

Parent-Student Handbook

Kindergarten - Grade 4

2023-2024

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.

Table Of Contents

Student Information

School Hours, Days of Operation, Delays, Closings	1
Student Information System	1
Arrival and Dismissal	1
Communication	2
Community Service Day (CSD)	2
Counseling Services	2
Custody	2
Academics	2,3
Curriculum	2
Equity of Learning	2
Field Trips	2
Homework	3
Kindergarten	3
Library	3
Student-led Conferences	3
Student-teacher Goal Setting	3
Tutoring	3
Attendance	3,4
Excused Absences	4
Dress code	4
Emergency Procedures, Medication	4,5
Administering Medication	4
Emergency Care	4
Emergency Medical Authorization Forms	5
Emergency Procedures	5
First Aid and Sickness Treatment	5
Locked Door Policy	5
School Safety	5
Sign In	5
Guests	6
Lost and Found	6
Lunch and Milk	6
Parent Participation	6
Pictures	6
Playground Information	6
Progress Reports	7
Public Performances	7
Student Records	7
Student Restorative Discipline	7,8
Covenant	7
Anti-bullying and Harassment Policy	8
Student Regulations	8
Weapons	8
Transportation	8
Wellness Policy	8
Grievance Policy	8

Student Information

School Hours

7:30 a.m.	Main Office opens
7:40 a.m.	Students may arrive
8:00 a.m.	Classes begin
2:45 p.m.	Dismissal begins

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 northwest entrance of the school. Students will be welcomed at the elementary school 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 may say good-bye as they drop off their children 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 and readying for their day.

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.

Dismissal: Parent drivers are expected to line up for school dismissal by 2:45 p.m. 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.

Communication

Communication with teachers and staff is preferred through email, note, phone call or a scheduled in-person meeting. 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 of their family choice. Students work for community organizations doing tasks such as raking leaves, washing windows and cleaning. CSD provides an opportunity for students to serve others, partner with other CCS families, 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.

Academics (continued)

Library

Library time is available once a week. Students may check out books for two weeks, but are asked to return a book before checking out additional materials. Students are strongly encouraged to read at school and at home.

Parent Teacher Conferences

The school offers regularly scheduled conference dates (see school calendar or FACTS Family Portal) throughout the year. Parents may also schedule a conference with a teacher at any time, outside the school day.

Student-Teacher Goal Setting

Teachers encourage students to reflect on their academic performance, organization and social skills. Teachers meet with each student approximately every quarter to set goals. The goals are reviewed at the end of each grading period and new goals are developed.

Tutoring

An intervention specialist or tutor is available for remedial and supplemental instruction for students who qualify for this service. This tutoring usually takes place within the classroom or resource room.

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 a.m. You can also email the school at mainoffice@CentralChristianSchool.org or call 330-857-7311. An absence is considered unexcused until the school is notified by a parent.
- A child needs a permission note from the parents to leave school any time during the day.
- The parent will sign the child out at the main office when they leave and sign the child in when they return.
- Children arriving late to school will sign in at the main office.
- 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 without a parental appeal to administration.

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 prior parent notification ahead of time, preferably by the beginning of the day, is presented before the appointment. The note/ notification should be given to the classroom teacher or Main Office before 8:00 a.m.
- Death or serious illness in the family. Emergency or special reasons as arranged with the principal
- Family trip: Students may be excused for up to five days for a family trip in a year. The trip is to be with parents, a church youth group or extended family members. Students should present a written request from parents at least two weeks in advance.
- Personal illness
- Weather conditions

Students are responsible for all assignments, homework, quizzes, and tests that are missed because of excused absences. Assignments are posted on Google Classroom, emailed or sent home with a note.

The school has rooms 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. The student may stay in the clinic until the parent arrives.

Dress Code

- Students should appear clean and well-groomed.
- Clothing should be comfortable, age-appropriate, and consistent with the values of our Christian community.
- To ensure safety on the playground, shoes or sandals with straps should be worn. Flip flops are discouraged.
- Parents should provide non-marking court shoes for indoor gym activities. These shoes should stay at school in the student cubby.

Medical

Administering Medication

- School personnel may administer prescription medication only if a Student Prescription Medication Form is signed by a parent and the prescribing physician for each medication on file in the main office.
- School personnel may administer nonprescription medication only if a Student Nonprescription Medication Form is signed by the parent. A physician signature is not required.
- All medication needs to be in its original container and brought to school by a parent.
- The school will return or dispose of any unused medication left at the school at the end of the year.
- No medication should be stored in students' lockers.
- Students who need inhalers at school may choose to keep them in their lockers if the main office has a medication form on file.
- No student is permitted to give another student any kind of medication including aspirin, ibuprofen, acetaminophen, cold or 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.

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 on the squad.
- Parents will be notified of an emergency as soon as possible.
- Key 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, concussion, injuries, etc. should be updated in FACTS on the Family Demographic Form

First Aid and Sickness Treatment

- Small wounds, scratches and abrasions obtained during school hours may be treated by the teacher, principal, administrative assistant or health and hygiene coordinator. 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, and not having vomiting or diarrhea for 24 hours before returning to school.
- The school conducts checks for lice and nits as needed. If a student is found with lice or nits, 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 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 or handle with care.
4. CCS uses restorative discipline so that students feel heard and relationships are restored.
5. Elementary students may 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. Fire, tornado, lockdown and evacuation drills are conducted accordingly to State of Ohio guidance. CCS complies with all safety requirements and conducts drills in accordance with state laws.
3. CCS’ security plans have been approved and filed with the Ohio Department of Education and with the Wayne County Sheriff.
4. CCS conducts security lockdown and rapid evacuation drills scheduled on a regular basis in accordance with the regulations of the State of Ohio.
5. 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.

Locked Door Policy

To ensure the safety of all students all doors will be locked between the hours of 8:00 a.m. and 2:45 p.m. During the school day, you may enter the school building at the main office in the main lobby. All doors will be locked during these hours.

Sign In

All visitors, students, and families are required to sign in at the main office upon arrival and departure during school hours.

Guests

Family approved guests are welcome to visit the elementary school at any time with an appointment. Please contact the main office to schedule a visit. All guests will be registered at the main office in the main lobby.

Lost and Found

- Please mark all hats, coats, boots, gloves, backpacks and lunch boxes with your child’s name or initials.
- Please contact the main office to locate your personal lost items.
- Any item not claimed by the end of the school year will be donated to MCC Connections.

Lunch

- Children may purchase a hot lunch daily or bring a packed lunch.
- Lunches procured in the cafeteria will be invoiced weekly via incidental billing in FACTS.
- The lunch menu is listed on the FACTS Family Portal.

Parent Participation

- Planned parent participation in school activities is appreciated and welcomed.
- Please contact the main office if you wish to volunteer. Sign-up Genius is often used to schedule volunteer opportunities for activities and events.
- Opportunities for parent participation are: helping in the classroom, cleaning the school rooms before the beginning of the year, fundraisers, classroom parties, lunchtime monitor, bulletin boards, copies, and field trips.

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.

Playground Information/Outdoor Activities

- Students will use the Discovery Center playground for recess and other activities.
- Students will be outside unless it is raining, the temperature is below 20 degrees, or there is a significant wind chill factor.
- Students should wear clothing appropriate for outdoor activities, have extra clothing for each season of the year and boots to keep at the school for morning walks.

Progress Reports/ Report Cards

Progress Reports and Report Cards can be found through the Family Portal of FACTS SIS.

90-100% - 4 Student exceeds grade-level expectations by consistently and independently applying concepts and skills.

80-98% - 3 Student demonstrates grade-level expectations for concepts and skills.

70-79 % - 2 Student is approaching a basic understanding of grade-level concepts and skills with support.

0-69% -1 Student is not yet demonstrating an understanding of grade-level concepts and skills.

Public Performances

- Students are expected to remain in the venue (PAC, gymnasium or other area of school grounds) for the duration of the performance.
- Students are expected to sit with their class and teachers, or a parent or guardian, remain positive and quiet throughout the event, and respect performers and surrounding guests.

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 new 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 an exemption form.

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
- refrain from any profane or inappropriate language
- consistently strive to improve and strengthen my spiritual, physical and emotional health
- conduct myself in a safe and responsible manner
- abide by expectations and guidelines established by classroom teachers
- abide by the behavioral expectations established at Central Christian School
- 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, consequences will be determined in consultation with parents.

The elementary program provides activities to teach the important disciplines of cooperation and respect. Positive behavior is rewarded by teachers and staff. Strategies are taught to allow students to solve conflicts with each other. The peace mat process is one which encourages both individuals to address their feelings and develop mutually agreed upon strategies to restore relationships. When student behavior requires adult intervention, teachers and staff will respond with restorative approaches that focus on the person who was affected, what that affected person needs, and what would make the situation as right as possible.

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.

As part of our anti-bullying policy, Central employees help train and empower 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.

The principal is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Students involved with bullying will be dealt with according to the discipleship/discipline procedures.

Student Regulations

- Students may leave the classroom only with permission from the teacher.
- Office telephone or student cell phone may be used only with permission.
- Arrangements for going home with another student should be made before the student comes to school. A note, email, or phone call stating parental approval is needed at the main office.
- Arrangements for a student to go home with another student may be made by telephone in the event of an emergency.
- Gum is not allowed in school.

Student Restorative Discipline (continued)

Weapons on School Property

Weapons are defined as anything that is used to inflict harm to oneself or another. Possession or use of weapons by students or community members is prohibited on school property. Law enforcement will be notified when required.

Transportation

- Transportation will be provided for school field trips and activities.
- All elementary students receive bus safety training at the beginning of each school year.

Use of Technology

Students and staff have access to computers, other devices, 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.

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 Family Portal.

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.

Grievance Policy (continued)

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 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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