



XENOS CHRISTIAN SCHOOLS

KNOWLEDGE • CHARACTER • COMMUNITY

Parent Manual

www.xenosschools.org

Mission Statement

Xenos Christian Schools 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. Xenos Christian Schools emphasize intellectual development and offers assistance in the other areas of child development. Xenos Christian Schools express their commitment to Christ by addressing the child's relationship with God in all areas of development in accordance with Biblical principles.

Locations

Calumet Christian School

2774 Calumet St.
Columbus, Ohio 43202
(614) 261-8136

Harambee Christian School

1000 Bonham Ave.
Columbus, Ohio 43211
(614) 291-0885

Xenos Christian School

1390 Community Park Drive
Columbus, Ohio 43229
(614) 823-6540

Building Schedules

<i>Calumet Christian School</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 Christian School</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 – Second Grades</i>	11:00 – 11:45
<i>Lunch: Third – Fifth Grades</i>	11:45 – 12:30
<i>Recess: Kindergarten – Second Grades</i>	1:45 – 2:00
<i>Recess: Third – Fifth Grades</i>	2:00 – 2:15
<i>Students Dismissed</i>	3:30

<i>Xenos Christian School</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>PM Preschool Begins</i>	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 10:00 A.M. Similarly, if a child will be late due to a doctor/dentist appointment, please notify the school office by 10:00 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.

For additional information on the Xenos Christian Schools Attendance Policies, please refer to the Xenos Christian Schools website www.xenos.org/xcs/absences.htm.

Tardy Arrivals

All students who arrive in the classroom after 8:30 AM at Calumet for elementary school and 8:22 for middle school; or after 9:00 AM at Harambee or Xenos 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 of 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.

Bus Transportation

Columbus, Westerville and Worthington City Schools Districts provide bus transportation for many Xenos Christian School students. Transportation forms for Columbus Public 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, Xenos Christian Schools has the authority to revoke bus privileges if behavior is deemed excessively inappropriate.

School Closings

In case of severe weather, Xenos Christian Schools will close. Local TV and radio stations will announce school closures for weather-related or other emergencies. Each school (Calumet, Harambee and Xenos) 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

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

Many of our students depend on Columbus Public Schools transportation. Therefore, if the Columbus Public School District closes due to weather, Xenos Christian Schools will close.

Communication

Communication is vital to maintaining a healthy school community. Xenos Christian School 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 and 8:30 AM until 4:00 PM at Harambee and Xenos Christian Schools. 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 mails an electronic newsletter (XCS-SCHOOL) with pertinent school information. Please contact the Calumet 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 midriiffs, 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. Sample grade cards are available on the Xenos Christian Schools website at www.xenos.org/xcs/gradecards.htm

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 they are 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

Xenos Christian Schools teaches children to evaluate themselves and all their experiences according to God's Word. Our desire is to help students to integrate all aspects of their life into a lifestyle of faith.

Consequently, our students and their families often have a full schedule of important activities. 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
Sixth – Eighth	5 – 7

Please visit <http://www.xenos.org/xcs/homework.htm> to see Xenos Christian Schools complete homework policy.

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 damaged or not returned by the end of the school year.

Lunch

The lunch period includes time for students to eat, clean up their eating area, and to take an outdoor recess, weather permitting. 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.

Building	Lunch/Clean Up	Recess
Calumet – Elementary	30 minutes	20 minutes
Calumet – Middle School	30 minutes	20 minutes
Xenos/Harambee	30 minutes	15 minutes

Friday Pizza Lunch at **Calumet and Xenos Christian School** – Pizza is available for lunch on Fridays, starting shortly after the school year begins. There is a charge for each slice of pizza and cup of juice.

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.

The complete code of conduct is available on the Xenos Schools website at <http://www.xenos.org/xcs/conductcode.htm>. Please contact the building principal if you have questions or concerns.

Visitors

For the purpose of security, all visitors to the school must first report to the office and receive a pass. 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). Please contact the school office to have your name added to a list of volunteers. Calumet 261-8136, Xenos 823-6540, Harambee 291-0885.

School Board

Voting Members:

Drew Barton	Joe Botti – Chairman	Donald Burton
Kim Geiser	Desiree Gordon	Norma Hyland
Russ Kennedy	John Matthews	Jay Young

Non-Voting Members:

Carole Bucklew – Principal Xenos Christian School
 Jim Fulford – Middle School Director Calumet Christian School
 Dave Glover – Superintendent Xenos Christian Schools
 Alex Steinman – Principal Harambee Christian School

NON-DISCRIMINATORY POLICY

The governing board of the Xenos Christian School 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.

The 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.

The 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.