CENTENNIAL

BAPTIST SCHOOL

Preschool – 5th Grade School Handbook

2017-2018

3610 E. Ustick Rd. Caldwell, ID 83605 . 208-454-1997 . cbsmustangs@gmail.com

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LETTER FROM THE PASTOR/PRINCIPAL

Dear Parents,

Welcome to Centennial Baptist School! We are delighted to have your children enrolled in our school. Our desire is to help train them in character, initiative, and integrity, as well as in academic instruction.

Guidance for both the heart and mind give Centennial Baptist's students the advantage that will enable them to excel and achieve the very best. As we welcome you to our school family, it is our prayer that the Lord will have His way in your children's lives as they progress through their school years.

Thank you for choosing our institution to fulfill the God-appointed role of educating your children. We greatly anticipate what the Lord has in store for us this year.

I look forward to serving you and your children as the principal. Together with our dedicated staff, we hope to equip your children with Christ-honoring values as well as academic success.

We do not take it lightly that you have chosen Centennial as the school for your family. Let us know if there is anything that we can do for you at any time throughout the year. May God bless you and your family.

Sincerely,

Tony Van Manen

Principal and Lead Pastor

CENTENNIAL BAPTIST SCHOOL BOARD

Centennial Baptist School is a ministry of Centennial Baptist Church. The members and deacons of the church comprise the school board. 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:

Eric Falen

Jim Hain

Ben Mannen

Dan Schara

ADMINISTRATION

Tony VanManen – Lead Pastor/ Principal

Cole Crownover – Ministries Pastor

Melissa Cornwall – Assistant Principal

Amy VanManen — Administrative Assistant

SCHOOL ADVISORY BOARD

Melissa Cornwall

Sharon Crownover

LaRona Ezell

Brianna Katzenberger

Holly Mote

Rose Tilford

Lori Waggoner

PARENT-TEACHER ORGANIZATION LEADERS

Judy Jensen

Jamie Parkins

ABOUT CENTENNIAL BAPTIST SCHOOL

Centennial Baptist School is a ministry of Centennial Baptist Church, an unaffiliated Baptist church. The school's vision and purpose come directly from the Word of God and support and follow the vision of the church.

OUR VERSE

Luke 2:52— "And Jesus increased in wisdom and stature, and in favor with God and man."

OUR VISION

Our vision is for each student of Centennial to inspire, include, and impact the world for the kingdom of heaven.

OUR PURPOSE

Our purpose is to inspire students, first and foremost, to grow in their relationship with Christ and to develop their academic and social abilities. We want to include the students in a godly atmosphere where they are challenged to impact those around them for the Lord.

OUR PRINCIPAL

Tony Van Manen, the pastor of Centennial Baptist Church and the principal of Centennial Baptist School, is vitally interested in Christian education. Mr. Van Manen has taught and coached in Christian schools for many years.

It is his desire that all students come to know Christ as their personal Savior and that they grow into citizens that honor the Lord. Mr. Van Manen is known for his kindness in dealing with faculty, staff, and students. He is always willing to offer counsel to those who seek his advice.

OUR GOALS

The educational and spiritual objectives of the school will be to maintain the highest possible academic and moral standards in a Christian atmosphere, giving emphasis to the teachings of the Bible, which we recognize as the Word of God. Christian training in the school can have a positive effect upon the attitude, behavior, and scholastic excellence of children.

In a Christian school, knowledge and human experiences can be interpreted in the light of God's Word. Teachers have the right to help the children understand and accept New Testament moral values and to so educate them that the practice of these Christian virtues becomes the rule and not the exception. Our discipline is also interpreted in the light of Biblical teachings. In this Christian environment, children are allowed to pray, to read the Bible, and to memorize Scripture.

OUR ACADEMIC INSTRUCTION

The curriculum is made up of the total offering of the school, whether it be the academics, physical education, music, science, Bible teaching, or special events. All phases of the curriculum are directed to assist in the ultimate development of the student. Emphasis is placed upon the student's achievement and mastery of academic fundamentals.

OUR ACADEMIC INSTRUCTION (continued)

When a student has the Lord as the foundation of his life, he can better appreciate and assimilate the world of knowledge that surrounds him. At CBS, he is taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth as it is found in our curriculum.

Extra-curricular activities comprise an important part of a student's growth, and Centennial Baptist presents many open doors through which a person can enter. Music, art, speech, choral programs, sports programs, and classroom projects provide students opportunities to develop leadership.

As each year passes, we believe you will see the evident advantages of having had your child at CBS. At Centennial, students can maintain the academic and extra-curricular edge that one needs in this competitive world.

PROCESS FOR ADMISSION

In order for a student to be considered for admission to K-3-12th grade, an application form for enrollment must be completed and submitted to the school office, along with the application and registration fees. All applicants 1st—8th grade will also be given an entrance test.

K-3 students must be three years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

K-4 students must be four years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

K-5 students must be five years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

First—Fifth 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.

GRADING SCALE FOR CENTENNIAL BAPTIST SCHOOL

A+	**100 – 99 %**
A	**98 – 94 %**
A -	**93 – 90 %**
B+	**89 – 88 %**
B	**87 – 84 %**
B -	**83 - 80 %**
C+	**79 – 78 %**
C	**77 – 74 %**
C -	**73 – 70 %**
D+	**69 – 68 %**
D	**67 – 64 %**
D -	**63 – 60 %**
F	**59 – Below**

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, Bible teaching is applied to classroom and playground situations. For example, in the classroom, if a child is wasting time, the teacher may say, "Johnny, God says, *'Whatsoever thy hand findeth to do, do it with thy might.'"* We have found that this has a positive influence in the behavior of the child.

FOUR AND FIVE YEAR OLD 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* of the following subjects, he may be retained the following year: math, reading, and phonics.

ELEMENTARY GRADES 1st – 5th

READING Since 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.

ELEMENTARY GRADES 1st – 5th (continued)

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 Saxon curriculum for fourth grade and up. 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, Basic Spanish, and Physical Education are also taught.

REQUIREMENTS FOR PROMOTION 1st – 5th

*On the final report card, if a student receives a "D" or an "F" in any one of the following three subjects, a conference will be initiated between the parents and teacher to determine if the student needs summer school or if the student will be retained the following year: math, reading, and phonics.

SCHOOL ATTENDANCE GUIDELINES

CBS recognizes the importance of **attendance** and **punctuality** at school. ***Each student must be in attendance no less than 90% of the days in session. (Absences must not exceed 9 days per semester or 18 days for the school year.)*** If a student is in attendance less than the 90% requirement, his parent(s) must submit in writing the reasons for absence or meet with the principal and school board to discuss whether or not credits will be awarded as well as if promotion to the next grade will occur.

Excused/Unexcused Absences

When a student will be absent for *any* reason, the office must be notified before 9 am on each day of absence. In case of absence, the day the student returns, the parent should send a **dated** note to the teacher explaining the reason for the absence. **There are no excused absences except for student illness *with a doctor's note*, death in the immediate family, doctor and dentist appointments, or faculty-approved participation in school business.** Every effort should be made to schedule appointments, family vacations, trips, and so on so that they will not interfere with school hours.

Pre-Arranged Absences

If a parent finds that an absence will be unavoidable, he should see the office **at least three school days in advance for a permission slip for a pre-arranged absence** to get all of his child's make-up work before leaving**.** This slip will be given to the teacher(s), who will complete the assignment and date due portions for the student. The make-up work should be given to the teacher the day that the student returns to school. *Unexcused absences for which no permission slip is granted will result in zeros in all classes.*

Tardiness

Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. Tardies are generally unexcused. (Exceptions would be illness, emergencies, doctor's appointments, extreme weather, etc.) Any student arriving after 8:00 AM must go to the office and get a tardy slip before going to the classroom. **The sixth tardy in a quarter will carry the penalty of an unexcused absence, which results in a zero for one subject for that day.** Tardies will reset every quarter. You may regularly view absence and tardy information on your parent portal at app.praxischool.com/parent.

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

IMPORTANT – At no time is a child to be picked up by anyone other than parents or guardians, unless the office is notified.

We would like students to arrive ***no earlier than 7:40 AM*** unless they are enrolled in the before/after school program. If students must be dropped off before 7:40 AM, they are to report immediately to the gym until a teacher dismisses them to class. **They are not to go to their lockers or to any classrooms until the bell rings.** 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 has been set up so that it may be of special help to those parents who work. It is designed for students through age 12.

The hours for the Before/After School Care Program are 6:15 AM to 6:00 PM. **Any students (including car pools) who have not been picked up by 3:15 p.m. will be taken to the After School 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.

In order to help insure the safety of the students, we will release the children in the After School Care program to the following:

1. A child's parent
2. A person 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.

The rates for the program are as follows: $7.00 per hour for children up through age 12. ($35 maximum per day) Please contact school office for Full-time and Part-Time rates.

PLEASE NOTE: For those staying past 6 pm, $1 will be charged for every minute past closing.

Leaving Property Without Permission

Once a student arrives on campus, he is not to leave without permission for any reason. If he must leave, he must first check out with the secretary in the office.

Students must bring a parental note to the secretary before leaving the campus, or a phone call from the secretary to the parent will suffice as well.

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

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 an empty bottle 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 for 24 hours prior to returning to school.

ACADEMIC POLICIES

Textbooks

Parents are advised to encourage their child to maintain books in good condition. All textbooks should be covered with an acceptable cover. All non-consumable books (i.e. textbooks) must not be written in and must be returned to the school at year's end**.** If a book (library, text, or resource) is damaged beyond normal wear, **students will be charged (a minimum of $20) for the required repair or replacement** of that book.

Homework Policy

We realize that it is important that the school and parents communicate in order to help the student. Homework slips will be used to notify the parents of homework not completed. These will be sent home on a daily basis and must be signed and returned the following day. After three homework slips have been given, the teacher will call the parent. ***However, if a student receives three homework slips, the parent will be called. After five homework slips, the student will serve a disciplinary detention. After three detentions, we feel it wise that the student not return to school until a conference among the parents, the teacher, and the principal has taken place (one-day suspension).*** We want to do all that we can to help your child and to solve any problem before it becomes too serious.

Report Cards

Report cards are issued four times during the school year. **The 1st and 3rd quarter report cards will be available at the scheduled Parent/Teacher Conferences. Second quarter report cards will be sent home with students.** Please see the school calendar for these dates. **Year-end report cards will be available in the office on the Friday a week after school dismisses.**

We know that you can understand that CBS is not financially capable of maintaining outstanding accounts. If your bill is not current and paid up, report cards will be held until the account can be made current.

Summer School

Any student who receives an "F" average in any subject for the year will be required to take summer school in order to be passed to the next grade or in order to be able to receive any credits for that course. Summer school will be an eight-week program, three days a week. The student will have to take one hour per failed class, and the cost is $10 an hour. Any student who makes a "D" may be recommended to take summer school as well.

Late Work/Make-Up Work

An important part of a student's education is to complete class assignments and homework assignments at the time prescribed. Any homework assignments not done will affect the child's grade.

Late Work/Make-Up Work (continued)

If a student does not complete his work on time, when it is done, 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.

Students who must make-up a test because of an absence must adhere to the make-up test policy. Students will be given one day for each excused absence to make up a test. It is the teacher's responsibility to give the test to the student. Absenteeism is extremely detrimental not only to the academics, but also to the welfare of the student. Each student will be given one day's grace for each **excused absence** (or absence due to illness, appointments, etc.) to make up missed assignments. It is the student's/parent's responsibility to obtain missed assignments from his teacher. **Make-up work may not be picked up during school hours. Makeup work may be picked up from the office between 3:00–3:30, but a parent must notify the office before noon of the intent to pick up work.**

K-3 - K-4 - K-5 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 Grade 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.*

In order to be of more help to parents and students alike, we have an "envelope system." This is one way of communicating with the 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 tally mark will be issued for each day that it is not returned**. The envelope will be considered lost if it is not returned by the following Monday, and a $3.00 charge will be incurred for a replacement.

HONORS

Honor Roll

Students achieving all A's and B's for the entire year will qualify for the Honor Roll.

Attendance Award

Special 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 year (August—May). This would include Valedictorian and Salutatorian.

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 his awards.*

LADIES DRESS CODE

Shirts

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. Tank tops, halter-tops, spaghetti straps, or other tops that are revealing around the neck and shoulder are not permitted unless a shirt is worn underneath or covering. Backs must be fully covered.

Acceptable: Blouses**,** sweaters**,** dressy knit tops, polo shirts, sweatshirts**,** t-shirts, sleeveless shirts that reach the shoulder

Unacceptable: T-shirts/shirts with logos, or pictures, tops contrary to Biblical principles (including bands), shirts with skulls, undershirts, tank tops including spaghetti straps, midriff/skin visible under the shirt at any time, or any item deemed immodest or sloppy.

Dresses and Skirts

Dresses cannot have a low-cut neckline; display cleavage; be considered tight or clingy; be sheer to allow any underclothing to be visible; or in any other way be considered immodest, according to school authority.

Acceptable: A modestly cut dress or skirt is one that is meant to display femininity yet not flaunt oneself immodestly. 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.*

Unacceptable: Any shorter than the top of the knee when standing or a having any slit that goes higher than 2 inches above the knee when standing

Pants

The cut of the slacks/pants must not allow skin (above the knee) or undergarments to be visible **at any time**; must not drag the floor; or must not have holes. Leggings must have a skirt, dress, or covering within dress code policy listed above.

Acceptable: Dress slacks, Docker-style pants, corduroy pants, capris, cargo pants, jeans, and shorts/skorts to the top of the knee, thick style jeggings with pant pockets

Unacceptable: Sweat pants/shorts, exercise/warm-up pants/shorts, pajama pants, spandex, leggings as pants, spandex jeggings without pockets

Shoes

Acceptable: Leather/leather like dress shoes, boots, sandals, athletic shoes, crocs, flip-flops

Unacceptable: Slippers, shower shoes, stiletto-style high heels, lace-up boots

Wednesday Chapel Attire

Students in 1st – 5th grade will have weekly chapel. Dresses, skirts, or dress slacks with blouses are to be worn on Wednesdays. (Please make sure that shorts or leggings are worn underneath the skirt or dress for modesty.) Students may not wear t-shirts, sweatshirts, jeans, or shorts for chapel attire. See above policies for any questions regarding length, leggings, etc.

Physical Education Attire

Proper fitting, non-marking tennis shoes are required.

Jewelry/Hair

Extreme amounts of jewelry should not be worn. A maximum of two piercings in the ear lobe or two pieces of jewelry may be worn on the outer ear. Gages are not permitted. Other than a girls ear, jewelry requiring body piercing may not be worn. Hair must be of a natural color, clean, and well-maintained.

GUYS DRESS CODE

Shirts

Shirts must not be see-through, sheer, tight, or clingy.

Acceptable: Button-down, collared dress shirts; polo shirts; sweaters; t-shirts; sweatshirts

Unacceptable: T-shirts/shirts with logos, or pictures, tops contrary to Biblical principles (including bands), shirts with skulls, undershirts alone, tank tops, midriff/skin visible under the shirt at any time, or any item deemed immodest or sloppy.

Pants

The cut of the slacks/pants must not allow skin (above the knee) or undergarments to be visible **at any time**; must not drag the floor; or must not have holes.

Acceptable: Dress slacks, Docker-style pants, corduroy pants, capris, cargo pants, jeans, and shorts to the top of the knee

Unacceptable: Sweat pants/shorts, exercise/warm-up pants/shorts, pajama pants, spandex

Shoes

Acceptable: Leather/leather like dress shoes, boots, sandals, athletic shoes, crocs, flip-flops

Unacceptable: Slippers, shower shoes

Wednesday Chapel Attire

Students in 1st – 5th grade will have weekly chapel. Dress pants and a collared shirt (tucked in) or dressy sweater are to be worn on Wednesdays. Students may not wear t-shirts, sweatshirts, jeans, or shorts for chapel attire.

Physical Education Attire

Proper fitting, non-marking tennis shoes are required.

Jewelry/Hair

Boys are allowed to wear one necklace, a watch, a bracelet, and up to two rings. No other jewelry is allowed. No earrings, gages, or tapers are allowed. Jewelry requiring body piercing may not be worn. Hair must be of a natural color, clean, and well-maintained. Hair length should be above the eyebrow, above the ear on the side, and above the collar in the back. Fads (mohawks, devillocks, liberty-spikes, etc.) will be addressed as necessary. Facial hair is not permitted on students.

Additional Dress Code Policies

Shoes must be worn at all times. Make-up is not permitted for elementary students. Tattoos are not permitted including drawing on the arms and legs with ink, pencil, or marker of any kind. Hats or hoods may not be worn inside the building at any time. Blankets, capes, and distracting accessories are not appropriate attire and are not to be brought to school.

Additional Dress Code Policies (continued)

Outside school hours, staff and administration will enforce the dress code with students that are representing and participating in school activities (sporting events, school programs, retreats, etc.). However, some activities may allow specific dress, which will be enforced by the staff.

Fads will be addressed as necessary by the administration.

Any infraction of the dress code will result in a student being asked to correct it before being allowed to attend class. Parents will be notified to bring a change of clothes to the office. If they are unable to do so, the school may provide clothing.

CODE OF CONDUCT

It is assumed that each student will maintain a high standard of personal activity and that only a minimum of disciplinary action by the school will be necessary.

Centennial Baptist School expects the cooperation of its students in the development of respect for, and the enforcement of, the rules and regulations of the institution.

Any student who conducts or publicizes an off-campus activity in which he/she commits offenses not permitted by the school code of conduct is liable for the discipline corresponding to each particular offense occurring at the activity in question. This may include items posted on social networking accounts.

K-3 - K-5 Discipline System

The K-3, K-4, and K-5 classes use a red light/yellow light/green light system for behavioral issues. This system will be explained to parents by the teacher.

1st—5th Grade 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:

1st offense—conference with the principal/detention assigned

2nd offense—conference with the principal and a parent/detention assigned

3rd offense—removal from class for the remainder of the day/detention assigned

4th offense—removal from class for the remainder of the day/suspension the following school day/ conference with the principal, a parent, and a member of the school board/detention assigned

5th offense—immediate expulsion

Detentions will be 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 Praxi account.

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), he loses all privileges of attending any extracurricular activities, as he is no longer enrolled.

Disciplinary Offenses

Offenses of a lesser nature will be handled by the teacher through the systems mentioned above. More serious behaviors are handled with the following disciplinary actions:

In-School/Out-of-School Suspension Offenses

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 principal and school board.

Bullying/fighting (Bullying includes physical and verbal altercations)
Inappropriate language (includes name-calling)
Physical aggression (tripping, pulling out chair, pushing, etc.)
Exposure/depantsing/inappropriate touching
Willful disobedience of rules
Uncooperative spirit
Disrespect to staff/volunteers
Open disrespect or challenge to authority
Defiance of authority
Honesty issues such as lying and cheating
Possession of questionable literature
Destruction of school property
Theft/attempted theft
Intentionally starting a fire/false fire alarm
Setting off firecrackers/smoke bombs
Dangerous items carried on person (pocket knives, matches, lighters, needles, etc.)
Passing of medicines (non-prescription) from one student to another
Consistent tardiness
Repeated lower infractions
Failure to change pattern of incomplete schoolwork
Repeated immodest or unacceptable clothing/hairstyle

Expulsion Offenses

Possession of weapons
Possession, use of, or selling of drugs/alcohol/tobacco
Extreme vandalism
Possession of obscene literature (pornography)
On-going, unresolved lesser behaviors
Continued unwillingness to commit to school character expectations, goals, and principles
Constant infraction of school regulations
Repeated lower level infractions
Passing of medicines (prescription or non) from one student to another
Computer sabotage

Recommended Withdrawal Offenses

Consistent academic problems
Consistent behavioral problems
Consistent social problems
Consistent attendance problems

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 any property of CBS or CBC will receive the appropriate punishment. Willful damage to or destruction of school property or of another student's property will not be tolerated. All damage must be paid for, whether willful or accidental. This includes damage caused by horseplay. A minimum of $50 will be charged, depending on the damage.

Respect to Teachers

Teachers should always be addressed as Mr., Miss, Ms., or Mrs. Students should address teachers in this manner both on campus 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 immediate suspension or expulsion.

Cheating

Cheating is dishonest, and dishonesty in any form will not be tolerated at Centennial Baptist School. Any student guilty of cheating will receive a zero on the test/quiz/assignment, will be dealt with severely, and will receive an automatic disciplinary detention.

Boy/Girl Relationships

Students must refrain from displays of affection involving physical contact at the school or school functions, including travel to and from school activities. This includes transportation to and from school, without parental accompaniment. ***(This would include hand-holding, hugging, petting, kissing, or any bodily contact at any time between the opposite sex.)***

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 given to charity.

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.

Books/Magazines

Books are not to be brought to school unless they are a part of the student's class work or have been approved by the teacher. Any student who brings a book or magazine to school without permission which is, in the opinion of the school, inappropriate, will receive an automatic disciplinary detention. Students with literature in their possession that contains wording or pictures that are suggestive to sexual experiences are subject to severe penalties or possible expulsion.

Fighting

If students have any differences, they are to report to the teacher on duty. Any student guilty of fighting could be subject to suspension or expulsion.

Gum/Candy/Food Items

To help with building maintenance, **gum and, candy,** are not allowed in the hallways/ classrooms at any time. Food items are **only** allowed during specified times and in specified areas of the building. Clear water is the only acceptable beverage, and it must be in a sealed clear container. All other foods, snacks, and drinks may only be consumed in the designated lunch/snack areas.

Electronic Devices

No electronic devices of any type may be brought to school. This includes iPods, handheld gaming devices, and headphones. **If any such items are seen, heard, or used, they will be confiscated. The device will then only be returned to the parents.**

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 POLICIES

Protection of Children

We ask that parents please not remain on the property after dropping children off. This request is strictly for the protection of your children. When there are adults waiting on the property, we cannot be certain who should really be here. Of course, if we allow some parents to stay on the grounds, we would have to allow everyone to do this. We would not want to have a child taken off the school grounds by an adult who appeared to be a parent. It really is safer for your child if we keep the property clear of adults other than teachers and staff members throughout the school day. Parent volunteers are an exception to this policy.

Visitors and Volunteers

All visitors must check in at the office before visiting any class or other regular school time activities. Anyone not employed by or enrolled in CBS will not be allowed to loiter on school grounds during school hours.

Bicycles, Skateboards, and Roller Blades

Students may ride their bicycles to school if parents desire. However, we cannot be responsible for theft. Skateboards, roller blades, and heelies are not allowed on the property.

Medication

If a student is to take **any medication** while at school, he must have written instructions on file in the office for the administration of medication. All medication will be kept at the school office and will be dispensed by the school. Medicine must be properly labeled, and properly packaged. All prescription medicine must with have the accompanied prescription or prescription bottle.

Telephone Calls

Neither teachers nor students will 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

At Centennial we use media outlets such as the school and church website, Facebook, Instagram, and Twitter to promote activities at CBS. 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. You also understand that slander and negative comments posted on these sites will not be tolerated and could be grounds for student dismissal or legal action.

Lunches

Students are to bring their lunches in a sack or lunch box clearly marked with their names. No lunch should be delivered by a parent to a student in a classroom. All lunches need to be brought to the office. *No microwaves are available for student use*.

Monthly menus will be sent home the third week of each month and will also be posted on the school website. The appropriate amount of money should be sent back the day after the menu is received to purchase lunches at the $2.75 price. If a student does not have a lunch or lunch money, the school will notify the parent that money needs to be brought in. Money still owed at the end of the money will be added to the family's monthly bill.

FINANCES

Because our teachers are hired on a yearly basis and the tuition is an annual fee, we will be unable to provide a reduction in the case of a prolonged absence. This also requires us to charge a fee for students who withdraw early. 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.

Please make all fees payable to CBS by cash, check, money order, or Visa/MasterCard. For your convenience in making tuition payments, the annual tuition can be divided into nine or twelve monthly payments. All of our billing is done through Praxi, as stated in the enrollment packet. You can make payments to them directly or bring them in to the office.

- 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.

**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 Praxi 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 day of—added to Smart Tuition) 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

Since Centennial Baptist School exists upon the tuition which we receive from parents, we, of necessity, may request that any family who is behind in its monthly tuition payments pay the 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, for accounts with due date of the 15th) 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

In the event that the DEBTOR becomes delinquent and payment is not made on amounts owing under the terms of an 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 theretofore 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.

SCHOOL POLICIES AND CONSENT TO COMPLY

Since Centennial Baptist School is interested in enrolling a specific type of student, all students must give complete support and cooperation to the school administration in order for them to attend the school.

Centennial admits students of any race, color, and national or ethnic origin.

Students enrolled in Centennial Baptist School may not at any time participate in smoking, drinking, use of narcotics, or any type of behavior which is considered to be immoral by the administration of Centennial Baptist School. This applies to acts committed not only on the school property but also off the school property.

Attendance at Centennial Baptist School is a privilege and not a right; this privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time, which, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether he conforms to the specific rules and regulations of the school.

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

By enrolling your student in Centennial Baptist School, *you agree to comply with the rules and regulations stated herein.*