

# Parent-Student Handbook

## Kindergarten - Grade 4

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.

## **CCS Elementary School Philosophy**

**Community:** Central Christian Elementary supports learning that educates the whole child. Alongside our academics, we intentionally teach community by taking time to teach honesty and integrity, to approach disagreements peacefully, to weave Biblical values in all we do, and to teach social and life skills.

**Learning Environment:** Elementary classrooms provide a child-centered, nurturing environment where social, emotional, and spiritual needs are valued. As a school we continually shape and develop the program to suit the school's needs, resources, and each child's developmental ability so every child has the opportunity to learn. The hands-on approach to learning provides opportunities for children to experiment, create, analyze, and explore. Teachers clearly communicate learning goals and expectations, allowing students to take personal ownership of their achievement and build confidence in their ability to understand.

**Leadership:** Students have opportunities to practice their leadership skills in classroom activities and chapel. The fourth graders receive specific instruction for leading multiage groupings during activities and they take on some chapel responsibilities.

**Social-Emotional Learning (SEL)** - Through intentional curriculum Central Christian Elementary works to build a foundation for a positive, inclusive culture through developing social-emotional competencies, which include perspective-taking, empathy, processing emotions, understanding and resolving conflicts, and building positive relationships.

**Hands-On:** A wide variety of hands-on learning opportunities are part of our curriculum recognizing that children learn through their five senses. Using concrete objects helps put concrete concepts into brain memory before they reach Grade 5 when they are developmentally ready for more abstract concepts. Attention is given to learning styles and student interests so learning stays active and interesting. The students learn critical thinking skills through research, reading and experimenting.

**Outdoors:** The elementary students participate in a walking program before school begins each morning. They go outdoors for recess as often as possible and, at times, go outdoors for class instruction. Being outdoors provides exercise and fresh air/oxygen for the brain to be alert and ready to learn. Being outdoors also teaches the children a sense of wonder that combines feeling and thinking. Being outdoors teaches children to enjoy nature and it helps children reset emotionally.

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# Student Information

## School Hours

7:30 a.m.	Main Office opens
7:40 a.m.	Students may arrive
8:00 a.m.	Classes begin
2:50 p.m.	Dismissal

## Days of Operation

- The Elementary School will follow the Central Christian School (CCS) yearly calendar. Days not in session are marked on the school calendar, and on the website.

## School Closings and Delays

- The school's primary communication for closings and delays will be FACTS SIS 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).
- 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, Google Accounts, and Google Classroom. The principal's office will give assistance to parents on how to use these technology information systems. Parents may access their child's academic information using the FACTS Family Portal.

## Arrival and Dismissal

**Arrival:** The entrance to Elementary drop off and pick up is north of the school near the tennis courts. Students will be welcomed at the covered entrance in the back of the elementary school near the playground area from 7:40 - 7:55 a.m. Students will be greeted by a faculty or staff member and will be immediately in the care of the school. Faculty are on duty to monitor for safety. Students and teachers walk each morning from 7:40 a.m. to 8:00 a.m. weather permitting. We encourage all children to arrive at school in a timely manner to join the walking time. Children need to be unpacked and ready to begin the day in their classrooms by 8:00 a.m.

Parents of students in Kindergarten through Grade 4 are strongly encouraged to say good-bye as they drop off their children at the back entrance rather than accompanying their children inside. Young children learn important life skills and gain competence as they take care of their own morning routines such as hanging up their coats and unpacking their backpacks.

**Dismissal:** Parent drivers are expected to line up for school dismissal by 2:50 p.m. from the back covered walkway. Prompt pick-up of students allows teachers the time they need in their classrooms to prepare for the next day.

If you need to come inside the building for any reason, please use the parking spaces in the front of the school and use the main entrance. No parking is permitted in the back of the building during arrival and dismissal times, for student safety reasons.

Parents are requested to call the school or email the teacher directly to make an appointment to meet their child's teacher or to give messages. This allows our teachers and staff to focus on students during the busy morning times. Parents and teachers should use school email for communication rather than using text messages.

After a student arrives at school, he or she will not be permitted to leave the school grounds for any reason unless accompanied by a parent or other designated person, or written permission is given.

## **Communication**

Communication with teachers and staff is preferred through email, note, or phone call. Information about the upcoming week is available on FACTS Family Portal.

## **Community Service Day (CSD)**

Students in grades K-12 are required to participate in the school-wide fundraiser called Community Service Day. 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.

## **Counseling Services**

Counseling services are provided for students who have been referred by the principal. 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 partnering agencies and organizations within the community. Availability of services is communicated to employees, students, and stakeholders. Parents will be consulted and involved if a child is referred by the school to see a school psychologist. 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, you must provide the school with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit and updated to FACTS SIS. No student will be released to a person other than a custodial parent or guardian without permission signed by the custodial parent or guardian.

## **Academics**

### **Curriculum**

Please request a curriculum guide for specific information relating to the elementary curriculum or visit the school website.

### **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.

### **Field Trips**

Field trips are academic activities held off school grounds. The Emergency Medical Form includes a parent signature giving permission for participation in a field trip. All field trips costs are covered with the student activity fee.

### **Homework**

The purpose of homework at the elementary level is to extend learning which takes place in the classroom. Reasonable daily homework guidelines are as follows:

- Grades K - 2           30-40 minutes per evening
- Grades 3 and 4       40-50 minutes per evening

Special projects or reports may require additional time.

In order to partner with families and churches, teachers will not assign homework on Wednesday evenings, or on the evening of a school activity.

### **Kindergarten Readiness**

CCS will provide kindergarten screening to help parents determine the readiness of a child for kindergarten. Children who are 5 years old by September 30 may begin kindergarten.

- Screening assessment tests include gross and fine motor skills, articulation, visual concepts and discrimination, logical relations, basic school skills, behavior and self-help skills.
- Parents may consult with the staff concerning the readiness of their child.













## Grievance Policy (continued)

□ 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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