

International Parent-Student Handbook Grades 7 - 12 2017-2018



CENTRAL CHRISTIAN SCHOOLS

Preschool-12 Christ-centered education



***Growing leaders.
Building the church.***

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Student Information

School Hours

High School Day

- 7:30 a.m. Welcome Center Opens
- 7:56 a.m. Warning Bell
- 8:00 a.m. Classes Begin
- 3:00 p.m. Dismissal
- 3:30 p.m. Welcome Center Closes

Students not involved in after-school practices or games should leave campus within 30 minutes after school ends. 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 area.

School Closings and Delays

- The school's primary communication for closings and delays will be RenWeb e-mail, text or voice message announcing the school closings and delays. Your account must be activated and contact information updated.
- School closings and delays will also be broadcast over radio stations WQKT (FM 104.5), WKLM (FM 95.3), WHBC (AM 1480 and FM 94.1), and on television channels WKYCTV 3, WJW (Ch 8), WEWS (Ch 5), WOIO (Ch 19), and WUAB (Ch 43).
- In the event of a school closing, all after-school co-curricular event decisions will be made and communicated by the coaches and directors to student participants. All middle school and freshman practices and games will be canceled. All before-school meetings, rehearsals, or events are automatically canceled in the event of a school closing or delay.
- While the school makes decisions related to delays, parents make the final decision about road safety based on weather conditions. Parents are to notify the school when their student will be absent due to weather conditions. This is an excused absence.

Student Information System

Central Christian utilizes RenWeb, an online information reporting website. The guidance counselor will give parents information on how to create RenWeb accounts for themselves and their children. Teachers post grades, assignments and classroom news on RenWeb.

Academics

Advanced Placement (AP) Courses

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

College Credit Plus (CCP)

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

Central Christian School has a partnership with Malone University to provide six CCP courses on campus taught by Central Christian School teachers. The on-campus CCP courses include: AP Biology, Pre-Calculus, AP Calculus, AP Statistics, Introduction to Creative Writing, and Themes in Literature.

Please see the Curriculum Guide on the CCS website for further details.

Credit for Graduation

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

Academics (continued)

Dropping and Adding Classes

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

End of Semester Comprehensive Exams

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

Equity of Learning

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

Grading Scale

<u>CCS Regular Grading Scale</u>		
Letter grade	Percentage	Grade point
A+	99.0-100 %	4.0
A	94-98 %	4.0
A-	92-93 %	3.7
B+	90-91%	3.3
B	85-89 %	3.0
B-	83-84 %	2.7
C+	81-82 %	2.3
C	76-80 %	2.0
C-	74-75 %	1.7
D+	72-73 %	1.3
D	67-71 %	1.0
D-	65-66 %	0.7
F	0-64 %	0.0
I	Incomplete	0.0

<u>International Student 10 point Grading Scale</u>		
Letter grade	Percentage	Grade point
A+	97.0-100 %	4.0
A	93-96 %	4.0
A-	90-92 %	3.7
B+	87-89%	3.3
B	83-86 %	3.0
B-	80-82 %	2.7
C+	77-79 %	2.3
C	73-76 %	2.0
C-	70-72 %	1.7
D+	67-69 %	1.3
D	63-66 %	1.0
D-	60-62 %	0.7
F	0-59 %	0.0
I	Incomplete	0.0

CCS reserves the right to place international students on a pass/fail grading system, as needed, for the first semester of their study at the school. The 10 point grading scale may be used for second semester. Students will be placed on the regular grading scale for their third semester at the school.

Guidance Office Services

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

Heart of Central

Students in grades 5-12 participate in the Heart of Central program, a curriculum designed to help students discover their identity in Christ, learning to lead themselves, so they can eventually lead others. This character development curriculum is also taught in the academic classroom and in chapel.

Academics (continued)

Homework on Wednesdays

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

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

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

Honor Roll

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

Honors Credit

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

Incomplete Grades

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

Integrity in Academic Work

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

Academic Dishonesty

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

The following are a few examples:

- Plagiarizing papers by using incorrectly cited/un-cited material from other sources
- Submitting someone else's paper as your own work
- 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 phones, tablets, computers or other technologies to retrieve or send information, or photograph exam or test information for future use or other students.

Academic Dishonesty (continued)

Plagiarism

The advent of the internet has given rise to an ever-increasing use of 'cut and paste plagiarism' in all levels of academics. Plagiarism is academic fraud or theft; any level of plagiarism in an educational institution cannot be tolerated.

Potential Consequences

For all forms of academic dishonesty, teachers and administration may decide academic consequences on an individual basis, given the nature and severity of the offense. Academic and/or disciplinary consequences will be driven by the Central Christian School Restorative Discipline model

Consequences may include:

- Reduction in credit, if the student is given the opportunity to redo the assignment.
- A failing grade of zero for the assignment in question.
- Notification to host parents of academic dishonesty from the teacher and Administrator.
- Notification to parents of academic dishonesty from the Director of International students or an Administrator.
- Notification to your affiliated agency of the academic dishonesty by the Director of International Students or an Administrator. (This applies to students who attend Central Christian School through an agency)
- Meeting with the individual student and an Administrator.

Repeated incidents may also include:

- Failing grade for the 9 weeks or semester
- Expulsion from Central Christian School. Upon expulsion for an academic integrity violation, students will be asked to return to their home country.

Standardized Testing

To ensure the academic integrity in the administration and taking of college admittance standardized tests, Central Christian School international students taking these tests in the United States during the school year, must do so regionally in the state of Ohio. Examples of college admittance standardized tests for international students seeking admission into an undergraduate course of study at a college or university in the United States include: ACT, SAT, and TOFEL tests.

Math and Science Enrichment Opportunities

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

National Honor Society (NHS)

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

Probation

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

Academic probation occurs if:

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

Academic probation results in:

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

Probation (continued)

Quarter grades are used to determine academic probation.

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

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

Attendance

- Parents are expected to notify the school of student absences. Please call the school no later than 9:00 a.m. to report an absence. An absence is considered unexcused until a call is received.
- A student needs a permission note or call to the Welcome Desk from their parents to leave school any time during the day, this communication should be given to the Welcome Center by 8:00 a.m.
- The student will sign out when they leave and sign in when they return at the Welcome Center.
- Ohio state regulations consider a student truant if they incur unexcused absences of 30 or more consecutive hours (5 days), 42 or more hours in a month (7 days), 72 or more hours in a school year (12 days). Students who miss 10 or more hours of a class (excused or unexcused) in a semester, may not receive semester credit for that course without a parental appeal to administration.

Excused Absences

Absences are excused for the following reasons:

- Appointments
Please schedule medical, dental and other appointments outside of school time. If necessary, such appointments will be excused when a host parental note is presented before the appointment. The note should be handed in at the Welcome Center before 8:00 a.m.
- College visits
Juniors are granted two days a year and seniors are granted three days a year for college visits. Students will complete a permission form from the guidance counselor three days in advance of the visit date. Students will use the same form to show evidence of completing the visit. The Guidance Counselor will hold a follow-up interview with the student to review the college visit experience.
- Death or serious illness in the family
- Emergency or special reasons as arranged with the principal
- Family trip
Students may be excused for up to five days for a family trip. The trip is to be with host parents, a church youth group or extended family members. Students should present a written request from host parents one week in advance.
- Hunting
One day per year will be excused if the student wishing to go hunting presents a host parental permission slip before the absence.
- Personal illness
- Weather conditions

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

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

The school has resources for students who become ill or are injured at school. If students cannot attend class due to illness, they are to return home. The host 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 clinic until the host parent arrives.

Book Bags, Athletic Bags and Instruments

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms. Athletic bags and other gear may be placed on the hallway shelves. Music instruments will be stored in the designated areas in the orchestra room.

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. To maintain an atmosphere of respect and courtesy, students should avoid sleeping, slouching, propping feet on the seats, and working on class assignments. Cell phones and electronic devices may not be used during Chapel. No food or drink is permitted in the Performing Arts Center (PAC).

Counseling Services

Counseling services are provided for students who have been referred by the guidance counselor or administrator. A trained school psychologist sees students once a week during the school day. There are also a variety of social and support services available through the school and local agencies and organizations within the community. Availability of services is communicated to employees, students and stakeholders. Students may voluntarily meet with the school psychologist for up to 3 sessions without parental consent.

Dress Code

Central Christian School's guiding principles for dress and appearance are based on modesty, neatness, and professionalism. Within the context of Christian community, we strive to honor God with our bodies (I Corinthians 6:19-20), and avoid visual distractions that take away from the atmosphere of educational excellence. For this reason, students, faculty and staff are asked to be clean, modest, and neat in their appearance. Decent and modest attire is expected, both at school, and at all school related functions.

With the help of parents, and in an effort to build a cohesive community that focuses on spiritual and academic excellence, the dress code is designed to build modesty and the desire to keep our minds on whatever is true, noble, pure, lovely, and of good report (Philippians 4:8). Our appearance expectations are designed to ensure that all students are respected and that our academic environment is free from distraction. Just as certain jobs and professions have certain expectations for dress, so, too, does Central Christian School.

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

Dress Code Questions

- If a student or parent has a question about specific items of clothing, the principal may be called.
- Faculty and staff will determine the acceptability of any particular item of clothing for students throughout the school day and will personally speak to the student or refer the student to the principal.
- A student dressed inappropriately will be asked to change. If the student is unable to change, he/she may call home and ask a parent to bring appropriate clothing.
- If this problem continues, further action will be taken by the principal or superintendent to meet with parents and the student to create a plan for dress code compliance.

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

- All clothing should be in good repair, with no visible holes, rips or tears.
- Appropriate footwear should be worn at all times (shoes or sandals). Only athletic, non-marking shoes are permitted on the gym floors.
- Athletic attire may not be worn during school hours. This includes sweat pants, warm-up pants, and athletic shorts.
- Distracting/Disruptive piercings, visible tattoos, and jewelry are not permitted. Male students may not wear earrings at school or school functions.
- Hairstyles (natural colors) should not be extreme or visually distracting.
- Hats, caps, bandanas, sunglasses, and/or hoods may not be worn during the school day.
- Dresses, skirts and shorts must be no shorter than 2 inches above the knee. If leggings are worn, leggings must reach the top of the knee caps and the shorts or skirt must be below the fingertips when arms are fully extended.
- Solid color leggings, jeggings, spandex, yoga pants, or other tight clothing may be worn under dresses, skirts, and shorts, but are not permitted to be worn independently.
- Tops should not be excessively low cut. Spaghetti straps, tank tops, halters, backless, strapless, or tube tops are not permitted; sleeveless tops for girls must be hemmed and at least three inches in width. Male students are not permitted to wear any sleeveless shirts.
- Bare midriffs and backs are not permissible.
- Undergarments are to be worn and covered appropriately.

Dress Code (continued)

- Sleepwear and/or pajamas may not be worn during the school day.
- Pictures, messages, and symbols on clothing shall be in keeping with the mission and values of the school. Examples that do not meet standards include those related to tobacco products, alcohol, drugs, any music group/singer, or pictures/messages/symbols with sexual or racist connotations.

Athletic Apparel for Practices

Athletic pants, shorts and warm-ups may be worn only in the gymnasium and on athletic fields. Volleyball uniforms are to be worn in the gymnasium only. Modest sleeveless shirts may be worn with the approval of the teacher or coach. Shorts worn for co-curricular activities are to be modest in length. Males are to keep shirts on at all times.

Field Trips

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

Swimsuits

When an activity calls for a swimsuit, one-piece suits and tankinis are permitted. (This includes mini-term activities and senior trip.) Note: Tankini top and bottom must meet without skin showing at the waist. Faculty, staff, and administration reserve the right to make decisions concerning the wearing of T-shirts over swimsuits if necessary. Swimwear worn by males should be modest in length and appearance.

Late Arrival to Class

- A student who arrives in the classroom after the bell rings is either late (excused) or tardy (unexcused).
- A student who is late to class for a valid reason should have a pass from the appropriate teacher. There is no penalty for being late.
- If the student is tardy, he/she should enter the classroom quietly without disturbing the class, place their name on the tardy sheet and put the written pass in the designated location. The tardy student will need to write an explanation for why they were tardy which is due at the end of the day. Their written explanation will be filed at the front desk.

Late Arrival to School (tardy)

- Students arriving late to school will stop at the Welcome Center to sign in and receive a writing assignment.
- Each time a student is tardy to school the student will be asked to write a short essay explaining why they were tardy. The purpose of the assignment is to allow the student to reflect on why they were late and what they can do to change their behavior. This is an important part of our disciplinary program. Questions and the length of each assignment will change with each additional tardy.

Lunch Periods and Vending Machine Use

- Students are expected to eat in the cafeteria.
- Students are not permitted to leave school grounds or sit in cars during lunch period.
- Guests (who are not prospective students) wishing to join CCS students for lunch during the school day are expected to visit accompanied by their youth pastor or pastor.
- A senior student may arrange lunch delivery for a group to be brought in once a year. These requests are to be made to the principal one week in advance.
- Vending machine use is not permitted between 7:00 a.m. and 3:00 p.m.

Lockers

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

Medical

Administering Medication

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

- A Student Medication Request Form is signed by a parent, host parent and the prescribing physician for each medication, on file at the Welcome Center.
- The medication is in its original container and brought to the school by a host parent.
- No medication should be stored in the locker. It will be kept at the Welcome Center.
- Students who need inhalers at school may choose to keep them in their lockers, but the Welcome Center needs a medication form.
- No student is permitted to give another student any kind of medication, including aspirin, NSAIDS, Tylenol, and cough medicine.

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

Emergency Care

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

Emergency Medical Authorization Forms

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

Emergency Procedures

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

First Aid and Sickness Treatment

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

Nondiscrimination Policy

Central Christian School welcomes all students and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry.

Student Accident Insurance

- International students are required to choose an insurance policy prior to entering America.
- Policies are available online and may include both health and accident insurance.
- Some CCS international students have chosen ISM as their insurance company.

Student Activities

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

Athletic Activities

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

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

- Students and spectators are to be in the gymnasium or at the playing field while games are in progress.
- Loitering on the school premises before, during, or after a game is not permitted.
- No objects may be thrown in the gymnasium or onto the playing fields.
- Students are asked to cheer for our team and be positive toward our opponents.
- Only authorized school personnel are allowed in the locker rooms.
- Staff and students are to stand respectfully during any prayers or playing of the national anthem.
- International students may not physically participate in games against other high schools according to the State of Ohio athletic guidelines. However, a student may serve as manager or statistician for the team.

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 director of CM.

Community Service Day (CSD)

Students in grades 7-12 participate in the school-wide service project called Community Service Day. 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 the community organizations to receive a day of free labor. Funds raised are used to offset educational costs not covered by tuition. Students in grades 5 and 6 will participate in the service work of CSD and will help with elementary school fundraising projects.

Eligibility (athletic and non-athletic co-curriculars)

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

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

Anytime a student's GPA falls below 2.0, the student is placed on a weekly eligibility list and will have one week to make satisfactory progress, monitored by the guidance counselor. Host parents will be called and an e-mail sent to the parents. Host parents will meet with the teacher and guidance counselor to create a plan for student improvement as needed.

Junior-Senior Banquet

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

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

Student Activities (continued)

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.
- ES and MS students are expected to sit with a parent or guardian at all public performances.

School Day Out

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

Senior Service Retreat, Senior Trip, Commencement Activities

- All international students are expected to attend both senior service retreat and senior trip.
- All international students are expected to attend commencement weekend activities.
- Senior service retreat is a 3 day event occurring in the fall which allows students to interact with classmates as they serve others.
- Senior trip occurs the last week of school and is a time of closure and celebration.

Student Council (STUCO)

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

Student Records

Student records are to be used only for the welfare of the individual. Access to student records will be by authorized personnel only, with clearance from the school office.

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

Student Restorative Discipleship/Discipline

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

Covenant

As a student I commit myself to

- planning and nurturing my faith development
- being respectful to God, others, self and property
- refrain from any profane or inappropriate language
- consistently strive to improve and strengthen my spiritual, physical and emotional health
- conduct myself in a safe and responsible manner
- abide by the behavioral expectations established at Central Christian School
- abide by expectations and guidelines established by classroom teachers
- seek changes in an orderly and respectful manner
- understand and support the school's Student Handbook

Student Restorative Discipleship/Discipline (continued)

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

Principles to Guide This Process

We all have sinned and come short of the glory of God. Therefore we should not sit in judgment as persons achieving perfection but as loving servants. No activity is done in a vacuum. Everything we think, say and do affects others in a positive or negative way. We are here to affirm the value of all people, the offended and the offender.

Questions to be asked:

- Who was affected by the activity?
- How were they affected?
- If relationships (with God or with our community) were broken or property was damaged, how can it be restored?
- Should this activity be repeated? Why or why not?

The process

Initially, administrators will determine if everyone is physically safe. If persons are not safe, action will be taken to make the situation safe.

Those involved will be given time and space for reflection. This reflection includes answering 3 questions in writing.

- What happened and why did it happen?
- What was your part of the activity?
- What would you do differently if you had to do it again?

This reflection time not only allows time and space to reflect and calm emotions, it also provides a written account.

- The written account helps parents understand the situation from their child's perspective.
- It holds the student accountable for what he/she says.
- It allows administrators to compare written statements and ask for clarification when stories differ.
- Parents will receive the written account and return it with their signature.

The student will write a solution plan (with parental help when appropriate) for the purpose of reconciliation and restoration. The number of persons involved in the solution plan will be determined by the degree of the offense. Parents will be informed about the incident and involved in the solution.

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.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention will be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

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

Students involved with bullying will be dealt with according to the discipleship/discipline procedures.

Student Restorative Discipleship/Discipline (continued)

Substance Abuse

- Central Christian School students are not to engage in the use of alcohol, tobacco or drugs in any form.
- Each student signs a covenant prior to being admitted and upon signing they agree to abstain from drug related substances.

Violence

The school community attempts to remain free from violence. The school will take any appropriate measures needed to maintain a safe and violence-free environment.

Weapons on School Property

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

Transportation

- The school provides transportation for students to and from co-curricular activities. It is expected that all students will be courteous and respectful to drivers and adult chaperones.
- Transportation is also provided daily to and from school. Host parents of students who ride school transportation daily should read, sign and return the School Bus Riding Policy form, included in the registration booklet.

Travel Guidelines

Arrival to the United States

Flight reservations should be made to CAK(Akron-Canton Airport). The airport is located 40 minutes from the school. The second preferred airport is CLE(Cleveland).

Driver's License

An international student must be 18 years old before obtaining a driver's license. A host family is not obligated to help the student acquire a license. All expenses for the license and driver's training are the responsibility of the student and parents. Insurance requirements are the student's responsibility, and no car may be purchased by the host parents for the student while attending CCS.

International students should abide by all Ohio state laws pertaining to teenage drivers. Ohio law states that a 16 year old driver may only have 1 other teen in the car who is not a family member. A 17 year old driver may only have 2 other teens in the car who are not family members. International students should be aware of this law and follow it as the driver or the passenger. It is important that host families know where the international student is and who they are driving with.

- Good driving habits are expected of all CCS student drivers.
- Vehicles on school grounds are subject to search by the administration if there is a reasonable concern for student safety.

Personal Activities

If the student desires to travel to activities not sponsored by the school (dinner, theater, shopping), the activity and form of transportation (taxi, bus, etc...) must be approved by the host family prior to making reservations.

Travel for Holidays, Breaks, College Visits or Recreation

All international students are expected to remain on campus until the end of each semester. All international students are expected to return and participate in Mini-term in January after Christmas Break. International student travel, outside the local area, should be with the host family, a school adult, or other approved adults. Approval to travel without an adult will be considered for students 18 years or older with host family, school, and parental permission. Travel with the host family or school personnel on a school sponsored trip does need prior approval.

Travel for Holidays, Breaks, College Visits or Recreation (continued)

All other forms of travel should adhere to the following protocol:

Protocol for Traveling to Home Country for School Breaks or End of Year

- Travel plans for returning home should be made at least 2 weeks in advance.
- Talk to your host family about your travel plans for returning/travel home.
- Communicate and confirm departure and return dates with the host family before booking or making flight arrangements.
- Communicate and confirm departure and return dates with the Central Christian School Director of International Students and/or Principal before booking or making flight arrangements.
- If the host parents are not available for transporting the student to the airport, alternate plans must be made 2 weeks prior to the trip with the Director of International Students.
- Unless otherwise approved by Central Christian School Administration, travel plans home should not interfere or cause a student to be absent from the regularly scheduled Central Christian School academic calendar.

Protocol for Out-of-Region or Out-of-State Travel

- Plans for out of region or out of state travel must be made at least 2 weeks in advance.
- Talk to your host family about your potential travel plans.
- Talk to and provide the Central Christian School Director of International Students and/or Principal with clear and detailed plans for travel, accommodations and the purpose of the trip.
- The Director of International Students and Principal will review the student's request for travel and make a decision to approve or disapprove permission for travel.
- Once approval to travel is granted by Central Christian School, students must gain permission from their parents. Parental permission must be submitted in written form (email or fax) to the Director of International Students and/or Principal.
- Before a student makes any transportation, flight, and hotel/lodging reservations, they must receive final approval and permission from Central Christian School Administration.
- Communicate and confirm departure and return dates with the host family before booking or making flight arrangements
- Communicate and confirm departure and return dates with the Central Christian School Director of International Students and/or Principal before booking or making flight arrangements
- If the host parents are not available for transporting the student to the airport, alternate plans must be made 2 weeks prior to the trip with the Director of International Students.
- Unless otherwise approved by Central Christian School Administration, out-of-region or out-of-state travel plans should not interfere or cause an international student to be absent from the regularly scheduled Central Christian School academic calendar.

Note: International students in attendance at Central Christian School through an agency, must also follow all policies and guidelines regarding travel issued by your agency.

Unauthorized Entry and Exit

- Students are not permitted to enter the school building unless it is officially open.
- 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 (except the main entrance) are locked during the school day.
- School pranks are not permitted or affirmed. These activities are dishonoring to administrators, teachers and other students.

Use of Technology

Students and staff have access to computers and the internet as a tool to obtain and use electronic educational materials. The internet offers many resources that can enrich a student's education, while also containing objectionable, misleading, and false information.

Students are expected to adhere to the following guidelines:

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

School Computer and Electronic Device Use

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

Personal Mobile Electronic Devices

Central Christian School is committed to helping students learn to utilize their personal electronic devices effectively and responsibly. In order to accommodate 21st Century technology, allow parents/guardians an opportunity to contact their children during the school day, and teach students responsible use of Personal Mobile Electronic Devices, our guidelines for these devices are as follows:

- Personal mobile electronic devices (including cell phones) are permitted at school for grades 5-12.
- During the school day from 7:30-3:00, grades 5-8 are expected to keep personal mobile electronic devices in their lockers.
- Students in grades 9-12 may access personal mobile electronic devices during lunch and between classes.
- Cell phones and other electronic personal devices shall remain silent and be kept out of sight during instructional time or study hall, unless specifically allowed by a teacher, school staff, or administrator.
- The use of headphones or earbuds is not permissible during the school day from 8:00-3:00. Teachers may grant permission for the use of headphones for academic reasons during class or in study hall.
- Students who leave personal mobile electronic devices in their lockers or backpacks do so at their own risk. Central Christian School is not responsible for lost or missing items.
- Students may not use their personal mobile electronic devices in any way that violates school policies, including: bullying, intimidation, inappropriate photos/games, or cheating (texting, recording, or photographing academic material).
- Students may not use cameras, sound recording, photo or video recording equipment during the school day except with permission from a teacher or administrator.
- Administrators, teachers, and staff may confiscate any personal mobile electronic device that is being used inappropriately or in noncompliance with school policy.
- Teachers may confiscate personal mobile electronic devices and hold them to the end of the period for any violation of the school policy or the teacher's expectation of device use for their classroom.

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.

Memo of Understanding for International Students

It is expected that students either live with their parents/guardians or in a host home approved by both the parents and Central Christian School (CCS).

Central Christian School is committed to help each international student have the best experience possible while attending CCS. We will attempt to find a host family who is compatible with the student and stay in touch with both regarding the home-stay relationship.

The following guidelines are given to facilitate good relationships and help home-stay students make the most of their Central Christian School Experience.

1. The host family parents are the guardian of the student while the student is either at school or in the home.
2. The host family should be treated with courtesy and consideration. The student must be prepared to make some adjustments to blend with their host home family.
3. Students should adapt to the host family's schedule, for example, go to bed and wake when they do, be prompt for meals and other family activities. International students are expected to interact with host families throughout the evening and should be respectful of family bedtime schedule.
4. It is expected that home-stay students will be helpful with small routine chores around the house without remuneration. Students should offer to help with daily jobs such as washing dishes, housework, laundry or lawn work. Students need to keep their room neat and clean.
5. Students are responsible for their own spending money and the purchase of personal items.
6. Students are encouraged to attend the host family's church and church activities.
7. The students should ask for permission if he/she wishes to leave for a special event. When students leave, the host family should be told where he/she is going, when he/she is returning and with whom. The host family should be informed of the student's whereabouts.
8. Home-stay students shall not invite guests home without the host family's permission.
9. Host families will provide transportation for the student to and from school, or arrange for bus transportation.
10. Copies of academic progress reports will be sent to host family as well as parents.
11. The host family is expected to periodically report to the school. Students will also be asked about the home-stay arrangement. If home-stay students or host families are having problems or questions (including those related to discipline in the home), they should contact the guidance counselor or Director of International Student Services at the school.
12. An Emergency Medical Authorization form provided by Central Christian School must be signed by the student's parents for the guardians/host parents. Proof of medical insurance is also needed, students must purchase a health insurance policy before entering the United States. A medical history, translated into English, should be given to the school and will be shared with the guardians/host parents.
13. A list of all medications taken by the student, and their purposes, must be given to the guardians/host parents. Students must inform their guardians/host parents of any new medications sent to them during the stay.
14. Students are not to engage in the use of alcohol, tobacco or drugs in any form.
15. English will be spoken in the host home and during school.
16. Guidelines covered in this handbook will be followed by international students.
17. When the host family is traveling without the home-stay student, arrangements should be made at least one week prior with the Director of International Student Services. An e-mail will be sent to the student's parents informing them of the temporary housing arrangements.

We will abide by the above guidelines for international students.

Parent signature

Date

Student signature

Date

Host parent signature

Date



CENTRAL CHRISTIAN SCHOOL

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