceptable Dress.....	39
Dress Code Enforcement.....	39
Appendix A – Creekside Christian School Computer and Technology Use Policy	41
ACKNOWLEDGEMENT.....	43

ADMINISTRATIVE PREROGATIVE

This intent of this handbook is to give general guidelines for students and parents. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not specifically covered in this handbook. Creekside Christian School reserves the right to interpret its content including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The administration reserves the right to modify and/or amend the content of this Handbook at any time during the year.

NON-DISCRIMINATION POLICY

Creekside Christian School provides equal education opportunities and does not discriminate against students or staff on the basis of natural born gender, race, color, creed, or national origin in the educational programs and activities.

MINISTRY DESIGNATION

Creekside Christian School is considered and operates as a ministry of Open Bible Church (Rapid City, SD) a member of Open Bible Churches (Des Moines, IA).

TO PARENTS

Welcome to the Creekside Christian School family! You have made an important decision for your child's education, and we are happy to be a part of that decision.

Creekside Christian School was founded in 2006 and opened its doors on September 5, 2007 as Open Bible Christian School. The Board of Directors, then as now, focused on three crucial elements for the school: one, that all subjects must be taught in conformity to the standards and principles of the Bible; two, that every teacher must be a born-again Christian with an on-going, mature walk with Christ; and three, that the academic training provided by the school would be of a high quality. Beginning with the 2015/2016 school year, an additional focus of leadership development was added.

The school is very supportive of parents and realizes that in the area of character, parents are the primary instructors. In order for the school to do its job well, we partner with families that have the same goals for their children as the school, so that we can be mutually supportive and hence effective. We consider the supervision of your child and your involvement with the school as essential ingredients in his/her success.

We look forward to a close and happy relationship as we assist you in "training up a child in the way he should go". *Proverbs 22:6*

Crucial Elements of Parent-School Cooperation

In order to help and guide your child, the school has set some specific expectations of its parent community. Listed below are some of the most important of these expectations:

- That my child needs a strong Bible-centered home. *Deuteronomy 6:7*
- That our family is to be consistent in our attendance and involvement with a Bible-preaching and teaching church. *Hebrews 10:23-25*
- That I am responsible for the education of my child. I will commit my child, including his education, to the Lord. I will faithfully pray for my child's teachers that they may be effective in teaching him the whole truth. *Ephesians 6:4*
- That I am expected to pay my tuition on time and, when possible, cheerfully give to the expansion of the school and its program. *II Corinthians 9:7*
- That I am expected to express my support for the school, its staff, faculty, and administration, and I will withdraw from the school family rather than spread criticism or be divisive. *Psalms 133:1*
- That if I have a problem with the school I will go directly to the staff member involved and try to solve it, following the principles set forth in *Matthew 18*.
- That my child will be disciplined in accordance with Biblical methods, and should his/her attitude remain uncooperative, the privilege of attending Creekside Christian School may be withdrawn. *Proverbs 22:6*

TO STUDENTS

Welcome to Creekside Christian School! We are glad that you are a part of the CCS student body. We want you to enjoy your education here. The school takes its responsibilities to you very seriously and expects you to take your responsibilities as a student seriously.

The faculty members love you and are willing to give of their time and talents to help you. They also love you enough to discipline you. Each faculty member has a personal walk with Jesus Christ and desires that this relationship be evident in his or her teaching.

If you have a need, whether spiritual, academic, or social, any faculty member will be happy to try and be of help to you.

Your membership in the student body entitles you too many privileges. Organizations, music groups, and Upward Basketball and Cheerleading are here for your involvement. You are important to us and we want you to experience spiritual, academic, leadership and social growth while you are here.

Your major responsibility to the school is to cheerfully cooperate in the educational process, including willing compliance with the school's rules and standards.

We are glad that you are a part of Creekside Christian School! Please avail yourself of all the opportunities that are here for you.

FOUNDATIONS

Vision

Creekside Christian School will be a training ground for students who seek a strong academic and spiritual education. Our students will not only be equipped to answer the call of God on their lives, but will have the ability to lead others in doing so.

Mission

We provide an outstanding spiritual and educational environment, where all students are prepared to become Godly leaders and fulfill God's purpose for their lives. In preparation to influence the world for Christ, students will develop critical leadership skills and thinking skills, and a Biblical worldview using God's Word as the foundation of every subject taught.

Core Values

Biblical Worldview

The scriptures of the Old and New Testaments are the inerrant and inspired Word of God. All members of the school community function under this authority and strive to apply the truths of scripture in all relationships and activities for the glory of God and the benefit of all.

Leading by Integrity

We want our students to be intentional about doing the right things and doing them right. The priority in all dealings with students is to apply lovingly the truth of the gospel to the heart. The goal is to encourage the heart of the student to be turned toward the Savior, not merely toward outward conformity. The proper understanding of the character of God and of our standing before Him leads us to a response of worship and service. Preparing the student for the road, rather than the road for the student, is an essential aspect of this shepherding process. This priority helps equip the student to be responsible and resourceful in life.

Excellence in Education

Creekside Christian School is first and foremost a school. Intentional consideration is given to the roles of the school, home and church to insure that the school gives highest priority to those activities most appropriate for the school's unique sphere of influence. The intellectual capacities of our students are developed to enable them to think critically and deeply about both the Creator and the creation. A variety of rigorous, engaging, academic and co-curricular activities are provided to enable students to identify and express the full range of their unique gifts and abilities. Educational decisions are made on the basis of what is best for children. High levels of student participation in the various activities and programs enrich the school experience for everyone.

Servant Attitude

The concept of servant leadership emerges from the teaching of Scripture concerning the individual as servant of God. Those who practice servant leadership discover the overwhelming joy of developing and equipping the diversity that exists within the body of Christ. Often ignoring the inherent power of a position, a biblically based leader focuses on demonstrating a genuine concern for people through tenderly serving them, modeling the spirit and attitudes of Christ. Servant leadership focuses on the needs and growth of those being led, not the needs of those who are leading.

Philosophy

The Home:

The Christian home is one in which the knowledge of the Scriptures and application of Biblical principles are a priority. A commitment to Christ and to spiritual growth are evidenced by personal Bible study, prayer and by faithful participation in a local church. Parents endeavor to apply biblical principles in the raising of their children.

The Church:

Local, evangelical churches are an essential part of the Christian's spiritual growth. They recognize the Scriptures of the Old and New Testaments as the only infallible and inerrant Word of God. These churches demonstrate this commitment by placing a priority on the preaching and teaching of the Bible. Since a biblical commitment to Christ is always accompanied by a commitment to His church, it is expected that every Creekside Christian School family will faithfully attend a church that will meet its spiritual needs. Students are expected to participate in children's activities.

The School:

Christian education begins with the premise that all truth is God's truth. God has revealed the truth about Himself in the Scriptures. We discover truth about His creation as we diligently study the natural world and the intangible truths within creation. A high quality, rigorous curriculum is provided with a sense of high expectations, in order to encourage the students to develop their God-given gifts to the fullest.

The Savior:

When our students place their faith in Christ as their personal Savior, it conveys their understanding that a relationship with God is established by God's grace, through personal faith in the work of Christ on the cross. The gospel shapes our relationship with God and with our fellow man.

Statement of Faith

Creekside Christian School's Statement of Faith is the same Statement of Faith for Open Bible Christian Center a member of the Open Bible Churches (www.openbible.org).

1. We believe the Bible to be the inspired, the only infallible and authoritative Word of God.
2. We believe there is one God eternally existing in three persons, Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning sacrifice 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.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe the full gospel includes holiness of heart and life, healing for the body and baptism in the Holy Spirit.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
7. 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.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Articles of Faith (Doctrine)

The Articles of Faith (Doctrine) of Creekside Christian School is the same as Open Bible Christian Center a member of the Open Bible Churches. These may be found at www.openbible.org.

Expected Student Outcomes

In their time at CCS, students will exemplify the following traits:

Spiritual

1. Make a Personal Decision for Christ (Salvation)
2. Defense of their Faith (Apologetics)
3. Ability to lead another to Christ (Evangelism)
4. Develop a love for the Word of God (Scripture)
5. Model Spiritual Fruit (Transformation)

Physical

1. Display an understanding of Physical Fitness
2. Display an understanding of making good Nutrition Choices
3. Model a sense of modesty

Relational

1. Articulate a healthy relationship with Jesus Christ
2. Model healthy relationships with peers, younger students, and adults.
3. Model submission to authority (parents, teachers, others)
4. Show a concern for the well-being of others.
5. Model a servant spirit

Emotional

1. Articulate an understanding of value in Christ, not self
2. Model self-control of emotions.
3. Model forgiveness and compassion

Intellectual

1. Model critical thinking skills
2. Articulate a Biblical Worldview
3. Respectfully argue a point (s) or opinion.
4. Display good written and verbal communication skills
5. Model strong study and organizational skills
6. Exemplify a Life-Long Learner attitude

Chapel

Successful development of students' appreciation for biblical principles is largely a result of studying the Word of God. Weekly chapel services are an important part of the educational program at Creekside Christian School. Chapel services will be primarily used for inspirational singing, Bible character stories, scriptural studies and presenting the character traits of Jesus. Chapels are usually held in the Youth Center of Open Bible Church of Rapid City.

Students will be given the opportunity to participate in chapels through singing, speaking, leading worship, etc.

Students may wear the prescribed uniform or they may wear dress clothes to chapel. Please note, the criteria set forth on p. 37-39 regarding Clothing Appearance and Unacceptable Dress also apply to chapel days.

ACCREDITATION/MEMBERSHIP

Creekside Christian School received accreditation with The Association of Christian Schools International in June, 2019. The Association of Christian Schools International (ACSI) is the largest Protestant educational organization in the world. Since 1978, ACSI has advanced excellence in Christian schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Those functions include a host of services, including teacher and administrator certification, school accreditation, legal/legislative help, and textbook publishing.

ACSI member schools serve more than 5.5 million students worldwide. Along with a headquarters facility, ACSI has 25 offices in North America and around the globe. Nearly 24,000 schools from over 100 countries are members. The primary financial support for ACSI is from 3,300 US-based schools.

ACSI is a 501(c) (3) religious nonprofit organization.

Visit www.acsi.org for more information.

Creekside Christian is in the application process of accreditation with the State of South Dakota.

Board of Education

Creekside Christian School is a nonprofit educational institution that serves as a ministry to enhance our family “partnerships” at Open Bible Church of Rapid City. The School will be accountable to the Senior Pastor and the Board of Directors of Open Bible Church of Rapid City. All staff members of the school are direct employees of the church.

PARTNERSHIP

An element of significant importance in the schooling of a child is the communication between the teacher and the student. Communication is interpretative and it is important for parents as well as the students to understand the work demands and expectations of the teacher. For that reason we urge parents to confer directly with the classroom teachers. Every teacher will make an effort to return a parent’s call on the same day.

Conferences may be scheduled directly with the teacher or through the administrative office. The school’s voice mail and email message systems provide an additional means of communication.

Parent-Teacher Conferences

Parent-Teacher Conferences are generally scheduled in the first and third quarters of the school year as indicated on the current school year calendar. Conferences may be arranged at any time during the school year with the teacher. All school families are encouraged attend Parent-Teacher Conferences held during the first and third quarters of the school year.

Parent / Teacher / School Problems

Many problems can be resolved with improved communication between the teacher and parents. It is important that parents be sensitive, not only to what is communicated, but also when it takes place. For example, coming by the teacher’s room to discuss a problem in the morning before school is not an appropriate time. To be most effective, communication should be attempted when both parties can give the situation their attention without undue distractions or time pressures.

If a parent has a problem relating to the school staff or a teacher, it must be resolved by following the biblical pattern established in *Matthew 18*.

First Step: The parent(s) is to make an appointment with the teacher and attempt to resolve the problem at the classroom level. In most cases this is successful. (The principal will not normally attend or sit in on these parent-teacher conferences unless requested.)

Second Step: If the issue remains unresolved, an appointment should then be made with the principal. It may be necessary for the teacher to participate in the conference.

Final Step: If the principal cannot get the issue resolved, then and only then is it appropriate to contact the executive pastor or school board.

Note: Parents who display hostility or lack of self-discipline toward any school staff member will be asked to remove their children from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

Parent-School Meetings

Each year there are a number of meetings planned to orient parents to the philosophy of the school and to assist parents in the training of their children. These meetings are announced in the annual school calendar and communicated through the Facebook page and via email. Your attendance and participation are encouraged. These meetings include:

- New Families Luncheon
- Parents' Back-to-School Night
- Parent Teacher Conferences (twice per year)

Parent Organization

Parents With a Mission (PWM) exists to have a Christ-centered partnership with the faculty of Creekside Christian School, to enhance communication, assist in creating a positive educational experience for the students, and provide hands on assistance (through prayer, volunteer hours or supplies) to the faculty throughout the course of the school year.

ALL Creekside Christian School (CCS) Parents are considered part of Parents With A Mission. Parental input is encouraged at each meeting. If a decision needs to be made outside a regularly scheduled meeting, the CCS Principal, PWM Coordinator, and designated Room Parents will determine the outcome.

Parental Involvement

The basic biblical responsibility of a school is to train young people but **only to the extent that parents delegate that responsibility**. Parents have the primary responsibility for child training. The very foundation of Christian education is the Christian home, and no Christian school can truly be successful in accomplishing its biblical mission without the full support of the home. Enrolling your child in Creekside Christian School is considered an expression of acceptance of the parental obligations required to make this ministry a success. Parents can demonstrate their support for the School by being involved and visible. Attending school events is a great way to do that.

- **In addition, parents are required to serve a minimum of 15 hours per school term.**

This can be accomplished in numerous ways:

- Donate Time and Resources
 - Money for special activities, transportation, equipment, first aid kits, paint, etc.
 - Items such as sports/computer equipment, plants, literature books, snacks, school supplies, etc, as requested by Creekside staff.
- Offer Services
 - Praying, serving as an office assistant, classroom assistant, substituting, speaking, leading devotions or discussion groups, cleaning, decorating, driving, chaperoning, sponsoring, raising funds, cooking, building, repairing, checking assignments, promoting, etc.

ADMISSIONS

An "Admissions Packet" is available upon request from the school office. An application, interview, pastoral and teacher references, copy of Birth Certificate, Immunization record and review by the admissions committee are required of all families applying to the school.

Admissions Standards

Our admissions standards reflect our commitment to serve as a partner with the home and the local church in the Christian education of our students. We ask that the following admissions standards are met by our students and their families:

- **Shared Goals:** Creekside Christian School is most effective when working with families who share spiritual and academic goals compatible with the mission of the school. Admissions priority is given to families who give evidence of their spiritual commitment by faithful participation in a local church and attention to the scriptures in their home. Creekside Christian School is committed to the biblical definition of marriage and family. Therefore, applications will be declined from homes that involve living arrangements such as cohabiting couples or same-sex relationships.
- **Cooperative Spirit:** Each family and each student admitted to Creekside Christian School is expected to exhibit a cooperative spirit. Every school has policies and procedures related to dress, attendance, communication, punctuality, conduct, demeanor, and academics. A spirit of cooperation and partnership in these areas is essential for an effective educational experience. Negative attitudes about the Christian faith or the school prevent admission.
- **Academic Record:** An applicant's academic record must indicate that the student is adequately prepared for the instructional program at Creekside Christian School. Creekside Christian School is not set up for children with a 504 Plan or IEP. We are not currently accepting those students for enrollment. Students are expected to take their academic responsibilities seriously. Applicants who have exhibited a persistent lack of effort or uncooperative spirit will not be admitted.
- **Disciplinary Record:** Creekside Christian School does not admit students who have a history of disciplinary problems. Students who have been expelled from other schools will not be admitted.
- **Kindergarten and First Grade:** Students must meet the age and maturity standards of the school. Documentation for all required immunizations must be on file prior to final admission. An admission screening is scheduled for all incoming Kindergarten. Students must be five years old by September 1 to enter Kindergarten.

Non-Discriminatory Policy

Creekside Christian School provides equal education opportunities and does not discriminate against students or staff on the basis of natural born gender, race, color, creed, or national origin in the educational programs and activities.

Trial Period

A trial period of four weeks is required for all new students at the beginning of each school year. The workload, discipline and environment require a considerable adjustment for many students. Should a change be necessary at the end of this period, a conference with the parent will be arranged.

Withdrawal from School

Parents must notify the school to initiate the withdrawal of a student. The child's teacher and school principal must sign the withdrawal form. Books are to be turned in to the Main Office before the form will be completed. Parents are required to meet with the School Principal and Open Bible Church of Rapid City's Executive Pastor before leaving school. Please note that if a student is withdrawn during a

semester, the full semester's tuition is due and no fees or other expenses paid by the parent or guardian are eligible for refund. No records will be forwarded until all financial obligations to the school have been fulfilled.

Readmission

Families or students who have withdrawn from Creekside Christian and then later apply to be readmitted must have approval. A letter requesting readmission, including the reasons for leaving, must be sent to the school principal at the school address.

FINANCES

Financial Commitment

Christian education involves financial sacrifice for many families. The school works hard to plan effectively and control tuition costs and fees associated with attending the school. It is essential that families meet their obligations to the school in order to maintain financial stability. Please note that if a student is withdrawn during a semester, no refunds will be issued.

Tuition and Fees

The current tuition and fee schedule is available in the School Office.

Overdue Payments

All tuition and lunch accounts are to be kept current. For ACH or other payments returned because of insufficient funds, the school will assess a service charge.

Financial Aid

Creekside Christian School doesn't offer Financial Aid. If emergency financial situations arise during the school year, families should contact the school administrator for direction.

SUPPLEMENTARY SERVICES

After-School Care

Limited enrollment after-school child care is available for students in grades K-5 from dismissal until 6:00 PM. There is an additional charge for this service. If parents are unable to pick-up students at the time of their dismissal (by 3:15), they should register for after-school care. After-school care registration must be done through Dream Kids Preschool and Daycare.

Students participating in after-school clubs or programs should be in their assigned classroom with their leader by 3:15.

After-School Programs

Students in grades 3-7 may sign up for After-School Programs offered at Creekside. Enrollment in the programs is by semester. All school policies and guidelines apply to the After-School Programs. Students enrolled in an after-school program are to be in the presence of their leader at all times.

Lunch Program

Creekside Christian School believes that proper nutrition plays a vital role in supporting the learning environment as well as physical and spiritual development. The lunch program is viewed as an extended classroom to teach and support the fundamental importance of eating well-balanced meals. A traditional hot lunch is composed of the five food groups.

The cost of lunch is \$2.75 including milk or milk may be purchased for \$0.50 per carton for Kindergarten through 4th Grade. The cost of lunch is \$3.50 including milk or milk may be purchased for \$0.50 per carton for 5th-7th Grades. A student may choose to bring a sack lunch on any day of their choice. Lunch accounts must remain current and paid to receive a daily hot lunch. Students with a negative account balance will not be allowed to purchase a hot lunch.

Lunch money may be deposited in your account by sending funds via check, money order or cash to the School Office or having your student turn in funds to their teacher. (All cash payments must be in a sealed envelope with student name and amount contained.) The School Office will notify the parents when their student's account balance falls below \$10.00.

FAMILY POLICY: CUSTODIAL AND NONCUSTODIAL PARENTS

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Creekside Christian School is on the safety and well-being of your student, and our instituted policies are to further those goals.

Custody documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Creekside Christian School. Enrollment is not complete until custody documents are on file with the school. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Creekside Christian School within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School records

A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and early releases

No student shall be released to any individual other than a custodial parent unless express written permission is first given to Creekside Christian School by a custodial parent or a valid legally binding instrument granting release is on file with Creekside Christian School. All early dismissal requests shall go through the Principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

Parent-teacher meetings

It is Creekside Christian School's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School communications

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. Creekside Christian School will provide communications to noncustodial parents upon request as long as a court order does not prohibit it.

OTHER ADMINISTRATIVE PROCEDURES

Before School Arrival

Students are not to arrive at school prior to 7:40 a.m. Students will enter the building at designated doors and remain in the West Foyer until released for classes. School staff members will be on duty.

After School Dismissal

Students will be dismissed at 3:00 p.m. Students are encouraged to go directly home from school and are to be out of the building fifteen (15) minutes after the last period. Students waiting for a ride must wait in the designated area only. Students staying after school with a Creekside Christian School staff member must be in the presence of that person at all times.

Campus Visitors (Adults)

Any adult visitor to the school campus during the school day must first sign in through the OBC Main Office. This includes school parents visiting the campus during the day. If there are items that need to be delivered to a student, they are to be dropped off at OBC's Main Office. **Parents and visitors may not go directly to the classrooms.**

Student Visitors

Only students considering attendance at Creekside Christian School may visit the school campus. In order to visit during the school day, students from other local schools should make plans to do so with the School office.

Telephone Calls

Calling, texting or emailing students during the school day is discouraged. **Students are not permitted to use their cell phones during school hours.** In cases of emergency, please contact the school office and we will have the student contact you. Students are not called to come to the telephone unless it is an emergency. Classes are not interrupted to have students call or to deliver messages. General messages will be delivered during class breaks, at lunchtime, or just before dismissal. The office and classroom phones are not for student use. During school hours, the student telephone may be used if a student has a written pass from a teacher. This includes lunchtime and between classes. Consequences of having cell phones on during school will be as stated in the Student Conduct and Discipline section of this handbook.

Medical Information

It is important that each student has emergency information on record. This information must be on file before any first aid can be given to any child.

School Closings

Creekside Christian School will work with other school districts in determining the closing of school. If weather or emergency situation arises, listen to local radio stations or check the school website and Facebook page to carry this information. CCS also utilizes a text program called Dial My Calls which allows us to send out a group text for weather closings.

Transcript Policy

Transcripts of students will be sent to other institutions, when requested by a parent.

Change of Residence

It is essential that the school have accurate family information. Contact the Main Office within two days of any change in address, telephone numbers or email addresses. If a student changes residence to live with someone other than the parent/guardian who enrolled the student in the school, written notification of this arrangement must be submitted to the Main Office. Whenever possible, the school should be notified prior to the change in guardianship. All students must be under the direct supervision of a parent or guardian while they are enrolled at the school.

Photo/Publication

From time to time, Creekside Christian School will use images of students and student activities to include in school publications and promotional materials. When parents sign the enrollment agreement each year, they give general consent for their children to be photographed or videotaped in the course of school activities and for Creekside Christian School to use those images in these publications or promotional materials. If a parent does not want to give this general consent, it is up to the parent to note this on the enrollment agreement.

Holiday/Birthday Celebrations

From birthday parties to holidays, there are many celebrations in school and we love celebrating with your children. Parents should communicate with classroom teachers in advance regarding special occasion treats. Please be health-conscious and note student allergies to various food products. **CREEKSIDE CHRISTIAN SCHOOL IS A PEANUT-FREE ZONE.** Other nuts and nut butters are acceptable.

To assist with minimal disruption of classroom instruction and activity time, student birthday celebrations will be held towards the end of the school day and may not begin before 2:00 p.m. Coordination of birthday celebrations is to be made with the classroom teacher and notification must be made to the school office

Note: For outside birthday parties, invitations will not be handed out by teachers or students during the school day. Parents are welcome to hand them out after school.

Creekside Christian School will honor the following holidays with an in-classroom party or school-wide party. No other holidays or special days will be honored throughout the school year by the entire school, though individual teachers may plan special events around other holidays.

- Spirit Week
- Christmas
- Valentine's Day
- 100th Day of School (Kindergarten Only)

ACADEMIC PROGRAMS

Curriculum

The primary curriculum used at Creekside Christian School is BJU Press (formerly Bob Jones University). Curriculum pieces from Purposeful Design and A Beka are also utilized to bring depth and strength to the program.

Who is BJU Press?

BJU Press is committed to Christian education. The company supports Christian educators by producing textbooks and materials that shape a **biblical worldview**, are **academically rigorous**, encourage **critical thinking**, and are supported with **technology solutions**.

A complete description of BJU Press is available at www.bjupress.com.

Kindergarten Programs

The kindergarten program is intended to provide a foundation in each area of development: mental, social, physical, and spiritual. Kindergarten is a full-day program filled with learning activities in Bible, math and integrated reading. Phonics and number sense are emphasized. In addition, students will spend time in “learning stations”, using a hands-on approach to enhance their educational experience and growth. Children have art, library and music and physical education incorporated into their classrooms. Creekside’s standard for student-teacher ratio at the kindergarten level is 12-1, with a goal of having a minimum of ten students in every grade.

Grades 1-7

The classroom program for grades 1-7 emphasizes biblical values and concepts in all subject areas. Students will have classes in Bible, language arts, math, social studies, science, and technology. There are separate physical education, art, and music classes. Creekside’s standard for student-teacher ratio is 15-1, with a goal of having a minimum of ten students in every grade.

Grading

Grades are based on homework, in-class assignments, tests, quizzes, projects and other assignments appropriate for each grade level.

Parents will also have the ability to check student grades regularly through an online grading program. Information regarding this program will be given to parents at the beginning of each school year.

ACADEMIC REPORTS/TESTING PROGRAMS

Achievement Testing

Each year the school administers a nationally standardized achievement test to all students grade 1-7. These tests provide insight into each student's progress on a national scale and allow the school to identify the degree of its academic effectiveness. A copy of the achievement test scores is sent to each parent at the end of the school year.

Report Cards

Report cards are issued at the end of each nine-week grading period. Grades are issued as noted on the report cards. The grading scale for Creekside Christian School is: A: 100-94; B: 93-85; C: 84-77; D: 76-70; and F: 69 and below.

ACADEMIC POLICIES

Promotion Policies

Students must be in regular attendance to be promoted. Students who are absent in excess of 10 days (excused or unexcused) a year will not be promoted.

Students must demonstrate at least average achievement and grades to be promoted. Year-end grades and achievement test scores are employed to determine adequate achievement. Students who do not demonstrate adequate achievement are required to participate in intensive, remedial instruction over the summer to be considered for promotion. Student achievement is assessed at the end of the summer to determine promotion.

Academic Probation

Students are placed on academic probation when they have a report card with three grades of "D" or "F" for a grading period. Parents are notified of probationary status and are given a full explanation of its impact.

Honor Rolls

There are two levels of academic honor rolls for grades K-7. "Highest Honors" is for students who have a grade point of average of 3.7 and above and "Honors" is for students who have grade point average between 3.0 and 3.69. All letter grades issued will be calculated in the grade point average. Points are assigned as follows: A = 4; B = 3; C= 2; D = 1 and F= 0. Any student receiving an F in any subject or if they have a disciplinary action on file for that quarter, they will not be eligible for Honor Rolls.

Homework

Homework is an integral part of the educational process at Creekside Christian School. It is given to extend the classroom learning or for practice that will help internalize what has been taught. It is an essential part of independent learning and for the formation of study skills.

Please encourage your child to turn their school work in on time.

See below for Creekside Christian School's Homework Policy.

CREEKSIDE CHRISTIAN SCHOOL HOMEWORK POLICY

The homework policy for Creekside Christian School considers the spiritual, academic, social and emotional needs of students. The primary purpose for homework in elementary school is for the student to develop a sense of responsibility and accountability. All homework assignments must be complete, on time and written properly. The only acceptable excuse for incomplete homework is the student's illness or an emergency explained in a written note, which prevented the homework from being finished.

If a student consistently fails to prepare homework as assigned, the suggested steps will be taken:

- *Have the student stay in at recess to makeup the work*
- *Call the parents to notify them of the problem on the second missed assignment.*
- *Give the student a detention to makeup the work*
- *Give the student a zero*

It will be understood that no homework policy can and will apply to every student and every situation. This is only to be used as a guideline for teachers when preparing lessons and daily assignments. The average student may complete work in the time frames specified, however a student that is working below average may need more time to complete daily work and assignments. Parents or students will not use this policy as an excuse for not completing required work.

The appropriate time limits that children at each grade level should devote to homework each night are:

Grade 1	30 minutes
Grade 2	45 minutes
Grade 3	45 Minutes
Grade 4	60 minutes
Grade 5	60 minutes
Grade 6-7	75 minutes

The provisions of this policy are as follows:

- Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.
- The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.
- Homework should be related to the curriculum of the school.
- Homework should not be used as a behavior management tool or as a form of punishment.
- Homework should not be done by parents.
- Homework may be given on any school day except Wednesdays, school program nights or holidays.
- Reading assignments are to be incorporated into homework time allotments at each grade level, but voluntary reading beyond homework guidelines is encouraged.

Homework Responsibilities as adopted by the Creekside Christian School, the homework policy defines the responsibilities of students, parents, teachers and the Principal.

Students' responsibilities:

- Get the assignment and ask for help if the assignment is not clear.
- Complete all assignments in cursive.
- Set a time each day to do homework.
- Check work and, if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.

- Take home all necessary resources, such as packets, textbooks, notes and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

Parents' responsibilities:

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality and timeliness of student work.
- Provide structure, a site and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate often with the student and his or her teacher, giving feedback to the teacher when there is a homework concern.
- Learn strategies and techniques for helping the student by taking advantage of opportunities such as parent homework clinics.

Teachers' responsibilities:

- Identify the purpose of homework assignments for parents and students.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the guidelines for the amount of time designated for homework, including special projects.
- Communicate expectations to students.
- Post all assignments and provide time for students to record them.
- Model homework strategies and provide models as appropriate throughout the school year.
- Review homework and return it in a timely manner.
- Establish a system for recording and reporting homework.
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Provide ways for parents to communicate with teachers about homework.
- Notify parents early regarding homework problems and missing assignments.
- Assign long-term projects so that the completion time includes more than one weekend and is not limited to a school vacation period.
- Discuss homework practices with colleagues and provide guidelines for the type of homework at each grade level.

School Principal's responsibilities:

- Ensure that homework is consistent with the district educational goals.
- Facilitate communication between classroom and teachers concerning homework.
- Monitor and support the teachers in the implementation of homework guidelines.
- Encourage teachers to use homework as a tool to reinforce learning.
- Be aware of the assignment of major projects and their impact on students' overall educational program.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

Academic Dismissal

Students who have more than two (2) failing grades for the semester or year are reviewed for academic dismissal. Students who have low grades but whose efforts and attitudes are positive are permitted to remain as long as the school can serve their academic needs.

Individual Help/Learning Center

Parents and/or students may contact specific teachers to schedule individual help. In addition, teachers and parents may consult to refer students to the Learning Center for one-on-one assistance.

Physical Education

Creekside Christian School strives to provide opportunity for the education of the total child; intellectual, physical, emotional, relational and spiritual. Proper habits of physical conditioning and recreation are essential to a well-balanced life style. Physical education is part of the curriculum for all students in grades K through 7.

Physical Education is offered as a separate class for each grade weekly. Students will be instructed in healthy fitness programs, be introduced to new athletic skills, and will take part in the “Eagle Challenge” to measure their progress in physical ability during the course of the year. Students will also receive training for the annual Christian School Track Meet during their PE time.

Participation and Non-Participation

Students in grades K through 7 are expected to participate in all physical education classes. If a student is ill or injured and will not be participating, the student must bring the PE teacher a note from his/her parent or guardian requesting that he be excused for that day.

Students who sustain a long-lasting illness or injury that prevents them from participating in class activities will be handled in one of the following ways: (1) No credit will be given for PE and “medically excused” will be entered in the records. (2) Special projects or assignments will be given by the instructor in place of class activity. These must be completed as assigned and by their due dates to receive credit.

FINE ARTS

Music Instruction

Music is also offered as part of all students' instructional week. Students will have music class twice per week. Students will learn the fundamentals of vocal music and prepare for two performances per year.

Art Instruction

Art is offered as a separate class for each grade weekly. Students will learn about various artists and styles, will have opportunity to experience different mediums, and will have their art work displayed at the end of the year Art Expo.

Band

Beginning in 2019-20, band will be offered as an elective for grades 5-7. Families will work directly with an outside contractor (Studio of the Arts) to select and rent/purchase instruments. Band class will be held during the school day twice per week. Students will be responsible to make up any missed class time and/or assignments in missed classes.

ATTENDANCE POLICIES

There is a direct relationship between attendance and learning. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. School attendance policies are designed to encourage a high value on education. It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences. Creekside Christian School complies with South Dakota's annual standard for instructional time.

Student Responsibility

South Dakota statute requires compulsory school attendance for all children between the ages of six and eighteen. If a student begins kindergarten at age five that student shall be subject to the same attendance requirements. Any student who is not in class ten minutes after class has started will be recorded absent. In the event a student is absent, the student is responsible for contacting their teacher to inquire about make-up work and the fulfillment of academic goals. A student must be in attendance for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal may allow exceptions if extenuating circumstances exist. Students with excessive excused or unexcused absences may result in truancy proceedings to be initiated as outlined in this policy.

Parent/Guardian Responsibility

Parents / Guardians are required to send students to school every day. Because of safety concerns of our students, parents / guardians should notify the school prior to 8:30 a.m. of the day a student is absent. Do NOT text or call your child's teacher's cell phone. To notify of a student's absence, please call the school office or email the school secretary.

Please note, correspondence regarding student absences must come from parents, not students.

When a parent / guardian fails to contact the school on the day a student is absent, the school will attempt to make contact. If unable to contact, the student is required to submit a written verification of the reason for the absence on the day of return. In the event a student is absent, the student is responsible for contacting their teacher/supervisor to inquire about make-up work and the fulfillment of academic goals. An unverified absence will be considered truancy.

All-Day Absence

Excused

Illnesses, death in the family, family emergencies, or rare circumstances as approved by the administration are excusable. All assignments are to be completed without penalty.

Unexcused

Reasons not fitting the above circumstances are unexcused. These include: hair appointments, sleeping in, suspensions, etc. All assignments missed are to be completed, but with a late work penalty.

Pre-Arranged Absences

Parents may request a pre-arranged absence for their child for church related activities, out-of-town family trips, or other special circumstances approved by the administration. Pre-arranged absences must be arranged through school office at least one calendar week in advance. If approved, an

excused absence will be granted. Pre-arranged absences may not exceed five days per year. Absences that are not approved will be considered unexcused and will result in an academic penalty. Pre-arranged absences count against the total number of absences for the year.

10-Day Rule

Absences cannot exceed 10 days (excused or unexcused) during one year. Should absences exceed 10 days, the school administration will determine if the student can continue their education at Creekside Christian School. Cases of extended medical absences or unusual circumstances require documentation to waive academic penalty.

Partial-Day Absence:

Entering School during the Day

Students coming to school after school begins must bring a note or email signed by a parent or guardian giving date, specific reason for being late, parent signature and phone number where the parent can be reached during the day.

Excused/Unexcused

Students are generally excused for doctor/dentist appointments, illness and verified family emergencies. The school makes the final judgment on excused or unexcused absences.

Leaving School during the Day

Upon arrival at school, students are not permitted to leave campus without parental permission. Parents who request their child leave school during the day must provide a note or email signed by a parent, stating the time, specific reason for departure and phone number where the parent can be reached during the day. This note must be brought to the school office at the beginning of the school day.

Field Trips

Attendance at educational field trips is required. Parent chaperones are often utilized for purposes of supervision.

Returning to School after Absence:

Make-up Work

Make up work assignments will be prepared by the teachers for students who will be out of school for a number of days. Parents are to call the office, and give the school at least 24 hours to collect assignments and books.

Students are permitted a maximum of twice the number of days absent to make up the missed work. The teachers will assign due dates for make-up work to be completed. Work assigned prior to the absence is due upon return to school.

Tardy

A student not within the classroom when assigned (normally 8:00 a.m.) is tardy. If a student is tardy three or more times during a nine-week period, a half-hour after-school detention will be scheduled.

If tardiness continues to be an issue, a parent meeting will be arranged.

Please note: Students who are late for school due to oversleeping, traffic, parent's schedule will be considered tardy and are not excused. The school will consider case-by-case tardiness due to inclement weather; parents should communicate with the school in these cases.

Truancy

"Truancy" is any absence, by a student under age eighteen, for part or all of one day from school during which the school has not been notified of the legal cause or contacted by the parent / guardian of the absent student. Students who have 20 or more absences for the school year (excused or unexcused) may be subject to truancy proceedings. Attendance requirements may be waived for students with unusual circumstances that affect their ability to attend school.

The Admissions Committee will consider the waiver upon documented evidence provided by the parent/guardian. Truancy is also considered to be irregular attendance. When absenteeism has become detrimental to the student achievement and the student and parent / guardian has ignored every effort of the school administration to gain attendance, the Admissions Committee may determine that the lack of attendance will result in expulsion of the student. Prior to such actions the school Admissions Committee shall have:

- Communicated with the student's parents / guardians to discuss the students attendance or have attempted to meet and been refused.
- Offered an opportunity for educational counseling with the school Admissions Committee, Executive Pastor or Board of Directors.

DISCIPLINE

A policy statement cannot cover all situations involving violence that may occur in schools. It is the purpose of these policies to bring about an element of consistency, without impeding the judgment of school officials when dealing with the variety of discipline events they may encounter.

In the training of children, it is necessary that guidelines be set up to establish the limits of acceptable behavior. The atmosphere, in which most students learn best, is one which is ordered, structured and disciplined.

Each student is expected to be familiar with the rules of the school and the classroom and adhere to them. A supportive, cooperative attitude on the part of the parents usually transfers to the children.

If your child is disciplined at school, we recommend:

- Remain calm and objective and get all the facts from the teacher as well as your child before judging either of them. *Proverbs 18:12, 14:17*
- Remember the teacher is an experienced professional who loves your child and uses good judgment in disciplining him. *Proverbs 13:24 and 16:21*
- Understand that children do not like discipline and it is in their nature to relate incidents in ways favorable to themselves. *Proverbs 15:10*
- Discuss the disciplinary incident with the teacher, and remember that you and the teacher are partners. *Proverbs 15:22*
- Remember your response is a model for your child (ren) to emulate. Support the teacher in attitude and action.

Students should understand that discipline is an act of love, and at Creekside Christian School the School Principal, faculty and OBC Pastoral Staff, love students enough to discipline them. Infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administration may become involved.

Creekside Christian School acknowledges the following rights for its students, parents and staff:

- To be respected by all members of the school community
- To work and learn in a safe and orderly environment
- To access facilities and participate in programs offered by the school without fear of violence

Creekside Christian School acknowledges the following responsibilities for its students, parents and staff:

- To respect all members of the school community
- To contribute positively to the Christian climate of the school
- To respect the property of the school and members of the school community
- To respond positively to the educational environment provided by the school
- To comply with all school expectations, procedures and codes of behavior
- To give respect and cooperation to all persons in positions of authority

Creekside Christian School does not tolerate violence in any form, including staff, students, parents, and individuals committed to the school's mission of providing a safe and friendly environment. Every member of this school family –students, school staff, parent/guardians, support staff, board members, pastors or others while on school property and at school sponsored events are governed by these policies and share in the responsibility for creating an environment that is safe, harmonious and respectful. In recognition of the ethnic and racial diversity of its students, CCS shall treat each person equally and fairly and without regard to gender, race or ethnicity.

Creekside Christian School is committed to the administration of disciplinary action in accordance with school policy and all applicable legislation, both state and federal.

Home and School Cooperation

Biblically, discipline is the parent's responsibility. The parents may delegate the responsibility to the school during school hours, but the primary responsibility lies with the parents. The school's discipline policy focuses on encouraging positive student behavior.

It is expected that a firm, fair and consistent application prevail in all disciplinary actions. In disciplining students, staff members shall refrain from the use of force or physical restraint except to protect oneself and/or other persons. To assist in achieving these results, school staff shall:

- Establish a godly example for students
- Communicate clearly to students and parents the rules and procedures of the school
- Refrain from humiliation and ridicule

Minor Offenses in Discipline

Not all offenses warrant the same discipline. When minor offenses occur the teacher will take certain actions. If it is necessary, the child may be asked to go to another room where a private conference can be conducted. Warnings, detentions and parent-supervisor conferences are usually appropriate for procedural violations. More serious offenses, such as moral violations, will require the intervention of the administrator, who together with the parents, determines whether more serious discipline measures are necessary. Minor offenses may include, but are not limited to:

- Talking without permission
- Out of seat without permission
- Tardiness
- Dress code
- Disturbance
- Assignment violation
- Incomplete Assignments or Homework
- Lack of participation

In-School Reflection

The purpose of ISR is for students to be isolated from other students for time of behavior modification and personal reflection on their intent and attitude. A student shall be placed in ISR when there has been a pattern of misbehavior OR if a serious violation of school policy occurs. Examples may include:

- Repeated disobedience/disruption of classroom time
- Disrespect of teacher/personnel
- Cheating
- Profanity/immoral language
- Careless behavior (i.e. rough play, pushing, verbal aggression)

The duration of the ISR shall be determined by the School Administrator, but will not exceed three days.

Out-of-School Reflection

The purpose for OSR is to provide students with a “wake up call” regarding their behavior. OSR is also designed to help parents understand the serious nature of their child’s behavior so it can be corrected both at school and from home. OSR is recorded on a student’s permanent behavior record. A student shall receive OSR when there has been a very serious violation of school policy, especially in the area of violence towards other students or personnel. Examples may include:

- Threatening/intimidating language or actions
- Assault or battery individually or as a group
- Fighting or other acts done in anger/violence (i.e. throwing items, kicking, punching)

Acts of aggression/violence towards another person may result in a student being immediately expelled and or possible criminal action.

The duration of the OSR shall be determined by the School Administrator in consultation with the Education Committee, but will not exceed five days. Students will not be readmitted to school until a parent conference is held with the School Administrator. Students may be placed on a Behavior Contract for the duration of the school year.

Expulsion

The purpose of expulsion is to end the school/student partnership when behavior cannot or will not be corrected or in a situation where the violent/extreme nature of an incident necessitates ending the partnership. The School Administrator and Education Committee will handle expulsion on a case-by-case basis.

STANDARD OF CONDUCT

Creekside Christian School believes that virtuous qualities can develop men and women of godly character. The student's attitudes, conversations and behavior must reflect the character of the School. Our discipline is characterized by high standards of personal conduct. Students are expected to abide by these standards of conduct throughout their enrollment. Students found to be noncompliant with the schools practices, policies, ideals of work and life may be subject to withdrawal or expulsion whenever the School determines that it is necessary.

Students who are not in agreement with the School's rules, regulations and standard of conduct as outlined in the student handbook will be asked to withdraw. Any student who has major discipline or scholastic problems are not eligible for re-enrollment.

Attending Creekside Christian School is a privilege, and that privilege is based on the continued acceptance and support by students and parents of the school regulations. Any student or parent, who expresses an attitude of disregard for the school, its standards or teachers, may be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly by them.

Classroom Behavior

Students will conduct themselves according to the classroom procedures established by the teacher and/or school administration. Students will agree to keep all of the school policies and/or rules and respect authority without being critical and finding fault. The average student intent on doing a good day's work and possessing a pleasant attitude will rarely have to worry about being disciplined.

Textbooks

Students are loaned textbooks and are supplied with workbooks for most of their classes. The student is responsible for the care and maintenance of his or her books. Books are not to be left outside or in the hallways at any time. A damage fee is assessed for excessive wear or damage. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him. If books are written in or are considered irreparable, the full price of the book will be charged. Book replacement and damage fees must be paid prior to the release of the final grades or school records.

Cheating

Cheating applies to any work that a student submits that has not been completed honestly and fully by him or herself. The exchanging of answers on homework, quizzes, tests and essays is considered cheating. Each cheating incident will be assessed on an individual basis.

Plagiarism

It is academic theft to incorporate any part of an author's expression, ideas or research into the content of one's paper without citing the source of that material. It robs the author of the credit due them for their published material. Creekside Christian School does not tolerate plagiarism. Students found guilty of plagiarizing will be required to rewrite the paper and incur an academic penalty. If the teacher deems that the plagiarism is excessive, it will be considered cheating and treated as such.

Vandalism

Students are to take pride in their school by keeping it clean and not deface walls, lockers, desks, etc. Any student found to be causing or participating in vandalism on school property will be subject to disciplinary action.

Stealing

Borrowing any item without permission is an act of stealing. This includes items belonging to other students, staff members, school property etc. Any student found in possession of stolen property or goods will be subject to disciplinary action and possible police involvement.

Distractible Items

Laser pointers, toys, water guns, playing cards, cameras, listening devices and most electronic equipment are among items not permitted at school. Normally these items will be confiscated and held until the student's parent comes to the school to obtain them. If one of these items is necessary for educational purposes, special permission may be granted by the School Principal or instructor.

Inappropriate Language

Obscene language, abusive language, vulgar and slang expressions that are offensive, using the Lord's name in vain or defiance of school personnel is unacceptable. Disciplinary action will follow.

Inappropriate Reading Material

Comic books, magazines, books or other material inappropriate for the school setting are not permitted. Inappropriate materials will be confiscated. Some may be returned at a parent conference. Any student who brings written or pictorial materials with profane, obscene or vulgar content, will be suspended from school and the material destroyed.

Chewing Gum

Gum is not permitted on campus, unless noted otherwise by teachers or School Administration.

Contact between Students

Excessive physical contact between boys and girls is not permitted at school. Students are to ensure that, whether they are in class, in the halls, at recess, or in chapel, there is some visible space between them.

Elevators Usage

Students may not ride the elevator without an appropriate pass. Students who choose to ride the elevator without appropriate passes will be subject to disciplinary action. An elementary school student must be accompanied by an adult to ride the elevator.

Restrooms/Locker Rooms/Changing Facilities

All Standard of Conduct and behavior guidelines apply to students while using the restrooms, locker rooms and changing facilities. Additionally, students must use the restrooms, locker rooms and changing facilities that conform to their natural-born gender.

School Computer Usage

The computers at Creekside Christian School are to be used for educational purposes only. Educational purposes include academic research, completing class assignments, and software training. Use of computer systems and Wi-Fi for entertainment (games, etc.) and commercial solicitation, chatting, posting to “the boards” or other inappropriate activities is prohibited. The Computer Use Policy is found in Appendix A of this Handbook and on the Wi-Fi agreement page. Student use of any school computer constitutes an agreement with the Computer Acceptable Use Policy. Violations of these policies may result in suspension or termination of computer use privileges and other disciplinary action.

Harassment/Bullying

Creekside Christian School is committed to maintaining a culture in which all individuals treat each other with dignity and respect. The policy of Creekside Christian School is to provide an environment that is free from all forms of intimidation, exploitation, hazing and harassment, including sexual and electronic harassment—whether based on gender, race, color, national or ethnic origin, age or disability. The school includes bullying in its definition of harassment. The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

The school encourages prompt reporting of all incidents of harassment irrespective of the identity of the alleged harasser. The school will investigate and take appropriate action to prevent and correct any violation of this policy with reasonable promptness and in such a manner as to prevent retaliation and preserve confidentiality to the greatest extent possible.

Definitions

1. *Verbal Harassment.* Derogatory descriptions or stereotypical classifications concerning an individual based on gender, race, color, disability, ethnic or national origin, age or disability. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such violations.
2. *Physical Harassment.* The use of pushing, shoving or other unwanted physical contact as an intentional act to impede normal movement in an effort to intimidate.
3. *Visual Harassment.* The use of obscene gestures or display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any individual.
4. *Sexual harassment.* “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the educational setting.
5. *Electronic Harassment.* Harassment may occur through a number of mediums or means, including electronic communications. The student Harassment/Bullying policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text and voice messaging) or other communication devices, and communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

6. *Bullying.* Bullying is a repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear. Bullying is conduct of a physical, verbal or written nature that interferes with a student's educational opportunities, benefits, performance, or with a student's physical or psychological well-being.

Application

The student Harassment/Bullying policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students of the school will conduct themselves in a Christ-like manner as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

Social Activities, Entertainment

The Bible calls Christians to exercise discernment and godly judgment in their activities and affections. Though Scripture does not specifically refer to every activity or entertainment available in our culture, it does call us to holiness of life. Parents are encouraged to monitor the entertainment options exercised by their students.

Bus/Van Guidelines

Students are to conduct themselves in a manner that is conducive to the safe and efficient operation of the bus/van. Students are to adhere to the seating arrangement established by the driver or chaperone and remain seated at all times when the vehicle is in motion. Students are to remain silent when the dome light is on and when the bus stops at railroad crossings. Students are to refrain from bringing food or drink on the bus/van unless instructed otherwise by the chaperone who will establish responsibilities for trash and clean up. Students are to refrain from throwing objects from the windows, sticking arms or heads out of the windows, or making inappropriate gestures to a passerby. Students are expected to obey bus/van drivers and chaperones at all times.

Transportation for School Activities

Students riding a bus to a school activity (i.e. field trip, sports event) will be required to return by bus. The only exception to this is when a student receives permission from the faculty sponsor to return with his/her own parents. Dress for school activities follows the normal dress code, unless another standard of dress has been announced beforehand.

Cellular Phones/Wireless Communication Devices

Wireless communication devices shall not be activated or used during school hours (8:00-3:10). There are to be no incoming or outgoing calls received or placed by students during the course of the school day. Additionally, there is to be no text messaging during the course of the school day. If a student violates these guidelines, the phone will be confiscated and held in the elementary office until the parent comes to claim it.

Cellular phones should be kept in a secure place. The school cannot be responsible for theft or loss.

Administration of Medications

Prescription medications: Prescription medications must be brought to the school office in the original bottle by the parent/guardian. All medications will be counted and documented when received. Each prescription medication requires an Authorization for Medication form completed and signed by the parent/guardian and physician. This form must be renewed at the beginning of each school year (for chronic conditions) and with each illness (for short-term conditions). The school administration will accept the medication for one day only with written parent permission while the parent/guardian is getting the form completed. The teacher will send the student to the office at the appropriate times with a clinic pass. The school administration will document that the medication was administered in the medication log.

All medications must be picked up by the parent/guardian at the end of the school year. The school secretary will attempt to contact parent/guardian for pick up. If medication is not picked up with 35 days after the last day of school, the medication will be destroyed.

Non-prescription Medications: Non-prescription medications may be administered by the school providing that the parent has provided the medication in the original container and has given written instructions including how and when to administer the medication. The instructions must be consistent with the instructions on the bottle. Students may not self-medicate. The school will keep acetaminophen (generic for Tylenol) in stock and will administer to students as needed who have parent permission for this medication. Acetaminophen will be administered per directions on the container and recorded with the school nurse.

Drugs, Alcohol, and Tobacco

Creekside Christian School endeavors to maintain a drug free environment. The school takes a serious view of drug possession and abuse, both as a legal and spiritual issue. Students are not permitted to possess, use, be under the influence of, or supply to another student any form of alcohol, illegal drug or tobacco product. *In addition, students are expected to avoid situations in which drugs/alcohol are being used. Should students find themselves in such a situation, they are expected to leave. These standards apply to the student off-campus as well as on-campus.* Any violation of this policy will result in suspension pending action of the School Board regarding dismissal. Involvement with drugs or alcohol normally results in expulsion. Law enforcements agencies will be notified when appropriate.

Sexual Morality

In light of God's Word (1Thess. 4:3, 1 Cor. 6:18-20), Creekside Christian School upholds a biblical view of morality. Whenever there is clear evidence of willing participation in sexual immorality a student will not be permitted to attend Creekside Christian School. Should the parents choose not to withdraw the student, a hearing by the Board of Directors will be convened to rule on dismissal.

Arrest and/or Conviction of a Crime

Creekside Christian School students are expected to obey the laws of the community, state and nation. Any student who is arrested, charged with or convicted of a crime will be subject to school discipline which may include expulsion. Offenders are required to report such incidents to the school administration for review. Failure to report an incident will result in immediate suspension pending action by the School Board regarding dismissal.

Dangerous Weapons/Items

Any student who brings a dangerous weapon (firearms/knives) or any item that would endanger the health, safety and well-being of students or staff on school property will immediately be suspended from school, pending a hearing with the School Board.

Note: The possession of a concealed weapon is a felony crime and requires that the incident be reported to the authorities.

Any student who is complicit in concealing the presence of a weapon will also be suspended, pending a dismissal hearing before the Board of Directors. Neither pocket knives, lighters, firecrackers, nor other types of dangerous objects are permitted at school or on school buses.

Implied Consent/Search and Seizure

When a student enrolls at Creekside Christian School, he/she waives the right of privacy related to any personal property brought on campus. Refusal to comply with a request for permission to search a student's possessions may result in discipline up to expulsion. In addition, administration reserves the right to search students' cell phones (as well as other items of personal property and areas on campus) if it is suspected that a school policy has been violated. This includes automobiles and all wireless communication devices.

Search and Seizure Policy and Procedures: To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Creekside Christian has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The School Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks or other school property under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return or destruction of such items shall be at the discretion of the School Administration subject to legal impoundment.

Personal Searches: A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by the School Principal or staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school official of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the School Principal or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. *Under no circumstances will a strip search be permitted unless conducted by law enforcement personnel.*

DRESS CODE

Dress code is frequently a point of contention, frustration and distraction in Christian schools for students, parents and faculty. In keeping with the school's basic philosophy of encouraging students to conduct themselves in a Christ-like manner both at school and within the community, Creekside Christian School has developed guidelines for student dress and appearance. These guidelines shift the focus from outward appearance to internal character, and reflect a general appearance of CCS students that honors and glorifies God. The lifestyle to which a student conforms in school affects both his attitude today and many decisions he will make in the future. (Col. 3:17, I Peter 3:3-4)

The Scriptures only touch the issue of dress through principles. A Christian school dress code can be dealt with on a "spiritual" basis, only as it relates to biblical principles. The underlying principles are not usually a source of contention. They are more frequently related to institutional preferences, which the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students. Just as churches and families also have varying perspectives. Each school necessarily establishes boundaries that conform to its mission.

The principles found in *I Timothy 2:9-10, 4:12* and *Titus 2:6-8* teach:

- Appropriateness – "in harmony with the situation"
- Modesty – "moral sensibility within the bounds of propriety"
- Humility – "not proud or self-assertive"

In addition, neatness, respect and gender distinction are basic to the code.

The school established its rules of dress to meet these standards and also to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire. The Creekside Christian School Dress Code may be found in Appendix B.

Judgments of interpretation are always a part of dress code implementation. Students and parents with questions are encouraged to check with the administration before purchasing clothing.

Note to Parents

Parents are encouraged to teach their children to live happily and submissively within the code's guidelines. We want to prevent the dress code from becoming a **major** issue at Creekside Christian School. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. We are not here to be "clothes police." It is inappropriate that complying students, teachers or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code.

Uniform Requirement (K-5th Grades)

All students enrolled at Creekside Christian School are expected to attend school in uniform everyday unless otherwise specified by the administration. Students are free to mix and match from among designated uniform components any day of the week except when requested to dress for special occasions.

Red, White or Navy Polo's
Khaki or Navy Pants / Shorts / Capris
Khaki and Navy Skirts / Jumpers
White or Light Blue Oxfords (button-down shirts)
Red and Navy Sweaters
School-Blue Polo's

Note: during cooler months, students may wear undershirts, leggings, or tights under their uniforms. These items must adhere to the school colors of red, navy or white; black is also acceptable.

Shorts or Capris may **only be worn** before Thanksgiving Break and after Easter Break.

All students are required to be in uniform on the first day of school. Uniforms are to be purchased in designated colors and styles. Students not in uniform may be subject to disciplinary action as defined by the student conduct policy. The final decision regarding compliance with the dress code will be made by the administration.

All shirts must have collars. (Except for school t-shirts, physical education classes, athletic events or special occasions.)

Middle School Dress Code

Students in grades 6-7 will adhere to the same standards previously stated except they may wear jeans instead of khaki or navy skirts/shorts/pants on the bottom.

Chapel Guidelines

Students may wear the above prescribed uniform or wear dress clothes for Chapel. Dress clothes should adhere to the standards established in the following sections, *Clothing/Accessory Appearance* and *Unacceptable Dress*.

Friday – Jean's Day Guidelines

Creekside Christian School is mission's focused and has chosen to support two Open Bible missionaries. To assist in raising support for these missionaries, students may opt to pay \$.50 (fifty cents) each Friday and wear jeans and a school logo t-shirt or uniform shirt. If a student chooses not to participate, then the general uniform requirements apply. Jeans need to be blue denim material (not jeggings), and without tears or holes.

General Guidelines

Students are expected to adhere to the following guidelines. In general, students must dress in conformance to one's natural-born gender. Violators of any of the following regulations may be subject to disciplinary action as defined by the student conduct policy. **The final decision regarding compliance with the dress code will be made by the administration.**

Personal Cleanliness and grooming:

- Regular bathing/oral hygiene is required.
- Conservative colors of fingernail polish may be worn (no black or excessively dark colors).
- No extreme make-up or jewelry for girls (no excessive dark eyeliner or lipstick)
- No make-up or jewelry for boys (exception is a wrist watch).
- Hair must be of a naturally occurring color; neat, clean and maintained. No bleached, dyed or streaked hair coloring is allowed. Natural-looking highlights are permitted for girls only.
- Boys must keep their hair cut to an acceptable length. Hairstyles should be no longer than one inch above the eyebrows and not below the ears or collar.

Clothing / Accessory Appearance:

- Clothes must fit properly, be clean and in good repair (no holes/rips/frays/bleached out material).
- Clothes must be worn in the appropriate manner for which they were designed.
- **Shoes should be close-toed and must be worn at all times and shoelaces must be properly tied.**
- Pants/shorts/capris/skirts must have sewn hems and/or cuffs. They may not be rolled/pinned.
- Skirts/jumpers/shorts may not be shorter than 3" above the knee (as measured from the floor to the hemline when the student is kneeling on the floor). Elementary girls should wear shorts under their skirts or jumpers for active play or recess activities.
- Jewelry, belts, headbands, and/or accessories must not be compromising or distracting in their symbolism or appearance.
- Boys may not wear earrings. Girls may only wear earrings in the ears, one pair.
- Lunch boxes/sacks and backpacks must adhere to the school's general standards of style, symbolism and/or design. No inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school are allowed.

Unacceptable Dress

- Any item which is not a designated part of the school dress code/uniform.
- Any item advertising tobacco, alcohol, illegal drugs, sexually suggestive messages, vulgar or profane messages or messages advocating violence.
- Open-toed shoes, Flip-flops and heels (over 2 inches high when measured from the floor to the top of sole).
- Hats, bandanas, and caps (in class). Unless pre-approved by the administration.
- Lycra or Spandex clothing. (leggings by themselves)
- Beachwear.
- Excessively loose or excessively tight clothing.
- Tanks tops (boys or girls), sheer blouses, bare midriff or strapless attire.
- Multi-colored, patterned or striped undershirts.
- Dirty or torn clothing.
- Extremes in hair, make up, or jewelry (colors/style).
- Tattoos (temporary or permanent)

Dress Code Enforcement

Students who are out of dress code will be removed from class until the violation is corrected.

In the case of boys needing haircuts, they will be given three (3) days (including the day of the violation) to get it cut properly. If the violation involved an improper haircut or style, the violation must be corrected before the student may return to class.

In the case of legitimate misunderstanding or other extenuating circumstances, the Principal may excuse the student from any penalty. (The violation still must be corrected). Two violations in a semester will result in a detention. Further violations may lead to In-School Suspension. A perpetual lack of cooperation regarding dress code often indicates an attitude incompatible with continued attendance at CCS.

Some parental attitudes that would be helpful in regard to the dress code:

- Do not let your child operate on the brink – keep hair and clothing well within the limits. It is your responsibility to see that your child stays within the limits set by the school.
- Don't take it personally. We do not wish to make a big issue over it and hope you don't either.
- Explain to your child the function of a dress code and the importance of children learning to live within the limits.

Appendix A – Creekside Christian School Computer and Technology Use Policy

Technology Acceptable Use Policy

Creekside Christian School's information technology resources, including email and Internet access, are provided for educational purposes. The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Adherence to the following policy is necessary for continued access to the school's technological resources:

Failure to comply with the policy and rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Access to the school's computers, networks and Internet services are provided for education purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services. The school has the right to place reasonable restrictions on the use of equipment, resources and material students and employee's access or post through the network. Students are also expected to follow the rules set forth in the school's computer use guidelines governing conduct, disciplinary code and the law in their use of the school's equipment and network.

C. **Prohibited Use** The user is responsible for his/her actions and activities involving school computers, network and Internet services and for his/her computer files, and passwords. **Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:**

- 1. Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- 2. Illegal Activities** – Using the school's computers, networks and Internet services for an illegal activity or activity that violates other School Committee policies, procedures and/or school rules.
- 3. Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.
- 4. Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
- 5. Software** – Copying or downloading software without the express authorization of the system administrator or the supervising teacher. Software may not be copied and/or taken from the computer lab unless the supervising instructor gives permission.
- 6. Non-School-Related Uses** – Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.

- 7. Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
- 8. Malicious Use/Vandalism** – Any malicious use, disruption or harm to the School's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- 9. Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms, blogs, news groups, my space, Xanga, etc. without specific authorization from the supervising teacher.
- 10. Games** – Internet games are only to be played if they have educational value and have been assigned by a teacher.
- 11. E-mail** – Permission must be granted from a faculty member for use. You may not check your e-mail or send e-mail unless granted permission.

D. No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school technology director reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the students to a computer, server, network or any other part of the Infrastructure.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students should inform their supervising teacher if they receive information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security The security of the school computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action by the school.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

ACKNOWLEDGEMENT

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school. I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.

I understand that this Handbook does not contractually bind Creekside Christian School (or Open Bible Church of Rapid City) and is subject to change without notice by decision of Creekside Christian School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Student's Name:

Signature of Mother/Guardian

Date

Signature of Father/Guardian

Date