



Cypress Christian Schools

Parent Student Handbook 2018-19

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Introduction and Greeting

Cypress Christian School, a ministry of the Cypress Wesleyan Church, is a unique educational program which provides Christian instruction to children in grades K through 8. Our guiding value is excellence in education within a context of Christian beliefs, compassion and lifestyle. Cypress recognizes the value and the need for a church-based daycare, preschool and school system to serve our surrounding communities.

We recognize the important responsibility we have assumed, in partnership with families, to provide the physical care, educational instruction, and spiritual development that are vital in the lives of children. We also realize we can fulfill this responsibility only through the support of parents, the expertise and dedication of our staff, and the guidance of the Holy Spirit.

This handbook is designed as a means to share important information and policies of the Cypress Christian School (CCS). Please read it and keep it available for future reference. The School and School Board reserve the right to change these policies at any time.

We appreciate your trust in us and please remember us in your prayers for the love, patience, and wisdom needed for this awesome task.

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1.0 Foundational Information

1.05 Executive Leadership

Cypress Christian School is ultimately accountable to the Local Board of Administration (LBA) of the Cypress Wesleyan Church. Cypress also has a School Board which meets monthly with the School Leadership Team. The CCS Board serves as the primary policy making, advisory and development group for the school. The Leadership Team reports to the CCS Board as it relates to policy, staff and development issues. The board shall also be a recommending group on behalf of the school to the Cypress Wesleyan Church LBA when appropriate.

Daily operations are addressed by the School Principal who reports to the CWC Executive Director. The Principal is accessible to student families regarding school related concerns.

1.10 Mission Statement

It is the mission of Cypress Christian School, working in partnership with parents and the church, to educate students with a strong biblical worldview; academically, physically, and emotionally to excel in the use of the gifts God has bestowed on them.

1.15 Vision Statement

Graduates of Cypress Christian School will demonstrate that life is a process of continual growth relative to their ability. They will serve God through all of their gifts and abilities, making the most of the resources available to them.

1.20 Statement of Faith

At Cypress Wesleyan Church, our congregation is comprised of people from many church/religious backgrounds. Cypress Christian School is too! We are confident in the Bible as our written source for spiritual truth. We believe that personal faith in Christ is our primary hope of final salvation. We look to Christ as our example for life. And we need each other for effective spiritual growth and maturity in our Christian walk of life. Below is a basic creed. We believe in:

Faith in the Holy Trinity

The Father – We believe in one living and true God, both holy and loving, eternal, unlimited in power, wisdom, and goodness, the Creator and Preserver of all things.

The Son of God – We believe in Jesus Christ, the only begotten Son of God.

The Holy Spirit – He is the Administrator of grace to all mankind. He is ever present, assuring, preserving, guiding, and enabling the believer.

The Word of God

We believe that God's Word is inspired and infallible. It is fully inerrant in the original manuscripts and superior to all human authority. You don't fit the Bible in your life, you fit your life in the Bible. God's Word has never failed man. It is a perfect road map that leads to eternal life with God.

God's Purpose for Humanity

We believe that the two great commandments which require us to love the Lord our God with all our heart, and our neighbor as ourselves, summarize the divine law as it is revealed in the Scriptures.

They are the perfect measure and norm of human duty, both for the ordering and directing of families and nations, and all other social bodies, and for individual acts, by which we are required to acknowledge God as our only Supreme Ruler.

Marriage and the Family

God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship which is divinely designed for the birth and rearing of children and is a covenant union made in the sight of God, taking priority over every other human relationship.

Personal Choice

We believe that humanity's creation in the image of God included ability to choose between right and wrong.

The Atonement

We believe that Christ's offering of Himself, once and for all, through His sufferings and death on the cross, provides the perfect redemption and atonement for the sins of the whole world, both original and actual.

Repentance and Faith

We believe that for men and women to appropriate what God's prevenient grace has made possible, they must voluntarily respond in repentance and faith. The ability comes from God, but the act is the individual's. Repentance begins by the convicting ministry of the Holy Spirit. It involves a willful change of mind that renounces sin and longs for righteousness, a godly sorrow for and a confession of sin. Faith, in turn, is the only condition of salvation. It begins in the agreement of the mind and the consent of the will to the truth of the gospel.

Justification, Regeneration and Adoption

We believe that justification is the judicial act of God whereby a person is accounted righteous, granted full pardon of all sin, delivered from guilt, and completely released from the penalty of sins committed.

We believe that regeneration, or the new birth, is that work of the Holy Spirit whereby, when one truly repents and believes, one's moral nature is given a spiritual life with the capacity for love and obedience.

We believe that adoption is the act of God by which the justified and regenerated believer becomes a partaker of all the rights, privileges and responsibilities of a child of God.

Good Works

We believe that although good works cannot save us from our sins or from God's judgment, they are the fruit of faith and follow after regeneration.

Sin after Regeneration

We believe that it is possible to fall into sin after regeneration.

Sanctification

We believe that sanctification is that work of the Holy Spirit by which the child of God is separated from sin unto God and is enabled to love God with all the heart and to walk in all His holy commandments blameless. Regeneration is when we have God.

Sanctification is when God has you.

The Gifts of the Spirit

We believe that the Holy Spirit is the agent of all Spiritual gifts and that these gifts are given to glorify God and not man. However, we major on the fruit of the Spirit and not the gifts of the Spirit. Gifts of the Spirit without first the fruit of the Spirit is like a tree without roots.

The Second Coming of Christ

We believe that the certainty of the personal and imminent return of Christ inspires holy living and zeal for the evangelization of the world.

The Church

We believe that the Christian church is the entire body of believers in Jesus Christ, who is the founder and only Head of the church. We believe that the church was/is God's only plan to save the world and is a powerful gathering of people beyond anything man could construct.

Destiny

We believe that there is life after death and all are on their way to either heaven or hell.

The Sacraments: Baptism and the Lord's Supper

We believe that water baptism and the Lord's Supper are the sacraments of the church commanded by Christ and ordained as a means of grace when received through faith.

We believe that water baptism is an outward and visible sign of an inward transformation of the heart and should be administered to all believers.

We believe that the Lord's Supper is a sacrament of our redemption by Christ's death and our hope in His victorious return, as well as a sign of the love that Christians have for each other.

1.25 Philosophy of Education

Cypress Christian School espouses the historic Christian view of life as presented in the Bible: since God created and sustains everything through His Son Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can only do this by being recreated in God's image through the new birth, and by committing his life to Jesus Christ as Savior and Lord. The total process of education, therefore, seeks this restoration of the student to the position of true knowledge, true righteousness and true holiness in Christ. Cypress Christian School seeks to accomplish this by developing and relating the whole person to God spiritually, mentally, socially and physically. By providing an atmosphere where young people can experience regeneration and spiritual growth, they can grow in their understanding of God's will. Discipleship, therefore, is an important part of the ministry of the Christian school.

Such an education stems from the comprehensive principle stated in Colossians 1:16-17: "For by Him (Christ) all things were created...He is before all things, and in Him all things hold together." Such an education is God-centered, not man centered, and presents all truth as God's truth. Even though knowledge is often factually the same for both the Christian and non-Christian, no subject can be taught in the totality of its truth if the creator is ignored or denied.

Also vital to such an education is the recognition of the Holy Spirit's ministry in teaching and learning. If "all the treasures of wisdom and knowledge are hidden in Christ" (Colossians 2:3), then an educational process conducted in vital union with the Holy Spirit (John 16:3) will be a truly fruitful one. "He will guide you into all truth..."

It is in this atmosphere that Cypress Christian School offers a program of instructional excellence emphasizing solid academics and using educationally sound materials and methods to develop the student's intellect. We believe this is the type of education parents are seeking when they enroll their children here. We believe that the school should function as an extension of the home to aid parents in giving this type of education.

1.30 Non-Discrimination Statement

The educational program of Cypress Christian School shall be provided without discrimination on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs and/or extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

2.0 General School Information

2.05 School Hours

The school day begins at 8:15 a.m. for all students. Students in grades K-1 are dismissed at 3:00pm, students in grades 2-4 are dismissed at 3:15pm, and students in grades 5-8 are dismissed at 3:25pm. School Office hours are 7:45am to 4:00pm. Any appointments or scheduling needs must be arranged during these hours. We also have a voice mail system for messages and communication outside School Office hours.

2.10 School Closing for Inclement Weather

Closings and delays will be reported to the local television and radio stations, as well as on the school's Facebook page. Cypress will also utilize the Remind text service to notify parents of a closure (contact the school office for more information). School buses will follow their public-school district's closing policy. If Cypress has school when one of the districts do not, you will be responsible for providing your own transportation for your student.

2.15 Before and After School Kids (BASK)

The BASK program provides qualified care and supervision for students from the hours of 7:00am to 7:50am and 3:30pm to 6:00pm. Applications, rates and general information are available in the School Office or on the school website. Please note that the cost of BASK is NOT included in tuition.

2.20 Morning Drop-off – 7:50am to 8:15am – See Appendix A for Parking Lot Map

1. No Parking in the spaces nearest the school (marked in red on the map).
2. Please do not drive into the bus line (marked in yellow on the map) under any circumstances.
3. Please drive slowly, pay attention to your surroundings, and avoid using your cell phone. Pull up as far as possible and close all gaps in the line.
4. Please ensure students can exit the car on the passenger side to prevent them unloading by the bus lane.
5. Any parents entering the building during the drop off time (either with or without students) should park in the spaces toward the daycare and enter through the "Church Lobby" doors. These are both marked in green on the map.
6. No students should be dropped off at school prior to 7:50am unless they are registered with BASK (our before and after school program). There is no school staff supervision available for students prior to 7:50am.
7. Any students arriving after 8:15am will be marked "Tardy". These students will need to be walked into the building by parents to be signed in at the main office and receive a pass to class.

2.25 Afternoon Dismissal – 2:50pm to 3:40pm

1. Please note the dismissal times for this school year.
 - K-1 – 3:00pm
 - 2-4 – 3:15pm
 - 5-8 – 3:25pm
2. To help with traffic flow, please arrive at the appropriate dismissal time. For families with multiple students, please arrive at the latest dismissal time. Younger students will be supervised by staff until older siblings are dismissed.
3. If you do arrive earlier than your dismissal time, please park in the student center parking lot (marked in orange on the map). Once your dismissal time arrives, please join the carline.
4. No Parking in the spaces nearest the school (marked in red on the map).
5. Please do not drive into the bus line (marked in yellow on the map) under any circumstances.
6. Please drive slowly, pay attention to your surroundings, and avoid using your cell phone. Pull up as far as possible and close all gaps in the line.
7. Please ensure students can enter the car on the passenger side to prevent them loading by the bus lane.
8. Parents wishing to walk up to collect their students should park in the spaces toward the daycare (marked in green on the map). Parents should walk toward the “Church Lobby” doors (marked by the green arrow on the map) and then walk along the building to collect students (marked in pink on the map). Parents should return to their cars with their students on the same path.

2.30 Parking Lot Map

Appendix A is an annotated map of the school parking lot for drop-off and dismissal.

2.35 Bus Transportation

Transportation to all districts is for limited areas. If they cannot provide transportation, then a reimbursement is available through your school district. Transportation applications are available in the school office or on our website.

HILLIARD SCHOOL DISTRICT: Transportation department (614) 921-4700

Current bus riders do not need to contact Hilliard for bus transportation next year unless there is a change in pick-up or drop-off location.

COLUMBUS PUBLIC SCHOOL DISTRICT: Transportation department (614) 365-5074

New and returning students must complete an application.

SOUTH-WESTERN CITY SCHOOL DISTRICT: Transportation department (614) 801-8550

3427 Southwest Blvd, Grove City OH 43123, Hours: Monday-Friday 9:30 am and 1:30 pm

If you are a NEW bus rider: South-Western requires the parent/guardian to go in person to their department and provide two current proofs of residency, the student's birth certificate, and a photo I.D.

If you are a returning bus rider: bus forms must be returned to CCS no later than the last day of school with one proof of residence.

STUDENTS LIVING IN ANY OTHER SCHOOL DISTRICT: Please contact that school district for more information.

2.40 Tuition and Fees

The school seeks to keep its tuition fees as low as possible consistent with fiscal responsibility. A tuition fee schedule is published annually in the Admissions Packet and is posted on the school website. A signed Registration Form must be submitted at the time of enrollment. Cypress Christian School contracts with the FACTS Management program to collect tuition (except tuition paid in full prior to the beginning of the school year or biannual payments). All fees are non-refundable. However, a refund may be considered if a student withdraws due to a parent job loss, a major medical hardship, or a move out of the area. Refunds in these circumstances are at the discretion of the school leadership and are not guaranteed. Please contact the School Finance Office at (614) 878-8192 for complete information.

*Please note further financial policy information under student Transfer/Withdrawal.

Fees

Instructional Fee

The instructional fee covers technology purchases and repairs, lab supplies, field trips (excluding 8th grade trip), Bible curriculum, and classroom incidentals.

K-5th grade= \$225 6th-8th grade= \$250

Re-enrollment Fee

Re-enrollment fees are due at the time of student re-enrollment to confirm the student's enrollment at Cypress for the next school year.

\$60 per student (a max of \$120 per family)

Application Fee

The application fee is a one-time non-refundable fee due at the time a school application is received for enrollment consideration. The fee covers processing of the application and screening of students.

\$100 for first student, \$50 for second student, \$200 family cap

2.45 Student Release Policy

Parents must supply the school with a list of people who are authorized to pick up their child after school. A written note should be sent with the child on any day that another person will be picking him/her up. The School Office and the teacher will need to be aware of the change. Unfamiliar persons will be asked who they are and may be asked to provide photo identification. If the school is unable to verify the identity of this person, the child will not be released until parents have been contacted. Please ask any new person picking up your child to come into the school and identify him/herself to the teacher and/or School Office personnel before leaving with the child.

2.50 Lunch

Children in school all day should bring a packed lunch. No refrigeration is available, so please plan lunches that will hold for several hours. Milk (white or chocolate) will be available at a minimal cost. Please do not pack any red drinks or carbonated drinks. Due to codes and liability, the heating of student lunches will not be allowed.

Lunch Room Rules

- No excess noise or loud talking
- No leaving your seat without permission
- Students must be seated properly at all times
- Absolutely no throwing of food
- Pick up all papers and garbage around the eating area and dispose of it properly as the teacher or lunch room monitor instructs.

Hot Lunch

The PTO offers a hot lunch program 2-3 days a week. Menus are found on Renweb and lunches must be ordered and paid for through Renweb.

Milk Cards

Parents can purchase milk cards at the rate of 20 milks for \$10. Please send cash or checks in an envelope marked "Milk Card".

2.55 Chapel

Chapel services are held once a week at 8:30am. Middle school chapel is on Tuesday and Elementary School is on Thursday. Chapel is a time of Worship, including musical praise and special speakers. On occasion, one of the Cypress pastoral staff will interact and communicate with the student body. Students are expected to attend chapel in an orderly way and worshipful manner. Parents and visitors are invited to join us for this time.

2.60 Communication with Parents

Parents can expect regular communication from their classroom teacher. Two parent-teacher conferences are offered during the year, one in the fall and one in the spring. Either the parent or the teacher may request a conference any time there is a special concern. Teachers cannot leave their classrooms during assigned times to answer phone calls. Please feel free to call and leave a message or email the teacher. The teacher will return your call/email when possible. Emails will be answered promptly. Emergency situations and calls will be handled by the School Office staff.

Parents should sign up for Remind text notifications from the office for school closing announcements and other information that needs to be sent quickly. Parents can also use the Cypress Facebook page to ask questions or seek information.

2.65 Newsletter

School-wide e-newsletters are sent weekly to keep parents updated on school activities and events. Reading the e-newsletter is the best way to keep informed of school events, dress down days, and other important information.

2.70 Medications

The school is not authorized to dispense medication to a student unless the following requirements are met:

1. The school receives a completed medication authorization form. This form can be obtained from the School Office. The form must be completed by both the physician and parent before being returned to school.
2. Medications are not routinely given at school unless the student's physician indicates a need for the medication to be given during school hours.
3. The medication must be in the original container and labeled with the student's name.
4. No student should carry or administer his/her own medication. Exceptions apply to asthma inhalers and Epipens when the proper form is on file in the School Office.
5. Over the counter drugs such as Tylenol, Advil, Motrin, etc. are considered medication and cannot be dispensed without the proper form being on file in the School Office.

2.75 Immunizations

By State law and the Ohio Department of Health, your child must have a minimum number of required doses of vaccine to attend school or complete a waiver (contact the school office for more information). Please be aware that failure to submit documentation within two weeks of admission to school will exclude your child from school. The State requirements for immunization are listed on the following page.

Diphtheria/Tetanus/Pertussis (DPT, DTaP, DT, Td):

- A minimum of 4 doses are required for K and 3 doses for Gr. 1-12.
- If the 4th dose was administered before the 4th birthday, a 5th dose is required.
- One booster dose of Tdap vaccine must be administered before entry to 7th grade (effective for grades 7-10).

Poliomyelitis (OPV, IPV):

- Kindergarten – Grade 3: A minimum of three doses is required. The final dose must be administered after the 4th birthday.
- Students in grades 4-12: 4 doses if a combination of OPV or IPV was administered; 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

MMR (Measles, Mumps, Rubella):

- Two doses of measles, mumps, rubella (MMR) vaccine are required. The first dose must have been received on or after the first birthday, and the second at least 28 days after the first dose. If MMR and Varicella have not been given on the same day, they must be separated by 28 days.

Hepatitis B Vaccine:

- K-12: A minimum of 3 doses is required: the second dose must be administered at least 28 days after the first dose. The 3rd dose must be administered at least 8 weeks after the second dose and at least 16 weeks after the first dose and must not be administered before 24 weeks of age.

Meningococcal

- 1 dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered

Varicella (Chicken Pox) Vaccine:

- 2 doses required for Kindergarten and Third grade. A valid immunization is one that is given on or after the first birthday. If MMR and Varicella have not been given on the same day, they must be separated by 28 days. The second dose should be administered at least 28 days after the first dose.
- Students in Grades 4-7: one dose of the Varicella vaccine given on or after their 1st birthday.
- Written verification of history of disease from either a parent or physician is also acceptable.

2.80 Emergency Operations Plan (EOP)

CCS has a comprehensive EOP on file with Ohio Department of Education, Ohio Department of Homeland Security, Columbus Police and Columbus Fire. Parents with questions or concerns should contact the school office.

2.85 Emergency Drills

Monthly fire drills and scheduled tornado drills are handled and carried out in complete compliance with all local codes and guidelines. Other emergency drills will be conducted at various times during the school year and communicated within the e-newsletter.

2.85 Medical Emergency Plan

Health assistance is available during the entire school day. The School Office is equipped to care for minor wounds and illnesses. When a student comes into the School Office for care, a staff member will determine whether or not the student should remain at school or go home. If the student should need to go home, the appropriate person will be called and the student will remain in the School Office until being picked up. No student is to leave school premises for illness without first reporting to the School Office.

Precautions are taken to prevent accidents and to insure the safety of all children and adults. However, should an accident occur, if deemed necessary, the child will be taken by emergency squad to the hospital emergency room listed on the Emergency Contact Information form. Parents, or persons responsible for the child involved, will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent or guardian. A report of any accident or illness will be completed and signed by the staff member(s) supervising at the time of the incident. It will then be placed in the child's file.

More information about student illness and attendance is located in Section 4.

2.90 AIDS Policy

Cypress Christian School shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals. The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of people living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures

for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

3.0 Admissions Policies

3.05 Admissions Philosophy

Cypress Christian School is a positive, Christian alternative to the public school system. We desire students and families who have an appreciation of Christian values and are seeking Christian education of high quality. CCS is not staffed to handle children with certain learning disabilities or significant and persistent behavioral issues. However, we do see our services as a ministry and will reserve the right to evaluate each student for possible enrollment who may have learning struggles, or who are high achievers, and serve them to our best capacity. As a private, tuition-based school, we are committed to maximum attention to the total body of learners.

3.10 Admission Standards

By enrolling children at CCS, parents pledge cooperation in encouraging their children to follow the Christian teachings of the school, respect the authority of the teachers and endeavor to pay tuition on time.

Parents and students must be supportive of the school's "Statement of Faith" and agree to have their children taught in accordance with it. In addition, the School Board would urge parents to recognize that their scriptural responsibility is to "...bring them (children) up in the training and instruction of the Lord" and that the primary responsibility for this rests with the parent (Ephesians 6:4 NIV). While the School Board desires that every student come to a saving knowledge of Jesus Christ, this is not a requirement for admission.

3.15 Probation for New Students

First-time students are automatically on probation for nine weeks. During that time their progress, academically and socially, will be monitored with special care to determine the correctness of their grade placement and their compatibility with the purposes and program of Cypress Christian School.

3.20 Change in Personal Information

If any changes occur in a student or parent's name, address, telephone number (home or work), or employment, please notify the School Office immediately. Please keep emergency contact information current as well.

3.25 Student Transfer or Withdrawal from School

If it becomes necessary for the student to transfer to another school, such intention shall be reported to the Principal by means of a statement signed by the parents, or the parents shall contact the school personally. Approval for withdrawal will be granted after all school books and other school property has been turned in. Upon request of the school to which the student is transferring, an official report of performance marks and grades, together with other pupil records, will be forwarded after all financial obligations have been met.

The following criteria are used in determining financial obligation:

1. Families withdrawing from school because of being transferred or moving from the area are responsible for paying the tuition for the entire month of withdrawal.
2. A family leaving at the request of the School Board or Principal, for either disciplinary or academic reasons, is required to pay the tuition up through the day of withdrawal.
3. A family leaving to enroll in another area school must pay for the entire semester in which they leave.

Student records may not be released until all financial obligations have been met (Ohio Revised Code, Section 3313.642).

4.0 Attendance Policies

4.05 Attendance Policy Overview

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the time the school attended is in session. Regular attendance in school is vital for success. For this reason, Cypress Christian School does everything in its power to encourage regular and punctual attendance.

Parents should call the school at (614) 870-1181 if a student is ill, will be late, or will not be attending class that particular day. The tardy, early dismissal and one-half day absence policies are as follows:

- Elementary school tardies and early dismissals will be recorded for each student who misses up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.
- Middle School tardies and early dismissals will be recorded for each student who misses up to one period at the beginning or end of school. Any time missed beyond one period will be recorded as one-half day's absence.

4.10 Excused Absences

The following are Cypress Christian School's reasons for recording an excused absence for students. Families receiving the EdChoice Scholarship should take note of the EdChoice Student Absences policy. This is outlined in section 4.25.

1. Illness – requirement: phone call by 9 a.m. to the school office and note from the parent upon return to school.
2. Family Emergency – (i.e., illness at home, death in immediate family, emergencies requiring medical or dental services) requirement: note from the parent upon return to school.
3. Personal Circumstances – requirement: an excused absence will be considered if a student brings a note from a parent **in advance** stating the reason for the absence.
4. Family Education Trip – The school recognizes the fact that family vacations may be necessary during the term and that family experiences together (as well as travel itself) are valuable learning experiences. Therefore, school-term vacations of *up to two weeks or ten school days* will be approved in situations where family's employment or business makes summer vacation impractical or altogether impossible. A form, available in the School Office, must be submitted **two weeks in advance** with a schedule worked out for all make-up work. Failure to provide two weeks' notice may result in these absences being recorded as unexcused. For Middle School, work must be turned in before they leave or on the day they return. Such vacations *cannot* be taken during the annual achievement testing period. Please refer to the school calendar for testing dates

4.15 Unexcused Absences

A student absent outside of the reasons listed above will be recorded as an unexcused absence. Students will receive zeroes for all work missed due to unexcused absences. Depending upon the situation, there may be additional disciplinary action.

4.20 EdChoice Student Absences

Students who receive the EdChoice Scholarship must have a doctor or dentist excuse for an absence to be counted as excused. All other absences are noted as unexcused in the State of Ohio reporting system. Students who exceed the 20 unexcused absence limit can finish the school year, but will not be eligible for the scholarship the following year.

4.25 Excessive Absences

As stated above, regular attendance at school is vital to the success of our students. The following policies will be followed for students with excessive absences.

1. A mandatory parent conference may be required if a student is absent, excused or unexcused, 5 days per quarter (20 absences, excused or unexcused, per year).
2. A student may be placed on Academic Probation (an individualized contract with the student, parents, and principal) if a student is absent, excused or unexcused, 8 days per quarter. Once this occurs, any further absences will only be excused with a physician's note for a student to receive full credit for their make-up work.
3. A student in grades 6-8 may fail the quarter if they are absent 15 days, excused or unexcused, in the same quarter.
4. A student missing 20 or more days, excused or unexcused, during the school year may not be advanced to the following grade level.

4.30 Definite Reasons for Keeping a Child Home from School

Students with the following symptoms should be kept home from school. Please notify the school office as soon as possible with the reason for a student remaining home.

1. Fever of 100.3°F and above (student must be fever free without medication for 24 hours before returning to school)
2. Vomiting (student must be symptom free for 24 hours before returning to school)
3. Diarrhea (student must be symptom free for 24 hours before returning to school)
4. Severe coughing
5. Difficulty breathing
6. Conjunctivitis (pink eye)
7. Untreated infected skin patches
8. Evidence of lice or scabies
9. Sore throat associated with a fever
10. Skin rashes associated with a fever

Students must be fever free with no vomiting or diarrhea for 24 hours before returning to school. If your child has a communicable illness such as pinkeye, lice, strep or impetigo, please contact the School Office so we can use the appropriate measures to contain the spread of the disease.

4.35 Make-up Work

1. A student has the same number of calendar days, as the student has been absent to complete make-up work. Deadlines for long-term projects/papers will not be extended due to absences.
2. Please note that we will NOT disrupt student learning to ask your child's teacher to prepare homework while you wait for it. If a parent calls in before 10:00 am to request work, the teacher will do their best to get it ready by the end of the day.
3. If your child must leave school early, please do not ask the teacher to give the work that will be missed before the child leaves. Make-up work will be given to the student the following school day.
4. Families are encouraged to take vacations during regularly scheduled school breaks. Students who take pre-planned absences must submit missed work upon return. Assignments may be requested one week prior to scheduled extended absences.
5. For one day absences, students/parents in grades 5-8 are expected to independently check RenWeb for missed assignments. In grades K-4, parents are expected to independently check the appropriate teacher communications for missed assignments.
6. After the second full day of absence, your child's make-up work may also be obtained by:
 - a. Waiting until your child returns to school and is given missed assignments by the teacher.
 - b. Calling/sending a message to the office by 10:00 a.m. requesting that your child's make-up work be
 - i. Sent to the office for you to pick up after 3:00 p.m.
 - ii. Sent home with a sibling or other elementary student/parent.

4.40 Tardiness

Students arriving to school after 8:15am are considered tardy and must be signed in at the main office by a parent or guardian. Tardiness for doctor and dentist visits will not be counted against the student if verified by a written excuse from the physician or dentist. Students receiving five tardies may result in a lunch detention.

Students are expected to be in their seat ready to learn by 8:20am. Students who do not meet this expectation may be disciplined in accordance with the teacher's classroom management procedure. Students in grades 6-8 who are tardy to their class periods may be disciplined according to the classroom teacher's classroom management procedure.

Chronic tardiness may result in additional consequences per the schools discipline policy.

4.45 Attendance and After-School Activities

A student must attend school a minimum of half-a-day to be eligible to participate in after school activities.

5.0 Academic Policies

5.05 Curriculum

Cypress Christian School meets or exceeds all of the curriculum standards for Chartered Non-Public Schools as set forth in the Ohio Department of Education Standards. Cypress Christian School has a curriculum committee that evaluates our curriculum materials from both Christian and secular publishers to ensure the best curriculum is available for students.

5.10 Bibles

Every student should have his/her own copy of the Bible. The school provides a student copy in second grade that can be used for many years. The translation that is desired for all school memory work and study is the New International Version (NIV).

5.15 Report Cards

Report cards are issued quarterly for all students in grades K-8. The report card contains an evaluation of the student's citizenship as well as defining his/her academic progress. Report cards will be emailed home in the first three quarters. The fourth quarter report cards will be sent home with students on the last day of school provided they remain in good standing.

5.20 Grading System

A system of performance marks is used to indicate student progress in Kindergarten and Grade 1, and selected subjects in Grades 2-5. The performance marks are as follows:

<i>E</i>	<i>exceptional work above grade level</i>
<i>S</i>	<i>satisfactory development with skills at grade level</i>
<i>U</i>	<i>unsatisfactory</i>
<i>I</i>	<i>needs more time to accomplish skills but is working and improving</i>
<i>N</i>	<i>needs intense attention because skill presented is appropriate for the age and has not yet developed</i>
<i>X</i>	<i>not introduced yet</i>

As students' progress through the elementary school, a system of letter grades corresponding to numerical averages is gradually introduced for selected subjects. This grading scale is also used for all middle school classes. The grading scale is:

<i>A</i>	<i>Superior</i>	<i>90-100</i>
<i>B</i>	<i>Good</i>	<i>80-89</i>
<i>C</i>	<i>Average</i>	<i>70-79</i>
<i>D</i>	<i>Below Average</i>	<i>60-69</i>
<i>F</i>	<i>Failure</i>	<i>0-59</i>

5.25 Advancing to the Next Grade

A decision regarding promotion to the next grade will be based upon the completion of pupil performance objectives, standardized tests results and the student's overall ability and

age. The decision will be made by the parents in consultation with the teacher and principal. Pupil performance will be monitored closely throughout the year to ensure no unexpected decisions. Promotion and/or retention decisions are generally finalized at the end of the fourth grading period.

5.30 Achievement Testing

Our students are administered the Terra Nova each spring. Results of individual test scores are given following these tests. Such tests serve two basic purposes:

1. We are able to monitor the progress of each student.
2. We are able to evaluate our classroom instruction and determine areas which need additional concentration, thus strengthening our overall program.

The In-View Ability Test is currently being given for students in grades 2 through 8. It is not an IQ test and merely helps contrast academic performance with a defined level of ability.

Please keep in mind that any achievement test is merely one indicator of a child's ability and certainly not all conclusive.

5.35 Special Subjects

Art – Every elementary class will have one period of art a week. Middle school students will have art every day for one quarter each year. Various projects will be undertaken throughout the course of the year. An art show will be presented each year.

Music – Every class will have a set amount of music time each week. This will consist of singing and some basic instruction in music theory. The school will put on two major musical events a year -- a Christmas program and a Spring Program. Attendance is mandatory at these functions and music grades will be reduced if prior arrangements for absence are not made.

Library – Our school maintains a library which is used by all of our students. Each class is given the opportunity to check out books to be used for pleasure reading or the completion of assignments. Parents are asked to help see that students return books by the due date. Parents will be charged the replacement cost of any book(s) lost or damaged while checked out by their child. Permanent records, report cards, etc. will be delayed until fines or replacements are taken care of.

Physical Education – Every elementary class will have a physical education period each week. Middle school students will have PE every day for one quarter each year. The physical education teacher will communicate what is suitable attire for each activity.

5.40 Cheating

Cheating, whether on assignments or during exams, is stealing and is therefore a very serious offence (See Disciplinary Procedures). Plagiarism is considered a form of cheating.

5.45 Textbooks (covering school owned books)

Many of the textbooks used at CCS are owned by the school. They may be covered at the request of the teacher and must be used with great care. The school has put a large investment in reading materials. Writing in any school owned book is to be done only at the discretion of the teacher. Workbooks are usually owned by the student, are consumable, and need to be covered only at the discretion of the parent.

Your Bible should be the main textbook in every subject. As you grow in your understanding of Christian education, you will understand what that statement means. In a Christian school, all texts are understood and studied in the light of Biblical principles.

5.50 Confidentiality of Records

Children's records are open only to the child's teacher, the Principal, an authorized agent of the Ohio Department of Education or the child's parent or legal guardian. All records are kept secure in the School Office.

6.0 Discipline and School Order

6.05 Discipline Philosophy

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scripture and stated school policy. All discipline is designed to show the child his basic nature and lead him to submit himself to God's will and to develop self-discipline under the guidance of the Holy Spirit. Discipline includes both direction and restriction. In an atmosphere of clear Christian standards, there is the opportunity for development of strong Christian character.

6.10 Discipline Principles

The enforcement of all discipline policies will be at the discretion of the principal or administrator according to the specific needs of the student and/or Cypress Christian School.

It is vital that there be order in the classroom and that the rules of the school be upheld. This is important both from a teacher's point of view as well as the student's.

1. In a school community it is necessary for mutual respect and order to prevail so that all students can feel comfortable and secure.
2. A teaching-learning situation can exist only in an orderly environment where problems do not create barriers to student learning.

It is essential that the teacher be in command at all times. Rewards, incentives and encouragement are important tools in establishing good behavior patterns. We promote the ideal of "catch a student doing something good", and build on those happy occasions. This is the positive side of discipline. The negative side would be correcting and chastening. Love and firmness must be balanced. Firmness without love leads to harsh treatment, while love without firmness produces sentimentality. Faculty and Principals will seek to apply the school's rules fairly with compassion and wisdom.

Discipline is progressive. As a discipline problem becomes more serious and cannot be resolved on campus, a parental conference will be held. Close communication with the home should help avert a more serious problem. "Plans fail for lack of counsel, but with many advisors, they succeed." (Proverbs 15:22 NIV)

Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God. Students should never be "put down" or demeaned before their peers. Throughout the whole discipline process the student should be aware of the teacher's unconditional love and respect.

6.15 Disciplinary Procedures

Each teacher sets up his/her own particular system of classroom discipline under the guidance of the Principal. Positive reinforcement is the prevailing thought.

It is necessary to understand that every teacher will evaluate and handle discipline a little differently. Each individual classroom discipline plan is discussed with and monitored by the Principal. Within the classroom setting, teachers will handle daily discipline. Some sample infractions that will be addressed primarily by the classroom teacher include:

1. talking out of turn
2. writing and passing notes
3. throwing rocks or other objects
4. "horseplay"
5. loud talking
6. writing on desks and school equipment
7. inappropriate use of textbooks
8. chewing gum
9. food or drink in the wrong location
10. profane language

The discipline system will progress in the following manner:

1. Classroom discipline system
2. Warning
3. Temporary removal from class
4. Parental contact or conference
5. Administrative intervention

The following are examples major discipline infractions will be addressed by the principal and may result in discipline up to and including expulsion.

1. Cheating
2. Skipping school or leaving without permission
3. Fighting
4. Threats
5. Vandalism, theft, or destruction of property
6. Possession or distribution of alcohol, tobacco, or drugs
7. Bullying, intimidation, or harassment
8. Possession of a weapon or firearm, genuine or imitation
9. Inappropriate use of technology

6.20 Bullying, Intimidation, and Harassment Policy

Biblical illustration of relationships: John 15:12-“My command is this: Love each other as I have loved you.” In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur. Cypress Christian School realizes that while bullying may occur, it is never acceptable. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Cypress Christian School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student over a period of time. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. This policy applies to all activities including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property, such as field trips, retreat, class trips, or athletic events where students are under the school's control. Students found responsible for harassment, intimidation or bullying will be disciplined in accordance with the school's student disciplinary procedures.

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, aide, coach, or principal. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to school administration.

6.25 Consequences of Severe Infractions

For the over-all sake of school safety, severe infractions must be dealt with quickly and appropriately. The four major forms of administrative intervention are:

1. In-School Suspension. This type of suspension may only be given by the Principal. The student will report to the school office on the morning of the in-school suspension. The student will be supervised by staff members but not be permitted to attend class. Students will complete classwork and will assist with age-appropriate tasks during the suspension. Work must be submitted by the end of the period of suspension to receive credit.
2. Out-of-School Suspension. This type of suspension may only be given by the Principal. The student will be in the custody of a parent or guardian for the suspended time. All work missed will be given a zero.

3. Disciplinary Probation. A student may be placed on disciplinary probation by the recommendation of the faculty and the approval of the Principal. Students may be placed on disciplinary probation for continual lack of compliance to classroom rules, continued deliberate disobedience, a continued and persistent rebellious attitude, a negative influence on other students, academic progress that is not acceptable because the student is not working up to his/her ability, committing a serious breach of conduct outside or inside the school, failure of the parents to comply with school policies, or failure of the parents to get recommended professional help for students when needed.

A conference is held at the start of the probation between the parents, the student, the teacher, and the Principal. Other teachers who wish to participate may also sit in on the conference with the permission of the Principal. The conference is followed by a letter explaining the results of the conference and the reason or reasons for the probation.

4. Expulsion. A student may be permanently removed from Cypress Christian School. The Principal may expel any student who has been found to be a continual discipline problem, involved in an activity specifically mandating expulsion, or engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by the Cypress Wesleyan Church. This policy applies to behavior on and off campus and throughout the calendar year.

6.30 Dress Code

OBJECTIVE

The goal of the Dress Code is to assist students in developing the skills needed to present themselves as Christian witnesses in the world, with an outward appearance that reflects modesty, neatness, and simplicity.

GENERAL GUIDELINES

Tops: must be solid color with collar and sleeves; a small logo or monogram is permitted; solid color, long-sleeved shirts may be worn under short-sleeved shirts; shirts should be buttoned appropriately and bare midriffs are prohibited.

Bottoms: slacks, capri's, shorts in khaki, navy, brown, gray, or black; skirts and skorts must be fingertip length or longer and may be plaid; skirts must have athletic shorts or leggings underneath; bottoms should be solid in color; cargo pants and jeans are not permitted; pants should be neither form-fitting nor extremely baggy; leggings are only permitted under a skirt and can be any color.

Footwear: traditional dress, casual, or athletic shoes; shoes must be closed toed and have a strap in the back; socks or hosiery required; no hee-lies, crocs, sandals, flip flops.

Jewelry: should be worn in moderation; only ear piercing is permitted and limited to a single pair of earrings

Hair: natural color; no extreme styles; boys hair must be above the eyes, no longer than collar length in the back or beyond the bottom of the ear on the sides; no facial hair

Outerwear/Sweater/Vests: sweaters and vests worn during the school day are to be solid in color; monograms are acceptable; Jackets and coats worn to and from school can be any style as long as they are appropriate (see Visual Guide for clarification for in class); The CCS hooded sweatshirt for this year may be worn as part of dress code.

CASUAL DAYS

Casual Days are scheduled to allow students the opportunity to wear clothing that is out of dress code. T-shirts, shirts and/or sweatshirts displaying artwork, slogans, or messages are permitted as long as they are in good taste. Students may wear jeans, sweat pants, track/wind pants, shorts, skirts, or skorts. Shorts, skirts, and skorts must be fingertip length or longer. Pants that are distressed (torn, ripped, etc.) cannot show skin through the distress. Pants should not be form-fitting (no yoga pants, workout pants, or jeggings). Leggings are only permitted under a skirt. No jeggings, or workout pants.

VIOLATIONS

Parental support is vital to the success of the Dress Code. Final decisions regarding proper dress code attire will be made by the principal. Students out of dress code may need to call home for a change of clothes if no appropriate clothes are at school.

6.35 Child Abuse Reporting

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

6.40 Care of School Facilities

All areas being used by the Cypress Christian School have been provided at considerable expense by Cypress Wesleyan Church, involving the efforts of many dedicated people. They are likewise maintained at considerable expenses and with dedicated effort. It is our job as a school to use these facilities in a wise way that evidences great care and concern. Strong disciplinary procedures will be implemented for anyone who deliberately defaces, destroys, or misuses church and school equipment and buildings.

6.45 Off-limits Areas

The following areas are off-limits without special permission:

1. The platform areas in the gymnasiums
2. Any furnace room/mechanical room/janitorial supply closet/storage area/teacher workroom
3. The Café and kitchen
4. Main church administration hallway, Preschool and Daycare hallways
5. The Youth Center
6. School Office areas without permission
7. The Worship Center

7.0 Acceptable Use Policy and Internet/Network Safety

7.05 Statement of Purpose

The purpose of providing Internet and network access in schools is to support the District's educational objectives. In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents and students must sign and return the attached AUP agreement.

7.10 Rules for Internet/Network Usage

The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you should consult with the person(s) designated by the school to help you decide. Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Accordingly, regulations for participation by anyone on the Internet/network shall include but not be limited to the following:

7.15 Student Safety/Education

Cyber-bullying

Cyber-bullying may be defined as a situation when a person is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using text messaging, email, instant messaging, posting text or images, by means of electronic technology. Any cyber-bullying, harassment, or intimidation is strictly prohibited. If a student is found to have engaged in cyber-bullying, disciplinary action will be taken. If a student believes he/she is the victim of cyber-bullying, it is important to not respond to the cyber-bullying. Instead, the situation should be reported to an adult staff member, such as a teacher, principal, etc. Additionally, students are encouraged to notify school staff if they suspect another student is being victimized.

Social Networks/Chat Rooms

- Never post personal information such as full name, social security number, address, telephone number, bank or credit card number, etc.
- Consider not posting photographs of yourself. Do not ever post sensitive photos. If you do post a photo, consider whether it's one your parent would display in the living room.
- Assume that anything you post is on the internet permanently and cannot be removed upon any requests.
- Do not ever agree to meet in person someone you've met on a social networking site or chat room.

7.20 Basic Internet/Network Etiquette & Safety Rules

- Be polite. Use appropriate language and graphics.
- Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications for educational purposes only and with proper supervision.
- Student Photos/Student Work - Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-8 students may be included on the school website or Facebook page without identifying captions or names. Parents/Guardians who do not wish for their students work to be published should indicate this on the consent form at the end of the handbook.
- Privacy - Network and Internet access is provided as a tool for your education. The School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School, and no user shall have any expectation of privacy regarding such materials.
- Copyright - All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without permission of the owner.
- Students may not sell or buy anything over the Internet.
- Do not transmit or access obscene or pornographic material; notify your teacher if you receive such material.
- Any subscription to on-line services, shall be reviewed by a school appointed official and approved prior to any such usage.
- School policies on "Plagiarism/Cheating" and "Harassment/Intimidation" apply to Internet/network conduct.
- Access to the network or Internet by any means/device other than that approved by a School appointed official and Information Technology Management is prohibited.
- The use of blogs, podcasts or other web tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web tools. This includes but is not limited to profanity; racist, sexist, or discriminatory remarks. Comments made on blogs will be monitored and - if they are inappropriate – deleted. Disciplinary action may be taken.

- Use of the Internet/network for any illegal activity is prohibited. Illegal activities include (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment.

7.25 Network/System Security/Content Filtering

- If an Internet/network security problem is identified, the user must immediately notify the principal. The problem should not be demonstrated to other users.
- Attempts to log on as a system administrator will result in cancellation of privileges.
- The use of anonymous proxies to circumvent School implemented content filtering is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- No third party software will be installed without the consent of the administrator.
- Do not share your passwords.
- Do not use another person's accounts or passwords.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

7.30 Teacher Responsibilities

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.
- All students will be informed of their rights and responsibilities as users of the school network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the Internet.

7.35 Principal Responsibilities

- Include Acceptable Use Policy in student handbook.
- Distribute handbooks to all families electronically.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Keep Consent Forms on file for one year.
- Identify, to the teaching staff, students who do not have permission to use the Internet.

7.40 School Responsibilities

- Ensure that filtering/blocking software is in use to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are harmful to minors.
- Restrict unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Have Acceptable Use Policy approved by the Board.
- Have Acceptable Use Policy available on the School's website.
- Submit the Acceptable Use Policy to the FCC upon request by the Commission.

8.0 Other School Information

8.05 Class Parties

Individual teachers will establish procedures for class parties and birthday celebrations. Teachers will also inform parents of any food allergies that students may have. Please work closely with your child's teacher if you would like to provide birthday treats for your child's class or assist with holiday parties.

8.10 Lost and Found

Lost and found items are kept in the hallway near the main School Office area and K-1 modular School Office area. Each year items go unclaimed and are given to charity. Parents and students should carefully keep track of the student's belongings. Teachers do not maintain their own collection of lost and found items. We encourage parents to mark their child's name in their garments and on personal items. This will enable us to return items to their proper owner. **Please note:** The Lost and Found box will be emptied and items donated every nine weeks.

8.15 National Memberships

Cypress Christian School holds membership in the Associate of Christian Schools International (ACSI).

8.20 Parent Teacher Organization (PTO)

Cypress Christian School is blessed with an active PTO. The PTO hosts a variety of events as well as holding regular meetings. Your attendance at meetings is welcomed and needed. Look for several key mailings and events throughout the course of the school year. Find the Cypress PTO Facebook page for more information.

8.25 Personal Electronics

Any student bringing a cell phone to school does so at the discretion of the parents and at their own risk. The cell phones should be kept in student book bags and should be turned off. Students should not use their cell phones during the school day unless given consent by a teacher or staff member. All other personal electronics are prohibited from school and from BASK. Parents agree that Cypress Christian School is not liable for any loss or damage to personal electronics.

8.30 Playground Rules

- All students are under the authority of the teachers/aides on duty
- No hitting, fighting, pushing or shoving on the playground equipment
- No throwing stones or other objects
- No playing on the blacktop area without permission
- No "ninja" kicking for real or play
- Permission to leave the area must be granted by the teacher/aide on duty

8.35 Problem Resolution

CCS encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The school staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in Matthew 18:15-17. It is our hope that everyone works well together, communicates honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines:

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and the Executive Director of Cypress Church.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the School Board in writing.

We ask families to support the School with their prayers and with a positive attitude. Please refrain from lodging complaints or making negative comments to students, other individuals, or about the school via social media.

While we do not expect this to happen, if at any time the administration determines that a family member's actions do not support the ministry, or that they reflect a lack of cooperation in this partnership, the School has the right to request the withdrawal of the student(s).

8.40 Recess (temperature guidelines)

Recess will be outside unless the temperature is either

- 100 degrees or above factoring in the heat index.
- 32 degrees or below, factoring in the wind chill.

Please dress your student appropriately for the prevailing weather conditions in case of outdoor activities.

8.45 School Calendar

The CCS calendar is created and published every year. It highlights all major school events. The school calendar is accessible through the school website.

8.50 School Directory

The school directory can be found on Renweb/Parentsweb. You can opt out of this by choosing the "unlisted" box on the "Emergency Medical Form".

8.55 Soliciting and Selling

Soliciting and selling are not permitted on the premises of Cypress Christian School for any purpose by staff, parents, students, or outsiders. Solicitation for charitable drives will be permitted only with prior permission of the Principal.

8.60 State Charter

Cypress Christian School has been officially granted a State Charter by the Ohio Department of Education for Grades K-8. The charter is dated July 27, 2001. An official copy is kept in the School Office.

8.65 Telephone Use

The use of the school telephone by students is permitted at the discretion of the School Office staff in cases of extreme urgency. **Please note** that forgotten homework or band instruments, after-school social arrangements and a like are not considered to be extremely urgent. Students should not be using cell phones to contact parents during the school day.

8.70 Visitation Guidelines

We have an open door policy at Cypress Christian School. Parents may observe and/or visit their child's class at any time during the day. However, we ask that you call the School Office to schedule a time for your visit. Please give consideration to the class schedule when planning a visit. Former students may visit during designated lunch periods only. Please call the School Office for correct times.

For security reasons, ALL PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ARRIVAL. **SPECIAL NOTE TO PARENTS: 8:00 – 8:15 a.m. is an important time for your child's class. Please respect each teacher and do not engage the teacher in conversation or linger in the classroom.**

8.75 Yearbook

A yearbook is published highlighting the events of the school year. Yearbook orders are available with spring pictures. Cost is minimal and the charges merely cover costs. Yearbooks are typically delivered in the fall.

9.0 Index

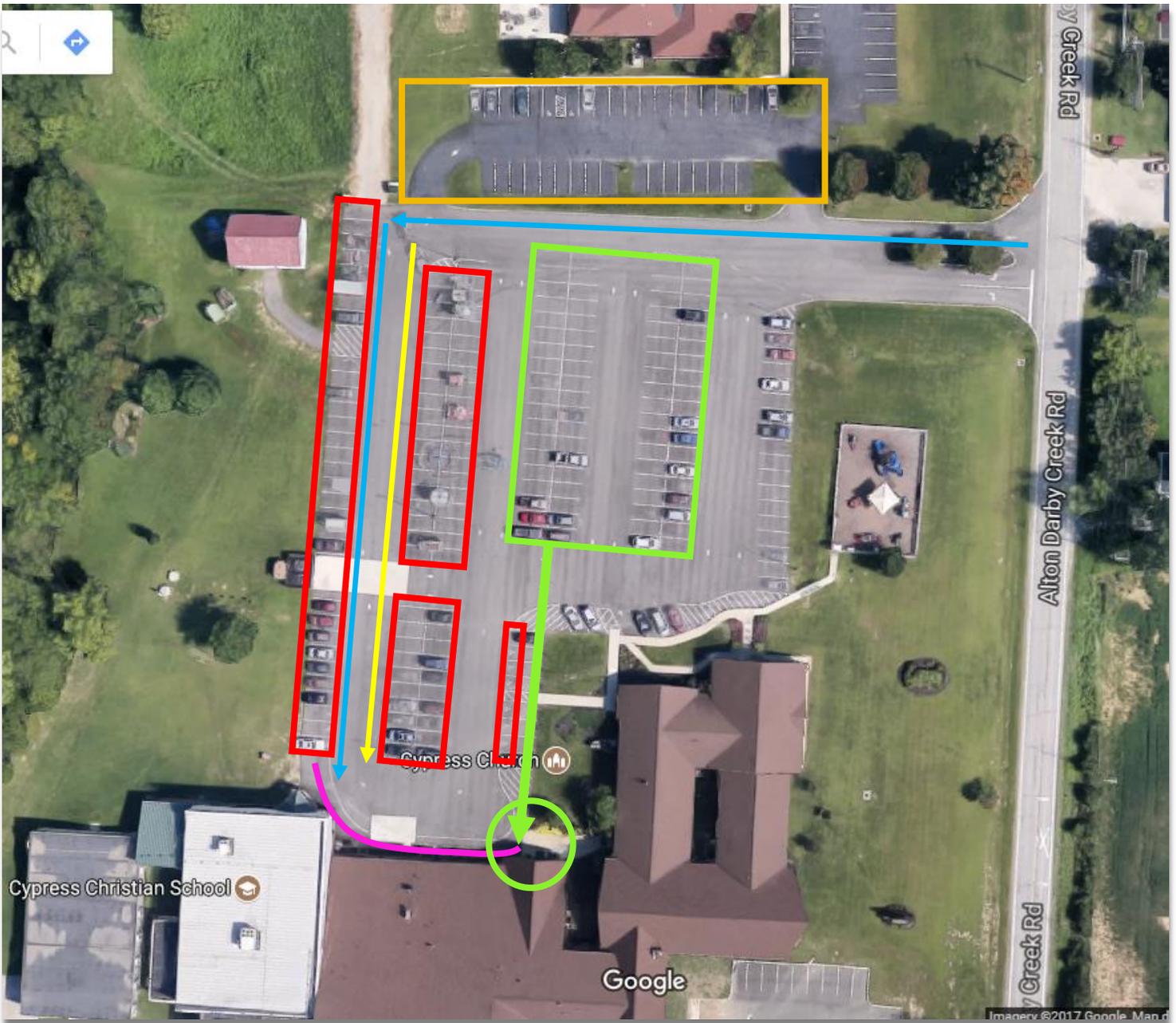
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Attendance and After-School Activities	4.45	21
Attendance Policy Overview	4.05	18
Basic Internet/Network Etiquette & Safety Rules	7.20	32
Before and After School Kids (BASK)	2.15	8
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Care of School Facilities	6.40	29
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Cheating	5.40	23
Child Abuse Reporting	6.35	29
Class Parties	8.05	35
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Confidentiality of Records	5.50	24
Consequences of Severe Infractions	6.25	27
Curriculum	5.05	22
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Discipline Philosophy	6.05	25
Discipline Principles	6.10	25
Dress Code	6.30	28
EdChoice Student Absences	4.20	19
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Emergency Operations Plan (EOP)	2.80	14
Excessive Absences	4.25	19
Excused Absences	4.10	18
Executive Leadership	1.05	4
Grading System	5.20	22
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National Memberships	8.15	35
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Newsletter	2.65	12
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Parent Teacher Organization	8.20	35
Parking Lot Map	2.30	9
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Probation for New Students	3.15	16
Problem Resolution	8.35	36
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Report Cards	5.15	22
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Student Release Policy	2.45	11
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Tardiness	4.40	20
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Appendix A – Parking Lot Map

Drop-off - 7:45am to 8:15am

Dismissal - 2:50pm to 3:40pm



Key

-  No Parking during drop-off and dismissal
-  Parking Area for parents entering the building (with or without students)
-  Pathway for parents entering the building during drop-off or dismissal
-  Parking for parents in grades 2-8 arriving early for dismissal
-  Car path to student drop-off and dismissal
-  Bus Line - No Cars
-  Parent walking path during dismissal

Appendix B – Cypress Christian School Emergency Contact Form 2017-18

Student's Last Name	First Name	Grade/ Teacher	Date of Birth
Home Address		City/State/Zip	
		Home Phone Number ()	
Child lives with:		Child rides bus: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your name, phone number, email and address will appear on ParentsWeb (for school parents only) unless you check here to remove it from the school directory <input type="checkbox"/>			
First parent contact: _____ Employer: _____ E-mail address: _____		Business Phone or Pager () _____ Cell Phone Number () _____	
Second parent contact: _____ Employer: _____ E-mail address: _____		Business Phone or Pager () _____ Cell Phone Number () _____	
Other person(s) to contact in an emergency if parent(s) cannot be reached. These people can also pick/up the student.			
Name: _____ Phone: _____ Relationship to child: _____			
Name: _____ Phone: _____ Relationship to child: _____			
Student Health Conditions (check all that apply): <input type="checkbox"/> NO medical conditions			
<input type="checkbox"/> Allergies (please list below)	<input type="checkbox"/> Cystic fibrosis	<input type="checkbox"/> Nervous twitch	
<input type="checkbox"/> Anemia	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Neuromuscular disorder	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Depression	<input type="checkbox"/> Nosebleeds	
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Ear infections/tubes/hearing	<input type="checkbox"/> Seizure disorder	
<input type="checkbox"/> Autism	<input type="checkbox"/> Emotional concerns	<input type="checkbox"/> Sickle cell anemia	
<input type="checkbox"/> Behavior concerns	<input type="checkbox"/> Headaches	<input type="checkbox"/> Sore throats (frequent)	
<input type="checkbox"/> Birth/congenital malformations	<input type="checkbox"/> Heart problems	<input type="checkbox"/> Speech problems	
<input type="checkbox"/> Bone/muscle/joint problems	<input type="checkbox"/> Hemophilia	<input type="checkbox"/> Traumatic brain injury	
<input type="checkbox"/> Blood problems	<input type="checkbox"/> Juvenile arthritis	<input type="checkbox"/> Vision problems	
<input type="checkbox"/> Bowel/bladder problems	<input type="checkbox"/> Lead poisoning	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Cancer	<input type="checkbox"/> Migraines		
Please explain any conditions above or any reasons for hospitalization:			
Please list medications being taken:			
Allergy type, reaction, recommended action (if EpiPen, must leave at school office):			

PERMISSION TO TRANSPORT CHILD

I give Cypress Christian School my permission to transport the child listed above to the nearest medical/dental care facility. Signing this form only authorizes the school to secure emergency transportation for a child. This form does not authorize or guarantee treatment upon arrival (dependant on emergency facility). In case of an accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the emergency contacts listed above. If it is impossible to reach me or the emergency contacts, the school may make whatever arrangements seem necessary.

Mother's/Guardian's Signature

Father's/Guardian's Signature

Cypress Christian School Parent Student Handbook

Acknowledgement of Receipt and Review

I acknowledge that I have received a copy of the Cypress Christian Parent Student Handbook and I understand that it is my responsibility to read and understand the policies contained in this handbook. By signing, I agree to abide by the policies outlined in the handbook

Parent(s) Signature _____ Date _____

Students' Names and Grades _____

Statement of Beliefs

All parents must read and agree to support the education of their child(ren) under the Cypress Christian School Statement of Beliefs.

The sole basis of our belief is the Bible. The Scripture in its entirety is composed of the 66 books of the Old and New Testaments, which originated with God, and was given through the instrumentality of many different chosen authors.

We believe that there is one living, true, holy God, eternally existent in the Holy Trinity of Father, Son and Holy Spirit.

We believe that Jesus was miraculously conceived, born of a virgin, and sinless in life. Christ was fully man and fully God, walked our earth, lived a life of obedience, suffered at the hands of men, and died on the cross. He fully atoned for the sins of all, was bodily resurrected and enthroned at God's right hand as our Intercessor.

Salvation is wholly a work of God's free grace, received by repentance and faith. Each person can be made new in Christ by the Holy Spirit and thereafter continuously grow in the knowledge of God.

*The full mission, vision, statement of faith, and philosophy of education are found within this document.

I have read and understand the Statement of Beliefs and agree to support CCS in the education of my child(ren) based on the foundation of these beliefs.

I have read and understand the Statement of Beliefs and wholeheartedly support this statement.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

_____ **I would like to meet and discuss the Statement of Beliefs and/or the mission, vision, statement of faith, and/or philosophy of education stated in this handbook.**

Acceptable Use Policy and Internet/Network Safety Consent Form

STUDENTS IN GRADES 5-8:

I have read, understand, and agree to the Internet/Network Acceptable Use Policy (AUP) contained in the parent student handbook.

Student's Full Name (please print): _____

Student's Signature: _____

Date of Birth: ____/____/____ Date: _____

PARENT:

Use of the Internet/Network

I understand that Internet/network access is used for educational purposes and that precautions to eliminate inappropriate material have been taken. I accept responsibility for setting and conveying standards for my child to follow when independently using the Internet at school. I also consent to the monitoring of my child's accessed Internet sites and email messages (where applicable) as required by the Family Educational Rights and Privacy Act.

I understand that despite every effort for supervision and filtering, access to the Internet/network may include the potential for access to materials inappropriate for school-aged students. Every user must take personal responsibility for his or her own use of the network and Internet, and avoid these sites.

I GIVE permission for my child to use the Internet/network independently for educational purposes.

I DENY permission for my child to use the Internet/network independently.

Student User Accounts

In order to fully utilize technology applications, it is necessary for the school to create student accounts. This includes, but is not limited to, closed group school email, RenWeb, Connect-ED by McGraw Hill, Think Central, and eBackpack. These accounts are designed to enhance the educational activities of the student by allowing access to applications and websites. Please indicate your consent below for the school to create accounts for your child using their first and last name. No other personal information will be used by the school in the creation of these accounts.

I GIVE permission for the school to create accounts for my child using their first and last name.

I DENY permission for the school to create accounts for my child using their first and last name.

Release of Information

The universal nature of the Internet makes it necessary to use care when identifying students on the web. The school's web sites may want to acknowledge student work, activities, and/or achievements on the Internet. Please indicate your consent below to include limited information about your child (photograph, student work, first name, and/or grade level) on the Internet.

I GIVE permission for limited information about my child to be included on the school's web sites.

I DENY permission for limited information about my child to be included on the school's web sites.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____