



Christ Centered School Parent / Student Handbook

Table of Contents

Page:

| | |
|-----------|--|
| 2 | Welcome / Opening Letter |
| 3 | CCS Philosophy and Mission The Ministry of the Christian School / Principles and Objectives |
| 4 | Mutual Expectations A Cooperative Bond / Questions / Parent Participation / Affiliation and Accreditation / Organizational Structure / Statement of Non- discrimination |
| 6 | Health and Safety Immunization Policy / Student Illnesses / Child Safety / Emergency Notification / Medical Emergencies / Medication Administration Policy / School Visitors |
| 10 | Dress Code General / Boys / Girls / Physical Education, Sports |
| 12 | After School Sports Eligibility Standards/Eligibility Warning/Team Suspension/Automatic Suspension/Transportation to Athletic Events |
| 13 | General Communication / Attendance / Latchkey /Toys / Lost Books |



Dear CCS Parents and/or Guardians:

We want to welcome you and your student to our school family and thank you for giving Christ Centered School the opportunity to minister to the educational and spiritual needs of your child.

The “early” issue of the **Student / Parent Handbook** explains our policies and philosophy of Christian education. It is designed with you — the parent — in mind. Hopefully, it will cover all your concerns and everything you need to know (well, almost) as your student prepares to enter school this Fall. But in the event that we haven’t covered everything — and experience has taught us that it’s difficult to answer “everything” in one short booklet — please feel free to call or stop by the office when questions arise.

Christ Centered School Board

Biblical Education With Vision

The biblical focus of teaching in Christian Education is a very powerful force but very simple in application. We take an individualized approach in sharing and instructing the necessary educational skills to the pertinent educational needs of each student with Christ as the center. In the model of shepherding, we are equipping students to be students of experience, of character, and of vision with a moral approach to their service and personal relationships within their faith walk.

This is a beautiful idea, but how do we make this happen in the real cyber-world? CCS has the mission in place with the early childhood education application (Lifepacs curriculum focus of pre-school—3rd grade) and SOS (switched-on-schoolhouse with distant learning for 3rd-12th grades).

On November 10, 2004 CCS was chartered by the State of Ohio Educational Department as a Preschool—12th grade educational institution based on the Alpha Omega Curriculum. Our first graduating class was in 2007.

Philosophy

The Ministry of the Christian School

A Christian school is an institution of learning committed to the Lordship of Jesus Christ. It is a place where the educational process moves forward with a calculated commitment to the scriptures and to the development of the spiritual dimensions of the student.

Educating a child involves meeting the child's needs academically, emotionally and spiritually. We want to be an example, but we want to go beyond that. We wish to provide an atmosphere where needs can be met.

Christian schools have several positive advantages over the public school systems. The beneficial influence of Christian teachers and an early, positive exposure to the scriptures are two of the major ones. The Christian school should provide an understanding that all truth is God's truth. It should re-emphasize that the Christian lifestyle is a positive alternative to the lifestyle of the world today.

The educational process is the communication of life from one life to another life. God communicates life to us through His Son, Jesus Christ, His Holy Spirit, and His written Word. We are to share this communicated life with each other. This is the teaching ministry of the church. Christ Centered School is a facet of this overall teaching ministry specifically engaged in the communication of God's truth and life to our children.

Principles and Objectives

Christ Centered School will instruct in accordance with the Christian philosophy of life and the specific teaching of the New Testament, so that our students may grow in the grace and knowledge of our Lord and Savior Jesus Christ, glorify Him in all things and become citizens of the Kingdom of God and our nation. Education at Christ Centered is thus based on the following objectives:

1. To teach that God is the Creator and Sustainer of the universe of man.
2. To teach the application of Biblical principles to every part of daily life and to integrate all subjects with the Bible.
3. To teach the student to work independently, to apply himself to his work, and to work cooperatively with others to fulfill his various responsibilities at school, home and in the community.
4. To teach the student Christian love, respect for himself and others, the social graces, and personal hygiene.

*Christ Centered School is dedicated
to the educational pursuit of excellence for each student.*

The faculty and staff seek to achieve the following objectives in the lives of CCS students:

To develop a desire for reading and a love for books, and to instill a workable sense of values through reading wholesome, character-building materials.

To teach the use of the English language in the many facets of daily use, and to stress the qualities of neatness and good effort on all written work.

To develop an applicable knowledge in the field of mathematics and computer technology.

To develop an appreciation and basic understanding of the physical aspects of God's world.

To teach our American heritage and love for country.

To experience music through self-expression, listening, study, and performance.

To develop the creative skills of the student and to gain an appreciation of the fine arts and nature.

To promote the enjoyment of wholesome recreation and the value of physical education in life.

Mutual Expectations

A Cooperative Bond

It is our hope that a cooperative bond can be established between the home and school. This bond will certainly contribute to the growth of your child during his/her time here. In order for this to occur, the following commitments seem appropriate.

As parents, please strive to:

1. Send the child to school on time each day that school is in session - except in emergencies or when the child is too ill to come to school.
2. Send the child clean, well-groomed and nourished.
3. Maintain support of the school and its teachers by placing a high priority on education and its needs in today's society.
4. Provide a time each night for the child to complete homework assignments and, if necessary, give assistance when the child needs help.
5. Maintain interest in the child's school life and review work that has been sent home by the teacher.
6. Communicate with the school so that problems are averted and progress made.
7. Recognize the child's responsibility for him or herself in terms of academics, behavior, and attitude.
8. Realize the importance of the acquisition and application of good work and study habits as they relate to education, community and future employment.

As educators, we will strive to:

1. Accept each child as a person, complete with strengths and weaknesses.
2. Provide a positive learning environment where each child has optimal opportunity to learn and be successful.
3. Devote the time and energy necessary for the instruction of basic skills as well as creative expression.
4. Provide instructional materials and resources necessary for children to learn.
5. Monitor student progress effectively in planning and implementing the educational program.
6. Communicate with the home so that problems may be averted and progress made.
7. Develop student pride with respect to their work and accomplishments.
8. Develop each student to his or her maximum potential.

Questions?

In an effort to (1) give teachers the greatest possible latitude in managing the classroom and (2) keep the doors open for parent questions and concerns, it is the policy at CCS that all classroom-related questions be directed first to the classroom teacher. Questions or concerns regarding CCS administrative policies or personnel may be directed to the Principal, Office Manager, or any CCS Board member.

It is important that questions and comments be directed to the *proper person*. Please refrain from unnecessary speculation by allowing the teacher, administrator, fellow parent, etc., to handle *your concerns* in an appropriate manner.

Parent Participation

Christ Centered School desires the support and participation of parents. The school is constantly in need of volunteers for outings, parties, and special events connected with the school. Several opportunities for service can be found through the committees of the school board.

Donations of time, energy, and money are needed to improve the quality of the materials at the school.

Christ Centered School exists for your child. We encourage you to be involved as much as possible in the educational process. If you are interested in serving, please contact the school office.

Affiliation and Accreditation

CCS is an integral part of the Church of Christ at Harrison, Ohio.

CCS is fully accredited and chartered by the State of Ohio for preschool – 12th grade.

CCS will strive to meet or exceed the educational standards and guidelines as established by both public and Christian accrediting bodies, where those standards and guidelines enhance a quality Christian education.

CCS is a member of ACSI (Association of Christian Schools International).

Organizational Structure

Administration of CCS will be the responsibility of the Administrator. Hiring of the Christ Centered School Administrator will be the joint activity of the leaders of the church and the school board. The Administrator will report directly to the CCS school board.

The Christ Centered School Board, composed of parents and church leaders, will provide counsel, direction and policy making for the Administrator and school. This board shall meet once a month (on the second Monday at 6:30 p.m.) to ascertain decisions and alleviate concerns, and propose vision for forthcoming events and curriculum.

Statement of Non-discrimination

Christ Centered School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletics and other school-administered programs.

HEALTH AND SAFETY

Immunization Policy

Approved Means of Immunization as required by Section 3701.13, 3313.671, and 5104.011 A (5) of the Ohio Revised Code and Amended, Effective January 15, 1999.

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and **Hepatitis B** as set forth in Section 3313.671 of the "Ohio Revised Code". Pupils who have not been immunized by "a method of immunization approved by the department of health pursuant to Section 3701.13 of the Revised Code", are to be excluded from school attendance no later than fifteen school days after admission.

Section 3313.671 also makes an "in process" exception for pupils who have not received the minimum number of immunizations and are not otherwise exempt. Pupils who have received measles, mumps, and rubella vaccine, and at least one immunization against diphtheria, tetanus, and pertussis (DTP/Td), and at least one dose of polio vaccine, may remain in school, but they must make satisfactory progress in completing the DTP/DT/Td and polio series in order to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

Exceptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause." Similarly, a pupil is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) "is medically contraindicated." A history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may **NOT** be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

The Department of Human Services regulates day-care centers, and Section 5104.011 A (5) of the Revised Code currently requires that children in day-care must have "the immunizations required by statute for admission to school under Section 3313.671 of the Revised Code." Section 5104.011 A (5) of the Revised Code also states that "the age at which infants, and toddlers are required to have immunizations shall be established by the state department of health."

The link between laws that govern child day-care and laws that govern pupils in kindergarten through grade 12 made it necessary for the Ohio Department of Health to issue an executive order establishing approved means of immunization for children enrolled in child day-care centers, preschool centers and pupils in kindergarten through grade 12.

Christ Centered School subscribes to all regulations pertaining to chartered non-public schools including those mandated by the Ohio Department of Health.

Included with this Addendum are the following: (1) an Immunization Schedule Summary and (2) the actual Ohio Revised Code text pertaining to preschool and school-age children. Please add this Addendum to your Student/Parent Handbook.

If you have any questions, please contact the school office.

Student Illnesses

The following is a brief summary of common illnesses and guidelines for decision on school attendance, as specified by the Ohio Revised Code.

Chicken Pox

A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold

Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with the child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

Fever

If your child's temperature is 100 degrees Fahrenheit or greater (1-2 degrees above the child's normal temperature) s/he should remain home until they have been without a fever for a FULL 24 HOURS. Remember that fever is a symptom indicating the presence of an illness.

Flu

Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for a FULL 24 HOURS.

Head Lice

Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, via a strong glue-like substance, close to the scalp. They are small white specks, rice-like, usually found at the nape of the neck and behind the ears. After receiving treatment with a pediculocide shampoo *and nits have been removed*, the school office must see your child before returning to school.

Impetigo

Blister-like lesions, which later develop into, crusted, pus-like sores. Your child should remain home from school until receiving *48 hours* of antibiotic therapy *and* sores are no longer draining.

Pain

If your child complains, or behavior indicates, that s/he is experiencing persistent pain, s/he should be evaluated by a physician before attending school.

Pinkeye

Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good handwashing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering antibiotic ointment.

Skin Rashes

A physician should evaluate skin rashes of unknown origin before your child is sent to school. When the doctor approves a return to school, please send a physician's note with your child to the office.

Strep Throat/Scarlet Fever

Strep throat begins with fever, sore & red throat, pus spots on the back of the throat, tender swollen glands of the neck. Scarlet fever shows the same symptoms as well as a strawberry appearance to the tongue and a skin rash. High fever, nausea and vomiting may also occur. *Your child should remain home from school until receiving 24 hours of antibiotic therapy and no fever or vomiting has occurred for 24 hours.* Most physicians will advise rest at home for 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medicine is gone. Only when these instructions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

Vomiting and Diarrhea

Stomach ache, cramping, nausea, vomiting &/or diarrhea, fever, headache & body aches. *Your child should remain at home until symptoms have ceased for a full 24 hours. If your child has any of these symptoms at night, they should not be sent to school the following day.*

Child Safety

All students and staff practice building evacuation procedures for fire and how to take cover should a tornado or severe windstorm occur. State law requires monthly fire drills and tornado drills during tornado season.

According to Ohio law, persons whose duties bring them into contact with children are expressively required to report immediately instances of suspected child abuse or neglect. Some of those persons include teachers, school employees and school administrators. Failure to report is a fourth degree misdemeanor.

Emergency Notification

All parents are required by Ohio law to have an emergency notification form completed and on file for each child enrolled. This form is included in the registration packet and **MUST** be returned to the office by the start of the school year. Parents are responsible for keeping the office informed of changes in telephone numbers and other pertinent information.

Medical Emergencies

Any child who becomes ill or injured at school is examined by an office staff member and any emergency care that can be legally given will be administered, with the parent or guardian notified as soon as possible. Following the requirements in the Ohio Revised Code, students with a fever of at least 100 degrees fahrenheit or other symptoms severe enough to prevent them from remaining in the classroom **MUST** be sent home. Please refer to the section on Student Illnesses for requirements on how long your child must remain at home following certain types of illness. Please report contagious diseases to the school office. In the event of a severe medical emergency or if parents cannot be reached in a timely manner, students will be transported to the Franciscan Medcenter or to an emergency facility or hospital as designated by the parent on the Emergency Medical Treatment Form.

Medication Administration Policy

Providing medical care to a student is the responsibility of the parent and should not be assumed by the school. Whenever possible, it is preferred that students not be expected to take medication during school hours. If it is absolutely necessary that they must be administered during school hours, the following procedures must be followed:

Written permission for dispensing medication (prescription or over-the-counter) must be obtained from the student's parent. The administration of *any* medication without the order of permission of the parent or guardian is interpreted as practicing medicine and is prohibited by medical law.

The parent or guardian must complete the "Medication Form". This form provides parent permission, medical information and the physician order as required by Ohio law. A separate form is required for each prescription medication. New forms must be submitted each school year as well as for each change in medication or dosage. No medication can be administered unless this permission, information and order is provided.

The student is responsible for reporting on time for medication.

Students are *not* permitted to carry medication *to, from or during* school. Parents are advised to deliver the medication directly to the school office.

All medication must be delivered in the original container properly labeled with directions for administration. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage.

The school office staff will administer the medication in accordance with the physician's instructions. *Students may not carry or administer their own medications* because reactions to the medication taken may not be recognized and inappropriate treatment could be rendered. If the physician specifically documents on the medication permit that a life-threatening situation could occur if the student does not have immediate access to that particular medication, it may be carried by the student.

When a medication has been discontinued, the parent must pick up any remaining medication within one (1) week after discontinuation. The school office will dispose of leftover medication after that time.

School Visitors

Christ Centered School welcomes and encourages visits to the school by parents. If special arrangements due to disability are necessary, please contact the principal for assistance.

The school board also has an obligation to ensure that school visits are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

Pursuant to the Ohio Revised Code, all visitors to the building are required to be cleared through the school office before contacting any student or staff member. **Depending on the nature of the business to be conducted at school, visitors are required to sign in and/or out as determined by the principal.** All visitors must wear an identification badge.

Persons wishing to visit a class in session need to make arrangements in advance with the principal. The principal will make every effort to schedule the visit as soon as possible at a time convenient for the visitor and the teacher.

The principal has the authority to prevent entry into the school or to remove any person when there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

Dress Code General

Christ Centered School strives to create a quality Christian learning environment for our students. The dress code helps create an environment where learning about God and His word is top priority. We want our students to dress modestly, neatly, and in a way that is not disruptive. We want students to dress suitable for a learning atmosphere. Our dress code will help shape the attitude of the school and build school spirit. As with all other rules of our school, the dress code offers an opportunity to learn submission to those in authority and ultimately, submission to God.

1. Wear dockers style slacks or shorts. (Shorts may be worn April 15 through October 31.) Slacks and shorts should be properly fitted, with or without pleats, and shorts should be no more than 3" above the knee. Straight leg, properly fitted jeans may be worn (no holes, tears, patches, or faded jeans). Belts must be worn with pants that have belt loops.
2. No bib overalls, stirrup pants, leggings, athletic or collegiate wear of any kind, sleeveless or sheer blouses may be worn.
3. Jumpers or skirts, which are no shorter than 3" above the knee, and not tight fitting, may be worn.
4. Girls may wear collared shirts and blouses, such as polo, turtleneck, or oxfords. Boys may wear collared shirts such as polo, turtleneck, or oxfords. Crew neck shirts may be worn under a sweater, vest jumper blazer, solid color sweatshirt or CCS school spiritwear. All shirts must be tucked in.
5. All shoes with laces must be tied. No sandals or backless shoes may be worn. Socks must be worn at all times.
6. One day per month will be declared "dress down" day, when straight legged properly fitted jeans and w/sweatshirts/t-shirts with Christian slogans or CCS spiritwear may be worn.
7. No outerwear (coats, jackets, hats, caps) may be worn during class.
8. If an article of clothing is not included above, assume that it is not part of the dress code until you find out otherwise from the school office. Since it is impossible to address every new fad/style, any item of clothing deemed inappropriate may be addressed on an individual basis.

Personal Grooming

Boys

1. No earring during school or school functions.
2. No cosmetics, tattoos, or body piercing.
3. Hair should be clean, neat, cut at the collar and properly groomed. No ponytails, sculpted cuts, colored or dyed hair
4. No facial hair.

Girls

1. No more than 2 earrings per ear.
2. No tattoos or body piercing.
3. Make-up, if worn should not be excessive.
4. Hair should be clean, neat, properly groomed. No sculpted cuts, colored, or dyed hair.

Students arriving at school improperly dressed will be referred to the office.

Minor Offenses will be handled within the school setting.

Students wearing extremely inappropriate clothing will wait in the school office until parents can bring a change of clothes. Students will be counted present in school, but absent from individual classes until a change of clothing arrives.

Physical Education / Sports

Grades 5 - 6

Students taking PE or participating in school athletics will be required to wear the following:

Dark colored gym shorts (loose fitting). No jean shorts, no denim shorts.
White sweat socks
T-shirt or gym shirt. (No sleeveless T-shirts or tops.)
Tennis shoes.

Students are expected to participate in gym class unless excused for medical reasons (doctor's excuse required).

***Final decisions concerning all aspects of the dress code
will be made by the administration.***

After School Sports

CCS provides an after-school sports program in cooperation with area Christian schools and the Lutheran Church League. Sports programs include boy's and girl's volleyball teams for grades 5 – 6 and boy's and girl's basketball for grades 5 – 6.

Eligibility Standards

Because these programs are coordinated through a church league, eligibility is open to full-time and part-time (homeschool) students, and to youth group members from the Church of Christ at Harrison.

Full-time CCS students must carry a cumulative GPA of 73 each week of the season (basketball and/or volleyball) and must not be failing more than one class. The GPA of 73 is computed based upon the student's core grades in Bible, Math, Science, Social Studies (or equivalent), Reading/Literature, and English/Grammar.

Eligibility Warning

Students involved in after-school sports are given an Eligibility Warning when their GPA falls below 73 or when they earn failing grades in two or more subjects. At the discretion of the Athletic Director and Principal, the student may then be permitted a corrective period (maximum of 13 days, including weekends) to raise their GPA.

Team Suspension

Failure to bring up grades to Eligibility Standards within the designated corrective period will result in the student being suspended from all games, practices, tournaments, etc. for a minimum of 14 days (including weekends). If Eligibility Standards are not reached by the 15th day, the student will be permanently suspended for the rest of the season.

Automatic Ineligibility

Students who have failed any one of the six core subjects for 2 quarters is automatically ineligible.

Transportation To Athletic Events

Transportation to and from all sporting events is the responsibility of the parent. Ohio law expressly prohibits schools from providing transportation in anything other than state-approved yellow buses. Parents will refrain from asking teachers and coaches to transport students.

General

Communication

Confidentiality - Ohio law strictly limits the disclosure of personally identifiable information about pupils in schools. An exception is made in the case of directory information which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent has informed the school that any or all such directory information may be released only with their prior written consent. "Directory information" is defined by law to include the student's name, address, phone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation and awards received. Records and reports will be furnished upon the request of any authorized institution in response to a student transfer.

Permission Notes - Notes from parents or guardians are required for:

- any absence (please present note to homeroom teacher the day the student returns)
- participation in after-school functions
- medical appointments during school hours
- students planning to use transportation other than school bus
- any bus change
- students going on school-sponsored field trips

Parent-Teacher Conferences - Close communication between parents and teachers is encouraged. Conferences facilitate better understanding between home and school, aid in reporting student progress and help to meet the individual needs of each child. Refer to the school calendar for scheduled conference nights during the school year. In addition, parents are encouraged to consult with teachers throughout the year. To schedule a conference, contact the teacher directly.

Questions or Concerns - Feel free to contact the school office any time you have a question about school. If classroom matters are involved, consider your child's teacher your first and best resource. The principal and district counselors are also available to listen and share information with you, should concerns arise during the year.

Parent Access to Records - Christ Centered School is in compliance with state and federal laws regarding maintenance of student records. Unless stated otherwise by custody orders, both custodial parents and non-custodial parents have the right to inspect and review their child's school records upon request to the principal.

Custody Records - When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody orders to the school. Changes in address, phone numbers or emergency numbers should be reported to the school immediately.

Attendance

Start of Day

Preschool Morning Classes **9:00** Preschool Afternoon Classes **12:30**

Kindergarten – 12th Homeroom at **9:00**

Students should arrive 5 to 10 minutes before the start of school.
Students in K – 12 are considered tardy after 9:00 a.m. Students arriving late due to bus schedules are not considered tardy.

***Students may enter the building at 8:45.
Students arriving earlier than 8:45 must make arrangements with the
school office for latchkey services.***

The maximum number of parent-excused absences per quarter is 7 days. Five tardies will constitute an absence. It is up to the discretion of the principal to allow additional absences where a student misses more than seven days. Missing more than seven days per quarter may, depending upon the circumstances, constitute truancy.

Excused Absences

In order to provide an atmosphere that is conducive to learning, students are expected to be present and ready to study when class begins. The parent or guardian shall either (1) call and notify the school office *each day* the child is absent, or (2) notify the school that the child will be absent for an extended period of time. The parent or guardian must also write a note to the teacher explaining the reason for a student's absence (or tardiness) from school upon the child's return. The following absences are excused under Section 3301-51-13 of the Ohio Administrative Code:

1. Personal illness.
2. Quarantine of the home.
3. Illness in the family.
4. Death of a relative.
5. Work at home due to absence of parents or guardians.
6. Observance of religious holidays.
7. Family emergency or set of circumstances which, in the judgment of the Director, constitutes a good and sufficient cause for absence from school.

If parents desire to pick up assignments for their children, they may request them from the teacher ahead of time. Teachers cannot take time from class to prepare on-the-spot assignments. Please give them as much notice as possible. Work missed must be made up. Elementary students will be required to present a written note to their teacher explaining absenteeism when returning to school.

Unexcused Absences

Parents are discouraged from scheduling vacations and trips during the school year. Such absences should certainly be requested only as an absolute necessity. If this becomes necessary:

1. The parent should notify the office as far in advance as possible (minimum three weeks).
2. Arrangements should be made with the teachers at their convenience concerning completion of schoolwork to be missed. All work missed must be made up!
3. In the case of an unexcused absence or tardy, it is the student's responsibility to contact the teacher about make-up work.
4. There will be no credit for work not made up.

*Keep in mind that the State of Ohio **will not** recognize personal / family vacation as an excused absence.*

Tardiness

A student will be marked tardy when he arrives after 9:00 a.m. (school day officially begins at that time). Bus delays will be considered excused and not counted. Five tardies constitute one absence with respect to perfect attendance. Students who arrive after 9:00 (or after their class has left the gym) should report immediately to the school office. Those arriving after 11:00 a.m. will be marked absent 1/2 day.

Latchkey Policies

Before- and after-school Latchkey Services are available for students enrolled in Preschool - 12. Contact the school office for more information.

Lost Books

Any textbook that is lost and not found within 30 days must be replaced new (exact book must be bought). Any library book that is lost and not found by the end of the school year must also be replaced new.

Toys/Electronic Devices in School

No toys or electronic devices should be brought to school. This includes toys that may hang from a backpack, electronic games, cell phones, etc. This will help eliminate the loss of toys, games, etc. and the possibility of them being destroyed at school.

In Your Interest

We trust that many of your questions and concerns have been answered in the handbook. It is most difficult to cover all aspects thoroughly especially with dress code items in a fad-based society. Please help the CCS staff use this handbook effectively by following the guidelines shared.