# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Our Vision Statement</td>
<td>2</td>
</tr>
<tr>
<td>Our Statement Of Faith</td>
<td>2</td>
</tr>
<tr>
<td>Our Core Values</td>
<td>2</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>4</td>
</tr>
<tr>
<td>Academic Eligibility For Extracurricular Activities [7th-12th]</td>
<td>5</td>
</tr>
<tr>
<td>Academic Support [7th-12th]</td>
<td>5</td>
</tr>
<tr>
<td>Admission Standards</td>
<td>6</td>
</tr>
<tr>
<td>After School Events [Preschool-6th]</td>
<td>9</td>
</tr>
<tr>
<td>After School Care [Preschool-6th]</td>
<td>9</td>
</tr>
<tr>
<td>After School Supervision [7th-12th]</td>
<td>9</td>
</tr>
<tr>
<td>Arrival &amp; Departure</td>
<td>9</td>
</tr>
<tr>
<td>Athletic Department [7th-12th]</td>
<td>10</td>
</tr>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Auditing A Course</td>
<td>15</td>
</tr>
<tr>
<td>Backpacks</td>
<td>15</td>
</tr>
<tr>
<td>Birthday Parties [Preschool-6th]</td>
<td>15</td>
</tr>
<tr>
<td>Board Governance</td>
<td>16</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>16</td>
</tr>
<tr>
<td>Bus Transportation</td>
<td>16</td>
</tr>
<tr>
<td>Calendar Of Events</td>
<td>16</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>17</td>
</tr>
<tr>
<td>Changes In Personal Information</td>
<td>17</td>
</tr>
<tr>
<td>Chapels</td>
<td>17</td>
</tr>
<tr>
<td>Classification [9th-12th]</td>
<td>17</td>
</tr>
<tr>
<td>Classroom Standards</td>
<td>17</td>
</tr>
<tr>
<td>Classroom Visitation</td>
<td>18</td>
</tr>
<tr>
<td>College Credit Plus Program</td>
<td>18</td>
</tr>
<tr>
<td>Courses Of Study</td>
<td>21</td>
</tr>
<tr>
<td>Credit For Non-Ccs Courses [9th-12th]</td>
<td>22</td>
</tr>
<tr>
<td>Discipline &amp; Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Dress Code</td>
<td>29</td>
</tr>
<tr>
<td>Due Process</td>
<td>36</td>
</tr>
<tr>
<td>Early Graduation Policy [10th-12th]</td>
<td>36</td>
</tr>
<tr>
<td>Emergency / School Closing</td>
<td>37</td>
</tr>
<tr>
<td>Exams &amp; Tests Procedures [7th-12th]</td>
<td>37</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>37</td>
</tr>
<tr>
<td>Family Educational Rights &amp; Privacy Act</td>
<td>38</td>
</tr>
<tr>
<td>Field Trips</td>
<td>39</td>
</tr>
<tr>
<td>Fundraising</td>
<td>39</td>
</tr>
<tr>
<td>Grading System</td>
<td>39</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>40</td>
</tr>
<tr>
<td>Guidance Office [7th-12th]</td>
<td>41</td>
</tr>
<tr>
<td>Academic Support [7th-12th]</td>
<td>42</td>
</tr>
<tr>
<td>Independent Students</td>
<td>43</td>
</tr>
<tr>
<td>Insurance</td>
<td>44</td>
</tr>
<tr>
<td>Library</td>
<td>44</td>
</tr>
<tr>
<td>Loss &amp; Damage</td>
<td>45</td>
</tr>
<tr>
<td>Lost &amp; Found And</td>
<td>45</td>
</tr>
<tr>
<td>Personal Property</td>
<td>45</td>
</tr>
<tr>
<td>Lunchroom</td>
<td>46</td>
</tr>
<tr>
<td>Married Students</td>
<td>46</td>
</tr>
<tr>
<td>Medical Information &amp; Policies</td>
<td>46</td>
</tr>
<tr>
<td>National Honor Society [10th-12th]</td>
<td>46</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>54</td>
</tr>
<tr>
<td>Parking &amp; Traffic Control</td>
<td>54</td>
</tr>
<tr>
<td>PDA</td>
<td>54</td>
</tr>
<tr>
<td>Photo Release Form</td>
<td>55</td>
</tr>
<tr>
<td>Physical Education</td>
<td>55</td>
</tr>
<tr>
<td>Physical Education Alternative</td>
<td>55</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>56</td>
</tr>
<tr>
<td>Report Cards &amp; Progress Reports</td>
<td>56</td>
</tr>
<tr>
<td>Retention Policy [K-8th]</td>
<td>57</td>
</tr>
<tr>
<td>Scheduling Guidelines [9th-12th]</td>
<td>57</td>
</tr>
<tr>
<td>School Colors &amp; Mascot</td>
<td>58</td>
</tr>
<tr>
<td>Senior Trip</td>
<td>58</td>
</tr>
<tr>
<td>Social Activities</td>
<td>59</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>59</td>
</tr>
<tr>
<td>Telephone Use</td>
<td>60</td>
</tr>
<tr>
<td>Textbooks</td>
<td>60</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>60</td>
</tr>
<tr>
<td>Valedictorian &amp; Salutatorian Honors [12th]</td>
<td>61</td>
</tr>
<tr>
<td>Visitors</td>
<td>61</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>62</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>62</td>
</tr>
</tbody>
</table>
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 VISION STATEMENT

By 2021 Cincinnati Christian Schools will be one of the nation’s exemplary Christian schools. CCS will be recognized for our faithful adherence to authentic biblical truth, commitment to academic excellence, as financially sound stewards, and our service to the local community. Our students will leverage their individual success and impact the world as they live out our Core Values, Mission, and Statement of Faith.

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.

OUR CORE VALUES

Biblical Philosophy: “The fear of the Lord is the beginning of wisdom and knowledge.” (Proverbs 9:10) The Word of God is true and is authoritative in all matters of life. It is essential that the teaching of Bible as a core subject is essential to the academic curriculum, so that our biblical philosophy of education is witnessed throughout every class and program. Our overall success as a Christian school hinges on the ability of our graduates to defend their Christian faith with accurate biblical arguments. “All scripture is given by inspiration of God, and is
profitable for doctrine, for reproof, for correction, for instruction in righteousness.”
(2Timothy 3:15-17) Bible curriculum must be defined, consistent and coherent throughout the pre K-12th grades.


**Balanced Education:** CCS will provide a superior level of education, and it is imperative that students learn and retain a core, foundational, body of knowledge in subject areas such as Math, Science, English, and History at each grade level. In addition, a well-rounded education addresses the needs of the whole person: spirit, heart, body and mind. An emphasis on excellence must be placed on the acquisition of this foundational learning in the core academic subjects, as well as Bible. There must also be related arts, athletics and extracurricular programs for the purpose of developing the total student and providing non-academic options for personal growth, creativity, and development. Critical thinking, the result of intellectual, principal and conceptual learning, must be evident in the educational process. Because of the educational standards aspired to, graduates from CCS will have developed a love for life-long learning and they will be welcomed at all universities and institutions of higher learning.

**Christian Partnerships:** Parents have the primary and ultimate responsibility for the education of their children and their behavior. A positive, safe and accepting environment is conducive to maximum learning. Students must learn self-control, respect for authority, and to take personal responsibility for their own actions and behavior. Therefore, the school’s discipline policies and procedures must be consistent, fair and loving, and designed to mold hearts as we teach responsibility. A Christian education is best achieved when partnerships with the church, community and, most importantly, the parents are united with educators. The teachers may stand in place of the parents in portions of the educational process but never usurp parental authority or responsibility.

**Outstanding Leadership:** Effective leaders are the core element in the success of any organization. The school will hire and retain the best administrators, teachers, and staff members for the purpose of accomplishing its goals with excellence. Administration, teachers, staff and volunteers must have a testimony of salvation. Administrators, teachers and staff must be compensated near par with public educators. Professional development of the faculty and its leadership is vital for the development and growth of the educational process. Appropriate certification and a continuation of professional, personal, and spiritual growth are expected of all faculty members. All staff must be evaluated regularly commensurate with their responsibilities in order to enable each staff member to successfully and productively accomplish the goals of the school.

We must never be content with the status quo; rather, we must always seek to improve and grow for the purpose of being the very best we can be as an educational institution and an instrument of God in the development of young lives.

**Disciple of Christ:** A true disciple of Christ is one who has acknowledged being a sinner, and has placed their faith in The Lord and Savior Jesus Christ for their salvation. They believe Christ died on a cross for our sins, was buried and rose on
the third day and ascended into heaven sitting at the right hand of God the Father. Each student will understand that a disciple is one who studies scripture, desiring a closer relationship with Christ. Sharing the plan of salvation is on purpose with a well-developed approach imbedded in Bible class, chapel and whenever CCS is involved in servant evangelism or has an opportunity. Each grade level has a written and purposeful Bible curriculum to engage students in knowing what they believe from a Christian worldview. Servant evangelism will allow students to further develop the “body” complementing our commitment to the whole person: spirit, heart, body and mind.

**Institutional Accountability:** Christ will first hold us accountable for biblical accuracy in our teaching, leadership and stewardship. The successful Christian school is a responsible non-profit corporation. The school is responsible fiscally and organizationally to a Board of Directors. The school will be accountable to the accrediting organizations as well.

**NON-DISCRIMINATION STATEMENT**

Cincinnati Christian Schools recruits and admits students of any race, color, or ethnic origin to all the rights and privileges, programs and activities of the schools. 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 extracurricular 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.
POLICIES AND PROCEDURES

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES [7th-12th]

All students in 7th - 12th grades must maintain a minimum 2.0 GPA with no F’s, in order to participate in a sport or extracurricular 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 a two week period from 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. Exception will be given to incoming 7th grade students.

DEFINITIONS: Students who are academically ineligible may not participate in any extracurricular activity.

EXTRACURRICULAR 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.

ACADEMIC SUPPORT [7th-12th]

Students who need additional academic support should first see the teacher of the class in which they need help. Beyond that, a student or his or her parent may see the Guidance Counselor for alternative support.

1. Math Lab: Students may be assigned to a CCS math tutor for mathematics by being scheduled into Math Lab. Being assigned to Math Lab is a class. Everyone assigned to Math Lab is there to work on math, and should come to class with math work to do. The math tutor will provide assistance with homework, test preparation, and/or review with students who have come ready to participate in a learning environment. Availability for an assignment to math lab is based on the student’s schedule, teacher
recommendation, and the math class that the student is taking. Students in honors math will rarely be assigned to math lab. No credit is received for Math Lab.

2. School Support: Students who have been identified as having a learning disability may need some extra support to maintain passing grades, and would do well to be assigned to the Intervention Specialist (IS). The Intervention Specialist will meet with a student during a scheduled time within his or her schedule known as School Support. During this time, the IS may help the student with homework assignments, organizational issues, or other intervention strategies. Qualification for School Support would be met by the following ways:
   ** The student has a current IEP or Service Plan.
   ** The student is experiencing difficulties related to academics, social-emotional areas, or has health concerns. If this occurs, an Intervention Assistance Meeting will be used to determine the potential causes to the problem, to explore solutions, and to identify possible ways to help your child experience greater success. Intervention strategies may be put into place which may include assignment to School Support.

3. Peer Tutoring: Though there is no formal peer tutoring program, occasionally, a student may be willing to help another student on a limited basis. A request may be made through the Guidance Office, and a contact for this will be set up if available.

**ADMISSION STANDARDS**

**ACADEMIC ADMISSION STANDARDS**

**Report Cards**
- A student will not be accepted who had received a failing grade in a core subject in the previous school year. Elementary School core subjects are reading and math. JR/SR High School core subjects are math, science, language arts, and social studies.
- CCS 6th Grade students, who have failed a core subject must re-take and pass the subject in summer school prior to enrolling into 7th grade at CCS.
- A failing grade in any subject in the previous school year will require a review by the Campus Principal and may disqualify a student for enrollment.

**National Standardized Tests**
- A score below the 50th percentile on a nationally standardized test will require a review by the Campus Principal and may disqualify a student for enrollment.

**CCS Admissions Test**
- A student may not be accepted who has scored two or more grade levels below current grade on a CCS admissions test. The Campus Principal may require the student to be placed back one grade level in order to enroll.
- A score of one and a half grade levels below current grade on a CCS admission test will require a review by the Campus Principal and may
disqualify a student for enrollment. The Campus Principal may require the student to be placed back one grade in order to enroll.

SPIRITUAL LIFE ADMISSION STANDARDS

Parent’s Personal Testimony
• For a student to be accepted, at least one parent or guardian must profess a personal commitment to Jesus Christ as their Lord and Savior. In the case of a student in grades 7 through 12, the personal commitment of the student him/herself to serving Christ and upholding God’s inerrant Word, may be considered sufficient for enrollment.

Church Attendance
• For a student to be accepted, at least one parent or guardian must have a pastoral reference on file in the school’s Admissions Office. All new students must also have a pastoral reference on file. Current CCS families who are re-enrolling their child into the 7th grade must renew the student pastoral reference before the child is admitted into the 7th grade. Both the parent and student pastoral reference must clearly indicate that the person referenced attends a Christian church on a regular basis.

Student’s Personal Testimony
• In grades 7 through 12, a student must verbally confess a personal commitment to Jesus Christ as Lord and Savior or express a willingness to maintain an open heart and mind toward the school’s spiritual life program.

PERSONAL CONDUCT ADMISSION STANDARDS

Suspensions and Expulsions
• A student will not be accepted who has been expelled from school in the previous school year.

Notification to parents:
In the event that a student or family does not disclose necessary information in the application regarding an expulsion, a student will be un-enrolled from CCS when credible information is made known to administration.

• Any serious disciplinary action which a student has received in the previous school year will require review by the Campus Principal and may disqualify a student for enrollment.

Notification to parents:
A student will not be accepted who has been convicted of any criminal behavior in the previous 12 months. Failure to disclose such behavior to CCS will result in an immediate un-enrollment from CCS upon knowing of a criminal conviction from proper authorities.

• Any student who has been suspended within the past 12 months will be reviewed by the Campus Principal and may disqualify a student for enrollment.

Notification to parents:
Failure to disclose this information during the admission process will result in an immediate un-enrollment from CCS upon confirming, from school authorities, a suspension in the previous 12 months.
Use of Controlled Substances
- A student who has been known, by testimony of competent authority, to have regularly used alcohol, tobacco, or illegal narcotics in the previous 12 months will not be accepted. Any use of these substances in the previous 12 months, even experimentally, or for a short period of time, may disqualify a student for enrollment.

Notification to parents and students:
No student who is currently using these substances will be accepted for enrollment. Students who do not disclose this information to the Campus Principal will be un-enrolled when it becomes knowledge to CCS that this enrollment policy has been violated.

Student Attitude
- A student will not be accepted who demonstrates in the enrollment process interview an attitude that would detract from the campus life of the school.
- A student in grades 7 through 12 will not be accepted who has indicated consistently through the admission process interview that he or she does not personally wish to be accepted for enrollment.

Parent/Guardian Moral and Ethical Conduct
- Allegations with evidence of unethical or immoral conduct by one or more of the student’s parents or guardians may be sufficient grounds for the denial of admission to Cincinnati Christian Schools. (Titus 1:7-9, I Timothy 4:12)

Parent/Guardian Life Style Policy
- It is the fundamental belief of Cincinnati Christian Schools that marriage is between one man and one woman. (Gen. 2:18, 21-24, Isaiah 62:5) Therefore, students wishing to enroll with family structures or “parent/guardian” lifestyles that vary from this standard may be sufficient grounds for the denial of admission to Cincinnati Christian Schools.

PARENTAL CONSENT ADMISSION STANDARDS
- A student may be accepted or continue to remain enrolled at CCS only with the consent of the custodial parent(s) or guardian(s) with the “Statement of Cooperation” included in the Enrollment/Re-enrollment packet. The “Statement of Cooperation” must be reviewed and signed by at least one parent/guardian annually.
- The enrollment agreement exists only between the school and the parents/guardians. The age or “adult status” of a student does not displace or alter this agreement.

PAYMENT OF TUITION ADMISSION STANDARDS
A student may not be accepted until the following procedures have been verified by the Finance Office:
- All application fees have been paid.
- Initial tuition payments (semester or full year) have been made or FACTS agreements have been set up and signed.
- All previous outstanding tuition/fees have been paid.
AFTER SCHOOL EVENTS [Preschool-6th]

Students in preschool through 6th grades may attend an after school event if accompanied by a parent or Junior/Senior High 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 CARE [Preschool-6th]

All unsupervised students remaining on school grounds (inside or outside) at 3:10 p.m. must report to the After School Care (ASC) room. Students participating in after school enrichment programs will be expected to report to the ACS immediately following their dismissal from the programs. Parents will be charged for this service. Applications for ASC along with complete policies and procedures can be found on the CCS website.

AFTER SCHOOL SUPERVISION [7th-12th]

Any student remaining on school grounds (inside or outside) by the 3:15 bell must report to the diner for after school supervision. This includes any student waiting for a practice, game, or rehearsal to begin, or any student waiting for a parent to arrive for pick-up. Parents will be charged for this service, starting at 3:30 p.m. (except for those members of a team waiting for a practice or game). After school supervision ends at 6:00 p.m., and all students must be picked up promptly by then to avoid extraneous fees. Applications for after school supervision can be found on the CCS website.

ARRIVAL & DEPARTURE PROCEDURES & TIMES

ARRIVAL: School begins at the Junior/Senior High Campus (7th – 12th grades) at 8:00 a.m. and at the Elementary Campus (Kindergarten – 6th grades) at 8:15 a.m. Students may arrive on the school campus 30 minutes before school begins. Students are not permitted in the building at either campus prior to 7:30 a.m. Those students arriving between 7:30 a.m. and 7:50 a.m. at the Junior/Senior High Campus must report to the cafeteria.

Students arriving after the times listed above are tardy and must report to the School Office before being admitted to class (see Attendance section below). All Elementary Campus students must first report to the Gymnasium or recess, not the classroom prior to the beginning of the day.
DEPARTURE: Elementary Campus students will be dismissed at 3:15 p.m. and Junior/Senior High Campus students at 2:55 p.m. 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 and follow the instructions given by CCS staff assigned to monitor traffic. 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 [7th-12th]

Please see separate Student Athlete Guidebook.

ATTENDANCE

SCHOOL PHILOSOPHY: CCS has a high regard for academic excellence, biblical truth, and scholarly achievement. CCS also believes that as Christians, we set the example for being diligent, having personal biblical integrity, and demonstrating a high level of commitment to our work and education. Regular school attendance and punctuality has a significant direct relationship to academic success. Most students are dependent on parents for arriving at school on time. Parents are asked to be punctual. Doing so sets a good example for students and demonstrates the importance of education. CCS will notify parents when a student has an attendance problem and/or when his or her attendance violates Ohio Law.

REPORTING AN ABSENCE

Elementary Campus:
Parents and guardians are asked to notify the main office (513-874-8500) no later than 8:15 a.m. on the day of the absence. When possible, advance notice is preferred. In addition to the notification by phone, a note or email (pre6attendance@cincinnatichristian.org) from the parent or guardian, explaining the reason for the absence, is required within three days from when the student returns to school.

Junior/Senior High Campus:
Parents and guardians must notify the school by either emailing 712attendance@cincinnatichristian.org (preferred) or calling (513-892-8500)
no later than 8:00 a.m. on the day of the absence. An email or phone call must be received on the day of absence or on the day of return to school in order to be considered excused. **Without a dated statement (email or phone call) from the parent, doctor, or court officer, the absence will be treated as unexcused.**

**ABSENCES**

According to Ohio law, it is the responsibility of the parents to assure the regular attendance of their child.

**Excused Absences:**
- Illness (verified by email, call or note from parent or physician)
- Death of a relative (verified by email, call or note from parent or obituary)
- Medical or dental appointment (verified by note from doctor or dentist)
- Court appearance (verified by court documentation)
- Emergency circumstance (at administrative discretion)
- College visits (verified by documentation from the college visited)*

**Unexcused Absences:**
Absences for any reason other than those cited above are unexcused and therefore constitute **truancy**. Teachers will not be responsible to re-teach subject matter missed by a student who has an unexcused absence. In accordance with state law, schools must have a system for responding to unexcused absences. Excessive unexcused absences (truancy), as determined by the administration, may result in:

**Elementary Campus:**
- Parent and student to schedule a meeting with campus principal to develop an attendance improvement plan.
- Parent and student to schedule a meeting with Superintendent to discuss attendance and the current attendance improvement plan.
- Parent and student to schedule a meeting with campus Principal and Superintendent to discuss other educational options for the student.

**Junior/Senior High Campus:**
- Forfeiting the privilege of participating in school-sponsored events/trips.
- Forfeiting the privilege of making up missed work from classes missed.
- Saturday school ($25 fee)
- Meeting with the Assistant to the Principal to develop an attendance improvement plan.
- Meeting with the Assistant to the Principal, Principal, and Superintendent to discuss attendance, current attendance improvement plan, and other educational options for the student.
- Outside intervention of a truant officer.

**RETENTION OF STUDENTS**

**Truancy**
Under Section 3313.609 of the Ohio Revised Code the Board is required to adopt a policy on the retention of truant students. CCS students will not be
promoted to the next grade level if he/she has been truant (absent without excuse) for more than 20 school days a school year.

**Excessive Absenteeism**

**Elementary Campus:**
A student absent more than 20 days of school, whether excused or unexcused, will not be promoted to the next grade level. Exceptions exist for medical situations. Please read policy titled “Attendance Medical Waivers”.

**Junior/Senior High Campus:**
A student will not earn CCS course credit when the total number of absences, whether *excused or unexcused*, exceeds the following: 10 days (or 10 periods of the same class) per semester in any course. These courses will be treated as “attempted but failed” for the purpose of computing the student’s GPA and class rank. Exceptions exist for medical situations. Please read policy titled “Attendance Medical Waivers”. Warning letters will be sent out when students are in danger of failing a course due to attendance issues.

**COLLEGE VISITATION DAYS**
Students (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades) are permitted four (4) college visitation days during their senior high career. College visitation forms are available in the guidance office. They must be completed, signed by both a parent and the Guidance Counselor, and submitted to the main office for approval at least two full days prior to the date of the visit. Confirmation from the College Admissions Office (signature on the CCS college visitation form) must be presented to the main office upon the student’s return to school. Students are urged to make college visits after school and on weekends. College visits are not counted as absences unless verification of the visit is not presented upon the student’s return as stated on the college visit form and as stated above.

**EARLY DISMISSAL:**
Every effort should be made to arrange doctor, dental, and or other appointments (haircuts, driving examinations, etc.) during after school hours. When this is not possible, the following procedure must be followed:

**Elementary Campus:**
Parent/Guardian must come to the main office to sign out the student. A student can be released to an authorized person only if the school is provided written permission from their parent. The child will then be called to the office. If the child returns to school later that day, they must be signed in at the front desk before returning to class.

**Junior/Senior High Campus:**
Parents and guardians must notify the main office by emailing 712attendance@cincinnatichristian.org before school on the day of early dismissal.

The email must include:
1. Student name and grade
2. Reason for leaving early
3. Time of departure
4. Parent signature
FAMILY VACATION/FAMILY TRIPS:
The school board and administration of Cincinnati Christian Schools believe that a student’s success with their education is directly related to the number of days in attendance during the school year. Therefore, days missed for family vacations/trips or other non-emergency reasons for traveling are unexcused absences.
All “family trips” in excess of three (3) days during the school year require prior written notice to the campus Principal at least one week in advance of the trip. Students are encouraged to acquire all related schoolwork for the days missed from their teachers in advance to the family trip so that student work can be turned in upon the student’s return to school. Teachers will not be responsible to re-teach subject matter missed by the student as a result of “family trips” absences.

FIELD TRIPS:
Students on field trips are responsible for their work in the classes that they miss on the day of the field trip. It is the student's responsibility to contact the teachers of those classes before the student leaves on the field trip. Class work must be completed by the next day.

IN SCHOOL ILLNESS:
A student who becomes ill or is hurt during normal school hours must not leave the campus without first seeing the campus nurse or campus nurse assistant. A student needing to report to the nurse during class time must first obtain permission/hall pass from their teacher.

MAKE-UP WORK:
Missed schoolwork due to tardiness and absences, whether excused or unexcused, can be (in most cases) completed by the student and turned into his or her teacher. It is the responsibility of the parent/guardian or student to secure this work from his or her teacher(s). All make-up work, if completed and submitted in a timely manner, will be accepted as all other assignments or assessments. Scheduling of make-up work and assessments will be at the teacher’s discretion. The student will have the same number of days to make up work as the number of school days missed. It is the responsibility of the parent/guardian and/or student (grades 4th-12th grade) to check Haiku for daily and or missed classroom assignments. Make-up work not completed as scheduled will result in a grade of ZERO for the work.
Exception: Students who deliberately or intentionally do not attend a class as assigned or leave school grounds without permission will not be permitted to make-up missed schoolwork. This includes all student-organized activities including, but not limited to, Senior Skip Day.

MEDICAL WAIVER ALLOWANCE:
An attendance medical waiver requires a written request from a parent to the Principal setting forth the reason for each day of student absence. Documentation from medical doctor or other medical professional must be attached to the request. In the event the medical waiver is approved, absences
related to the medical reason will not count toward the maximum allowable absences permitted by school policy and Ohio School Law.

A student who experiences a long-term illness or hospitalization (5 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 waiver on a case by case evaluation.

PARTICIPATION IN SCHOOL EVENTS:
- A student must be in attendance by 11:00 a.m. to be eligible to participate in a scheduled after school activity, practice, or athletic event.
- Frequent late arrivals to school may result in removal from the extracurricular activity.
- If a student is suspended or expelled, the student will not be permitted to participate in school events.

SCHOOL SUSPENSIONS:
Elementary Campus:
Out of school suspensions are counted as unexcused absences. In-school suspensions, are situations where a student is out of the classroom with the principal or assigned staff member. All schoolwork is graded without deductions. Suspensions are generally imposed by the Principal of the school and can last up to 10 school days.

Junior/Senior High Campus:
School suspensions (in-school and out-of-school) are counted as unexcused absences. All missed work while a student is suspended is required to be made up, and will be done at a 50% deduction. A suspension is the temporary removal of a child from school for a violation of school policies or rules. Suspensions are generally imposed by the Principal of the school and can last up to 10 school days.

TARDINESS
DEFINITION:
Elementary Campus:
Students are considered tardy when arriving to school after the 8:15 a.m. bell.

Junior/Senior High Campus:
Students are considered tardy when they report after 8:00 a.m. but before 8:15 a.m. If a student reports to school more than 15 min. after class has begun, he/she will be considered absent from that class.

EXCUSED TARDINESS:
- Illness
- Medical/dental appointment (verified by physician’s note)
- Late school bus
- Extreme weather/traffic conditions (excused only at principal’s discretion)

*All other tardies are considered unexcused.
**STUDENT RESPONSIBILITY:**
A student who is tardy to school must report to the campus office and must obtain a tardy slip from the campus office and present it to the teacher for admittance into the classroom.

**UNEXCUSED TARDINESS:**

**Elementary Campus:**
The Following penalties will be imposed for unexcused tardies accumulated per quarter:

- 3rd tardy warning slip
- 4th tardy warning slip
- 5th tardy discipline slip, to be signed by parent
- 6th tardy detention at lunch recess

**Junior/Senior High Campus:**
The following penalties will be imposed for unexcused tardies accumulated per semester:

- 5th tardy warning email sent to parents and students
- 6th tardy 7:00 a.m. detention
- 7th tardy (& those after) Saturday School*
  *may require meeting with the Principal to devise a plan for getting to school on time.

**AUDITING A COURSE**

A Senior High 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 audit a course if he/she has failed the 2nd semester of a full year course or with department chair approval. When repeating the course, the 1st semester will be considered an audit.
4. The Principal or Guidance Counselor may recommend an audit for purpose of remediation.

**BACKPACKS**

Junior/Senior High Campus students are not permitted to carry backpacks to class. Backpacks, along with other bags and purses the size of a standard backpack must be stored in the student’s locker during the school day. Modest-sized purses and cinch bags that are carried to class must be small enough to be stored under the student’s desk or chair.

**BIRTHDAY PARTIES [Preschool-6th]**

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

The Cincinnati Christian Schools (CCS) board is responsible for protecting and furthering the mission of CCS, establishing the vision, and insuring the long-term viability, growth, and stability of our school.

The school board governs CCS as servant leaders of our Lord Jesus Christ, through a cooperative, collegial relationship with the superintendent, based on mutual trust and respect, ensuring accountability and unity. The superintendent, under the governing direction of the board and within policy guidelines established by the board, leads and manages the CCS staff and faculty on a daily basis to achieve excellence in every endeavor.

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 Junior/Senior High Campus students enrolled at CCS who desire only one drop-off and pick-up point, a bus shuttle is available between the Elementary and Junior/Senior High Campuses. The shuttle departs from the Elementary Campus at 7:35 a.m. and from JH/SH Campus at 7:55 a.m. A small fee is charged for this service. Contact either Campus 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 Administration. All calendar requests must be submitted to the Administration two weeks in advance.

**CELL PHONES**

Cell phones (and other similar devices such as smart watches used for communication, or pictures or video) cannot be used during the school day. This includes time between classes, during lunch, and in the restroom. This also includes after-school detention. The only exception would be if an instructor allows a student to use the device in the classroom for a specific assignment or project. If students are found to be using their cell phone during the school day, it will be confiscated and turned into the office to be retrieved by the student at the end of the day. If this occurs more than once, the office will notify a parent and they must come to the office to pick it up.

**CHANGES IN PERSONAL INFORMATION**

Students or parents are 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.

**CLASSIFICATION [9th-12th]**

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

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 - 6.25</td>
<td>Freshman</td>
</tr>
<tr>
<td>6.30 - 13.0</td>
<td>Sophomore</td>
</tr>
<tr>
<td>13.10 - 19.25</td>
<td>Junior</td>
</tr>
<tr>
<td>19.30 +</td>
<td>Senior</td>
</tr>
</tbody>
</table>

**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 collaboration is permissible regarding homework assignments.

5. Students are required to take all material to class (i.e. laptops, pencils, paper, books, etc.). Junior/Senior High students are required to bring their computers to class each day. All computers should be charged and in their protective cases.

6. Junior/Senior High students are not to be out of class during a period without permission and/or a hall pass from any staff member.

7. Hall passes are issued by the Junior/Senior High Campus Office only when a student is being detained by the office. The Junior/Senior High Campus Nurse may also give passes to students who have been in the Nurse’s Office.

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 Junior/Senior High Campus please make your request to the Guidance Office.

**COLLEGE CREDIT PLUS PROGRAM**

**What is College Credit Plus?**

Ohio’s new College Credit Plus can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university or a participating private college or university is free, which means no cost for tuition, books, or fees. A select number of courses will be available to take at Cincinnati Christian Schools with our own CCS teachers that are also approved adjunct college faculty. Other courses can be also taken on the college campus or online.

**Can I Participate?**

Students who are enrolled either on a full-time basis (or as a part of the Home 2 School satellite program) in grades 7-12 at CCS are eligible to apply for College Credit Plus admission to a public or participating private college. Students interested in taking courses on the CCS campus must be accepted by the college AND approved by the appropriate CCS academic department.
How Do College Courses Earn Me High School Credit?
College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 unit of credit earned at CCS. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a CCS credit. Students cannot take more than 30 college credits in one year. A high school year-long course is equivalent to 3 college credits in this system.

How Are High School Graduation Requirements Affected?
CCS graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. Any course that is being taken for graduation credit must be approved by the guidance office to ensure that it meets appropriate curriculum and credit requirements.

Where Can I Take College Courses?
CCS will be partnering with Cincinnati State Technical and Community College, Sinclair College, and Cedarville University for courses to be taught on our campus. You may apply for admission to any public or participating private college in Ohio for on-campus or online courses. Responsibility for transportation to on-campus courses rests with the student.

How Do I Receive Credit on Both a High School and a College Transcript?
Courses successfully completed under College Credit Plus will be listed by course title on your CCS transcript and will satisfy the graduation requirements and subject area requirements of CCS. Courses completed will also be part of a college transcript. College transcripts can be requested by students for their own records or requested by students to be sent to colleges they are applying to attend after graduation from CCS.

What are the Differences Between AP and CCP courses?
AP courses are high school courses taken for high school credit. Students can take an exam at the end of an AP course to attempt to earn college credit. The amount of college credit earned will depend on the test score and the college. CCP courses are college courses. College credit is earned by completing the course with a grade above an F.

How Am I Graded for a College Credit Plus Course?
Since College Credit Plus courses are college courses, assignments will look different than for a typical high school class. Most College Credit Plus courses will weigh grades heavily on tests, quizzes, and formal writing assignments, like any other college class. Even though each College Credit Plus course will be slightly different, small assignments and homework assignments will not factor heavily into the grades. Students will receive the same grade on their high school transcript and their college transcript, with the exception of colleges that do not use the +/- scale used at CCS. All College Credit Plus courses will be computed into your GPA using the same scale as Advanced Placement courses.

What if I Fail a Class?
Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. Families will also need to reimburse the state for any funding that was allocated for a failed course. If a student drops or withdraws from a College Credit Plus course after the 14th day of class, families will need to reimburse the state for funding allocation for that course.

**How Does College Credit Plus Impact Athletic Eligibility?**
If you are a student athlete, you must remain eligible in accordance with the rules outlined in the CCS Student-Athlete Handbook. College Credit Plus courses count toward athletic eligibility in the same way as high school courses. Because CCS will not have access to college course records for courses taken off campus or online, students may be asked to prove eligibility to the athletic department at the end of each quarter.

**What Are My Academic and Social Responsibilities?**
You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to the CCS guidance office and all other resources available to CCS students. Participation in College Credit Plus does not guarantee your admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

**What Courses Are Available Through College Credit Plus?**
The courses offered on our CCS campus can be found in the “Courses of Study” section of this Handbook. In addition to the courses offered on our CCS campus, once you are admitted to a college for College Credit Plus, you may take any course in the college’s course catalogue that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready.

**Who Pays for College Application Fees, Tuition, Books, and Fees?**
There is no application fee for students to apply to colleges to participate in College Credit Plus. Students attending a public college will not be charged for tuition, books, or fees, dependent on funding allocation from the state for nonpublic students. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with the law.

**How Many Credit Hours Can My Student Take using College Credit Plus?**
CCS families have to apply to the Ohio Department of Education to receive funding to underwrite their costs. The Ohio legislature has allocated separate limited funds for nonpublic school students (such as CCS students) to participate in CCP that will be awarded with priority to seniors and then to underclassmen in descending order. Should all of the funds be depleted, it is possible that students may not be awarded funding. Any funding allocation awarded may not
be split between two courses.

**What if My Student Wants to Take More Classes Than the State is Funding?**

Students can self-pay for College Credit Plus Courses at the College Credit Plus tuition rates published by each college. Rates for local colleges are expected to range from $42.50-$166 per credit hour. Parents will be billed directly from the college for credit hours taken above the funding allocation.

**Parent Guidance Meeting**

A meeting will be held every January to educate students and parents about the CCP program at CCS. This meeting is very important to attend, as we will cover all deadlines and processes required for students to participate in the CCP program the following year.

---

**COURSES OF STUDY**

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

**JUNIOR HIGH:**

- **7th GRADE**
  - General Math or Pre-Algebra
  - Social Studies
  - Science
  - Physical Education
  - Electives: Art, Spanish, Chapel Leadership, Study Hall, Band, Choir, Computer Science Principles, and Introduction to Technology and Problem Solving

- **8th GRADE**
  - Pre-Algebra or Algebra I
  - Social Studies
  - Science
  - Electives: Art, Spanish, Chapel Leadership, Study Hall, Band, Choir, Computer Science Principles, and Introduction to Technology and Problem Solving

A full list of offered courses can be found in the Junior High Course Description booklet, published annually.

**SENIOR HIGH:**

- **9th GRADE** - All students must complete at least one computer course before graduation.
  - Bible
  - Math
  - World History /Research (1 sem each)
  - Physical Ed / Health (1 sem each)
  - English
  - Science
  - Foreign Language
  - Elective
### 10th GRADE

- **Bible**
- **Math**
- **US History (10th or 11th)**
- **Physical Education**

- **English**
- **Science**
- **Foreign Language**
- **Elective**

### 11th GRADE

- **Bible**
- **Math**
- **Social Studies Elective (1 sem)**
- **2 Electives**

- **English**
- **Science**
- **US History (10th or 11th)**

### 12th GRADE

- **Bible**
- **Math**
- **Govt/Econ (1 sem each)**

- **English**
- **Science**
- **3 Electives**

A full list of offered courses can be found in the Senior High Course Description booklet, published annually.

## CREDIT FOR NON-CCS COURSES [9th-12th]

Students enrolled full-time in 9th through 12th grades 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 College Credit Plus 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 or online 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 or 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 and has an approved course of study.
- 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.
- Student uses a CCS sport as an alternate PE credit.

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
Students requesting to enroll in alternative courses which are already being offered as a part of the CCS course of study (other than those defined as exceptional circumstances above), must receive prior approval from the principal. Such requests are evaluated on an individual, case-by-case basis.

Credit for courses taken from Seven Star Academy: 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 or her situation.

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

- The student has an unresolvable schedule conflict that impacts his or 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.)

If a student chooses to repeat a previously failed course by taking an online course through Seven Star Academy, then he/she will be charged the course fee.

Once a student signs up for a course within the Seven Star Academy, he or 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 Academy 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 or her transcript. Should the student choose not to complete the class, the student and his or her parent will be responsible for paying for the course.

CCS also recognizes the Flex Credit program designed by the State of Ohio.

---

**DISCIPLINE & CONDUCT**

**POLICY BOUNDARIES:**

The discipline policy applies to students while they are on campus, on CCS operated school buses, or at school sponsored functions. Their behavior at other times or places is the parents’ responsibility and not the school’s. Behavior that impairs the testimony of the schools, 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. See Required Use of Technology Policy.
MINOR DISCIPLINE INFRACTIONS

BEHAVIOR MANAGEMENT

Elementary Campus:
The primary teachers use a color system to track student behavior; there are consequences attached to each color. The intermediate teachers use a point system to track student behavior; consequences occur based on the number of points accrued. Based on the developmental stage of the child, the Elementary Principal will use discretion when deciding the consequences for elementary students violating the behavior guidelines.

Junior/Senior High Campus:
All disciplinary consequences will be assigned at the discretion of the Principal. The Principal will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner. Students will be treated fairly, and discipline will be based on a careful assessment of the circumstances of each case. Failure of parents or students to cooperate fully in related investigative or disciplinary proceedings by the school may result in further disciplinary action.

Disciplinary Action Guidelines:
Discipline is designed to be simple, immediate, and consistent in order to aid the student in taking personal responsibility for his or her actions. It is the hope of the CCS Administration that every student functions 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. Disciplinary actions include:

DISCIPLINE CARD
Each student is given a discipline card, which serves to address minor infractions. Discipline cards are to be kept inside the student’s laptop case or on his/her person at all times.

Card Marks
An accumulation of 4 card marks results in an after-school detention. Students may earn card marks for the following discipline issues:

1) Dress code violations
2) Disruptive behavior
3) Not prepared for class
4) Electronic devices
5) Food/drink
6) Locker/lock
7) Tardy to class
8) Computer (case, charge)
9) Lost/misplaced discipline card
10) Other (e.g. not fulfilling lunch cleaning duty, leaving belongings in locker room overnight, chapel misconduct, etc.)
**Lost/Misplaced Card**
A lost card will result in 2 card marks on the replacement card. The cost of a replacement card is $2.00

**EARLY MORNING DETENTION**
- 7:00 a.m. - 7:45 a.m.
- Fee: $10.00
- Students will be assigned and early-morning detention for the following reason:
  - 6 unexcused tardies to school in one SEMESTER

**AFTER SCHOOL DETENTION**
- From 3:00 p.m. - 4:00 p.m. on the designated day
- Fee: $10.00
- At 4:05, students leaving detention must either leave campus, go to an extracurricular activity, or to after-school supervision
- Students may be assigned after-school detention for the following reasons:
  - 4 card marks
  - Discourteous behavior or any other serious infraction
- The following results in an additional detention being earned:
  - Missing detention (being late or absent)
  - Misbehavior during detention

*A student accumulating three After School Detentions in a semester will earn a Saturday School, with next infraction.*

*Detentions are not rescheduled to avoid missing games, practices or extracurricular activities.*

*Earning a detention carries additional consequences for CCS Athletes- see Athletic handbook for specifics.*

**SATURDAY SCHOOL**
- From 8:00 a.m. to 12:00 p.m.
- Fee: $25.00
- School dress code is required unless otherwise directed
- Students may be assigned to Saturday School for the following reasons:
  - Accumulation of 3 After School Detentions in one semester
  - 7 or more tardies to school
  - Excessive unexcused absences
  - Any major infraction (assigned at the discretion of the Principal)
  - Accumulation of continuously repeated minor infractions (assigned at the discretion of the Principal)

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

**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.

**SUSPENSION**

Serious discipline problems may result in students being assigned suspension. School suspensions (in-school and out-of-school) are counted as unexcused absences. All missed work while a student is suspended is required to be made up, and will be done at a 50% deduction. A suspension is the temporary removal of a child from peers and/or campus for a violation of school policies or rules. Suspensions are generally imposed by the Principal, and can last up to 10 school days.

**In-School**

1. Student must complete classroom assignments in the Principal’s office or designated room from 8:00 a.m. to 3:00 p.m.
2. All class work missed must be made up, and 50% will be deducted from the grade on all assignments, quizzes, or tests missed because of suspension.
3. Additional reflective assignments or work detail may be assigned by the Principal, depending on the nature of the infraction that led to the suspension.
4. No contact with other students during the school day.
5. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.

**Out-of School**

1. Students are not allowed to be on campus for any reason unless granted permission by Administration.
2. All class work missed must be made up, and 50% will be deducted from the grade on all assignments, quizzes, or tests missed because of suspension.
3. Additional reflective assignments or work detail may be assigned by the Principal, depending on the nature of the infraction that led to the suspension.
4. Students will not be allowed to attend or participate in any extracurricular activity on the day of the suspension.

**BEHAVIORAL PROBATION**

Behavioral probation is a means of warning students of their seriously inappropriate actions. It is intended to convey to students that unless significant improvement occurs, they will be unable to continue at CCS. A student will be placed on Behavioral Probation when the Administration feels that the behavioral pattern and record indicate that the student is not abiding by the behavioral expectations of CCS. The conditions and length of the probation are determined by the administration, and agreed upon by the student and his/her parents. Students who are on Behavioral Probation may not be permitted to participate in any CCS extracurricular activities, including sports. At the end of the probationary period, the student is released from probation if he or she has
not earned additional disciplinary consequences (other than card marks), has
clearly demonstrated a desire to change, and receives a good report from his/her
teachers. If the above are not met, the probation is extended, and remains in
effect until the conditions are met. Students on probation face suspension or
expulsion for additional infractions or incidences. Decisions about future
enrollment may be made only upon the student successfully working
himself/herself off of Behavioral Probation. Possible future enrollment of a
student who ends the year on Behavioral Probation is made after the conclusion
of the school year and takes into account the student’s and parents’ ability and
motivation to correct the problematic behavior.

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, policies, and expectations 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. An expulsion from CCS
is for two consecutive semesters.

EXTREME BEHAVIOR VIOLATIONS
The following violations apply to students in grades K-12, and are considered
extreme by the CCS administration. Discipline for extreme behavior violations
shall be based on a student’s age and careful assessment of the circumstances of
each individual case. In most cases, these violations carry with them
consequences greater than minor infractions, including (but not limited to)
disciplinary probation, suspension and/or expulsion. Violations pertaining
to use of technology may result in revocation of laptop privileges. Please
note that it is impractical and impossible to list every type of offense. The school
leadership reserves the right to address and discipline any behavior or attitude
that is inconsistent with the mission, philosophy, and conduct standard of the
school.

ACADEMIC INTEGRITY VIOLATIONS: (see Academic Integrity Policy for
detailed examples)

- **CHEATING**: The intent to, an attempted act, or an act by which a
  student deceives, acts dishonestly, or misrepresents work that he/she
  has or will produce on an academic exercise or assists another student
  to misrepresent his/her work. The range of cheating extends from
  homework to exams, projects, papers, lab reports, etc.

- **FABRICATION**: The use of invented information or the falsification
  of research or other findings.

- **PLAGIARISM**: The inclusion of another’s words, ideas, or data as
  one’s own work. This covers unpublished as well as published sources.

- **FACILITATION**: Facilitation refers to knowingly or intentionally
  assisting any person in the commission of an academic integrity
  violation. Students who engage in facilitation are also subject to
disciplinary action for integrity violations.
**FIGHTING:** Fighting is not an acceptable means of settling differences. Administration may take into consideration such factors as bullying, excessive provocation, and any student who, in the course of defending himself/herself, inflicts intentional physical harm.

**GROSS DISRESPECT:** 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 may forfeit the privilege to attend Cincinnati Christian Schools.

**HARASSMENT, INTIMIDATION or BULLYING:** Harassment, intimidation, or bullying behavior by any student enrolled at CCS is strictly prohibited. “Harassment, intimidation, or bullying, in accordance with House Bill 276:
- any intentional written, verbal, graphic or physical acts including electronically transmitted acts,
- either overt or covert
- by a student or group of students toward other students/school personnel
- with 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.”

**PORNOGRAPHY:** The accessing of, possession of, or dissemination of any pornographic material, including material accessed electronically, is strictly forbidden.

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

**RACIAL SLURS:** Making and/or using racial slurs for the purpose of insulting any person at school or school activity.

**SEXUAL HARASSMENT:** A student 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 Schools.

**SUBSTANCE ABUSE:** Possessing, distributing, using, or being under the influence of any narcotic substance, alcoholic beverage, controlled drug or intoxicant of any kind automatically results in a recommendation for expulsion and notification of local authorities.

**THEFT:** Taking anything that does not belong to you without prior permission from the owner is considered theft, and strictly prohibited.
**THREATENING BEHAVIOR:** Making threats (verbal, nonverbal, physical, or implied) to others (including students and adults).

**TOBACCO USE:** Possession and/or use of any tobacco product, including E-cigarettes, is prohibited.

**UNACCEPTABLE USE OF TECHNOLOGY:**
- Any violation of the required use of technology and internet safety policy or other policies by means of inappropriate use of technology.
- Using telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property.
- Circumventing safeguards i.e. bypassing web filters

**WEAPONS:** Possessing a weapon or object that could cause or attempt to cause physical injury to a school employee or student is strictly prohibited. Even toy weapons and fireworks may be treated as a serious offense and are strictly prohibited.

---

**DRESS CODE**

**Dress Code Philosophy**
The purpose of the dress code is to teach lasting principles of appropriate dress and behavior, not simply to regulate appearance. Recognizing the diversity in individual students and variety in classroom settings, this dress code provides guidelines for dressing modestly and appropriately under all circumstances.

Appearance can impact our witness in the world as Christ-followers, express attitude and personality, and influence behavior. The CCS dress code *places particular emphasis* on:
- a positive attitude,
- seriousness,
- neatness,
- appropriateness,
- modesty, and
- safety.

**General Guidelines**
- All clothing must be in good repair (including but not limited to: no frays, fading, rips, or tears).
- Appropriate undergarments must be worn and out of sight at all times (i.e. clothes should not be worn tight enough to see undergarment lines).
- Clothing must not:
  - be see-through/sheer.
  - be inappropriately tight (no jeggings).
  - contain words or images other than credit card sized labels or logos.
  - promote non-Christian values or lifestyles; including, but not limited to:
• profanity or obscenity.
• the use of drugs, alcohol, or other illegal products.
  o cause or be likely to cause a substantial or material disruption to
  the orderly operation of the school.
• CCS retains the right, in its sole discretion, to prohibit personal
  appearance choices that it deems immodest, inappropriate, or
  distracting to the educational process.

**Elementary Campus**
The CCS dress code must be adhered to or disciplinary steps will be taken.

**LONG PANTS**
- Docker style/cargo pants in good repair
- Navy blue, black, brown, or Khaki tan
- Cotton/Cotton blend/corduroy; no denim
- Proper Length
- Cannot be knit or any other stretch material
- No form fitting pants (no skinny pants)
- No frayed bottoms or intentional bunching
- Must fit properly at the waist (no “low riding” pants)
- Must be loose fitting as opposed to form fitting, (no material such as
  spandex, lycra or polyester style stretch pants). Modesty is the guiding
  principle

**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 requirement 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
- Elementary Campus students may wear tights or leggings under skirts

**JUMPERS**
- Same colors and materials as pants
- Length – no higher than 2 inches above the knee
- Definition of jumper – 1 piece, sleeveless with top straps being about 1-
  2 inches wide
- Must be worn with a collared or turtleneck shirt
- Elementary Campus students may wear tights or leggings under
  jumpers
BELTS
• 5th and 6th graders required to wear a belt

SHIRTS
• Any solid colored polo, no writing, long or short sleeved
• A credit card sized logo is acceptable
• A long sleeved solid t-shirt may be worn under a polo
• Oxford style shirts must have a collar
• Must be tucked in

SWEATERS AND SWEATSHIRTS
• USA + gray – Red, white, blue, or gray sweatshirts or sweaters – any style
• Students must wear a collared shirt or turtleneck underneath sweatshirt or sweater

SHOES
• Athletic shoes allowed
• No flip-flops, Crocs, or athletic sandals are permitted
• No rollered shoes permitted
• No sandals (shoes must have enclosed toe and heel)

SPIRIT WEAR POLICY
• Official CCS approved spirit wear and/or chapel shirts

FRIDAY DRSS CODE/SPIRIT DAYS
• Jeans may be worn on Friday
• Jeans must be have a neat appearance (no holes, frayed on the bottom or writing) and follow modesty guidelines (see long pants section)
• Form fitting jeans (such as jeggings or skinny jeans) are not permitted

ELEMENTARY CAMPUS ONLY
• Kindergarten through 3rd grade is permitted to wear jeans or navy/gray, sweat pants on the day of physical education
• Students in 4th grade through 6th grades will change into modest and appropriate shorts prior to their physical education class.
• Shorts cannot be form fitting and must be to mid-thigh

GROOMING:

GIRLS
• No make-up or body glitter
• Hair – No Mohawk styles
• Jewelry – Jewelry must be moderate. Earrings are permitted for girls only. For safety reasons the administration reserves the right to determine the appropriate length of earrings.
• No writing on body parts (arms, legs, face, hands, etc.) with markers, ink pens, paint, or any other items is permitted.
• No hats permitted
BOYS
- No make-up (including body glitter, nail polish, etc.)
- Hair – Conventional style, normal solid colors, no pronounced 2-tones (highlights permitted). 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. Mohawk styles are not permitted.
- No earrings
- No writing on body parts (arms, legs, face, hands, etc.) with markers, ink pens, paint, or any other item is permitted.
- No hats permitted

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 decided appropriate wear for the outing as follows:
- Must wear approved Monday – Thursday attire of 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.

JH/SH Campus
All dress must follow the general guidelines stated in the dress code philosophy. In addition, the following conditions apply.

Pants & Shorts
- Must be:
  - in compliance with the dress code philosophy and general guidelines.
  - slacks, cargo or Docker-style.
  - solid, conservative colors.
  - worn at the waist.
- Must not be:
  - white or any color light enough to see through.
  - denim.
  - jersey knit or any other stretchy material.
- Shorts must not be:
  - more than 2 inches above knee.
Shirts
- Must be:
  - in compliance with the dress code philosophy and general guidelines.
  - collared.
  - fastened to the point of modesty.
- Must not be:
  - sleeveless.

Shoes
- Must be:
  - in compliance with the dress code philosophy and general guidelines.
  - worn at all times.
  - have a back.
- Must not:
  - have heels or wedges higher than two inches.
  - have wheels.
  - be athletic sandals or flip-flops.

Outerwear
- Must be:
  - in compliance with the dress code philosophy and general guidelines.
  - worn over a dress code shirt.
- Must not:
  - be a coat.

Skirts/Dresses (Ladies Only)
- Must be in compliance with the dress code philosophy and general guidelines.
- Skirts and dresses must be two inches above the top of the knee or longer at the shortest point.
- Skirts must be solid colored.
- Dresses must have a collar.
- Dresses must not be sleeveless.

Grooming and Accessories
- Appearance must reflect a conservative, traditional style.
- Only naturally-occurring hair colors are permitted.
- Hair must be clean and well maintained.
- No visible tattoos.
- No gauges.
- No hats/head coverings.
  - **Ladies**
    - Only ear piercings permitted.
    - Makeup must be conservative in color and application.
- **Gentlemen**
  - No piercings.
  - No makeup.
  - Must be clean-shaven or neatly trimmed and appropriately shaped.
  - Hair may not fall across the student’s eyes, below the bottom of the ear, or below the bottom of the collar.

**Friday dress code/spirit days**
Jeans may be worn on Friday if accompanied by official spirit wear.
- Jeans must have a neat appearance (no holes, frayed on the bottom or writing) and follow modesty guidelines (see long pants section)
- Sports team uniform tops are not permitted as spirit wear without special permission from the Principal.
- Students may not wear jeans on Fridays unless they wear approved CCS spirit wear

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

**Field Trips**
- Monday - Thursday dress code is the default expectation unless otherwise determined and communicated by the teacher in collaboration with the Principal.

**SPECIAL EVENTS**

**Voluntary School Events and Activities**
Appearance can impact our witness in the world as Christ followers, express attitude and personality, and influence behavior. Therefore, students are expected to represent CCS by dressing modestly and appropriately at all voluntary events. Voluntary events are defined as those taking place outside of school hours; including but not limited to athletic events and outreach activities. The following guidelines apply:
- Appropriate undergarments must be worn and out of sight at all times (i.e. clothes should not be worn tight enough to see undergarment lines).
- Clothing must not:
  - be see-through/sheer.
  - be inappropriately tight (no jeggings).
  - promote non-Christian values or lifestyles; including, but not limited to:
    - profanity or obscenity.
    - the use of drugs, alcohol, or other illegal products.
- CCS retains the right, in its sole discretion, to prohibit personal appearance choices that it deems immodest, inappropriate or a hindrance to the school’s witness and testimony to the outside community.
Senior Graduation

- Students’ attire must be in compliance with the dress code philosophy and general guidelines.
- Shoes must be dress shoes that comply with the school dress code.
- Jewelry, hairstyles, fit, hem lengths, necklines, and other issues of appearance must comply with the school dress code.
- The school designated cap and gown must be worn as directed by school officials during the graduation ceremony.
- No visible tattoos are permitted.
  - **Ladies**
    - Must wear a dress or pant suit in solid white, cream, or pale color or with minimal light colored patterns that will not show through the white gown.
  - **Gentlemen**
    - Solid or pinstripe dress shirt with an appropriate tie (either a bow tie or a necktie) is required.
    - Dark color dress pants required. (Casual pants such as cargo pants or jeans are not permitted.)
    - Piercings are not permitted.
    - Must be clean-shaven or neatly trimmed and appropriately shaped.

Formal/semiformal events (including but not limited to: homecoming and homecoming court, prom, concert performances, National Honor Society inductions, academic award night, etc.)

- Click here for formal/semi-formal event dress code.
- All ladies, including guests, must have their dresses pre-approved before attending prom or homecoming.
- Students bringing a date from outside CCS are responsible for making sure their date understands the requirements.
- CCS retains the right, in its sole discretion, to prohibit personal appearance choices that it deems immodest, inappropriate or a hindrance to the school’s witness and testimony to the outside community.

DRESS CODE ENFORCEMENT

JUNIOR/SENIOR HIGH CAMPUS:

- If possible, students will be required to immediately correct the dress code violation and will earn a mark on the discipline card.
- Students who are in violation of the dress code and cannot address the violation without a change of clothing may have one or more of the following consequences:
  - Contact parents to bring a change of clothing
  - Discipline card marked (first offense)
  - After-school detention assigned (if this is not the first offense).
DUE PROCESS

The CCS community is urged to apply the Matthew 18 principle for resolving conflict. First go directly to the individual 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 [10th-12th]

CCS requires a 4-year Senior High 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 3 years should keep in mind that their choice to complete their Senior High school education early dictates some necessary ineligibility. Since the 3-year graduate does not have the adequate number of credits to be considered a senior, the student will be classified as 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 or her parents.
2. A student must meet with the Guidance Counselor and identify his or her desire for an early graduation by the end of the freshman year.
3. At the time of the student's meeting with the Guidance Counselor he or 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 Senior High.
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 or her graduation, he or she will need to make it up the next year.
7. Students may not earn more than 8 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 - Fairfield” 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 OneCallNow system will be implemented. Please plan ahead for all weather related problems.

**EXAMS & TESTS PROCEDURES [7th-12th]**

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 2 tests and 1 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 2 tests and 1 quiz he or she should contact the Guidance Counselor at least 1 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. Exams 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 2nd Semester with an average of 70% 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 2 weeks of the end of the semester, and may not be administered early.

**EXTRACURRICULAR ACTIVITIES**

Extracurricular 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 extracurricular activities and class trips must be especially aware of their representation of Christian schools in general, and the Christian life specifically.
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
FIELD TRIPS

Field trips are planned learning experiences that extend beyond the classroom. 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 most field trips will be via school buses. No CCS employee will transport students in their private vehicles. Occasionally, in-school and after-school trips will be organized and students and/or parents will provide their own transportation. On those occasions, the school accepts no transportation liability.

The Ohio Department of Transportation prohibits transportation of students by staff/coaches.

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.

SAFETY DRILLS

Fire, tornado, lock down, and evacuation drills will be held at various times during the school year. Directions for conducting fire and tornado 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. Each campus conducts tornado drills during tornado season.

FUNDRAISING

All fundraising by CCS (student and parent run organizations) should be submitted to the administration 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):
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Average</th>
<th>Honors Grade Point Average</th>
<th>Numerical Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>5.0</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
<td>94-97</td>
</tr>
<tr>
<td>A-</td>
<td>4.0</td>
<td>4.3</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>4.0</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.1</td>
<td>3.5</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
<td>3.3</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>3.0</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.1</td>
<td>2.5</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>2.0</td>
<td>2.3</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>2.0</td>
<td>68-69</td>
</tr>
<tr>
<td>D</td>
<td>1.1</td>
<td>1.5</td>
<td>66-67</td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
<td>1.3</td>
<td>65</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>0-64</td>
</tr>
</tbody>
</table>

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

**Junior/Senior High**

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. Subjects that 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 or she will receive an F for the class.

**GRADUATION REQUIREMENTS**

The minimum credit requirements for graduation from CCS are as follows and must include the following courses for a standard diploma:
SUBJECT 2016-17
Bible* 4
Math including Algebra II 4
English 4
Health ½
PE ½ (total of 2 semesters)
Social Studies 3
Including U. S. History, American Government & Economics, and World History (beginning class of 2017)
Electives 5 ½
  Computer** ½
Science 3
Including Biology and a Physical Science
Fine Arts 1
TOTAL CREDITS 25

* Bible credit: 1 per semester in attendance
** Computer credit requirement beginning with class of 2015
*** Research credit requirement beginning with class of 2017 ½ credit

The student must also pass the Ohio Graduation Test or State required test.

GUIDANCE OFFICE [7th-12th]

The Guidance Department 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 Department: scheduling or class changes, teacher aide/office aide positions, grade changes, transcript requests, college visitation days and copies of report cards.

ONLINE SCHEDULING: Online scheduling meetings will be held in the Spring to give the students the necessary steps and procedures and a list of the available classes to be requested through Renweb, the CCS Data Management System. Students should discuss the available classes with parents and select classes within the 10 day selection process. When student class selections are complete, the CCS master schedule will be created and then we will begin to create a schedule for your student. Many factors are taken in consideration with the master creation process, such as teacher and class availability, room size, available equipment and class size.

Seniors and then juniors and so on will be given scheduling priority. Graduation requirements for each student will be taken into consideration. Student schedules will be available in August shortly before school starts.

Students are required to select at least seven class periods per semester to keep on track to meet graduation requirements, unless doing an internship.

Once a new student is accepted, they should call the Guidance Office and make a scheduling appointment with the Guidance Counselor. Please bring your report.
card, transcripts, teacher recommendations and standardized test scores to the scheduling appointment.

Some courses have special fees and are listed on the CCS website. Students must fill-out an online Schedule Request Form and submit to the Guidance Office for approval within the first two weeks of class if they wish to request a schedule change. Schedules are not changed for teacher preferences or social reasons. Any exceptions will have to be approved by the teacher, parent, Principal and Guidance Counselor. Students must continue attending classes until the schedule change request has been processed and the student and teacher is notified by email.

**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 or her aide position, he or she may be dismissed as an aide, and assigned a new course of study. **No Credit is given for teacher’s or office aides.**

**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. Students who need a personal copy of a transcript should make requests at least 48 hours before the transcript is needed. Transcripts that will be mailed for students will be within five business days of the request. **Note:** Mailed transcripts take several days to be received and processed by the accepting institution.

**COLLEGE VISITATION DAYS:** One to two 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 or 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 campus office. If this procedure is followed, a student’s college visit will not count against absences for up to three college visits per high school career.

**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:

- 1st -3rd grades: average of 10-30 minutes
- 4th -6th grades: average of 40-50 minutes
- 7th -12th grades: 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 Elementary student is to carry an agenda planner. We require the daily signature of the parent in the Elementary Campus grades.

---

**HONOR ROLL**

**ELEMENTARY CAMPUS:** Honor students in 1st – 6th grades 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/SH CAMPUS:** 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:

<table>
<thead>
<tr>
<th></th>
<th>Junior High</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Honors</td>
<td>90 +</td>
</tr>
<tr>
<td>A/B Honors</td>
<td>84 + (all A’s)</td>
</tr>
<tr>
<td></td>
<td>(no B-, C’s or D’s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Senior High</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Honors</td>
<td>4.0</td>
</tr>
<tr>
<td>A/B Honors</td>
<td>3.1-3.9 (no C’s or D’s)</td>
</tr>
</tbody>
</table>
HONORS DIPLOMA [9th-12th]

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, Credit total = 25 or more:

(Class of 2020 and Beyond – aligning with the State of Ohio requirements)

A. The student must meet the requirements for the standard diploma.

B. Honors criteria
   Students need to fulfill all but one of the following criteria:
   a. Mathematics – 4 units, including Algebra 1, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
   b. Science – 4 units, including physics and chemistry
   c. Social Studies – 4 units
   d. Foreign Language - 3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages
   e. 3.5 on a 4.0 scale
   f. Students must have an ACT score of 27 or higher OR a combined test score on SAT Verbal and Math of 1210

INDEPENDENT STUDENTS

Students living on their own cannot attend CCS.

INSURANCE

An accident insurance policy 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 covers eligible medical expenses not paid for by the parent’s medical insurance.

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; access to an online library catalog (Destiny) as well as an extensive page of vetted resources via the library's Haiku page is available. 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. See Required Use of Technology Policy. Students will be financially responsible for damage to software or hardware.

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

**LOCKS & LOCKERS [7th-12th]**

Lockers are provided to Junior/Senior High students for the safekeeping of books and supplies. Students are provided with combination locks. Students are to use the lockers assigned to them. Students are to keep their lockers locked at all times. 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 or 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.

Only blue painters’ tape may be used to decorate lockers for a special occasion (birthdays, etc.). Abuse of lockers resulting in damage may result in an extra fee for repair.

**LOSS & 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**

Each Campus maintains a lost and found area which parents and students should check regularly. Every four to five 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 your campus office for safekeeping. The receptionist 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 your campus office for safekeeping.
4. Please report losses to the Administration promptly.
5. Please turn in found articles at your campus 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 receptionist 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**

- Parents of an Elementary Campus student who does not have a lunch and one is provided by CCS, will be billed $3.00 per lunch.

**Junior/Senior High Campus**

- Students may receive a pass only to go to the restroom or use the office phone.
- **NO FOOD OR BEVERAGES LEAVE LUNCH AREAS.**
- **NO ONE MAY LEAVE THE CAFETERIA DURING THE LAST FIVE MINUTES OF LUNCH.**
- All tables must be clear of trash before students leave area.
- All spills in microwaves are to be cleaned up.
- Students are to be dismissed no earlier than two minutes before bell.
- Students are not to travel between cafeteria and diner.
- Students (7-12) who are assigned weekly cleaning duty must stay after dismissal from lunch to avoid disciplinary action. Students must secure a replacement if they are not available to stay to fulfill their cleaning duty (on a field trip, attending a club meeting, etc.).

**MARRIED STUDENTS**

Students who are married are not allowed to attend CCS.

**MEDICAL INFORMATION & 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 Campus Nurse has been developed with this same fundamental guideline. Therefore the Nurse's chief function should be to reinforce 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
LIMITATIONS OF NURSE: The Campus 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. 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 the nearest hospital by the life squad and accompanied by the Nurse or other school representative. Parents will be notified by campus office personnel. The emergency medical form will be taken along by the school representative when students leave campus.

SENDING STUDENTS HOME: Students will be sent home if 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 medical authorization will be contacted. All Junior/Senior High 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 and the school website.

ALLERGY POLICY: In accordance with state law, CCS has developed an allergy policy. For details contact the Nurse’s Office at either campus.

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 health folder. Pupils in Kindergarten through 12th grades must have written proof on file at the school verifying that they have been immunized against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, HepB, Varicella, and Meningococcal. Any student initially entering CCS from a foreign country must show evidence of a TB screening test given within 90 days of starting school. 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 2017:

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

- **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 1st 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. The second dose must be administered at least 28 days after the first dose. The third dose must 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), must not be administered before age 24 weeks.

- **VARICELLA - (Chickenpox)**: One (1) dose of Varicella administered on or after the 1st birthday.

The following are the minimum immunization requirements for all students who entered Kindergarten through 12th Grade by the fall of 2017:

- **DTaP/DT (Diphtheria, Tetanus, and Pertussis):**
  - **Kindergarten**: Four (4) or more of DTaP or DT, or any combination. If all four (4) doses were given before the fourth birthday, a fifth dose a fifth dose is required. If the fourth dose was administered at least six (6) months after the third dose and on/or after the fourth birthday, a fifth dose is not required.
  - **1st – 12th grade**: Four (4) or more DTaP or DT, or any combination. Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.

- **Tdap:**
  - **7th - 12th grade**: One (1) dose of Tdap vaccine must be administered prior to entry.

- **POLIO (OPV, IVP):**
  - **Kindergarten – 7th grade**: Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.
8th – 12th grade: Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

**MCV4 (Meningococcal):**
- 7th & 8th Grade: One (1) dose of meningococcal vaccine must be administered prior to entry.
- 12th Grade: Two (2) doses of meningococcal vaccine must be administered prior to entry. If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2) dose is not required.

**MMR - (Measles, Mumps, and Rubella):**
- Kindergarten – 12th grade: Two (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):**
- Kindergarten - 12th Grades: Three (3) doses of Hepatitis B.

**VARICELLA - (Chickenpox):**
- Kindergarten – 7th grades: Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
- 8th – 10th grade: One (1) dose of varicella vaccine must be administered on or after the 1st birthday.

**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 Campus 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:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Disease</th>
<th>Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Mono</td>
<td>Impetigo</td>
</tr>
<tr>
<td>Measles</td>
<td>Ringworm</td>
<td>Mumps</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Hepatitis</td>
<td>lice</td>
</tr>
<tr>
<td>Scabies</td>
<td>Scarlet Fever</td>
<td>Strep Throat</td>
</tr>
<tr>
<td>German Measles</td>
<td>Whooping Cough</td>
<td>H1N1 (swine Flu)</td>
</tr>
<tr>
<td>intestinal parasites</td>
<td>upper-respiratory infections</td>
<td></td>
</tr>
<tr>
<td>Gastroenteritis: (vomiting and/or severe diarrhea)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students must miss school for the number of days indicated if they have:
- Measles - 4 days from onset of rash.
- Chickenpox – 6 days after rash or until all vesicles are scabbed over.
• Mumps - 5 days from onset of swelling.
• German Measles (Rubella) - 7 days from onset of rash.
• Whooping Cough (Pertussis) - 3 weeks from onset or 5 days from start of antimicrobial therapy.
• Respiratory Streptococcal infections including Scarlet Fever - until 24 hours of appropriate antibiotic therapy completed.
• Head lice – exclude until after 1st treatment with an effective pediculicide.

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 six hours, or
  • a fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue.

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 Ibuprofen or Tylenol.

COUGH DROPS & WATER: Junior & Senior High Campus students may use cough drops at their own discretion. Cough drops for Elementary Campus students must be under the control of the teacher. Clear (see-through) water bottles may be carried.
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, Campus Office, school website under parents tab, or ask your doctor to write a note when he or 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 Campus 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 1 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. In the case of a violation, the following action will be taken: medication confiscated and parents contacted with a warning of the dangers involved and student will meet with the Principal. Disciplinary action may also be taken, with penalties up to and including suspension from school.
2. 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: Extreme Behavior Violations, substance abuse.

INHALERS FOR ASTHMA: All Junior/Senior High 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 Campus Nurse. A student who needs to use an inhaler must report to the Campus 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. All Elementary Campus students must keep inhalers in the front office.

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 [10th-12th]
NATIONAL JUNIOR HONOR SOCIETY [7th-8th]

QUALIFICATIONS: Induction into the National Honor Society is based upon the following 4 qualifying categories:

SCHOLARSHIP: Students are nominated to the NHS 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. Students are nominated to the NJHS upon their having a cumulative percentage of 91% or higher.

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 distinguishing the student as one of high integrity and good reputation.

SELECTION PROCESS: Students are eligible their 10th, 11th, and 12th grade years for NHS (7th and 8th grade years for NJHS). Student GPA’s will be reviewed in early March of each school year. All students who meet the GPA requirement will receive a letter notifying them of their eligibility for NHS or NJHS membership, along with an application form. To be considered further, the application must be completed and returned no later than the due date indicated on the form. Applications will then be evaluated anonymously by a council made of 5 faculty members. A separate council will be formed for NHS and NJHS. Applicants will be evaluated by the faculty council based on their service, leadership, and character, as described in detail on their application. The list of applicants will also be given to the faculty and staff for any input regarding concerns with the above characteristics. The faculty committee’s majority vote will finalize the selection of the inductees. The induction ceremony takes place the first Monday evening in May.
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.
2. Fine Arts Boosters: This group of supporters renders an invaluable service to furthering our art, band, and choir programs.
3. Athletic Boosters: 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.
6. Cougar Cave Spirit Shop.
7. Theatre Boosters: Theatre Department activities take place year 'round, and whether you have a student involved in CCS Theatre or not, your support is greatly appreciated!

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 instruction 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.

**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 or by emailing the teacher directly. At the Junior/Senior High Campus group conferences with multiple teachers may be scheduled with the Guidance Counselor. 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. Regularly scheduled Parent-Teacher Conferences are held in the fall (See school calendar).

**PARKING & 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.

**JUNIOR/SENIOR HIGH CAMPUS:**
Parking and transportation regulations for the Junior/Senior High 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 $35.00 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.

**PDA**

As is standard in other public forums such as the workplace, students should refrain from public displays of affection on school property. This expectation is primarily in reference to bodily contact between individuals in a romantic relationship. Teachers and administrators have the right to address any physical
behavior between any students that they deem as uncomfortable, inappropriate, or unnecessary.

**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. Parental permission is collected in the enrollment/reenrollment form.

**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 or modified physical 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 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.

**PHYSICAL EDUCATION ALTERNATIVE**

Students can be exempt from PE completely during high school if they are participating in a CCS sport for at least two full seasons. (For students in the class of 2019, this works only if they will play two different sports during their junior year.) PE will not appear as credit on the transcript at all. Instead, a note will be added to the transcript stating that the student has earned a PE waiver. Students must complete a ½ credit elective in another curricular area before graduation to make up for the loss of this credit. This P.E. option is not retroactive. Students must participate in two seasons beginning no earlier than the fall of 2017 and complete them by the end of their junior year. Students that choose this option will be required to complete a project for the PE teachers at CCS after their second season. They must pass the project requirements (a rubric will be distributed) in order to be granted exemption for PE.

Students intending to earn a PE waiver by playing two seasons of a high school
sport should notify the Guidance Department. Also, the CCS P.E. Waiver Form will need to be submitted upon completion of the athletic seasons as approved by the athletic director and turned into the Guidance Office before the waiver becomes effective.

**PREGNANCY POLICY**

A young woman who is pregnant may be admitted or retained at the discretion of the Principal until her six 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 extracurricular 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 CCS’ reputation.

**REPORT CARDS & PROGRESS REPORTS**

**Interim Progress Reports** are sent home with students at the midterm of each quarter for The Elementary Campus. 1 copy of Elementary Campus Student’s interim is to be signed and returned to the classroom teacher. These reports reflect both students' academic progress and their attitudes and behavioral patterns. These reports are e-mailed to parents of Junior/ Senior High Campus students.

**Report Cards** are issued on a quarterly basis and released on the Friday following the close of the quarter. Junior/Senior High Campus report cards are emailed; printed report cards are issued only upon request. 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. Elementary Students’ academic progress is also available to parents by using the on-line RenWeb program.

Junior/Senior High Students’ academic progress is also available to parents by using the online Haiku Learning Management System.
**RETENTION POLICY [K-8th]**

**ELEMENTARY CAMPUS:** The decision to promote or retain a child at the end of the school year in Kindergarten – 6th Grades 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

CCS 6th Grade students, who have failed a core subject, must re-take and pass the subject in summer school prior to enrolling into 7th grade at CCS

**JUNIOR HIGH:** In the Junior High program, a student will be held in the same grade level if more than 1 subject area is failed for the entire school year. If more than 1 core subject area is failed, students may attend summer school in order to decrease the number of failed courses to 1. If more than 3 courses are failed for the entire year, a student is automatically retained due to the fact that no more than 2 subjects can be made up in summer school.

**PARENT NOTIFICATION:** Parents shall be notified at the interim period of the 3rd Quarter of possible retention of their child.

---

**SCHEDULING GUIDELINES [9th-12th]**

1. Students may not schedule more than one study hall per semester, unless they are taking multiple CCP (College Credit Plus) courses. In those cases, additional study halls will be considered (and even advised) on an individual basis.

2. Students may drop elective courses within the 2nd week of class (or date of entry) without academic penalty regardless of the grade. Dropping a course after the 2nd week with an "F" will result in a cumulative record mark of "W/F" (withdrawn/failing). Dropping a course after the 2nd week with a passing grade will result in a cumulative record mark of "W/P" (withdrawn/passing).

3. Students may add courses (electronic request form on the Guidance Office page of website) within the 1st week of the beginning of the classes unless directed by the teacher; 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. 2nd level courses must be preceded by the satisfactorily completed corresponding level 1 course (e.g. Spanish II must be preceded by Spanish I, Calculus prerequisite is Pre-Calculus, etc.).

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, Jazz Band, Choir, Chapel Leadership, Physical Education, Yearbook, Paw Print Staff, Student Aide, Technical Theater, Performance Theater, and Fitness Training.

8. Students taking Greek may not receive dual credit for both foreign language and Bible. They have the choice as to whether they will receive a Bible or foreign language credit.

SCHOOL COLORS & MASCOT

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

SENIOR TRIP

We believe the senior trip is a privilege and an earned reward to seniors who have demonstrated spiritual, behavioral and academic integrity during their high school career, especially their senior year. The purpose of the trip is to bring closure to their high school career while making final memories with fellow, longtime friends and classmates.

Academic Eligibility - Final academic eligibility will be determined by third quarter grades. Students must not be failing any classes and must be maintaining a minimum GPA of 2.0 at the end of third quarter to be eligible to participate on the trip.

Attendance Eligibility - Excessive unexcused absences will result in ineligibility. Students having 20 or more excused and unexcused absences (not including medical waivers) during the school year prior to one week before the trip will become ineligible. Excessive unexcused tardies (12 or more) during the school year prior to one week before the trip may result in ineligibility by determination of the administration.

Behavioral Eligibility - Any senior who receives either an in-school or out-of-school school suspension during their senior year will be placed on behavioral probation. After being placed on probation, any incident of Saturday school or suspension will make the student ineligible for the senior trip. The administration reserves the right to evaluate a student’s eligibility for the trip and deny participation at any time during the school year for behavioral reasons.

Code of Conduct - All students and their parents/guardians must attend scheduled meetings and provide all mandatory paperwork with appropriate signatures. Signatures indicate that you have read and understand the
requirements for the trip, the Code of Conduct that will be followed while on the trip, and the consequences for any infraction written within that document. Students choosing not to abide by the guidelines outlined in the Student Code of Conduct will be sent home at the expense of his/her parents or guardians.

**Forfeiture of Funds** - We make every effort to keep the cost affordable for all students wishing to participate. The cost of the trip is contingent on the number of students attending and therefore cannot be determined until all participants have committed to the trip by paying the first deposit. Once all students commit with the first deposit, cost per person can then be figured. Deposits are then made to the bus company, hotel and other parties. Therefore, students who become ineligible at any time during the school year by decision of the administration, academically ineligible, choose not to attend, or become unable to attend the senior trip will forfeit all funds paid and are responsible for their total cost of the trip. It is beyond the control of CCS to refund money for the trip and cannot be responsible for making up a student’s remaining portion should they not go for any reason. Deposits and due dates will be determined by the class sponsors. Deposits and trip balance must be paid in full by the designated due dates. This policy will be strictly enforced.

**Independent Travel** - Because students choose to participate on the trip with their fellow classmates as a senior class and attend meetings, comply with all policies and procedures and, along with their parents, sign all necessary documents regarding this trip, we highly discourage and request that other students refrain from independently traveling to the trip destination during the week of senior trip. Please understand this places a greater and undue burden on the chaperones in charge and places the participating students in compromising positions. The safety and well-being of our students on this trip is our number one priority.

### 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:

- Metropolitan: Kindergarten in the Spring
- MAP Test: Kindergarten through 8th grades 3 times throughout the year
- ACT-Aspire: 9th grade, in the Spring
- ACT-Junior State funded
- PSAT: 11th grade, and 10th upon request, in the Fall
- Stanfords: 2nd, 4th, 6th and 8th grades
TELEPHONE USE

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

Cell phones must be turned off, (placed in backpack at Elementary Campus) and not used during school hours on both the Elementary and Junior/Senior High Campuses. (See “Cell Phones”)

TEXTBOOKS

All textbooks are loaned to the students by the school and will be used in future years by other pupils. Textbooks 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 textbook’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 Semester 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. Academic probation may be continued through the 2nd semester.

Grades are documented on the CCS transcript as reporting by the previous school, but the GPA will reflect CCS scale.
VALEDICTORIAN & SALUTATORIAN HONORS [12th]

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 1st 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 2 weeks 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:
   a) Algebra I & II, Geometry, Pre-Calculus or College Algebra
   b) 4 science courses
   c) English 9 & 10, World Literature, British Literature
   d) US History, American Government, Economics
   e) 1 social studies elective
   f) 2 years of offered languages
   g) 1 Bible course for each year enrolled
5. 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 or her Junior and Senior years.

VISITORS

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

Students are not permitted to bring visitors unless approved by the Principal. 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 20 hours per year of voluntary labor to Cincinnati Christian Schools. CCS does offer an alternative to the 20 volunteer hours – the option is a donation of $200.00 to the general budget of CCS. This is done using the honor system.

WITHDRAWAL

Any student being withdrawn from school must notify the Admissions 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.
SUPERINTENDENT:
Mr. Wayne Beaver

ELEMENTARY CAMPUS

PRINCIPAL:
MRS. DONNA HEMPELMANN
PRE-SCHOOL – 6TH GRADES

7350 DIXIE HIGHWAY
FAIRFIELD, OHIO 45014
513-874-8500
FAX: 513-874-9718

JH/SH CAMPUS

PRINCIPAL:
MRS. KIM STONE
7TH – 12TH GRADES

7474 MORRIS ROAD
FAIRFIELD, OHIO 45011
513-892-8500
FAX: 513-892-0516

WWW.CINCINNATICHRISTIAN.ORG