CENTRALIA
CHRISTIAN SCHOOL

Family Handbook

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Introductory Information

A Brief History of CCS

From its humble beginnings in 1979, Centralia Christian School has grown steadily over the years, and is now a thriving, independent ministry to Lewis County. Dedicated to providing students with an exciting, biblically based education, our academic programs reflect a commitment to excellence, Christian values and service to others while encouraging each student's personal relationship with Jesus Christ.

Centralia Christian School began operation in 1979 as a Preschool, a ministry of First Christian Church (FCC) in Centralia. Its opening was the fulfillment of a dream of then-pastor Rev. Dennis Weaver. Kindergarten was added soon after, and through a time of growth and mergers with another Christian School, the program was extended through High School in the 1980s.

In the late 1980s, the decision was made to concentrate on the growing Preschool through 8th grade program, and the High School was phased out. In 1987, the 6th, 7th and 8th grade students moved to the downstairs portion of the Centralia Church of the Nazarene, with Preschool through 5th grade continuing to be housed at First Christian Church. Due to a decline in the local economy in 1991, enrollment also declined. To make the best use of resources, the middle school students returned to the FCC campus.

In the mid-1990s as both FCC and CCS were experiencing growth, it became evident that CCS would need to move to its own campus for growth to continue for both entities. CCS became independent of church sponsorship in 1997 and was allowed to remain at the FCC campus for a year as a new location was sought. As none was found before the start of the 1998-99 school year, the school operated in four churches and a downtown office. A new location was miraculously provided, and during the year and a half the building was being completely remodeled to accommodate a school, the school operated in three churches and the downtown office.

CCS moved to its current location at 1315 South Tower Avenue in March of 2000, the culmination of many hours of volunteer labor and countless hours of prayer. Over the years, improvements to the facility have been made, including the completion of the gymnasium, additional classrooms, computer lab, and lunchroom.

Since 1981, CCS has been an Approved Private School by the Washington State Office of the Superintendent of Public Instruction and is a member of the Association of Christian Schools International (ACSI) and Washington Federation of Independent Schools (WFIS).

Church Affiliation

Centralia Christian School is an independent, non-profit ministry to the Christian community of believers in the surrounding areas of Centralia, Washington. Students and parents are expected and encouraged to regularly attend a Bible-believing church.

CCS is a member in good standing with the Association of Christian Schools International (ACSI), the largest Christian school system in the world. As a member, we fully subscribe to the standard of spiritual and academic excellence, which for many years has been a part of the Christian School movement. In addition, CCS is a member of the Washington Federation of Independent Schools (WFIS), allowing us to work within the framework of the legislature to assure the high level of spiritual and academic achievements parents have come to expect from a Christian school.

The State of Washington approves CCS as a private Christian school. CCS complies with the requirements of applicable state laws and regulations, and all our teaching positions- Kindergarten through 10th grade - are certified positions.

Mission Statement

Pursuing Christ in character, academics, and service.

Vision Statement

Training our future leaders to use their hearts, heads, and hands for Jesus Christ.

Philosophy of Education

Our academic program is Christ-centered and uses proven teaching methods coupled with a constant search for more effective strategies. We believe God has given parents the responsibility to "start children off on the way they should go" (Proverbs 22:6 NIV), and we see the Christian school as an extension of the home. Our ministry is to use our God-given gifts of teaching to help young people pursue lives of Godly leadership and service, academic rigor, and individual responsibility and integrity based on the moral absolutes of God's Word.

Philosophy of Discipleship

We train our students to pursue lives of love, integrity, and service, by the power of the Holy Spirit, internally in their hearts and externally through their behavior.

Statement of Non-Discrimination

Centralia Christian School is open to parents desiring a Christian education for their children regardless of race, creed, color, or national origin, and who agree with our Mission Statement and Statement of Faith. Grade placement is in accordance with assessment performed by the school. CCS is a private school and reserves the right to deny admission to anyone if it deems denial to be in the best interest of CCS and its students.

School Board

Members of the School Board are born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. They are Christian role models in the school and community. The School Board may include parents or other interested friends of CCS. The role of the board is to establish the budget and policies of the school, review programs, and to assure a strong staff who is committed to the principles of the school. The School Board holds monthly meetings on the third Tuesday of the month to conduct the business of the School. The School Board selects the Principal, who is the chief administrative officer of the school.

Curriculum

CCS offers instruction from preschool through tenth grade, using a broad spectrum of materials and methods. Much of our curriculum comes from publishers of Christian school materials. We are committed to maintaining a Biblical world view in all areas of our curriculum.

The most important aspect of our program is our "Living Curriculum" - our staff. Each member is at CCS because of God's call on his or her life to minister to children in the name of the Lord Jesus Christ. Our staff prays for each child and his parents, believing God can do things that man in his weakness cannot. The staff is committed to living a holy life as an example to the students.

Centralia Christian School Statement of Faith

THE HOLY SCRIPTURES
We believe the Bible is the inspired, only infallible, authoritative Word of God. *2 Timothy 3:16-17; 2 Peter 1:19-21*

THE ETERNAL GODHEAD
We believe God is the one true living God; eternally existent in three persons: Father, Son, and Holy Spirit.
Genesis 1:1 Matthew 28:19, John 10:30, 2 Corinthians 13:14

THE FALL OF MAN
We believe that man is created in the image of God, but by voluntary disobedience, fell from perfection-thereby imbuing humanity with sinfulness. *Romans 5:12*

THE PLAN OF REDEMPTION
We believe that while we were sinners, Christ who was both fully God and fully man, was born of a virgin and lived a sinless life, vicariously atoned for our sin in His death and provided life for us both now and forevermore via His resurrection, ascension, and soon return in power and glory. *John 3:16; Romans 5:8; Matthew 1:23, Hebrews 4:15;*
1 Corinthians 15:3; John 11:25; Mark 16:19; 1 Thessalonians 4:16-17; Titus 2:11-13

SALVATION THROUGH GRACE
We believe that we are justified by grace through faith alone in the atoning work of Jesus on the cross. This is a gift from God and cannot be earned. *Ephesians 2:8*

THE NEW BIRTH
We believe that regeneration takes place by the Holy Spirit for those who accept Christ as Savior and subsequently allow Christ's life to be lived through them. *2 Corinthians 5:17; Galatians 2:20*

THE FINAL JUDGEMENT
We believe every person will be resurrected one day and stand before the judgment seat of Christ to receive eternal life or death. *John 5:28-29; Revelation 20:11-15; Hebrews 9:27; 2 Corinthians 5:10*

THE SPIRIT-FILLED LIFE
We believe that it is the will of God that we daily walk in the power of the Spirit enabling us to live a godly life. *Ephesians 4:30-32; Romans 8:13-14; 1 Corinthians 3:16, 6:19-20 Galatians 5:16-25*

SEXUALITY
We believe that God creates each person uniquely and wonderfully made, male or female, to reflect his image and represent Him. We believe marriage is between a man and a woman. *Genesis 1:27, Psalm 139, Hebrew 13:4*

THE BODY OF CHRIST

We believe that followers of Christ have a sacred duty to dwell in unity together and to identify with the visible church of Jesus Christ meeting regularly with fellow believers. *Hebrews 10:24-25; Roman 8:9;1 Corinthians 12:12-13 Galatians 3:26-28*

Doctrinal differences from denomination to denomination will not be taught at school but are the responsibility of the parent(s) and respective churches of each family.

GOALS

It is the responsibility of CCS to provide opportunity for the student:

1. To develop a practical knowledge of the Word of God and to apply to daily living.
   II Timothy 3:16
2. To develop a spiritual awareness that will lead to faith in the Lord Jesus Christ and submission to His will.
3. To develop an understanding the responsibilities and rights of citizens, and their constructive application in a representative republic.
   Galatians 5:13
4. To develop an ability to express their thoughts clearly; to read and listen with understanding.
5. To understand the structure of mathematics and to develop mathematical skills.
6. To understand and apply the methods of science, the influence of science on human life, and the main scientific principles concerning the nature of the world and man, viewing such through the eternal truths of the Bible.
   I Timothy 6:20; I Thessalonians 5:21
7. To develop the ability to organize work and use reference materials and study skills which will enable the student to become self-managing and a life-long learner.
   II Timothy 2:3-7
8. To develop creative, critical, and independent thinking in order to understand, participate, and contribute intelligently and questioningly in our society.
   Hebrews 5:14; Romans 12:2
9. To understand his heritage and its influence on his life, the heritage of other cultures, nations, and relationships, leading to a respect of others as well as himself.
   I Corinthians 10:11
10. To understand the significant influence and responsibility of the Biblical family for the individual and society
    I Timothy 5:8; Matthew 19:4-6
11. To stimulate interest and develop skill in art, literature, and music.
12. To understand and apply the principles of sound mental and physical health providing for the development of emotional stability and physical vigor.
    I Corinthians 6:19-20
13. To develop attitudes and abilities which enable the individual to be adaptable within an environment of constant change without compromising Biblical principles.

CCS encourages parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. *Deuteronomy 6:4-7; Proverbs 22:6*

All of these goals are to be accomplished using the Word of God as the absolute standard of mankind by which all truth is verified.

Admissions, Withdrawals and Transfers

Admission Policies

Centralia Christian School is open to all parents desiring a Christian education for their children regardless of race, creed, color, or national origin, and who are in agreement with our Mission Statement and Statement of Faith. CCS is a private school and reserves the right to deny admission to anyone if it deems denial to be in the best interest of CCS and its students.

It is the policy of Centralia Christian School to accept and retain enrollment only of families who fully support the Statement of Faith as written without mental reservation and who are willing to sign documentation of that support. CCS reserves the right to reject the enrollment of any applicant family or current family which does not fully support the Statement of Faith as written, and/or is not willing or able to sign documentation of that support. This policy includes adherents of groups which meet the definition of a cult. Cult is defined as: 'a group that promotes religious beliefs that are inconsistent with the CCS Statement of Faith'.

Grade placement is in accordance with assessment performed by the school.

Age Requirements

Preschool 5-day half-day	Age 4 by August 31st
Preschool 5-day all-day	Age 4½ by August 31st
Kindergarten	Age 5 by August 31st and assessed ready
First Grade	Age 6 by August 31st and assessed ready

Registration Procedure

New Students: Submit a completed application packet with non-refundable, non-transferable application fee (this fee is refundable only if CCS is unable to place the student.) Student will then meet with their prospective teacher and be administered a placement test which is evaluated by the appropriate teacher(s). A family interview will be conducted with parents/guardians and the Principal. When class placement has taken place the non-refundable materials fee balance (if any) and final registration paperwork will be due. The first month of tuition must be paid before the first day of attendance.

Returning Students: Complete 'Returning Family Registration' form and submit with non-refundable, non-transferrable application fee which will apply to your family's total financial obligation to CCS. Placement in next year's class is not official until current tuition and the next year's non-refundable materials fee is paid in full. Unpaid balance after July 1st places a student at the bottom of the waiting list. No student will be re-admitted until the previous tuition bill/materials fee is paid in full. A student who no longer agrees with our Statement of Faith by words or actions will not be re-admitted without a committee meeting which could include probation, dismissal or being denied admission to school.

In the event that there are more applicants for a grade than the normal class size limits, the 'Class Placement Policy' used to determine who qualifies for the available positions.

Student Transfer/Withdrawal

When a student withdraws from the school for any reason, the office shall be notified in writing to document the withdrawal. If a student withdraws from the school before the official end of the school year, a full month's payment is due the month of withdrawal. Students withdrawn may not be re-admitted to CCS within the grading period of withdrawal.

Upon written request, academic records of withdrawn student will be transferred by mail directly to the receiving school. Records will be transferred only when account is paid in full and proper withdrawal has been accomplished.

Class Placement Policy

When a student applies for a space in a class at CCS, the family must first meet existing criteria for general enrollment:

- All necessary application forms turned in
- Application fee paid
- Assessed ready for grade
- Returning families application by registration deadline
- Returning families account current

When these provisions are met, the applicant is assigned a placement tier prioritized by date of the family's paid application date. Applicants are then placed in a class by their Priority Placement date in the following order:

Tier 1

- Students repeating the grade at teacher request
- Students being promoted from previous CCS class

Tier 2

- Students from returning families who applied for the current year but did not attend the previous grade

Tier 3

- Students from new families who have applied

If the class fills before all applicants are placed, a waiting list will be formulated using the following guidelines:

- Applicants on the highest tier by the earliest priority placement dates
- Applicants on the next highest tier by earliest priority placement dates.

As soon as possible after Returning Family Registration, applicants on a waiting list will be notified and will be given the following options:

- To remain on the waiting list, leaving their application fee on deposit,
- To withdraw applicant from the waiting list and receive a refund of their application fee.

All applications will expire one year from the date the registration fee is received by the bookkeeper. If the student cannot be placed in the grade for which he/she has applied, the application can be extended.

The school board president will form a Placement Committee composed of the Administrator, Administrative Assistant, one teacher and at least one board member to evaluate cases involving exceptional circumstances.

If a family loses their priority placement date, they may re-enroll and will be assigned a new tier and priority placement date based on the criteria listed above.

Examples of ways to lose a priority placement date:

- Withdrawal of family and no application for upcoming year
- Zero students enrolled
- Missed registration cut-off
- Denied via screening process

BECAUSE OF THE DIFFICULTY IN ASSESSING FOREIGN EXCHANGE STUDENTS, THESE STUDENTS WILL BE ACCEPTED WITH THE AGREEMENT THAT THEY WILL BE ENROLLED ONE GRADE LEVEL BELOW THEIR CURRENT GRADE. UPON ARRIVAL AT CCS, A PLACEMENT TEST WILL BE ADMINISTERED AND THE STUDENT WILL BE PLACED BASED ON THAT EVALUATION. THERE IS ALSO AN UNDERSTANDING THAT MOST FOREIGN STUDENTS WILL LOSE ONE YEAR OF SCHOOL CREDIT IN THEIR HOME COUNTRY ONCE THEY RETURN.

ATTENDANCE

ABSENCES

At Centralia Christian School we are grateful for the privilege of working together with families to provide the best education for their children. We believe that faithful attendance and participation in classroom activities are foundational in this process. Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, frequent failure of a student to attend class will be seen as a serious problem.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused, in compliance with state guidelines and for official attendance records.

- An **excused absence** is an absence due to a personal illness, serious illness in the family, death in the immediate family, medical or dental appointment, court appearance, providential hindrance, piano adjudication, required medical or academic testing, CCS and public school team sports, and occupational, speech and/or physical therapy
- An **unexcused absence** is any absence that is not an excused absence. Extracurricular activities not sponsored by CCS which require dismissal during school hours are not excused.

If a student will be absent from school for more than three days for a reason known ahead of time, the parent should contact the school office to obtain an **Absence Request Form**. This form should be completed and returned to the school office prior to the absence.

All Absences

- If a student will be absent, parents are asked to contact the school office by phone or email by 9:00 AM on the day of the absence.
- Students who are absent should expect to receive make-up work upon their return to school. Detailed assignments will not be prepared ahead of the absence.
- Upon returning to school after an absence, the student is to bring a dated, signed note from a parent detailing the reason for the absence, even if the school office was contacted on the day of the absences. The student must present the note to the school office before returning to class.
- The school office staff will keep the official attendance records. Daily records will be kept for every student in Kindergarten through 8th grade and entered on his or her permanent record at the end of the school year.
- The school administration has the authority to determine whether an absence is excused or unexcused.
- Students who miss 15% or 25 days of the school year will be considered for grade retention.

Make-Up Work

Excused Absences

Students with an excused absence will have two school days for each day of absence to make up the assigned work for full credit. Any work that is not completed within that time risks a reduction in grade.

Unexcused Absences

Students with an unexcused absence will have one school day for each day of absence to make up the assigned work for full credit. Any work that is not completed within that time will result in a reduction in grade.

Physical Education and Music Class Absences

Since participation is required for a grade, students can expect a reduction in grades for time missed. Teachers may provide make-up assignments in accordance with the above guidelines.

Tardy Policy

Students are expected to be at their desk, ready to go, at 8:25 AM. Students who are not ready are considered tardy, *even if they were dropped off before 8:25 AM.* A tardy disrupts the class and students miss valuable time at the beginning of the day.

When a student arrives at the office after the 8:25 AM tardy bell, it is determined if the reason for being late is unavoidable (excused) or avoidable (unexcused). The office uses the information articulated by the student to assign an excused or unexcused tardy. If possible, a parent should come to the office with the student or send a note to assist in that determination.

Our tardy policy is designed as a training tool encouraging students and parents alike to set good examples by respecting others (and their time) by making every effort to be on time to school. CCS tracks absences and tardies according to the RCW (State of Washington Revised Code) for schools; therefore we are required to record all days present, absent, and tardy on student permanent records.

Excused tardies

- Medical or dental appointment
- Speech or other necessary therapy appointments
- Personal illness or injury
- Car trouble
- Blocking accident
- Court appearance
- Piano adjudications
- Road construction*
- Blocking train*
- Carpool issues*

*While we understand these things can happen, it is expected families will allow additional travel time when their normal route to school includes construction or railroad crossings. Students participating in a carpool will be given an excused tardy if their family is not the driver on the day of late arrival.

Unexcused tardies

- Not leaving the house early enough to avoid slowdowns *(school buses, regular train)*
- Oversleeping/forgetting to set the alarm
- Forgetting something at home and returning for it
- Forgetting to make something ahead of time needed for school the next day

- Finishing homework before school
- Not being able to find car keys, shoes, library book, backpack, etc.
- In the building before the bell rings but putting items in locker/backpack/visiting
- In the parking lot waiting for parent to find a permission slip, find lunch money, etc.
- Siblings not being ready to go at the correct time
- Picking up or dropping off someone up at the airport
- Any other reason not covered under the listed excused tardy allowances

Sometimes being late is not avoidable though the reason may be unexcused. To accommodate those times, students are allowed 3 unexcused tardies per academic quarter. Upon the second unexcused tardy, a note will be sent home with the student for the parent to sign acknowledging awareness of the situation as well as acknowledging understanding that the next unexcused tardy in that quarter will result in consequence.

For every third unexcused tardy received in one quarter, a form will be emailed home to notify the family. Your student will be required to serve a recess detention. If you feel a service option would be more beneficial for your situation, please contact the office as soon as you receive the email.

After the first six unexcused tardies, the principal will reach out for a meeting.

The school office is responsible for keeping official attendance records of each student.

Academics

Books

Textbooks used at CCS come from a number of publishers, including Abeka, Bob Jones and Saxon. Work texts are the property of the students and should be written in neatly and treated with respect. All other texts remain the property of the school. If a book (text, library, or resource) is damaged to the point that it must be replaced, the full replacement price will be charged to the student responsible. A charge may be assessed to students for any page or cover that is damaged beyond normal wear and tear. Charges will not exceed the cost of replacement.

Class Size

Class size is based on the size and function of our facilities and the program for each level.

Preschool	20
Kindergarten	14
1st-10th Grade	22* **Optimum w/o special circumstances*

Only under special authorization of the School Board will these be waived.

We are able to accommodate up to 28 students in our Kindergarten program, but only 22 first graders, if there are not enough for a second class. Kindergarten students are assigned a priority placement number to assess the likelihood of a place in the first grade class the following year. The criteria used to assign this date are listed under 'Class Placement Policy'.

Report Cards

Report cards are issued at the close of each quarter. An average of the quarter grades is entered on the permanent record at the end of the school year, as well as the number of days present, absent and tardy. A copy of the report card is kept in the student's permanent file which shows grades and number of days present, absent and tardy, both excused and unexcused.

Parent-Teacher Conferences

- Preschool conferences are held as needed.
- Kindergarten conferences are held after about eight weeks and then as needed.
- Grade 1-5 conferences are held at the end of the first quarter and then as needed.
- Grade 6-10 conferences are held as needed.
- Parents or teachers may arrange a conference when a need arises.

Grading Scale

Student performance will be gauged using the following system:

Kindergarten- Grade 3

E	Excellent
S	Satisfactory
N	Needs Improvement
P	Progressing

Music and P.E for Grade 1-4

+	Excellent
✓	Satisfactory
-	Unsatisfactory

Grade 4-10

98 - 100%	=	A+
93-97%	=	A
90-92%	=	A-
88-89%	=	B+
83-87%	=	B
70-82%	=	B-
78-79%	=	C+
73-77%	=	C
70-72%	=	C-
68-69%	=	D+
63-67%	=	D
60-62%	=	D-
59-0%	=	F

Honor Roll

Honor roll for grades 6-8 is based upon a Grade Point Average for each quarter.
Gold Award = 4.0 GPA, Silver Award = 3.75 GPA, Blue Award = 3.4 GPA.
Each quarter the honor roll is published in the school newsletter.

Promotion and Retention

Promotion and retention of students will be decided by CCS teachers and the Principal. Promotion is to be viewed and determined on two levels: academic performance and emotional/social readiness.

Students who show decided and documented lack in both academic and social areas should

be considered as prime candidates for retention. Retention decisions will be based upon:

1. Teacher documented academic information.
2. Standardized tests/assessments.
   Students with a reading level 1.5 grades below the promoting grade are considered too far behind to be promoted successfully
3. Parent anecdotal information.

If a teacher is considering retention, the parents and Principal should be notified as soon as possible, preferably within the third quarter. Notification should be in writing as well as verbally during a conference. *The school reserves the right to determine final placement of any student.*

In cases where students have diagnosed learning disabilities that exceed the ability of CCS to develop an adequate academic program, the students will not be enrolled. However, it is our policy to do what we can to accommodate all students.

8TH Grade Graduation Requirements

Minimum Requirements:

1. Grade Point Average is monitored for each student every quarter and to graduate a student must have a 1.5 cumulative GPA in 8th grade.
   **Students with an Individualized Educational Plan or IEP may qualify as an exception.*
2. Faithful attendance at school is foundational to the total classroom experience where instruction is progressive and sequential. To graduate, a student must have an attendance percentage of 85% or above in 8th grade.

Testing

Students in grades 1-6 are tested tri-annually and K, 7-10 are tested bi-annually using Northwest Evaluation Association's Measures of Academic Progress (MAP) testing service. The student's results become a part of their permanent file. A copy is provided to parents. Centralia Christian School traditionally is above the national averages and the averages of other Christian schools. A copy of our school results is available upon request.

Homework

Academic performance is directly related to student response to homework assignments. Homework may include reading, preparing for exams, or completing written and/or oral work. Teachers are asked to carefully consider each homework assignment to ensure assigned homework is relevant and valuable to the child's education. Student work habits and academic performance will cause homework levels to vary. In all grades, special projects or tests may at times account for additional homework.
(NOTE: Students who have missed homework or exams due to illness are responsible to arrange with the respective teacher to make up the work.)

Academic Dishonesty

Cheating, plagiarism, and inappropriate Internet use are forms of academic dishonesty, which will not be tolerated at CCS. Students involved in such acts will receive a zero for the assignment or test and may be subject to further disciplinary action.

Conduct

Conflict Resolution with School staff

CCS strives earnestly, diligently, and continually to maintain harmonious relationships within the school community, using biblical principles. The school hopes to seek resolution to conflict and complaints in a way that glorifies God, keeps the circle of those involved as small as possible for as long as possible, and contributes to a community of peace.

The Principal or the Board should be contacted to discuss questions about policies and procedures. If an incident occurs that requires follow up or action, CCS provides this complaint process for families to address any concerns regarding the staff or school programs.

A. **Communication and Open-Door Policy:** Open communication is a central element of CCS's culture and values. The school community should mutually strive to develop and maintain good working relationships. The school encourages open and honest dialogue about School policies, procedures, programs, faculty, and staff duties. Concerns or complaints should be brought to the Principal or to the Board if relating to the Administration.
B. **Complaint Process:** The complainant should contact the Principal as soon as an incident occurs. This allows for timely follow up while the issue is current and relevant. The Principal may investigate an issue themselves or may choose to involve others as the situation requires.
C. **Appeal:** If the complainant is not satisfied that the complaint has been fully addressed, then the complainant should submit a written complaint to the Chair of the Board within five (5) working days. The written complaint must include full disclosure of the complaint, the date of any face-to-face meeting, and the perceived outcome of the meeting.
    1. Upon receipt of the complaint, the Board Member will investigate the complaint.
    2. Within two weeks of receipt of a written complaint, the Board Member will notify all parties including the Principal of his or her decision or suggested resolution of the complaint.
D. **Final Appeal**: If either party is not satisfied with the resolution of the complaint by the Board Member, then they have the option of appealing to the entire Board within 5 working days to schedule an executive session.

Unsigned Complaint Submission: All communication that is unsigned will be disregarded. No unsigned letters, notes, petitions, or any other material will be read, and none will be used as the basis for any action taken by the Board, the Principal or Staff.

Conflict Resolution with other CCS community members: Matthew 18 Principles

Conflicts do arise at CCS just like any other school. When they do occur, we agree to disagree with Christian character while we endeavor to come to resolution by the following principles laid out in Matthew 18:15-17:

1. Go to the person directly involved to discuss the situation.
2. If the problem is not resolved, we suggest you go to the administrator.
3. If resolution is still not possible, the situation should be taken to your Pastors or a conflict resolution professional. Please remember the three necessary ingredients for successful resolution of conflict: Right Time - Right Place - Right Spirit

Student Expectations

Students are expected to behave in a way that shows respect for Jesus Christ, themselves,

and others at all times. They are to be respectful and obedient to all persons in a position of authority such as teachers, office staff, educational assistants, tutors, and all adults. Consideration and concern for others is a part of a Christian character and attitude. Students at CCS are expected to demonstrate they are following the "spirit of the law", not just the "letter of the law".

1. Prompt and cheerful obedience to all school personnel by all students is expected.
2. Respect will be shown for the rights and property of others.
3. Students are expected to treat others in an open and friendly manner, being courteous to everyone.
4. All communication is to be honoring to the Lord.
5. Students are expected to promptly do all work assigned, and to turn in assignments on time.
6. Students will follow a "hands off" policy - i.e. no fighting, hitting, or slapping.
7. Gum chewing is not allowed anywhere on campus. Eating is in the designated areas only.
8. Prohibited items include but are not limited to: guns (toy or real), matches, fire crackers, lighters, knives, cigarettes, alcohol and drugs. Music players of any kind, toys and video games should be left at home unless requested by a teacher.
9. Personal recreation equipment should not be brought to school except in specific situations initiated by the teachers.
10. Electronic equipment such as i-pods, smartwatch, headphones, or other electronic games/devices are not allowed on school grounds. Laptop computers should not be brought to school. A student may have a cell phone on school grounds ONLY if the administrator has a signed permission slip on file from a parent/guardian. That cell phone must be OFF at all times, stored in a backpack, or turned in to the school office to be stored there. This includes all school activities on and off campus, during and after school hours. Consequences for cell phone infractions: First infraction: the item will be taken, parents will be notified and the item will be returned at the end of the school day. Second infraction: parents pick up the phone at the school office. Student loses permission to have a phone at school.

Discipline Philosophy

One of the most important matters in the life of a student is training. Discipline is much more than control or punishment. From a common root comes our word "disciple." Therefore, we consider discipline as a learning experience.

Our children are looking for guidance and direction. Children actually expect to be disciplined and are much happier in a state of reasonable regulation. Teachers and parents realize that good discipline procedures are an essential part of a teacher's responsibility. The teacher is always in authority and that authority must be respected at all times.

Discipline is more than outward pressure. It involves inner understanding and acceptance. Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior.

Effective discipline.....

- develops a maximum of self-direction
- helps a child to know and accept himself better

- is based on justice and equality of opportunity
- should help a child to change his perception of a problem
- uses control judiciously
- is consistent
- develops a sense of responsibility
- develops Christian character and Christ-likeness

Discipline Policy

While we would like to have a perfect school where every student makes right choices every time, we realize that our students are human and will occasionally choose inappropriate actions. To ensure that discipline is an effective learning experience, consequences for inappropriate choices are part of our discipline policy. A copy of the complete discipline policy is available on request to the school office. Briefly, misconduct has been divided into three categories, depending on severity.

- **Category I** offenses include but are not limited to: dress code violation, classroom disruption, disobedience, unexcused tardiness, uncompleted school work, etc. Consequences for these offenses are generally under the control of teachers and support staff with the goal of repentance, restoration and changed behavior.
- **Category II** offenses are activities and attitudes that show a lack of respect for authority and repeated violation of Category I offenses. Examples include but are not limited to: harassment, truancy, hazing, profanity, bad behavior, insubordination. Consequences may include any of those outlined below.
- **Category III** offenses may result in suspension or expulsion. These include but are not limited to: Repeated violation of Category II offenses, violation of federal, state or city law, threatening the safety of others, lack of respect of authority or property, violation of Biblical moral codes, consumption of alcohol, drugs or tobacco, sexual misconduct, assault, weapons possession, theft, tampering with fire safety equipment.

Consequences

Detention –Detention is designed to help the student reconsider inappropriate behavior. These 30-minute supervised times are served after school a day or two after they are assigned. They may also be given for: 3 unexcused tardies in one quarter; 3 missing or unacceptable assignments in one week, and/or Category II offenses. If detention is not effective, parents will come in for a conference to discuss other disciplinary options.

Code of Ethics in Technology

With the wealth of information that the Internet provides, there is content and situations that are inappropriate for children. Students can come in contact with obscene or adult pictures and language, they can buy products, they can gamble, and they can communicate with strangers. Centralia Christian School (CCS) has instituted this Code of Ethics for all students to follow throughout their technology use and to supplement the additional onsite filtering.

Ethical Mission

The moral and ethical issues involving the use of worldwide information systems (Internet and web) deal with the appropriate access to information, the type of information, and the behavior of the user. CCS wants to provide our students with a stimulating educational environment, but at the same time, we want to protect students from information that is not appropriate for them.

Standards of Ethical Conduct

Ethics are standard of behavior, a "norm" that serves as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions, and intentions for all facets of living. Maintaining an ethical standard involves a standard of integrity, morality,

confidentiality, responsibility, regularity of practice (consistency), dependability, etc. Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, learns by, and lives by. They are not goals to be strived for; they are rules for conduct that shall not be violated.

It is the desire of CCS Administration and Faculty to not only address the appropriate use of technology with students, but to ensure the levels of comprehension as to the "why's" and "why not's" involved in technology use in our school. This includes the understanding and education in issues of proper attitudes, behaviors, and uses that are consistent with CCS's purpose to partner with parents to provide a high quality learning experience for all CCS students. It is the conviction of the leadership of CCS that this education begins with a commitment to be responsible for one's own actions. It must begin with educating users of technology to the expectations held by CCS for conduct.

As a user of Centralia Christian School technology, I acknowledge:

- That I will participate in a process of education including acknowledgement and awareness of computer and web ethics as a beginning point for use of any such technology at CCS.
- That I understand that the policies of CCS includes training that introduce technology uses, applications, terminology, infringements and the penalties associated with them, and guidelines for meeting the expectations of CCS with regard to copyright laws, plagiarism, and Internet use. This training will address the rights of the users and the responsibilities that come with technology use.
- Training programs for students should include:
  - Information and awareness of potential resources, including consequences of irresponsible use
  - Hands-on methods so that users know how to search for and retrieve information efficiently
  - Evaluation of sources
  - Proper citation methods
  - Appropriate and polite use of the Internet (Netiquette)
  - Responsible use of limited resources.

As a result of my participation and acceptance of responsibility to CCS and fellow users of technology, I will:

- To the best of my ability, protect the privacy and confidentiality of others by adhering to all rules for use posted in classrooms and stated in the Acceptable Use Policy.
- Support and abide by all laws (state and federal) to the best of my abilities, dealing with copyright, plagiarism, and "intellectual property" as defined.
- Acknowledge that all hardware and software is the property of CCS; use of its network, computers, hardware and software are with the express permission of CCS.
- Not engage in any Internet searches deemed inappropriate for school use, not quote the work of another as my own, and not pass on confidential information entrusted to me by another, without their express permission.
- Not withhold information about any abuses of the technology owned by CCS. I will communicate such to appropriate authorities immediately.
- Not use any technology owned by CCS to engage in activities for personal profit. This includes accessing of websites that are outside the scope of the curricular activities of CCS.
- Use all communications that follow the established rules for netiquette and I will not participate in conversations, correspondences, or activities via CCS technology that violates them.

Acceptable Use Policy

Permission/Acknowledgement Form

CCS desires to provide the opportunity for all students to research and access information and communication via a computer for use of the Internet. It is also our desire that all parents be informed as to what this entails and provide such access to students with parental permission only.

Internet Security

CCS has the responsibility internally to monitor and protect the students of CCS while they are working on the Internet. The faculty and staff take this responsibility very seriously and we have worked diligently to ensure a safe environment that includes several levels of control and monitoring.

1. To help facilitate change, we have configured hardware that completely blocks Internet access to sites that are inappropriate for students, including those, which depict violence, profanity, nudity, and irreverence toward our Christian beliefs. This is an ongoing project and will expand to include new threats as they come up. We will continue to monitor the access of Internet by the students to encourage the safe use of the tools we have at our disposal.
2. Each computer can only be accessed by someone with a valid account and password. By doing so, we can control who has access to the computers and to an extent, what they have access to while using the CCS network. Accounts are only provided to Students, Faculty, and those CCS Staff members and Volunteers who need access to perform their duties.
3. The school has two wireless access points. These are for both teacher and staff use and are not intended to be accessed by students. We have taken steps to hide the Service Set Identifier (SSID) of these devices by giving them unique names and by not broadcasting them. What this means is that unless someone knows the name of the SSID of the wireless network, they cannot access it on their wireless device. This will allow those with permission to hook up to the access points (and thus to the Internet) without allowing students to get to the Internet through handheld devices such as an iPod. However, if this is defeated (no security protocol is perfect), the security filters built into the network will still prevent them from accessing sites that have been deemed inappropriate or harmful to the network.
4. Our most effective control is that of monitoring by the staff. No student is allowed to be on a PC without a staff member present. All of our PC's are setup in such a way that the teacher can monitor activities from a central location within the room. This inspection deters inappropriate behavior and allows the staff member to intervene if a problem arises.
5. While we recognize that threats will arise from time to time that may get around our safeguards, our multi-layered approach will provide the best defense against the students being exposed to information that would be inappropriate or offensive. Network security is a high priority for the school and we will continue to adjust as new technologies become available.

Individual student conduct is expected to be maintained in an appropriate manner as determined by teacher and CCS. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any CCS systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Chat rooms are off limits for all students. Like other items of property on loan to students, such as lockers and classroom storage areas, school administration reserves the right to insure student appropriate use by inspection.

No students will be permitted to copy programming from or on to any CCS computer. Copyright laws state that this is a crime with strict consequences for abuse. This includes written work from Internet sources, other students, software, shareware, freeware, music, or other materials.

No student of CCS shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off immediately and do not turn back on; 2) raise hand and report to teacher quietly.

We want your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning. Understanding the guidelines will help this happen for all CCS students and staff.

Student Behavior Expectations

BE SAFE – BE RESPECTFUL – BE RESPONSIBLE

What happens if a student chooses to break the rules?

- the student will have a time out/ time against the wall.
- the student will lose recess privileges for the next day or two.
- the student will be sent to the administrator's office, if necessary.

	Playground	Hallway	Lunchroom
Safe	· Play nice and fair on the field, basketball court, play structure and in the gym · Use the slide, swings, basketball hoops, and equipment properly · Take turns · Hold the balls while lining up · Look out for others	· Stay on the right side of the hallway · Walk · Stay in single file · Face forward	· Stay seated until dismissed · Keep your hands and feet to yourself · Speak softly
Responsible	· Play nice and fair · Take turns · Tell a recess aide right away if something happens · Pick up all recess balls, ropes, toys · Be a good example on the playground · Get help if someone is hurt or upset · Line up right away when recess is over · Continue to play a game even if your team is losing	· Follow adult instructions immediately · Keep your hands to yourself	· Clean up after yourself · Rinse and recycle your milk cartons

Respectful	· Keep your hands, feet and objects to yourself · Play nice and fair · Take turns · Slide one at a time on the slides · Follow all the rules of a game · Explain the directions to new players · Follow recess aides instructions immediately · Share equipment · Line up right away when the whistle blows · Compliment the other team	· Whisper · Properly close locker doors · Treat school property gently (doors, drinking fountains, bathrooms, etc.)	· Keep voices down (lights off = voices off) · Raise your hand if you have questions or need help · Follow lunch aides instructions immediately

Harassment, Intimidation and Bullying Policy

Centralia Christian School is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those electronically transmitted – a verbal or physical act when an act:

- Physically harms a person or damages their property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening atmosphere.
- Has the effect of substantially disrupting the orderly operation of the school.

"Distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or building, classroom or program rules.

Training

This policy is a component of CCS's overall responsibility to create and maintain a safe, civil and respectful learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

CCS will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, CCS will continue partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

CCS will consider the frequency of incidents, developmental age of the students, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is not allowed and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying.

It is also a violation of CCS policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Contact Person

The CCS school board will appoint the school administrator as the primary contact person to receive copies of all formal and informal complaints and ensure policy implementation. The school administrator is authorized to carry out the terms of this policy.

All CCS staff will be familiar with and be prepared to effectively use the CCS Intervention Form when a situation warrants such use. They should also be prepared with documentation showing a pattern of concern which led to the intervention. The school administrator is responsible for following through according to the stated timeline after an intervention form is filled out.

Dress Code

Our goal is to represent Christ in all ways - including, but not limited to, speech, behavior, and appearance. At CCS we have the opportunity to witness Christ's example. Therefore, we encourage all students to wear modest, clean, mended, age-appropriate clothing. *Modesty begins in a heart wanting to please God. Rather than our students asking "Can I get away with…" we would hope they would ask, "Does the way I dress honor the Lord?"*

This dress code may be subject to revision by the CCS school board. In light of the aforementioned statements, please adhere to this dress code:

1. No clothing or jewelry depicting violence, rock groups, political messages, special interest groups, tobacco products, alcohol, monsters, satanic symbols or messages opposed to Christianity.
2. Sleeveless shirts or tank tops (with at least a 3" shoulder) may be worn. Shirts may not reveal your chest, or any skin between the waistline of pants and bottom of shirt, even when hands are raised or when you bend over.
3. Pants need to be hemmed and worn around the waist. Sagging, baggy pants are unacceptable. Pants should cover all areas appropriately when sitting or participating in activities. Pants with holes are acceptable so long as the holes are at the knee or below, no bigger than half the width of the pant leg OR have a patch underneath the hole.
4. Leggings are permissible. For students in grades 6-10, a shirt, long enough to cover the student's entire bottom, must be worn.

5. Skirts, shorts, or skorts are permissible as long as they are at least fingertip length and are not tight fitted, even if tights are worn.
6. Any type of writing, pattern, picture, artwork, design, etc. on the backside of any type of pants/skirts etc. that draws unusual attention is not allowed.
7. Footwear is mandatory. Sandals are allowed for everyday wear, but flip-flops are not. Sandals are not allowed for physical education classes and may restrict participation in recess.
8. Hair should be clean, neatly groomed, and of a natural color. Distracting hairstyles, like mohawks, or colors are not permitted.
9. No hats, hoods or sunglasses are to be worn indoors.
10. Sweats and joggers are allowed.
11. No body piercing. Earrings are acceptable on girls' ears only.
12. Visible permanent or temporary tattoos are prohibited.
13. Girls may wear light, modest makeup. Boys are not to wear makeup.

If a student comes to CCS with clothes that are deemed unsafe, inappropriate or distracting to the learning environment or fellow students, the parent(s) will be called to bring alternate clothing or the student will be allowed to borrow appropriate clothes from the school office.

The discretion of the staff and administration will be the final authority if there is any question on these guidelines.

Preschool and Kindergarten students are considered "in training" regarding the dress code and those guidelines will be discussed at parent orientation.

Student Activities and Services

Chapel

To worship the Lord corporately is one of the special highlights of CCS. Chapel services consist of flag salutes, worship, reading and teaching from God's Word, along with special presentations or recognition. Occasionally, a special offering will be received in support of special missions. Parents and visitors are always welcome to join us.

Field Trips

The purpose of a field trip is to enhance the educational experience and to bond a class together. Students are expected to conduct themselves in an appropriate manner, remembering they represent CCS and Christ at all times.

Students need to have signed permission to participate in field trips. Any parent who wishes to serve as a field trip chaperone or driver will need to fill out a WA State Patrol Background Check (also see "Parent Involvement") and supervise students in their care at all times. Drivers must have appropriate insurance, vehicles equipped with seat belts, and follow current laws regarding children sitting in a seat with an air bag or booster seat. WA State Law currently requires children up to their 8th birthday, unless they are 4'9" (57 inches), to be transported in a federally approved child restraint system (car seat, booster seat, etc.) We realize and want to honor the fact that parents have differing standards for what they allow their children to watch or hear. Please do not allow students in your vehicle to watch DVD movies (either built-in or portable) or spend time on any electronic equipment when traveling to and from field trip destinations.

Specific trips are only for the grade(s) designated. Students in other grades should not be taken out of their own class to attend the field trip of a sibling. To make supervision easier, chaperones should arrange for their younger children to remain at home that day, unless special circumstances have been approved by the teacher.

Class Trips

The 8th grade class travels to the east coast in the spring. It is an 8-day trip which includes Williamsburg, Monticello, Washington D.C., Gettysburg and Philadelphia. The trip is designed at the pace and academic level of 8th graders. This culminating experience further develops the classroom education of Biblical worldview and Providential History. The primary purpose of the trip is for students to learn about our spiritual heritage and biblical principles foundational to our country and to inspire students to restore those ideals. It helps seal the truth that God put each student here for a purpose specifically during this time period. "…For *such* a time as this"-Esther 4:14. The cost for this trip is typically $4,000 and fundraising opportunities begin in 6th grade.

Extra-Curricular Activities

Centralia Christian School offers an excellent program for athletics and activities. We are very proud of our student participants, coaches and advisors, and appreciate the positive contribution they make to our school.

In keeping with the Centralia Christian School philosophy, we encourage students, regardless of their skill level, to participate in a wide variety of activities. Athletics offer an opportunity to grow physically, mentally, emotionally and spiritually. Our school athletics/activities foster a spirit of cooperation and teamwork. They provide an opportunity for students to work with a caring Christian adult, build a sense of self-esteem, and learn Christian sportsmanship.

Academic Standards for Athletic/Activity Eligibility

The opportunity to participate in an extracurricular activity is a privilege granted to all Centralia Christian School students (some activities, however, are limited to specific age or grade levels, i.e. athletics). Participants in these voluntary programs are expected to conform to specific academic and behavioral standards established by the school.

1. A student receiving two or more D's, or one F, will be placed on probation for 14 days. The student, their coach, and their parents will be contacted to inform them of their probation. Regular practice and game participation will continue during probation.
2. Students will have two weeks to improve their grades before being moved from probation to exclusion. Any student who fails to bring their grade up to passing or better during the probationary period (14 days) will be excluded from all participation in school sports/activities (including practices) until they have nothing lower than one "D" and all other grades are a "C-" or better. During this exclusion phase, once grades come up to passing or better, the student may return to practice the day after the Athletic Director gives approval. Once a student has been placed on probation, they will remain on watch for the entire season no matter what grades they have. If their grades fall below the academic standard, they will automatically be placed back on probation.
3. Any student excluded must sit out the next competition in which they were to participate.
4. An appeal may be presented to the Athletic Director in written form. The exclusion from competition, etc. will be enforced during the appeal procedure.

Lunch

CCS offers a lunch option daily. Check with the office or the website for a current listing. Both white and chocolate milk are available every day. Payment can be added to the family lunch account online or in the office. Student orders are placed in the classroom daily. Those who bring a sack lunch should have all items in ready-to-eat form as the school is not prepared to supply silverware, cups, paper plates, etc.

Prime Time Care

For the convenience of our parents and the safety of our students, before school care is offered from 7:10am-8:10am and after school care is offered from 3:15-5:15 PM. There is a $10.00 hourly charge per child for this service (1/2 hour minimum) billed to you at the end of the month.

All students who arrive at school before 8:10am or who have not been picked up by 3:15pm will be sent to Prime Time Care. Students may not wait unsupervised anywhere on the campus, so to avoid before or after school care charges, parents should arrange to have their student dropped off no earlier than 8:10am and picked up by 3:15pm.

Prime Time Care will not be available after school on early release days.

Health and Emergency

Accidents

Minor cuts, bruises or bumps will be treated at the school. If further attention is needed, the office will notify parents. In an immediate emergency, the office will call 911 and the student's home and/or emergency telephone number.

Immunizations

In accordance with state health codes, all students are required to be immunized and to furnish satisfactory proof of such immunizations. Medical or religious reasons are accepted for exemptions. Personal or philosophical exemptions are discouraged.

Illness and Medical Guidelines

A child who becomes ill or is overly tired will not learn well or behave normally. It is important that you see that your child has proper rest and diet. The school and/or teacher should be aware of any special physical or emotional conditions that would affect the student's progress throughout the school year. Should a child become ill at school, the parents will be notified immediately. Please arrange for an ill student to be picked up as soon as possible. The student will be isolated until the parent or responsible person can pick him/her up.

<u>Fever</u>

If your child has a fever of 100° or greater, do not send them to school, and wait at least 24 hours after the fever is below 100° before the child returns. Children found to have a 100° temperature or greater at school will be promptly sent home. If they return to school prior to 24 hours, the parent will be contacted and asked to retrieve the child. Upon return, children should be able to participate fully in class activities, including outside recess and PE.

<u>Vomiting or Diarrhea</u>

Please be considerate of others and DO NOT send your child to school if he/she has vomited or had diarrhea within the last 48 hours! Gastroenteritis (commonly called the "stomach flu") is highly contagious and sweeps through populations rapidly. Even if you don't think your child has the stomach flu, play it safe and keep them home. If your child vomits or reports repeated diarrhea at school, they will be promptly sent home and asked to remain home for 48 hours.

Life Threatening Health Conditions

If your child has a health condition that could be considered potentially life-threatening (i.e. asthma, seizure disorders, cardiac problems, Type 1 diabetes, severe allergies) it is very important that you plan to meet with the office before school starts to ensure that all necessary emergency procedures are developed. Please complete a student health information form and give it to the office. If your child's health status changes at any time, it is important that you contact the office to update the information.

Head Lice

If your child appears to have a potential case of head lice, he/she will be sent to the office. The office will verify the case and contact parents. Parents will be asked to pick up the child and begin treatment. Once treatment is complete, parents will check with the office before the student is allowed to return to class. If a case of head lice is confirmed, the entire class will be checked and parents notified as necessary.

Other infectious diseases will be handled on a case-by-case basis utilizing the "Infectious Disease Control Guide for School Staff" distributed by the Washington State Department of Health.

Medications at School

Students are not allowed to bring medications to school. Medications are any product that has a label reading "Drug Facts." This includes over-the-counter medications like Tylenol, Advil, Tums, ointments, and most cough drops. It is best for medications to be given at home, but if a student must have medications at school, the parent or guardian must:

1. Request an "Authorization to Administer Medication at School" form from your child's doctor.
2. Sign and date the form.
3. Bring the form and the medication (in the original, unopened package for over-the-counter meds, and in a properly labeled prescription bottle for prescription meds) to the office. (Form may be faxed as long as it is signed by both the health care provider and the parent or guardian.)

Any medications delivered to school in any method other than the one mentioned above, will be confiscated and returned to the parent at his or her request. The above method is in compliance with Washington state law regarding medication administration at school.

Medical Screenings

To comply with Washington education and health codes, the school performs various medical screenings during the school year. School personnel, volunteer parents, and medical personnel will conduct these screenings depending on requirements and training. These screenings include: vision and hearing; height and weight; special medical issues, i.e.: head lice.

Emergency Preparedness

During a fire, fire drill, or other emergency, students are to walk out of the building in a quiet

and orderly manner to the designated class meeting place. They are expected to refrain from talking in order to hear any special instructions.

Earthquake drills and practices of lockdown procedures are conducted in the class by the individual teacher.

In case of inclement weather, parents will be notified of change of school hours or emergency information. Our goal is to announce delay or closure of school around 6AM. If the decision is to run school two hours late, parents are advised to continue listening should weather conditions require that school be canceled.

Should early release from school be required, we will try to give two hours' notice. It is preferred that parents not call the school office to ask if school will be dismissed early. If there is a concern, parents should pick up their child without calling the school in advance should road conditions in their area deteriorate. This enables us to keep phone lines clear for emergency calls.

Financial Policy and Tuition Schedule

Tuition, Fees and Payment Plans

CCS is self-supported by tuition from school families. Maintaining a current tuition balance is the responsibility of every family and is essential for the financial well-being or our school.

A non-refundable, non-transferable application fee must accompany each application. Should a class be full, the application fee holds an applicant on the waiting list. The application fee for accepted applicants will be applied to the students' materials fee.

- Tuition payments are due on the 1st day of each month.
- A $20.00 late fee will be assessed on any outstanding balance after the 10th.
- A $35 NSF fee will be charged if a payment is return by the bank due to insufficient funds.

Parents may choose one of three tuition payment options:

- One Payment: Total annual tuition paid by August 30. A discount of $50.00 per student will be applied.
- Ten Payment: Total annual tuition paid in ten equal payments from September through June. Tuition payments are due on the 1st of every month. Tuition payments made after the 10th of the month are charged a $20.00 late fee.
- Twelve Payment**:** Total annual tuition paid in twelve equal payments from July through June. Tuition payments are due on the 1st of every month. Tuition payments made after the 10th are charged a $20.00 late fee.

Returning students with overdue tuition from the previous school year will not be allowed to

re-enroll until full payment of family account is received or a satisfactory payment plan has been arranged. If the agreed upon payment plan is not followed, the student whose account is overdue may be removed from the school.

A 90 days delinquent account may result in dismissal of student(s) from CCS. Delinquent accounts of 180 days are turned over to a collection agency, unless a satisfactory repayment plan can be arranged.

Financial Assistance

Centralia Christian School Foundation, a separate fundraising Non-Profit (501c3) devotes a portion of its income to assisting families with special financial circumstances. Applications are available in the school office and must be returned by the deadline to be considered for the following year. Applications are assessed by the Foundation. A copy of the most recent Federal Tax Return is required as part of their evaluation process. The amount granted varies according to the current needs and assets. Friends of CCS wishing to contribute to the Foundation or the School may receive tax deductions for contributions not earmarked for specific students. All financial assistance and contributions are treated confidentially.

Policy and Procedure

School Hours

School hours are as follows:

Preschool	Half-day PK	8:25 – 11:00
	All-day PK	8:25 – 2:50
Grades K-10		8:25 - 3:00
School Office		8:10 - 3:30

Communication

Good communication between the school and parents is very important to us. The 'Lion's Roar' newsletter is one way the school communicates with families other than from Teachers directly. It is produced every Wednesday and emailed to parents. Reading the newsletter weekly is an important responsibility of each family.

Drop-off and Pick-up Procedures

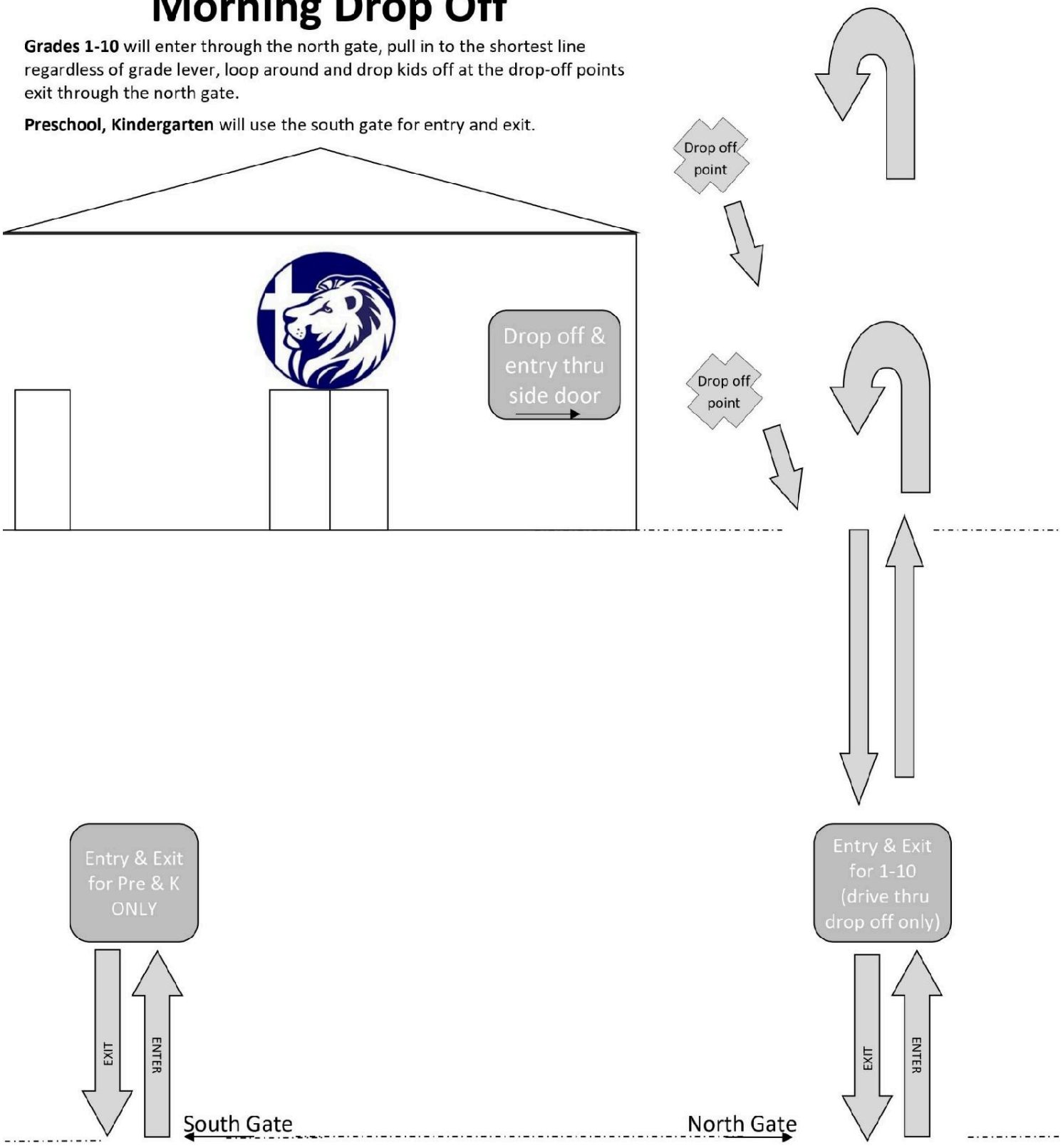
Due to parking lot configuration, drop off and pick up procedures at CCS operate primarily as a drive-through process.

Morning Drop Off and After School Pick-Up – see diagrams next page

Morning Drop Off

Grades 1-10 will enter through the north gate, pull in to the shortest line regardless of grade lever, loop around and drop kids off at the drop-off points exit through the north gate.

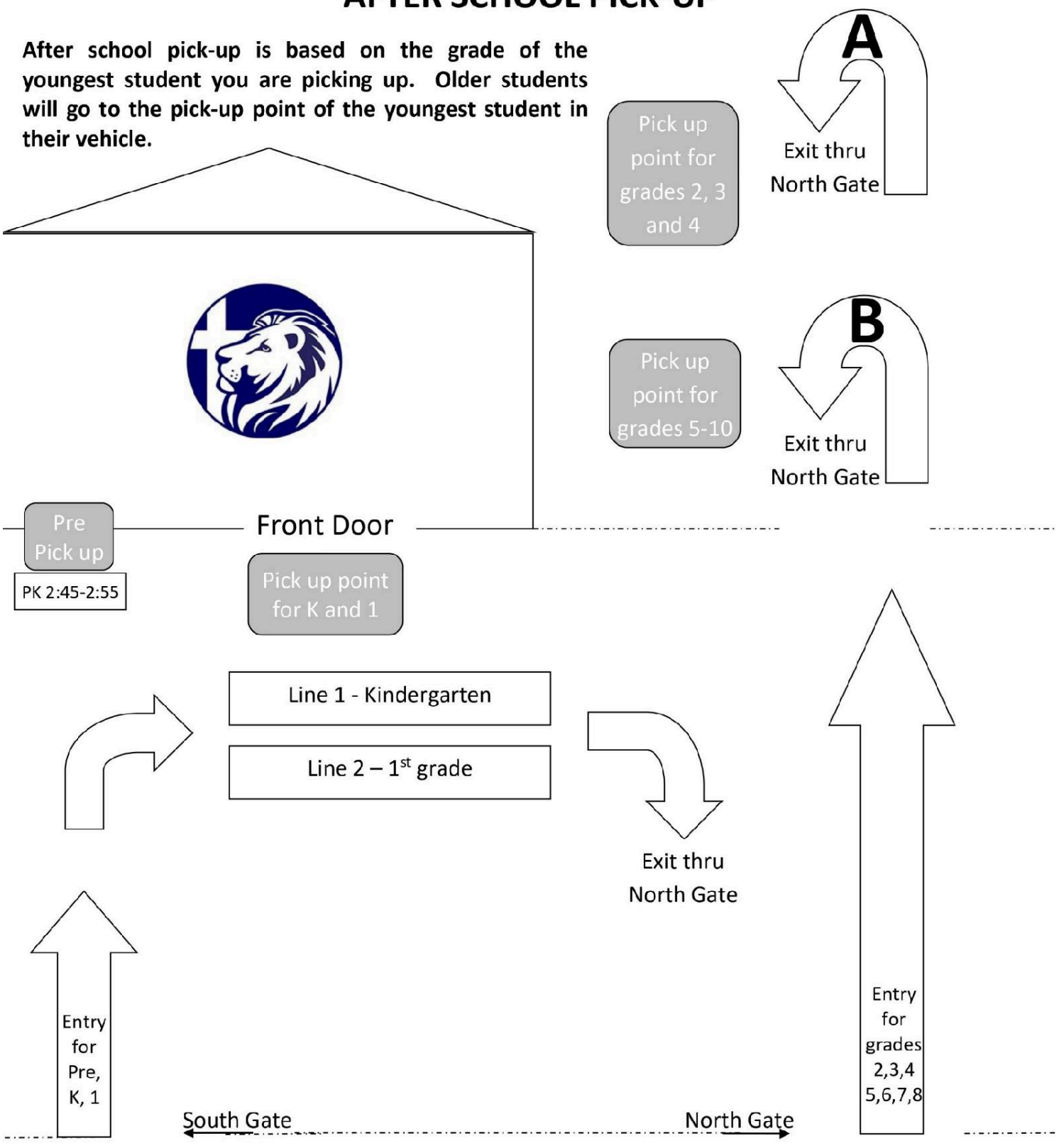
Preschool, Kindergarten will use the south gate for entry and exit.



Tower Avenue

AFTER SCHOOL PICK-UP

After school pick-up is based on the grade of the youngest student you are picking up. Older students will go to the pick-up point of the youngest student in their vehicle.



Student Appointments

At various times during the school year, it may be necessary for students to be dismissed from school to attend certain appointments (doctor, dentist, etc.). Please follow this procedure to arrange for your student(s) to leave school earlier than 3:00 pm.

- Notify the school office with a written note, email or verbal request by parent for early release.
- An early dismissal slip is completed by office staff and sent to the student in class.
- The teacher will dismiss the student from class and sends them to the office 5 minutes prior to early release time.
- Parent must come into the school lobby and sign their student out at the office window and if student returns to school, parent must sign their student back in to return to class.

Parent Visitation

We encourage parents to talk to teachers regarding any questions, concerns or comments. However, this should be done by first making an appointment with the teacher. These discussions should take place by appointment only. Parents are also welcome to email teachers with questions, concerns or comments.

Car Pools and Transportation

Transportation to and from school is the responsibility of each family. Many families arrange car pools in their areas.

Parents providing transportation for field trips must have appropriate insurance and vehicles must be equipped with seat belts. Drivers must follow current laws regarding children sitting in a seat with an air bag or booster seat. Also see “Field Trips” information.

Parent Involvement

Any adult who wishes to volunteer to work on campus or with CCS students must fill out a Washington State Patrol Background Check Form (provided by the school). The purpose of this background check is not to invade privacy, but to help protect our students. Completed forms will be kept in a secure location in the school office.

In addition, parents who volunteer to drive for field trips will need to bring proof of insurance to the school office before the field trip.

Lost and Found

Students are encouraged to have their names on all items brought to school. The lost and found is located in the school lunchroom, where parents are encouraged to check periodically for missing items. At the end of each school year, unclaimed items are donated to charity.

School Calendar

An official school year calendar is issued when it is finalized. Please note that several days off for staff planning times have been integrated throughout the school year. We encourage families to use these times as well as the scheduled holidays to plan family outings. While we try to be aware of the public school calendars, it is impossible to coincide with all of the various districts’ calendars.

School Pictures

Individual school pictures are taken each fall for our school yearbook and school records. Optional photo packages may be purchased at that time. Orders for the school yearbook are taken early in the school year, and they are distributed the last week of school. Class pictures will be taken in the spring and are available for purchase.

Closed Campus

CCS is a "CLOSED CAMPUS" school. Students are not permitted to leave the school grounds without being accompanied by a parent or guardian.

All students left after school to wait for an after school activity to begin will be checked in to Prime Time Care. When the activity begins, 6th - 10th grade students, with a written permission from their parents, may attend the activity. All other students must be signed out of Prime Time Care by a parent or other adult with written parent permission to attend an after school activity.

Change of Family Information

Please notify the school as soon as possible of any changes of address, home or work phone numbers, cell phone numbers or medical information. In case of emergency, the school requires the most current information for all students.

Office Equipment

School office and staff room equipment is for the exclusive use of the school staff. Students are not allowed to use or operate the copier, laminator, office computer, or other equipment, without permission.

Telephone Use

The school phone is reserved for official school business and emergencies. A phone will be available for students when permission and a phone pass are granted from the homeroom teacher. Phoning parents to bring homework or to make arrangements for after school activities is not considered an emergency.

Custody

Copies of custody papers of guardianship must be on file in the office if there is a situation where a student is living with a guardian or with one parent following a divorce. Upon request, the school will provide school records to both parents UNLESS supplied with an official document prohibiting such. It is the parents' responsibility to provide the school with updates. Only the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified by the custodial parent.

Visitation and Volunteers

S.A.L.T. (Serving And Laboring Together)

We believe God has given parents the responsibility and the ability to educate their children in a Biblical manner, and we are here not to replace or undermine their tasks, but to help with the "formal" part of education. "REAL" education occurs in many places – in and out of the classroom – with many people helping. Therefore, we welcome parent participation, whether in the classroom, working on SALT projects at home, field trips, school auction, or with the myriad

of tasks it takes to have a Christian school for a reasonable price. This is a great way to get involved in your child's education.

As a way of enabling all parents to have a chance to be involved, our SALT program provides a way of organizing volunteer help, keeping tuition costs down, and building relationships with other families at the school. The SALT program guidelines are as follows:

1. The SALT year ends on the last day of the school year. The new SALT year begins on the following day.
2. SALT hour requirements are based on the age of your oldest child and are 30 hours per family per year. Half-day preschool family requirement is 20 hours per family per year. **Single parent families need only serve half of required hours per year.*
3. Family members who can work SALT hours include parents, grandparents and students 7th grade or older.
4. Hours are nontransferable between CCS families.
5. It is the parents' responsibility to report SALT hours as they are served. You may submit a form (available in the school office) or to the SALT hour coordinator at salt@centraliachristianschool.org. To receive credit for the current school year, hours should be turned in by the last day of school.
6. Parents may pay $15 per hour instead of volunteering their time.
7. Donations of goods or services may not be used as SALT payment.
8. Unworked hours by the last day of school will be billed at $15 per hour.
9. SALT jobs can be done at home or at school, and we advertise available opportunities in the school newsletter, the Lion's Roar. If you would like any suggestions, or if there are any questions as to what will qualify for a SALT activity, contact your student's teacher or the school office.
10. Up to, but no more than, 50% of the hours owed by a family may be claimed on the 6th, 7th or 8th grade overnight trips.

We desire to have an "open door" policy to parents in the classroom (see "Parent Involvement" in the Family Handbook). However, any parent expecting to work in the class needs to communicate ahead of time with the teacher to make sure there is no disruption to the learning process. Anyone wishing to volunteer with children will need to pass a background check.

Visitors and Volunteers

Parents are encouraged to visit or volunteer in every classroom. Please coordinate in advance with the teacher unless prior arrangements have been made. All visitors and volunteers must receive a visitor pass from the office before going to the classroom.

Volunteers are essential to the smooth functioning of classrooms and the entire school. When volunteers are used, they will assist the teacher by providing one-on-one help to students, assist in day-to-day management of the classrooms, assist during recess and monitor activities, assist in field trips, and assist in other activities such as birthday celebrations.

Visitation Policy

For the safety of the students, all visitors and volunteers are required to report to the school office to sign in.

Student visitors are not permitted in the classroom. While we would like for "friends, cousins, etc." to experience CCS, these visitors cause disruption to the class and add a burden to the teacher. Please be understanding of this policy.

Visitor and Volunteer Dress Code

As a Christian school, we seek to create a respectful environment focused on learning. In the best interests of the students and staff, please wear modest clothing when visiting or volunteering. We recognize that modesty is not promoted in today's culture. For this reason, we have included the following guidelines to help define what we mean when we use the term "modest" clothing, as well as to help align the volunteer/visitor dress standards with our student dress standards.

- Please refrain from wearing sheer, tight fitting or revealing clothing.
- Please be sure all clothing items eliminate any visible cleavage at any time, including times when you lean over or bend down.
- Please do not wear tank tops, halter tops, or strapless attire.
- Please do not wear short shorts or short skirts.
- Please do not wear sweats, leggings, stretch pants, or work out attire. Leggings may be worn under a skirt or dress that is no shorter than 2 inches above the knee.

Background Checks

For the safety of our students, all volunteers in direct contact with students must submit and pass a background check. This includes, but is not limited to, field trip chaperones and classroom volunteers. Background check forms are available in the school office and can be turned in when completed. If a background check reveals a prior sexual misconduct-related offense, that person will be permanently ineligible to be involved in anything that includes direct contact with students.

Confidentiality

It is very important to keep student information confidential between the school and parents. Specific student information is only to be shared with the parents of that student. Specific student information is only to be shared with other staff members on a need-to-know basis. Contact the Principal if you have any questions or concerns regarding this policy, or if an issue comes up where this confidentiality policy is not followed.

Open Door Policy

In order to safeguard our students, staff and all volunteers, CCS has an open door policy. As much as possible, volunteers shall work in a room with a second adult present when working one-on-one with a student. When a volunteer and student are working or conferencing together in a room without other students or adults present, the door shall always remain open.

Student Recitation

PLEDGE TO THE AMERICAN FLAG
I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands;
One nation under God, indivisible,
With liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG
I pledge allegiance to the Christian F lag
and to the Savior for whose Kingdom it stands.
One Savior, crucified, risen, and coming again
with life and liberty to all who believe.

PLEDGE TO THE BIBLE
I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide its words in my heart that I might not sin against God

BIBLE VERSE
Changes annually