



Middle & High 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.

ACADEMIC INFORMATION

PROCESS FOR ADMISSION

In order for a student to be considered for admission to 6-12th grade, an application form for enrollment must be completed and submitted to the school office, along with the application and registration fees. All applicants 6—8th grade will also be given an entrance exam. Once the application has been approved the student will be able to complete the enrollment process in FACTS. CBS admits students of any race, color, and national or ethnic origin. Acceptance typically depends on class sizes, academics, and/or disciplinary history.

HIGH SCHOOL ACADEMIC REQUIREMENTS

While enrolled at CBS, students must take the core classes required to receive a CBS diploma. This includes, but is not limited to, Bible courses and Centennial/Idaho state minimum requirements. Individuals may petition the administration and/or the School Board for exceptions to the prescribed curriculum if valid circumstances warrant consideration. Students who participate in select groups on campus (Student Government, etc.) are expected to maintain full-time enrollment status at Centennial for the duration of participation.

CLASS SELECTION

Students are given preferential treatment in the scheduling of classes depending on grade level (seniority).

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 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.

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.

MERIT AWARD

Junior high and high school students who receive no detentions for the entire year will be given a special merit award at the end of the year.

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. This includes Valedictorian and Salutatorian.

SALUTATORIAN

A senior, at minimum, must have an accumulative high school GPA of 3.5 to qualify. This is calculated during the last month of school.

VALEDICTORIAN

A senior, at minimum, must have an accumulative high school GPA of 3.75 to qualify. This is calculated during the last month of school.

SEMESTER EXAM SCHEDULES

At the conclusion of each semester, the student will receive a schedule of the final exams. Student must have their parent or guardian sign an Exam Notification Form for parent agreement (by signing the form) to allow the student to leave campus during a free exam period. The student must leave the school property. All students taking exams on campus must remain in their regularly assigned classrooms throughout the entire exam.

ACADEMIC PROBATION

Any student not maintaining a 2.0 GPA at the end of the semester will be placed on academic probation and the parents will be notified. Parents may be required to contact the Administration to discuss strategies for establishing goals to improve student performance. The school may also request testing by an educational specialist and/or medical professional to be done in order to have a better understanding of the student's unique needs.

ELIGIBILITY AND PROBATION

On the basis of tests and transcript evaluations, it is assumed that students enrolled at CBS are able to maintain, at minimum, a 2.0 grade point average. Students whose grades fall below 2.0 at the end of any grading period may not be eligible to participate in athletics. Other extracurricular activities such as Student Government, etc. have higher GPA requirements. Please refer to the appropriate activity agreements/contracts. At the end of a semester, eligibility is based on the semester grade and not the quarter. Eligibility for fall activities is based on the previous spring semester grades for both new and returning students.

HIGH SCHOOL PROMOTION

When a student is accepted for re-enrollment, they will automatically be promoted if they have earned a minimum number of credits to enter the next grade by the start of the new school year.

No student will be classified as a senior unless all school records are complete and on file at the office. In a case where records are lost from a previous school, a student must demonstrate proficiency in the subject.

GRADUATION DEFICIENCIES

A senior who is lacking three or fewer credits required for graduation will be allowed to participate in the graduation ceremony. The diploma will be withheld until the required credits are completed.

ADVANCED PLACEMENT (AP) COURSES

Advanced Placement courses are college-level courses, and students must meet strict prerequisites to enroll. The staff reserves the right to limit enrollment based upon space available and teacher discretion. Priority will be given to upperclassmen who meet all requirements. Enrollment in any AP course constitutes a full year commitment. All students enrolled in AP courses are required to take the corresponding AP exam(s). Those who do not take their AP exam without a valid excuse risk losing the extra grade point in their GPA for that class. The exam fee(s) will be charged to the student's account at the beginning of the second semester.

CLASS CHANGES

If there is reasonable cause, class schedules may be changed during the first two weeks of a semester. Students must use the approved schedule change form available from the front office and obtain all necessary approvals and signatures before changes will be considered. Changes are not guaranteed.

TRANSCRIPT

Transcript Request Forms are available in the office. Please allow up to 2 weeks for processing.

LATE WORK

If a student does not complete their work on time, the grade may be lowered for every day it is late. The only exception to this would be in the case of an excused absence.

MAKE-UP CREDITS

Any student receiving an "F" for any semester in their core courses can receive credit towards graduation by successfully repeating that subject in summer school, by passing an approved online course, or by satisfactorily repeating the class the following school year. If a student fails more than two core courses in a school year, it is imperative that parents initiate a conference with the administration to determine if it is possible for the student to return the next year.

SUMMER SCHOOL

A student may elect to make up any failing grade by completing the necessary course through an approved online course, summer school, or community college. Courses not offered at CBS may also be taken during summer school or at a community college to enrich the student's education. Any summer school courses planned to be used for credit must be pre-approved by the Administration.

TRANSFER CREDITS

Courses accepted for credit from an outside institution must be pre-approved by the Administration. Advanced Placement and Honors courses accepted for transfer credit will not receive an extra grade point towards the Centennial GPA. The extra grade point can be factored in manually for college and scholarship applications.

STUDY HALL

Study Hall is a non-credit course. Students are expected to use study hall time wisely and allow others to do the same. Students involved in extracurricular activities such as athletics may especially benefit from a study hall.

TEACHER ASSISTANT (TA)

A student may be a TA for one class per semester upon teacher approval. This is limited to 3 credits total.

STANDARDIZED TESTING AND EXAMS

The PSAT is administered in October to all freshmen and sophomores; the SAT is administered to all juniors and seniors. Visit www.collegeboard.org for more details on these exams. The 6-11th grades participate in the TerraNova during the spring. Visit www.terranova3.com for more details on this standardized test.

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject	Credits
Bible	8 ⁽¹⁾
Language Arts	8
Mathematics	6 ⁽²⁾
Science	6 ⁽³⁾
Social Studies	5 ⁽⁴⁾
Humanities	2
Health	1
Speech	1
Electives	9
Total Credits	46

- (1) Required all four years of high school.
- (2) Algebra I and Geometry along with a senior math are required; Pre-Algebra must be taken before high school.
- (3) 4 credits must be from lab courses.
- (4) Include U.S. History, Economics, and American Government.

A minimum of 46 credits, a completed senior project, and an SAT exam are required for graduation from CBS. Students are encouraged to acquire additional credits in the areas of math, science, and English.

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

SCHOOL ATTENDANCE GUIDELINES

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

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. High School Spiritual Retreat: due to its spiritual and social significance, student attendance at the Spiritual Retreat is mandatory. Late enrollment or other extenuating circumstances may prevent a student from attending at the discretion of the Administration.
4. 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.
5. 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.
6. 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 at 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.
7. 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.

8. 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, teachers, and a parent/guardian and then 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. A Planned Absence is allowed for seniors or juniors to visit the college(s) of their choice.
 - d. If the activity comes up unexpectedly, the parent should call the office or alert an administrator to the situation ASAP.
9. School-Related Absences
 - a. When a student is absent from a class for a game, field trip, retreat, etc., they are responsible for making arrangements with their teachers for all tests, quizzes, and assignments that are due and to find out any new assignments **before** he has permission to leave.
 - b. If a teacher does not grant the student permission to miss their class, the student **must** attend the class. Students who leave class without teacher permission will be considered to be cutting class and may be subject to discipline.
 - c. A student is to be prepared for class the following day just as if they had not been absent. Fatigue or sleeping late the morning following a school event or trip is not considered sufficient reason for an excused absence or a reason for not being prepared for classes.

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**. The middle/high school doors open at 7:45 AM. Students are to be picked up **no later than 3:15 PM**. During these times, students will be under the direct supervision of authority. The school is not responsible for the welfare of students before or after these stated times.

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. Cutting classes (truancy) or leaving campus without permission is considered a serious matter and may result in severe disciplinary action.

For the first truancy offense, the principal will notify the parent after meeting with the student and then assign a detention. On the second offense, the student may be suspended or expelled, as determined by administration. Truancies result in zeros on all missed assignments and teachers may still require students to complete missing work.

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. If a student is more than 25 minutes late to class, it will be considered an absence for the period.
4. For every five unexcused tardies, the student will serve detention after school. **Six unexcused tardies count as an unexcused absence.** Tardies reset every quarter.
5. A parent may notify the office if a student is late to their first class of the day 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.
6. When a student arrives in class unprepared (e.g., without a required book that may be in their locker or car) they will be marked tardy if they have to leave class to retrieve the object. At the teacher's discretion this infraction may also negatively impact the student's grade.

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.

COMMUNICABLE DISEASES

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 administration may readmit a student to school upon having the following:

- Chicken pox
- Head Lice—The student must bring verification of lice treatment or a doctor's note. 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 5 days after a positive test)

SENIOR PRIVILEGES

OFF-CAMPUS PERIODS

Full time seniors may schedule up to two off-campus periods (1-2 or 6-7) for a college class or work upon parental and administrative approval (off-campus forms are obtained in the school office). Students may not be on campus during their off-campus periods. Off-campus students may not arrive to campus prior to the passing period immediately before their first scheduled class or remain on campus following their last scheduled class. They must leave campus within ten minutes of their last class or risk disciplinary action.

WEEKLY OFF-CAMPUS LUNCH

A senior may leave campus for lunch on Wednesdays provided a Senior Off-Campus Permission Form, vehicle registration, and proof of insurance is on file in the school office. The student may not leave until after the dismissal bell for lunch and must return in time for the period immediately following lunch. Students must sign in and out in the school office. Parent permission must also be on file for students to drive any other student or be a passenger in another student's car to or from off-campus lunch. No one of the opposite sex can ride together.

Any senior receiving disciplinary action pertaining to off-campus privileges may lose ALL off-campus privileges for that semester. If the discipline takes place within the last six weeks of the first semester, the off-campus privileges may be forfeited for the remaining weeks of that semester as well as for the entire second semester, at the discretion of administration.

FINAL EXAMS

All students are expected to take final exams. The exception to this rule is for second semester seniors who have maintained at least a B for both the third and fourth quarters in individual classes. At the teacher's discretion, these students may be exempt from taking the final exam in those classes. Students are encouraged to take the final exam if they can improve a B to an A. Seniors who are exempt from all finals are permitted to take the last two regular days off from school following Chapel.

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:

- 6th grade- one hour depending on the student and individual need
- 7th-8th grades- one hour determined by student strengths and weaknesses
- 9th-12th grades- one to three hours determined by student strengths and weaknesses and course requirements

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.

MIDDLE/HIGH SCHOOL HOMEWORK POLICY

Each teacher will set a policy for assignments that is applicable to the subject taught. We believe that an assignment worth giving is one that should be completed. Students will assume responsibility to complete all homework assignments with parental engagement. General guidelines/consequences for late work on a quarterly basis are as follows:

- First time-the teacher can choose to give a penalty for being late or give grace. The student's overall work ethic throughout the school year will be considered.
- Second time-up to 50% grade reduction on this assignment and all future late assignments.
- Third time- The teacher will notify parents/guardians that this is the third time and a pattern is developing. Parents/guardians, the teacher, and the student will then develop a plan of action to complete homework on time in order to achieve success in the classroom.
- Fourth time- The teacher and principal/administrator will evaluate the effort and progress of the student. Depending on this evaluation the student's participation in extracurricular and/or other non-academic school activities may be in jeopardy.
- Late work will receive an M=0% in the grade book until the work is made up. Grade will remain 0% for any late assignment that is over one week past the due date.
- If there is a concern about excessive amounts of homework, contacting your child's teacher early on is crucial. Call or email with any and all teachers about the homework to seek a resolution. If a resolution cannot be reached, the next step would be to meet with the teacher in person. If there is still a problem, contact the school office to set up a meeting with the principal.

DRESS CODE

GENERAL GUIDELINES

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 incur detentions, be required to change into appropriate attire, and/or be sent home at the administration's 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 (e.g., 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 open backs) 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. (Dresses should not have open backs) 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) with the following guidelines: the cut of the pants must not allow undergarments to be visible, they cannot drag to 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, 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 students are expected to bring their Bibles when they attend the mandatory chapel services.
 - b. **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 students are expected to bring their Bibles when they attend the mandatory chapel services.
- 4. Jewelry
 - a. **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.
 - b. **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. No piercings other than the ears are permitted.

5. Physical Education Attire
 - a. **Boys:** Exercise clothing is required for PE. Proper fitting, non-marking tennis shoes are required. Acceptable exercise clothing is sweatpants/shorts, exercise pants/shorts, t-shirts (see above policy), tank tops or t-shirts covering to the shoulder with no undergarments showing. All athletic wear should be to the knee and not tight fitting.
 - b. **Girls:** Exercise clothing is required for PE. Proper fitting, non-marking tennis shoes are required. Acceptable exercise clothing is sweatpants/shorts, yoga pants, exercise pants/shorts, t-shirts (see above policy), tank tops or t-shirts covering to the shoulder with no undergarments showing. All athletic wear should be to the knee and not tight fitting.
6. Caps, hats, and hoods
 - a. Hoods and caps are not to be worn indoors or in chapel at any time.
7. 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.
8. 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.

DRESS CODE FOR SPECIAL ACTIVITIES

1. School Sponsored Events: The above dress code not only applies to the school day, but also to all school-sponsored Socials, athletic events, drama/music productions, and field trips. Exceptions may be announced for special events.
2. Swimwear: Swimwear must display modesty. Girls may only wear one-piece swimsuits or tankini's that fully cover the midriff. Boys may not wear Speedo-style swimsuits.
3. Special Events (awards night, receptions, etc.): Formal, Semi-Formal or nice "church" attire is required depending on the event. Girls must wear dresses that are modest in appearance and follow the guidelines listed below, and boys are to wear suits or sport coats, dress shirts and ties.
 - a. Dresses may not be more than 4" above the knee in any posture. Necklines may not be low cut; cleavage may not be seen; open back dresses are not acceptable. Dresses must have at least one strap; strapless dresses are not acceptable. The material and style of the dress must be modest and not form fitting.
4. Guests at school sponsored events must conform to CBS policies and dress standards.
5. A dress code violation at a special event may prevent entrance into the event and/or discipline.

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.

DETENTIONS

Detentions are assigned in accordance with the Levels of Offenses chart and are recorded in FACTS. Detentions reflect a student's choices, giving opportunity for a change in behavior; each student is encouraged to be wise in his decisions. The Administration reserves the right to adjust detentions at their discretion. Detention takes precedence over all other school activities.

SUSPENSIONS

The principal may assign up to 3 days of suspension as a consequence of misconduct, which is either flagrant or repeated. All out-of-school suspension result in a unexcused absence for the day(s) missed. Two types of suspensions are issued:

1. In-School Suspension- is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and assigned work by the principal.
2. In-Home Suspension- The student is detained and supervised at home by a parent/guardian with a loss of privilege

LEVELS OF OFFENSIVES

Level I

This level of offense includes areas usually addressed by the teacher in the classroom or by monitors in all school functions. It is the lowest degree of violation and does not usually involve the Administrator.

Offenses: Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules, use of iPods, digital recorders, cell phones, electronic games, or other toys that could be broken, tardy to class; public display of affection of a minor nature; dress code violations; and other minor offenses.

Consequences: Assignment given by teacher, detention, written and/or oral apologies, tallies which add up to more serious consequences, missed recesses, fines, loss of privilege, or any combination of consequences as warranted.

Level II

This level of offense goes beyond Level I in regard to the severity or repetition of some offense. It is at this level that the principal becomes involved and records begin to be kept in the school office. Teachers may report Level II offenses to the principal for discipline.

Offenses: Repeated Level I offense, classroom disruption of more than a minor nature, disrespect of staff or teacher both in person and through social media, texting, or any online communications, harassment or bullying of another student (including racism) both in person and through social media, texting, and any online communications, ongoing negative/uncooperative attitude, profanity of any kind, inappropriate use of social media, texting, or any other app or online communications that would violate Christ-like character or conduct; i.e. suggestive images or, language, harassing behaviors, use of pornography, etc., misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, not being where the student is supposed to be, accumulation of five or more detention hours, or 1st time cheating incidents.

Consequences: In-school suspension(s), detentions, written and/or oral apologies, non-academic written assignments, loss of a privilege. A phone call, email, or a letter will be sent home for every level II offense committed and a combination of consequences may be warranted.

Level III

This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the principal.

Offenses: Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), repeated cheating, stealing or forgery, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds, or displayed through social media, texting, or any online communications), false-alarms being called or set-off, fighting, possession of weapons, sexual immorality both in person and through social media, texting, and any online communications, any criminal offense not including traffic

violations, and threatening remarks made to others both in person and through social media, texting, or any online communications.

Consequences: Meeting required between parent/guardian and administrator, the student immediately placed on probation (if allowed to stay at school), out of school suspension, multiple-in-school suspension days, written and/or oral apologies, require professional counseling, permanent removal from a class with a failing grade (if behavior took place in the classroom) or any combination of consequences may be warranted. Any level III offense may result in immediate expulsion, even without a previous record. Centennial Baptist School reserves the right to withdraw a student for any reason it determines is not in the best interest of the student or the school community.

CONDUCT PROBATION

Under certain circumstances, a student in grades 6th-12th may be placed on conduct probation. **Probation gives the student opportunity to display true repentance for offenses.** If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

1. Reasons for probation
 - Continued deliberate disobedience
 - Rebellious spirit which is unchanged following counsel
 - Continued negative attitude and a bad influence on other students
 - Insufficient academic progress (academic probation)
 - Serious breach of moral conduct inside or outside the school which has an adverse effect upon the testimony of the school
2. Length of Probation
 - One quarter or up to one school year, assigned by the school principal or administrator.
 - The probationary student may not permitted to engage in or be a part of, the ongoing extra-curricular activities of the school for a period of time to be determined by the administration.
 - The probationary student is not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role in planning or completion of programs while on probation.
 - The probationary student will be responsible for his behavior on a daily basis. He will be subject to frequent evaluations and corrective criteria.

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. 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.

Students should 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

Cell phone usage for entertainment purposes is not allowed during school hours. High School Students may briefly check their phones for text or social media messages during their lunch break. Middle school students may check their phones for text messages from their parents/guardians during their lunch break.

Since cell phones are disruptive and can easily be misused, they must be silenced on campus and are not permitted to be used for any purpose during class, Chapel or assemblies. Phones are best left in the student's locker. When a student violates this policy, the teacher will take the phone and give it to the school office for the student to pick up after the school day. Violations follow this progression:

1. **1st offense** \$10 fine/phone may be picked up after school
2. **2nd offense** \$15 fine/phone may be picked up after school
3. **3rd offense** \$20 fine/phone may be picked up after school by a parent
4. **After the 3rd offense**, the student may not bring a cell phone to school.

If the student is unable to pay the fine, the cell phone must be picked up by a parent. If the phone is confiscated a fourth time, the student may be suspended.

Smart watches follow the cell phone policy.

Parents are to refrain from trying to make contact with their child on their cell phone while they are in class. If a student must be contacted, the parent should call the school office and the school will relay the message to the student. Students may not be dismissed from class to make or answer calls.

GENERAL SCHOOL RULES/POLICIES

1. A student's school work 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 may not wear headphones or earbuds without teacher permission.
3. 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, e-cigarettes, water guns, water balloons, 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.
4. In the interest of school and individual student and staff safety, if the school has reasonable cause, Administration may inspect students' backpacks, purses, cars, lockers, or electronics at their discretion.
5. For maintenance purposes, the chewing of gum is not allowed on campus at any time.
6. 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.
7. There is no loitering in the restrooms, hallways, parking lot, or other unsupervised areas. Students that have been permitted to be outside during class are to respect other classes by being quiet and respectful. Students may not wander the halls or take extended time before/after visiting the restroom during class time.
8. 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.

VEHICLE GUIDELINES

1. The speed limit on campus is five miles per hour.
2. Once a student arrives at school in the morning, they are not to leave school without permission from the office.
3. The student parking area is off limits during the school day—access is granted by teacher permission only.
4. Student should not sit/loiter in vehicles while on school property.
5. Student use of a vehicle that endangers others or disturbs classes is not be tolerated.
6. A detention may be given for improper driving on school property.
7. Students that continually disobey these rules may lose driving privileges on campus.

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. Any Alumni/Youth Pastor who would like to visit CBS must provide an advanced notice, complete a Visitors Request Form and obtain approval from the principal. 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 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 desk top; 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 a 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 media outlets such as the school website, Facebook, Instagram, Twitter, etc. 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 available for middle/high school student use on a first-come, first-serve basis. 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.

LOCKERS

At the beginning of the school year, middle/high school students are assigned a hall locker and a lock. All lockers are to be kept neat, orderly, and used appropriately. Administration may inspect any locker at their discretion. No lunch boxes, gym bags, etc. are allowed in classrooms. The school is not responsible for items in the lockers, so avoid bringing unnecessary valuables to school. Lockers should be locked at all times. Writing, stickers, and/or marking on lockers is not allowed. All décor must be only on the inside of the locker and must be removed at the end of the year. Items displayed inside lockers should be appropriate and in good taste. If a locker is damaged or not cleaned in accordance with the above policy, a \$25 fee may be charged. Using a locker or a textbook that is issued to someone else may result in disciplinary action.

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.

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.

ATHLETIC PROGRAM/HANDBOOK

Centennial offers an organized, interscholastic sports program for middle/high school students. The purpose of the Centennial's athletic handbook is for a clear understanding of the athletic program and to enhance communication. This section is used to guide the athletic decisions of the Administration. The policies are reviewed annually by Administration. Students who participate in sports must follow the policies below.

IHSAA RANKING

CBS is a member of 1A1 Western Idaho Conference, (WIC), District III of the Idaho High School Activities Association. CBS adheres to IHSAA rules and policies. These rules and regulations are kept on file in the athletic director's office.

ACADEMIC PHILOSOPHY

Each coach and athletic personnel's ultimate goal is to help each student athlete follow our Lord Jesus Christ on and off the field. Christ comes first in all we do. Our second focus is academics. Each student athlete must remain current on their grades. Finally, athletics are a vital part of a student's life. It is important that each students understands these priorities in their life. Each aspect of the students life should show them striving for excellence.

ATHLETE'S ACADEMIC POLICIES

The student's ability to participate in sports depends on the students grades. The Athletic Director, coaching staff, and Administration implement the eligibility policies for our student athletes.

There are eight academic check points: 1st quarter midterm, 1st quarter grade, 2nd quarter mid-term, 2nd quarter, 3rd quarter midterm, 3rd quarter grade, 4th quarter mid-term, 4th quarter grade. Semester grades are not used for eligibility. **At the checkpoints students are required to have a 2.0 GPA.** Failure to have a 2.0 GPA will place the student athlete on Level 1 of academic probation. This applies to students with a 504 plan as well, unless otherwise authorized by administration. Students on academic probation are still expected to be with the team.

ACADEMIC PROBATION LEVELS

1. **Level 1:** Warning. The student will be put on an Academic Improvement Plan.
2. **Level 2:** Practice, but no competition but will still attend games.
3. **Level 3:** No Practice, competition but will still attend practice and games.
4. **Level 4:** Removal from the team.

**When a student gets their grades back to a 2.0 GPA they will be off Academic Probation.*

INSURANCE AND ATHLETIC PHYSICALS

It is the parent's responsibility to obtain insurance coverage for student athlete. CBS is not responsible for any injuries which players may incur. 9th graders and 11th graders are required to obtain a sports physical prior to participation. The physical must be completed and given to the Athletic Director before the first practice starts. It is the athlete and their parent's responsibility to set up the appointment for the physical. A sports permission slip must be signed for each participant.

SAFETY

Centennial Baptist School gives student's safety the highest priority. All that participate in athletics at Centennial must understand that there are always risk while playing sports. In the event that a student athlete has an injury which results in a concussion, the athletic director and coaches will follow the concussion protocol of the IHSA. All head coaches receive concussion training before the season. The Athletic Director will run a cognitive baseline test on each athlete prior to the season, because of the risks that are involved in athletics. Each coach is authorized by CBS to make medical decisions if a parent is not present. If a parent feels that the student is able to play but the coach disagrees, that decision will fall to the coach. The athletic department holds the right to require a doctor clear a student in event of a severe concussion.

ACADEMIC ADJUSTMENT FOR CONCUSSION VICTIM

In the event of a severe concussion, the staff at CBS may be informed by Administration to adjust the academic load for a student who is suffering from a concussion. This will only happen if written confirmation by a doctor is received. The adjustment will end when the student returns to play or Administration sees fit.

ACCEPTABLE COMMUNICATION WITH COACHES

When communicating with the coaches please do so respectfully. After a game is not an appropriate time to ask about playing time, or criticism of any kind. Remember that playing time is based on what happens in practice and the game. Waiting to speak to a coach until the next day makes it easier for parents and staff alike to calm down and have meaningful conversations that help solve problems.

MANDATORY PARENT MEETING

At the beginning of each season, we will have a parent meeting with the coach and the Athletic Director. If you are unable to attend the meeting you will be given a link to a video of the meeting. You will also need to sign all the paperwork.

VOLUNTEER OPPORTUNITIES

There are many volunteers needed during each season. We put out volunteer opportunities primarily online and through email. When you sign up, be sure to register your volunteer hours at the school office. To ensure that they go towards your balance of hours. Some volunteer positions that are needed: Bookkeeper for basketball and volleyball, scoreboard operator, concession stand, gate money handler, etc.

DRUG TEST

CBS reserves the right to require drug test as the need is assessed. The student athlete that is required to be tested may be chosen at random or specifically.

TEAM SELECTION

Middle School teams will not have tryouts unless we have a large amount of players interested for a specific team. JV and Varsity teams will be selected according to skill and leadership abilities. Playing time is earned, not automatically received. It is always a good practice for players to ask the coach how they could improve in their abilities and then focus on what needs improvement. Hard work will be rewarded.

PRACTICES

All student athletes will be required to be at each practice. The student may not leave practice early unless they have permission from the coach. If a student must miss practice (They should not miss unless it cannot be avoided) the coach should be informed ahead of time. If they miss practice, it may affect their playing time in the next game.

JERSEYS

Jerseys must be returned at the end of each season. If they are not returned a minimum of \$100 will be charged to the students account.

GAMEDAY ATTENDANCE

A student must attend school for at least 3 periods on that day in order to play.

SOCIAL MEDIA

CBS sees social media as a useful tool. Please only post positive pictures and comments on social media. Social media is not the place to criticize the coach, players or referees. Comments may be removed if they are not positive.

HAZING

Hazing embarrasses, harasses, and harms the recipient. Hazing is not tolerated.

CONDUCT OF AN ATHLETE

1. Remember, you represent Centennial Baptist School and, ultimately, Jesus.
2. Play hard, give it your best and glorify God.
3. Show kindness to the fans, visiting team and officials.
4. Do not argue with the officials. Captains MUST speak respectfully to the officials.
5. Be an encourager to your teammates.
6. Do not talk back to your coach. Be respectful.
7. Do not mock or insult others on either team.
8. Show good sportsmanship whether you win or lose.

CONDUCT OF A PARENT

1. Remember, you are representing Centennial Baptist School and, ultimately, Jesus.
2. Be kind and supportive of our team and coaches.
3. Be kind to the opposing team and coaches
4. You don't have to agree with the officials' calls, KEEP IT QUIET.
5. Remember both sides are teams of students doing their best, be encouraging.

CONDUCT OF COACHES

1. Remember, you are representing Centennial Baptist School and, ultimately, Jesus.
2. Lead the students in prayer.
3. Model to the students how to glorify Christ through sports.
4. Guide the students as they improve their athletic skills.
5. To manage the game to the best of their ability.
6. To encourage good grades.
7. Be kind in loss or victory

CONDUCT OF SPECTATORS

1. Remember, you are representing Centennial Baptist School and, ultimately, Jesus.
2. If you do not agree with a referee's call, be respectful/keep it quiet.
3. Remember both sides are teams of students doing their best, be encouraging.
4. Be graceful in defeat or victory.
5. Respect the calls of the officials.
6. Remember to watch your words.



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: _____