



Cypress Christian Schools

# Parent Student Handbook

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## **Section 1: Introduction**

### **1.01 Greetings**

Cypress Christian School, a ministry of Cypress Wesleyan Church, is a unique educational institution which provides Christian instruction to children in Kindergarten through eighth grade. Our guiding value is excellence in education within the 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 our partnership with families and strive to partner with them 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 to share important information and policies of Cypress Christian School. Please read it and keep it available for future reference. The Cypress Christian School Board and Cypress Christian School administration reserve the right to change these policies at any time.

We appreciate your trust in us and ask you to join our board, administration and faculty in prayers for the love, patience, and wisdom needed to accomplish this awesome task.

### **1.02 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.

### **1.03 Policy changes due to Covid-19**

Several policies contained within this document have been amended due to Covid-19. For details on these policies, please refer to our Reopening Plans. Any policy not addressed in that document remains in place.

## **Section 2: Foundational Information**

### **2.01 Executive Leadership**

Cypress Christian School operates under the authority of the Cypress Wesleyan Church Local Board of Administration (LBA). Cypress Christian School is governed by the Cypress Christian School Board, which serves as the primary policy making, advisory, and development group of the school. The Cypress Christian School Board appoints the administration to oversee the daily operation of the school. The administration reports to the Cypress Christian School Board monthly as it relates to policy, staff, students, and development issues. The board shall also be a recommending group on behalf of the school to the Cypress Wesleyan Church LBA when appropriate.

### **2.02 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.

### **2.03 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.

### **2.04 Statement of Beliefs**

#### **Salvation**

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.

#### **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. 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.

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**

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

many different chosen authors. 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.

### **Personal Choice**

We believe that humanity's creation in the image of God included the 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 receive what God's prevenient grace has made possible, they must voluntarily respond in repentance and faith. 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.

### **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 Repentance**

We believe that it is possible to fall into sin after giving your heart to Christ.

### **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. Being "saved" or making a decision to follow Christ 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 reaching the world for Christ.

## **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 is God's only plan to save the world and is a powerful gathering of people beyond anything man could construct. We believe The Church is the hope of the world.

## **Destiny**

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

## **The Sacraments: Baptism and Communion**

We believe that water baptism and communion [often referred to as 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 communion 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.

## **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.

## **2.05 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. Man can only do this through the new birth, and by committing one's 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 Cypress 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.

## **Section 3: General School Information**

### **3.01 School Hours**

Cypress Christian School's office hours are 7:45 a.m. to 4:00 p.m. The school day begins at 8:15 a.m. for all students. Students in grades K-1 are dismissed at 3:00 p.m., students in grades 2-4 are dismissed at 3:15 p.m., and students in grades 5-8 are dismissed at 3:25 p.m. Any appointments or meetings should be arranged during these hours. We also have voicemail and email for messages and communication outside office hours. Cypress Christian School's day exceeds the state mandated minimum for all grade levels (Ohio Revised Code 3313.48).

### **3.02 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 does not, parents will be responsible for providing transportation for your student.

### **3.03 Before and After School Kids (BASK)**

The BASK program provides care and supervision for students from the hours of 7:00 a.m. to 7:50 a.m. and 3:30 p.m. to 6:00 p.m. 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 and that BASK is not a drop-in service.

### **3.04 Parking Lot Map**

Please refer to Appendix A and Appendix B for an annotated map when reviewing our drop-off (section 3.05) and dismissal procedures (section 3.06).

### **3.05 Morning Drop-off – 7:45 a.m. to 8:15 a.m.**

1. No parking in the spaces nearest the school (red on the map).
2. Please do not drive into the bus line (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 from 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 (green on the map).
6. No students should be dropped off at school prior to 7:45am unless they are registered with BASK (our before and after school program). There is no school staff supervision available for students prior to 7:45am.
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.

### **3.06 Afternoon Dismissal – 2:40 p.m. to 4:00 p.m.**

1. Dismissal of students is based upon grade level. 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. Dismissal times are 2:40 p.m. for K-1 students, 2:55 p.m. for 2-3 students, 3:10 p.m. for 4-5 students and 3:25 p.m. for 5-8 students.
2. If you pull through the line before your student is available for pickup, please drive through the line and rejoin the end of the line or park in a designated parking space.
3. If you do arrive earlier than your dismissal time, please park in the appropriate line student center parking lot (orange on the map). Once your dismissal time arrives, please join the carline.
4. No parking in the spaces nearest the school (red on the map).
5. Please do not drive into the bus line (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 (green on the map). Parents should walk toward the “Church Lobby” doors (green arrow on the map) and then walk along the building to collect students (pink on the map). Parents should return to their cars along the same path.

### **3.07 Bus Transportation**

Transportation for public school districts is available for limited areas. If transportation cannot be provided, then a reimbursement is available through your local school district. Transportation applications are available in the school office or on our website.

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

New and returning students must arrange bussing by completing the Hilliard Schools online application. Please see the school website for more information.

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

New and returning students must arrange bussing by completing the Columbus City Schools online application. Please see the school website for more information.

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

Please check the schools website for information on how to apply for bussing through Southwestern City Schools.

**STUDENTS LIVING IN ANY OTHER SCHOOL DISTRICT:**

Please contact that school district for more information.

### **3.08 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 and is available on the school website. Cypress Christian School contracts with FACTS Management to collect all tuition and fees. Please note that all Fees are non-refundable. However, a refund of fees 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 administration and are not guaranteed. Please contact the School Finance Office at (614) 878-8192 for complete information. The following are the fees at Cypress Christian School

#### Instructional Fee

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

K-5th grade= \$300          6th-8th grade= \$300

#### 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.

\$70 per student (a max of \$140 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.

\$125 for first student, \$75 for second student, \$300 family cap

#### Athletic Fee

The athletic fee applies to middle school students who are selected to represent Cypress Christian School in interscholastic competitions.

\$75 per student per sport

### **3.09 Student Release Policy**

Parents/guardians must supply the school with a list of people who are authorized to pick up their child during or after school. Unfamiliar persons will be asked to provide identification when picking up a student. If the school is unable to verify the identity of this person, the child will not be released. Please ensure any individual picking up your student is prepared to provide this identification. To ensure student safety, final decision on releasing students will be made by the administration and school personnel.

### **3.10 Change in Personal Information**

If any changes occur in a student, parent, or guardian's name, address, telephone number (home or work), or employment, please notify the school office immediately. Please keep emergency contact information current, including any individuals who are authorized to pick up students.

### **3.11 Court Documents**

Parents/guardians will ensure that Cypress Christian School receives a copy of any court documents that impact students.

### **3.12 Student Transfer or Withdrawal**

If it becomes necessary for the student to transfer to another school, such intention shall be reported to the administration 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 administration, for either disciplinary or academic reasons, is required to pay the tuition 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).

### **3.13 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 is prohibited.

#### Lunchroom 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 lunchroom monitor instructs.

#### Hot Lunch

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

#### 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".

### **3.14 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. Students are expected to attend chapel in an orderly way and worshipful manner. Parents and visitors are invited to join us for chapel at any time.

### **3.15 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.

### **3.16 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.

### **3.17 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. The form must be completed by parents and a physician (for prescription medication) before being returned to school. This form can be found in Appendix C or obtained from the school office.
2. Medication forms must include dosage information and times when medications are to be administered.
3. The medication must be in the original container and labeled with the student's name.

No student should carry or administer his/her own medication. Exceptions apply to asthma inhalers, Epipens, and diabetic supplies. Students requiring medication to be carried with them must have a medication form on file in the school office.

Any 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.

### 3.18 Immunizations

Per State Law (Ohio Revised Code 3313.671) 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 beginning to attend Cypress Christian School will result in your student being unable to attend classes. This will remain in place until documentation is received.

The State requirements for immunization are listed below.

#### 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 administered.

#### Varicella (Chicken Pox) Vaccine:

- Students grades Kindergarten-3 require two doses. 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 Grades 4-7: one dose of the Varicella vaccine on or after their 1st birthday.
- Written verification disease history from a parent or physician is also acceptable.

### **3.19 Emergency Operations Plan (EOP)**

Cypress Christian School 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.

### **3.20 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.

### **3.21 Medical Emergency Plan**

Precautions are taken to prevent accidents and to ensure the safety of all children and adults. However, should an accident occur, Cypress Christian School faculty and staff are 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.

The Cypress Christian School administration will determine if it is necessary to seek further medical assistance. In these situations, the school will call an emergency squad and follow their guidance on further actions. If necessary, students will be transported to the nearest appropriate medical facility. 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. A copy will be kept by the school and a copy provided to the parents.

More information about student illness and attendance is located in Section 5.

### **3.22 Confidentiality of Records**

Children's records are open only to the child's teacher, the administration, 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.

### **3.23 Student Photographs/Videos**

Throughout the school year, Cypress Christian School will have the opportunity to photograph and video various student activities. Opportunities where students may be photographed and/or recorded include, but are not limited to, student recognition programs, school assemblies, athletic events, field trips, classroom activities, special activities, fine arts programs, and service opportunities. Cypress Christian School desires to use these photographs and videos to help tell our story and applaud the efforts of our students. Photographs and videos may be used in various school publications such as our website, social media sites, promotional

materials, print materials, and displays on campus. In all publications it is our intent to highlight and celebrate the success of our students. Students will not be identified by name in photographs or videos by the school. If you would prefer for your student not to be included in these photographs, please submit a request in writing to the school office each school year.

### **3.24 Student Needs**

Cypress Christian School continually monitor the needs of our students from the time of application through them leaving Cypress. This includes evaluating their academic, social, emotional, spiritual, and physical needs. If at any time Cypress believes that they can no longer meet the needs of a student, a meeting will be held with parents to discuss changes that need to be made. This may include asking students to withdraw from Cypress.

## **Section 4: Admissions Policies**

### **4.1 Admissions Philosophy and Policies**

Cypress Christian School is a recognized chartered nonpublic K-8 school that is committed to partner with parents to provide students with a high quality, Christ-centered education. For this reason, Cypress Christian School has established specific admissions criteria, policies and procedures in order to provide a Christ-centered safe, secure, and wholesome learning environment. These policies and procedures are designed to ensure that students receive the correct grade-level placement and that Cypress Christian School is able to meet the academic, social, behavioral, and spiritual needs of the student.

Cypress Christian School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities offered at the school. In addition, Cypress Christian School will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, tuition assistance, educational programs, athletics, and/or extracurricular activities.

By enrolling children at Cypress Christian School, parents pledge cooperation in paying tuition/fees regularly and on time, encouraging their children to follow the Christian teachings of the school, and to respect the authority of the teachers.

Cypress Christian School desire each and every student and family to come to a saving knowledge of Jesus Christ but this is not a requirement for admission. Parents and students enrolling at Cypress Christian School must be supportive of, and agree to have their children taught in accordance with the school's "Statement of Beliefs" (found on the school's website). In addition, Cypress Christian School encourages parents to recognize their scriptural responsibility to "...bring them (children) up in the training and instruction of the Lord" (Ephesians 6:4 NIV), and that the primary responsibility for this rests with the parent(s).

### **4.2 Kindergarten Age Requirements**

In accordance with State Law, Cypress Christian School will consider a student for admission to Kindergarten if they turn five (5) years old on or before September 30.

### **4.3 Third Grade Reading Guarantee**

Cypress Christian School is required to ensure all third grade students meet the Ohio Third Grade Reading Guarantee (Ohio Revised Code 3301.163). Any student applying for admission to fourth grade at Cypress Christian School cannot be enrolled until Cypress Christian School receives confirmation that the student has met the Third Grade Reading Guarantee requirements.

#### **4.4 Admission Process**

Families wishing to apply for admission to Cypress Christian School must follow the steps listed below.

1. Initial Application

Families must submit a completed application form for each student. In addition, families must provide a copy of the birth certificate for each student and the non-refundable application fee (\$125 for first student, \$75 for each additional student, \$300 family maximum).

2. Applicant Screening

Each student will be screened by Cypress Christian School to ensure correct grade placement. Test results from current/previous schools may be accepted in place of a screening at the discretion of the administration.

3. Letter of Reference

A letter of reference from a teacher, preschool/daycare teacher, Sunday school/church teacher, or sports/other coach will be submitted directly to Cypress Christian School.

4. Interview

Each new applicant and/or family may be interviewed by the administration.

5. Application Decision

A decision on the application will be made by the administration following a review of all application documents.

#### **4.5 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. In addition, school records will be requested from previous school districts and reviewed by the administration. During this probation period, the administration, after consultation with families, reserves the right to alter grade level placement or withdraw the student from school.

## **Section 5: Attendance Policies**

### **5.01 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:

- A tardy will be recorded for any student who misses up to one hour of the school day
- Half-day absences will be recorded for any student who misses more than one hour of a school day.

### **5.02 Student Absence Reporting**

All student absence reports from parents/guardians should be submitted through our attendance email address, [attendance@cypressschools.tv](mailto:attendance@cypressschools.tv). Please include your student(s) name(s), grade(s), and a reason for the absence. In the case of student illness, please include symptoms and/or any medical diagnosis as appropriate.

Please note that this email is checked by office staff daily and not by teachers. If your child will be absent for two or more school days, please email the appropriate teachers to request work. For more information on make-up work, please see section 5.05.

### **5.03 Definite Reasons for Keeping a Child Home from School**

Please notify the school office as soon as possible with the reason for a student remaining home. Students must be fever free and/or have had no vomiting/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. Students with the following symptoms should be kept home from school.

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.

#### **5.04 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 outlined in section 5.08.

1. Student Illness: Please email the attendance email (attendance@cypressschools.tv) with dates the student will miss and any symptoms that are being shown. Please provide a doctor's note for students when returning to school if one was received.
2. Family Emergency: Please send an email to attendance@cypressschools.tv when possible with dates the student will miss and the reason.
3. Personal Circumstances (up to two school days missed) –an excused absence will be considered if an email is received from parents **in advance**, stating the reason for the absence. Please email the attendance email (attendance@cypressschools.tv). For absences of three or more days, please refer to section 5.07.

#### **5.05 Make-up Work**

1. A student absent for the above reasons will have the same number of calendar days as the student has been absent to complete make-up work. Deadlines for long-term projects/papers may not be extended due to absences.
2. For one day absences, students will be given make-up work on the day they return to school.
3. For two or more days of absence, your child's make-up work may be obtained by either:
  - a. Waiting until your child returns to school and is given missed assignments by the teacher.
  - b. Calling the office by 10:00 a.m. on the second day of the absence and requesting that your child's make-up work be either
    - i. Sent to the office for you to pick up after 3:30 p.m.
    - ii. Sent home with a sibling.
4. 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 a.m. to request work, the teacher will do their best to get it ready by the end of the day.
5. 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.
6. 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 the scheduled extended absences. See section 5.7 for more information.

## 5.06 Unexcused Absences

A student absence outside of the reasons listed in section 5.04 will be recorded as an unexcused absence. Students will receive zeroes for all work missed due to unexcused absences. If an absence excuse is received within 7 days, students will be given an opportunity to make-up work. Depending upon the situation, there may be additional disciplinary action.

## 5.07 Family Education Trip

Cypress Christian School recognizes the fact that family vacations may be necessary during the term and that family experiences, as well as travel itself, are valuable learning experiences. Any student missing three or more school days for this type of trip must submit a Family Education Trip form to the office at least **7 calendar days** before the absence is scheduled to begin. Please note that family education trips **cannot** be taken during the annual testing period (see school calendar). Failure to provide the appropriate notice may result in the absence being recorded as unexcused.

Each form will be reviewed by the administration and a decision made on whether to approve the request. Approved requests will be given to classroom teacher(s) to add make-up work. Completed forms will be sent home with the students. Make-up work must be completed by the student and turned in on the day they return to school. Work turned in late or completed by someone other than the student will receive zeros.

## 5.08 EdChoice Student Absences

Students receiving the EdChoice scholarship that exceed 20 unexcused absences as defined in section 5.06 will lose their eligibility to renew their scholarship.

## 5.09 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 administration) 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 his/her make-up work.
3. Students 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.

### **5.10 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 be assigned a lunch detention. Tardy numbers are reset at the end of the quarter.

Students are expected to be in their seats ready to learn by 8:20 a.m. 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 school's discipline policy.

### **5.11 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.

## **Section 6: Academic Policies**

### **6.01 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.

### **6.02 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).

### **6.03 Report Cards**

Report cards are issued quarterly for all students in grades K-8. 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 there are no outstanding financial obligations.

### **6.04 Grading System**

For language arts classes, Cypress Christian School provides performance feedback for students based on progress toward standards. Student performance is reported on the following scale.

- 4 *Accelerated* Student demonstrates mastery above grade level expectations.
- 3 *Proficient* Student demonstrates mastery at grade level without assistance.
- 2 *Basic* Student demonstrate grade level expectations with assistance.
- 1 *Below Basic* Student is not currently demonstrating grade level expectations.

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

- E* Excellent.
- G* Good.
- S* Satisfactory.
- N* Needs improvement.
- U* Unsatisfactory.

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:

- A* 90-100
- B* 80-89
- C* 70-79
- D* 60-69
- F* 0-59

## **6.05 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 administration in consultation with the teacher and parents. 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.

## **6.06 Achievement Testing**

Our students are administered standardized testing several times a year. Students complete Star360 assessments in Reading and Math three times a year. Each spring, students complete standardized testing in various subject areas. These assessments serve two basic purposes:

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

Please keep in mind that any achievement test is merely one indicator of a child's ability.

## **6.07 Elementary Special Subjects**

### Art

One period of art a week. Various projects will be undertaken throughout the course of the year. An art show will be presented each year at the same time as the grade level musical.

### Music

One or two periods each week. This will consist of singing, movement, playing instruments, and creating and composing music. and some basic instruction in music theory. The school will put on three major musical events a year based on grade level. 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

Students in Kindergarten will have two periods of physical education each week. Students in grades 1 to 5 will have one period every week. The physical education teacher will communicate what is suitable attire for each activity.

### Computer

Every elementary student will have two quarters of computer class during the year. These classes focus on building age-appropriate computer skills and preparing Cypress students to navigate an increasingly digital world.

## **6.08 Middle School Specials**

### Band/Choir

Students will take at least one music class, band or choir. Students will be permitted to take both band and choir. The band and choir will perform three times throughout the school year.

### Art

One quarter of art classes. These classes will encourage students to develop skills and knowledge in a variety of art techniques.

### Computer

One quarter of computer classes. Students will utilize a variety of computer applications to complete assignments.

### Health

One quarter of health classes. These classes focus on developing healthy lifestyle habits and are presented from a Christian worldview.

### Physical Education

One quarter of PE classes. These classes will focus on various sports and encourage students discover the gifts and talents with which God has blessed them.

### Spanish

Students in eighth grade will have one quarter of Spanish classes in place of either Art or Computer. This class will focus on building a foundation for high school Spanish classes.

## **6.09 Textbooks**

Many of the textbooks used at Cypress Christian School 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.

The Bible should be the main textbook in every subject. As the student grows in his/her understanding of Christian education, he/she will understand what that statement means. In a Christian school, all texts are understood and studied in the light of Biblical principles.

## **Section 7: Discipline and School Order**

### **7.01 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.

### **7.02 Discipline Principles**

The enforcement of all discipline policies will be at the discretion of the 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 always essential that the teacher be in command of the classroom . Rewards, incentives and encouragement are important tools in establishing good behavior patterns. We promote the ideal of "catch a student doing something good", and we 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 administration will seek to apply the school's rules fairly with compassion and wisdom.

Discipline is progressive. If 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.

### **7.03 Schoolwide Merits**

Positive behaviors will be recognized by the awarding of a Merit by any member of the faculty, staff, or administration. Merits will be recorded on FACTS-SIS and an email sent home when they are assigned. Students receiving five or more Merits in a quarter will be recognized at our awards assemblies.

## 7.04 Schoolwide Disciplinary Progression

Each teacher sets up his/her own system of classroom discipline under the guidance of the administrator. It is important to understand that every teacher will evaluate and handle discipline a little differently. Each individual classroom discipline system is the responsibility of the teacher, under supervision of the administrator.

Each situation requiring discipline will be evaluated on its own merits and appropriate consequences assigned. Parents understand that a first infraction by a student may result in an immediate assignment of more severe consequences if deemed appropriate by teachers and/or administration.

### Progression of Discipline

The following steps of the Progression of Discipline can be assigned by teachers, staff, and administration.

#### Step 1: Classroom Discipline System

The first step in the discipline procedure will be the individual teacher's classroom discipline system. The Classroom Discipline System will apply when in classrooms, at lunch, or at recess. The following are examples of behaviors that will be addressed by this step:

- a) talking out of turn
- b) writing/passing notes
- c) throwing objects
- d) "horseplay"
- e) loud/disruptive talking
- f) writing on desks & school equipment
- g) chewing gum
- h) food or drink in the wrong location
- i) inappropriate/unkind language or gestures
- j) dress code violation
- k) other minor behavior issues

The remaining steps in the progression will be recorded in FACTS-SIS and emailed home to parents/guardians by the individual assigning the consequence. For situations resulting in a suspension or expulsion, the administration will contact parents to discuss the situation.

#### Step 2: Warnings

Warnings are earned by students and the following are examples of behaviors that would be addressed by this step:

- a) repeated incidents of behaviors listed in the "Classroom Discipline System"
- b) students who are tardy to class (middle school)

### Step 3: Demerits

Demerits are earned by students and the following are examples of behaviors that would be addressed by this step:

- a) repeated incidents of behaviors listed in the "Classroom Discipline System" and "Warnings"
- b) cheating/academic dishonesty
- c) skipping class/leaving without permission
- d) violation of AUP (see section 8)
- e) lying
- f) pushing and shoving
- g) profanity or obscene gestures
- h) disrespect to students and staff

### Step 4: Lunch Detention

Lunch detentions are earned by students and will be assigned in following situations:

- a) receiving three demerits in a quarter
- b) repeated incidents of behavior in the "Demerit" section
- c) at the discretion of the teacher or administrator

### Step 5: After School Detention

After school detentions are earned by the student and will be assigned in the following situations:

- a) receiving 5 demerits in a quarter
- b) repeated incidents of behaviors in the "Demerit" section
- c) at the discretion of the teacher or administrator

The remaining steps of the "Progression of Discipline" may be assigned by the administration for behaviors including.

- a) repeated behaviors after being assigned and after school detention
- b) fighting
- c) threats
- d) vandalism
- e) destruction of property
- f) theft
- g) possession or distribution of alcohol, tobacco, or drugs
- h) bullying, intimidation, or harassment
- i) possession of a weapon or firearm, imitation or genuine
- j) inappropriate use of technology

### Step 6: In School Suspension (ISS)

Students assigned ISS are permitted to attend school but will not attend regularly scheduled classes. During their ISS, students will be supervised by staff and will be given the opportunity to complete classwork.

### Step 7: Out of School Suspension (OSS)

Students assigned OSS will need to be kept home by parents or family members. Students will receive a zero for all assignments missed during their OSS.

### Step 8: Expulsion

The administration may expel any student who has been found to be a continual discipline problem, involved in an activity serious enough to mandate 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.

## **7.05 Disciplinary Probation**

A student may be placed on disciplinary probation by the recommendation of the faculty and the approval of the administration due to continual lack of compliance to classroom rules, continued deliberate disobedience, a continued and persistent rebellious attitude, a negative influence on other students, 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 student assigned to disciplinary probation will be subject to a behavior plan. This plan will be shared with parents at a conference at the start of the probation period. The conference will include the parents, the student, teachers, and the administration. Following the conference, failure by the student to adhere to the behavior plan may result in expulsion from Cypress Christian School.

## **7.06 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 administration. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to school administration.

## **7.07 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:** solid color slacks, capris, shorts, dresses, skirts, or skorts; shorts, dresses, 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 that are torn cannot show skin through the tear; pants should be neither form-fitting nor extremely baggy; leggings cannot be worn as pants but are permitted under a skirt; leggings can be any color or appropriate pattern.

**Footwear:** traditional dress, casual, or athletic shoes; must be closed toed and have a back; socks or hosiery required; no heeies, crocs, sandals, or flip flops.

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

**Hair:** no extreme styles or colors; hair must be above the eyes.

**Outerwear/Sweater/Vests:** sweaters and vests worn during the school day are to be solid in color; a small logo or monogram is permitted; jackets and coats worn to and from school can be any style as long as they are appropriate but may not be worn in/between classes; only Cypress Christian School brand hoodies are permitted.

### CASUAL DAYS

Casual Days are scheduled to allow students the opportunity to wear clothing that is not included in the dress code.

**Tops:** t-shirts, shirts and/or sweatshirts displaying artwork, slogans, or messages are permitted as long as they are appropriate.

**Bottoms:** students may wear jeans, sweat pants, track/wind pants, athletic 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 be neither form-fitting nor extremely baggy; yoga pants, workout pants, jeggings, and other form fitting pants are

prohibited; leggings cannot be worn as pants but are permitted under a skirt; leggings can be any color or appropriate pattern.

## VIOLATIONS

Parental support is vital to the success of the dress code. Final decisions regarding dress code issues will be made by the administration. Cypress has a small supply of dress code appropriate clothes. Students out of dress code may need to call home for a change of clothes if no appropriate clothes are at school. Students out of dress code may be removed from the classroom until the issue is resolved.

### **7.08 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.

### **7.09 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.

### **7.10 Off-limits Areas**

The following areas are off-limits without special permission:

1. The platform areas in the activity and childrens center.
2. Any furnace room/mechanical room/janitorial supply closet/storage area/teacher workroom
3. The cafés 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

## **Section 8: Acceptable Use Policy and internet/Network Safety**

### **8.01 Statement of Purpose**

The purpose of providing internet and network access in schools is to support the school's educational objectives. 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.

### **8.02 Rules for internet/Network Usage**

The school is providing access to its school computer systems, computer networks, and the internet for educational purposes only. If there is any doubt about whether a contemplated activity is educational, students should consult with the classroom teacher. Use of the computer network and internet is a privilege, not a right. A student 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 school may also take other disciplinary actions.

### **8.03 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, administration, 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 and do not ever post sensitive photos. If you do post a photo, consider whether it's one your parent would display at home.
- 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.

### **8.04 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 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 or supporting of criminal or gang activity; threats, intimidation or harassment.

### **8.05 Network/System Security/Content Filtering**

- If an internet/network security problem is identified, the user must immediately notify the administration. 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 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.

### **8.06 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.

### **8.07 Administration 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.

### **8.08 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 school board.
- Have Acceptable Use Policy available on the school's website.
- Submit the Acceptable Use Policy to the FCC upon request by the commission.

## **Section 9: Other School Information**

### **9.01 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.

### **9.02 Class Requests**

Cypress Christian School teachers prayerfully create class lists for the school year to provide every student with the best academic and social setting to succeed. Many factors are considered in this process, including classroom observations based on their training and expertise. Parents wishing to request a specific teacher for the following school year may do so by completing the Class Request form (available from the school office). Please note that Cypress Christian School does not guarantee that requests will be honored.

### **9.03 Lockers**

Lockers will be assigned to students in grades 5 to 8 at the beginning of the school year. No student is to change this assignment without approval from their homeroom teacher. Students are permitted to decorate the inside of their locker appropriately. At no time, should students write directly on or inside the locker. Students will be asked to remove items that the administration deems inappropriate. No open containers of candy, food, or drink may be stored in lockers. Cypress Christian School does not assume responsibility for items left in lockers. The administration will conduct random locker checks monthly. In addition, the school administration reserves the right to inspect lockers at any time.

### **9.04 Lost and Found**

Lost and found items are kept in the hallway near the main school office and the K-1 modular office. 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. The Lost and Found box will be emptied and items donated every nine weeks.

### **9.05 National Memberships**

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

### **9.06 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. Parent 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.

## **9.07 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.

## **9.08 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 "fighting" for real or play.
- Permission to leave the area must be granted by the teacher/aide on duty.

## **9.09 Problem Resolution**

Cypress Christian School 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 resolution. 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 maintains 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 administration to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution submitted in advance to the administration.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, administration 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).

### **9.10 Recess (temperature guidelines)**

Students will have a full recess period outside unless:

- The temperature is 100 degrees or above factoring in the heat index
- The temperature is 32 degrees or below, factoring in the wind chill
- There is heavy precipitation

When it is dry and temperature is between 20 and 32 degrees (factoring in wind chill), students may be taken outside for a shortened recess period.

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

### **9.11 School Calendar**

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

### **9.12 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 administration.

### **9.13 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.

### **9.14 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 the like are not considered to be extremely urgent. Students should not be using cell phones to contact parents during the school day.

### **9.15 Visitation Guidelines**

For security reasons, all parents and visitors must report to the school office upon arrival. We welcome parents to visit their students at lunch. Parents may also observe and/or visit their child's class at any time during the day. However, parents must contact the school office to schedule a time for their visit in advance. Please consider the class schedule when planning

a visit. Former students may visit during designated lunch periods only. Due to the importance of drop off and dismissal times, parents are not permitted to be in classroom hallways from 8:00am to 8:15am and at the grade level dismissal times.

### **9.16 Volunteer/Chaperone Guidelines**

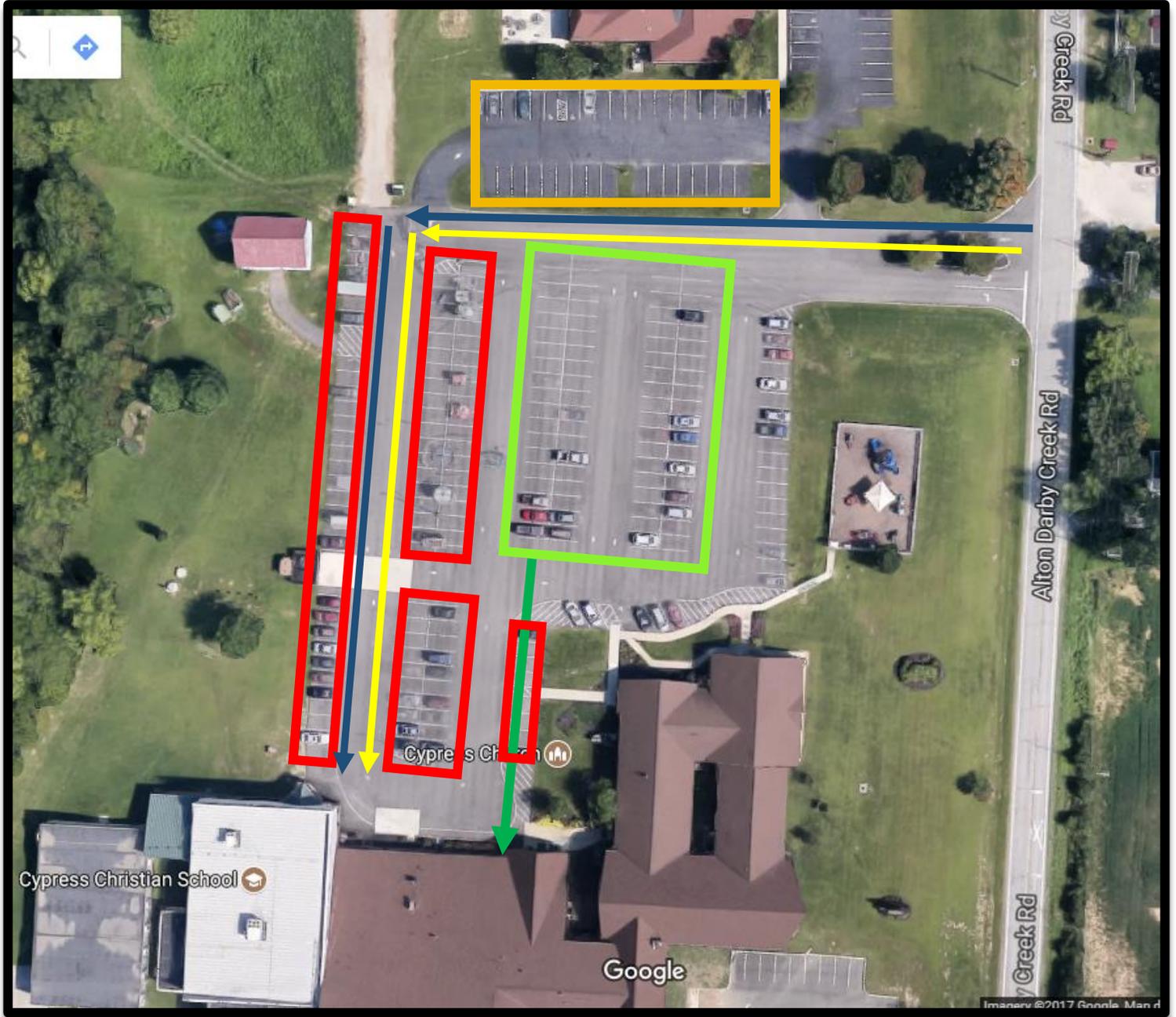
Parents wishing to volunteer at Cypress Christian School must complete a volunteer form to allow a background check to be completed. This form must be submitted to the school office **at least 7 days** prior to the volunteer date. Parents chaperoning field trips to who intend to drive students must submit proof of appropriate automobile insurance to the school office **at least 7 days** prior to the field trip date.

### **9.17 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.

## Appendix A – Parking Lot Map – Morning Arrival

Student Drop-off – 7:45am to 8:15am



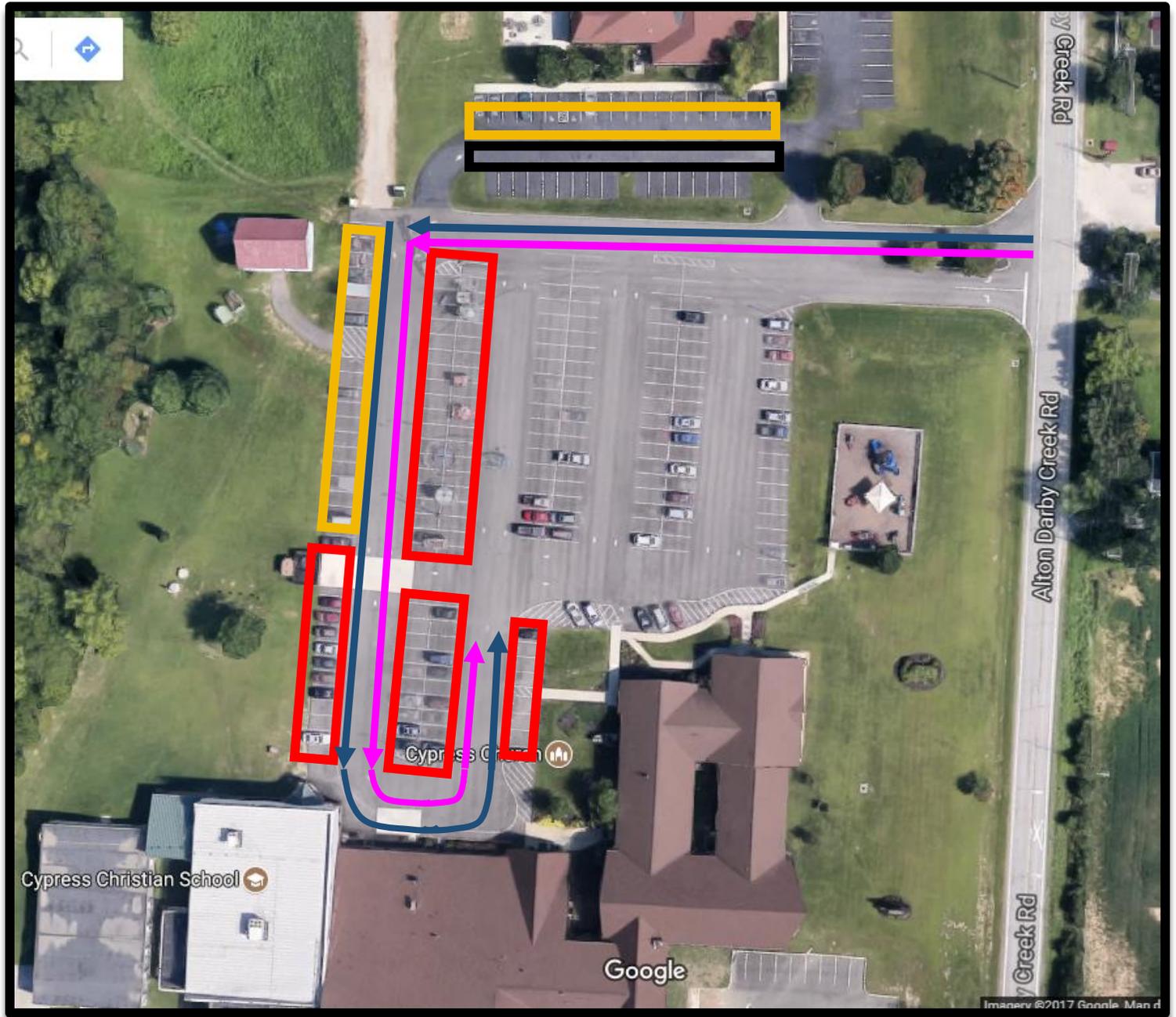
### Key

-  No Parking during drop-off
-  Parking Area for parents walking students to entrance
-  Pathway for parents entering the building during drop-off or dismissal
-  Car line to student drop-off
-  Bus Line – No Cars

## Appendix B – Parking Lot Map – Afternoon Dismissal

**Grade=Dismissal Times:**

**K-1=2:40pm, 2-3=2:55pm, 4-5=3:10pm, 6-8=3:25pm**



### Key

No Parking during dismissal

➔ K-1 parent car line

➔ 2-3 Parent car line

4-5 Overflow for parents arriving early; will follow K-1 line once called forward

6-8 Overflow for parents arriving early; will follow K-1 line once called forward

## Appendix C – Medication Form



Cypress Christian Schools

### 2019/20 Medication Administration Form

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Medication must be taken at the following time(s): \_\_\_\_\_

Other specific instructions for administration: \_\_\_\_\_

Treatment in case of adverse reactions: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_ Require refrigeration? \_\_\_ Yes \_\_\_ No

As the student's parent or guardian, I agree to the statements below:

1. I understand this request must be signed by *both* the physician (if prescribed medicine) and parent before administration of the medication will begin.
2. I will assume responsibility for the safe delivery of the medication to the school in the **original container** (as labeled by the pharmacy if prescription) and will assure an adequate supply of the medication has been provided to the school.
3. I agree to submit another form if there is any change in medication, dosage, and/or time medication is to be given.
4. I acknowledge that school personnel are under no obligation to administer the above drug and that such assistance may be rendered by a school employee who is not medically trained.
5. I release and agree to hold Cypress Christian School, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **REQUIRED FOR PRESCRIPTION MEDICATION ONLY AND TO BE COMPLETED BY A PRESCRIBER**

*Epinephrine Autoinjector?* \_\_\_\_\_ No \_\_\_\_\_ Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.

*Asthma Inhaler?* \_\_\_\_\_ No \_\_\_\_\_ Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or any activity event or program sponsored by or in which Cypress School is a participant.

*I agree the information listed on this form is accurate and this student is under my care.*

\_\_\_\_\_  
Prescriber Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix D – Family Education Trip Form



Cypress Christian Schools

### Family Education Trip Form

Cypress Christian School recognizes the fact that family vacations may be necessary during the term and that family experiences, as well as travel itself, are valuable learning experiences. Please complete one form for each student who will be absent and submit to the school office at least **7 calendar days** before the absence is scheduled to begin.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Date Absence Begins:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

**Reason for Absence:**  
\_\_\_\_\_  
\_\_\_\_\_

**In the space below, please explain the educational components of your trip:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I am agreeing to ensure my child completes all assignments provided by the teacher. I confirm I have read and agree to the policies outlined in the Family Education Trip section of the Parent-Student Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date

This page to be completed by the teacher after administrator approval.

**Subject**

**Classwork/Homework**

Bible:

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Language:

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Math:

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Science:

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Social Studies:

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\_\_\_\_\_:

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\_\_\_\_\_:

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\_\_\_\_\_:

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\_\_\_\_\_:

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Teacher Signature

---

Date

# **Acknowledgement of Receipt and Review of Parent Student Handbook**

## **Acceptable Use Policy and internet/Network Safety Consent**

### **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 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 using their first and last name. No other personal information will be used by the school in the creation of these accounts. This includes, but is not limited to, closed group school email, FACTS-SIS, Connect-ED by McGraw Hill, Think Central, and Star360. These accounts are designed to enhance the educational activities of the student by allowing access to applications and websites.

- 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.**

## **Parent Student Handbook and Statement of Beliefs**

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.

I have read and understand the Statement of Beliefs and agree to support Cypress Christian School 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.

I release Cypress Christian School from any liability connected with the use of my child(ren)'s picture or voice recording as part of any promotional, recruitment, or fundraising program. I consent to the use of any videotape, photographs, slides, audiotapes, or any other visual or audio reproduction in which my child(ren) may appear in for Cypress Christian School. I understand that these materials are being used for promotion of the school and may appear on the school website/social media pages which includes recruitment and fundraising efforts. If I do not agree to this, I must submit a request in writing each school year.

**Parent Name:** \_\_\_\_\_

**Students' Names and Grades:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_