



COLUMBUS CHRISTIAN SCHOOL

2023-2024 Policy and Procedural Updates

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

Handheld Electronic Communication Devices (ECD) includes **cell phones, smart watches, tablets, cameras, video games, etc.** While the many capabilities of these devices have made life easier, the use of these devices during the school day by students is often the source of disruptions to a positive Christ-centered learning environment. In cases of an emergency, phone calls can be made through the Main Office.

- These devices may not be on the person at any time during the school day (7:30 am - 3:00 pm), including lunch and study hall. ECDs may be kept in the student's locker, car, or book bag/backpack during the school day and must be on SILENT mode. Students may only use their devices before and after school or if they have been given specific permission from the Principal or designee. Students may use their cell phone to make calls in the Main Office with permission. If a student is using a device outside of the permitted times, the device will be confiscated. Confiscated devices will be secured in the Main Office and may be returned to the student at the end of the day after parent notification. Further incidents will result in parent/guardian pick up as well as additional discipline.
- To protect the educational environment, the use of airpods/headphones/earbuds during the school day will only be permitted when plugged in to student computers and with teacher permission for academic purposes.
- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio

and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the Principal.

- Use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms and bathrooms.
- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any person violating the rules, regulations, or policies of this handbook.

While every effort is made to safeguard confiscated items, Columbus Christian School and/or Columbus Christian School staff and faculty are not responsible for stolen, misplaced, or damaged confiscated devices.

With our new Cell Phone/ECD policy - students and parents need to note that we may not get the student lockers moved and assigned until after the start of school. Students should plan accordingly.

CCS CAFETERIA PROCEDURES:

- All students **must order and prepay** online through FACTS before 9:30 AM of the day they expect to eat **lunch**. Breakfast must be ordered no later than midnight the day before they expect to eat breakfast. Parents are able to order and prepay weekly. Lunch rates will be \$4.25 for the 2023-2024 school year.
- Students **cannot** charge breakfast, snacks, extra entrees or drinks. Items must be ordered/prepaid online.
- Students may charge lunch **no more than 3 times** in one week. On the 4th day they will be sent to the office to call home.
 - *Off-campus Lunch:* Students may not order take-out for delivery to CCS during school hours or bring in fast food, soft drinks or coffee.
 - *Lunchroom:* All students will eat in the gym. Students should remain in their seats. Students may talk quietly to each other. Students must clean up their own lunches at the appropriate time.
 - *Lunch Visitors:* CCS is a closed campus. Immediate family members are the only visitors permitted during lunch time and are not allowed to bring fast food into the lunch area. Visitors must sign-in at the office and receive a Visitor Badge.

- *Microwaves/Refrigerators:* Students will **NOT** have access to microwaves or refrigerators.

Drop Off Information

Pre-K Parents take students to their classroom and sign in for the day
K-12 Main school entrance. **Please park in the available parking area if your child is not ready to exit the car upon pulling up to the main entrance to avoid blocking the entrance on Indiana Avenue. The main entrance will lock at 8:00 AM. Breakfast service will close at 7:50 AM.**

Dismissal Information

3:00 Grades K-12

Parents should pick-up their child in the school pick-up line utilizing the assigned car tag number. Parents must remain in their cars to keep traffic moving and follow directions of the Staff on duty. Parents picking up their child prior to the end of the school day for an appointment must arrive by 2:45 pm and sign their child out from the main office. Early pick up will not be excused if a doctor's note is not provided to the main office. Available parking for dismissal pick up will be limited. After-Care is available Monday through Friday from 3:30 pm to 5:30 pm.

View the attached video regarding dismissal procedures:

[Columbus Campus Dismissal Procedure](#)