



XENOS CHRISTIAN SCHOOLS

KNOWLEDGE • CHARACTER • COMMUNITY

Elementary School Handbook

www.xenosschools.org

Xenos Christian Schools 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, 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.

Building Schedule

<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>Recess: Kindergarten- 2nd Grade</i>	10:00 - 10:15
<i>Recess: 3rd- 5th Grade</i>	10:15 - 10:30
<i>Preschool Recess</i>	10:40 - 11:00
<i>Preschool Dismissal</i>	11:15
<i>Kindergarten Dismissal</i>	11:30
<i>Recess/Lunch: First – Fourth Grades</i>	11:35 – 12:15
<i>Recess/Lunch: Sixth – Eighth Grades</i>	11:50 – 12:40
<i>Recess/Lunch: Fifth Grade</i>	12:00 - 12:40
<i>Recess: Fourth – Fifth Grades</i>	1:30 – 1:45
<i>Recess: First – Third Grades</i>	1:45 – 2:00
<i>Bus Students Dismissed</i>	3:08
<i>Remaining Students Dismissed</i>	3:15

Attendance Policies

We believe that regular school attendance and time engaged in classroom activities have a direct relationship to academic success and overall student growth and development. We request parents to minimize absences and tardiness for reasons other than illness, necessary appointments, and family emergencies. **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.

Please keep the following in mind:

- Phone calls, emails, and voicemails are acceptable for excuses
- The State of Ohio requires a **written note** (by hand or email) for all **EdChoice** (voucher) students who are absent
- You may email butcherj@xenos.org or bottic@xenos.org
- The school office needs an excuse **on each day** a child is absent
- Students who arrive late to school are considered unexcused tardy unless their parent/guardian submits a note to the office with a legitimate excuse.
- Students arriving 30 minutes or more after morning class begins will be considered absent for a half-day.
- Students arriving 30 minutes or more after afternoon classes begin will be considered absent for a full day.
- Students leaving before 2:00 PM will be considered absent for a half-day.

Absences

Excused absence: An absence due to personal illness, death of a relative, family emergency, or family trip that has been pre-approved by the building principal.

- Excused absences of three consecutive days or longer may necessitate alternative academic arrangements with the teacher to ensure progress is maintained.
- A student absent for more than 20 days of school (excused or unexcused) will be a candidate for retention or withdrawal. Exceptions may apply for medical reasons.

Unexcused absence: An absence (with or without parent's consent) for a reason not acceptable to the school, such as oversleeping or missing the bus.

Unexcused absences will result in the following:

- Students do not receive credit for work missed during an unexcused absence.
- For every two unexcused absences a letter will be sent home from the administrator.
- After six unexcused absences the building principal will request a parent conference.
- Students with more than six unexcused absences in a school year are considered excessively truant.
- Excessively truant students are in educational neglect and may be reported to Franklin County Children's Services and withdrawn from school.

Anticipated Absences/Family Vacations

Parents must notify the school office prior to taking a child out of school for a vacation or other planned absence. Ten-day prior notification is required so that teachers can prepare work in advance for the student. Please keep the following in mind:

- It is the parent's or student's responsibility to make arrangements with teachers for work to be completed before or during the absence.
- Students and parents may access Power School for updates regarding school work.

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 recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable.

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.

Tardies

Students arriving less than 30 minutes after the beginning of the school day will be considered tardy. Students arriving 30 minutes or more after the beginning of the school day will be considered absent for 1/2 a day. Students arriving 30 minutes or more after afternoon classes begin will be considered absent for a full day. Students leaving school before 2:00 PM will be considered absent for a half-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.xenosschools.org .

Bus Transportation

Columbus and Worthington City Schools Districts provide bus transportation for many XCS students. Transportation forms for Columbus City Schools residents are available in the school office. 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 administration has the authority to revoke bus privileges if behavior is deemed excessively inappropriate.

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

In situations where the weather worsens during the school day or a school emergency develops, the building principal will make the decision whether or not to close the school. If buses are unavailable, parents or guardians will need to provide transportation home.

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, contact the teacher. If a matter involves issues beyond the classroom, please contact the building principal.

The school office is open before and after the school day from 8:00 AM until 4:00 PM. 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 via School Messenger.

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. Parents have access to Power School, a school website, for tracking their student's academic progress throughout the quarter.

School Messenger

School Messenger is a web-based program the school utilizes to contact parents via email, text, and voice mail for general communication and emergency notifications. If you are not already receiving these messages, please contact the school office.

Power School

All middle school parents and students have access to **Power School**, a school website that allows parents to be more informed and active in their children's education. The school provides parents with instructions on how to set up a Power School account. Parents will be able to access assignments and track their children's academic progress. Please contact the school office if you have questions regarding set-up.

Computers

Students frequently have access to computers and iPads for school work. All students and their parents must sign and turn in an Acceptable Use Policy for Computer Resources form before permission is granted to use computers. Any student who chooses to misuse a computer and/or violate the terms of the "Acceptable Use" agreement is in jeopardy of losing his/her right to use school technology and may incur a monetary charge.

Dress Code

While students have considerable flexibility in choosing what to wear, the primary purpose of school is education, and student attire must be conducive to the learning experience. Students must wear clothing that is safe, weather-appropriate, and not distracting to the classroom setting.

Following are guidelines for students:

- Bare midriffs, spaghetti tops, and other dress considered too informal (such as sleepwear) are not acceptable.
- Inappropriate depiction (writing or images) are not permitted on clothing.
- Pants, shorts, and skirts should have no writing across the seat area.
- Undergarments should not be visible.
- Yoga pants or leggings may be worn only under a skirt, shorts, or a top that reaches to mid-thigh
- Shorts and skirts must reach to mid-thigh in length.
- Hats, hoods (or other head coverings), and sunglasses are not to be worn inside the school building.
- Appropriate and safe shoes or sandals must be worn at all times. No flip-flops or bedroom slippers.
- Coats and jackets are to be worn to and from school and stored in lockers during the school day.

It is important that clothing worn during PE be conducive to physical activity. Students must follow the dress requirements for gym class as assigned by the PE instructor.

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 cell phones, smart phones, iPods, tablets, lasers, electronic games, and video or digital cameras serve to 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. In addition, E-readers (such as Kindle) can be used only with a teacher's consent and only for school-related reading. Students may use music devices and cell/smart phones *before* or *after* the school day, but electronic devices must be stored in a locker or teacher-approved location during the school day. Devices out of storage during the school day (without permission) will be confiscated and, at the building principal's discretion, returned only to a student's parent or guardian. *The school is not responsible for the loss of any such devices.*

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 Honesty

A school community must value academic honesty and expect its students to abide by that value. All work turned in by students must be their own work and must reflect the student's true ability. Teachers report all suspected cases of cheating, plagiarism, or dishonesty to the building principal. Students should expect to redo the work and receive a lower grade or a zero.

Academic Intervention

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.

Special Needs Policy

As a private school with limited resources, XCS is unable to provide a formal special education program for our students. Therefore, in the case of students who struggle significantly due to a learning disability, behavioral/emotional issue, or physical need the school may request or require parents to pursue an evaluation by a licensed school psychologist, health professional, or guidance professional.

If an enrolled student is diagnosed by a school psychologist, health professional, or guidance professional as having a specific learning disability, emotional/behavioral issue, or significant physical need that the school is not equipped to address, then the student may no longer meet admission requirements, and the building principal may require parents to withdraw the student. Examples of diagnoses this policy may address include autism spectrum disorder, attention deficit disorder, and oppositional defiant disorder.

Retention

In some cases, a student’s teacher and/or administrator may recommend or require that a student repeat his or her grade level. Several factors are considered in determining whether or not a student is a candidate for retention. These may include the following:

- The student exhibits significant academic weakness in math or reading.
- The student exhibits significant weakness or delay in grade-appropriate skills development.
- The student demonstrates below grade level achievement on standardized testing with less than one year’s growth from the previous year.
- The student is consistently achieving Ds and Fs in core academic subjects.

Retention will be justified based upon an evaluation of the growth and development of the whole child. If the child’s growth is likely to be greater in subject matter, skills, personal growth, and social growth through assignment to the same grade for a second year, he or she may be so assigned.

A decision regarding retention will involve a process of consultation between the parent(s), teacher, and building principal. In some instances, the building principal may determine that it is in the best interest of the student and the school that the retained student attends a different school. The purpose is to reach a decision that is best for the child. The building principal will make the final decision regarding retention.

Any student demonstrating significant weakness in a core academic subject the year after retention will be assumed to have academic needs requiring more assistance than can be adequately provided by XCS. The building principal may require the parents to withdraw the student.

Homework

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

<u>Grade Level</u>	<u>Hours/Week</u>
Kindergarten	
First	1 - 2
Second & Third	2 - 3
Fourth	2 - 3
Fifth	3 - 4

Lost and Found

Students who lose items should check the school lost-and-found box located in the washroom area adjacent to the downstairs bathrooms or in the bin located just outside Room 203. Check the main office for small items, such as jewelry or watches.

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.

Recess	Lunch/Clean Up
25 minutes	25 minutes

Friday Pizza Lunch: Pizza is available for lunch on Fridays, starting as soon as the school year begins. There is a charge for each slice of pizza.

Medication

Any medication, food supplement, modified diet, or fluoride supplement, that are to be administered at the school, must have written instructions of a licensed physician (or dentist) for each medication, food supplement, modified diet, or fluoride supplement. Forms for authorization and instructions are available in the school office.

All medication, food supplement, modified diet, or fluoride supplement is to be kept in a secure place and administered by the office staff (or school nurse) only.

Each time the medication, food supplement, modified diet, or fluoride supplement is administered a written record or log is made and kept for one year.

School Security

The main entrance is locked and visitors are buzzed in *during periods of low traffic*—primarily between the hours of 9:00 to 11:00 AM and 1:00 to 3:00 PM.

Restricted Areas

During recess students must remain in the fenced playground area of the parking lot. Students may not enter the ravine without direct permission of a staff member. Students should also stay off the porch during recess in order to keep the school entrance clear. Students may not be outside on the north, east, or west sides of the school building without the permission of school staff.

During morning arrival and afternoon dismissal, students must remain on the porch in plain view of school staff while waiting to enter the building or for parent/bus pick-up.

Signing In and Out of School

Students and parents are required to follow the procedure of signing in or out during school hours. If a student arrives after 8:30 AM or leaves before 3:08 PM, he must be signed in/out in the office by a parent/guardian. If a student will be leaving class during the school day for an appointment, he should provide the teacher with a note from a parent/guardian at the beginning of class. The teacher will dismiss the student at the designated time to meet the parent/guardian in the downstairs lobby.

Visitors

For the purpose of security, parents and all school visitors are required to first report to the main office. They must state the reason for their visit, their destination, and wear visitor identification if leaving the office to visit another part of the building. The exception to this is pre-school and kindergarten drop-off and pick-up.

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 valid reasons (such as educational purposes or future enrollment).

Student Code of Conduct

In keeping with the mission statement of Xenos Christian Schools, the elementary school seeks to develop the intellectual, spiritual, and relational character of its students in the context of biblical love and grace. It is important for students and parents to understand that in a biblical framework, discipline is a component of God's love. The staff believes in partnering with parents in following God's command to bring up children "in the discipline and instruction of the Lord."

A school is a community, and in any community relationships are healthier and more productive in an environment of mutual respect. Teachers and staff at XCS are committed to demonstrating care and respect for one another and for the students we oversee. As a school we recognize that children are in a process of learning how to interact appropriately in a community setting.

Teachers and parents have the obligation to help students by praising and modeling positive behavior. At the same time, we must set limits for inappropriate behaviors.

By holding students responsible for their choices, counseling them, and maintaining consequences, we can reach our ultimate goal of teaching students to be their own disciplinarians. It's essential that students begin to develop internal self-control, whereby they regulate their own behavior. Disciplinary action is a means of guiding students to understand how their behavior impacts others and how it should increasingly reflect the biblical principle of loving one another within the school community.

Parents indicate their acceptance and approval of the school's code of conduct by enrolling their child at XCS. Parents who choose not to cooperate with the school's code of conduct and its policies jeopardize their child's future at XCS. Discipline of students is the joint responsibility of teachers, school administrators, and parents.

Xenos Christian Schools Anti-Bullying Statement

Xenos Christian Schools recognizes that all students have the right to a safe, secure academic environment. Everyone in the school community has the right to be free from the threat of harassment, intimidation, or bullying. This includes verbal, written, and cyber harassment or threats to cause harm to another. Students should also feel safe reporting incidents of bullying to staff members without fear of retaliation. In order to maintain a safe, secure learning and work environment it is essential that members of the Xenos Christian Schools community adhere to the anti-harassment, anti-intimidation, or anti-bullying policy, both in and out of school. (see our website).

Xenosschools.org Parents Tab, Handbooks & Policies

Expectations

A school environment should be both physically and emotionally safe. It must also be conducive to learning. It is the obligation of teachers and staff to provide such a setting. Every student has the right to feel secure and to receive an effective, quality education. Students and teachers must be able to concentrate on the enterprise of learning, free from behavior or activity that diminishes or derails the learning experience.

The teachers and administration strive to implement and maintain a system of discipline that is fair, consistent, respectful, and firm. Each classroom teacher is the primary person responsible to manage decorum in his or her class. Parents are asked to support the teachers' efforts in addressing behavior issues in the classroom. The overall goal is

twofold: to create an environment conducive to learning for all students, and to help students develop self-control and the social skills to interact respectfully in a community.

While the following is an effort to delineate the disciplinary process, the administration reserves the right to exercise discretion in its application. Circumstances, the best interest of a student, and the well being of the entire student body must be weighed when considering disciplinary action. Effective disciplinary interventions require that the school possess a measure of flexibility in potential responses to student behavior.

Time-outs

Teachers may assign a time-out to a student to correct inappropriate behavior or to provide an opportunity for the student to compose himself and rejoin the class in an appropriate manner

Send to Office

If a student persists in resisting the teacher's correction, he or she may be sent to the office for a longer time-out in order to regain composure and rejoin the classroom with a contrite heart.

Detentions

Teachers may also assign students to recess detention for resisting correction or other inappropriate behaviors.

Suspension

Suspension is typically in-school for one day. The student must complete all school work assigned in his classes that day. Academic credit will be penalized for school work completed during a suspension or made up as a result of a suspension.

For any subsequent suspension a student receives during the school year, the number of days of the suspension may increase.

The building principal will determine if a suspension should be in-school or out-of-school.

Emergency Removal

If a student's presence in school poses a continuing danger to persons or property, or an ongoing disruption of the academic environment, then the building principal may determine to have the student removed from the classroom and school premises. Parents or guardians will be notified, and the building principal will assign a period of suspension and may recommend to the school board permanent dismissal from the school.

Permanent Dismissal

In certain instances—due to the serious nature of the incident, in order to protect the school community, and maintain the quality of the academic environment—the building principal may recommend a student to the school board for permanent dismissal from XCS. The decision to permanently dismiss a student belongs to the school board.

The Right to Appeal Permanent Dismissal

The parent or guardian may appeal the school board’s decision to permanently dismiss a student from XCS by submitting in writing a notice of appeal to the school board (or its designee) within 10 days of the school’s formal written notice of dismissal to the parent or guardian. The written notice of appeal should include a request to meet with the school board to present the case for why the decision should be overturned. Failure to submit an appeal in the manner described above waives any right to appeal the dismissal. Only the student’s parent or guardian is permitted to attend the appeal hearing. The school board’s decision after the appeal hearing is final.

School Closings

In most cases of severe weather, XCS will close. We will text parents **by School Messenger** when emergency closings occur.

Local TV and radio stations will also announce school closures for weather-related or other emergencies. Each school will be listed on local TV and radio stations.

Volunteer Opportunities

The elementary school welcomes and appreciates parent volunteers—from field trip chaperones to class parents. Please contact Jody Butcher (ButcherJ@xenos.org) in the school office to fill out a volunteer application form. The school will provide a required background check for volunteers.

NON-DISCRIMINATORY POLICY

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

Xenos Christian Schools 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.

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