

Parent-Student Handbook

Grades 5 -12

2022-2023

CENTRAL CHRISTIAN SCHOOL

Kindergarten - 12 Christ-centered education



To Know Christ.
To Make Christ Known.

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CENTRAL CHRISTIAN SCHOOL

Vision Statement

To Know Christ and To Make Him Known

Mission Statement

Providing an excellent educational experience that nurtures the whole person while inviting students to follow Jesus within a caring community.

Identity Statement

Central Christian School is an accredited Kindergarten-Grade 12 School committed to Anabaptist faith and practice and operating under a Corporation of Affiliated Congregations.

Nondiscrimination Policy

Central Christian School welcomes all students and does not discriminate on the basis of color, ethnicity, national origin, religion, sex, disability, age, gender or ancestry in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

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Student Information

School Hours

7:30 a.m. Main Office Opens
7:56 a.m. Warning Bell
8:00 a.m. Classes Begin
3:00 p.m. Dismissal
3:30 p.m. Main Office Closes

Students not involved in after-school practices or games should leave campus by 3:30. This allows the custodial staff to begin their work. Students with late practices are encouraged to return home or visit the home of a friend until the scheduled practice begins. Students who remain in the school past 3:15 p.m. need to be in the PAC lobby and may be picked up from there. CCS cannot take responsibility for students in grades 5-12 who stay after 3:30 pm.

School Closings and Delays

- The school's primary communication for closings and delays will be FACTS Family Portal email, text or voice message announcing the school closings and delays. Your account must be activated and contact information updated.
- School closings and delays will also be broadcast over radio station WQKT (FM 104.5), and on television channels WKYC (Ch 3), WJW (Ch 8), WEWS (Ch 5), WOIO (Ch 19).
- In the event of a school closing, all after-school extra-curricular event decisions will be made and communicated by the coaches and directors to student participants. All middle school practices and games will be canceled. All before-school student meetings, rehearsals, or events are automatically canceled in the event of a school closing or delay.
- While the school makes decisions related to delays, parents make the final decision about road safety based on weather conditions. Parents are to notify the school when their student will be absent due to weather conditions. This is an excused absence.

Student Information System

Central Christian utilizes FACTS SIS, an online information reporting website. The Principal's office will give assistance to parents on how to use FACTS SIS accounts for themselves and their children. Teachers post grades, assignments and classroom news on the FACTS Family Portal.

Academics

Advanced Placement (AP) Courses

Advanced Placement (AP) is a nationally recognized program that puts forth advanced curriculum. Central Christian School offers six AP Courses: AP Biology, AP Calculus, AP Government, AP Music Theory, AP Statistics, and AP Physics 1. Students may take an AP exam in any subject area.

College Credit Plus (CCP)

College Credit Plus courses offer students the opportunity to earn both high school and college credit as a high school student. Through the CCP program, students have the opportunity to take various CCP courses taught on campus, at an Ohio college or university, or online from an Ohio college or university.

Central Christian School has a partnership with Malone University to provide seven CCP courses on campus taught by Central Christian School teachers and college professors. The on-campus CCP courses include: AP Biology, Pre-Calculus, AP Calculus, AP Statistics, Introduction to Sociology, Literature in Society, and English Composition.

Please see the Curriculum Guide on the FACTS Family Portal for further details.

Academics (continued)

Credit for Graduation

Students in grades 9-12 will plan their course of study so they meet the graduation credit requirements of Central Christian School and the Ohio State Board of Education. Twenty-three (23) units are required for graduation, including Mini-Term and Bible credits. Please see the Curriculum Guide on the FACTS Family Portal for further details.

Dropping and Adding Classes

Students should finalize their schedule before the start of each semester. A student may drop or add a class during the first three days of the semester.

End of Semester Comprehensive Exams

Teachers (grades 6-12) will give a final comprehensive exam in all academic courses at the end of each semester. The purpose of a comprehensive exam is to help students retain information learned over a period of time and to validate that students have met learning expectations. This exam will count towards 10-20% of the final semester grade for the course. Students who desire to take a semester exam early or late for personal reasons should request permission from the principal. Students will be billed \$25 for each exam taken out of schedule.

Equity of Learning

Every child has the opportunity to learn and has access to the general curriculum. The school's written policies, procedures and organizational conditions ensure equity of learning opportunities. Teachers understand the policies and procedures and implement the system for students.

Grading Scale

The following is a numerical breakdown of our grading system:

letter grade	percentage	grade point
A+	99-100 %	4.0
A	94-98 %	4.0
A-	92-93 %	3.7
B+	90-91 %	3.3
B	85-89 %	3.0
B-	83-84 %	2.7
C+	81-82 %	2.3
C	76-80 %	2.0
C-	74-75 %	1.7
D+	72-73 %	1.3
D	67-71 %	1.0
D-	65-66 %	0.7
F	0-64 %	0.0
I	Incomplete	0.0

Middle School Elective Grading	O - S - N
O = Outstanding S = Satisfactory N = Needs Improvement	

Special grading scales may be used for students needing accommodation and, as needed, for first year international students. Please refer to the international student handbook for specific information.

Guidance Office Services

College and career services are available to students as they process their long term plans. Academically, students can request or be referred for tutoring services. These services are offered during study halls and resource classes, and before or after school.

Heart of Central

Students in grades Kindergarten -12 participate in Heart of Central, a daily non-academic group experience. The purpose of Heart of Central is to intentionally build school community through relationships with peers and teachers.

Academics (continued)

Homework on Wednesdays

Wednesday night is the designated youth group meeting night for many churches. CCS encourages students to participate in their church and youth group activities.

In order to partner with families and churches, the following guidelines will be followed for grades 5 to 12:

- New homework assignments will not be given in class on Wednesday. All attempts will be made by the teacher to assign work several days ahead if it will be collected on Thursday. Time may be scheduled in class on Wednesday to allow students to complete assignments due on Thursday.
- Tests or quizzes will not be given on Thursday whenever possible.
- Projects will not be collected on Thursday whenever possible.

Honor Roll

At the end of each nine-week grading period, eligible students in grades 5-12, will be listed on the honor roll. The honor roll includes three GPA classifications: 4.0 Honor Roll (4.0), Honor Roll (3.50-3.99), Merit Roll (3.00-3.49).

Honors Credit

Central Christian students in grades 7-12 may take certain courses for honors credit. Middle School students may take core subject area courses in English, Math, Science, and Social Studies for honors. High School students may take core subject area courses and advanced elective courses for honors. Honors courses will be recorded and recognized on all student course records and official high school student transcripts. To designate a course as honors, students must complete and submit an Honors Contract application. Students who are interested in taking a course for honors credit should contact the High School principal for application details. Please see criteria and requirements for Honor Course enrollment and course completion on FACTS Family Portal.

Incomplete Grades

An incomplete grade is given at the end of a quarter only when there are justifiable reasons for a student to have incomplete work. An incomplete automatically becomes an F on any incomplete assignment if the work is not made up within one week from the end of the quarter. If the incomplete work is not made up, the quarter grade will be calculated with existing coursework grades.

Independent Study (IS)

Independent Study (IS) allows students in Grades 9-12 to study course information not offered within existing school curriculum. IS courses often involve less supervision than a regular classroom setting. Students who choose an IS must be self-motivated and able to meet all stated outcomes with minimal supervision. Successful completion of an IS course generally results in credit towards graduation. The number of credits assigned to an IS course is determined by the Principal based on the nature and scope of the planned work. A student proposes the topic of study and outlines a plan to acquire and demonstrate the knowledge learned. If the course is related to a core subject area, a CCS teacher will be assigned to act as an advisor, and a fee of \$100.00 is charged as compensation for the teachers' outside time and effort. Any student interested in pursuing an IS course should see the Principal to complete the appropriate IS course forms for approval.

Integrity in Academic Work

The school expects students to do their academic work with integrity. We expect students to take responsibility for their own learning and want them to feel the pride that comes with academic achievement. When a student submits another's work as their own or cheats on assignments or tests, the value of education is diminished and academic progress and character development are compromised.

Academic Dishonesty

Academic dishonesty is defined as any form of cheating, deceit, or plagiarism in an individual's academic work.

The following are a few examples:

- Plagiarizing papers by using incorrectly cited/un-cited material from other sources.
- Submitting someone else's paper as your own work.

Academic Dishonesty (continued)

- Turning in a paper that has been purchased or obtained from the internet.
- Collaborating with other students on assignments when it is not allowed.
- Submitting the same paper in more than one course (or from another year of study) without the knowledge and prior approval of the teachers involved.
- Copying from someone else's work or allowing someone to copy your work.
- Cheating on quizzes, tests, or exams.
- Not following the guidelines specified by the instructor for a "take home" test or exam.
- Unauthorized use during an examination of any electronic device such as cell phone, tablet, computer or other technologies to retrieve or send information, or photograph exam or test information for future use by other students.

Plagiarism

Plagiarism, including "cut and paste" plagiarism from the internet, is academic fraud or theft. Any level of plagiarism in an educational institution will not be tolerated.

Response to Academic Dishonesty:

Academic dishonesty breaks the trust relationship between teachers and students. Restorative Discipline, including meetings with the individual student and teachers, will be used to restore the trust and to make things as right as possible.

Math and Science Enrichment Opportunities

Students in grades 8-12 may participate in TEAMS (Tests of Engineering Aptitude in Math and Science), and American Math Competition. Selected students in grades 9-12 participate in a Science Olympiad competition at Akron University in 23 areas of science and technology. These competitions and tests add enrichment activities for students excelling in math and science.

National Honor Society (NHS)

Membership in the National Honor Society (NHS) is based on a student's fulfillment of four requirements. The four basic requirements for membership are scholarship, leadership, service, and character. Students are eligible to apply for NHS membership if they demonstrate academic achievement through a cumulative grade point average of 3.5. National Honor Society standards require that students participate in volunteer service for their school and community at large. Eligible sophomore and junior students will be invited to apply for NHS membership, applications are reviewed and approved by the NHS Faculty Council. NHS induction occurs each spring for new inductees.

Probation

The purpose of academic probation is to be an early warning signal that a student is not making satisfactory progress towards graduation. Every effort will be made to help a student succeed academically.

Academic probation occurs if:

- Student fails one or more courses during one quarter.
- Current GPA is below a 2.00 (Grades 9-12).

Academic probation results in:

- Conference with student, parents, and administration to develop a plan for success.
- Academic interventions.
- Placement on co-curricular weekly eligibility.

Quarter grades are used to determine academic probation.

New students may be enrolled at Central Christian on a probationary status if:

- Cumulative or current GPA is lower than 2.0.
- The student has failed one or more classes during the previous school year.

Attendance

- Parents are expected to notify the school of student absences. To report an absence, please complete the CCS Student Absence Form in the FACTS Family Portal under Web Forms no later than 8:15 am. You can also email mainoffice@CentralChristianSchool.org or call the school. An absence is considered unexcused until a call is received.
- A student needs a permission note or call to the school from their parents to leave school any time during the day. This communication should be given to the Main Office by 8:00 a.m.
- The student will sign out when they leave and sign in when they return at the Main Office, during school hours.
- Ohio state regulations consider a student truant if they incur unexcused absences of 30 or more consecutive hours (5 days), 42 or more hours in a month (7 days), 72 or more hours in a school year (12 days). Students who miss 10 or more hours of a class (excused or unexcused) in a semester, may not receive semester credit for that course.

Excused Absences

Absences are excused for the following reasons:

- **Appointments**
Please schedule medical, dental and other appointments outside of school time. If necessary, such appointments will be excused when a parental note is presented before the appointment. The note should be handed in at the Main Office before classes begin.
- **College visits**
Juniors are granted two days a year and seniors are granted three days a year for college visits.
- **Death or serious illness in the family**
- **Emergency or special reasons as arranged with the principal**
- **Family trip**
Students may be excused for a family trip. The trip is to be with parents, a church youth group or extended family members. Parents should notify the school at a minimum of one week in advance. CCS does not recommend multiple family trips during the school year.
- **Hunting**
One day per year will be excused if the student wishing to go hunting presents a parental permission slip before the absence.
- **Personal illness**
- **Weather conditions**

Students are responsible for all assignments, homework, quizzes, and tests that are missed because of absences.

Assignments are posted daily on Google Classroom. For each day absent, the student has one day to make up missed work.

Unexcused absences may result in no credit for assignments, homework, quizzes, or tests.

The school has a Health and Hygiene Coordinator for students who become ill or are injured at school. If students cannot attend class due to illness, they are to return home. The parent will be called to pick up the student or to notify them that the student is driving home. The student may stay in the sick room until the parent arrives.

Late Arrival to Class

- A student who arrives in the classroom after the bell rings is either late (excused) or tardy (unexcused).
- A student who is late to class for a valid reason should have a pass from the appropriate teacher. There is no penalty for being late.

Late Arrival to School (tardy)

- Extensive tardies to school may result in being asked to write a short essay explaining why they were tardy. The purpose of the assignment is to allow the student to reflect on why they were late and what they can do to change their behavior.

Book Bags, Athletic Bags and Instruments

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms.

Athletic bags and other gear may be placed on the hallway shelves. Music instruments will be stored in the designated areas in the orchestra room. Items found on the floor will be placed in Lost and Found.

Chapel

Chapel is a daily scheduled gathering of our school community. Students are expected to be seated in their assigned seats when the bell sounds at the start of the period. Students are expected to maintain an atmosphere of respect and courtesy. No food or drink is permitted in the PAC.

Counseling Services

Counseling services are provided for students who are self-referred or are referred by a teacher, Principal, or Student Services Director. A trained school psychologist is available to students once a week during the school day. There are also a variety of social and support services available through the school and local agencies and organizations within the community. Availability of services is communicated to employees, students and stakeholders. Students may voluntarily meet with the school psychologist for up to 3 sessions without parental consent. The Enrollment and Student Services Director is also a licensed professional clinical counselor, available to our students.

Custody Statement

If there are custody issues involved with your child, it is the parents' responsibility to provide the school with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit via FACTS Family Portal. No student will be released to a person other than a custodial parent or guardian without permission signed by the custodial parent or guardian.

Dress Code

Central Christian School desires that student attire exhibits a dignified and appropriate appearance for our school context, creating a positive educational atmosphere. The dress of a student reflects the level of respect for oneself, respect for one's peers and respect for one's school.

Dress Code Questions

- If a student or parent has a question about specific items of clothing, please reference the "Dress Code Do's and Don'ts" found in the Resource Documents in FACTS Family Portal. After reviewing the document, if you have further questions, the Superintendent or Principal may be called.
- Faculty and staff will determine the acceptability of any particular item of clothing for students throughout the school day and will personally speak to the student or refer the student to the Superintendent or Principal.

When the Dress Code is not followed it will be resolved in one or more of the following:

- Minor infractions will be addressed privately and students will be asked not to wear particular attire in the future
- Major infractions will result in a student being asked to change. If the student is unable to change, he/she may call home and ask a parent to bring school dress code appropriate clothing.
- If infractions persist, further action will be taken by the Principal or Superintendent to meet with parents and the student to create a plan for dress code compliance.

Dress Code Guidelines

The following specific guidelines should be followed unless changes for special events are approved and announced to the student body.

- Students are to refrain from wearing clothing that is ripped or torn that exposes skin above the knee. No large or gaping rips or holes are permitted.
- Appropriate footwear should be worn at all times (shoes or sandals). Only athletic, non-marking shoes are permitted on the gym floors.
- Athletic attire may not be worn during school hours. This includes sweatpants, warm-up pants, and athletic shorts.
- Distracting piercings and visible tattoos are not permitted. Male students may not wear earrings at school or school functions.
- Hairstyles should not get in the way of education, and eyes must be visible.
- Hats, caps, sunglasses, and hoods may not be worn during the school day.
- Dresses, skirts and shorts must be mid-thigh length or below finger tip length.

Dress Code (continued)

- Leggings, jeggings, spandex, yoga pants, or other tight clothing may be worn under dresses, skirts, shorts, tunic tops or sweaters that are mid-thigh length shirts (no T-shirts or sweatshirts).
- Tops should not be low cut. Tops for girls must be hemmed and at least three inches in width at the shoulder. Boys are not permitted to wear any sleeveless shirts.
- Bare midriffs and backs, pajamas, or sleepwear are not permissible.
- Undergarments are to be worn and covered appropriately.
- Pictures, messages, and symbols on clothing should maintain the values of the school.

Administration understands that determining what is decent and what is modest can be very subjective in nature and thus not every detail can be addressed within this policy. Therefore we ask that you cooperate with the spirit of this policy as stated above and respect the judgment of the Central Christian administration, faculty, and staff.

Athletic Apparel for Practices

Athletic pants, shorts and warm-ups may be worn only in the gymnasium and on athletic fields. Volleyball uniforms are to be worn in the gymnasium only. High cut sleeveless shirts may be worn with the approval of the teacher or coach. Shorts worn for extra-curricular activities are to be long in length. Shirts must be worn at all times.

Field Trips

Students represent the school during off-campus field trips and co-curricular activities. Faculty and staff will set the appropriate guidelines for student dress for extra-curricular and off-campus activities, and communicate the guidelines prior to the activity.

Swimsuits

When a school activity involves a student wearing a swimsuit (this includes mini term activities and senior trip) students should adhere to the following: Boys must wear trunk style swim shorts and girls must wear one-piece suits or tankinis. Tankini top and bottom must meet without skin showing at the waist.

Lunch Periods and Vending Machine Use

- Students are expected to eat in the cafeteria. They may either purchase a school lunch or bring a packed lunch.
- Students are not permitted to leave school grounds or sit in cars during lunch period.
- Parents may join students for lunch after signing in at the Welcome Center.
- Vending machines may only be used before 7:00 a.m. and after 3:00 p.m.

Lockers

- MS and HS students are assigned a locker, HS students are given the lock combination numbers at the beginning of the school year. Students should contact the Operations Director if there is a problem with the locker or the lock.
- The school recommends that students keep lockers locked at all times.
- Lockers may be decorated inside but may not contain objectionable pictures. No decorations or stickers may be displayed on the outside of lockers except those created by school groups for school events.
- Lockers will be inspected at the end of the year after students have cleaned them. Students will be responsible for any damages incurred.
- Lockers are considered school property and may be subject to search at any time deemed necessary by the Principal.

Medical

Administering Medication

School personnel may administer prescription medication or over the counter medication if the following are in place:

- A Student Medication Request Form is signed by a parent and the prescribing physician for each medication, on file in the main office.
- The medication is in its original container and brought to the school by a parent.
- No medication should be stored in the locker. It will be kept in the main office.

- Students who need inhalers at school may choose to keep them in their lockers, but the school nurse needs a medication form.
- No student is permitted to give another student any kind of medication, including aspirin, NSAIDS, Tylenol, cold and cough medicine.

The school will maintain a log of each dose administered and inform the parent if the child does not take the medication as directed. The school will return or dispose of any unused medication left at the school at the end of the school year.

Emergency Care

- Any significant emergency will be handled by Kidron Fire Department paramedics.
- A representative of the school will give a copy of the Emergency Medical Authorization form to the paramedics.
- If a student needs to be transported to the hospital and a parent is not present, a school employee will accompany the student.
- Parents will be notified of an emergency as soon as possible.
- Most school personnel are trained in basic CPR.

Emergency Medical Authorization Forms

The school is required to have Emergency Medical forms on file for each student. The form includes a phone number and the names of two persons who can be called in case of an emergency. Any major medical changes or health risks, such as allergies, concussions, injuries, etc. should be updated in the FACTS Family Portal on the Family Demographic Form and reported to the office throughout the year.

Emergency Procedures

Fire, tornado, lock-down and evacuation drills are conducted regularly. CCS complies with all safety requirements and conducts drills in accordance with state laws.

First Aid and Sickness Treatment

- Small wounds, scratches and abrasions obtained during school hours may be treated by the teacher, principal or administrative assistant. No medication will be administered for injuries.
- When a student becomes ill or is injured while in school, school personnel will contact parents or the designated emergency contact person. The student should be picked up as soon as possible, if needed.
- Students should be “fever free” for 24 hours before returning to school.
- If a student is found with nits or lice, parents will be notified and asked to pick up the student. The student is permitted to return to school after a proper treatment is given and the hair is nit free.

School Pictures

- School pictures are taken of each student at the beginning of the school year.
- Parents will receive school picture information about ordering and purchasing.
- The individual pictures taken will be used in the annual school yearbook, student information system, and identification for safety protocol.

School Safety

Central Christian School is located in a quiet rural area with an extremely low incidence of violence. Statistically, the highest risk for school violence is from a disgruntled student or former student. Our school works proactively to keep students safe.

Proactive Safety Plan

1. Students receive individualized attention through Heart of Central. Every MS and HS student connects intentionally with an adult daily in a non-academic group setting.
2. Teachers and staff greet students at the door or stand in the hallways to interact with students, letting students know they are valued.
3. In ES/MS/HS meetings faculty give attention to student concerns as they notice who may be struggling or someone who may feel excluded.
4. CCS uses restorative discipline so that students feel heard and relationships are restored
5. Elementary students learn how to use the “Peace Mat” a process for working through peer conflict. This training is practiced throughout the year. The elementary also uses a buddy bench to help with inclusion of everyone in play.
6. Central’s Enrollment and Student Services Director, a Licensed Professional Clinical Counselor, works with students and their emotional or relational challenges. Additionally, a school psychologist meets with referred students on a weekly basis.
7. CCS maintains a close working relationship with open communication among community, families, faculty and staff as the school continues to be vigilant for any concerns.

Standard Safety Precautions:

1. Central Christian School carefully follows strict standard safety protocols with all exterior doors locked and checked during the school day.
2. CCS’ security plans have been approved and filed with the Ohio Department of Education and with the Wayne County Sheriff.
3. CCS conducts security lock down and rapid evacuation drills scheduled on a regular basis in accordance with the regulations of the State of Ohio.
4. Central has the support of the Wayne County Sheriff’s Department and has ensured that they are familiar with our building. They provide feedback on our safety drills as Central students and staff practice for different scenarios.

Student Activities

Students have many opportunities to participate in music, drama, athletics, Campus Ministries (CM), chapel, Student Council (STUCO) and other service and social activities. Opportunities are available in vocal and instrumental music. Dramas are performed in the fall and spring for grades 9-12 and in the spring for grades 6-8. Students can apply for leadership positions in their class, CM and STUCO. Class and school socials, field trips, and School Day Out are also opportunities for leadership.

Athletic Activities

The athletic program offers many choices for involvement. Competition with other schools provides a worthwhile and meaningful experience and gives opportunity for individual and group fellowship. Central Christian School is a member of the Ohio High School Athletic Association. All Central students are admitted free to home athletic events (with the exception of home OHSAA tournament games).

Central spectators (students and adults) are asked to follow these guidelines:

- Students and spectators are to be in the gymnasium or at the playing field while games are in progress.
- Loitering on the school premises before, during, or after a game is not permitted.
- No objects may be thrown in the gymnasium or onto the playing fields.
- Students are asked to cheer for our team and be positive toward our opponents.
- Only authorized school personnel are allowed in the locker rooms.
- Staff and students are to stand respectfully during any prayers or playing of the national anthem at away games.

Student Activities (continued)

Campus Ministries (CM)

Campus Ministries assists with the spiritual leadership of the school. CM members help in planning chapels and special emphasis days, and coordinate other activities. Suggestions for chapel speakers and other concerns or ideas may be given to CM members or to the CM coordinators.

Community Service Day (CSD)

Students in grades K-12 are required to participate in the school-wide fundraiser called Community Service Day (CSD). Students ask friends and acquaintances to sponsor them for a day of service at a community site. Students work for community organizations doing tasks such as raking leaves, washing windows and cleaning. CSD provides an opportunity for students to serve others and for community organizations to receive a day of free labor. Funds raised are used to supplement the cost of education for all students.

Eligibility (athletic and non-athletic co-curriculars)

Students involved in the following activities are covered by these guidelines: athletics, Varsity Singers, STUCO, Campus Ministries and drama. A student must be on campus no later than 12:00 p.m. to be eligible to participate in an after-school or evening extra-curricular activity unless the student is participating in a sanctioned off-campus activity. This applies to all student activities.

- A student receiving one failing quarter mark will be placed on probation for the following nine weeks.
- A student who receives two or more failing quarter marks will be considered ineligible for the following nine weeks.
- The student will be ineligible to participate in games and meetings, and will be placed on the weekly eligibility list.

Anytime a student's GPA falls below 2.0, the student is placed on a weekly eligibility list and will have one week to make satisfactory progress, monitored by the Principal and the Enrollment and Student Services Director. Parents will be called and a meeting with the teacher and principal will be arranged to create a plan for student improvement as needed.

Note: OHSAA Bylaws for High School Student-Athlete Eligibility in addition to Central Christian Policy.

- Grades 9-12: To be eligible, a student-athlete must receive passing grades in a minimum of five one-credit courses or the equivalent, in the preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period.

Junior-Senior Banquet

- The Junior-Senior Banquet is planned and presented by the junior class to honor the senior class.
- This event is for juniors and seniors, their guests, and faculty and staff. The event is a formal occasion to celebrate the end of the year together.
- An after-banquet event, planned and coordinated by parents, is held after the formal banquet.

Parents will receive a letter prior to the banquet from the junior class sponsors and banquet coordinator explaining the expectations and events of the evening.

Public Performances

- Students are expected to remain in the venue (PAC, gymnasium or other area of school grounds) for the duration of the performance.
- Loitering on the school premises before, during or after the performance is not permitted.
- All students are expected to go home after school until designated arrival time.
- Students are expected to remain positive and quiet throughout the event, to respect performers and surrounding guests.
- Middle School students are expected to sit with a parent or guardian at all public performances.

Student Activities (continued)

School Day Out

- The purpose of School Day Out is to gather students, faculty and staff for a planned worship time, organized games and social interaction.
- This is a required day of school. Times and places will be announced. This is an opportunity to learn to know one another and enjoy a day in the great outdoor classroom.

Senior Service Retreat and Senior Trip

Central Christian seniors participate in two trips to Pittsburgh during their 12th grade year. The senior service retreat is a 3-day event occurring in the fall which allows students to interact with classmates as they serve others. Senior trip occurs the last week of school and is a time of closure and celebration. For both trips, students are lodged in a dormitory setting with separate floors for males and females. The trips are a part of the CCS curriculum and all seniors are expected to attend both events.

Student Council (STUCO)

- Student Council is the student governing body. Middle School and High School have STUCO groups.
- Grades 5-11 elect two representatives, and Grade 12 elects four representatives.
- Suggestions for school activities or programs, curriculum changes, and any other ideas or changes for making Central Christian School a better place will be presented by STUCO to the administration.

Student Driving and Parking

- Good driving habits are expected of all student drivers.
- Students will register the make and model of their car with the Main Office during the first ten days of school or within ten days of their first day of driving.
- Vehicles on school grounds are subject to search by school personnel if there is a reasonable concern.

Student Records

Student records are to be used only for the welfare of the individual. Other than directory information, access to all other student records is protected by FERPA and Ohio law.

- The school complies with immunization requirements of the state of Ohio under the Minimum Standards for Elementary and Secondary Schools Health Services. The state law requires pupils to be adequately immunized against tetanus, whooping cough, diphtheria, polio, measles, and rubella.
- Each student enrolling in school will have his/her health record checked and will be required to bring their immunization record up to date. A report is sent to the state by October of each school year.
- Any families who do not comply with immunization requirements will be required to sign a form in the school office.

Student Restorative Discipline

Central Christian School seeks to follow the standards of our Christian community. All students and staff are asked to sign a covenant promising to follow the Covenant outlined below. Students have a right to go to school in a safe environment and a responsibility to do their part in creating and maintaining a safe and stimulating learning environment.

Covenant

As a student I commit myself to being respectful to God, others, self and property consistently strive to improve and strengthen my spiritual, physical and emotional health. Conduct myself in a safe and responsible manner abiding by expectations and guidelines established by classroom teachers. Refrain from any illegal activity. Seek changes in an orderly and respectful manner. Understand and comply with the school's Student Handbook

Students and staff promise to do their best to live by the Covenant at all times. If a student fails to follow Covenant expectations, a response will be determined in consultation with parents.

Student Restorative Discipline (continued)

If usual constructive reminders do not help, those in conflict will meet with the teacher outside of class time. Students will have an opportunity to choose one of four options for addressing the broken relationship.

Option 1: The teacher decides what should happen to address the situation to make things right.

Option 2: An outside person (often the principal) will be invited to make the decision on what should happen to make things right.

Option 3: The two in conflict ask the help of an outside person (teacher or principal) to come to an agreement on how to make things right.

Option 4: The two in conflict come to an agreement on their own for how to make things right.

Not all persons misbehaving will choose to be cooperative. In these cases, parents together with school leaders will make decisions for the misbehaving person who is not cooperative. The consequences imposed should be reasonable, related, restorative and respectful.

Principles to guide this process

Relationship - understanding that wrongdoing is primarily an offense against relationship

Respect - listening to all persons affected by the wrongdoing

Responsibility - owning the hurt that has been caused

Restitution/Repair/Restoration - committing to make things “as right as possible”

Reintegration - finding a caring place in the community

Anti-Bullying and Harassment Policy

Central Christian School is committed to provide a safe school environment that encourages spiritual, intellectual, and social growth. As Christians, we are commanded to love one another. (Mark 12:30,31) In our respect for God’s command, Central Christian has adopted an Anti-Bullying Policy.

“Harassment, intimidation, bullying or violence” is any intentional written, verbal, graphic, or physical act that a student or group of students does to another student, group of students, and/or faculty or staff member that causes mental, emotional or physical harm to the other student, group of students, and/or faculty or staff member; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students. This policy includes all electronically transmitted acts using technology such as the internet, cell phones, or other devices. This policy covers acts which may occur on or off campus.

As part of our anti-bullying policy, Central employees help to prepare students to respond in a positive way to others who do not treat them with respect. We distinguish what is conflict and what is bullying, using these definitions.

- Conflict is two or more people not agreeing on some activity or idea or one isolated incident.
- Bullying is a repeated behavior, purposefully mean or an imbalance of power used to threaten.

We will address both of these. To understand both sides and to make the best decision, we ask for time to work through the situation. Children need role models and the way the situation is handled allows us to also teach life lessons to the students.

Harassment, intimidation, bullying or violence are serious issues that have no place in our school community. Students are urged to speak with their teachers or school leaders if they feel they are experiencing bullying. Parents are urged to notify the Principal if they have a concern. Teachers and school leaders will take immediate action to work with students to resolve the situation in a way that restores right relationships as much as possible.

Illegal Activity

Central Christian School’s Covenant states that students will refrain from illegal activity. Law enforcement will be notified as required by law in the case of illegal activity including drugs, alcohol, violence, weapons, or harassment during school hours or outside of school hours.

Illegal Activity (continued)

In all cases a restorative process will be used to address the situation and to restore safety and right relationships.

Weapons on School Property

Weapons are defined as anything that is used to inflict harm to oneself or another. Possession or use of weapons is prohibited on school property and will be dealt with in an appropriate manner.

Transportation

- The school provides transportation for students to and from co-curricular activities. It is expected that all students will be courteous and respectful to drivers and adult chaperones.

Unauthorized Entry and Exit

- Students are not permitted to enter the school building unless it is officially open, or are accompanied by a school employee in a group of at least three.
- Any unauthorized entry, inappropriate use of school keys, or entry via unlocked doors or windows at any time will be cause for disciplinary action.
- For safety reasons, all outside school doors are locked during the school day.

Use of Technology

Students and staff have access to computers and the internet as a tool to obtain and use electronic educational materials.

Students are expected to adhere to the following guidelines:

- Annually participate in a review of digital citizenship guidelines and the schools appropriate use policy.
- Annually review and sign the Central Christian School Technology Contract.

School Computer and Electronic Device Use

- Computers, network, internet and electronic devices are to be used in class under the direction of the teacher for instructional purposes.
- Interfering with, modifying, installing or downloading any software or computer settings to the school network is prohibited.
- Use of the school network or the internet to access objectionable sites, violate copyright laws, commit plagiarism or violate school rules is prohibited.
- Understand that privacy is limited and system administrators have access to all personal files and emails within the school network. Students are strongly encouraged not to share personal account information with others.

Personal Mobile Electronic Devices

To build community and real-time relationships among students and to keep our focus on education, CCS students are expected to keep personal mobile electronic devices (phones, I-pads, tablets, personal laptop computers) in their lockers between the following hours: Middle School students, 7:30 a.m. - 3:00 p.m.; High School students, 7:55 am (first bell)- 3:00 pm.

Families are encouraged to make logistical arrangements at home and to call or email the school if plans change during the day. Students are also welcome to use the lobby phone or email on their Chromebook, if they need to contact their parents during the day. In the event of an emergency, the school will be in contact with school families as soon as possible.

- Teachers may grant permission for the use of earbuds or headphones to use with Chromebooks for academic reasons during class or study hall. Earbuds and headphones may not be worn during chapel, in the cafeteria, hallways, or in common spaces.

Personal Mobile Electronic Devices (continued)

- Smart watches (Apple watches, etc) may be worn during the school day. Students who misuse these devices may lose the privilege to wear them at school.
- Students may not use their personal mobile electronic devices or personal laptop computers in any way that violates school policies, including: bullying, intimidation, inappropriate photos/games, or cheating (texting, recording, or photographing academic material). This applies before, during, or after school hours.
- Administrators, teachers, and staff may confiscate any personal mobile electronic devices and hold them to the end of the day if they are being used during the day.
- Repeated noncompliance of this policy will be resolved by developing a plan to help students to adhere to the policy.
- Continued noncompliance may result in the loss of this privilege.

Wellness Policy

Central Christian School, in compliance with the state of Ohio, adheres to a wellness policy. This policy ensures a school environment that promotes and protects student health, well-being, and ability to learn by supporting healthy eating and physical activity within the context of our Christian commitment. The policy can be found on the school website and on FACTS SIS.

Grievance Policy

Grievance Procedure

Rationale: Central Christian School is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Central Christian School is composed of many people and from time to time conflicts may occur. Practically stated, when a conflict occurs, both parties should first attempt to use a problem-solving process rather than sharing concerns with others. This is the application of Matthew 18:15-17.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Central Christian School. This includes students, parents, staff, volunteers, administration and board. It is understood that if any disputes arise which are not covered by this policy, the Superintendent will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or superintendent if you are unsure of the person to whom you should address your concern or complaint.
- Decisions by the board are final. No further appeal will be granted.

Grievance Resolution Process

Students/Parents to Teachers/Coaches:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student him/herself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision to the Superintendent in writing. The Superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Central Christian Board of Trustees within two weeks of the Superintendent's determination requesting a review of the school's determination.

Parents/Volunteer group members/Pastors/Donors to Administrator:

1. If parents, volunteer group members, pastors, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the Superintendent. Complaints at this level and above are documented by the Superintendent to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Central Christian Board of Trustees within two weeks of the Superintendent's determination requesting a review of the school's determination.
4. This procedure applies to board members who are acting in their capacity as parents, volunteer group members, pastors, or donors and not as representatives of the board.



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