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OUR MISSION STATEMENT

Cincinnati Christian Schools, partnering with Christian families, provides a **Bible-centered, quality educational program** to **equip, train, and disciple** students to follow **Christ** and impact culture.

OUR STATEMENT OF FAITH

1. We believe the Bible is the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit.
3. We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the Father; and His personal return in power and glory.
4. We believe that lost and sinful man is saved by the grace of God, justified by faith in the shed blood of Christ, and regenerated by the Holy Spirit.
5. We believe in the resurrection of the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the creation of man by the direct act of God as recorded in the Book of Genesis.

NON-DISCRIMINATION STATEMENT

Cincinnati Christian Schools recruit and admit students of any race, color, or ethnic origin to all the rights and privileges, programs and activities of the school. CCS will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, tuition aid, educational programs or extra-curricular activities.

CCS was established to provide a quality Christian education and to assist parents in the spiritual development of their students, and is not intended to be an alternative school for those wishing to avoid public school initiated, court or agency ordered desegregation.

Cincinnati Christian Schools does not discriminate on the basis of race, color or ethnic origin in the hiring of any personnel.

OUR HISTORY

What follows is the story of CCS but it's really a story of God's faithfulness and grace. In the fall of 1970 a group of pastors, Christian business leaders and educators joined together and committed to the Lord to create Greater Cincinnati Christian High School. Classes began in the fall of 1971 and were held at Springdale Baptist Church. In the fall of 1971, TriCounty Assembly of God Church committed to the Lord to open TriCounty Christian Elementary School serving kindergarten through third grade; later adding fourth, fifth and sixth grade in 1973. Those two commitments would merge together in 1975 creating what would eventually become Cincinnati Christian Schools, Inc. The path would not always be a smooth one but success was at hand because of the godly commitment of so many.

In 1975 TriCounty Assembly of God agreed to accept financial responsibility for Greater Cincinnati Christian High School and renamed the combined elementary and secondary schools TriCounty Christian Schools which operated from the school building on the church grounds. Under the direction of TriCounty Assembly of God the school grew steadily to a student body of 654 in grades Kindergarten through Grade Twelve. This arrangement continued until 1993 when the church and school mutually agreed to become independent. Cincinnati Christian Schools, Inc. was formed to run the elementary and secondary schools now governed by a non-denominational Board of Directors. In the summer of 2002, CCS purchased Courts of Praise Christian Center in Fairfield Township. The facility was ideally suited for conversion to a Junior/Senior High School campus.

The purchase of this \$5 million facility was a breathtaking challenge for a school the size of CCS. It clearly shows God's magnitude and grace, not to mention the perseverance of the patient and faithful leaders, teachers and families of CCS. This rich history paves the way for a bold and exciting future for Cincinnati Christian Schools. It is a history that is living proof that success will follow when commitment to the Lord precedes. We sincerely hope you continue to be fellow travelers on this journey.

POLICIES AND PROCEDURES

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES [7-12]

All students in grades 7-12 must maintain a minimum 2.0 GPA with no F's, in order to participate in a sport or extra-curricular activity. Grades will be checked at the end of each quarter to determine eligibility for the next quarter.

DEADLINES: Students who become eligible or ineligible during the course of an activity season become eligible or ineligible on the day report cards are issued. Students may try out for a sport before becoming eligible, but will make the team only at the discretion of the coach. Students who become eligible during the course of an activity season may join that activity if space is available in that activity. All work for a class must be completed by the last day of a quarter unless extenuating circumstances are approved by the Principal.

WITHDRAW PASS/FAIL, NO CREDIT GRADES:

Students who withdraw from a class after the first two weeks of the date of entry into the class will receive a quarter grade of W/P (withdrawn/passing) or W/F (withdrawn/failing). A grade of W/F shall have the same effect on a student's quarterly eligibility as a failing grade for that course. Similarly, an NC (no credit) grade for excessive absences in a course shall have the same effect on a student's eligibility as a failing grade. 4th quarter grades will determine a student's eligibility for the 1st quarter of the following school year.

DEFINITIONS: Students who are academically ineligible may not participate in any extra-curricular activity.

EXTRA-CURRICULAR ACTIVITIES include any sports team or any other activity for which the students must tryout, be elected, or appointed.

PARTICIPATION includes practicing, playing, traveling with the group, attending meetings, or any active performance of duties associated with the activity.

AFTER SCHOOL EVENTS [K-6]

Students in Grades K-6 may attend an after-school event if accompanied by a parent or

high school sibling.

Students must participate as spectators if they are to attend the event and not wander throughout the building or campus.

Students who remain on campus after school without parental supervision must go to After-School Care. All students must be under direct supervision at the end of the regular school day.

AFTER SCHOOL SUPERVISION [7-12]

All unsupervised students remaining on school grounds (inside or outside) at 3:30PM must report to the diner for after school supervision. Parents will be charged for this service. Applications for after school supervision can be found on the CCS website.

ARRIVAL & DEPARTURE PROCEDURES & TIMES

ARRIVAL: School begins at the JH/HS Campus (Grades 7-12) at 8:00AM and at the Elementary Campus (Grades K-6) at 8:15AM. Students may arrive on the school campus one half hour before school begins. Students are not permitted in the building at either campus prior to 7:30AM. Those students arriving at 7:30AM on the JH/HS Campus must report to the cafeteria.

Students arriving after the times listed above are tardy and must report to the Principal's Office before being admitted to class (see Attendance section below). All Elementary students must first report to the gymnasium or recess, not the classroom prior to the beginning of the day.

DEPARTURE: Elementary students will be dismissed at 3:15PM and Secondary students at 2:55PM. Parents are urged to abide by the traffic flow patterns and to stay out of bus lanes. For everyone's safety, please drive at 10 MPH or less. Parents are to park in parking spaces, not along the drives if leaving their car.

UNAUTHORIZED LEAVING OF CAMPUS OR SCHOOL SPONSORED EVENTS:

Students may not leave the school grounds during regular school hours, without a written request signed by a parent and submitted to and approved by the Principal. Students may not leave school sponsored

events such as field trips and class outings before scheduled dismissal without a written request by a parent submitted to and approved by event sponsor, teacher, or Principal.

Violation will result in immediate suspension plus possible expulsion. In the event of an emergency, the student shall notify the Principal. Parents will be contacted by phone before the student is released from campus or an event.

ATHLETIC DEPARTMENT [7-12]

Please see separate Student Athlete Guidebook.

ATTENDANCE

DEFINITION: Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction and student activities. A student must be in regular attendance for the number of school days on the school calendar and is expected to maintain a good attendance record and be in school on time. Poor planning is not an acceptable excuse.

SCHOOL PHILOSOPHY: CCS has a high regard for academic excellence and scholarship and believes that school attendance and time spent in study have a significant relationship to achievement and affect a student's overall growth and development. CCS will notify parents when a student has an attendance problem.

OHIO SCHOOL LAW: According to Ohio law it is the responsibility of the parent to assure the regular daily school attendance of their child unless absence is the result of one of the following: personal or family illness, death of a relative, quarantine, work at home due to absence of parent or guardian, observance of religious holiday, emergency or circumstance judged as sufficient cause by school officials. Absence for any reason other than those cited above is illegal and constitutes truancy. An absence counts toward the total allowed absences per year (per class/and or day).

SCHOOL RECORDS: Each teacher will keep a record of attendance and tardiness for each student assigned to his/her class. The Principal's Office shall compile and maintain official records and report to parents at regular intervals.

ATTENDANCE REQUIREMENT FOR ACTIVITIES: A student must be in attendance by 11:30am to be eligible to participate in a scheduled after-school

activity, practice or athletic event. Exceptions to this rule must have 24-hour prior approval from the Athletic Director or Principal.

ABSENCES:

PARENT/STUDENT RESPONSIBILITY:

PRIOR NOTIFICATION: Parent must notify Principal's Office prior to 9AM on the first day of an absence and give reason for student's absence. Student is responsible to have parent contact the Principal's Office.

HOMEWORK ASSIGNMENT: It is the responsibility of the student or parent to secure the teacher assignments or tests missed during an absence by calling the school. Homework requests will be processed for an absence of **TWO OR MORE DAYS**. Use RenWeb system online.

POST NOTIFICATION: Upon returning to school following an absence, student must, prior to first period, provide the school with a note from parent including this information: student's name, grade, date(s) of absence, reason for absence and parent signature.

MAKE-UP WORK: Scheduling of make-up work, including tests, will be at the discretion of the teacher. The student will have the same number of days in which absent to make-up the work. Failure to make-up the work assigned will result in a zero grade. Any incomplete grade on a quarterly report card not finalized within two weeks automatically becomes an "F" unless there are extenuating circumstances which must be reported to the Principal. With an incomplete grade, the status for the student's eligibility doesn't change until the grade is complete.

FAMILY TRIPS: All family trips and extended absences from school in excess of three days must be reported to the Principal's Office at least one week in advance by completing an "Extended Absence Form" (more than three absences cannot be excused without the completion of this form). Family trips must be reported prior to the time gone to be an excused absence. Failure to report trips will be recorded as an unexcused absence and will count against the student's unexcused absence limit. Teachers will provide the student with general areas to review and study and any long-term assignment or project due during the absence must be turned in prior to the absence.

EARLY DISMISSAL: Every effort should be made to arrange doctor, dental or other appointments after school. When this is not possible, these procedures are to be followed:

Elementary: Parent (or authorized

person) must come to the Principal's Office to sign out the student and obtain an Early Dismissal Slip. In the case of a divorce or separation, a student will be released only to the parent who has custody. A student can be released to an authorized person only if the school is provided written permission from that parent. The parent is then to take the slip to the child's classroom and present it to the teacher. Upon returning to school the same day of an early dismissal, parent is to report with the student to the Principal's Office to obtain a re-entry slip and present it to the teacher for admittance back into the classroom.

Secondary: Parent or student is to present a parent signed note or a parental call to the Receptionist on the day of early dismissal. Note should include: student name and grade, reason for leaving, time of departure and parent signature.

MAXIMUM ALLOWABLE ABSENCES:

ELEMENTARY: 20 Days – A student absent more than twenty days of class cannot be promoted to the next grade level.

SECONDARY: A student cannot earn a course credit when the number of absences exceeds the following:

HS Block Semester Course = 5 absences;
JH/HS Block Year Course = 10 absences;
JH Semester course = 10 absences;
JH/HS Year long course = 20 absences.
The student's report card will show an "NC" (no credit) for the course which will be treated as a course attempted and failed for purposes of computing the student's GPA and class rank.

SCHOOL RELATED ABSENCES:

Absences due to school-sponsored events, and student suspensions and/or detentions by school authorities do not count as days absent.

MEDICAL ALLOWANCE: A student who experiences a long-term illness or hospitalization (five or more consecutive school days) or who has a physical impairment and/or a medically substantiated problem which entails repeated absences can be granted an attendance medical allowance based upon a review of the individual case by the Principal. An attendance medical allowance requires a written request from a parent to the Principal setting forth the reason for each day of student absence. Documentation from a doctor or other medical professional must be attached to the request. In the event the

medical allowance is approved, those absences are waived and will not count toward the maximum allowances permitted.

IN-SCHOOL ILLNESS: A student who becomes ill or is hurt during school must not leave the campus, but must report to the nurse's office or in the absence of the nurse to the receptionist. A student needing to report to the nurse during class time must first obtain a pass from their teacher.

EXCESSIVE ABSENCES:

NOTIFICATION OF CONCERN: A formal letter of concern will be sent to parent of student whose absences have reached 50% or more of the maximum allowable days.

PRINCIPAL CONFERENCE: A formal conference will be held with parent of student whose absences have reached 75% or more of the maximum allowable days. For each absence thereafter, parent must provide Principal's Office with appropriate documentation verifying compliance with state law; otherwise any such absence will be considered truancy.

NOTIFICATION OF FAILURE: Once a student exceeds the maximum allowable days absent, a formal letter of failure is sent to parent. Student may remain in class or be placed in an alternative learning setting by the Principal without academic credit.

TRUANCY (Unexcused Absences):

OHIO SCHOOL LAW: In accordance with state law, the school must have a system for responding to unexcused absences.

DEFINITION: An absence is considered unexcused for either of the following reasons:

1. Student is absent or leaves school before the end of the school day without permission from school officials.
2. Parent note contains a reason for absence that may not be excused or the note is ambiguous and the parent declines to give further information.

DISCIPLINARY MEASURES:

1st incident per quarter =

Phone call to parent for clarification

2nd incident per quarter =

Conference with Principal

3rd incident per quarter =

Student recommended for detention.

Skipping school – refer to discipline code

***ALL NOTES FOR ABSENCES ARE DUE WITHIN ONE WEEK OF THE ABSENCE.**

TARDINESS:

DEFINITION: Student is considered tardy when arriving to school after the 8:00AM bell (Secondary) or the 8:15AM bell (Elementary). A student who reports late or who is absent from a non-block class 15 minutes or more will be counted as absent for that period. (Block classes would be 30 minutes.)

EXCUSED AND UNEXCUSED TARDINESS

All tardiness to school will be considered unexcused unless it is due to illness, medical, or business appointments and accompanied with the appropriate note. The Principal may, at his or her discretion, excuse such unpredictable factors as extreme weather or traffic conditions. If a student is tardy to school or a specific classroom as a result of school business or a late school bus, the tardiness will be excused.

STUDENT RESPONSIBILITY: A student who is tardy must report to the School Office.

ELEMENTARY: Student must submit a note from parent and obtain a tardy slip to present to the teacher.

JH/HS: Student must obtain a tardy slip from the School Office and present it to the teacher for admittance into the classroom.

UNEXCUSED TARDINESS: The following measures will be taken by the school for unexcused tardiness during a quarter:

ELEMENTARY:

- 4th tardy = warning slip
- 5th tardy = warning slip
- 6th tardy = discipline slip to be signed by parent
- 7th tardy = detention at lunch and recess.

SECONDARY:

- 1st tardy = warning slip
- 2nd tardy = warning slip
- 3rd tardy = discipline slip to be signed by parent and returned to the Principal's Office the following morning
- *4th tardy = sent to Principal
- *5th tardy = 1-hour after school detention
- *6th tardy = 1-day suspension from school and student and parent must meet with Principal the following morning before the student is allowed to return to class.
- *7th tardy = possible expulsion

** If the signed discipline form is not returned within two school days, an additional detention will be issued.*

AUDITING A COURSE

A high school student may audit a course with the following stipulations:

1. No credit is earned for an audited course.
2. The number of audits taken is limited to one course per year.
3. A student may only audit a course if he/she has failed the second semester of a full year course. When repeating the course the first semester will be considered an audit.

BIRTHDAY PARTIES [K-6]

Birthday celebrations are encouraged at CCS. We want students to know they are special.

ON-CAMPUS PARTIES: The teacher approves the date, time, length, food and activities. A parent's assistance is required.

OFF-CAMPUS PARTIES: No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed on campus for off-campus socials or parties unless the entire class or all of one gender are invited. We encourage parents to invite whole classes if they desire to have large group parties where the attendees are solely from one classroom.

BOARD GOVERNANCE

Cincinnati Christian Schools, Inc. is governed by a non-denominational Board of Directors made up of seven to eleven members. No more than two members may concurrently serve from the same congregation. The school board elects its own members who may serve up to two three-year terms. Anyone interested in serving on the school board should contact the Board Chairman. In 2002 the CCS Board adopted the Carver Model of board governance under which the school board establishes broad policies, executive limitations and desired ends, and delegates day-to-day operations to a Superintendent who reports to them monthly. All school personnel report directly or indirectly to the Superintendent. A copy of the CCS Board Governance Policy is available upon request. Parents are welcome to attend the Open Session of any regular board meeting. Please consult the school calendar for meeting date, time and location.

BULLETIN BOARDS

Bulletin boards are reserved for school matters. A church news bulletin board is provided for families to post church related activities.

BUS TRANSPORTATION

The State of Ohio provides for the transportation of students attending a private school. This program is administered through the public school district in which each family resides. Accordingly most school districts within a 20-30 minute drive from CCS offer free bus transportation to students attending our school. Because every district administers this program differently, parents should contact their local school district bus transportation department for further information.

As a service to parents with both Elementary and Secondary students enrolled at CCS who desire only one drop-off and pick-up point, a bus shuttle is available between the Elementary and JH/HS campuses. The shuttle departs from the Fairfield campus at 7:35AM and from JH/HS campus at 7:55AM. A small fee is charged for this service. Contact the school office for more details.

CALENDAR OF EVENTS

The school calendar is approved annually by the Superintendent and distributed to the school family. Questions concerning the scheduling of events should be directed to the Public Relations Office. All calendar requests must be submitted through DynaCal 2 weeks in advance.

CHANGES IN PERSONAL INFORMATION

Student or parent is to report to the Admissions Office **any change** in their home address, telephone numbers, e-mail address, place of employment of either the mother or father, and the current emergency contact information. All changes in the information recorded on the enrollment forms are to be reported to the Admissions Office before the day that the change is to be effective.

CHAPELS

Chapel services will be held weekly. During chapel students are expected to be quiet, attentive, courteous, and reverent. All middle school and high school students are asked to bring their Bibles to chapel.

CLASSIFICATION [9-12]

To meet graduation requirements, the student must meet the following criteria:

<u>CREDITS</u>	<u>CLASSIFICATION</u>
0.00 - 6.25	Freshman
6.30 - 13.0	Sophomore
13.10 - 19.25	Junior
19.30 +	Senior

CLASSROOM STANDARDS

1. Each student should be in his or her seat when the bell rings.
2. Each teacher will establish a method of taking roll, opening and closing the class. Students are to respect the teacher's wishes in starting class.
3. It is the responsibility of the student to show respect to the teacher at all times as the authority in the class, regardless if the student agrees or not with the teacher's decision or procedure.
4. Each teacher will establish a policy regarding homework and tests. Students should give careful attention as to whether group study is permissible regarding homework assignments.
5. Students are required to take all material to class (i.e. pencils, paper, books, etc.)
6. Students are not to be out of class during a period without permission and a hall pass from any staff member.
7. Hall passes are issued by the office only when a student is being detained by the office. The school nurse may also give passes to students who have been in the clinic.
8. Students are not to disturb another class while in halls or walking past windows.
9. Students will not be allowed to disturb a teacher for any reason while he or she is conducting a class without the teacher's permission or in case of an emergency.
10. Students are to be dismissed by the teacher when the class has ended.

CLASSROOM VISITATION

Parents are welcome to visit classes with prior notice. On the Elementary Campus please make your request to the Principal who in turn will notify you and the teacher of the time. On the JH/HS Campus please make your request to the Guidance Office.

COLLEGE VISITATION DAYS [11, 12]

1-2 days prior to a college visit, a student should pick up and fill out a college visitation form. This form needs a parent signature, as well as the guidance counselor's signature. The form will then be given to the student to take with him/her to the college where a representative of that school should also sign it. Upon return to CCS, the student should return the signed document to the office. If this procedure is followed, a student's college visit will not count against absences for up to 3 college visits.

COURSES OF STUDY

ELEMENTARY: CCS offers an instructional program in a self-contained, heterogeneous classroom setting taught by regular certified teachers. These subjects are taught by specialists: computers, library science, music, physical education and Spanish.

JUNIOR HIGH:

GRADE 7

General Math II or Pre-Algebra
Social Studies
Language Arts
Science / Health
Bible
Physical Education
Electives: Art / Computer
 Music - Vocal or Instrumental
 Spanish

GRADE 8

Pre-Algebra, Algebra I or General Math II
Social Studies
Language Arts
Science / Health
Bible
Physical Education
Electives:
 Art / Computer
 Music-Vocal, Instrumental
 Spanish/German

HIGH SCHOOL:

GRADE 9

Old Testament Literature
English 9, Honors English 9
Biology, Honors Biology or
 Physical Science
Pre-Algebra, Algebra I, Geometry or
 Honors Geometry
Civics / World Geography
Physical Education (1/4th credit/semester)
Foreign Language
Health / P.E.

GRADE 10

New Testament Literature
English 10, Honors English
Biology, Chemistry or Honors Chemistry
Geometry, Algebra II or Honors Algebra II
Physical Education (1/4th credit/semester)
Foreign Language
U.S. History

GRADE 11

Modern Christian Issues
Junior English, College English I
Anatomy & Physiology, Chemistry,
 Chemistry II (Labs required), Biology II,
 Physics or Earth Science
Algebra II, Pre-Calculus or
 Honors Pre-Calculus

GRADE 12

Modern Christian Issues
College English II or Senior English
Chemistry, Chemistry II, Biology II,
 Physics, Anatomy or Earth Science
Economics & Government
Algebra II, Pre-Calculus, A.P. Calculus,
 College Algebra or Honors Pre-Calculus

ELECTIVE COURSES:

Computer Applications
Intro to Computers
Web Design
Keyboarding
Performance Theater
Technical Theater
Spanish I, II, III, IV
Greek I, II, III, IV
German I, II, III, IV
Band, Honors Band, Jazz Band
Choir
Speech
Beginning Clay, Advanced Clay
Drawing I, II
Stained Glass
Studio Art
Painting (Portfolio Prep.)
3-D
Jewelry I, II
Textiles I, II
Yearbook
Consumer Skills (only Jr. & Sr.)
Weight Training
Photography I, II
Chapel Leadership
College & Career Exp.
Media Aide (1/4th credit per year)
Teacher or Office Aide(1/4th credit per year)

CREDIT FOR NON-CCS COURSE [9-12]

Students enrolled full-time in Grades 9-12 at CCS may receive credit for courses only when they are completed within the course of instruction at CCS. Course work such as correspondence courses, courses taken at other schools, or home school instruction

may not be submitted for credit unless they meet one or more of the exceptional circumstances listed below and are pre-approved by the guidance office.

- The student is enrolled in a post-secondary options course that is approved by the Ohio Department of Education.
- The student has failed a CCS course and has made up the course in an approved summer school program.
- A conflict exists in the CCS course schedule that does not allow a student to take a scheduled course without significant harm to his/her overall schedule (as determined by the CCS Guidance Office). The school will not consider a conflict to exist if the course can be taken in a later year or is not required for graduation.
- A student wishes to take an elective course that is not offered at CCS.
- A student proficient in a CCS offered foreign language may obtain audit credit to be placed on his or her transcript for the first year of the language. This has no effect on his or her GPA.
- A student is enrolled in the CCS Satellite Program.

Any course work that is accepted for credit must meet the minimum credit standards established by the Ohio Department of Education and CCS. Application for any of these exceptional circumstances must be made through the CCS Guidance Office.

- 2nd semester seniors may only transfer credits to CCS from another accredited school.

Credit for courses taken on Seven Star: CCS students may elect to earn credit through an online learning setting using Seven Star Academy. These classes may be scheduled into the students' school day, and taken with a computer and monitor provided by CCS. A student who wishes to consider this option must see the Guidance counselor to determine if this is applicable for his/her situation.

In general, a student may choose to take an on-line Seven Star course and will not be charged additional tuition if:

- The student has an unresolvable schedule conflict that impacts his/her graduation requirements. (To be determined by a CCS administrator.)
- The student is a senior and cannot schedule a class that is necessary for graduation or the receipt of an honors diploma. (To be determined by a CCS administrator.)

- The student has an IEP accommodation which would be best met through an online setting. (To be determined by a CCS administrator or the CCS Intervention Specialist.)
- The student is repeating a previously failed class that is a graduation requirement.

If a student chooses to take an online course through Seven Star that is offered within the CCS curriculum, then he/she will be charged the course fee.

Once a student signs up for a course within the Seven Star Academy, he/she is responsible to complete the work involved in the course. The student will report to their assigned area during their scheduled time for the Seven Star course, and work during that time. CCS may monitor the student's behavior during the time that he/she is taking the course, but will not be responsible for providing a teacher to train the student on areas of difficulty within the course work. The grade received for the course will be added to the student's transcript. A student may not opt to have the grade excluded from his/her transcript. Should the student choose not to complete the class, the student and his/her parent will be responsible for paying for the course.

DISCIPLINE CODE

CAMPUS LIFE: CCS is a Christ-centered community of students, faculty, staff and parents who desire to provide a safe, peaceful and loving environment that promotes learning and develops character. Christian faith affirms the sacredness of the individual because of his or her relationship to Christ: God created man in His image; God created man as a person; and God Himself became man. Such a faith recognizes the value of a community such as CCS. Each student, teacher or parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in any way possible.

DISCIPLINE PHILOSOPHY: Discipline is an integral part of emotional and spiritual development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts, etc. (Prov. 22:6; Eph. 4:22-24). Usually, these methods build in

new behaviors, or increase the frequency of desirable behaviors.

Discipline also occurs as a result of an appropriate use of punishment or aversive learning (Heb. 12:5-8). Included in this category are reprimands, detention, social probation, work assignments, suspension, and expulsion. Generally, when punitive disciplinary processes are used the purpose is to suppress or remove undesirable behaviors.

Any time disciplinary measures are taken, whether in a positive or punitive process, those measures are taken for the express purpose of ministering to (i.e., developing or educating) the individual and/or the whole student body. This involves assisting the student(s) in transferring responsibility and accountability for behavior from parents and teacher/administrators to God who is the ultimate judge and authority (Rom. 14:10; II Cor. 5:10). As this process occurs, the student matures spiritually and emotionally and develops self-control as well as an understanding of accountability to God.

When punishment is administered at CCS, mercy and justice are combined in an attempt to assist the student in understanding the offense and the results of the offense. Further, punishment is administered in such a way as to show that love and forgiveness result when a student has appropriately responded to discipline. Every attempt will be made to instill in each individual an understanding of the necessity of the discipline and the potentially positive outcome. When all methods for helping a student have been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence and a great deal of effort will be made to prevent it from happening.

PURPOSES OF BEHAVIOR CODE:

1. To provide positive reinforcement for positive behavior.
2. To establish a clear description of the types of behavior that would be considered unacceptable.
3. To set forth the disciplinary measures that will be taken against unacceptable behavior.
4. To provide for the communication of all involved - parent, student, teacher, and administration - of the cause for discipline and the action taken.

5. To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair and consistent manner.

POLICY BOUNDARIES: The discipline policy applies to students while they are on campus, on CCS operated school buses, or at school functions. Their behavior at other times or places is *parent's responsibility* and *not the school's*. Behavior that *impairs the testimony of the school*, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

RESPONSIBILITIES

PARENT: Parents have been given the responsibility by God for the discipline of your children. As a CCS parent you have conferred this authority upon teachers and administrators during the school day and in school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty or students. For matters not resolved with the teacher, parents are encouraged to visit the Principal and teacher together.

STUDENT: A CCS student is expected to conduct himself or herself according to the highest Christian standards of honesty, integrity, responsibility and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's approval and the protection of your Christian testimony.

DISCIPLINE CODE:

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a code of conduct not only for their own benefit, but for the benefit of others as well. Cincinnati Christian School expects full cooperation from both student and parents.

Cincinnati Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at Cincinnati Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution: and the school may request withdrawal of

any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love.

There is, at Cincinnati Christian School, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

When problems arise, the following means of discipline may be used. These measures may be used in various combinations and varying order.

- The teacher may warn the student and explain why the behavior is not acceptable.
- Extra work may be assigned.
- Privileges may be restricted.
- A student may be dismissed from class to go to the office for a conference with the principal.
- Demerits may be issued.
- A phone call or an email may be made to the parent.
- A note may be sent to parents that must be signed and returned the following day.
- A parent-teacher-principal conference may be arranged.
- The student may be assigned to an **After-school Detention (\$10)**.
- The student may be assigned to a **Saturday School (\$25)**.
- An In-School or Out-of-School Suspension may be given.
- The student may be asked to withdraw from school.

Disciplinary Action Guidelines:

Guidelines are established to insure that both students and parents understand the process which will be followed should disciplinary actions be necessary. As stated earlier, it is the hope of the CCS administration that every student should function within the school community without the need of disciplinary intervention. However, to assume so would be unrealistic and to not make preparations would be negligent.

Described below are the potential consequences for misbehavior.

AFTER-SCHOOL DETENTION

Students who assigned **After-school Detention (\$10)** must report for detention at 3:10PM and remain until 4:10PM on

Tuesdays and Wednesdays. These days may be adjusted at the discretion of the administration. At 4:10PM, students must leave campus; go to an extracurricular activity, or to after-school supervision.

Misbehavior in detention will result in the student being assigned another day of after school detention. Students reporting late to detention will not be allowed to serve the detention that day. A discipline notice will be sent home the day the detention is assigned and the student will be expected to serve the detention on the next available day.

A student serving 5 After-School Detentions in a semester will earn a Saturday School.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the rules of the school. During this time some privileges may be denied, and the student will be observed carefully to see if any real effort is being made to improve attitudes and actions. The administration reserves the right to say whether or not a student will be retained at the end of the probationary period. This probationary period may continue while other consequences may continue to be issued.

PARENT/STUDENT CONFERENCE

School administration may request a conference with a student and his parents, or the student and his parents may request a conference with the school administration concerning the student's conduct. The goal of the conference will be to develop a behavior contract with defined, measurable goals for improved conduct.

SATURDAY SCHOOL

Students may be assigned to **Saturday School** as a consequence for disciplinary infractions. Saturday School hours are from 8:00AM to 12:00PM and will cost the student **\$25.00**. Students must come in school dress code unless otherwise directed.

Other than for accumulation of demerits, Saturday School may be assigned at the discretion of the administration for any major infractions such as disrespect to faculty, defacing school property or profanity. Saturday school may also be assigned for simple infractions which are continuously repeated offenses such as chewing gum, tardiness, and hall violations. It will be at the administrations discretion to either assign such a Saturday school

accompanied by demerits or in place of demerits. How this is determined will be explained in the "Determination of Demerits and Level Consequences" section of this policy.

Students will not be allowed to participate in any extracurricular activity on the day of the Saturday School.

IN-SCHOOL SUSPENSION

1. Student must complete classroom assignments in a designated room from 8:00AM to 3:00PM.
2. All class work missed must be made up. Ten percent will be subtracted from the grade on all assignments, quizzes, or tests missed because of suspension. If no assignment, quiz, or test was scheduled for the day missed, ten percent will be deducted from the participation grade.
3. No contact with other students during the school day.
4. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.

OUT-OF-SCHOOL SUSPENSION

Serious discipline problems may result in students being assigned Off Campus Suspension. Off Campus Suspension involves the following:

1. Students are not allowed to be on campus for any reason without permission of the administration.
2. All class work missed must be made up. **Twenty percent will be subtracted from the participation grade in each class missed because of suspension.**
3. Students will not be allowed to attend or participate in any extracurricular activity on the day of the suspension.

EXPULSION

A student may be expelled or required to withdraw from school at any time he is found to be out of harmony with the rules and policies of the school. A student expelled is prohibited from school grounds and functions (ballgames, competitions, school plays, banquets, etc.). Decisions in these matters are at the full discretion of the administration.

1. An expulsion from CCS is for two consecutive semesters.
2. The expelled student must satisfactorily complete a mentoring program and be recommended by his/her mentor as ready to make application for readmission.

MENTORING PROGRAM

The mentoring program is for students who

have been expelled from CCS or students who have been placed on prayerful consideration with regard to being allowed to continue as a student. Any expelled student who wishes to re-apply for admission after the expulsion period must complete the requirements of a mentoring program. The mentoring program has as its goal the restoration of students who have lost the privilege or are currently in danger of losing the privilege of attending CCS.

THE DEMERIT SYSTEM

Certain behaviors can be assigned a specific number of demerits while others give the administration a greater degree of discretion.

For example:

Specifically Defined...

Tardy to Class	1-5
Dress Code	1-5
Hall Violation	1-5
Leaving Class w/out Permission or Pass	1-5
Unprepared for Class	1-5
Violation of Candy, Food, Gum Rules	1-5

Administrative Discretion...

Chapel Misconduct, Cheating or Lying, Communicating without Permission (talking, notes, letter, etc.), Defacing School Property or Vandalism, Disobedience, Disorderly Conduct, Disrespect, Disturbing Class, Driving Offense, Fighting, Having Unapproved Items at School, Horseplay, Immorality (Sexual Misconduct), Inappropriate Music (material collected), Invasion of Privacy (being in someone's backpack, wallet, purse, notebook, textbook, etc., without previously obtaining that person's or the administration's permission), Leaving Campus Without Permission, Littering, Off Limit Areas, Physically or Verbally Threatening a Teacher, Pornographic or Lewd Material, Questionable Behavior Roughhousing, Skipping Class, Social Infraction, Stealing, Teasing and Name Calling, Tobacco in Any Form, Vulgarity, Profanity, Drugs or Alcohol.

In any of these instances the administration has the discretion of assigning demerits ranging anywhere from 1 to 50 demerits, giving level consequences or both.

NOTE: Students may not "work off" demerits under any circumstances.

Consequences for Accumulation of Demerits:

STEP ONE

When a student receives **10 demerits** during a semester, a call is made to the student's parents and a **Saturday School** is assigned. The particular day will be left to

the discretion of the principal.

STEP TWO

When a student receives **20 demerits** during a semester, an excessive demerit report will be sent home and a **Saturday School** will be assigned.

STEP THREE

When a student receives **25 demerits** during a semester the parent will be contacted and the student will be assigned **1 day In-school Suspension**. *The student may not participate in athletic or extracurricular activities for one week.*

STEP FOUR

When a student receives **35 demerits** during a semester, he is placed on disciplinary probation. The accumulation of 35 demerits *restricts the student from participation in any extracurricular activities for the remainder of the semester.*

STEP FIVE

When a student receives **40 demerits** during a semester, he will be assessed **three days of In-school Suspension** and a parent conference will be scheduled.

STEP SIX

Any student who receives **50 demerits** during a semester will have the privilege of attending Cincinnati Christian School taken away.

EXTREME BEHAVIOR VIOLATIONS:

Listed below are some of these serious offenses.

CHEATING: Students should resist any temptation to copy work from other students or to plagiarize. Cheating of any type is regarded as a serious offense and may lead to a suspension or expulsion.

FIGHTING: Fighting is not an acceptable Christian way of settling differences. A student who is willingly involved in a fight will receive a minimum 3-day suspension from school depending upon the severity of the offense. The Principal may take into consideration such factors as bullying or excessive provocation and assign suspensions or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, does intentional physical harm.

PORNOGRAPHY: The possession of any pornographic literature, including material accessed electronically, is strictly forbidden and may lead to suspension or expulsion.

HARASSMENT, INTIMIDATION, OR BULLYING: Harassment, intimidation, or bullying behavior by any student enrolled at CCS is strictly prohibited, and such conduct may result in disciplinary action, including,

suspension and/or expulsion from school.

“Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or any official school bus stop that a reasonable person under the circumstances should know will have the effect of: Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.”

PROFANITY, GROSS DISRESPECT: While “discourteous behavior” and “inappropriate language” may generally be handled through the discipline report procedure above, profane language or gross disrespect for authority may lead to suspension or expulsion.

PROFANE LANGUAGE: includes gross sacrilege, vulgar language (such as use of sexually-oriented profanity) and obscene gestures.

GROSS DISRESPECT: of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer which is either belligerent or vulgar in nature. Any student who is proven to have treated a CCS faculty or staff member in such a manner will forfeit the right to attend Cincinnati Christian School.

THREATENING BEHAVIOR: A student, who is guilty of making threats, verbal or non-verbal, physical or implied, may receive a minimum 5 day suspension or possible expulsion.

SEXUAL HARASSMENT: A students who is proven to have harassed other students or staff members by means of overt sexual comments or advances will forfeit the right to attend Cincinnati Christian School.

SUBSTANCE ABUSE: A student who knowingly possesses, uses, or is under the

influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to:

1. On the first incident, student will receive a minimum 10-day suspension from school and/or expulsion (possession or use of any illegal drug will automatically result in a recommendation for expulsion and notification of local authorities).
2. On the second incident, student will forfeit the right to attend Cincinnati Christian School.

A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind will forfeit the right to attend Cincinnati Christian Schools.

TOBACCO USE: Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco product is prohibited and is subject to these actions:

1. First offenders will receive a minimum 5-day suspension from school.
2. Second offenders will be recommended for expulsion.

THEFT: Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution of the items taken.

RACIAL SLURS: Any student who is proven to have made or used demeaning racial slurs for the purpose of insulting any person at school or school activity will receive a minimum 5-day suspension from school and may be recommended for expulsion.

WEAPONS: A student who possesses a weapon or object that could cause or attempt to cause physical injury to a school employee or student shall be recommended for expulsion. Even toy weapons and fireworks may be treated as a serious offense.

DETERMINATION OF DEMERITS AND LEVEL CONSEQUENCES:

Each teacher has an established behavior policy for his/her classroom. It is there to insure that your child have a positive uninterrupted classroom experience. This is the best situation for teaching and learning to occur. Should, however a student fail to adhere to this policy then a Misconduct Report is completed and sent to the school office along with the student. In the report the teacher will indicate the severity of the offense. It is this indication which will determine whether the principal will simply assign a detention; a demerit or both. One student may be given one demerit for chewing gum on the first offense, but when asked to throw it away they complied with no issue. While another student could receive a demerit and a detention for

chewing gum for the first time because when he was asked to throw his gum away he did so with in a disrespectful and argumentative manner. The determining factor will be the student's attitude and demeanor. Teachers have the ability to assign the first detention for certain rule infractions that are habitually broken in their classrooms (dress code; tardies; unprepared for class; gum, food, or candy in class; talking or class disturbances). Positive school climate is our goal. This is only achieved when consequences are consistent and address not just the act but the attitude and intent as well.

Conflict Resolution:

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. We suggest you follow this procedure in handling any problems that might surface:

First person to whom complaint has been made.

Second school principal.

Third school superintendent

The steps are established to insure that appropriate channels are followed and appropriate communication is made to all parties involved. The goal is that problems are resolved in a manner in which Christ is honored and positive relationships are maintained.

DRESS CODE

DRESS CODE POLICY

LONG PANTS

- Docker Style/Cargo Pants in good repair
- Navy Blue, Black, Brown or Khaki Tan
- Cotton/Cotton Blend/Corduroy
- Proper length
- No Oversized pants
- No frayed bottoms or intentional bunching
- No elastic cuffs
- Must fit properly at the waist (no "low riding" pants)
- Must be loose fitting as opposed to form fitting, (no lycra or polyester style stretch pants) Modesty is the guiding principle.
- A front zipper is required for all pants (or button fly for cargo pants)

The zipper requirement is not applicable for Elementary students.

SHORTS AND SKORTS

- Same requirements as pants except length
- Must be no more than 2 inches above the knee
- For Boys shorts may not exceed 2 inches below the knee

CAPRI PANTS

- Same requirements as pants except length

SKIRTS

- Same colors and materials as pants
- Modest fit
- No slits above knees
- Length – no higher than 2 inches above the knee
- No pants showing below skirt

JUMPER (DRESS)

- Same colors and materials as pants
- Length – no higher than 2 inches above the knee
- Definition of Jumper – one piece, sleeveless with top straps being about 1-2 inches wide
- Must be worn with a collared or turtleneck shirt

BELTS

- All pants/shorts/skorts/skirts must be worn with a belt if there are belt loops
- Must have buckle or be properly sized
- Belt not required in elementary (K-6)

SHIRTS

- Shirts must be long enough to remain tucked in (any outer shirt)
- Polo style shirt...shirts must be buttoned to point of modesty (no loops or gaps around buttons). Should there be question regarding where the point of modesty may fall, the administration will direct the student. Once that point is determined it should be adhered to from that point forward
- Oxford style shirts (shirts with collars that button down the front) are permitted
- Any solid color is acceptable
- Short or long sleeved are acceptable
- Tank tops or non-collared shirts may not be worn as an outer garment. They may be worn under the Polo or Oxford shirt. All layers must be tucked in
- Writing on undershirt may not be visible through outer shirt
- Can wear a solid t-shirt or turtleneck underneath. No writing on t-shirts. No camisoles that can be seen; scooped necks, etc.
- Cannot have colored stripe or colored piping on the outside of collar
- May have small (credit card size)

designer or CCS logo

- Must fit properly and modestly – no cleavage showing for young ladies
- Buttons are to be appropriately buttoned

SWEATSHIRTS/COATS

- **ONLY** official/approved CCS Hooded. Crewneck or ¼-zip sweatshirts are acceptable in class (collared shirts must be worn underneath)
- CCS track jackets are acceptable school apparel
- No athletic uniform tops may be worn to class
- CCS class shirts bearing CCS name or logo are acceptable only on **Friday**
- ***Elementary students may wear plain sweatshirts of any style in the following colors: gray, white, red or blue.***

SWEATERS

- Only solid, long sleeved cardigan style is permitted. Cardigans may have buttons, zippers, hoods, or no hoods
- Must wear dress code shirt or turtleneck beneath
- **ELEMENTARY ONLY:** plain gray, white, red or blue sweatshirts and any style sweaters

SHOES

- Athletic shoes allowed
- No higher than 2 inch heels
- Tied/laces/Velcro/buckles/slip-on/loafers
- No Flip-Flops or Athletic Sandals
- Crocs are not permitted for school wear
- Feet must be in the shoes
- No rolled shoes
- No sandals are allowed K-6 (shoes must have enclosed toe and heel).

SPIRIT WEAR POLICY

All “spirit wear” will be handled through Athletic Boosters so that all spirit wear is developed in a consistent manner. Spirit wear will be defined as any modest attire that is approved by Athletic Boosters, following the guidelines as set forth below. In order for spirit wear to be worn on Friday’s the following guidelines must be followed:

1. Must be one or more of the following colors: White, Blue, Grey and Black
2. The words: One of the following choices must be on spirit wear unless the letters CCS is chosen to represent the school.
 - a. Cincinnati Christian Schools
 - b. Cincinnati Christian High School
 - c. Cincinnati Christian Elementary

Clubs, classes and other CCS organizations must obtain the campus principals’ approval prior to having any attire developed for the

purpose of representing and or promoting any CCS club, class or organization. Requests for spirit wear must be made 3 weeks in advance of required completion date. It will be the club, class or organizations responsibility to develop the design for the shirt and submit it with the order to a representative from the Athletic Boosters.

The Superintendent will approve the Athletic Boosters request to make changes to this policy.

Most spirit wear attire developed by CCS prior to the 2009-10 school year will be grandfathered-in to wear on Friday spirit wear days. The campus principal will have full discretion to disallow any spirit wear they deem inappropriate.

FRIDAY DRESS CODE/SPIRIT DAYS

- Jeans may be worn on Friday if accompanied by **official spirit wear**.
- Sports team Uniform tops are not permitted as spirit wear
- Students may not wear jeans on Fridays unless they wear approved CCS spirit wear
- Jeans must be have a neat appearance (no holes, frayed on the bottom or writing.)

Note: The administration reserves the right to disallow any spirit wear should it be determined to be inappropriate for school wear.

Elementary Only

- *K-3 are permitted to wear jeans or navy/gray sweat pants on the day of physical education*
- *Students in grades 4-6 will change into modest and appropriate shorts prior to their physical education class.*

GROOMING

GIRLS:

- Make-up: Grades K-6 - No makeup or body glitter, Grades 7-12 – moderate
- Hair: Conventional style, normal solid colors, no pronounced two-tones (highlights okay)
- Jewelry: Moderate jewelry including earrings are permitted but other body piercing decorations or tattoos which are visible in school dress are not permitted during school or at any school activity. Chokers or dog collars, and studded bands are not permitted

- No writing on body parts (arms, legs, face, hands, etc) with markers, ink pens, paint or any other item

BOYS:

- No makeup (including body glitter, nail polish, etc.)
- Hair: Conventional style, normal solid colors, no pronounced two-tones (highlights OK). Hair must be neatly trimmed so as not to fall across the student's eyes, fall below the bottom of the ear, or bottom of the collar
- Clean shaven every day.
- Jewelry: Earrings or other body piercing decorations or tattoos which are visible in school dress are not permitted during school or at any school activity. Chokers, dog collars, studded arm bands and chains are not permitted.
- No writing on body parts (arms, legs, face, hands, etc) with markers, ink pens, paint or any other item.

SCHOOL EVENTS OR FIELD TRIPS: On all school outings, we must remember that we represent the school and Christ to the world; therefore, participants are expected to be in dress code. This applies to any CCS organization, athletic team, clubs, etc. that represents CCS. The teacher/coach decides appropriate wear for the outing as follows:

- Must wear approved Monday – Thursday attire if outing is to a place such as a play or museum.
- Can wear approved spirit-wear apparel if outing is to a park, service work, picnics or other outdoor activity.
- Athletic teams are expected to be in dress code to and from sporting events unless in uniform.
- On special event days the classes or groups may wear their t-shirts made especially for that day.

VOLUNTARY EVENTS: Modest apparel is the standard for games, school sponsored parties, etc. Modest apparel does NOT include tube tops, short shorts (less than 2" inseam) camisoles, halter tops etc. This list is not exhaustive but simply examples of what is considered immodest apparel by CCS. It is never appropriate to reveal undergarment straps or cleavage at any CCS activity whether it be a field trip or athletic event.

DRESS CODE for Junior/Senior Formal and Homecoming:

Remember that this is a formal event.

Ladies must be sure that their dresses:

- Are not backless below the middle of the back
- Do not have slits above the knee
- Show no cleavage
- Are not tight and form fitted.
- Undergarments must be worn.

Gentlemen must wear

- Either a suit and tie or a tux to the Jr/Sr Banquet.
- Either a suit and tie or a dress shirt, pants and tie to homecoming.

If your date is not a student at CCS, you are expected to communicate these rules with them and you are responsible for what they wear.

Please understand that we want this to be a wonderful evening for everyone; however, if you chose to come to the Jr/Sr outside the dress code outlined above, you will be sent home.

Any other dress code problems during the evening will be considered a school disciplinary problem and will be addressed as such.

DRESS CODE ENFORCEMENT

JUNIOR/HIGH SCHOOL:

If possible students will be required to immediately correct the dress code violation and will be either assigned a detention or demerits or both. Students who are in violation of the dress code and cannot address the violation without a change of clothing will not be permitted to attend class until appropriate clothing acquired. Students will be permitted to call parents to bring a change of clothing or gain permission to leave school to go home and change their clothing.

ELEMENTARY:

FIRST OFFENSE: A grace note will be sent to the parent from the classroom teacher indicating that a dress code violation has occurred. The teacher will record the offense. No referral to the Principal made at this time.

SECOND OFFENSE: In the event of a second occurrence of the same dress code violation, the student is referred to the Principal who will call the parent and request the parent to bring a change of clothing to the child. A 7:45 AM detention for the following school day will be set. The classroom teacher and the Principal will record the offense.

THIRD OFFENSE: In the event of a

third occurrence of the same infraction, the student will be referred to the Principal who will call the parent and request that the student be picked up from school. A 1-day suspension will be assigned (zeroes for all missed school work will be assessed).

FOURTH OFFENSE: In the event of a fourth occurrence of the same infraction, the student will be recommended for expulsion from the school.

It is important to note that offenses are tallied based upon violation of the same repeat dress code violation. If a student dresses inappropriately twice but in different categories, this does not constitute a second offense. This would be two first offense violations.

DUE PROCESS

The CCS community is urged to apply the Matthew 18 principle for resolving conflict. First go to your brother or sister in Christ to try and resolve the conflict in a Christ-like spirit. If it is necessary to involve school officials, please respect the school's organizational chain of command (when appropriate speak first with the teacher, coach or staff; then to a supervisor or Principal; then the Superintendent; and lastly the School Board).

EARLY GRADUATION POLICY [10-12]

CCS requires a four-year high school program. We believe that students need to be exposed to much more than minimum graduation requirements, particularly if a student does not plan to pursue some form of higher education. Realistically, we recognize that some students may be an exception to the majority because of their accumulation of sufficient credits, majors, and minors, as well as a valid need. They may benefit from obtaining their high school diplomas early.

Students who plan to graduate in three years should keep in mind that their choice to complete their high school education early dictates some necessary ineligibilities. Since the three-year graduate does not have the adequate number of credits to be considered a Senior, the student will be classified a Junior the entire year. Thus an early graduate shall not be ranked with his graduating class. In addition, all activities and programs that the student is involved in shall be participated in as a Junior. With the exception of graduation itself, an early graduate shall not be allowed to take part in

senior activities and programs.

ELIGIBILITY: Eligibility for early graduation will depend upon compliance with the following regulations and final approval by the Principal:

1. A written request for early graduation is required stating why the student desires to graduate early. It must be signed by the student and his/her parents.
2. A student must meet with the Guidance Counselor and identify his/her desire for an early graduation during the sophomore year.
3. At the time of the student's meeting with the Guidance Counselor he/she must work out a long range plan for the completion of all regular graduation requirements. No exceptions to required credits will be made.
4. The student may not graduate prior to the completion of 6 semesters of high school.
5. The student must maintain a minimum grade point average of 2.3. Students with a grade point average below 3.0 and have no failing grades are discouraged from graduating early.
6. The student must meet graduation requirements without attending summer school or night school during the graduating year. A student may attend summer school prior to the actual beginning of the graduation year. If a student fails a class which is required for his/her graduation, he/she will need to make it up the next year.
7. Students may not earn more than 6.75 credits during the graduating year.
8. Upon completion of the long range plan, a realistic appraisal of the plan will be made with the Guidance Counselor, student, and parent.

EMERGENCY / SCHOOL CLOSING

School closings due to inclement weather will be announced as Cincinnati Christian Schools on most local radio and television stations. If you ride a public school bus, listen for announcements concerning your local school district as well. If school is closed, all after-school activities are canceled unless you are notified otherwise. If for any reason it becomes necessary to close school on short notice, the One Call system will be implemented. Please plan ahead for all weather related problems.

ESM, WHAT IS THIS?

ESM week is a unique opportunity for CCS students and faculty to be involved in non-traditional learning experiences. These experiences provide an opportunity for teachers and students to explore topics that may be difficult to integrate into the regular curriculum. Students are encouraged to select an experience that fits with their interests and budgets. Many of the courses include trips away from the CCS campus in order to gain first-hand experience with a specific topic. It is our belief that such opportunities help CCS students make critical decisions in not only in the college and career process, but also in relation to their spiritual lives as well.

Many of our ESM offerings touch all three areas of ESM, (Enrichment, Service, and Ministry), while others will only hit one or two. In any case, we feel that each is valuable and will impact those who participate in them.

ENRICHMENT

This part of ESM week is devoted to:

- providing students with skills to become independent learners
- developing self confidence and stimulating an interest in the learning process
- going beyond the basics and sparking interest in life-long learning
- bonding together students who share some common interests
- supporting or extending the school curriculum
- providing challenging academic, athletic, or cultural learning opportunities

SERVICE

This part of ESM week is devoted to:

- exposing our students to the joy of serving others
- offering opportunities for students to develop and deepen their spiritual life through service
- allowing students to see life from God's point of view
- cultivating Christian fellowship among students and teachers as they work together on a common task
- developing a love for Christian service and helping those in need
- discovering and developing individual strengths and weaknesses
- demonstrating faithfulness, cooperation, and teamwork by working with others
- encouraging students to make Christian service an integral part of their lives.

MINISTRY

This part of ESM week is devoted to:

- preparing students for works of service

- identifying and affirming spiritual gifts
- teaching students to share their faith
- understanding that ministry can, and should, include ministering to the physical, emotional, mental, vocational, and financial needs of believers and non-believers alike

EXAMS & TESTS PROCEDURES [7-12]

All semester exams and class tests will be held during the regular school schedule. On any given regular school day students are to be limited to two tests and one quiz. The definition of a test will be determined by the teacher and the Guidance Counselor. In the event that a student is assigned more than two tests and one quiz he/she should contact the Guidance Counselor at least one day before the tests are scheduled.

Semester exams are administered in core classes during exam week at the end of each semester. The exams will be comprehensive covering material for the entire semester and will count 20 percent of the total semester grade. The first semester exam for 7th Grade students will not be comprehensive, but will be a unit exam based on the final unit of study for that semester. Seniors will be exempt from the last exams if they completed the second semester with an average of 74% or above in the class. In the event of emergency, the exam schedule will be delayed in direct proportion to the number of days missed. All final exams must be completed within two weeks of the semester.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities (athletics, student council, **CLASS TRIPS**, etc.) are a privilege extended to meet the needs and interests of students. **A student's participation is earned by the maintenance of acceptable scholastic standards and praiseworthy conduct (i.e., attitude, witness, courtesy) within the confines of the school, classroom, and playing field.** This is most important since all students are viewed as ambassadors of CCS by other students, parents, and outsiders. Students involved in extra-curricular activities and class trips must be especially aware of their representation of Christian schools in general, and the Christian life specifically.

FIELD TRIPS

Field trips are not an escape from school, but are planned learning experiences. If

your child has a disability which prohibits him or her from such an activity, it should be noted on the health record card. All trips will be properly supervised and all measures will be taken for your child's safety. Parents will be informed of all activities their child will participate in outside the school locale.

During the school day, transportation for all field trips will be via school buses. No CCS employee will transport students in their private vehicles. Occasionally, after school trips will be organized in which students will provide their own transportation. On those occasions, the school accepts no transportation liability.

Medication, both prescription and non-prescription, cannot be given to a student on a field trip without a signed medication form on file. The form must be signed by both the parent and the physician. All medication being sent on a field trip must be in the original labeled container.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at various times during the school year. Directions for conducting the drills are posted in each classroom and special attention should be given to these instructions. When the fire alarm sounds, students are to exit according to the designated route, quickly and in an orderly manner. Talking is prohibited. The school conducts tornado drills during tornado season.

FUNDRAISING

All fundraising by CCS (student and parent run organizations) should be submitted to the Public Relations Director for approval. Students, parents, and employees of the school are not permitted to bring outside organization's fundraisers to sell at school.

GRADING SYSTEM

CCS has adopted the following grading scale (number grades are not rounded-up):

Grade	%	GPA	Honors GPA	Honor Courses
A+	98-100	4.0	5.0	A.P. Calculus
A	95-97	4.0	4.5	Pre-Calculus Honors
A-	92-94	4.0	4.3	College Eng I, II
B+	89-91	3.3	4.0	Spanish III, IV
B	86-88	3.1	3.5	Greek III, IV
B-	83-85	3.0	3.3	German III, IV
C+	80-82	2.3	3.0	Honors Chemistry
C	77-79	2.1	2.5	Chemistry II
C-	74-76	2.0	2.3	Honors Algebra II

D+	71-73	1.3	2.0	Honors Geometry
D	68-70	1.1	1.5	Honors English 9
D-	65-67	1.0	1.3	Honors English 10
F	<65	0.0	0.0	Honors Biology Biology II Physics I Honors Band

E – Excellent	A = Excellent
G – Good	B = Above average
S – Satisfactory	C = Average
L – Low	D = Below average
U – Unsatisfactory	F = Failing

Teachers determine the goals of instruction and evaluate pupils' achievement accordingly. The percent grade a teacher assigns a pupil represents that teacher's estimate of how well the pupil met the course standards.

1. Credit will be awarded on a semester basis. The semester average is derived from the two quarter grades and the semester exam. Each of the quarter grades are weighted 40% in the determination of the semester grade, with the semester exam comprising the remaining 20% of the total semester average.
2. In subjects which do not have an exam, the semester average will be determined by averaging the quarter grades only.
3. All incomplete grades must be made up within the first two weeks of the following quarter. Students receiving an "I" during the 4th quarter must complete the necessary course work within two weeks of the last day of school. If a student does not complete the class in the allotted amount of time, he/she will receive an F for the class.

GRADUATION REQUIREMENTS [9-12]

The minimum credit requirements for graduation from CCS are as follows and must include the following courses:

SUBJECT	2009-10
*Bible	4
Math	3
English	4
Health/PE	1
Social Studies	3
• U. S. History	
• American Government	
Electives	6
Science	3
• Biology	
Fine Arts	1
TOTAL CREDITS	<u><u>25</u></u>

*Bible credit: one per semester in attendance.

The student must pass the Ohio Graduation Test.

GUIDANCE OFFICE [7-12]

The Guidance Counselor's office is available to give assistance to students. It is also a source of much information related to colleges, testing, and scholarships. In addition, certain school procedures need to be addressed in the guidance office: scheduling or class changes, teacher aide/office aide positions, grade changes, transcript requests, college visitation days and copies of report cards.

SCHEDULING FORMS are provided to students in early spring to be filled out by the student and the parent and returned to the guidance department. Schedules will then be assigned to the students and given out before the first day of school for the next school year. When a student would like to request a change in his/her schedule, the student and/or parent should discuss the reasons for the class change request with the guidance counselor. If the request is approved by the counselor, or other school administrator, a class change form must be processed through the guidance office before the change can take effect in a student's schedule. It is the student's responsibility to get the appropriate paperwork signed and returned. Schedule changes must be completed within the first week of a semester.

STUDENT AIDE: Students can sign-up to be a teacher's aide or an office aide for one period a day during the school year. The position must be documented, and proper forms must be filled out before the position becomes a part of the student's schedule. The aide position must be agreed to by the aide and the teacher or staff member being aided, as well as the guidance office. If a student does not maintain a responsible work ethic and attitude in his/her aide position, he/she may be dismissed as an aide, and assigned a new course of study.

TRANSCRIPT REQUEST FORMS should be filled out when a transcript is needed by a student. These forms should be complete when turned in and include the address of the institution where the transcript is to be sent. Requests should be made at least 48 hours before the transcript is needed.

COLLEGE VISITATION DAYS: 1-2 days

prior to a college visit, a student should pick up and fill out a college visitation form. This form needs a parent signature, as well as the guidance counselor's signature. The form will then be given to the student to take with him/her to the college where a representative of that school should also sign it. Upon return to CCS, the student should return the signed document to the office. If this procedure is followed, a student's college visit will not count against absences for up to 3 college visits.

REPORT CARDS: Copies of report cards are available upon request.

HOMEWORK

DEFINITION: Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher is homework.

PURPOSE: The role of homework as a link between home and school is a vital one. Homework assignments can serve to unite parent, child and teacher in the educational process provided that administrators and teachers have developed guidelines that form the basis for homework and assignments. Appropriate and clearly explained assignments encourage parental participation and promote a productive relationship between home and school. Homework assignments should also be evaluated regularly so that students assume there is merit to completing assignments.

Essentially there are three common types of homework assignments:

PRACTICE: Following classroom explanation, illustration and drill on new work, practice exercises are given so that material can be mastered.

PREPARATION: Homework assignments usually relate to the reading of an assignment the night before it is discussed in class so that the student receives specific direction in completing this assignment. A definite purpose for this pre-reading activity must be made clear by the teacher.

EXTENSION: Extension assignments encourage the student to go beyond the work done in class. Frequently, projects and problem solving assignments (with application of learned skills and research) are used as extension options. This is probably the most beneficial to students since it is the most individualized.

STUDENT EXPECTATIONS:

TIME: The following amount of homework time can be expected per night:

- Grades 1-3: average of 10-30 minutes
- Grades 4-6: average of 40-50 minutes
- Grades 7-12: minimum of 60 minutes

READING: Parents should encourage students to read or participate in reading activities.

PLANNER: In order to establish a consistent procedure for students to record homework assignments, each student is to carry an agenda planner. Planners are provided to all students the first week of school. We require the daily signature of the parent in the Elementary grades.

HONOR ROLL

ELEMENTARY: Honor students in Grades 1-5 are designated by a list issued at the end of each grading quarter. Those making all A's and/or B's in all subjects are named on the Honor Roll. A student cannot obtain an "L" in a specials class and be placed on honor roll.

JH/HS: The honor roll is posted approximately two weeks after the end of the quarter. Number grades are not rounded up. There are two "Honor Rolls" which are as follows:

<u>Junior High School</u>		
High Honors	92 +	(all A's)
A/B Honors	86 +	(no C's or D's)

<u>High School</u>		
High Honors	4.0	
A/B Honors	3.1-3.9 (no C's or D's)	

HONORS DIPLOMA [9-12]

To receive an honors diploma the student must meet the requirements for the regular diploma plus criteria for honors listed below. This diploma is separate from the honor roll, or the National Honor Society. Students who graduate with an honors diploma will have it recorded on their transcript.

Requirements for a CCS Honors Diploma:

- 4 units of college preparatory English
- a combination of 4 units of college preparatory math and 3 units of science OR 4 units of science and 3 units of college preparatory math
- 3 units of Social Studies
- 3-4 units of a Foreign Language. This may be 3 units of 1 language, or 2 units of one language and 2 units of a second

language

- 2 units of Fine Arts
- 1 additional unit in any of the above subject areas
- ½ unit of Speech
- ½ unit of Computers
- Maintain a minimum cumulative GPA of 3.75 or obtain a minimum composite score of 27 on the ACT or 1210 on the SAT Math & Verbal.

INDEPENDENT STUDENTS

Students living on their own cannot attend CCS.

INSURANCE

An accident insurance program covers all pupils. Students are covered by the school's policy for injuries received from accidents which occur while engaging in activities under the direction of the school and while participating in athletics sponsored by the school. Claim Forms must be submitted within 90 days from the date of the injury. This policy has a \$250 deductible.

LIBRARY

The library is a learning center intended for quiet research and study. Those making use of its resources must be considerate of fellow students and the library staff. The library is not considered an overflow center for students who want an escape. A student may not come to the library just to get out of study hall or to meet friends and talk.

Internet searching is available with teacher or librarian supervision in the library. Students are required to bring their personal public library cards with them in order to access the educational search engines provided to patrons at these sites. Chat room usage is not permitted. Inappropriate searches to questionable sites will result in discipline. Students will be financially responsible for damage to software or hardware.

Books will be checked out for three weeks. Reference books are limited to overnight or library usage only. There are no overdue fines; if the book is lost, the replacement cost of the book will be charged.

LOCKS AND LOCKERS

Lockers are provided for the safekeeping of books and supplies. Students are provided

with combination locks. Students are to use the lockers assigned to them. No writing on the inside or outside of locker is permitted.

At the end of the school year, each student is responsible for cleaning out his/her locker and returning the lock. It is the responsibility of the student to pay for the lock if it is lost. Periodic locker "checks" are made to promote cleanliness and security.

Abuse of lockers resulting in damage could result in an extra fee for repair.

LOSS AND DAMAGE

Students will be assessed the replacement cost of lost books. Charges will also be made for damaged books. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student(s) must be paid for by the student(s). The Principal will decide who has financial responsibility for damaged school property.

LOST & FOUND AND PERSONAL PROPERTY

The school maintains a lost and found area which parents and students should check regularly. Every 4-5 weeks all remaining items are donated to charity. Please label all personal belongings including clothes, book bags, and lunch boxes.

Here are helpful tips for students to follow:

1. Do not leave money or valuables in clothing which you hang up.
2. If it is necessary for you to bring a large amount of money to the building, turn it into the school office for safekeeping. The secretary will place your money in an envelope, write your name on the envelope and keep it for you. We suggest that you do not bring large sums of money to school.
3. Packages may be turned in to the office for safekeeping.
4. Please report losses to the administration promptly.
5. Please turn in found articles at the office immediately.
6. Lost articles will be kept in the lost and found. Small articles such as jewelry, glasses, and watches will be kept by the secretary and may be claimed upon identification. Articles left on desktops, floors, coat racks, and locker tops as well as locker rooms will be placed in the lost and found.

LUNCHROOM

- In order to leave the cafeteria, students must sign out and receive a pass from the cafeteria supervisor. When all passes are in use, no students may leave. Teachers will monitor list to be sure no one is gone longer than necessary.
- Students may receive a pass only to go to the restroom or use the phone.
- **NO FOOD OR BEVERAGES LEAVE LUNCH AREAS.**
- **NO ONE MAY LEAVE THE CAFETERIA DURING THE LAST 5 MINUTES OF LUNCH.**
- All tables must be cleaned and trash picked up before students leave area.
- All spills in microwaves are to be cleaned up.
- Students are to be dismissed no earlier than 2 minutes before bell.
- Students are not to travel between cafeteria and diner.
- Parents of a K-6 student who does not have a lunch and one is provided by CCS, will be billed \$2.70 per lunch.

MARRIED STUDENTS

Students who are married are not allowed to attend CCS.

MEDICAL INFORMATION AND POLICIES

PHILOSOPHY OF HEALTH PROGRAM: The philosophy of CCS states that the school's primary function is to assist parents in training each child. The policy concerning the school nurse has been developed with this same fundamental guideline. Therefore the nurse's chief function should be to re-enforce good health practices which must begin in the home. As an example, throughout the school year screening of students for various health problems will be completed. These are not meant to relieve the parents of their responsibility, but to assist them in this area.

LIMITATIONS OF SCHOOL NURSE: The school nurse is limited to provision of first-aid to injuries or illnesses that occur while the student is in school or en route. The providing of medical care is the responsibility of the parents and cannot be assumed by the school. School nurses are not permitted to diagnose. Parents should not send students to school with conditions that the child has had and expect the nurse to give advice. This is especially true of

rashes or contagious illnesses.

All health policies are approved by the administration. The nurse is responsible to the school administrators.

EMERGENCIES: In an emergency, students will be transported to Mercy Fairfield South Hospital by the Fairfield Life Squad and accompanied by the school nurse or other school representative. Parents will be notified by office personnel. The emergency medical forms will be taken along by the school representative when students leave campus.

SENDING STUDENTS HOME: Students will be sent home when the administration or nurse deems it necessary. As a rule, when a student has a fever of 100 degrees F or above, or exhibits symptoms severe enough to prevent being in the classroom, the student will be sent home. If we are unable to reach the parents, names on the emergency referral card will be contacted. All high school students must go through the nurse's office if feeling too ill to remain in school. If a student leaves without proper clearance, it will result in an unexcused absence. If the ill student is driving home, parental permission must be obtained before the student can leave.

DISPENSING OF NON-PRESCRIPTION DRUGS: Students sometimes have minor ailments and complaints insufficient to merit sending the student home, but of sufficient discomfort to prohibit the student's maximum effort. A limited supply of physician-approved non-prescription drugs such as Tylenol, ointment for cuts and burns, cough drops, etc., are stocked in the nurse's office. The parent and a physician must grant permission in writing every school year for the nurse to dispense these medications as the need arises (Ohio law). Forms are available from the nurse.

IMMUNIZATION POLICY: The parent must present written evidence that immunizations are in progress with the anticipated completion date listed or that they have already been done. The parents must sign this written notice. It is an Ohio State law that a record of the exact dates (month/day/year) of immunizations of each student is on file in the school folder. Pupils in Grades K-12 must have written proof on file at the school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella. Any student initially entering CCS from a foreign country must show evidence of a TB screening test given within

one calendar year. Failure to comply will result in suspension from school until requirements are met.

Exemptions include pupils who present a written statement that immunization is objectionable for religious or other reasons of "good cause". When a student has an immunization exempt form on file, and an outbreak or suspected outbreak occurs of any disease for which that student was not vaccinated, that student will be excluded from school for the duration of the outbreak. A new written statement must be submitted each year; stating what immunizations the student is exempt from and why. The statement must be signed by a parent.

IMMUNIZATION REQUIREMENTS:

The following are the minimum immunization requirements for all students who **entering Preschool and Transitional kindergarten by the fall of 2008:**

DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis) 4 doses of DTaP, DTP, or DT or any combination.

POLIO: 3 doses of OPV or IPV or any combination of OPV or IPV.

MMR - (Measles, Mumps, Rubella): 1 dose of administered on or after the first birthday.

Hib - (Haemophilus Influenzae Type b): 3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months. **OR** 1 dose if given on or after 15 months of age.

HEP B - (Hepatitis B): 3 doses of Hepatitis B.

VARICELLA - (Chickenpox): None.

The following are the minimum immunization requirements for all **students who entered kindergarten through 12TH grade by the fall of 2008:**

DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis) – Kindergarten: 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday. **Grades 1-12:** 4 doses of DTaP, DTP, DT, or Td or any combination.

POLIO (OPV, IPV): Kindergarten: 4 doses if any combination of OPV or IPV was Administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday. **Grades 1-12:** receipt of at least 3 doses of OPV or IPV is required if all OPV and all IPV were received. If the 3rd dose was received prior to the 4th birthday, a 4th dose is

required. If any combination of IPV and OPV were received, four doses of either vaccine are required.

MMR - (Measles, Mumps, Rubella): K-12: 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

Hib - (Haemophilus Influenzae Type b): None.

HEP B - (Hepatitis B): K-9: 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first. The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) should not be administered before age 24 weeks. **Grades 10-12:** Hepatitis B not required.

VARICELLA - (Chickenpox): K-2: 1 dose of varicella vaccine must be administered on or after the first birthday.

Students whose immunization records have been misplaced or are not available are required to have a booster of each: DPT, polio, measles, mumps and rubella.

HEALTH SCREENING PROGRAMS:

Students will have the benefit of vision, hearing, scoliosis and other screenings whenever these can be scheduled. These tests are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents NOT wishing their students to participate in these programs should advise the school nurse in writing.

CONTROL OF COMMUNICABLE

DISEASES: Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms. These would include:

chickenpox	mono	impetigo
measles	ringworm	mumps
meningitis	hepatitis	lice
German measles		scabies
Whooping cough		scarlet fever
Intestinal parasites		strep throat
upper-respiratory infections		
gastroenteritis: (vomiting and/or severe diarrhea)		

Students must miss school for the number of days indicated if they have:

- Measles - 5 days from onset of rash.
- Chicken pox - until all vesicles are scabbed over.
- Mumps - 9 days from onset or until subsidence of swelling.
- German measles (Rubella) - 7 days

from onset of symptoms.

- Whooping Cough (Pertussis) - 3 weeks from onset or 5 days from start of therapy.
- Respiratory Streptococcal infections including scarlet fever - not less than 7 days from onset if no physician in attendance or 24 hours from start of medication.
- Head lice - must wait until NO sign of nits.

DEFINITION OF OUTBREAK: A single case of measles constitutes an outbreak. A mumps outbreak is based upon the number of mumps cases and the epidemiological link of the cases. An outbreak of rubella is based upon laboratory evidence, related cases, and clinical illness. Whether it is a measles, mumps, or rubella outbreak, any child who cannot show proof of immunization must be excluded from the school until such proof is provided or until the outbreak has been declared over.

PROCEDURE FOR RE-ADMISSION: Those students who have been excluded from school or absent from school for the following conditions will be re-admitted after 24 hours of adequate therapy and with a note from the family physician stating that the student is under adequate and effective therapy, or judged non-infective:

- Conjunctivitis (Pink Eye) - needs prescription
- Impetigo Contagiosa - needs prescription
- Scabies - needs prescription
- Tinea Capitis (Ringworm of scalp) - needs prescription
- Pediculosis Corporis (Lice of body) - needs prescription
- Enterobius Vermicularis (Seatworms or Pinworms) - needs prescription

WHEN TO KEEP A CHILD AT HOME:

Deciding whether to send a sick child to school or retain the child at home is sometimes a difficult choice for a parent. As a rule, parents should not send a child to school that has:

- a fever of at least 100° F or
- who has a "loose, or running cold" that makes the child uncomfortable and/or may infect other children, or
- who has thrown up in the past 6 hours

When your child has been ill over the weekend, in the evening, or has been sent home from school due to illness or fever, please do not return the student to school until symptom-free and no fever for 24 hours without the use of aspirin or Tylenol.

COUGH DROPS & WATER: High school and middle school students may use cough drops at their own discretion. Cough drops for elementary students must be under the control of the teacher. Water bottles may be used with the nurse's approval.

SENDING MEDICATION TO SCHOOL:

The school prefers that medication not be brought to school. If a condition necessitates use of medications during school, please observe these policies:

1. Written permission from the physician and the parent must be sent to school with the medication, including the child's name, Grade, name of drug, time to be taken, diagnosis, and any side effects to watch for. You can secure a form from the nurse, school office, or ask your doctor to write a note when he/she writes the prescription. Please advise how long the child will be on the medication. This applies to prescriptions or over-the-counter drugs. No medication will be given unless this information and permission is provided. (STATE LAW).
2. If any of the above information changes, a new physician's and parent's permission form is required.
3. The drug is to be sent to school in the container in which the doctor or pharmacist dispensed it. Your pharmacist will make a duplicate container if requested.
4. Medication will be given during lunch, recess, or between classes. Students may not carry or administer their own medications. Reactions to the drug taken might not be recognized and inappropriate treatment might be given. There is a risk to others if medication is lost or misplaced by the student.
5. All medications will be stored in a locked cabinet except those requiring refrigeration.
6. Teachers cannot dispense medication to students except on field trips. The school nurse or office personnel will do all dispensing.
7. Eye drops, ear drops, lotions, creams, ointments, dressing changes, injections, narcotics, and controlled substances will be administered at the nurse's discretion.
8. A record with permission slips attached will be retained by the nurse for one school year after a medication is given, then will be discarded.
9. When the medication has been discontinued or at the end of the school year, the parent must pick up any remaining medication or it will be disposed after one week.

STUDENTS CARRYING MEDICATIONS: A student is not permitted to carry prescription or non-prescription medications to school or provide medication to another student.

1. On the first incident, the following action will be taken: medication confiscated and parents contacted with a warning of the dangers involved and student will serve a detention.
2. On the second incident, disciplinary action will be taken at the discretion of the Principal consisting of penalties up to and including suspension from school.
3. Abuse of medications (the use, possession, or transmission of medications for which there exists no legitimate medical need) will be dealt with as detailed in the discipline code: serious offenses, substance abuse.

INHALERS FOR ASTHMA: All students may carry their own inhalers **if they have a written order from their physician and a signed form from their parent on file with the school nurse.** A student who needs to use an inhaler must report to the school nurse. If the student is unable to come to the nurse before using the inhaler, the student must report to the nurse immediately after using the inhaler. Failure to comply with this policy will result in disciplinary actions.

STUDENTS WITH DIABETES

1. Students must do all Glucose testing in the nurses' office.
2. All insulin must be given in the nurses' office.
3. All low blood sugar snacks need to be eaten in the nurses' office.
4. All needles must be disposed in a Sharps container.
5. Students may not use their Glucometer in testing another student's blood sugar.

NATIONAL HONOR SOCIETY 10-12 JUNIOR NATIONAL HONOR SOCIETY 7-8

QUALIFICATIONS: Induction into the National Honor Society is based upon the following four qualifying categories:

SCHOLARSHIP: Students are nominated to the NHS or JNHS based upon their cumulative GPA. In order to be considered for nominee status a student must have an accumulated GPA of 3.50 or higher. GPA's and percentages are not rounded up.

LEADERSHIP: Defined as roles of leadership in both school and community organizations, and/or other less formal leadership roles.

SERVICE: Defined as positive and helpful contributions to school, classmates and community; going above and beyond the opportunities for service provided at school; and having a positive attitude and spirit of giving toward others.

CHARACTER: Defined as possessing the qualities or traits that distinguish the student as one of high integrity and good reputation.

SELECTION PROCESS: Student GPA's will be reviewed during the 2nd semester of the school year. All students who meet the GPA requirement will receive a letter notifying them of their candidacy for NHS or JNHS membership along with a personal survey form. This form must be completed and returned by the given due date in order for a student to be considered for induction into NHS and JNHS.

All students who desire consideration for membership will then be evaluated by a faculty committee made up of 5-6 members. A separate committee will be formed for NHS and JNHS. Each committee will evaluate the candidates on the basis of service, leadership, and character. The evaluation will be based not only on the information provided by the student, but also on input given by the school staff regarding how well the student demonstrates the above characteristics. The staff gives their input in the form of a survey in which they give a numerical rating of each qualifying student for each of the categories. The faculty committee's decision will finalize the selection of inductees.

PARENTAL INVOLVEMENT

The key to success for any school like CCS is strong parental involvement in the education of their child. Our school prides itself on achieving a superior level of parent involvement and thanks our wonderful group of parents for being so very supportive. Following is a sampling of ways parents can get involved in helping make CCS the best Christian school possible:

1. Parent-teacher Fellowship (PTF): This parent organization sponsors a variety of fundraisers like the annual spring auction.
2. Fine Arts Boosters: This group of supporters renders an invaluable service to furthering our art, band, choir and drama programs.
3. Athletic Booster Club: This active group of parents work tirelessly to advance the wide array of sports offerings at CCS.
4. Task Forces: These specialty groups

tackle specific areas like science, school lunches, personnel, marketing, technology, safety and facilities, etc.

5. Special events, field trips, workdays, mailings, fundraisers, and a host of other opportunities for service too numerous to list here.

By choosing to send your child to CCS, you are making an invaluable investment in his or her future. The Bible tells us that we reap what we sow in life. The quality of your experience at CCS is largely dependent upon how well you and the school partner together in the education and training of your child.

Following is a suggested list of helpful tips for parents wishing to make the most of their CCS experience:

1. Train up a child in the way of the Lord by home devotions and instructions and regular church attendance.
2. Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest and to be accountable for his or her actions.
3. Teach the child, by word and example, respect for law, for the authority of the school and for the rights and property of others.
4. Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn. (Keep in mind that parental attitudes and opinions often become those of the child.)
5. Discuss with your child the rules for which he or she is responsible and as a family become aware of the consequences of specific violations as outlined in this handbook.
6. Be sure that the child's attendance at school is regular and punctual and all absences are properly excused.
7. Encourage your child to be responsible for his or her appearance.
8. Provide a location at home where your child can do his or her homework in a quiet atmosphere and stimulate your child with assigned projects, drills, and activities.
9. Make every effort to attend your child's school activities and events.
10. Pray continuously for your children.

PARENT-TEACHER CONFERENCES

Parents are encouraged to contact teachers for discussion of any aspect of the child's school life. Conferences can be arranged with the teacher by calling the school office. There is no substitute for the information the

parent can give the teacher regarding the child's previous school experience, his work-study habits, and how he feels about school and school work. Parents are requested to observe the following guidelines in holding such conferences:

1. Call the office with your request.
2. Allow time for the teacher to be consulted as to the best time for a conference.
3. Regularly scheduled parent-teacher conferences are held in the fall (See school calendar).

PARKING AND TRAFFIC CONTROL

The following guidelines will help make our parking area safer for all involved. Thank you for your cooperation.

ELEMENTARY CAMPUS:

1. No traffic will be allowed in the playground area north of the school building.
2. Students being picked up by parents will exit the building through the south doors.
3. Do not stop or wait for your child in the traffic lane area.
4. All private vehicles shall yield the right-of-way to school vans and buses.
5. Parents picking up students should park on the south end of the school or west of the school in areas away from the bus areas immediately next to the school. Do not stop or park in crosswalk.

JH/HS CAMPUS:

Parking and transportation regulations for Indian Springs campus will be posted on the CCS website and distributed in the August mailing.

1. All students are required to register any vehicle which they may drive to school and park only in their assigned parking space and display their parking pass.
2. A Parking Fee of \$25.00 is required for every student who intends to drive to school at any time during the school year. This fee is non-refundable.
3. Failure of students to abide by parking or driving regulations may result in fines, loss of driving privileges and/or other disciplinary action.

PHOTO RELEASE FORM

Pictures and videos are often taken during the school day and at school events. Many of the pictures are used for promotional purposes in the newspapers, brochures or video presentations. ACSI requires us to obtain permission from the parents or

guardians of our students to continue doing this type of promotional activity. The form must be completed and returned to the school office to be kept on file.

PHYSICAL EDUCATION

Students who have a doctor's excuse from physical education shall be excused from active participation for the duration of the excuse. These students shall remain in class during the excused time, complete all written tests and class work that does not require active participation. Such students shall receive credit by completing additional written assignments given by the teacher. Exceptions to the credit completion are stated below.

If a student is excused by a written excuse from a licensed physician for six (6) weeks or more total, he/she will be withdrawn from the class and placed in study hall for the remainder of the semester. No grade will be issued or averaged into the student's GPA. The class must be re-taken if the requirements for physical education have not already been met. A copy of all doctor's excuses will be kept in the student's permanent file.

Students who are permanently disabled from P.E. will not be exempted from the required credit and must meet with the P.E. instructor and the Principal to define a replacement activity to earn the graduation requirement.

CCS allows a student to earn required Physical Education credits through participation on a CCS sports team. This option to earn credit is only applicative in cases for which a student is in need of the P.E. credits necessary to meet graduation requirements. It is not an option for students who have already obtained the required ½ credit of P.E. For specific requirements, students should see the Guidance Counselor.

PREGNANCY POLICY

A young woman who is pregnant may be admitted or retained at the discretion of the Principal until her sixth month of pregnancy at which time she must not attend school until the end of the pregnancy. During this time she will be home-schooled with the aid of CCS. The young lady may return to classes after the pregnancy, but her child may not be brought on campus. If at any time an attitude of flaunting the pregnancy occurs, the young lady will be dismissed

from school.

A pregnant student who is admitted or retained may not participate in extra-curricular activities (sports, drama, choir, etc.) during the entire school year of her pregnancy. A Senior student may participate in the commencement activities, but no other senior privileges will be allowed.

All of the restrictions above (except the home-school provision) apply equally to a male student who has caused a pregnancy. Students are reminded that behavior which occurs away from the school may still be subject to disciplinary action at school if that behavior negatively impacts the school's reputation.

REPORT CARDS AND PROGRESS REPORTS

Interim progress reports are sent home with student at the midterm of each quarter for the Junior High and High School. The Elementary are sent home with the student at the midterm of each quarter. One copy of Elementary interims is to be signed and returned to the classroom teacher. These reports reflect both students' academic progress and their attitudes and behavioral patterns.

Report cards are issued on a quarterly basis and released on the Friday following the close of the quarter. For exact dates, please check the school calendar. It is the school's policy to hold report cards for accounts in arrears.

Parents are encouraged to contact the school at any time regarding their student's progress. Students' academic progress is also available to parents by using the on-line RenWeb program.

RETENTION POLICY [K-8]

ELEMENTARY: The decision to promote or retain a child at the end of the school year in Grades K-6 will be based upon a variety of criteria such as:

1. Academic performance.
2. Social and emotional development.
3. Excessive absence due to illness or other factors.

JUNIOR HIGH SCHOOL: In the Jr. High School program, a student will be held in the same Grade level if more than one subject area is failed for the entire school year. If more than one core subject area is failed, students may attend summer school in order to decrease the number of failed

courses to one. If more than three courses are failed for the entire year, a student is automatically retained due to the fact that no more than two subjects can be made up in summer school.

PARENT NOTIFICATION: Parents shall be notified at the interim period of the third quarter of possible retention of their child.

SCHEDULING GUIDELINES [9-12]

1. Students may take only one Study Hall or Student Aide for credit each semester.
2. Students may drop elective courses within the first week of class (or date of entry) without academic penalty regardless of the grade. Dropping a course after the first week with an "F" will result in a cumulative record mark of "W/F" (withdrawn/failing). Dropping a course after the first week with a passing grade will result in a cumulative record mark of "W/P" (withdrawn/passing). Students may not drop classes after four weeks.
3. Students may add courses within the first week of the beginning of the classes; however, students are obligated to continue in the originally scheduled courses until the request for change has been obtained from the guidance office and approved by all teachers involved. A course change (drop or add) is not completed until approved by the Guidance Counselor and schedule change form issued to the student.
4. Second level courses must be preceded by the satisfactorily completed corresponding level one course (e.g. Spanish II must be preceded by Spanish I).
5. The prerequisites for math courses are: Geometry must be preceded by Algebra I, Algebra II by Geometry and Algebra I; and Pre-Calculus must be preceded by Algebra II, Geometry and Algebra I.
6. Students planning to take a foreign language should recognize that these courses presuppose a good working knowledge of English grammar. Since foreign language III courses are advanced and meant to further the foreign language program of the students who are especially capable, only those students who have demonstrated a seriousness of purpose in language study as demonstrated by at least a "C" average in the preceding

course will be permitted to enroll.

7. Only the following courses may be taken repeatedly for credit: Band, Choir, Physical Education, Yearbook, Student Aide, Technical Theater and Performance Theater.
8. Students taking Greek may not get dual credit for both foreign language and Bible, but have the choice as to which one to receive credit for.

SCHOOL COLORS AND MASCOT

- The official school colors of the school are royal blue and white.
- The official school mascot is the cougar.

SOCIAL ACTIVITIES

At various times during the school year, school groups will sponsor social activities such as banquets or parties with the school's approval. These events must be chaperoned by adults designated by the school and meet the guidelines set by the school administration.

STANDARDIZED TESTING

CCS administers the following standardized testing during the school year:

- **SAT10:** Grades K-9, in the spring
- **PLAN:** Grade 10, in the fall
- **OHIO GRADUATION TEST:** Grade 10 in the spring
- **PSAT:** Grade 11, in the fall
- **ASVAB:** Grade 11, in the spring

TELEPHONE USE

If a student needs to use the phone they may go to the front office with teacher permission.

Cell phones and pagers must be turned off, placed in the student's locker and not used during school hours on both the Elementary and High School campuses.

TEXTBOOKS

All textbooks are loaned to the students by the school and will be used in future years by other pupils. Texts must therefore be kept in the best possible condition. A book cover for each book must be used in order to prolong the life of each text. Book covers may not be adorned with logos, pictures, drawings or sayings (stated or implied)

which refer to drugs, alcohol, violence, sex or rock groups. Textbooks are issued by subject teachers and are collected by these same teachers at the end of the school year. A text's condition is recorded when it is issued. Textbooks must be turned in at the end of the class in good condition. Grade cards and records may be held until books are returned or paid for.

TRANSFER STUDENTS

Transfer students are responsible to complete the work in the class for the quarter in which they transfer into CCS unless other arrangements are made with the classroom teacher. The grades from the previous school will be averaged in to complete the grade for that quarter.

Students who come from a non-religious school are not required to make up Bible credits for the years in which they were not attending CCS.

Students are required to take the semester exam, but the classroom teacher may opt to modify it for any material that was missed prior to attending CCS.

A student may be placed on academic probation for the 1st quarter on the CCS campus (new or transfer). This probation is determined by the Guidance Counselor and/or the Principal. Probationary status consists of: no F's/D's on the report card and satisfactory behavior.

Grades are documented on the CCS transcript as reporting by the previous school, but the GPA will reflect CCS scale.

VALEDICTORIAN AND SALUTATORIAN HONORS [12]

The following guidelines are used to determine the recipient of valedictorian and salutatorian honors.

1. The choice of the valedictorian and salutatorian will be determined at the end of first semester of the Senior year.
2. A student may not be considered for valedictorian or salutatorian if the student has withdrawn from a course after the regular two week period.
3. Valedictorian and salutatorian honors shall be primarily based upon the cumulative grade point average, but the administration may use discretion in selection by considering a candidate's attitude toward the school or Christianity. In such circumstances the administration

may elect to honor another candidate with the next highest GPA or, in the absence of such a candidate, not bestow the honor. Such a decision must be ratified by the Superintendent. No student may receive these honors that has not completed the required minimum courses and earned a GPA of at least 3.5.

4. The recipient of the valedictorian or salutatorian honor must have successfully completed the following courses of study:
5. Algebra I & II, Geometry, Pre-Calculus or College Algebra
6. Four science courses
 - English 9 & 10, College English I & II
 - US History, American Government
 - One social studies elective
 - Two years of offered languages
 - One Bible course for each year enrolled
7. A student may be considered for valedictorian honors only if he/she has been enrolled at CCS full-time for at least all of his/her junior and senior years.

VISITORS

Upon entering the building, visitors should report directly to the school office where a visitor's slip will be issued. All student visitors are expected to dress modestly while on campus.

Students bringing visitors are to escort their guests through the day. Permission for visiting must be secured in writing from the Principal's Office at least one day in advance of the visit. During lunch period only parents and pastors are permitted to visit students without prior approval.

VOLUNTEER HOURS

As part of your commitment to CCS – each family is asked to give a minimum of twenty (20) hours per year of voluntary labor to Cincinnati Christian Schools. CCS does offer an alternative to the twenty volunteer hours – the option is a donation of \$200.00 to the general budget of CCS. Throughout the school year the names of families, who have completed their volunteer hours, will be posted in the school mailing as a thank you for supporting CCS.

WITHDRAWAL

Any student being withdrawn from school must notify the Principal's Office prior to withdrawal to obtain the appropriate form.

This form must be picked up one day prior to the final day of school and taken to all teachers during the final day of instruction for the student. No records will be released until all financial obligations are met.