



Cypress Christian Schools

# Family Handbook

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## **Section 1: Introduction**

### **1.01 Greetings**

Cypress Christian School (CCS) is an 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. CCS is a ministry of Cypress Wesleyan Church (CWC) and operates to provide a church-based school system to serve our communities.

CCS recognizes the importance of our partnership with families and strives to work 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 with the support of families, the expertise and dedication of our staff, and the guidance of the Holy Spirit.

This handbook is designed to share important information with families including the policies of CCS. Please read it and keep it available for future reference. The CCS Board and CCS administration reserve the right to amend these policies at any time. Family support of these policies is vital to the success of CCS. If at any time a family disagrees with any of the policies in this handbook, they agree to contact the school administration to discuss if CCS is the right partner for their families educational needs moving forward.

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 CCS is provided without discrimination based on race, color, or ethnic origin. This includes the administration of its educational policies, scholarships, loans, fee waivers, educational programs and/or extracurricular activities. In addition, CCS is not intended to be an alternative to court ordered, administrative agency ordered, or public school district-initiated desegregation.

## **Section 2: Foundational Information**

### **2.01 Executive Leadership**

CCS operates under the authority of the CWC Local Board of Administration (LBA). The LBA appoints the members of the CCS Board and the CCS Board serves as the advisory and development group of the school. The CCS Board appoints the administration to oversee the daily operation of the school. The administration reports to the CCS Board regularly as it relates to policy, staff, students, and development issues. The CCS board is the recommending group on behalf of the school to the LBA when appropriate.

### **2.02 Mission Statement**

It is the mission of CCS, 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 CCS 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**

CCS 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. CCS seeks to accomplish this by developing and relating the whole person to God spiritually, mentally, socially and physically. When we provide 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 CCS.

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 CCS 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.

## **2.06 Teaching Ministry**

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the "many who heard him were astonished, saying, 'Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!'" (Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power" through their words and deeds, and "gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all" (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do: and the God of peace will be with you. (Phil 4:8-9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why teachers are required to give a

godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4:25, 29).

Teachers minister to the students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to "Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31-32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

## **2.07 Expected Student Outcomes**

CCS prepares students to move forward on the path God prepares for them in four areas.

### **Academics**

1. Students will demonstrate proficiency in the communication process including reading, writing, speaking and listening
2. Students will demonstrate the computational and reasoning skills needed for life beyond graduation
3. Students will obtain an understanding of history, geography and the social sciences that emphasizes the sovereignty of God and the influence of the past upon the present and the future
4. Students will develop an appreciation for God's creation and build a foundation of the physical and biological sciences and of the scientific method
5. Students will understand the basic content involved in Biblical literacy and develop the skills needed for a lifetime of personal Bible study
6. Student will take the opportunity to develop gifts and abilities by exploring activities including the fine arts, the practical arts, foreign languages and technology

### **Beliefs**

1. Students accept Christ as Savior and Lord and demonstrate a real, personal relationship with God
2. Students will be able to articulate and defend their faith
3. Students believe the Bible is infallible, value knowledge of Scripture, and are able to apply Biblical principles as the basis for life choices
4. Students will strive to know and submit to God's will in their daily life
5. Students recognize their unique gifts and abilities as coming from God and work to encourage the diverse and unique gifts and abilities of others
6. Students will recognize that Scripture validates science and math, and that history

validates Scripture

### **Connections**

1. Students connect with God through regular worship, Bible study, prayer, and fellowship
2. Students use Biblical knowledge and life experiences to make disciples
3. Students will respectfully acknowledge those in positions of authority
4. Students use their gifts and abilities to make an impact while serving Christ locally and globally
5. Students will demonstrate a servant's heart, exhibit justice and mercy in their relationships, and resolve conflict in a God-honoring way

### **Demonstrations**

1. Students work to the best of their abilities in academics, athletics, and the arts using their God-given gifts
2. Students are global citizens who think critically, apply Biblical wisdom and academic training to problem solving
3. Students are digital citizens able to use the most current technology in a safe and effective manner
4. Students will demonstrate work application skills including critical thinking, problem solving, reasoning, analysis, interpretation, synthesizing information, and research skills and practices
5. Students understand the value of service and strive to meet the needs of others

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

### **3.01 School Hours**

CCS's office hours are 7:30 a.m. to 5:00 p.m. The school day begins at 8:15 a.m. for all students and dismissal occurs between 2:50 p.m. and 3:30 p.m. CCS has voicemail and email (office@cypressschools.tv) for messages and communication outside of office hours.

### **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. CCS will also utilize the Remind text service to notify families of a closure. School buses will follow their public-school district's closing policy. Should busing be cancelled and CCS remain open, families will be responsible for providing transportation for students.

### **3.03 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. CCS 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.

CCS 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 traveling 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. This policy also applies to behaviors and actions that occur outside of the school day/year. Students found responsible for harassment, intimidation or bullying will be disciplined in accordance with the school's student disciplinary procedures.

Students and families 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.

### **3.04 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 families 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.

### **3.05 Student Needs**

CCS continually monitors the needs of our students from the time of application through their leaving CCS. This includes evaluating their academic, social, emotional, behavioral, and spiritual, and physical needs. If at any time CCS believes that they can no longer meet the needs of a student, a meeting will be held with families to discuss changes that need to be made. This may include requiring students to withdraw from CCS. Families who do not follow this requirement to withdraw students understand that CCS may be forced to take steps to expel students.

### **3.06 Problem Resolution**

CCS encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and families benefits the students. Families 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 families 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 families 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 family may request a meeting with both the teacher and administration to discuss the issue. At this level the 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 family may request a joint meeting with the teacher, administration and the Executive Director of Cypress Church.

4. If the family 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 require the withdrawal of students. Families who do not follow this requirement to withdraw students understand that CCS may be forced to take steps to expel students.

### **3.07 Confidentiality of Records**

Student records are kept secure in the school office and are open only to authorized school personnel, the administration, an authorized agent of the Ohio Department of Education, representative of a court presenting a valid court order, or the child's parent/guardian.

### **3.08 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; pullovers (¼ zips, sweaters, sweatshirts, sweater vests), cardigans, and jean jackets may be worn during the school day provided they are a solid color and do not have a hood; a small logo or monogram is permitted; only CCS brand hoodies from the CCS student store are permitted.

**Bottoms:** solid color pants, 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; leggings cannot be worn as pants but are permitted under skirts and shorts; leggings can be any color or appropriate pattern; cargo pants, jeggings, sweat pants, athletic pants/shorts, and jeans are not permitted; pants should not be excessively torn or ripped; pants should be neither form-fitting nor extremely baggy.

**Footwear:** traditional dress, casual, or athletic shoes are to be worn; must be closed toed and have a back; socks or hosiery required; no croc style, heelies, sandals, slippers, or flip flops.

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

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

**Jackets/Coats:** can be any style as long as they are school appropriate; may only be worn to and from school and during recess.

## Casual Days

Casual Days are scheduled to allow students the opportunity to wear clothing that is not included in the dress code. Any items not covered below remain the same on casual days.

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

**Bottoms:** students may wear jeans, sweat pants, athletic pants/shorts, 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 above fingertip length; 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 skirts and shorts; leggings can be any color and appropriate pattern; no pajamas or onesies allowed.

## Violations

Family 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 available. Students out of dress code may be removed from the classroom until the issue is resolved.

### **3.09 Chapel**

Chapel services are held once a week at 8:30am. Chapel is a time of Worship, including musical praise and special speakers. The CCS newsletter will include times for elementary and middle school. Students are expected to attend chapel in an orderly way and worshipful manner. Visitors are invited to join us for chapel at any time.

### **3.10 Lunch**

Parents will provide students with a nutritious packed lunch each day. CCS cannot refrigerate or heat any food items for students. Please do not pack any red drinks, carbonated drinks, or glass bottles. CCS partners with School Eatery to give parents the opportunity to purchase hot food for their students. Please contact the school office for more information. If a student does not have a lunch, CCS will contact the family to notify them of the situation and allow them to bring a lunch to the school. If families are unable to bring a lunch, CCS will provide a basic lunch for students for which families may be charged \$5.

### **3.11 Class Requests**

CCS 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. Families 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) and returning to the school office by April 15. Please note that CCS does not guarantee that requests will be honored.

### **3.12 Student Photographs/Videos**

Throughout the school year, CCS will have the opportunity to take photographs and videos at various student activities. Opportunities 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. CCS reserves the right 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 included but not limited to our website, social media sites, promotional materials, print materials, and displays on campus. Students will not be identified by name in photographs or videos by the school. Families who do not wish for their students to be included in these photographs must submit a written request to the school office each school year.

### **3.13 Visitor Policy**

Visitors are always welcome during lunch and chapel times. Anyone wishing to visit at any other time must contact the teacher and school office at least 48 hours prior to the visit. Due to the importance of drop off and dismissal times, family members are not permitted to be in classroom hallways from 7:45 a.m. to 8:15 a.m. and during the grade level dismissal times. For security reasons, all visitors must report to the school office upon arrival on campus.

### **3.14 Volunteer/Chaperone Policy**

Family members wishing to volunteer at CCS 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. Those chaperoning field trips 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.



## **Section 4: Student Information and Billing Policies**

### **4.01 Student Information System (SIS)**

CCS utilizes FACTS-SIS for the purposes of recording attendance, grades, lesson planning, admissions, enrollment, and student discipline. This information is shared with families through ParentsWeb.

### **4.02 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 update this information through ParentsWeb. Please keep emergency contact information and authorized pick up individuals current.

### **4.03 Court Documents**

Families will ensure that CCS receives a copy of any court documents that impact students in a timely manner. In the absence of court documents, CCS will follow Ohio Revised Code in regard to parenting rights.

### **4.04 Tuition and Fees**

CCS seeks to keep its tuition and fees at a reasonable level while providing staff appropriate compensation. A tuition and fee schedule is published annually and is available on the school website. All tuition and fees payments will be made online through FACTS Management.

The following are the fees at CCS for the 2022/23 school year. Please note that all fees are non-refundable. However, a refund of fees may be considered if a student withdraws due to a 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.

#### Administrative Fee - \$450 per student

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

#### Re-enrollment Fee - \$70 per student, \$140 family maximum

Re-enrollment fees are due at the time of student re-enrollment and reserve their place at CCS for the following school year.

#### Application Fee - \$125 for first student, \$75 each additional, \$275 family maximum

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

#### Athletic Fee - \$75 per student per sport

The athletic fee applies to students in grades 6-8 who are selected to represent CCS in interscholastic competitions.

Withdrawal Fee –See Section 4.05 for more information

The withdrawal fee is assessed when withdrawing from CCS to cover costs incurred by the school. The withdrawal fee varies based on date the withdrawal request is received.

#### **4.05 Student Withdrawal**

If it becomes necessary for students to withdraw from CCS, such intention shall be reported to the administration by means of a statement signed by the parent/guardian. Families will be required to complete a withdrawal form and the withdrawal will be granted after all school books and other school property has been returned. CCS will transfer student records upon request of the students new school once all financial obligations have been met per Ohio Revised Code 3313.642.

The following criteria are used in determining Withdrawal Fee for the student(s):

- **Students withdrawing on or before June 30**  
No Withdrawal Fee.
- **Students withdrawing between July 1 and July 31**  
Withdrawal Fee equivalent to 50 % of Administrative Fee per student.
- **Students withdrawing between August 1 and August 31**  
Withdrawal Fee equivalent to one month's tuition plus 50% of Administrative Fee per student.
- **Students withdrawing on or after September 1**  
Withdrawal Fee equivalent to 100% of the Administrative Fee plus prorated tuition based upon date of withdrawal.

#### **4.06 Finance Office**

All billing is handled by the finance office. For assistance with FACTS accounts and billing, please contact the finance office at (614) 878-8192 or emailing [billing@cypressschools.tv](mailto:billing@cypressschools.tv).

## **Section 5: Arrival and Dismissal Policies**

### **5.01 Changes to Student Dismissal**

Families wishing to change student dismissal method must contact the school office before 2:30 p.m. Requests received after this time may not be accommodated and may result in a delay to students being available for pick up.

### **5.02 Student Release Policy**

Families must supply CCS 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.

### **5.03 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, fees, and general information are available from the CCS office or on the CCS website. Please note that the cost of BASK is not included in tuition and that BASK is not a drop-in service.

### **5.04 Parking Lot Map**

To ensure the safety of all our staff, students, and visitors, please refer to Appendix A and Appendix B for an annotated parking lot map as well as reviewing our drop-off and dismissal procedures\*. We ask all families to review this information and share with any other individuals who will be coming onto the CCS campus. Carline is not the palace for conferences with staff members so we ask everyone to keep interactions brief.

### **5.05 Morning Drop-off – 7:50 a.m. to 8:15 a.m.**

1. Drive slowly, pay attention to your surroundings, and avoid using your cell phone. Pull up as far as possible to the car in front to close all gaps in the line as this helps keep the main road clear.
2. Students must exit vehicles on the passenger side.
3. No parking in the spaces marked red on the map (see Appendix A).
4. Any families wanting to walk their students into the building must park in the spaces toward the daycare playground and enter through the "Church Lobby" doors marked green on the map (see Appendix A).
5. No students should be dropped off prior to 7:50 a.m. unless they are registered with BASK. There is no school staff supervision available for students prior to 7:50 a.m.
6. Any students arriving after 8:15 a.m. are tardy. These students will need to be walked into the building by an adult to be signed in at the main office and receive a pass to class.

### **5.06 Afternoon Dismissal – 2:45 p.m. to 3:45 p.m.**

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. Students in grades K-1 are dismissed at 2:55 p.m., students in grades 2-4 are dismissed at 3:10 p.m., and students in grades 5-8 are dismissed at 3:30p.m.

1. Drive slowly, pay attention to your surroundings, and avoid using your cell phone. Pull up as far as possible to the car in front to close all gaps in the line as this helps keep the main road clear.
2. Students must exit vehicles on the passenger side.
3. Ensure student name card are clearly visible in the front window of the vehicle.
4. If you arrive in carline before your student is available for pickup, please drive forward and rejoin the end of the line.
5. If you do arrive earlier than your dismissal time, please park in the areas marked orange on the map (see Appendix B) and join carline once the dismissal time arrives.
6. No parking in the spaces marked red on the map (see Appendix B).
7. Families wishing to walk up to collect their students should park in the spaces toward the daycare (and walk toward the “Church Lobby” doors marked green on the map (see Appendix B). Families should return to their cars along the same path.

### **5.07 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 busing 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 busing 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 busing through Southwestern City Schools.

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

Please contact the school district directly for more information.

## **Section 6: Emergency and Medical Policies**

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

CCS has a comprehensive EOP that is reviewed annually. Every three years, CCS works with the Ohio Department of Education, Ohio Department of Homeland Security, Columbus Police and Columbus Fire to review the EOP. Families with questions or concerns should contact the school office.

### **6.02 Emergency Drills**

In accordance with local codes and guidelines, CCS conducts safety drills throughout the school year including fire and tornado drills. Other emergency scenario drills are conducted at various times during the school year. CCS will communicate with families following the completion of drills where appropriate.

### **6.03 Medical Emergency Plan**

Precautions are taken to prevent accidents and to ensure the safety of all children and adults. Should an accident occur, CCS 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, CCS will contact families or emergency contacts to inform them of the situation. 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. For students remaining at school, families will be contacted by the school office to be updated on the situation as soon as possible.

For more serious injuries, the CCS 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. Families will be notified as soon as possible and subsequent medical supervision, if necessary, is the responsibility of the parent/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 families.

### **6.04 Medications**

For the purposes of this policy, medication includes, but is not limited to, over the counter drugs, prescription drugs, natural remedies, vitamins and supplements, cough drops, and ointments. CCS is not authorized to dispense any 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 parent/guardian and, for prescription medication, a physician before being returned to school. This form can be found in Appendix C.

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 their own medication, as defined above. Any student found in possession of medication may be subject to disciplinary action. Exceptions may apply to asthma inhalers, epi pens, and diabetic supplies. Students requiring medication to be carried with them must have a medication form on file in the school office.

### **6.05 Immunizations**

Per Ohio Revised Code 3313.671 and guidance Ohio Department of Health, students must have a minimum number of required doses of vaccine to attend school **or** complete a vaccination waiver. Families interested in completing a waivers should contact the school office. Please be aware that failure to submit documentation within two weeks of beginning to attend CCS will result in your student being unable to attend classes 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, and 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.

#### 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 does 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.
- Students Grades 4-7: one dose of the Varicella vaccine on or after their 1st birthday.
- Written verification of disease history from a parent or physician is also acceptable.

## **Section 7: Attendance Policies**

### **7.01 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 school attendance is vital for success. For this reason, CCS does everything in its power to encourage regular and punctual attendance.

### **7.02 Student Absence Reporting**

All student absence reports from families must be submitted through our attendance email address, [attendance@cypressschools.tv](mailto:attendance@cypressschools.tv). Please note that this email is checked by office staff daily and not by teachers. Please include student names, grades, teachers, and reasons for the absence. In the case of student illness, please include symptoms and/or any medical diagnosis as appropriate.

### **7.03 Student Tardy and Half-Day Absences**

CCS tardy 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.

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

Students with the following symptoms should be kept home from school.

1. Fever of 100.4°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.

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.



## 7.05 Excused Absences

For an absence to be excused, families must email [attendance@cypressschools.tv](mailto:attendance@cypressschools.tv) within five days of the absence date. Absences will be excused in the following situations.

1. Student Illness: Please email the attendance email ([attendance@cypressschools.tv](mailto: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](mailto:attendance@cypressschools.tv) when possible with dates the student will miss and the reason.
3. Personal Circumstances (up to three school days missed) –an excused absence will be considered if an email is received from families in advance, stating the reason for the absence. Please email the attendance email ([attendance@cypressschools.tv](mailto:attendance@cypressschools.tv)).
4. Approved Extended Student Absence (see section 7.09).
5. Approved Family Education Trip (see section 7.10).

## 7.06 Unexcused Absences

A student absence without parent communication or for reasons other than those listed in 5.04 will be recorded as an unexcused absence. The administration may take additional disciplinary action after reviewing the specifics of the situation.

## 7.07 Tardy

Students arriving to school after 8:15 a.m. are considered tardy and must be signed in at the main office by an adult. Students receiving five tardies in a quarter may be assigned a lunch detention. Further tardies may result in additional disciplinary action per the section 9. Tardy numbers are reset at the end of the quarter. 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 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 also be disciplined according to the classroom teacher's classroom management procedure. Chronic tardiness may result in additional disciplinary steps being taken.

## 7.08 Excessive Absenteeism and Habitual Truancy

CCS asks parents to support students success by ensuring students are in attendance whenever possible. Ohio Revised Code 2151.001 and Ohio House Bill 410 contain the following definitions:

- **“Excessive Absenteeism”**
  - *Absent 38 or more hours in one school month with or without a legitimate excuse*
  - *Absent 65 or more hours in one school year with or without a legitimate excuse.*
- **“Habitual Truancy”**
  - *Absent 30 or more consecutive hours without a legitimate excuse*
  - *Absent 42 or more hours in one school month without a legitimate excuse*
  - *Absent 72 or more hours in one school year without a legitimate excuse.*

CCS has developed policies to ensure that families are in compliance with the definitions listed above. CCS has an Absence Intervention Team (AIT) that monitors student attendance and will notify parents when;

1. A student is absent, excused or unexcused, for five days in one month.
2. A student is absent, excused or unexcused, for ten days in the school year.
3. A student is marked unexcused absence for five consecutive school days.

In these circumstances, the AIT may require a mandatory meeting with families. Following the AIT meeting, a student may be placed on probation for the remainder of the school year. Students on probation will only have absences excused with a physician's note. Families failing to support the AIT in improving student attendance may result in the student being subject to further disciplinary action.

### **7.09 Extended Student Absences**

CCS recognizes the fact that circumstances may lead to students needing to take an extended absence from school. This could include serious illness, a medical procedure, or out of town funeral. If a family believes that their student will need to take an extended absence of four or more days, please complete the Extended Student Absence form (Appendix E) for each student who will be absent and submit to the school office as soon as is possible. The administrator will review each request to determine if these absences will be excused.

### **7.10 Family Education Trip**

Families are encouraged to take vacations during regularly scheduled school breaks. However CCS 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 four 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 the classroom teacher(s) to complete a list of missing work. Completed forms will be sent home with the students. Any make-up work provided 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 may receive zeros.

### **7.11 Make-up Work**

1. For one or two day absences, students will be given make-up work on the day they return to school.
2. For three or more days of absence, 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. Contacting the teacher on the second day of the absence and requesting that your child's make-up work be either
    - i. sent to the office for pick up the following day.
    - ii. sent home with a sibling the following day.
3. Students will have the same number of calendar days as the absence to complete make-up work. Deadlines for long-term projects/papers may be extended at the teachers discretion.
4. CCS will not disrupt student learning to ask your child's teacher to prepare homework while you wait for it. Please allow 24 hours for work to be prepared.
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.

### **7.12 Student Appointments**

CCS recognizes that there are various appointments that need to be made by families throughout the year. CCS encourages families to schedule these appointments during times when school is not in session to minimize disruption to student learning. When this is not possible, please communicate appointments with teachers so accommodations can be made where possible.

### **7.13 EdChoice Student Absences**

Students receiving the EdChoice scholarship that exceed 20 unexcused absences may lose their eligibility to renew their scholarship.

### **7.14 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 8: Academic Policies**

### **8.01 Curriculum**

CCS meets or exceeds all of the curriculum standards for Chartered Non-Public Schools as set forth by the Ohio Department of Education. CCS has a curriculum committee that evaluates our curriculum materials from both Christian and secular publishers to ensure the best materials are available for students to help meet the learning standards.

### **8.02 Bibles**

Every student should have their 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 suggested for all school memory work and study is the New International Version (NIV).

### **8.03 Report Cards**

Report cards are issued via email to families after the completion of each quarter. Fourth quarter report cards will be emailed provided there are no outstanding financial obligations.

### **8.04 Grading System**

CCS uses performance based standards to evaluate student progress in Kindergarten as well as in first through eighth grade language arts. In these areas, 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 demonstrates grade level expectations with assistance.
- 1 *Below Basic* Student is not currently demonstrating grade level expectations.

Student performance in core classes (bible, math, science, and social studies) is measured on a traditional grading schedule. This scale is also used for middle school Spanish, health, and media studies. Letter grades correspond with numerical percentages on the scale below.

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

Student performance in all K-5 specials classes (art, music, gym, and library) as well as middle school gym, band, choir, and art is indicated on an alternate scale shown below.

E	<i>Excellent.</i>
G	<i>Good.</i>
S	<i>Satisfactory.</i>
N	<i>Needs improvement.</i>
U	<i>Unsatisfactory.</i>

### **8.05 Advancing to the Next Grade**

A decision regarding promotion to the next grade will be based upon student progress on grade level learning standards, 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 families. Student performance will be monitored throughout the year to ensure no unexpected decisions are made. The decision to promote or retain a student are generally finalized at the end of the fourth grading period.

### **8.06 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.

### **8.07 Special Subjects**

Elementary students will have one specials class per day in subjects including art, music, physical education and library. Middle school students in grades 6 through 8 will have the opportunity to participate in specials including band, choir, art, media studies, Spanish, physical education, and health.

### **8.08 Textbooks and Library Books**

The Bible is the primary textbook in every subject and students will develop an understanding that all other texts are understood and studied in the light of Biblical principles. Textbooks and library books used at CCS are owned by the school and they may be covered at the request of the teacher. CCS has put a large investment in reading materials and they must be treated with care. Writing in any school owned book is to be done only at the direction of the teacher. Workbooks, usually owned by the student, are consumable. Families may be held responsible for the replacement cost of any damaged or missing textbooks or library books.

## **Section 9: Discipline Policies**

### **9.01 Discipline Philosophy**

CCS believes that discipline is a process by which students are guided to develop Christ-like characteristics. For this reason, CCS has a school wide discipline policy in place to help students develop a strong Christian character as well as foster a positive learning environment. In addition, each teacher has developed a classroom behavior plan in line with the CCS policies.

Discipline should build self-esteem and a self-developing value system based upon the principles of the Bible. CCS will endeavor to recognize positive student choices. When students do not make positive choices, they should never be “put down” or demeaned while being disciplined. Throughout the whole discipline process the student should be aware of the teacher’s unconditional love and respect.

The enforcement of all discipline policies will be at the discretion of the administrator according to the specific needs of the student and CCS. CCS may take disciplinary action for student behavior that occur both during and outside of the school day and school year.

### **9.02 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.

### **9.03 Schoolwide Discipline Policy**

Each teacher establishes a classroom management policy under the guidance of the administration. It is important to understand that every teacher will evaluate and handle discipline a little differently. Teachers will share their classroom management policy with families during the back-to-school meetings.

Discipline is progressive. If a discipline problem becomes more serious and cannot be resolved in the school, a family 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)

Each situation requiring discipline will be evaluated on its own merits and appropriate steps taken. Families understand that a first infraction by a student may result in an immediate assignment of more severe consequences if deemed appropriate by teachers 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 may be addressed by this step:

- a) classroom disruption
- b) writing/passing notes
- c) throwing objects
- d) horseplay
- e) misuse of school equipment
- f) chewing gum
- g) food or drink in the wrong location
- h) inappropriate/unkind language or gestures
- i) dress code violation
- j) other minor behavior issues
- k) tardy to class

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 families to discuss the situation.

### Step 2: Warnings

Warnings are earned by students in the following circumstances.

- a) repeated incidents of behaviors listed in the "Classroom Discipline System"
- b) at the discretion of the teacher or administrator

### 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".
- b) cheating/academic dishonesty
- c) skipping class/leaving without permission
- d) violation of AUP (see section 12)
- e) lying
- f) pushing and shoving
- g) profanity or obscene gestures
- h) disrespect to students and staff
- i) at the discretion of the teacher or administrator

#### Step 4: Lunch Detention

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

- a) receiving 3 demerits in a quarter
- b) receiving 5 tardies in a quarter
- c) repeated incidents of behavior in the "Demerit" section
- d) at the discretion of the teacher or administrator

#### Step 5: After School Detention

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

- a) receiving 5 demerits in a quarter
- b) repeated incidents of behaviors in the "Demerit" section
- c) receiving additional tardies after a lunch detention
- d) at the discretion of the teacher or administrator

#### More Serious Incidents

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

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

#### 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 families. 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 CWC. This policy applies to behavior on and off campus and throughout the calendar year. The CCS administration will communicate with families the reason for expulsion.



Families wishing to appeal the expulsion decision may do so by submitting their appeal in writing to the CCS School Board.

#### **9.04 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 families to comply with school policies, or failure of the families 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 families at a conference at the start of the probation period. The conference will include the family, student, teacher, and administration. Following the conference, failure by the student to adhere to the behavior plan may result in expulsion from CCS.

## **Section 10: Admissions Policies**

### **10.01 Admissions Philosophy and Policies**

CCS is a chartered nonpublic K-8 school that is committed to partner with families to provide students a high quality, Christ-centered education. For this reason, CCS has established specific admissions criteria, policies, and procedures to ensure 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 CCS can meet the academic, social, behavioral, and spiritual needs of the student.

CCS does not discriminate on the basis of race, color, or ethnic origin in the admissions process. In addition, CCS will not discriminate based on 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 CCS, families pledge cooperation in paying tuition and fees regularly and on time, encouraging their children to follow the Christian teachings of the school, and to respect the authority of the teachers, staff, and administration. Families also agree to follow policies outlined in the family handbook.

CCS desires every student and family to come to a saving knowledge of Jesus Christ but this is not a requirement for admission. Families enrolling at CCS must be supportive of and agree to have their children taught in accordance with the "Statement of Beliefs". In addition, CCS encourages families 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 family.

### **10.02 Kindergarten Age Requirements**

In accordance with Ohio Revised Code 3321.01, CCS will consider a student for admission to Kindergarten if they turn five (5) years old on or before September 30 of their Kindergarten school year.

### **10.03 Third Grade Reading Guarantee**

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

### **10.04 Admission Process**

Families wishing to apply for admission to CCS 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, \$275 family maximum).

2. Applicant Screening

Each student will be screened by CCS 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 CCS. Letters from family members cannot be accepted.

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.

**10.05 Probation for New Students**

New students are automatically placed on probation for one academic quarter. During that time, their academic, behavioral, and social progress will be monitored with special care to determine the correctness of their grade placement and their compatibility with the purposes and program of CCS. In addition, school records will be requested from previous school districts and reviewed by the administration. During this probation period, the administration reserves the right to alter grade level placement or withdraw the student from CCS after consultation with families. CCS may extend probation for students beyond the first quarter and will communicate with families in a timely manner.

## **Section 11: Other School Information and Policies**

### **11.01 Care of School Facilities**

All areas being used by CCS have been provided by CWC 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.

### **11.02 Class Parties and Treats**

Individual teachers will establish procedures for class parties and birthday celebrations. Teachers will also inform families of any food allergies that students may have.

### **11.03 Communication with Families**

Families can expect regular communication from their classroom teachers. Teachers will share their classroom communication information during the back-to-school period. Teachers will schedule conferences November to discuss student progress with families. Conferences may be scheduled at other times at the request of families or school staff.

Families may contact teachers via email or by leaving a message with the school office. Teachers cannot leave their classrooms during the school day to speak with families. Teachers and school staff will be unavailable during arrival and dismissal. Teachers will return emails and call as soon as they are able.

Emergency situations and calls will be handled by the school office staff. The office will utilize emails, phone calls, social media posts, and Remind text notifications to communicate with families.

### **11.04 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. CCS does not assume responsibility for items left in lockers. The administration will conduct random locker checks throughout the school year. In addition, the school administration reserves the right to inspect lockers at any time.

### **11.05 Lost and Found**

Lost and found items are kept in the hallway near the main school office and the K-1 modular office. Families 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 families 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 will be emptied every quarter.

### **11.06 Lunchroom Rules**

- Use and appropriate tone and volume when speaking.
- Remain seated unless given permission to move.
- Students will not share food due to potential food allergies.
- Students will not engage in horseplay or throwing of food.
- Pick up all trash around the eating area and dispose of it as directed.

### **11.07 Newsletter**

CCS sends a weekly newsletter via emails to keep families updated on school activities and events. Reading the newsletter is the best way to keep informed about important dates and events at CCS.

### **11.08 Off-limits Areas**

The following areas are off-limits without special permission:

1. The stages in the Activity and Children's Center.
2. Any furnace room, mechanical room, janitorial/supply closet, and storage areas.
3. The cafés and kitchen.
4. Main church administration hallway, preschool, and daycare hallways.
5. The student center.
6. School office areas without permission.
7. The Worship Center and lobby area.
8. Storage areas in the activity center
9. Area above the band/choir room.

### **11.09 Personal Electronics**

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

### **11.10 Playground Rules**

- All students are under the authority of the teachers/aides on duty.
- Remain in locations assigned by staff member supervising the group.
- No hitting, fighting, pushing or shoving, whether for real or for play.
- No throwing stones or other objects.
- Permission to leave the area must be granted by the teacher/aide on duty.

### **11.11 Professional Memberships**

CCS holds membership with the Association of Christian Schools International (ACSI) and Ohio Christian Education Network (OCEN).

### **11.12 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 current weather conditions in case of outdoor activities.

### **11.13 School Calendar**

The CCS calendar is created and published each year. It highlights all major school events. The school calendar is accessible through the school website. The CCS school year exceeds the minimum number of instructional hours required by Ohio Revised Code 3313.48.

### **11.14 Soliciting and Selling**

Soliciting and selling are not permitted on the premises of CCS for any purpose by staff, families, students, or outsiders. Solicitation for charitable drives will be permitted only with prior permission of the administration.

### **11.15 State Charter**

CCS 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.

### **11.16 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 or other electronics to contact their family during the school day unless directed to do so by a school staff member.

### **11.17 Yearbook**

A yearbook is published highlighting the events of the school year. Yearbook orders are available with spring pictures. Yearbooks are typically delivered in the fall.

## **Section 12: Acceptable Use Policy (AUP) and Internet/Network Safety**

### **12.01 Statement of Purpose**

The purpose of providing technology, internet access, and network access is to support the school's educational objectives of CCS. For a student to be allowed access to and use of the CCS computer system, computer network, the internet, and other technology, parents/guardians must sign the AUP agreement when completing the online enrollment process.

### **12.02 Rules for Internet/Network Usage**

CCS is providing access to its school computer systems, computer networks, and the internet for educational purposes only. If there is any doubt about whether an 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 their access to the network and internet terminated and is subject to disciplinary action by the school administrator.

### **12.03 Student Safety/Education**

#### *Cyber-bullying*

Cyber-bullying is 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 in accordance with CCS policies (see section 9). If a student believes they are the victim of cyber-bullying, the situation should be reported to a teacher, administrator, or other staff member. Additionally, students are encouraged to notify school staff if they suspect another student is being victimized.

#### *Social Media Networks/Chat Rooms*

Students are prohibited from utilizing social media and chat rooms on school devices unless directed to do so by a teacher as part of an educational assignment.

### **12.04 Basic Internet/Network Etiquette & Safety Rules**

- Be polite. Use appropriate language and graphics.
- 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 you would display at home.
- Assume that anything you post is on the internet permanently and cannot be removed upon any requests.
- Do not agree to meet in person someone you've met on a social networking site or chat room.
- 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.
- Network and internet access is provided as a tool for education. CCS 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, internet access as well as any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of CCS, and no user shall have any expectation of privacy regarding such materials.
- 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 or use copyrighted material or software without permission of the owner.
- Students may not sell or buy anything over the internet using school devices.
- Do not transmit or access obscene or pornographic material. Should you receive such material, students should notify a teacher as soon as possible.
- Any subscription to on-line services, shall be reviewed by a school appointed official and approved prior to any such usage.
- CCS policies on “Plagiarism/Cheating” and “Harassment/Intimidation” apply to conduct when using technology.
- Access to the network or internet by any means/device other than that approved by the administration is prohibited.
- The use of blogs, podcasts or other web tools is considered an extension of the 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 disciplinary action may be taken where appropriate.
- Use of the internet/network for any illegal activity is prohibited.

#### **12.05 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 disciplinary action.
- The use of anonymous proxies to circumvent CCS 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.

#### **12.06 Teacher Responsibilities**

- Will provide developmentally appropriate guidance to students as they make use of technology to conduct research and other studies related to the school curriculum.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the AUP according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the internet.

#### **12.07 Administration Responsibilities**

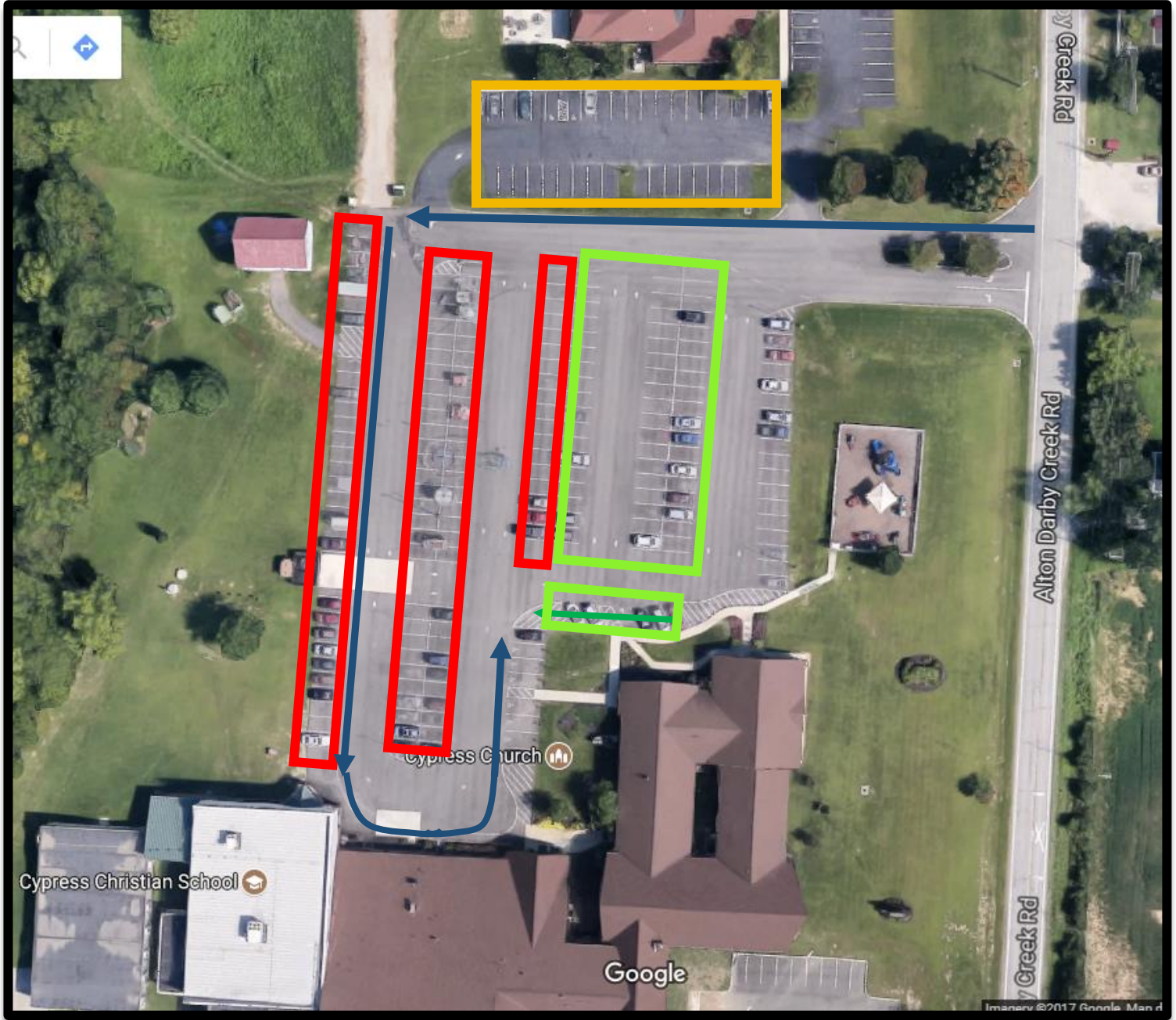
- Include the AUP in student handbook.
- Distribute handbooks to all families electronically.
- Treat student infractions of the AUP according to the school discipline policy.
- Identify, to the teaching staff, students who do not have permission to use the internet.

#### **12.08 School Responsibilities**





- Ensure that filtering/blocking software is in use to block access to sites and materials that are inappropriate, offensive, and obscene, contain pornography, or are harmful to minors.
- Restrict unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Have AUP approved by the school board.
- Have AUP available on the school's website as part of the handbook.
- Submit the AUP to the FCC upon request by the commission.

# Appendix A – Parking Lot Map – Morning Arrival

Student Drop-off – 7:50am to 8:15am



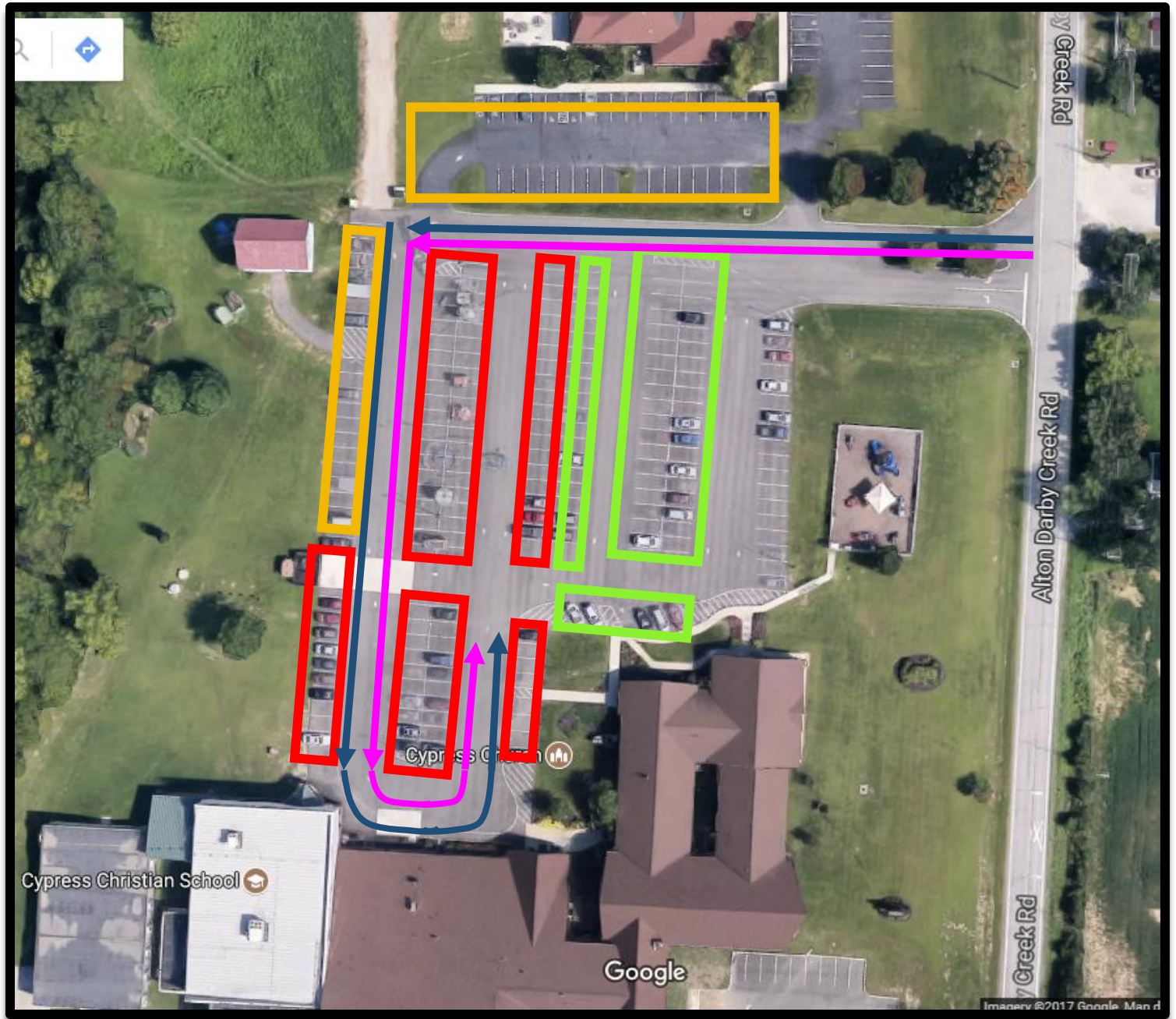
## Key

-  No Parking during drop-off
-  Parking Area for those walking students to entrance
-  Pathway for those entering the building during drop-off or dismissal
-  Car line to student drop-off

## Appendix B – Parking Lot Map – Afternoon Dismissal


Grade=Dismissal Times:


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




### Key

 No Parking during dismissal

 K-1 car line

 2-4 car line

 5-8 overflow for those arriving early; will follow K-1 line once called forward

 Parking Area for those walking to pick up students

## Appendix C – Medication Form



Cypress Christian Schools

### 2022/23 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/guardian 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 CCS, 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 – Page 1 of 2**

CCS 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 Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Cypress Christian Schools

## Family Education Trip Form – Page 2 of 2

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

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Date

# Appendix E – Extended Student Absence Form



Cypress Christian Schools

## Extended Student Absence Form

CCS recognizes the fact that circumstances may lead to students needing to take an extended absence from school. This could include serious illness, medical procedure, and out of town funeral. If a family believes that their student will need to take an extended absence, please complete this form for each student who will be absent and submit to the school office as soon as is possible. This form will be reviewed by the administrator who will determine whether the request will be accepted.

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

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

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

**Reason for Absence:**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

# **Acknowledgement of Receipt and Review of Family 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. By signing below, I give permission for my child to use the internet/network independently for educational purposes. I agree that if I do not with my student to use the internet/network, I will provide the school office with written notification.

### **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, google suite access, 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. By signing below, I give permission for the school to create accounts for my student using their first and last name. I agree that if I do not with CCS to create accounts for my student, I will provide the school office with written notification.

## **Family Handbook and Statement of Beliefs**

I acknowledge that I have received a copy of the Cypress Christian Family 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 CCS in the education of my students based on the foundation of these beliefs.

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

I release CCS from any liability connected with the use of my student'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 students may appear in for CCS. 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.

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

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

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

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