



XENOS CHRISTIAN SCHOOLS

KNOWLEDGE • CHARACTER • COMMUNITY

Elementary Handbook

www.xenosschools.org

Mission Statement

Xenos Christian Schools (XCS) exist to provide a program of academic excellence and biblical truth while developing Christian values in a loving environment.

Growing children develop spiritually, intellectually, socially, culturally, and physically. XCS emphasize intellectual development and offers assistance in the other areas of child development. XCS express their commitment to Christ by addressing the child's relationship with God in all areas of development in accordance with Biblical principles.

Xenos Christian Schools Locations

Calumet Campus	Harambee Campus	North Campus
2774 Calumet St.	1000 Bonham Ave.	1390 Community Park Drive
Columbus, Ohio 43202	Columbus, Ohio 43211	Columbus, Ohio 43229
(614) 261-8136	(614) 291-0885	(614) 823-6540

Building Schedules

<i>Calumet Campus</i>	<i>Time</i>
<i>Middle School Students Enter Building</i>	8:15
<i>First Bell (Elementary Students Enter Building)</i>	8:20
<i>Middle School Homeroom</i>	8:22 – 8:30
<i>Class Begins (Preschool – Eighth Grade)</i>	8:30
<i>Lunch: Fifth – Sixth Grades</i>	11:00 – 11:50
<i>Preschool Dismissal</i>	11:15
<i>Lunch: First – Fourth Grades</i>	11:25 – 12:15
<i>Lunch: Seventh – Eighth Grades</i>	11:50 – 12:40
<i>Afternoon Kindergarten Begins</i>	12:30
<i>Recess: Third – Fifth Grades</i>	1:30 – 1:45
<i>Recess: Kindergarten – Second Grades</i>	1:45 – 2:00
<i>Bus Students Dismissed</i>	3:08
<i>Remaining Students Dismissed</i>	3:15

Building Schedules (continued)

<i>Harambee Campus</i>	<i>Time</i>
<i>Breakfast Bell</i>	8:30
<i>First Bell (Students Enter Classroom)</i>	8:45
<i>Class Begins (Kindergarten – Fifth)</i>	9:00
<i>Lunch: Kindergarten – Third Grades</i>	11:30-12:15
<i>Lunch: Fourth – Sixth Grades</i>	12:00-12:45
<i>Recess: Kindergarten – Third Grades</i>	1:45 – 2:00
<i>Recess: Fourth – Sixth Grades</i>	2:00 – 2:15
<i>Students Dismissed</i>	3:30

<i>North Campus</i>	<i>Time</i>
<i>First Bell</i>	8:50
<i>Class Begins (Preschool – Fifth)</i>	9:00
<i>Lunch: First – Third Grades</i>	11:15 – 12:00
<i>AM Preschool & Kindergarten Dismissed</i>	11:45
<i>Lunch: Fourth – Fifth Grades</i>	12:00 – 12:45
<i>Recess: First – Third Grades</i>	1:45 – 2:00
<i>Recess: Fourth – Fifth Grades</i>	2:00 – 2:15
<i>Bus Students Dismissed</i>	3:20
<i>Remaining Students Dismissed</i>	3:30

Attendance

There is a direct correlation between attendance and academic success. Parents are requested to minimize absences from school for reasons other than illness. When a child is staying home due to illness, please notify the school office by 9:15 A.M. Similarly, if a child will be late due to a doctor/dentist appointment, please notify the school office by 9:15 AM. Upon a student's return to school, a written explanation, including e-mail from the parent/guardian or doctor must be turned in to the school office. Students will not receive credit for work missed during an unexcused absence.

- Excused absence: absence due to personal illness, death of a relative, family emergency, or trip which has been pre-approved by the building principal.
- Unexcused absence: absence with or without parent's consent for a reason not acceptable to the school (examples: over-sleeping, missing bus, truancy, etc.).

Anticipated Absences/Family Vacations

Parents must notify the Building Principal before taking a child out of school for a family vacation or other planned absence. A two week notification is desired in order that parents, teachers, and student can plan together to ensure the student will not fall behind in his/her work. Although teachers will assist the student who misses school because of a planned absence, it remains the student's responsibility to obtain assignments and class notes, complete homework, and make up any tests or quizzes. While a vacation during school can be educationally profitable (and valuable family time), it may also have an adverse impact on a student's academic achievement. We strongly recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable.

Excessive Absences

Excused absences of three consecutive days or longer may have alternative education experiences arranged to ensure that sufficient educational progress is maintained.

- A parent conference may be requested to review academic progress.
- Consequences of excessive absenteeism will be determined at the discretion of the building principal.

Unexcused absences will result in the following:

- For every two unexcused absences a letter will be sent home from the administrator.
- After six unexcused absences, a letter will be sent home from the administrator with a request for a parent conference.
- Further unexcused absences may result in truancy.

Tardy Arrivals

All students who arrive in the classroom after 8:30 AM at Calumet Campus; or after 9:00 AM at Harambee or North Campuses shall be considered tardy. Students arriving at or before 10:00 AM will be considered tardy. Students arriving after 10:00 AM will be considered absent for half a day.

Students in half-day classes, such as Kindergarten, will be considered tardy if they arrive within 80 minutes after the start of class. Students arriving after 80 minutes will be considered absent for half a day.

Students are not considered tardy for doctor or dentist appointments when accompanied by a written excuse from the parent or doctor.

When it comes to the attention of the school office that a child has had five tardies parents will be notified in writing.

For additional information on the XCS Attendance Policies, please refer to the Parent tab on the XCS website – www.xenoschools.org .

Student Illness

A student will not be admitted to school unless his/her body temperature is below 100 degrees, without medication, for twenty four hours. Students with communicable diseases will be allowed to return to school only after complying with regulations issued by the State Department of Health.

Bus Transportation

Columbus, Westerville and Worthington City Schools Districts provide bus transportation for many XCS' students. Transportation forms for Columbus City School residents are available in each school office. Westerville and Worthington residents must contact their local school districts transportation department.

Students are expected to follow the safety guidelines on all buses. Drivers are authorized by the respective school district to submit formal bus conduct reports if necessary. Ultimately, XCS has the authority to revoke bus privileges if behavior is deemed excessively inappropriate.

School Closings

In case of severe weather, XCS will close. Local TV and radio stations will announce school closures for weather-related or other emergencies. Each school, Calumet, Harambee and Xenos(North) will be listed on the following TV and radio stations:

Television		Radio
WCMH – 4	WBNS - 97.1 FM; 1460 AM	WTVN – 610 AM
WSYX – 6	WNCI – 97.9 FM	WSNY – 94.7 FM
WBNS – 10	WODB – 107.9 FM	WBZX – 99.7 FM
FOX – 28	WRFD – 880 AM	WLVQ – 96.3 FM

Many of our students depend on Columbus City Schools transportation. Therefore, if the Columbus City Schools District closes due to weather, XCS will close.

In situations where the weather worsens during the school day or a school emergency develops, the building principal will make the decision whether to close the school.

Communication

Communication is vital to maintaining a healthy school community. XCS encourages communication among parents, teachers, and students. For general school questions, please contact the office. For questions or concerns in a particular class, please contact the teacher. If a matter involves issues beyond the classroom, please contact the Building Principal.

- The school offices are open before and after school from 8:00 AM until 4:00 PM at Calumet Campus and 8:30 AM until 4:00 PM at Harambee and North Campuses. Calls after normal work hours will be picked up by our answering system.

- If it becomes necessary to reach your child during the day, please contact the office first and the receptionist will assist you.
- Faculty will respond promptly to voice mail and email messages.
- Faculty email addresses follow the same pattern: last name then first initial (no spaces) followed by xenos.org.
- The school office periodically e-mails pertinent school information. Please contact the school office to subscribe.
- Parent-teacher conferences are scheduled twice during the school year (see calendar for dates). Please take advantage of these times to meet with your child's teachers to discuss progress and/or concerns.
- Parents or teachers may request after-school meetings as necessary.
- Report cards are sent home quarterly and interim progress reports are sent home at the midpoint of each quarter.

Dress Code

While students have considerable flexibility in choosing what to wear, it's important to keep in mind that school is primarily about learning, and the setting should always be conducive to the learning experience. Students must wear clothes that are safe, weather-appropriate, and not distracting to the classroom setting. Bare midriffs, spaghetti tops and other dress considered too informal are not acceptable. Inappropriate depiction (writing or images) should not appear on clothing. Pants and shorts are to be worn properly around the waist.

It is particularly important that clothing worn during PE be conducive to physical activity.

Hats, sunglasses, and hoods on sweatshirts must be removed when students enter the building. Coats, vests, jackets, windbreakers, and other outerwear intended primarily for outdoor use may not be worn in the class.

If deemed necessary, the Building Principal will call the parents to bring other clothes or will provide an appropriate article of clothing for the student to wear.

Electronic Devices

Electronic devices such as radios, CD players, mp3 players, iPods, cell phones, lasers, pagers, recorders, PDAs, electronic games, and video and digital cameras distract from the purpose of learning and are not permitted to be used by students during school hours without the explicit permission of a classroom teacher. It is fine for students to listen to music on their ride to and from school, but electronic devices must be appropriately stored while a student is in the building. Items not stored properly will be confiscated by the teacher and returned to the parent. The school is not responsible for lost or stolen items.

Grades

The grades students receive are based on daily work, homework, class participation, reports, quizzes, and tests. Teachers will explain their methods for evaluating students.

Academic intervention

Interim progress reports are sent home mid-way through each quarter. This provides an opportunity for students and parents to assess performance and make adjustments and/or arrangements to allow for improvement if deemed necessary. Students and parents should feel free to contact teachers to discuss avenues for academic improvement. The teacher will also contact parents when it is evident a student is struggling in his/her class. When a student's overall academic performance is suffering or he/she is failing a specific subject, the teacher will initiate a conference with the parent(s) to devise a strategy for improvement. As a school, we believe it is essential that parents and teachers work together to facilitate student learning and academic success.

Homework

Even though schedules can become very busy, XCS believes homework is one of the important activities of the week. Although students work at different rates, they should have approximately the following amounts of time for doing homework throughout the week.

Grade Level	Hours/Week
Kindergarten	1
First	1 – 2
Second & Third	2 – 3
Fourth	3 – 4
Fifth	4 – 5

Lost and Found

Students who lose items should check the school lost-and-found box. Check with the school office to determine the location. Small items such as jewelry or watches are kept in the school office.

Students must reimburse the school for school-owned property (textbooks, manipulatives, lockers, etc.) they have lost, or damaged, by the end of the school year.

Lunch

The lunch period includes an outdoor recess (weather permitting) and time for students to eat. If weather does not permit outdoor recess, students will be assigned a classroom for indoor recess.

Each student is responsible for cleaning up the table at which he eats along with the floor area beneath. Hand brooms, dustpans, cleaning water and rags are available and should be used for clean up. Once tables and floors are cleaned, the staff people on duty will dismiss that table. Students are not permitted to leave the room until dismissed by a staff person.

Campus	Recess	Lunch/Clean Up
Calumet – Elementary	25 minutes	25 minutes
Calumet – Middle School	25 minutes	25 minutes
Harambee/North	20 minutes	25 minutes

Friday Pizza Lunch at **Calumet and North Campuses** – Pizza is available for lunch on Fridays, starting as soon as the school year begins. There is a charge for each slice of pizza.

Conduct

The staff of XCS wants to guarantee each student the best possible learning environment and seeks to obey the command given to parents in Ephesians 6:14 to bring children up "in the discipline and instruction of the Lord." A school setting provides an excellent opportunity for a child's character development.

Parents indicate their acceptance and approval of the school's code of conduct by enrolling their child at XCS. Discipline of students is the joint responsibility of teachers, school administrators, and parents.

Visitors

For the purpose of security, all visitors to the school must first report to the main office and receive an identification badge. Parents who wish to observe a class must schedule with the teacher and/or Building Principal beforehand. Student visitors (including friends of current students) must have permission from the administration to visit during school hours and will be allowed only for educational purposes or future enrollment.

Volunteer Opportunities

The staff welcomes and appreciates parent volunteers – from field trip chaperones to class parent(s). We have parent teams for each location to co-ordinate volunteer opportunities. All school volunteers have passed a criminal background check. Please contact the school office volunteer application. Calumet Campus 261-8136, North Campus 823-6540, Harambee Campus 291-0885.

School Board

Voting Members:

Hal Augur	Joe Botti – Chairman	Sue Kear
John Meeker	Vicki Schroer	Kevin Wheeler

Non-Voting Members:

Carole Bucklew – Principal North Campus
 Jim Fulford – Principal Calumet Campus
 Alex Steinman – Principal Harambee Campus

NON-DISCRIMINATORY POLICY

The governing board of the North Campus located at 1390 Community Park Drive, Calumet Campus located at 2774 Calumet St. and Harambee Campus located at 1000 Bonham Ave. has adopted the following racial nondiscriminatory policies.

The XCS recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its education programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The XCS will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.