

Elementary School Parent-Student Handbook



K - Grade 4 2024-2025

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 multi-age 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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SECTION I - GENERAL INFORMATION

A. School Hours

- 7:30 a.m. Main Office Opens
- 7:40 a.m. Elementary Drop Off Begins
- 7:55 a.m. Warning Bell
- 8:00 a.m. Classes Begin
- 2:45 p.m. Elementary Pick up Begins
- 3:00 p.m. Dismissal
- 3:30 p.m. Main Office Closes.

B. Arrival and Dismissal

Arrival: The entrance to Elementary drop off and pick up is the 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 - 8:00 a.m. weather permitting. We encourage all students 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 may say goodbye 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.

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 guardian, or other 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.

C. School Closings and Delays

- The school's primary communication for closings and delays will be FACTSFamily Portal email, text and/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 some select television channels like WKYC (Ch 3), WJW (Ch 8), WEWS (Ch 5), and
- 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.

D. Student Information System

Central Christian utilizes FACTS SIS, an online information reporting website. Assistance will be given to parents on how to use FACTS SIS accounts for themselves and their children. The FACTS Family Portal is the hub of all information for our school. Parents and students will find important information including the school calendar, announcements, a place to make incidental payments, the lunch menu, and many important resource documents.

E. Student Records

Student records are to be used only for the welfare of an individual student. 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. The state permits an immunization exemption, which can be secured in the Main Office. Each student enrolling in school will have his/her health record checked and will be required maintain 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 and provide an exemption form for the Main Office.

F. 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.

G. Administering Medications

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

- A Prescription Medication Form is signed by a parent and the prescribing physician for each prescribed medication, on file in the main office.
- A Non-Prescription Medication Form is signed by a parent for over-the-counter 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 by the administrative assistant.
- 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.

H. Emergency Care

- Any significant medical 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.

I. 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 FACTS Family Portal on the Family Demographic Web Form and reported to the office throughout the year.

J. First Aid and Sickness Treatment

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.

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. 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 or lice free.

K. Counseling

Counseling services are provided for students who are referred by a teacher or the Principal. In partnership with Spring Haven, a licensed counselor 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. The Enrollment and Student Services Director is also a licensed professional clinical counselor, available to our students.

L. 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, former student, or parent. Our school works proactively to keep students safe.

Proactive Safety Plan

1. Teachers and staff greet students at the door or stand in the hallways to interact with students, letting students know they are valued.
2. In all teachers meetings faculty give attention to student concerns as they notice who may be struggling or someone who may feel excluded.
3. CCS uses restorative discipline so that students feel heard and relationships are restored
4. 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.
5. 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.
6. 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:

Central Christian School carefully follows strict standard safety protocols with all exterior doors locked and checked during the school day.

1. CCS' security plans have been approved and filed with the Ohio Department of Education and with the Wayne County Sheriff.
2. CCS conducts security school safety and rapid evacuation drills scheduled on a regular basis in accordance with the regulations of the State of Ohio.
3. 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.
4. PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property by security cameras for purposes of safety of person, personal property, and school property.

Emergency Procedures

CCS complies with all safety requirements and conducts emergency management drills in accordance with state laws.. Fire, tornado, school safety, and evacuation drills are conducted regularly with age-appropriate considerations given across all school levels.

M. Transportation

The school provides transportation for students for school field trips and activities. All elementary students receive bus safety training prior to riding a school bus.

N. 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.

O. 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.

P. 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 Procedure (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 classroom concerns must first be presented to a 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.

Q. Book Bags and Instruments

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms. Each Elementary student is assigned a cubby to store their personal items. Students in grades 1-4 are assigned an additional cubby to store their stringed instrument while at school.

R. Lunch Periods

- Students may either purchase a school lunch or bring a packed lunch.
- School lunches should be ordered in advance via FACTS Family Portal. The lunch menu is also listed in the FACTS Family Portal.
- Lunches procured in the cafeteria will be invoiced weekly via incidental billing in FACTS.
- Parents may join students for lunch after signing in at the Main Office.

S. 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 each semester will be donated to MCC Connections.

T. 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 school for morning walks.

U. 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.

V. Chapel

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

W. Community Service Day (CSD)

Students in grades K-12 are expected to participate in the school-wide fundraiser called Community Service Day. Students ask family, 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 and for community organizations to receive a day of free labor. Funds raised are used to supplement the cost of education for all students.

X. 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 locations for School Day Out will be communicated early in the school year. This is an opportunity to learn to know one another and enjoy a day in the great outdoor classroom.

SECTION II - ATTENDANCE

A. Statement on the Importance of School Attendance

The school firmly believes that consistent school attendance is foundational to a student's academic success and personal growth. Regular attendance not only ensures that students receive comprehensive instruction but also fosters a sense of responsibility, discipline, and community. Our curriculum is designed to build upon previous lessons, and frequent absences can disrupt this progression, leading to gaps in knowledge and understanding. Moreover, active participation in the classroom enriches the learning experience through collaboration and interaction with peers and teachers.

At CCS, we are committed to providing a supportive and engaging educational environment, and we urge parents and students to prioritize attendance to fully benefit from the opportunities we offer. We understand that occasional absences may be unavoidable, but we encourage families to communicate with us proactively to minimize their impact. Together, we can ensure that every student at CCS achieves their highest potential through regular and committed attendance.

B. Reporting Attendance

Parents are expected to notify the school of student absences. Please notify the Main Office using the “*CCS Student Absentee Reporting Form*” in FACTS Family Portal, Web Forms, no later than 8:15 a.m. to report an absence. An absence is considered unexcused until notification 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.

C. 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 notification before the appointment. Parents may notify the main office and indicate student appointments for students via the *CCS Student Absentee Reporting Form* in FACTS Family Portal, Web Forms.
- 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 for a student to go hunting with prior parental notification. Parents may notify the main office for a student to go hunting via the *CCS Student Absentee Reporting Form* in FACTS Family Portal, Web Forms.
- Personal illness
- Weather conditions

D. Make-Up Work for Absences

It is the responsibility of the student to request their assignments before, during, or immediately upon return when absent. Assignments are also posted daily on Google Classroom, emailed, or sent home with a note.

Make-Up Work for Absences (continued)

The minimum number of days to be given for make-up work is to be equal to the number of school days the student was absent. A teacher may allow more than this if it is deemed necessary.

Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretations of the section.

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

E. Rationale for Addressing Issues of Punctuality and Tardiness

Being on time to school is important for several reasons. Punctuality ensures that students do not miss important instructions, discussions, and activities that form the foundation of their learning. It promotes discipline, responsibility, and respect for both the teachers and fellow students, creating a conducive learning environment. Regular tardiness disrupts the class and hinders the academic progress of both the latecomer, their teacher and their peers.

SECTION III - ACADEMIC INFORMATION

A. Elementary Report Cards

Report Cards are issued four times during the school year after each grade quarter to inform parents of the progress their child is making toward the achievement of learning standards and skills at each grade level. The Elementary Report Card reflects overall achievement and specific skills in each core content area (Language Arts, Math, Science, and Social Studies). The Report Card also reflects student progress in enrichment classes, learning habits, work skills, and social development.

The following Achievement Keys explain grading for student achievement on grade level assessments in core content areas, enrichment classes, and behavioral development:

Achievement Key for Core Content Areas

- 4 = Mastered above 90% of the grade-level expectations
- 3 = Mastered 80-89% of the grade-level expectations
- 2 = Achievement is below grade-level expectations (70-79%)
- 1 = Achievement is well below grade-level expectations (69% or below)

The following symbols represent your child's progress toward specific learning skills:

Progress Key

+ = Mastered ✓ = Progressing - = Needs Improvement

Achievement Key for Enrichments and Behavioral Development

O = Outstanding S = Satisfactory N = Needs Improvement

B. 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:

Homework (continued)

- 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.

C. 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.

D. 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.

E. Field Trips

Field trips are academic activities held off school grounds. A parent signature giving permission for participation in field trips is received at the time of enrollment. Most field trips are covered with the student activity fee.

F. Special Education Services

Upon enrollment at CCS, parents or guardians of students with disabilities are informed that they have the option to waive their right to a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA). This decision is made voluntarily and knowingly by the parents or guardians, acknowledging that CCS may not have the resources or capacity to fully meet the needs of students with severe cognitive disabilities, behavioral, emotional, and social difficulties, communication needs, sensory or physical impairments, or complex medical needs.

Despite these limitations, our school is committed to providing a supportive and inclusive educational environment to the best of our abilities. Our policy ensures that each student with a disability receives a personalized education plan developed through a collaborative process involving educators, parents or guardians, and relevant service providers. The educational plan is designed to address the unique needs of the student, as identified through comprehensive evaluations conducted by qualified professionals.

SECTION IV - STUDENT EXPECTATIONS

A. Integrity in Academic Work

The school expects students to do their academic work with integrity. All assignments should be the student's own original work, created for the respective assignment or class. 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.

B. 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.

C. 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.
- Students are expected to remain positive and quiet throughout the event, to respect performers and surrounding guests.
- Parents are responsible for students who are not performing to ensure proper decorum and concert etiquette at all public performances.

D. Student and Parent Covenant

Student Covenant

As a student I commit myself to:

- respect God, others, self and God's creation.
- strive to grow 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.
- refrain from any illegal activity.
- seek changes in an orderly and respectful manner following CCS's Grievance Policy procedures as outlined in the Parent-Student Handbook.
- respect and participate in restorative discipline processes.
- understand, support, and abide by the school's standards, policies and behavioral expectations as stated in the Parent-Student Handbook.
- refrain from defamatory statements or any actions which could reasonably be expected to adversely affect Central Christian School as an institution or its students' or staff's reputation.

Parent Covenant

As a parent/guardian, I commit to

- support my child in growing spiritually, physically and emotionally.
- have my child in regular attendance at Central Christian School, and promptly report any absences or tardiness to the school's office by 8:15 am.
- bring to the attention of Central Christian School any problem or condition which could affect my child or other children.
- discuss progress reports and work assignments with my child.
- maintain current contact information on the Family Portal including address, email and phone numbers.
- volunteer at Central Christian School when needed.
- seek changes in an orderly and respectful manner following CCS's Grievance Policy procedures as outlined in the Parent-Student Handbook.
- respect and participate in the restorative discipline processes.

- understand and support the school's standards, policies and behavioral expectations as stated in the Parent-Student Handbook.
- refrain from defamatory statements or any actions which could reasonably be expected to adversely affect Central Christian School as an institution or its students' or staff's reputation.

Students and parents promise to do their best to live by the Covenant at all times. If a student or parent fails to follow the Covenant, the school will work with the student and parents in a restorative discipline process to restore trust and to make things as right as possible. If a student and/or parent(s) chooses not to participate in a restorative process, then board discipline policies will apply.

E. Student Restorative Discipline

Restorative Practices Framework

Central Christian School is committed to a restorative framework for discipline that builds positive relationships, encourages accountability, and enables pathways to restore relationships and change behavior. As a school committed to the teachings of Jesus from an Anabaptist faith perspective, we express that "Jesus is the center of our faith, community is the center of our lives, and reconciliation is the center of our work" (Palmer Becker, 2017). Positive relationships, involving students in a caring school community is our first approach to preventing student

disciplinary issues. We expect students to follow school expectations as outlined in the CCS Student-Parent Covenant. A restorative discipline approach is used when disciplinary issues arise. Students and families are expected to cooperate fully with the restorative process as part of the school community.

Central Christian School's Restorative Discipline *approach* is centered in the belief that all people are created with the capacity to engage in positive relationships. When our words, attitudes or actions impact others and cause harm to those relationships, it is our individual and collective responsibility to repair and reconcile those relationships by making things right.

Central Christian School uses restorative practices that guide processes that build, nurture, and repair relationships to form a healthy, supportive, just, and welcoming community.

Tiered Restorative Behavior Supports

At Central Christian School, a tiered approach to restorative discipline enables all students to engage with restorative practices at levels which respects individual and collective needs. Families can contact school administration for more detailed information regarding disciplinary responses. Restorative practices help our school:

- Build relationships to create a caring, Christ-centered community
- Prevent or transform conflict before it escalates
- Engage students, teachers, staff, parents, administration and the school community in repairing harm, restoring relationships, and transforming conflict

Tier 1	Strategies for students to engage in proactive relationship building, conflict prevention, and behavior support and modeling . Minor disciplinary issues at this level are primarily overseen by classroom teachers with redirection or conversation.
Tier 2	Intervention strategies for students , focusing on accountability, conflict resolution, repairing harm, and restoring and maintaining relationships. Disciplinary issues at this level involve additional staff, parents, or administrators.
Tier 3	Intensive interventions for students , focusing on safety, repairing harm, and restoring relationships. Disciplinary issues at this level involve multiple stakeholders, and may result in student suspension or dismissal. A supported re-entry is provided following suspensions.

See [Appendix A](#) for tiered restorative behavior supports at each grade level and a behavior response grid for each tiered level.

F. 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.

Anti-Bullying and Harassment Policy (continued)

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, rude, mean, and what is bullying, using these definitions.

Definition of Bullying

Conflict	Rude	Mean	Bullying
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtfulness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

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 the right relationships as much as possible.

G. 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.

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

H. 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.
- Students should not permit into the building any unknown person.

I. Student Technology Use Guidelines

- Students are expected to use school issued Chromebooks or other school issued computers or electronic devices during the school day for classes and school activities.
- 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.
- Abide by the CCS Student Acceptable Use Policy and Technology Agreement ([Appendix B](#))

APPENDIX A:

TIERED RESTORATIVE BEHAVIOR SUPPORTS

Tiered Restorative Behavior Supports - Elementary School

RESTORATIVE PRACTICES		SUPPORT SYSTEMS
<p>Teacher-led:</p> <ul style="list-style-type: none"> Daily class meetings/circles Bible and faith formation curriculum Clear classroom expectations Positive behavior recognition Teacher and student discussions Contact home when needed Restorative inquiry Peace Mat (Restorative circles for student conflict resolution) <p>School-led: CCS Elementary Behavioral Expectations</p> <ul style="list-style-type: none"> Positive behavior recognition Chapel focus on expectations Heart of Central Curriculum 	<p><u>Tier I</u></p> <p><i>Includes students in all settings</i></p> <p><i>Proactive relationship building</i></p> <p><i>Behavior support and modeling</i></p>	<p>Teacher-led:</p> <ul style="list-style-type: none"> Documentation of Tier I behaviors Teacher and student discussions Administrative communication and consultation <p>School-led:</p> <ul style="list-style-type: none"> Student-Parent Covenant Behavior Response Grid Attendance data Regular School/Grade Level Teacher Meetings Staff trainings and professional development
<ul style="list-style-type: none"> Restorative inquiry Individual restorative discipline or behavior plan - created with family, teachers, administration, counselor Individual and/or small group counseling (academic, social-emotional, etc. with school counselor) 	<p><u>Tier II</u></p> <p><i>Interventions and strategies for students, initially school-led</i></p>	<ul style="list-style-type: none"> CCS student support personnel and services developed plans (ie. academic support plans, behavior plans, counseling) Recommendation for Tier 3 support if needed
<ul style="list-style-type: none"> Alternatives to suspension, supported in-school suspension, out of school suspension when necessary, or student dismissal Re-entry support plans following suspensions Restorative discipline meetings with multiple stakeholders 	<p><u>Tier III</u></p> <p><i>Intensive school-led supports and alternatives</i></p>	<ul style="list-style-type: none"> Restorative Discipline school resources collaboration with student and family Mental health evaluation or behavioral risk assessment Law enforcement involvement when necessary Title IX process enacted when necessary

Elementary School Behavior Response Grid

<u>Tier I</u> <i>Tier I interventions are handled by classroom teachers. Teachers personally handling these issues with students builds relational equity, allowing for better problem solving in the future. Teacher attempts to process the incident and provide an appropriate response or intervention.</i>	Types of Behaviors (This list is non-exhaustive)	Possible Classroom Responses (Depending on situation)
	Minor, non-recurring instances of: <ul style="list-style-type: none"> Disrupting class Disrespect Inappropriate language, humor, or name calling Leaving area/class without permission Physical contact (play fighting, hitting, kicking, pushing, spitting, etc.) Lying or cheating Minor vandalism or theft Minor technology violation Dress code violation 	<ul style="list-style-type: none"> Restate/reteach expectation Redirection Give a warning Take-a-break area For physical contact - contact parents Restorative inquiry Student/teacher discussions Loss of privilege(s) Repair physical damage or replace item(s) Apologies Writing reflective prompts
<u>Tier II</u> <i>Major behaviors that are excessive and/or repeated Tier I behaviors that requiring follow-up from administration and parent involvement</i>	<ul style="list-style-type: none"> Repeated Tier I behavior Excessive or repeated physical contact (hitting, kicking, etc.) Possession/suspicion of toy weapon Repeated or excessive dress code violations Inappropriate contact Major instances of: <ul style="list-style-type: none"> Lying or cheating Vandalism or theft Technology violation Leaving area/class without permission Inappropriate language, humor, double-entres, or name-calling 	In addition to above: <ul style="list-style-type: none"> Referred to the main office or administration by teacher or staff Writing reflective prompts Parent contact Removal from class if necessary Restorative Discipline Meeting(s) Restorative Discipline Plan Financial restitution Referral for Student CCS student support personnel, counselor, etc., if needed Enact Title IX investigation, if needed
<u>Tier III</u> <i>Substantial behaviors requiring immediate intervention from administration and parent involvement</i>	Substantial or extreme instances of: <ul style="list-style-type: none"> Substantial violation(s) of the Student-Parent Covenant Inappropriate touch or sexual contact Possession or threats of weapon Violent or hostile threats against the school, school personnel, or student(s) Bullying and/or harassment (including self-harm) 	Always: <ul style="list-style-type: none"> Behavior referred by school personnel, student, parent, community, or law enforcement Parent contact If necessary: <ul style="list-style-type: none"> Removal from class Suspension, withdrawal, or dismissal Enact Title IX investigation Further investigation of incident or issue Mental health evaluation and/or clearance Contact Emergency or Law Enforcement

Elementary School Behavioral Expectations

The following chart explains Central Christian Elementary School Behavioral Expectations. Our expectations will be reinforced throughout the year. Our goal is that these easy-to-follow expectations and a positive learning atmosphere will be established throughout the Elementary School.

Student Actions	Before School Drop-off and After School Dismissal
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you ■ Be aware of your surroundings
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Enter and exit the building quietly ■ Walk when you enter and exit the building ■ Pay attention and keep the line moving during dismissal
Act Responsibly	<ul style="list-style-type: none"> ■ Be on time ■ Be prepared and listen and follow the directions of your teachers
Respect Self and Others	<ul style="list-style-type: none"> ■ Keep hands and feet to yourself at all times ■ Walk appropriately to and from cars/buses ■ Report any problems or inappropriate behavior to an adult

Student Actions	Classroom
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you ■ Listen to your classmates
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Be on time ■ Be prepared ■ Do your best ■ Participate in class
Act Responsibly	<ul style="list-style-type: none"> ■ Raise hand and wait to be acknowledged before speaking ■ Remain on task in the classroom ■ Complete assignments in school and at home ■ Be patient and wait your turn ■ Clean up after yourself ■ Stay in your seat ■ Follow school and classroom rules
Respect Self and Others	<ul style="list-style-type: none"> ■ Treat others the way you want to be treated ■ Respond kindly and appropriately with peers ■ Keep hands and feet to yourself ■ Report any problems or inappropriate behavior to an adult

Student Actions	Hallways and Class Transitions
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Be aware of your surroundings ■ Stay in line ■ Proceed directly to destination
Act Responsibly	<ul style="list-style-type: none"> ■ Walk quietly ■ Walk with hands by your side ■ Walk in a straight line facing forward ■ Pay attention and keep the line moving ■ Remain with your teacher at all times
Respect Self and Others	<ul style="list-style-type: none"> ■ Keep hands and feet to yourself at all times ■ Report any problems or inappropriate behavior to an adult ■ Keep silent in the hall at all times so we do not disrupt other classes in session

Student Actions	Bathrooms
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Use inside voices ■ Use restroom in a timely manner
Act Responsibly	<ul style="list-style-type: none"> ■ Enter restroom quietly ■ Clean up after yourself ■ Wash your hands with soap and water ■ Place paper in trash ■ Exit restroom quietly
Respect Self and Others	<ul style="list-style-type: none"> ■ Give others privacy ■ Wait patiently for your turn ■ Keep your hands and feet to yourself at all times ■ Be considerate of others in the restroom ■ Report any problems or inappropriate behavior to an adult

Student Actions	Recess - Playground/Gym
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Play only in designated areas ■ Be polite ■ Be honest
Act Responsibly	<ul style="list-style-type: none"> ■ Use appropriate language ■ Report any inappropriate behavior to an adult
Respect Self and Others	<ul style="list-style-type: none"> ■ Keep hands and feet to yourself at all times ■ Play kindly and appropriately with others

	<ul style="list-style-type: none"> ■ Include all students ■ Avoid behavior that could be viewed as mean and disrespectful ■ Report any problems or inappropriate behavior to an adult
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Student Actions	Cafeteria & Lunch Time
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Use good manners while eating ■ Eat only your food; do not share your food ■ Respect others and their space at the table ■ We talk with an inside voice with the people around us
Act Responsibly	<ul style="list-style-type: none"> ■ Enter lunchroom quietly ■ Select your food and progress through line ■ Get all utensils and condiments ■ Take your assigned seat and remain in your seat until called ■ Eat your food and refrain from playing with food and other items ■ Raise your hand if you need help ■ Pick up your trash and throw it away when you are dismissed
Respect Self and Others	<ul style="list-style-type: none"> ■ Stay in single file when walking in the lunchroom ■ Stop talking when preparing for dismissal from cafeteria ■ Clean around your sitting area and on the floor ■ Follow directions for sorting recycling and trash ■ Report any problems or inappropriate behavior to an adult

Student Actions	Chapel
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Sit with our hands in our lap ■ Look at the speaker ■ Used focused attention ■ Listen with our ears, eyes, and brain
Act Responsibly	<ul style="list-style-type: none"> ■ Enter Chapel and take your seats quietly ■ Remain with your teacher and class/group ■ Do your best no matter what represent your school in a positive manner ■ Ask appropriate questions ■ Exit Chapel quietly
Respect Self and Others	<ul style="list-style-type: none"> ■ Respect all Chapel Speakers ■ Be patient and wait your turn to talk ■ Respect materials and property

Student Actions	Concerts
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Sit with our hands in our lap ■ <i>Used focused attention</i> ■ <i>Listen with our ears, eyes, and brain</i>
Act Responsibly	<ul style="list-style-type: none"> ■ Sit in our seats quietly ■ Quietly and respectfully listen to the concert ■ Clap when the conductor lowers their hands
Respect Self and Others	<ul style="list-style-type: none"> ■ Wait to get up until intermission or there is a break between song ■ Report any problems or inappropriate behavior to an adult

Student Actions	Field Trips
Stop and Listen Attentively	<ul style="list-style-type: none"> ■ Stop, listen and follow directions when an adult speaks to you
Open the Door to Making Good Choices	<ul style="list-style-type: none"> ■ Stay with my chaperone. ■ Listen to the speaker ■ Ask relevant questions
Act Responsibly	<ul style="list-style-type: none"> ■ Enter and exit quietly ■ Remain with your teacher and class/group ■ Follow school and classroom rules ■ Obey staff members on bus and at destination ■ Represent your school in a positive manner ■ Ask appropriate questions
Respect Self and Others	<ul style="list-style-type: none"> ■ Respect all adults ■ Be patient and wait your turn ■ Respect materials and property ■ Report any problems or inappropriate behavior to an adult

APPENDIX B

CCS STUDENT ACCEPTABLE USE POLICY & TECHNOLOGY AGREEMENT

Student Acceptable Use Policy & Technology Agreement

Introduction: Computer and technology access is available to qualifying Central Christian School students, teachers, staff, and administrators. These resources are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, worldwide resource sharing, communication, and storage of student work.

Students may be assigned several student accounts with passwords granting access to different data. All students are assigned a Central Christian School Google Apps for Education account and that service is hosted on many Google servers off campus. Students must remember that accounts are not private and can be viewed at any time by Central Christian School administrators. In order to ensure the appropriate use of the network, the Central Christian School administrators reserve the right to monitor, access, and disclose files contained, stored, or transmitted using Central Christian School equipment.

In order for Central Christian School to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy for Central Christian School. Upon reviewing, signing, and returning this Policy each student will be given the opportunity to enjoy internet access at School and is agreeing to follow the Policy. Central Christian School reserves the right to prohibit the use of technology services and the Internet to students that fail to provide signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding technology, computer network, and Internet use. If a user violates this Policy, the student's access may be denied or withdrawn and he or she may be subject to additional action.

Issues: With access to computers, technology, and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Central Christian Schools using a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to block web sites that educators believe are inappropriate for students. Even though content filtering is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. The filter will block most of the inappropriate sites, however, no system is perfect. With the constantly changing internet landscape, students may be able to gain access to sites that were previously filtered. The district cannot guarantee that users will not have access to inappropriate or objectionable material.

Responsibilities: Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. The guidelines set forth in this Acceptable Use Policy are provided so that students are aware of the responsibilities that they are about to acquire. In general, student responsibilities require ethical, efficient, and legal use of the network resources. If a student user violates any of these terms and conditions, his or her network/Internet access may be

terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions for Central Christian School

1. Acceptable Use: Network/Internet use must be consistent with the educational objectives of the district. Students will use only their school district assigned username and password to gain access to the Central Christian School computer domain and network.
2. The following are considered unacceptable uses of the Central Christian School network:
 - Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems from district computers (e.g. hacking) is prohibited.
 - Use of peer-to-peer (P2P) downloading service to download non approved software is not allowed.
 - Use of Internet games, multi-user internet games and IRCs (Internet Relay Chats) are not allowed.
 - Use of online radio, audio broadcast or video streaming unrelated to class curriculum is not allowed.
 - Use of social forums must be related to educational research and not used for personal activities.
 - Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
 - Use of the Central Christian School network to communicate personal addresses, phone numbers, and/or financial information is not allowed.
 - Use of the internet for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
 - Vandalism is not permitted. Vandalism of data is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to any network. Vandalism of hardware/software includes intentionally making computer systems inoperable by deleting, disconnecting or disabling components.
 - Harassment, intimidation or bullying, including any intentional electronic, written, verbal or physical act, also called cyber bullying, is not acceptable. This applies to before, during, or after school hours.
 - Recording any person without their permission is not acceptable and prohibited.
3. Privileges: Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.
4. Netiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.
5. Services: The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. Central Christian School will not be responsible for any damages an individual suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. Central Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Security: If a student identifies a security problem, he/she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.
7. School Account: Students may be issued a student account and password. If any information on a student's account changes or the account password is lost or stolen, it is the student's responsibility to notify school personnel.
8. Google Apps for Education accounts: Central Christian School may provide students with a Google Apps for Education account. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Central Christian Schools.

Google Apps for Education runs on an Internet domain purchased and owned by Central Christian School and is intended for educational use. Teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are using the school network or Central Christian School domain. Students are responsible for their own behavior at all times whether at school or at home.

9. Other services: Central Christian School may also utilize computer software applications and web-based services that are operated by third parties such as Google and other similar educational programs.

In order for our students to utilize these services, the service provider often requests student personal information in the form of their name and email address. Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Central Christian School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting student personal information. This Acceptable Use Policy will constitute consent for our school to provide student personal information, consisting of his or her first and last name, email address, and username.

Acceptable Use (Privacy and Safety) Google Apps for Education (Apps) is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

1. Privacy - School staff and administrators all have access to Google Apps Education for monitoring purposes included by not limited to email, Google Drive, and Google Documents. Students have no expectation of privacy on the Google Apps for Education system.
2. Limited personal use - Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)

- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of Central Christian School, staff or students. Apps, sites, email, video recordings and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

3. Safety

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without parent approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

4. Access Restriction - Due Process

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. Central Christian School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Central Christian School Guidelines for Access and/or Accounts

Elementary students applying for access must understand all guidelines outlined in this Acceptable Use Policy. This agreement is formalized through the parent/guardian signature on the application. Elementary students in grades K-4 will have access to a Central Christian School Google Apps for Education account. For the protection of our K-4 students, this account in the Elementary grades does not include an email account.

Middle and Secondary students applying for access and/or an account may be granted an account for as long as they are associated with the district on the following conditions:

- All users must read and agree to follow all guidelines outlined in the Acceptable Use Policy.
- Students and their parents/guardians must sign and agree to the terms of the Acceptable Use Policy annually.

Student user accounts will become inactive upon leaving the district. This agreement is formalized through the student and parent/guardian signatures on the application.



CENTRAL
CHRISTIAN SCHOOLS

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