



Elementary School
Parent/Student Handbook
2023-2024

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LETTER FROM THE PRINCIPAL

Dear Parents and Students,

Centennial Baptist School welcomes you! From its beginning in 1991, Jesus Christ has been at the Center of everything with the goal of honoring Him in all we do.

As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us and give Him the glory. As we look to the future, we are expecting even greater things and trusting the Lord for His continued blessing, guidance and leadership in the days ahead.

Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility for spiritual and other training is yours, parents. *“You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”* (Deuteronomy 6:7) We appreciate the confidence you have shown in placing your child in our care as we guide and teach them socially, academically, and spiritually.

Romans 12:18 encourages us to do our part to live peaceably with one another. The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy and its requirements. Please read and study the handbook carefully. Every question is important, so please contact us right away if there is any item for which clarification is needed. Throughout the school year, situations and circumstances may arise that are not covered in this handbook resulting in changes, additions or deletions. As these occur, they will be communicated to parents and students in a timely manner.

Thank you and let's make this a wonderful school year!

Dan Hayek

Principal

STATEMENT OF PURPOSE

Centennial Baptist Schools is dedicated to providing a Bible-centered education where students are challenged to grow in their relationship with Christ, develop their academic and social abilities, and are challenged to impact those around them for Christ.

SCHOOL VERSE

“And Jesus increased in wisdom and stature, and in favor with God and man.”
Luke 2:52 (KJV)

CENTENNIAL BAPTIST SCHOOLS BOARD

CBS is a ministry of Centennial Baptist Church. The administration and teachers of Centennial Baptist School believe they are privileged to have an outstanding school board. The members of the board are as follows:

Scott Watanabe

Steve Wester

Sid Rochlitz

Bri Katzenberger

Kristin Oostra

ADMINISTRATION

Tony VanManen – Lead Pastor/Administrador

Dan Hayek– Principal

Jo Holloway – Athletic Director/Student Coordinator

Rose Tilford — Early Education Director

Bianca Jacquez – School Office Manager

PARENT-TEACHER ORGANIZATION LEADERS

Holly Mote – President

Jenn West – Vice President

Katelin Mai – Secretary

Kristen Story – Treasurer

ABOUT CENTENNIAL BAPTIST SCHOOLS

Centennial Baptist Schools (CBS) is a ministry of Centennial Baptist Church, an unaffiliated Baptist church, and is a member of the Association of Christian Teachers and Schools (ACTS) and subscribes to its statement of faith. For the CBS complete statement of faith please inquire at the office or go to our website: www.centennialbaptist.education.

CBS is accredited through ACTS, the National Council of Private School Accreditation (NCPSA), and Cognia. CBS is also a member of the Association of Christian Schools International (ACSI).

CORE VALUES

Distinctly Christian: We provide a Christ-centered, God honoring environment.

Teaching the Truth: We recognize the Bible is the inspired and inerrant Word of God.

Academic Excellence: We pursue excellence in who we are and everything we do.

Service-Minded: We are committed to serving others, following Christ's example.

Partnering with Parents: We recognize the home as a child's primary educator and strive for parent collaboration.

EDUCATIONAL PHILOSOPHY

The educational philosophy of CBS is based on the conviction that God exists and that He has revealed himself to humankind. God's revelation to humans is three-fold. He has revealed Himself through creation (Romans 1:20), through the Bible (Hebrews 1:1), and through his Son, Jesus Christ (Hebrews 1:2). Because God has revealed Himself through creation, we believe that school subject matter should be revelatory of God (Psalm 19:1-2). Since all subject matter is revelatory of God, there is no such thing as a "secular" subject.

God has revealed Himself even more particularly through His Word, the Bible (1 Corinthians 2:9-11, 13; 2 Peter 1:20-21). The Bible is therefore taught as a school subject and is considered to be inspired in every word and is authoritative (2 Timothy 3:16). The Bible is a source book for all subjects and is considered the sole authority when it touches upon any subject (John 17:17). When a student has the Lord as the foundation of their life, they can better appreciate and assimilate knowledge. At CBS, they are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth.

God's final and most complete revelation of Himself is through His Son, Jesus Christ. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior.

We believe that truth stems from God and is absolute in character. Therefore, we desire every student reach the following goals: (1) discern the truth based upon God's Word, (2) master the facts involved, and (3) apply these truths to his or her own life and circumstances.

MATTHEW 18 PRINCIPLE

If there is a problem/concern in the classroom we encourage our families to interact with their students' teachers first, and if the problem persists or goes unresolved then direct it to the Director immediately. We strive to resolve any issues promptly. The grievance structure is as follows:

1. The issue is discussed with the child's teacher (if classroom related).
2. If unresolved, it should be brought to the administration's attention.
3. If the parent remains unsatisfied, a request may be made to the principal to discuss the grievance.
4. If still unresolved, a request/letter may be given to the school board and the school board will discuss the grievance and reach a final decision.

CENTENNIAL'S TESTIMONY

The desire of CBS is to be recognized by our local community as a school that is deeply committed to developing individuals that impact those around them for Christ and that produces strong Christian leaders in every aspect of life and field of endeavor.

To achieve this goal, our staff strives:

1. To help each student develop a strong, personal relationship with Jesus Christ.
2. To help each student reach their full potential through the development of personal discipline skills.
3. To give each student a challenging and well-rounded education and to learn how to interpret them in the light of Scripture.
4. To train each student to interpret all of life within a biblical framework.
5. To train each student how to make godly life decisions.
6. To train each student to interact with others in a godly manner.
7. To encourage each student develop a love for learning and a respect for academic discipline.
8. To maintain a strong, academically challenging program.

ELEMENTARY SCHOOL CURRICULUM

SPIRITUAL INSTRUCTION

Our Bible classes consist of prayer, Bible stories, and the learning of Scripture verses. Special time is allotted each day for this instruction. Our textbook is God's Word, supplemented by excellent Bible curriculum. Throughout the school, Biblical teaching is applied to classroom and playground situations

KINDERGARTEN

PHONICS A basic program of phonics is taught to all kindergarten students.

READING Reading is introduced to all children. All children must be able to read before they are passed to the first grade.

WRITING Manuscript writing is taught to all children.

SPELLING All children must learn to spell phonetically.

MATH Both the meaning and writing of numbers are taught. All children learn to write their numbers from 1-100. Many children learn to write from 1-200. All children learn addition and subtraction combinations.

SPEECH All children are taught how to walk, how to stand, and how to speak effectively.

CREATIVE Some children reveal the ability to write their own stories.

**On the final report card, if a student receives the grade of "NI" (K4) or "D" or "F" (K5) in all the following subjects, they may be retained the following year: math, reading, and phonics.*

ELEMENTARY GRADES 1st – 5th

READING Reading is an important skill relevant to many phases of learning, we believe it is imperative to use the best possible methods and techniques in our program.

PHONICS Phonics, we believe, is a vital part of any good reading program. It is our belief that through phonics a child can obtain an understanding of words which will enable him to become an effective and independent reader. Some of our children read two or three years above their grade level.

MATH The primary objectives of our arithmetic program will be first, to bring about an understanding of numbers and the number system; and second, to bring about the complete mastery of the basic skills. *Our school uses the accelerated Abeka curriculum. Early on, students will be able to master two-place multiplication, long division with remainders, fractions, and story problems. Consequently, our complete arithmetic program is extremely accelerated.*

SPELLING New rules are taught with each lesson. Many words are given during the week which are applicable to the rules.

MUSIC The students will receive training in music fundamentals. Programs are held at the end of each semester for parents to see the hard work that the students put in during music class.

ENGLISH We interpret this skill to mean not only the correct formation and spacing of letters, but also the ability to write stories and ideas effectively, using good grammatical structure and proper spelling.

Science, Social Studies, and Physical Education are also taught.

ACADEMIC POLICIES

PROCESS FOR ADMISSION

In order for a student to be considered for admission to K-12th grade, an application form for enrollment must be completed and submitted to the school office, along with the application and registration fees. All applicants Kindergarten—5th grade will also be given an entrance exam. CBS admits students of any race, color, and national or ethnic origin. Acceptance typically depends on class sizes, academics, and/or disciplinary history.

Kindergarten students must be five years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

1—5th grade students must show a state-certified birth certificate, must submit proof that immunizations are current, and must furnish or allow access to their most recent report cards, standardized test results, etc.

PROMOTION 1st – 5th

On the final report card, if a student receives an “F” in one of the main core subject (math, reading, phonics) parents will be notified and required to contact administration to set up summer school or similar. If a student receives a “D,” parents are encouraged to contact the teacher to discuss strategies for improving student performance, including summer school. Typically, summer school is an eight-week program, three days a week.

REPORT CARDS

Students will receive a report card following the conclusion of each quarter. Report cards will be sent via email for quarters one, two and three. The 1st and 3rd quarter report cards will also be available at the scheduled Parent/Teacher Conferences. The final report card of the year will be sent via mail once accounts are cleared.

PROGRESS REPORTS

Progress reports are not mailed out. Parents may observe their student’s progress at any time during the school year by logging on to their parent portal.

KINDERGARTEN DAILY FOLDERS/WEEKLY ENVELOPES

Your child will have a folder with various papers that comes home daily to be initialed and returned daily. You will also receive the Monday envelopes described below. Please be sure to sign and return it promptly as well.

1st – 5th DAILY PLANNERS/WEEKLY ENVELOPES

Each student will be given a daily planner to use for homework assignments, projects, etc... The teacher will initial the book daily before sending it home, and the parent should initial it after the work is completed to be returned the following day. *If a planner is lost, a \$5 charge will be incurred for a replacement.*

CBS uses an “envelope system” as on method of communication with parents. A large

envelope will be sent home every Monday. It contains tests, completed assignments, letters, and other important information. This envelope needs to be signed by the parent and returned to school with the student by Wednesday of each week. **If an envelope is not returned, a homework slip may be issued for each day that it is not returned.**

PRINCIPAL'S HONOR ROLL

Students achieving a GPA of 3.75 or higher without any F's for the year will qualify for the Principal's Honor Roll.

HONOR ROLL

Students achieving a GPA of 3.50-3.75 without any F's for the year will qualify for the Honor Roll.

ATTENDANCE AWARD

Recognition will be given to those who have not been absent for the entire year.

ACADEMIC AWARDS

Certain academic awards may only be obtained when a student has been enrolled for a complete school year.

AWARDS CEREMONY

At this annual event, many other awards of various types are presented to the students in recognition of outstanding achievement. **Note:** *All tuition and fees must be current in order for your child to receive their award(s).*

GRADING SCALE

Letter	Percentage	GPA
A+	98.5-100	4.0
A	93.5-98	4.0
A-	89.5-93	3.7
B+	87.5-89	3.3
B	83.5-87	3.0
B-	79.5-83	2.7
C+	77.5-79	2.3
C	73.5-77	2.0
C-	69.5-73	1.7
D+	67.5-69	1.3
D	63.5-67	1.0
D-	59.5-63	0.7
F	59 and below	0.0

HOMEWORK POLICY

HOMEWORK

Homework is an integral part of the school program. Each teacher gives homework according to grade level. Each student is required to complete his/her homework on time. The following are approximate daily hour requirements for each grade:

- 1st-3rd grades- one half to one hour, primarily reading.
- 4th-5th grades- one hour depending on the student and individual need.

Homework may be given as:

- Drill: We believe that most students require a regular drill to master essential material.
- Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- Remedial Work: As instruction progresses, various weak points in a student's grasp of a topic become evident. Homework is given to aid the student to overcome such difficulties.
- Preparation for Class: Homework may be given to prepare for the next day's class.
- Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion.

Because of the need for family time, minimal homework in the elementary will be assigned on weekends unless a student requires special needs in this area. Parents/Guardians will be notified concerning any special needs. **Unfinished classwork will become homework and is separate from assigned homework.**

ELEMENTARY LATE HOMEWORK POLICY

All elementary students are required to turn in classwork and homework on time. In most cases, assignments given the day before will be due upon return to class the next day. **In the event an elementary student (Grades K5-5th) forgets their assignments at home or does not have them completed,** they will be required to stay in during their recesses/free time to complete the missing work. The teacher in grades 1-5 may make an exception based on a valid excuse from parents requesting more time. Parental/Guardian excuses for children's homework should be limited.

In grades 3rd-5th, students will be given the following consequences on a quarterly basis at the teacher's discretion:

- 10% off for late work
- A zero will be given after one school week if an assignment has not been turned in

Repeated late work or missing assignments may result in the continued loss of free time and grade reductions, along with a parent, teacher, and student conference to further evaluate the situation. Without responsible student effort and accountability at home continual reduction of grades on daily work for late or unfinished assignments will result. The possibility of failure in a particular subject for students in 4th-5th grades will be the natural outcome requiring them to be placed on academic probation for allowing grades to drop below a 2.0- grade point average. (Considerations will be made for students in Directed Studies who have diagnosed learning special needs and are on accommodation and modification plans)

SCHOOL ATTENDANCE GUIDELINES

Idaho State Law requires that students attend school regularly and punctually. Each teacher will check attendance daily.

ABSENCES

1. If a student is absent for any portion of the day they must sign in to the office when they come onto campus, whether they have a written parental excuse or not.
2. **A student with more than 9 absences (excused or unexcused) from a class in a semester may be in jeopardy of not receiving credit.** In cases of prolonged illness, the family may appeal to the Administration and/or the school board for an exception by submitting in writing a letter of explanation.
3. Any student who is absent for more than half of his classes on the day of an athletic game or extracurricular activity is not eligible to participate in that day's activity. Exceptions may be made by the Administration for emergencies or medical appointments.
4. Illness or Bereavement Absences (Excused Absences)
 - a. Parents must notify the office by 9:00AM if their student is home ill in order to excuse the absence. If the absence extends beyond 3 days, a doctor's note is required in order for the absences to be excused.
 - b. When daily work is missed due to an excused absence, a student will be allowed one day's grace for each day absent as the maximum time for making up work for full credit. It is the student's/parent's responsibility to obtain missed assignments from his teacher.
 - c. Students will be given one day for each excused absence to make up a test.
5. Health Appointments (Excused Absences)
 - a. Whenever possible, health appointments should be made outside of school hours. If it is necessary to miss school for medical appointments, a parent must notify the school office (written note, email or phone call) before school in the morning, and the student must sign out at the appointed dismissal time and sign in to the office upon their return to school.
 - b. When a student has an appointment that makes them late to school, written parental/guardian notification is required (written note, email or phone call) AND the student must sign in at the office when arriving to school.
6. To clear an unexcused absence, a student must provide a written excuse or a phone call from the parent or guardian to the office within two days. Failure to follow this process may result in severe disciplinary action. At the teacher's discretion, a student may not be given credit for missed homework or may not be allowed to make up a missed quiz/test if an absence remains unexcused.
7. Planned absences should be kept to a minimum since student make-up work is an added burden to both the student and the teacher. For a planned absence the following procedure is to be followed:
 - a. The student must obtain a Student Planned Absence Form from the front office at least three days in advance. The form must be signed by the principal, all teachers, and a parent/guardian. The form needs to be returned to the office at least two days prior to the planned absence.
 - b. School work must be made up in advance or as prescribed by the teacher. If no

such arrangements are made in advance, teachers may not allow homework or tests to be made up for credit.

- c. If the activity comes up unexpectedly, the parent should call the office or alert an administrator to the situation ASAP.

TARDY

Punctuality is a part of a student's education and aids in the development of respect, responsibility and character. As such, tardiness to class is unacceptable.

1. A student is tardy if they are not in their seat when the tardy bell rings.
2. If a student arrives late to school, they are to sign in at the office; they are marked tardy except for a doctor/dentist/family appointment.
3. Six unexcused tardies count as an absence. Tardies reset every quarter.
4. A parent may notify the office if a student is late due to an accident on the road or other emergency, and the office staff may validate the tardy. Parent validation of a tardy must be done on the day of the tardy.

WEATHER POLICY

In most cases if the Caldwell, Nampa, or Vallivue School Districts close due to inclement weather, then we will also be closed unless deemed safe for CBS by the administration. Information about closures can be located on KTVB or 89.5 FM KTSY.

ARRIVAL AND DEPARTURE PROCEDURES

At no time is a child to be picked up by anyone other than parents or guardians unless the office is notified. Students should not arrive **earlier than 7:45 AM** unless they are enrolled in the Before/After School Program. If students must be dropped off before 7:45 AM, they are to report immediately to the daycare door until a teacher brings them to class. **They are not to go to any classrooms until 7:45 AM.** Students are to be picked up by **no later than 3:15 PM**. Children who are left after 3:15 PM will be sent to after care and charged accordingly. All students must sign in/out at the office when arriving late or leaving early.

BEFORE/AFTER SCHOOL CARE PROGRAM

The Before/After School Care Program is designed for students through age 12. The hours are 6:45 AM to 6:00 PM. **Any students (including carpools) who have not been picked up by 3:15 p.m. will be taken to the After care services and charged accordingly.** The after-school supervisor will sign students in, and a parent must sign them out at the time of departure. Students should be signed up for a monthly rate (Full or Part Time); the emergency "drop-in" rate is \$16.00 per hour. Once a child has been in Before/After care for 15 minutes they will count for the full hour rate.

To help ensure the safety of the students, we release the children in the program only to their parent or someone designated on a child's release form. A person may also be designated on a note which has been written, signed, and dated by a child's parents.

PLEASE NOTE: For those staying past 6 pm, \$2 will be charged for every minute past closing.

CLOSED CAMPUS

Once a student arrives on campus, they are not to leave without permission for any reason. If a student must leave campus, their parent or guardian must send a written note, email, or call the office for approval and the student must sign out in the office before leaving campus.

DISEASES AND ILLNESS

To ensure (as best we can) that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, as well as the staff, and we request that everyone take precautions to prevent the spread of germs and contagious illnesses. Please do not medicate and send your child to the center if your child is unable to participate in daily class routines.

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school:

Measles
Ringworms
Mumps
Scarlet fever

Whooping cough
Streptococcal sore throat
“Pink Eye” conjunctivitis
Impetigo

A physician, the Health Department, or the principal may readmit a student to school upon having the following:

- Chicken pox
- Head Lice—In order for the student to be readmitted to school, the student must bring evidence of lice treatment or a doctor’s note showing that they were treated. The office will also re-check the student’s hair. If there is evidence of bugs or nits still present, the student will be sent home.
- Pneumonia
- Influenza (Students must be symptom-free to return to school)
- COVID-19 (Students can return to school after 5 days positive Covid test)

DRESS CODE

Personal appearance is important. Studies indicate that what a person wears directly affects how they act and how people respond to them and it may be an indicator of the heart. While recognizing that there are many tasteful styles of dress, CBS chooses to place less emphasis on matters of personal preference and more on matters pertaining to modesty, professionalism, neatness, cleanliness, and attire that does not call undue attention to oneself. Dress code policy is ultimately subject to the discretion of the administration. Verses that guide our Dress Code include: I Corinthians 10:31, Romans 13:1, I Samuel 16:7, I Corinthians 8:9.

A student who is in violation of the following Dress Code may be required to change into appropriate attire, and/or be sent home at the administrations discretion. The faculty and administration sincerely appreciate the cheerful cooperation of all, student and parent alike, in striving to abide by these guidelines with integrity.

The Dress Code is to be followed at all times while a student is on campus, at school-sponsored events, retreats, and special events. Exceptions must be pre-approved by the Administration.

MODESTY AND PROFESSIONALISM

Some types of clothing are simply not appropriate for school. Shoes should be worn at all times. Every student is expected to use wisdom and discretion while abiding by the following guidelines:

1. Boys
 - a. **Shirts:** Button-down, collared dress shirts, polos, sweaters, T-shirts, sweatshirts are acceptable choices. tank tops, sleeveless shirts, thin (or clingy) undershirts, and shirts with graphics, slogans, and advertisements that conflict with Christian values are not permitted. Oversized shirts or shirts that expose undergarments or skin are not acceptable.
 - b. **Pants:** A variety of different styles of pants are permitted (i.e. - slacks, Docker-style, corduroy, cargo, jeans, shorts) with the following guidelines: the cut of the pants must not allow skin above the knee or undergarments to be visible, they cannot drag the floor, and should not have holes. No sagging/dragging, sweatpants/shorts, exercise pants/shorts, pajama pants, or spandex.
 - c. **Shorts:** No shorter than 2 inches above the knee.
2. Girls
 - a. **Tops:** Blouses, sweaters, dressy knit tops, polos, sweatshirts, and t-shirts, are acceptable. Sleeveless shirts may be worn but they must be wide and to the edge of the shoulder. (Tops should not have an open back) The following are not allowed: t-shirts/shirts with logos or pictures contrary to Christian values, T-shirts/shirts/sweatshirts with secular bands, undershirts, tank tops including spaghetti straps, any peek a boo sleeve that creates a tank top look, midriff/skin visible under the shirt at any time, or any item deemed immodest or sloppy.

- b. Necklines must be modestly cut, revealing no cleavage; must not be see-through/sheer; must not be tight/clingy; must not allow undergarments to be visible.
- c. **Dresses/skirts:** Dresses and skirts should be modest, not having a slit that goes higher than 2 inches above the knee, not be tight or clingy, allowing underclothing to be visible. Modestly cut dress or skirt that are feminine, but not immodest. Solid material under sheer skirts must come to the top of the knee. If leggings are worn underneath a dress or skirt, then the length may rest no higher than 2 inches above the knee. Overall length of dresses and skirts should be no shorter than 2 inches above the knee.
- d. **Pants:** A variety of different styles of pants are permitted (e.g., - slacks, Docker-style, corduroy, cargo, jeans, capris, thick-style jeggings with pockets, and leggings as pants are permitted for K5/1st Grades) with the following guidelines: the cut of the pants must not allow undergarments to be visible, they cannot drag on the floor, and should not have holes. Leggings must have a skirt, dress, or covering. No sagging/dragging, sweatpants/shorts, exercise pants/shorts, pajama pants, leggings as pants (K5/1st grades permitted), jeggings without pockets, or spandex.

ADDITIONAL GUIDELINES

1. Hair
 - a. Hair must be neat and clean at all times to avoid a shaggy, unkempt appearance. At any time, hair should never cover the eyes. Boys' hair length should be above the eyebrow, above the ear on the side, and above the collar in the back. Facial hair is permissible, but must be kept neat and professional and no longer than a quarter of an inch.
 - b. Unnatural hair coloring or radical hair styling (as determined by the Administration) is not allowed.
2. Shoes
 - a. Leather/leather like dress shoes, boots, sandals, athletic shoes, crocs, and flip-flops are acceptable.
 - b. Slippers and stiletto-style high heels (girls) are unacceptable.
3. Wednesday/Chapel Dress
 - a. **Boys:** Dress pants and a collared shirt or dressy sweater are to be worn on Wednesdays. Students may not wear t-shirts, jeans of any color, or shorts on Wednesdays. No sweatshirts during chapel except for zip up sweatshirts. All 3rd-5th grade students are expected to bring their Bibles when they attend the mandatory chapel services.
 - a. **Girls:** Dresses, skirts, or dress slacks with blouses are to be worn on Wednesdays. Students may not wear t-shirts, jeans of any color, or shorts on Wednesdays. No sweatshirts during chapel except for zip up sweatshirts. All 3rd-5th grade students are expected to bring their Bibles when they attend the mandatory chapel services.
4. Jewelry
 - b. **Boys:** Extreme amounts of jewelry should not be worn; one necklace, watch, bracelet, and up to two rings are permissible. No other jewelry is allowed.
 - c. **Girls:** A maximum of two piercings in the ear lobe or two pieces of jewelry

may be worn on the outer ear. Gages or gage-like earrings are not permitted. Jewelry requiring body piercing may not be worn. No piercings other than the ears are permitted.

5. Caps, hats, and hoods
 - a. Conservative and appropriate caps or hats may be worn out of the classroom. Hoods and caps are not to be worn indoors or in chapel at any time.
6. Clothing that identifies with or depicts any activity, value, lifestyle or philosophy that conflicts with Centennial's Code of Conduct or Biblical guidelines of godliness is not allowed, including secular bands.
7. Visible tattoos, drawing on arms/legs, extreme make-up (girls), ear jewelry (boys), fingernail polish (boys), blankets, capes and masks are not allowed on campus.

CODE OF CONDUCT

Centennial expects the cooperation and respect of students in the enforcement of the Code of Conduct. Students are representatives of the school and, ultimately, Jesus Christ, both at school and in their community. As such, students are accountable for behavior and attitudes expressed in person, online or over electronic devices when brought to the attention of the Administration. A student may receive consequences as outlined below if they violate the Code of Conduct either on or off campus (up to and including detention, suspension, expulsion, and referral to legal authorities if applicable). A student over the age of 18 (qualifying as an adult) is not exempt from any provisions in the Code of Conduct or any other student expectations outlined in the Parent-Student Handbook

STUDENT STANDARD OF CONDUCT

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

KINDERGARTEN DISCIPLINE SYSTEM

Kindergarten uses a red light/yellow light/green light system for behavioral issues. This system will be explained to parents by the teacher.

1—5th DISCIPLINE SYSTEM

Individual teachers will determine the best policy for classroom control and discipline. Most offenses will not be escalated; however, major discipline offenses will be handled as listed below:

1. **1st offense:** Student conference with the principal/detention assigned.
2. **2nd offense:** Parent conference with the principal/detention assigned.
3. **3rd offense:** Removal from class for the day/detention assigned
4. **4th offense:** Removal from class for the day/suspension the following school day/ conference with the principal, parent, and school board member/detention assigned
5. **5th offense:** Expulsion.

Detentions are served from 3:10-4:00 on the day chosen by administration. *For each of these disciplinary detentions, a \$5 fee will be charged the day of the detention.* If the fee is not paid that day, it will be a \$10 fee added to the FACTS account.

The severity of the offense will determine whether the infraction merits a detention, an in-school suspension, or an out-of-school suspension. The decision will be made by the administrator. The following are some examples of offenses:

Bullying
Fighting (physical and verbal)
Inappropriate language
Physical aggression (Pushing, etc.)
Exposure/inappropriate touching
Willful disobedience of rules

SUSPENSION/EXPULSION

Any work or test missed during a suspension must be completed but will result in the loss of one letter grade. No expelled student may be readmitted until re-admittance has been approved by the principal and school board. If a student leaves the school (withdrawal or expulsion), they lose all privileges of attending any extracurricular activities.

EXPULSION OFFENSES

Possession of weapons
Possession/use of illegal substances
Extreme vandalism

RECOMMENDED WITHDRAWAL OR EXPULSION

When it becomes apparent that a student's influence is detrimental to the progress of others or if a student remains unsympathetic toward the educational objectives of CBS, their enrollment may be terminated. Such a student loses all privileges of attending Centennial activities and is not allowed to visit on campus. No expelled student may be readmitted until approved by administration and school board.

Consistent academic problems
Consistent behavioral problems

Consistent social problems
Consistent attendance problem

CARE OF PROPERTY

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on school property will receive the appropriate punishment. Willful damage to or destruction of school property or of another student's property is not acceptable. All damage must be paid for, whether willful or accidental. This includes damage caused by horseplay. A minimum of \$50 may be charged, depending on the damage.

RESPECT TO TEACHERS

Teachers should always be addressed as Mr., Miss, Ms., or Mrs both on and off campus, during school hours, and after school hours. No type of nickname will be tolerated in reference to a teacher or an administrator. Any form of disrespect to teachers or any staff members may bring swift consequences.

CHEATING AND PLAGIARISM

Cheating and/or plagiarism is not tolerated at CBS. Plagiarism is stealing someone's words, thoughts, and/or ideas and is a form of cheating. Copying information from the internet is considered plagiarism. All sources must be appropriately cited and failure to acknowledge sources on a project may impact the student's grade and result in disciplinary action—both at the teacher's and Administration's discretion.

In all cases, student(s) involved in cheating will receive a "zero" grade on the assignment and a telephone call or conference with parents may be held by the teacher. All students involved in the cheating process may receive the same consequences as the cheating student(s).

1. Cheating on a test, exam, or quiz may result in a detention and a zero.
2. Collaborating on graded homework may be considered cheating depending upon the teacher's directions for that assignment.
3. Blurting out an answer on a graded test/quiz may result in a zero and detention at the teacher's discretion.
4. Being found in possession of any cheating devices (e.g., information written on a student's skin or desk, small "cheat sheets", etc.) will be considered evidence of an intent to cheat (or already having cheated) and may result in discipline.
5. Plagiarism or turning in someone else's work as your own may result in a detention and a zero.
6. Submitting a previously graded assignment as new work may result in a detention and a zero.

RELATIONSHIPS

Any physical display of affection (hand-holding, kissing, etc.) at school or a school sponsored event is considered improper conduct and may be subject to disciplinary action. Student conduct should remain wholesome and Christ-honoring.

Further, because such relationships are often detrimental to the growth of the student (negatively impacting his other relationships, grades, or mental health), CBS strongly advises refraining from exclusive boyfriend/girlfriend relationships while in high school. An enrolled student that marries may be asked to withdraw from school.

PHYSICAL CONTACT/IMMORALITY

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess.

4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

Examples:

"I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

Definition of "identifying act"

Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

Examples: Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

LOST AND FOUND

Books, clothing, and items of value should be clearly labeled with your child's name. Properly labeled items will be returned to the owner. Lost and found items will be placed in a designated area, and smaller more expensive items will be placed in the office. Items that have not been retrieved by the end of each month will be donated.

Remind your student to periodically check the lost and found for anything that might have been misplaced. The lost and found is located in the office on the lower level of the school building.

CELL PHONE POLICY

CBS would prefer students to leave cell phones at home. Any exception to this rule must be cleared with the administration.

GENERAL SCHOOL RULES/POLICIES

1. A student's schoolwork must not be in conflict with the Biblical guidelines and values espoused by CBS. Inappropriate content may result in an academic and/or disciplinary penalty at the discretion of the Administration.
2. Students are not to bring unnecessary items to school which will have or tend to have a dangerous, destructive, or distracting influence. This includes (but is not limited to) such items as inappropriate books or magazines, toys, electronics, gaming devices, fireworks, water guns, skateboards, etc. (If you are not sure, consult Administration prior to bringing it on campus). Students who bring these items are subject to disciplinary action.
3. In the interest of school and individual student and staff safety, if the school has reasonable cause, Administration may inspect students' backpacks at their discretion.
4. For maintenance purposes, the chewing of gum is not allowed on campus at any time.
5. Snacks and beverages (other than water) are not allowed in the classroom. All food, snacks, and drinks may only be consumed in the designated lunch/snack areas.
6. Hall Passes: Any student outside of their assigned class must have a hall pass from that classroom. If a student needs to see administration, the counselor, or go to the office due to illness, they must have a pass. If the student is doing something that causes them to miss the beginning of their next class, they must first receive permission from the teacher of that class.

GENERAL SCHOOL POLICIES

PROTECTION OF CHILDREN

For security reasons, parents should not remain on the property after dropping children off. Parent volunteers are an exception to this policy.

VISITORS AND VOLUNTEERS

Every visitor must first obtain office approval and receive a Visitor's Pass before being allowed on the campus grounds. The Visitor's Pass must be visible at all times. Visitors must abide by all school policies and rules while on school grounds. This includes dress code and other issues outlined in the Code of Conduct. Visiting on campus is restricted to breaks and lunch only, unless prior approval is granted by the Administration. Anyone not employed by or enrolled in CBS will not be allowed to loiter on school grounds during school hours.

FIRE DRILL

1. When the fire bell rings, immediately stop work.
2. Follow the teacher's directions regarding evacuation procedure.
3. Leave books and other articles on the desktop; take keys and purses.
4. Form a single-file line; leave quickly and quietly for the designated outdoor classroom line-up area.
5. Remain quiet and orderly so that all may hear necessary instructions.
6. When the designated area for the classroom is reached, turn and face the buildings while remaining in a single line.
7. Parents will be notified after a fire drill.

LOCK DOWN – INTRUDER DRILL

In case of an emergency, the Administration will announce a lock-down over the public address system. Teachers will lock all doors and windows and direct students to a location in the classroom away from the doors and windows. Students and teachers are to remain in this posture in absolute silence until the all-clear public announcement is given. During the lock-down neither the teacher nor the students are to open the door to anyone that is asking to be let in. Students outside of their classrooms are to find the nearest classroom before it is locked or to find the nearest cover of safety. Parents will be notified after lockdown drill.

BICYCLES, SKATEBOARDS, ROLLER BLADES

Students may ride their bicycles to school, but we are not responsible for theft. Skateboards and roller blades are not allowed on the property. If a student rides a skateboard or roller blades to school they must drop them off in the front office when they arrive and pick them up when they leave.

INJURIES/ILLNESS

If a student is hurt, injured, or ill while on the school grounds, the incident is to be reported immediately to the nearest teacher or to the front office.

MEDICATION

If a student needs to take a prescribed medication during school hours, the school must have written instructions signed by the prescribing physician for each medication.

If a student needs to take an over-the-counter medication during school hours, the school must have on file written instructions signed by the parent/guardian for each medication.

The student/parent should also bring the correct amount of medication needed for dispensation during school hours in the original container. We will keep the medication and arrange for the student to receive the medicine as requested.

It is a government regulation that students not carry medication with them, including such items as Tylenol, Ibuprofen, Midol and antibiotics.

TELEPHONE CALLS

Teachers and students will not be called from the classroom for phone calls. In case of an emergency, a message may be left with the office. In the event of an emergency or student illness, the secretary will make the appropriate phone calls to parents. Students are not allowed to use their cell phones, staff cell phones, or private office phones to make calls unless they are under the direct supervision of a teacher.

MEDIA

Centennial uses social media outlets to promote activities. By enrolling your student at CBS, you understand that their picture may appear on one or more of these outlets for the use of promotion. Slander and negative comments posted online will not be tolerated and could be grounds for student dismissal or legal action.

LUNCH PROGRAM

Students can bring their lunches or purchase school lunches are available at \$4.00. The menu is posted monthly on the school website. No lunch should be delivered by a parent to a classroom; all lunches need to be brought to the office. If a student does not have a lunch or lunch money, the school will notify the parent that money needs to be brought in. **Microwaves are not available for student use.** Food is to be eaten within the cafeteria, in one of the designated outside areas, or in a classroom with a teacher present. Students may not eat lunch on the field or in the parking lot. Failure to dispose of trash properly may result in disciplinary action.

TEXTBOOKS

Textbooks should be covered with an acceptable, durable cover. All non-consumable books should not be written in and must be returned at the end of the school year. If a non-consumable book is damaged beyond normal wear, the **students account will be charged a minimum of \$20 for repair or replacement** of the book.

FINANCES

We are unable to provide a reduction in the case of a prolonged absence. The early withdrawal fee will be \$350 (per student) for withdrawn students within 90 days of enrollment, after 90 days a \$100 per student withdrawal fee will be charged. If a student is withdrawn from the school, tuition will be discontinued on the date the withdrawal form is signed. Any excess tuition will be reimbursed after all textbooks are returned, lunch fees and any additional fees are paid in full. Please make all fees payable to CBS by cash, check, or money order. Annual tuition can be divided into nine or twelve monthly payments. All of our billing is done through FACTS. Payments can be made to them directly, or brought to the office.

1. Credit card payments must be made over the phone to FACTS: 866-441-4637
2. The 12-month plan begins June 1st, and the 9-month plan begins September 1st.

All payments are due by the 1st or 15th of the month. Payments are considered late if not received within 8 calendar days of the due date. Accounts past due more than thirty days will no longer receive discounts for the current school year. All report cards, transcripts, and records will be held in the office for students who have delinquent accounts with the school.

**CBS reserves the right to charge for late fees, lost item fees, after-school care, and returned checks.*

INSUFFICIENT FUNDS POLICY

There will be a \$25.00 charge through FACTS for any check that is returned to us or for any account which has insufficient funds when a payment is posted. If three checks are returned due to insufficient funds, future payments will only be accepted in the form of cash, money order, cashier's check, or debit/credit card.

DETENTION FEES

There will be a \$5 fee due the day of the detention (or \$10 after) charged per student per disciplinary detention which they are required to serve. For questions, see the discipline system page.

PRIOR YEAR'S TUITION

Student financial accounts must be current for registration and placement to be secured for the following year. If the prior year's tuition is past due, transcripts cannot be released.

PAST DUE ACCOUNTS

CBS may request that any family who is consistently behind in its monthly tuition payments pay tuition on a semester basis beginning with the next semester.

A delinquent penalty of \$55.00 will be added to the unpaid balances on the 9th or 23rd day of each month. IF ALL TUITION AND FEES ARE NOT PAID BY THE 1st OF THE FOLLOWING MONTH, YOUR CHILD OR CHILDREN MAY BE SUSPENDED UNTIL THE BALANCE IS PAID IN FULL. All report cards, transcripts, and records will be held in the office for students who have delinquent accounts with the school.

COLLECTIONS

If the debtor becomes delinquent and payment is not made on amounts owing under the terms of the agreement, the account will be turned over to a collection agency. When the balance is placed with a licensed collection agency, the debtor agrees to pay the fees of the collection agency, which amount is agreed to be 50% of the outstanding balance at the time the account is placed for collections. The 50% collection agency fee will be calculated and added at the time the account is placed into collections.

LEGAL

Should legal action, for any reason, be taken against CBS or any employee or agent thereof on a child's or parent's behalf, and the school or its agent are not found at fault, the parent or legal guardian agrees to pay any attorney fees, court fees, damages, or other costs that Centennial or its agent should incur to defend itself against such action.



CBS HANDBOOK ACKNOWLEDGEMENT FORM 2023-2024

Please review the attached Centennial Parent/Student Handbook, and sign below as indicated. review and expressed agreement with the Parent/Student Handbook is a condition of enrollment/re-enrollment. Attendance at Centennial Baptist Schools is viewed as a privilege that may be forfeited by any student who does not abide to the standards and procedures of the school.

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and policies expressed in the Parent/Student Handbook.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (printed): _____

Student Signature: _____ Date: _____