



Cypress Christian Schools

**STUDENT PARENT
HANDBOOK
2016-17**

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TABLE OF CONTENTS

INTRODUCTION AND GREETING	4
PRINCIPAL.....	4
STATEMENT OF FAITH.....	4
PHILOSOPHY OF EDUCATION	4
NON-DISCRIMINATION STATEMENT	5
ACADEMIC POLICIES	5
<i>Achievement Testing</i>	
<i>Advancing to the Next Grade</i>	
<i>Bibles</i>	
<i>Cheating</i>	
<i>Confidentiality of Records</i>	
<i>Curricula</i>	
<i>Grading System</i>	
<i>Report Cards</i>	
<i>Special Subjects</i>	
<i>Textbooks (covering school owned books)</i>	
ADMISSIONS POLICY	7
<i>Philosophy</i>	
<i>Admission Standards</i>	
<i>Probation for New Students</i>	
ATTENDANCE POLICY	7
<i>Excused Absences</i>	
<i>Excessive Absences</i>	
<i>Definite Reasons for Keeping a Child Home from School</i>	
<i>Unexcused Absences</i>	
<i>Tardiness</i>	
BEFORE AND AFTER SCHOOL KIDS (BASK).....	9
CARE OF SCHOOL FACILITIES	9
CHANGE IN PERSONAL INFORMATION.....	9
CHAPEL	9
<i>Excused Absences</i>	
CHILD ABUSE REPORTING	9
CLASS PARTIES	9
COMMUNICATION WITH PARENTS	9
DISCIPLINE AND SCHOOL ORDER.....	10
<i>Philosophy</i>	
<i>Principles</i>	
<i>Disciplinary Procedures</i>	

DRESS CODE 12

FIRE AND TORNADO DRILLS 13

HOURS 13

IMMUNIZATIONS 13

LOST AND FOUND 13

LUNCH 14
Lunch Room Rules
Milk Cards

MEDICATIONS 14

MEDICAL EMERGENCY PLAN 14
 AIDS POLICY

MORNING AND AFTER SCHOOL ROUTINE 15

NATIONAL MEMBERSHIPS 15

NEWSLETTER 15

OFF-LIMITS AREAS 15

PARENT TEACHER ORGANIZATION (PTO) 15

PLAYGROUND RULES 15

RECESS (TEMPERATURE GUIDELINES) 15

SCHOOL CALENDAR 16

SCHOOL CLOSING FOR INCLEMENT WEATHER 16

SCHOOL DIRECTORY 16

SOLICITING AND SELLING 16

STATE CHARTER 16

STUDENT RELEASE POLICY 16

STUDENT TRANSFER OR WITHDRAWAL FROM SCHOOL 16

SUMMER DAY CAMP 17

TELEPHONE USE 17

TRANSPORTATION 17

TUITION AND FEES 17

VISITATION GUIDELINES 18

YEARBOOK 18

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

Principal

Cypress Christian School is ultimately accountable to the Local Board of Administration (LBA) of the Cypress Wesleyan Church. The school also has a Board which meets monthly with the School Principal. The CCS Board serves as the primary policy making, advisory and development group for the school. The School Principal 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. There is a head teacher for the elementary division and a head teacher for the middle school students.

Statement of Faith

At Cypress Wesleyan Church, our congregation is comprised of people from many church/religious backgrounds. 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:

- That the Bible is unparalleled in its divine inspiration and in its complete accuracy and authority as God's revealed source of faith and truth.
- In one God, beside Whom there is no other, Whose nature and activity is supremely revealed to us through His expressions of Father, Son (Jesus Christ), and Holy Spirit.
- That human nature involves the image of God, in part, but also displays the universal tendency toward, and the practice of sin, which is basically rebellion (active or passive).
- That Man's ultimate and most urgent need is an awareness of his condition before God and a new life with Him, through Christ.
- That Jesus Christ is God's unique revelation of Himself to us in human form, and His chosen pathway for our salvation, by virtue of his birth, life, death, resurrection and present intercession for us.
- That the Way to Salvation is through confession and forgiveness of sins, and personal acceptance by faith of Jesus Christ as personal Savior and Lord.
- That our lives should seek to "...attain to the unity of the faith and of the knowledge of the Son of God to maturity, to the measure of the stature of the fullness of Christ..." (Eph. 4:13).

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.

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.

Academic Policies

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 all grades. 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.**

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.

Bibles

Every student should have his/her own copy of the Bible. The translation that is desired for all school memory work and study is the New International Version (NIV).

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.

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.

Curricula

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 Minimum Standards.

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:

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

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

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

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 are to be signed and returned within one week of receiving them.

Special Subjects

Art – every class will have 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.

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 class will have a physical education period each week. The physical education teacher will communicate what is suitable attire for each activity.

Electives – Middle School students will have the opportunity to choose from a variety of elective course offerings utilizing our TEER program.

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.

Admissions Policy

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.

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 (Eph 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.

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.

Attendance Policy

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. We are also responsible for enforcing the Ohio Compulsory School Attendance Law.

Parents should call the school at 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.

Excused Absences

1. Illness – requirement: phone call by 9 a.m. to the attendance line and note from the parent.
2. Family Emergency – (i.e., illness at home, death in immediate family, emergencies requiring medical or dental services) requirement: note from the parent.
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. 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.

*Planned absences must be approved by the School Principal.

The school recognizes that it is sometimes necessary to schedule doctor and dentist appointments during the school day. Where this is necessary, a note from the parent in advance of the appointment is required. Students desiring to be excused before the close of school for any reason must present a written request from their parents stating the reason and the time for dismissal. The request is to be given to the teacher at the beginning of the day. In case of illness during the day, the student shall report to the School Office. Any early dismissal shall be arranged from there.

Excessive Absences

When a student exceeds 20 days of absences (excused or unexcused), he/she may be considered for retention unless he or she has had homebound instruction or unless special extenuating circumstances have been approved by the Principal. For Middle School, any student who missed 20 days of any class will have the grade for that class reduced by one letter grade.

Definite Reasons for Keeping a Child Home from School

1. Fever of 100 degrees and above
2. Sever coughing
3. Difficulty breathing
4. Stiff neck
5. Diarrhea
6. Vomiting
7. Conjunctivitis (pink eye)
8. Untreated infected skin patches
9. Evidence of lice or scabies
10. Sore throat associated with a fever
11. Skin rashes associated with a fever

Students must be fever free with no vomiting 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.

Unexcused Absences

All other reasons for absence from school will be considered unexcused. Daily class work and assignments due on the day of the unexcused absence will be graded as a zero. Major tests and assignments missed will be made up with reduced credit. Any work not turned in within 5 days will be counted as a zero.

Tardiness

Students are considered tardy if they are not in their classrooms by 8:15 a.m. Habitual tardiness can result in lunch detention.

Before and After School Kids (BASK)

The BASK program provides qualified care and supervision for students from the hours of 7:00 a.m. to 8:00 a.m. and 3:30 p.m. to 6:00 p.m. Applications, rates and general information are available in the School Office.

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.

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.

Chapel

Chapel services are held once a week. They are a time of musical praise and special speakers. On occasion, one of the CWC 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.

Child Abuse Reporting

In accord 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.

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.

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.

Discipline and School Order

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.

Principles

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 Principal 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.

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 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 above list of problems will be addressed primarily by the classroom teacher. 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 major infractions could move immediately to parental contact and administrative intervention:

1. Cheating – The first time a student is caught cheating the parents will be called by the teacher and a zero will be given for the work. The second time a student is caught cheating the parents will be called by the Principal. The student could be placed on disciplinary probation.
2. Skipping school or leaving without permission – The student’s parents will be notified of the incident and the student may be suspended from school (the number of days will be determined by the Principal). The student will receive zeros for work missed.
3. Fighting
4. Threats
5. Sexual Harassment
6. Theft and Destruction of Property
7. Drugs
8. Bullying

Bully 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.

The previous examples are considered severe infractions. For the over-all sake of school safety each case must be dealt with quickly and appropriately. The three major forms of administrative intervention are:

1. 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.

2. **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.
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.

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: collars and sleeves required- bare midribs prohibited; any solid color Polo, Oxford, or turtlenecks; Cypress logo or other monogram is permitted. Long-sleeved shirts may be worn under short-sleeved shirts. Shirts should be buttoned appropriately.

Bottoms: slacks, Capri's, walking shorts; khaki, navy, brown, gray or black in color- no denim. Cargo pants and cargo shorts are not permitted. Pants should fit nicely and be neither form-fitting nor extremely baggy. Leggings are only permitted under a skirt.

Skirts, dresses, skorts and jumpers: may be plaid- finger tip length. Athletics shorts should be worn underneath.

Footwear: traditional dress, casual, or athletic shoes- no open toe, and shoes must have a strap in the back; socks or hosiery required; no heeled shoes, crocs, sandals, flip flops, light-up shoes

Jewelry: should be worn in moderation; no piercings for boys, ear piercings only for girls

Hair: natural color; no extreme styles

Boys: above the eyes, and not 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 and 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.

CASUAL DAYS

Casual Days are scheduled to allow students the opportunity to wear clothing that is out of dress code. Shirts and/or sweatshirts displaying artwork, slogans, or messages are permitted as long as they are in good taste. Out of dress code bottoms are permitted providing they are neither form fitting nor baggy and are fingertip length (jeans are acceptable).

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.

- Student is issued a Dress Code Violation citing the nature of the violation.
- Parents will be notified of the violation via ParentsWeb.

Fire and Tornado Drills

Monthly fire drills and scheduled tornado drills are handled and carried out in complete compliance with all local codes and guidelines.

Hours

The school day begins at 8:15 a.m. for all students. Students in grades K-1 are dismissed at 2:55 p.m. Students in grades 2-4 are dismissed at 3:05 p.m. Students in grades 5-8 are dismissed at 3:15 p.m. The official School Office hours are 7:30 a.m. to 3:30 p.m. 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.

Immunizations

Parents and guardians are advised that failure to complete the following required immunizations within two (2) weeks after admission to school is basis for excluding students from school. Students will not be readmitted to school until the immunization record requirements are complete. Ohio Revised Code mandates that a complete record of immunization be filed within two weeks after school admission, including:

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.

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 does.

- _ 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.

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 given away every nine weeks.

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 juice, red punch or carbonated drinks. Due to codes and liability, the heating of 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.

Milk Cards

Parents can purchase milk cards on Renweb at the rate of 20 milk for \$10.

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.

Please note: cough drops, Tums, peppermint candy, etc. will no longer be available in the School Office.

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.

AIDS Policy

Each case of infection with the AIDS virus shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered. A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed of at least the student's physician, a public health Principal, and the School Principal. If no agreement is reached by the screening committee, the matter will be referred to the School Board for further consideration. The

School Board will then come to a decision after further consultation with the appropriate medical experts and the child's parents.

The parents of guardians of an infected student who has been admitted to attend school are responsible for securing such regular medical evaluations and biblical counseling as determined by the School Principal, as to permit a reliable assessment of any change in their child's condition which might affect attendance. Parents or guardians must authorize the release of the results of these evaluations to the School Principal. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment.

A student previously excluded from school may be admitted or re-admitted, pursuant to re-evaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

Morning and After School Routine

Students should not enter the main school building or K-1 modular before 8:00 a.m. Students are dismissed to their classrooms at 8:00 a.m. Parents are asked to comply with the published Traffic Arrival/Dismissal Procedure. Please drive carefully and **slowly** through the parking lot at all times. **Please do not park directly in front of the school building at any time.**

National Memberships

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

Newsletter

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

Off-limits Areas

The following areas are off-limits without special permission:

1. The platform areas in the East and West Auditoriums
2. Any furnace room/mechanical room/janitorial supply closet/storage area/teacher workroom
3. The Café
4. Main church administration hallway and School Offices
5. The Storm Room
6. School Office areas without permission

Parent Teacher Organization (PTO)

Cypress Christian School is blessed with an active PTO. You will find key dates for the PTO meetings on the school calendar. Your attendance at meetings is welcomed and needed. Look for several key mailings and events throughout the course of the school year.

Playground Rules

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

Recess (temperature guidelines)

Recess will be outside unless the temperature is 32 degrees or below factoring in the wind chill. **Please dress your student appropriately for outside winter activities.**

School Calendar

The CCS calendar is created and published every year. It highlights all major academic deadlines and key social events.

School Closing for Inclement Weather

closings and delays will be reported to the local television stations and on the school's Facebook page. The local school bus service follows that district's closing policy so if Cypress has school when one of the districts do not, you will be responsible for providing your own transportation.

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".

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.

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.

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.

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 or 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).

Summer Day Camp

A summer care/day camp is available for students entering grades 1 through 6. Registration takes place in early spring.

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.

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. Cypress Christian will have the bus information (route number & pick-up/drop-off location and time) at the "Back to School" night or you can contact the school office in the fall.

HILLIARD SCHOOL DISTRICT: Transportation department-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- 365-5074

New and returning students must complete an application.

SOUTH-WESTERN CITY SCHOOL DISTRICT: Transportation department- 801-8550

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

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 and find out what their procedure is for getting reimbursed.

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. 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 tuition payments). 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- this fee covers lab fees, field trips, Bible curriculum, and classroom incidentals. Middle School retreat and the 8th grade trip are not included in this fee. Instructional Fees are non-refundable however 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.

K-5th grade= \$190

6th-8th grade= \$210

Re-enrollment Fee- Non-refundable. Due at the time of student re-enrollment in January to confirm the student's enrollment for the next school year. \$60 per student (a max of \$120 per family)

Application Fee- one-time non-refundable fee due at the time a school application is received for enrollment consideration. \$100 per student

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.

Yearbook

A yearbook is published highlighting the events of the school year and will be made available in the fall for the previous year. Cost is minimal and the charges merely cover costs.