

Parent-Student Handbook

2011 - 2012



Grades PreK-4

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Student Information

School Hours

Elementary Day

- 7:30 Office Opens
- 7:45 Students may arrive
- 8:00 Classes Begin
- 3:00 Dismissal
- 3:15 Students still on campus will go to after-school care
- 3:30 Office closes
- 5:15 After-school care ends

School Closings and Delays

- The school will send an Edline e-mail, text or voice message announcing any school closings and delays. Your account must be activated and contact information updated.
- School closings and delays are also broadcast over radio stations WKRX (AM 960), WQKT (FM 104.5), WCRF (FM 103.3), WKLM (FM 95.3), WHBC (AM 1480 and FM 94.1), WHFM (95.5) and on television channels WKYCTV 3, WJW (Ch 8), WEWS (Ch 5), and WUAB (Ch 43).
- While the school makes decisions related to delays or closings, 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.

After-School care

After-school care is available with an approved caregiver on Monday through Friday from 3:15 p.m. to 5:15 p.m. for children Pre-K - grade 6.

- Parents may sign up for after-school care at any time during the school year.
- The caregiver is an individual not employed by the school, therefore, payments are made directly to the caregiver when you pick up your child.
- Information is available in the elementary office.

Arrival and Dismissal

Students should be dropped off and picked up at the northeast (back) entrance to the elementary school, please use the north drive beside the tennis courts. If you are parking and entering the building, please use the northwest (front) entrance.

- If a student arrives at school before 7:45 a.m., prior approval is needed from the principal. This is to assure students are supervised and safe.
- Early students will gather in the elementary school lobby until they are dismissed to the classroom.
- During the school day, students will be supervised by a teacher or teacher's aid at all times.
- After a student arrives at school, he or she will not be permitted to leave the school grounds for any reason unless accompanied by a parent or other designated person, or written permission is given otherwise.

Connection (weekly newsletter)

The Connection is available on the last day of the school week, posted on the web site. This newsletter contains information about the upcoming week. If you prefer receiving a hard copy, please request it through the office.

Edline

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

Academics

Contact teachers

Teachers are available to receive calls between 7:30 a.m. and 7:50 a.m.; and between 3:05 p.m. and 3:30 p.m.

Curriculum

Please request a curriculum guide for specific information relating to elementary curriculum taught.

Field Trips

Field trips are academic activities held off school grounds. The Emergency Medical Form includes a parent signature giving permission for participation in a field trip. Parents will be informed of field trips in the weekly Connection.

Homework

The purpose of homework at the elementary level is to extend learning which takes place in the classroom. Reasonable daily homework guidelines are as follows:

- Grades 1 and 2 30-40 minutes per evening
- Grades 3 and 4 40-50 minutes per evening

These daily guidelines do not include work for special projects or reports.

In order to partner with families and churches, teachers will not assign homework on Wednesday evenings, or on the evening of a school activity.

Kindergarten

CCS will provide kindergarten screening to help parents determine the readiness of a child for kindergarten. Children who are 5 years old by September 30 may begin kindergarten.

- Screening assessment tests include gross and fine motor skills, articulation, visual concepts and discrimination, logical relations, basic school skills, behavior and self-help skills.
- Parents will consult with the staff concerning the readiness of their child.

Library

Students are encouraged to read, library time is available once a week. Students may check out books for two week, but are asked to return a book before checking out additional materials.

NILD (National Institute for Learning Disabilities)

NILD educational therapy is available for any student.

- The purpose is to provide one-on-one therapy with a trained therapist.
- The sessions include a variety of techniques designed to stimulate and strengthen areas of perception and cognition.
- Students will develop independence and responsibility.
- Information about the NILD program is available in the elementary office.

Pre-K (Prekindergarten)

The Pre-K program is provided for children who are four years old by September 30; a three year old child who has a birthday after school begins, but before September 30, may begin school as soon as they turn four years old.

- The purpose of Pre-K is to provide an educational setting where students can learn through play and interaction with peers and adults.
- The goal is to create a curriculum that allows children many opportunities to explore the environment.
- Please request a curriculum guide for complete details on the Pre-K curriculum.

Academics (continued)

Student-led Parent Teacher conferences

The school offers regularly scheduled conference dates (see school calendar) throughout the year. Parents may schedule a conference with a teacher at any time.

Students are involved in these conferences and will meet with their parents and teacher. The purpose of this activity is to allow students to reflect and evaluate their performance, and take responsibility for their learning.

Student-Teacher Goal Setting

Teachers encourage students to reflect on their academic performance and meet with each student approximately every six weeks to set goals. The goals are reviewed at the end of each period and new ones are set.

Tutoring

A tutor is available for remedial and supplemental instruction for any student desiring this service. This tutoring usually takes place within the classroom.

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 from their parents to leave school any time during the day. The student will sign out when they leave and sign in when they return at the Welcome Center.

Excused absences

Absences are excused for the following reasons:

- Appointments
Please schedule medical, dental and other appointments outside of school time. If necessary, such appointments will be excused when a parental note is presented before the appointment. The note should be handed in at the Welcome Center before 8:00 a.m.
- Death or serious illness in the family
- Emergency or special reasons as arranged with the principal
- Family trip
Students may be excused for up to five days for a family trip. The trip is to be with parents, a church youth group or extended family members. Students should present a written request from parents one week in advance.
- Personal illness
- Weather conditions

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

Assignments are posted on Edline.

The school has a clinic for students who become ill or are injured at school. If students cannot attend class due to illness, they are to return home. The parent will be called to pick up the student or to notify them that the student is driving home. The student may stay in the clinic until the parent arrives.

Dress Code

- Students should appear clean and well groomed.
- Clothing should be modest, comfortable and appropriate in a Christian community.
- To ensure safety on the playground, shoes or sandals with straps should be worn, flip flops are discouraged.
- Parents should provide non-marking court shoes for indoor gym activities, these shoes should stay at school in the student cubby.
- We ask that no camouflage clothing be worn at school.

Emergency Care, First Aid, Student Safety

- Any significant emergency will be handled by the Kidron Fire Department's 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 parent is not present.
- Parents will be notified of an emergency as soon as possible.
- School personnel are trained in basic CPR.

Administering Prescription Medication

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

- A designated form is completed by the parent and prescribing physician.
- The medication is in its original container and brought to the school by a parent.

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 dispose of any unused medication left at the school at the end of the school year.

Nonprescription medication will be administered as needed if the parent signs a medication form which is kept on file in the elementary office.

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. Changes in information should be reported as soon as possible to the office.

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. Whenever possible, the student should be picked up as soon as possible.
- Students should be "fever free" for 24 hours before returning to school.
- The school conducts checks for lice and nits as needed. 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.

Locked Door Policy

To ensure the safety of all students between the hours of 8:00 a.m. and 3:00 p.m. you may enter the school building at the Welcome Center in the main lobby. All other doors will be locked during these hours.

Guests

Guests are welcome to visit the elementary school at any time with an appointment. Please contact the elementary office to schedule a visit. All guests will be registered at the Welcome Center in the main lobby. Open House events are also scheduled throughout the year for any student interested in attending Central Christian School.

Late Arrival to School

Students arriving late to school will sign in at the Welcome Center in the main lobby.

Lost and Found

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

Lunch and Milk Tickets

- Students may purchase a hot lunch daily or bring a packed lunch.
- Tickets are available for 5 meals, 10 meals, one semester or year long plans.
- Students may also purchase a ticket for 20 cartons of milk.
- These tickets are purchased in the business office.
- The school web site and the Connection (weekly newsletter) list lunch menus for each day.

Please send money in an envelope marked with the child's name, amount of money and its intended purpose. The administrative assistant will notify parents when the child needs more lunch or milk money.

Parent Participation

- Parent participation in school activities is appreciated and welcomed.
- Please contact the elementary office if you wish to volunteer.
- Opportunities for parent participation are: cleaning the school rooms before the beginning of the year, fund raisers, classroom parties and field trips.

Pictures

- School pictures are taken of each student at the beginning of the school year.
- Parents will receive a school picture packet with information about ordering and purchasing.
- The individual pictures taken will be used in the annual school yearbook.

Playground Information

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

Transportation

- Transportation is provided daily to and from school for an additional fee. Parents and students who are daily riders are asked to read, sign and return the School Bus Riding Policy form to the bus driver at the beginning of each year.
- Transportation will also be provided for school field trips and activities.

Restorative Discipline

Central Christian School seeks to follow the standards of Mennonite Church USA and the larger 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

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

The elementary program provides activities to teach the important disciplines of cooperation and respect. Positive behavior is rewarded by teachers and staff. Strategies are taught to allow students to solve conflicts with each other. The peace mat process is one which encourages both individuals to address their feelings and develop mutually agreed upon strategies to restore relationships.

When student behavior requires adult intervention, teachers and staff will respond in an appropriate manner.

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 more than once 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, 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 discipline procedures.

Restorative Discipline (continued)

Student Regulations

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

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.

Mission

Central Christian School is commissioned by Mennonite Church USA to partner with Christian families and congregations to educate and nurture the whole person by teaching Biblical values, practicing Christian discipleship and community, promoting academic excellence, and encouraging a faith commitment to Christ and the Church.

Ownership and Supervision

Central Christian School is located at 3970 Kidron Road in Kidron, Ohio, on a beautiful 60 acre campus. The school is owned and operated by the Ohio Conference of Mennonite Church USA. The elementary began operation in the fall of 2000. Central Christian School is chartered by the State of Ohio and is a member of Mennonite Education Council (MEC).