Central Christian School
Parent - Student Handbook

Middle School
Grades 5 - 8 <> 2026 - 2027

CENTRAL CHRISTIAN SCHOOL

Kindergarten - 12 Christ-centered education

To Know Christ.
To Make Christ Known.

3970 Kidron Road • PO Box 9
Kidron, OH 44636
330.857.7311 • www.ccscomets.org

CENTRAL CHRISTIAN SCHOOL

Vision Statement
To Know Christ and To Make Him Known

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

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

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

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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

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

B. School Closings and Delays

- The school's primary communication for closings and delays will be FACTS Family 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 be communicated on some select television channels such as WKYC (Ch 3), WJW (Ch 8), WOIO (Ch 19), and WEWS (Ch 5).
- 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 and parents. 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.

C. Student Information System

Central Christian utilizes FACTS SIS (Student Information System), 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.

D. 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.

E. 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.

F. First Aid and Sickness Treatment

The school provides a Health and Hygiene Coordinator to assist students who become ill during the school day. Any student who is unable to attend class due to illness will be required to return home. A parent or guardian will be contacted to arrange for student pick-up or to notify them if the student is driving home. The student may remain in the designated sick room until the parent or guardian arrives. Students must be free of fever (below 100.4°F), vomiting, and diarrhea for a minimum of 24 hours, without the use of medication, prior to returning to school.

Students diagnosed with, or exhibiting symptoms consistent with, a communicable disease may be asked to remain at home in accordance with public health guidelines. Parents or guardians may be required to provide medical documentation confirming that the student is no longer contagious and is cleared to return to school.

In the event that a student is found to have nits or lice, the parent or guardian will be notified and required to pick up the student. The student may return to school only after appropriate treatment has been completed and the student is confirmed to be free of nits and lice.

Minor injuries (such as small cuts or scrapes) obtained during school hours may be treated by the Health and Hygiene Coordinator, Administrative Assistant, Principal, or Teacher. No medication will be administered by school personnel for such injuries.

G. Administering Medications

Central Christian School recognizes that students may require medication during their school day in order to fully participate in the educational program. "Medication" shall include all medicines, including those prescribed by a licensed healthcare provider authorized to prescribe drugs, and any non-prescribed (over-the-counter) drugs, dietary supplements, preparations, and/or remedies. School personnel may administer medication to students provided the following requirements are met:

- A completed ***Prescription Medication Form*** signed by both a parent or guardian and the licensed healthcare provider, is on file in the Main Office for each prescribed medication. This expires at the end of the school year in which it was written. ***FACTS Family Portal Login****: Prescription Medication Form under School >>> Resource Documents*.
- A completed ***Non-Prescription Medication Form*** signed by a parent or guardian, is on file in the Main Office for each over-the-counter drug, including dietary supplements, preparations, and/or remedies. This expires at the end of the school year in which it was written. ***FACTS Family Portal Login****: Non-Prescription Medication Form under School >>> Resource Documents*.

  All medications must be in their original container and delivered to the Main Office by a parent or guardian. Students may not deliver these medications. Medications will be stored in a secure location designated by the school and maintained by the Administrative Assistant or Health & Hygiene Coordinator. Students may not carry medications, store them in lockers, or keep them in personal belongings. Students are strictly prohibited from providing any medication to another student. This includes, but is not limited to, aspirin, ibuprofen, acetaminophen (Tylenol), and cold or cough medications including cough drops.
- Students who require emergency medications, including epinephrine auto-injectors or asthma inhalers, may be permitted to self-carry and self-administer such medications, provided appropriate authorization is on file. This includes a completed ***Prescription Medication Form*** and corresponding ***Allergy*** or ***Asthma Action Plan***, both signed by the

parent or guardian and the licensed healthcare provider. Final approval for self-carry status is subject to review by the school.
    - Per Ohio law, if a student is deemed able to self-carry an epinephrine auto-injector, an additional epinephrine auto-injector must be brought into the school and will be kept in the Main Office or with Health & Hygiene (*ORC 3313.718*).
- Per Ohio law, a parent or guardian must notify the school about any changes in medication administered at school (*ORC 3313.713*). This includes, but is not limited to, medication, dose, or time of administration. Each change will require a newly completed ***Prescription Medication Form*** or ***Non-Prescription Medication Form***.

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 Main Office throughout the year.

J. Counseling

Counseling services are available to students through self-referral or by referral from a parent or guardian, teacher, or administrator. All referrals should be directed to the Enrollment and Student Services Director, who is a Licensed Professional Clinical Counselor (LPCC).

A part-time school counselor is available on campus two days each week to provide student support. In partnership with Spring Haven Counseling Center, a licensed counselor is also available one day each week during the school day. Students receiving counseling through Spring Haven require a parent or guardian to complete an intake meeting, sign consent forms, and participate in developing a treatment plan before services begin.

K. 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. Through Heart of Central, each Middle School and High School student connects daily with teachers both as a class and in small groups, where purposeful relationships are built in a caring, non-academic 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 all teachers meetings, faculty give attention to student concerns as they notice who may be struggling or someone who may feel excluded.
4. CCS uses restorative discipline so that students feel heard and relationships are restored.
5. Central's Enrollment and Student Services Director, a Licensed Professional Clinical Counselor, works with students and their emotional or relational challenges. Additionally, a licensed counselor meets with referred students on a weekly basis.

6. CCS maintains a close partnership 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. CCS 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 CI 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.

L. Beverage and Drink Policy

Students are encouraged to stay hydrated throughout the school day and may bring a reusable, closeable water bottle to school. Only sealed water bottles filled with water are allowed in classrooms to prevent spills and damage to school property. Based on medical and developmental research, caffeine consumption among adolescents disrupts critical sleep cycles and neurodevelopment, while also risking adverse cardiovascular effects, heightened anxiety, and mood instability. To support students' long-term physical health, emotional well-being, and academic focus, the school limits daytime beverage intake exclusively to water. To maintain a healthy environment focused on wellness and learning, only water is permitted in these bottles. Students are prohibited from energy drinks or caffeine beverages during the school day.

M. Transportation

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

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 in ***FACTS Family Portal Login****: Wellness Policy Form under School >>> Resource Documents*.

P. Grievance and Harassment Policies

Title IX Policy

Title IX Policy establishes a formal framework to address, investigate, and prevent sex-based discrimination and sexual harassment in accordance with Title IX of the Education Amendments of 1972. The policy outlines Central's commitment to maintaining an equitable educational environment free from gender bias, sexual assault, and retaliatory conduct. It details clear protocols for reporting misconduct, defines the role and contact of designated Title IX Coordinators, and sets forth a standardized grievance process, including supportive interim measures, formal investigation guidelines, due process protections, and potential disciplinary actions for violations.

Harassment and Discrimination Policy

The Harassment and Discrimination Policy establishes Central's commitment to maintaining a safe, respectful, and inclusive environment free from all forms of bias and unlawful conduct. This policy strictly prohibits discrimination, harassment, and retaliation based on protected characteristics such as race, color, religion, sex, national origin, age, and disability. This policy outlines clear reporting procedures for individuals who experience or witness misconduct, guarantees prompt and impartial investigations, and enforces corrective action, up to and including termination, for violations, while strictly safeguarding reporting parties against retaliation.

General Grievance Procedures

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

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

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

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

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

General Guidelines:

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

Grievance Resolution Process

Students/Parents to Teachers/Coaches:

1. All 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, parents 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/Volunteers/Pastors/Donors to Administrator:

1. If parents, volunteers, 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 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, Athletic Bags, and Instruments

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms. Book bags, backpacks, athletic bags and other gear should be placed in lockers or in available hallways cubbies. Music instruments will be stored in the designated areas in the orchestra room. Items found on the floor will be placed in Lost and Found.

R. Lunch Periods

- All students are expected to eat in the cafeteria for the entire lunch period.
- 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.
- Students are not permitted to leave school grounds or sit in cars during lunch period.
- Parents may join students for lunch after signing in at the Main Office.

S. Lockers

- All Middle School and High School students are assigned a locker.
- Lockers are considered school property and may be subject to search at any time deemed necessary by administration.

- Lockers do not contain built-in combination locks.
- Students are given the opportunity to rent a combination lock from the school upon request.
- Students may NOT put on personal locks, as lockers are considered school property.
- Students should contact the operations director or maintenance manager if there is a problem with the locker or the lock.
- Lockers may be decorated inside but may not contain objectionable pictures.
- Students should only use the locker that is assigned to them by the school.
- Parents should request permission prior to decorating student lockers.
- Lockers will be inspected at the end of the year after students have cleaned them. Students will be responsible for any damages incurred.

T. 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.

U. Chapel

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

V. Community Service Day

Students in grades 5-12 are expected to participate in the school-wide fundraiser called Community Service Day (CSD). 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. Funds raised are used to supplement the cost of education for all students.

W. Heart of Central

The Heart of Central program in Middle School is structured around a dedicated 20-minute afternoon period designed to support the holistic development of growing students. This time is strategically balanced, dedicating at least three days a week to relational academic assistance and other days to age-appropriate relationship and community building. Lower Middle Schoolers may utilize this time for unstructured outdoor recess to foster peer relationships, while upper Middle School focus on service learning objectives to develop leadership skills. Ultimately, this intentional afternoon rhythm provides the perfect bridge between academic excellence and character formation, shaping Middle Schoolers into faith-rooted servant leaders.

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.

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 formal 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.

CCS is committed to providing a supportive and engaging educational environment. We urge parents and students to prioritize attendance to fully benefit from the opportunities offered. We understand that occasional absences may be unavoidable, but it is strongly encouraged that families 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*.

FACTS Family Portal Login*: CCS Student Absentee Reporting Form under School >>> Web Forms*.

- 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 with a parental notification before the appointment. Parents may notify the Main Office and indicate student appointments via the *CCS Student Absentee Reporting Form* in FACTS Family Portal Web Forms.
- College visits - Juniors are granted two days a year and seniors are granted three days a year for college visits. Please notify the Main Office and indicate dates for a college visit 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. A “family trip” is any planned absence for three or more school days. The trip is to be with parents, a church youth group or extended family members. **Parents should notify the Main Office at a minimum of one week in advance**. **CCS does not recommend multiple family trips during the school year or a family trip over five school days 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.
- Weather conditions.
- **Illness or injury:** Absences past three consecutive days need a written note from a doctor or health professional.

  Absences Exceeding 12 Days (Medical Note Requirement): *Once a student accumulates more than 12 total illness-related absences in a school year, a doctor's note will be required to excuse any subsequent absences due to illness. Failure to provide a physician's note will result in the absence being marked as unexcused.*

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.

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. Attendance for Participation in After School Activities

A student must be on campus no later than 12:00 p.m. to be eligible to participate in an after-school extra-curricular activity unless the student is participating in a school sanctioned off-campus activity. This applies but is not limited to all student activities including athletics, theater, school socials, and attendance at athletic events or concerts or theater performances.

F. Rationale for Addressing Issues of Punctuality and Tardiness

Being on time to school and classes 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.

Holding students accountable through restorative practices, rather than punitive measures, is beneficial because it focuses on understanding and addressing the underlying causes of tardiness. Restorative practices encourage students to take responsibility for their actions, understand the impact of their lateness on others, and find constructive ways to make amends. This approach helps build a supportive school community, improves student-teacher relationships, and fosters a sense of belonging and engagement in students.

G. Late Arrival to School (Tardy)

Tardies to school will result in students completing a form explaining why they were tardy to school. The purpose is to allow the student to reflect on why they were late and what they can do to change their behavior. Students who violate this expectation will go through a restorative discipline process.

H. Late Arrival to Class (Tardy)

A student who arrives in the classroom after the bell rings is either late (excused) or tardy (unexcused). A student who is late to class for a valid reason should have a pass from the appropriate teacher. Students who violate this expectation will go through a restorative discipline process.

I. Tardy Restorative Discipline Process

When a student arrives late, it disrupts the learning environment and shows a lack of consideration for the teacher and classmates who have started on time. Communication means that when extenuating circumstances occur, we communicate in a timely and appropriate manner to the office.

- **For every 3 tardies** that your child accumulates, **whether it is to class or to school at the beginning of the day, they will be participating in 30 minutes of a restorative practice.** This means that they will be expressing an understanding of and repairing harm caused to teachers whose classes they were late to. This could include cleaning the teacher's classroom, conversations, or writing apology letters.
- Parents or students may choose to do these restorative practices **at 7:00 am or at 3:00 pm on Wednesdays**.
- Parents will be notified the week prior to the scheduled day your student will be staying before or after school so that you can reply and confirm your child's attendance.
- If your student is late for their scheduled restorative time (either 7:00 am or 3:00 pm), they will be rescheduled to the following Wednesday's session and parents will be notified.
- Because we are giving a week's notice and more than one option to serve this restorative time, only true emergencies will be considered exceptions.

SECTION III

ACADEMIC INFORMATION

A. Credit for Graduation

Physical Science taken in 8th Grade is a high school level course. Students who successfully complete this course will earn one (1) high school graduation credit. This course and the final grade earned will be officially recorded on the student's permanent high school transcript. Students who successfully complete Algebra in 8th grade will earn one (1) high school graduation credit. This course and the final grade earned will be officially recorded on the student's permanent high school transcript. will earn one (1) high school graduation credit. This course and the final grade earned will be officially recorded on the student's permanent high school transcript.

B. Grading Scales

The following is a numerical breakdown of our grading system:

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

Middle School Exploratory Grading uses the following scale:

O= Outstanding
S = Satisfactory
N = Needs Improvement

These classes include Art, Bible, Careers, Coding, German, Heath, Physical Education, Spanish, STEAM, and Study Skills and Digital Citizenship

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

C. Honor Roll

At the end of each nine-week grading period, as recorded on Report Cards, students in grades 5-12 will be recognized as honor roll students. The honor roll includes three grade quarter GPA classifications: 4.0 Honor Roll (4.0), Honor Roll (3.50-3.99), and Merit Roll (3.00-3.49).

D. Incomplete Grades

An incomplete grade is given at the end of a quarter only when there are justifiable reasons for a student to have incomplete work. An incomplete automatically becomes an F on any incomplete assignment if the work is not made up within the time designated by the teacher and/or Administrative Academic Team. If the incomplete work is not made up, the quarter grade will be calculated with existing coursework grades.

E. Homework on Wednesdays

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

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

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

F. End of Semester Comprehensive Exams

Teachers (grades 5-12) will give a final comprehensive exam in all academic courses at the end of each semester. The purpose of a comprehensive exam is to help students retain information learned over a period of time and to validate that students have met learning expectations. This exam will count towards 10% of the final semester grade for the course. Students are expected to take semester exams during the scheduled exam time. Students may request to take a semester exam early or late for medical, family, or personal reasons with permission from the principal. Students will be billed $25.00 for each exam taken out of schedule.

G. Guidance Office Services

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

H. 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.

I. Special Education Services

At Central Christian School (CCS), we believe that every student, including those with academic, social, or emotional challenges, is uniquely gifted by God and can make meaningful contributions to our school community. In partnership with parents, our teachers, intervention specialists, and administration we are committed to helping each child grow toward their God-given potential.

The goal of our special education program is to ensure that all students have access to the general curriculum to the fullest extent possible. For most students with special learning needs, this means learning alongside their peers within the regular classroom environment. However, we recognize that some students may require additional support, such as pre-teaching of material, remediation of skill gaps, or reinforcement of key concepts, in order to thrive academically.

Our program is designed to coordinate and deliver a range of services to support students who have demonstrated learning needs or have been formally diagnosed with learning needs. Whenever possible, we seek to serve students within the general education setting. When appropriate and beneficial, students may also work individually with an intervention specialist or tutor.

It is our philosophy to accept students that we can effectively serve with the programs and services we offer. We believe that with appropriate support and instruction children with special needs can overcome obstacles, develop their God-given talents, and experience success in the general classroom and life.

J. Honors Credit

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

K. Academic Probation

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

Academic probation may occur if:

- A student fails two or more courses during a grade quarter.

Academic probation may results in:

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

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

- The student enters with a cumulative or current GPA lower than 2.0.
- The student has failed one or more classes during the previous school year.

L. Academic Eligibility for Athletics, Co-curriculars and Extra-Curriculars

- A student receiving two failing quarter marks will be placed on academic probation for the following nine weeks. The student will be ineligible to participate in games, performances, and/or meetings, and will be placed on the weekly eligibility list.

Students with academic concerns may be placed on a weekly ineligibility list and will have one week to make satisfactory progress, monitored by the Principal and Vice Principal. Parents may be called and a meeting with the teacher and principal will be arranged to create a plan for student improvement as needed.

SECTION IV

ATHLETICS AND STUDENT ACTIVITIES

A. Athletic Activities

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

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

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

B. Campus Ministries (CM)

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

C. Student Council (STUCO)

STUCO is an important part of our school and community. It also provides an opportunity for student leadership across the grade levels for the Middle School and High School. STUCO responsibilities typically include planning School Day Out, organizing High School socials, planning Operation Connection (OPCO) events, helping with suckergrams, and making suggestions for school-wide activities or programs while always working to improve CCS. Students in grades 5-12 elect STUCO representatives for each school year.

SECTION V

STUDENT EXPECTATIONS and COMMUNITY STANDARDS

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. Academic Dishonesty

"Academic dishonesty" is defined as any form of cheating, deceit, or plagiarism in an individual's academic work. The following are a few examples:

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

C. Use of Artificial Intelligence (AI)

Any use of AI must be transparent, with proper attribution and approval. Our goal is to foster personal growth and genuine learning through each student's unique effort and creativity.

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. Violations of this policy will be treated as academic dishonesty.

In general, students should understand and abide by the following principles for academic work:

- AI tools may not be used for cheating, plagiarism, or other unethical behavior.
- AI-generated content should not be considered a substitute for student effort or original work. Students are required to put in their own effort to understand the material and produce unique content.

- It is the responsibility of students to verify the accuracy of information received from any AI sources (including search engines) used.
- Students must clearly credit/acknowledge the use of known AI technology in their work when they have actively engaged with it, the use of the particular AI model, as well as the prompts used.
- AI tools may not be used to impersonate individuals, organizations, and/or any CCS faculty, staff or the institution in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.
- Use of AI tools and data/content created using such tools must comply with all other school policies (ie. Bullying Policy and the Acceptable Use Policy and Student Technology Agreement).
- Students may not submit or disseminate CCS materials using AI tools. Such materials include (but are not limited to): past papers, textbooks, worksheets, curriculum materials, and other school materials.
- Students must maintain confidentiality in their interactions with AI tools and may not disclose any confidential or personal information about themselves or any other people to the AI model as the information may be in the public domain and accessible to others.
- Students should be aware that some AI tools run in the background of certain software and programs and students may not even know they are there.
- Students should also be mindful of the rights of any third parties and avoid infringing those rights, for example by using trademarks or other content. It is also recommended that students trace the sources that the AI tool itself used to generate responses where possible.
- Students who violate this policy will be treated as academic dishonesty.

D. Plagiarism

Plagiarism, including “cut and paste” plagiarism from the internet, unapproved or unattributed AI generated content, is academic fraud or theft. Plagiarism is academic dishonesty and will not be tolerated.

E. Response to Academic Dishonesty

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

F. Dress Expectations and Community Standards

Central Christian School desires that student attire exhibits a dignified and appropriate appearance for our school context, creating a positive educational atmosphere. The dress of a student reflects the level of respect for oneself, respect for one’s peers, and respect for one’s school. CCS is a community of diverse preferences and opinions regarding dress expectations. The school asks all families to submit to the intent to foster a harmonious, cooperative community.

Faculty and staff will determine the acceptability of any particular item of clothing for students throughout the school day and will personally speak to the student or refer the student to the Principal or Vice Principal.

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

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

Dress Expectations and Community Standards Guidelines

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

- Students are to refrain from wearing clothing that is ripped or torn and exposes skin above the knee (rips or tears should not begin or start above the knee - refer to the ***Do's and Don'ts*** document). No large or gaping rips or holes are permitted.
- Appropriate footwear should be worn at all times (shoes or sandals). Only athletic, non-marking shoes are permitted on the gym floors.
- Athletic attire may be worn during school hours, provided the student maintains a neat and tidy appearance and meets all other dress expectations and community standards. **To meet this standard, apparel should be clean, in good repair, appropriate in length and well-fit.**
- All student garments, including shorts, dresses, and skirts must be no shorter than midthigh length and must provide complete, continuous coverage of the posterior region at all times, including while sitting, bending, or reaching.
- Female students may wear leggings under dress code appropriate clothing that cover the posterior region at all times, including while sitting, bending, or reaching.
- Distracting piercings and visible tattoos are not permitted. Male students may not wear earrings at school or school functions.
- Hairstyles should not get in the way of education, and eyes must be visible.
- Hats, caps, sunglasses, and hoods may not be worn during the school day.
- Tops should not be low-cut and must cover midriff, cleavage, and back. Tops for girls must be hemmed and at least three inches in width at the shoulder. Boys are not permitted to wear any sleeveless shirts.
- Pajamas and sleepwear are not permissible.
- Undergarments are to be worn and covered appropriately.
- Pictures, messages, and symbols on clothing should maintain the values of the school. Clothing, jewelry, or other accessories may not contain profanity or obscenity or include references to tobacco, vaping, alcohol, drugs, violence, or illegal activity. Pictures/messages/symbols with sexual, racist, oppressive, satanic, or generally negative connotations may not be worn. Pictures/messages/symbols directly related to/referring to political candidates or politicians may not be worn.

Dress Expectation Questions

Please reference the ***Central Christian School Dress Expectations and Community Standards Do's and Don'ts*** document in **Appendix A** for clarification with pictures for the above Dress Expectations.

After reviewing the document, if you have further questions, the Principal or Vice Principal may be called.

G. Field Trips

Students represent the school during off-campus field trips and co-curricular activities. Faculty and staff will set the appropriate guidelines for student behavior, dress expectations and specific field trip protocols for curricular, co-curricular and extra-curricular off-campus activities. These guidelines will be communicated prior to the activity.

H. Public Performances

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

- Parents are responsible for students who are not performing to ensure proper decorum and concert etiquette at all public performances.

I. 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 Main 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 staffs' 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.

J. 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 which 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 B** for tiered restorative behavior support at each grade level and a behavior response grid for each tiered level.

K. Anti-Bullying and Harassment Policy

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

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

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

Definitions and Levels of Conflict at CCS

DISAGREEMENT	RUDE	MEAN	BULLYING
Occasional	Occasional and patternless	Once or Twice	Chronic or Repeated
Not planned; often spontaneous in the heat of the moment	May be spontaneous or unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others feelings deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners, or selfishness	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept some responsibility	Rude person accepts the responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to solve the problem	Behavior should be briefly and periodically monitored	Moderate risk of developing into bullying behavior	The target wants to stop the bully's behavior; the bully does not stop
Can be resolved through mediation	Social skills building could be of benefit and can be resolved through mediation	Needs to be addressed and should not be ignored; can be resolved through mediation	Must not be ignored. It requires a clear plan that ensures safety, stops the harm, and brings lasting change through accountability and restoration

Harassment, intimidation, bullying and 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/dean of students 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.

L. 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.

M. 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.

N. 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 C**)

O. Community Cell Phones and other Personal Mobile Electronic Devices

Students are prohibited from using cell phones at all times during school hours. This policy applies to the use of cell phones, smart watches, and all other mobile devices by students while on school property during school hours.

Additionally, because smartwatches can store data and receive discreet messages, they pose a risk to academic integrity. To maintain the validity of all assessments, smartwatches are strictly prohibited during tests, quizzes, and other academic evaluations.

The objective of this policy is to strengthen Central Christian School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster and build a sense of community within our school and real-time relationships among students. CCS seeks to create a student life culture where in-person interactions, face to face communication, and activities and interests beyond a screen are protected, encouraged and developed.

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

The growing prevalence of smartwatches, often synced to students' phones, means that even when phones are pocketed, notifications and alerts continue to interrupt attention if phones are in proximity, making it difficult for students to fully disengage from digital distractions. Additionally, because smartwatches can store data and receive discreet messages, they pose a risk to academic integrity. To maintain the validity of all assessments, smartwatches are prohibited during the school day.

All students in grades 5-8 are required to turn off their cell phones completely upon arrival at school and place them into their designated grade-level cell phone storage lockers located in the main lobby starting at 7:30 a.m. Once collected, these storage units are securely locked and housed in the main office throughout the duration of the school day. At the end of the school day at 3:00 p.m., the storage units will be returned to the main lobby, where students may retrieve their devices before dismissal.

In addition to cell phones, all smart watches, personal tablets, and other electronic mobile devices must remain powered off and stored inside the student's assigned locker from **7:30 a.m. to 3:00 p.m.** every school day. Wearable technology or personal devices may not be worn or used during school hours.

If a student does not adhere to this policy, a teacher or administrator shall take the following progressive restorative disciplinary measures:

- **First Offense** - Cell phone is taken to the front office and students pick it up at the end of day. Parents/Guardians are notified of the first offense.
- **Second Offense** - Cell phone is taken to the front office and parent/guardian picks it up at the end of the day.
- **Third Offense** - Same as second offense + community service around the school

- **Fourth Offense** - Same as third offense + ineligible for extra-curriculars on the day off or preceding day as determined by administration and extra-curricular leaders (coaches, sponsors, etc.)
- **Repeated noncompliance** of this policy will be resolved by developing a restorative discipline plan with an administrator, the student, and parents to help students to adhere to the policy.

To help limit the use of cell phones at school, parents are encouraged to make logistical arrangements related to their child at home. If plans change during the day, parents should call or email the Main Office, or email their child directly. To help support this policy, please refrain from calling or texting your child during school hours. Students are also welcome to use the Main Office phone or email on their Chromebooks to communicate with parents during school hours. In the event of an emergency, the school will contact families as soon as possible.

APPENDIX A

DRESS EXPECTATIONS AND COMMUNITY STANDARDS - “DO’S” AND “DON’TS”

Do:

- Wear pants, shorts, skirts, etc.that covers skin above the knee.

Don’t:

- Wear clothing with large or gaping holes or clothing that is ripped or torn that exposes skin above the knee.

Do:

- Wear appropriate undergarments.

Don’t:

- Wear clothing that exposes undergarments.

Do:

- Wear clothing with pictures, messages, symbols, and words that maintain CCS values.

Don’t:

- Wear clothing with inappropriate pictures, messages, or symbols that go against CCS values.

Do:

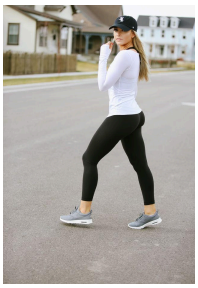
- Wear shorts, skirts, and dresses that are below mid-thigh.

Don’t:

- Wear skirts, shorts, or dresses that are above mid-thigh.

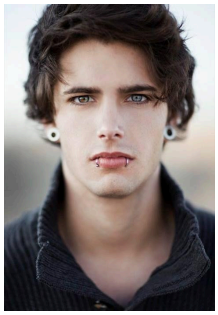
Do:	Don't:
● Wear shirts with sleeves and/or tank tops (for girls) that have hems at least three inches wide at the shoulder. 	● Wear low-cut tops or tops that expose the back or midriff. Wear sleeveless shirts (boys).

Do:	Don't:
● Participate in spirit theme weeks as they occur during the year.	● Wear pajamas or sleepwear, unless as part of a spirit theme week event.

Do:	Don't:
● Wear leggings under dress code appropriate clothing that cover the posterior region at all times, including while sitting, bending, or reaching. 	● Wear tops with leggings that DO NOT cover the posterior region 

Do:	Don't:
● Wear appropriate footwear (shoes or sandals) during the school day and non-marking shoes on the gym floors.	● Wear slippers, footie pajamas, or go barefoot.

Do: ● Enjoy your hats, caps, sunglasses, and hoods after school hours. 	**Don't:** ● Wear hats, caps, sunglasses, or hoods during school hours.

Do: ● Express your personal style within the guidelines. PERSONAL STYLE LAB	**Don't:** ● Wear distracting piercings (girls) or wear earrings or other piercings at school or school functions (boys). . 

Do: ● Style hair in a manner that does not hinder the educational process and allows your eyes to be visible	**Don't:** ● Have hairstyles that are distracting to the education process or cover the eyes.

APPENDIX B

TIERED RESTORATIVE BEHAVIOR SUPPORTS

Tiered Restorative Behavior Supports - Middle School

RESTORATIVE PRACTICES	**Tier I**	SUPPORT SYSTEMS
Teacher-led: • Daily homeroom and devotions • Bible and faith formation curriculum • Clear classroom expectations • Positive behavior recognition • Teacher and student discussions • Restorative inquiry • Contact home when needed ***School-led:*** • Restorative inquiry • Positive behavior recognition • Chapel focus on expectations • Review CCS Student-Parent Covenant • Heart of Central Curriculum	*Includes students in all settings* *Proactive relationship building* *Behavior support and modeling*	***Teacher-led:*** • Documentation of Tier I behaviors • Teacher and student discussions • Administrative communication and consultation ***School-led:*** • Student-Parent Covenant • Behavior Response Grid • Attendance data • Regular school/grade level teacher meetings • Staff trainings and professional development
• Restorative inquiry • Individual behavior plan - created with family, teachers, administration, counselor • Individual and/or small group counseling (academic, social-emotional, etc. with school counselor)	**Tier II** *Interventions and Strategies for students, initially school-led*	• CCS student support personnel and services developed plans (ie. academic support plans, behavior plans, counseling) • Recommendation for Tier 3 support if needed
• 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	**Tier III** *Intensive school-led supports and alternatives*	• 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

Middle SchoolBehavior Response Grid

Tier 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. The teacher attempts to process the incident and provide an appropriate response or intervention.*	**Types of Behaviors** (This list is non-exhaustive)	**Possible Classroom Responses** (Depending on situation)
	Minor, non-recurring instances of: • 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	• ***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***
Tier II ***Major** behaviors that are excessive and/or repeated Tier I behaviors that require follow-up from administration and parent involvement.*	• 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**: • Lying or cheating • Vandalism of theft • Technology violation • Leaving area/class without permission • Inappropriate language, humor, double-entres, or name-calling	***In addition to above:*** • ***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***
Tier III ***Substantial** behaviors requiring immediate intervention from administration and parent involvement.*	**Substantial or extreme instances of**: • 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:*** • ***Behavior referred by school personnel, student, parent, community, or law enforcement*** • ***Parent contact*** ***If necessary:*** • ***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***

APPENDIX C

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 nonapproved 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 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,: 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

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 SCHOOL

3970 Kidron Road • PO Box 9
Kidron, OH 44636
330.857.7311 • www.ccscomets.org