

*Christian
Center
School*

Handbook

2011 - 2012

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OUR VISION

To disciple a generation that loves God, honors family, builds the church and reaches the lost.

OUR MISSION

To provide individual academic excellence in a family environment to biblically prepare tomorrow's leaders to reach our community and world.

INTRODUCTION

Christian Center School opened in the fall of 1979 as a ministry of Prairie Avenue Christian Center. We offer a full academic program for Preschool through the 12th grade.

In our pursuit of academic excellence, we provide an environment which promotes godly values and Christ-like character. We are partners with the home to facilitate a healthy Christian atmosphere where the student can achieve their greatest potential.

In order to make an informed commitment to work and walk together with common purpose, it is important that parents and children understand the principles and philosophy of Christian Center School prior to making application for enrollment.

Our grades K through 12 are made up of Christian children from Christian homes and parents, who attend church regularly and are committed to a Bible-believing church in our community. Our school is open to Christian families who share the same basic tenets of the Christian faith, who have strong convictions for family and for child training, and who are committed to the academic and spiritual success of their children.

It is not the purpose of our school to reform the character of children. It is our purpose to provide an environment where the character of children from Christian homes can be preserved and promoted, and tomorrow's leaders prepared. Parents will be expected to be involved in and aware of their children's education and school activities, and to attend parent meetings, quarterly Parent Conferences, and the Annual Awards Ceremony.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His victorious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit who indwells Christians enabling them to live godly lives.

We believe in the resurrection of both the saved and the lost; those who are saved are resurrected to eternal life and those who are lost are resurrected to eternal separation from God.

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

BASIC STANDARDS OF CONDUCT AND APPEARANCE

A biblical standard of conduct and appearance will be expected of all students. This requires a high level of commitment by all involved: staff, parents and students. One of the main reasons parents enroll their children in a Christian school is to have better awareness and involvement in their children's peer group. By having a basic standard of conduct and appearance, all families know what they can expect from others, and what others are expecting of them. Out of love and consideration for one another, we ask both parents and students who do not hold tightly to these basic standards to not select our school.

Attitudes - We desire for our children to grow in having the mind of Christ as represented by attitudes of humility, enthusiasm, cooperation, and respect.

Character - We desire for our children to pursue and grow in genuine holiness. Our children will not be involved in, nor will they speak favorably or casually regarding any of the following: cheating, smoking, gambling, drinking alcoholic beverages, using illicit drugs, listening to or viewing unwholesome or worldly entertainment. As parents, we recognize that today's entertainment has a strong influence on our children, and we agree to carefully screen what we allow our children to see and hear.

How We Relate - Since our friendship with God was restored by the death of his Son while we were still his enemies, we will seek to extend that same great love to each other, making allowance for each other's faults, making every effort to keep ourselves united, and binding ourselves together with peace. We as staff, parents and students will endeavor to build each other up with the intent that all should reach their greatest potential. Bullying in any form will not be tolerated.

Boy-Girl Relationships - We desire for our children to grow up with deep convictions regarding the sanctity and responsibility of marriage; to understand that God himself has provided for life-long companionship between one man and one woman only through the protective covenant of marriage; and to develop godly habit patterns for relating as brothers and sisters in the Lord outside of the marriage covenant. To provide an environment where these convictions can grow, we ask that parents teach their

children to wait until after High School to pursue relationships with the opposite sex beyond that of friendship.

Speech - We desire for our children to grow up understanding just how important our words are to Christ. Our children will not lie, swear (including euphemisms), use unseemly or crude speech, gossip, or tear down others with their words. The words we speak should be life giving.

Appearance - We desire for our children to understand how God feels about modesty, how it relates to their attitude toward Him, toward one another, and toward their future spouse. To achieve an environment of modesty and proper appearance, Christian Center School provides Dress Requirements to which students adhere. Details are covered on a separate handout issued Aug. 1 each year. Our goal is to provide an environment with:

- A consistent level of modesty.
- Relationships which tend to be based more upon the inward person instead of the outward person.
- A higher level of performance and esprit de corps, which are influenced by how we dress.

Clothing must be clean, in good repair, and be replaced as required by wear-and-tear or outgrowth. It must have the right fit- not 'form-fitting', not baggy. Hair styles should not be faddish, and jewelry should be unobtrusive.

Dress Requirements are in force during any school related activities, and before and after school if anywhere on the school premises, except when approved for special occasions by the principal.

All students are expected to respect the school and church property. Defaced, marked or broken property will be repaired or replaced at the offender's expense.

Concerning Parents and Marriage:

If children reside with two parents or guardians, we believe it is a Biblical requirement that the parents be legally married, as one man and one woman.

ADMISSIONS PROCEDURE

Relationship, involvement and commitment are key ingredients in any successful school - ingredients which require conscious decision and time. We recommend therefore, that new families take time to get to know us and how our school operates before deciding to enroll their children. Please plan a time to bring your child(ren) in while school is in session, if possible, to look around and ask questions. Applicants for enrollment will be screened by interview and by recommendation of their Pastor. High School students are typically enrolled only at the beginning of a new semester.

Steps toward Enrollment:

1. When parents contact the school office and indicate their interest in the school, they are given or mailed a packet of school information. This information may also be accessed on our website. It is important that prospective new families carefully read the Handbook and other informative materials so they will be fully aware of the environment we are trying to provide, and that by choosing to enroll their children in CCS they are agreeing to hold the same standards.
2. If after reviewing the Handbook and other materials you decide to apply for enrollment, please fill out and return the questionnaire and schedule an appointment to meet with the school Principal and teacher(s) and tour the school.
3. We appreciate meeting with both parent if possible. We require that students 7th grade and older attend an interview with the staff. If there are concerns about our school being a good academic fit for a student we may require or recommend diagnostic testing, which may be scheduled for a different time.
4. When the decision is made to accept a student, and there is an opening for the student, parents are typically informed by phone and the required enrollment forms are mailed to the home. These need to be filled out and returned promptly to confirm enrollment. If there are no openings, prospective students are placed on a waiting list for consideration for future openings. New students must provide immunization records and a copy of their birth certificate as required by Idaho law.

We do not have appropriate staff in place to administer student medications. Nor do we have the extra staffing needed to provide special instruction for students with special learning needs.

Parents understand that by enrolling their child, permission is granted for the possible use of their child's image for the duration of our promotional materials.

Christian Center School does not discriminate on the basis of race, color, national or ethnic origin.

KEY FACTORS PROVIDED BY CHRISTIAN CENTER SCHOOL

- Parents can be directly involved in the instruction and training of their children in the educational setting. (Deuteronomy 6:4-7; Ephesians 6:4)
- Curriculum and philosophy are Bible-based, Biblically consistent, and Godly. (Isaiah 54:13, Colossians 2:6-8, James 4:4)
- The peer group is Godly, and problems can be dealt with and solved Biblically. (I Corinthians 5:11, Galatians 6:1)
- Staff, parents and other workers are all Godly and have the same basic values and commitments. (Psalm 1:1)
- We are family. (Philippians 2:4)
- Excellence and character, environment and academics are our overall commitment. (Colossians 3:17)

STAFF

All our staff are dedicated Christians. Our teachers are highly qualified and have been selected because of their Christian character, educational experience and training, and their gifting and ability. Teacher certification is preferred but is not a requirement of our staff. Our teachers regularly attend Educators Conventions, seminars, and other training opportunities.

TUITION AND FEES

Tuition is billed on a monthly basis. Re-enrolling students and new students enrolling prior to Sept. 1 (grades 1 through 12) are billed on a 10 month basis, August through May. Families enrolling after Sept. 1 pay on a 9 month basis for time enrolled.

New students in grades 1 through 12 pay a non-refundable Registration Fee of \$200 per student at the time of acceptance. A non-refundable Annual Registration Fee is due each Spring to hold positions for students returning in the Fall. Early Registration begins March 1, and is \$150 per returning student (\$100 for 3rd or additional student enrolled from a family). For those who opt to wait, Regular Registration for returning students begins March 23 and is \$200 per student, and is due by April 15 to guarantee a position. Any open positions after April 15 will be filled with new families from the waiting list.

Registrations for Preschool and Kindergarten are \$100 and \$120 respectively. Tuition and fees are explained in detail in the Tuition Schedule and the Tuition and Fees handout. These are also found online at www.renweb.com for enrolled families, and at www.ccs-id.net for all.

Monthly billings are mailed on the first of each month. Your full monthly payment is due by the 15th of the month. Please be prompt. For those who choose to use an ACH bill pay system for the entire year, or who prepay the entire year, there is a 3% tuition reduction.

Payment checks should be made out to 'Christian Center School'. Your payment may be mailed or handed to the front receptionist. Accounts are past due if payment is not received by the 15th of the month and will be assessed a \$20 late charge, or 1.5% of the amount past due (which ever is larger). When an account is past due 30 days, the entire account balance is required to be paid in full, or the students of the family are required to withdraw (unless prior arrangements are made with the administration). A fee of \$20 plus any bank fees is assessed when a check is returned due to insufficient funds.

If a student withdraws, tuition is due for the entire month of the last calendar month in which the student attended. If a parent notifies the Principal of their intent to withdraw prior to the final month in which the student is enrolled, tuition is due only for the portion of the last month attended.

PARENT INVOLVEMENT

Parent awareness and involvement in their children's education is a key to their success. Parent participation in the educational process enables them to know the classroom procedure and how their child is performing in that environment, and thus to better assist them there. It enables parents to know the peer group and how their child relates in that context, and thus influence those relationships. Parents who fill a regular staff position as a **classroom aide** one day a week have a lower tuition schedule. These positions are filled as needed.

Classroom aide work hours are typically 8:00am to 4:00pm on their assigned day. There is no babysitting service provided by the school. If an aide needs to miss their assigned day, they are responsible to arrange for their own qualified substitutes and communicate these arrangements with their supervisor.

Our Parent Teacher Organization (PTO) started our **Parent Involvement Corps** (PIC). Parents are required to contribute a minimum of 24 hours of school service for each family with children in grades 1 through 12 (12 hrs. for Kindergarten only families). Parents report their hours to the PIC secretary, who maintains a record of PIC involvement. If a family chooses, they may pay instead of spend the time (at a rate of \$15/hr, to be billed half at mid year and half at the end of the school year).

Our annual **Spring Auction** is our largest and most important fundraiser. Every family is expected to participate in securing services or items, in planning, publicity, set-up, or organization. Each family is required to secure at least two auction items having a minimum value of \$50 each. The first item is due in October, and the second in November (specific dates will be announced at the beginning of the school year). Families will be billed for items not secured. It is not our intent to burden families with another expense, but rather to have families contact local businesses to donate items or services. What we charge for tuition is less than the actual cost to operate our school. We depend on parent involvement in the PIC and in our Auction efforts to keep our budget balanced.

ATTENDANCE

Students are expected to be present and on time at school every scheduled day of operation. The regular school day begins at 8:30am, with staff arriving at 8:00 for staff devotions and staff meeting. School is out at 3:30, with student pick up no later than 4:00. Kindergarten and Preschool dismiss at 11:30. We have a four day school week, Monday through Thursday, with High School required to attend half days every other Friday. Absences are only permitted for illnesses or emergencies, and medical appointments when they can not be scheduled during non-school hours. All absences should be excused in writing by the parent of the student.

Even part day absences will result in loss of Perfect Attendance. Four daily tardies will result in an absence. In accordance with Idaho State code, except in extraordinary cases, credit is not given when a student is not in attendance at least 90 percent of the time (9 days at most can be missed in a semester).

COMMUNICATION

Report Cards will be reviewed with and issued to parents at quarterly Parent Conferences and at the end of the school year. Our school uses an interactive administrative management system called **RenWeb**. Parents are able to access their child's homework assignments, test scores, and daily progress through the internet. Most of our school communications are by internet or e-mail.

HOMEWORK

When students do not complete their school work during the school day, they are expected to finish this work at home. Grades 1 and 2 can expect occasional math and reading assignments. Grades 3 through 6 can anticipate regular assignments in math, reading and spelling. Grades 7 and 8 have an average of 15 minutes of homework per core class each day, and High School has an average of 20 minutes per class.

DISCIPLINE

All discipline is designed to restore a child to right behavior and to preserve the environment we endeavor to provide for our children. If a character or attitude problem has been addressed with the student and significant change is not forthcoming, a conference may be held between the school principal, the student, and the teacher. The parents may be requested to participate in the conference if the severity of the problem so warrants.

Actions requiring discipline may result in a detention, and are usually referred to the home for further attention. Discipline is primarily the responsibility of the parents. Parents are typically informed of a behavioral problem by email or a phone call from the teacher. Examples which might result in disciplinary action could include infractions of the Standards of Conduct found on pages 3-4.

A severe infraction may result in an immediate temporary suspension or expulsion. Expulsion is a rare and serious occasion, and only occurs if the student refuses to repent of the wrong action, or that the wrong action would result in harm to the character or well being of the other students.

A students who does not work to their ability, as typically indicated by two or more failing class averages, will be placed on academic probation. The student then has three weeks to improve their grades. If adequate improvement isn't forthcoming, the student will be required to withdraw.

CURRICULUM & CLASSES

The core curriculum for our learning to read program in Kindergarten is Accelerated Christian Education. For Grades 1 through 12 we use A Beka Book, BJU Press and Saxon Math for most classes.

BJU Press and A Beka Book are comprehensive, biblically based curriculums that have made a commitment to traditional Christian beliefs and strong academic standards. Their student textbooks contain a wealth of colorful photographs, illustrations, graphs and content that fully integrates a biblical worldview with academic life. These are curriculums that blend factual knowledge and critical thinking skills with biblical truth.

Computer skills are taught throughout elementary and secondary classes utilizing high-speed internet in each classroom. Spanish, P.E., Music, and Art are typically taught in all grades. Our elementary music students perform occasional musicals with a message. Wednesday Chapel begins with student led worship for the entire school, followed by inspirational messages and discussion in each of the homerooms. Band, Journalism, and Leadership Class are some of the electives available for upper grade students. Our ASB officers organize inspirational, recreational, and community service activities. We have had a variety of student clubs that typically meet after school. At the time of this publishing, we have a Robotics Club and a Drama Club.

CCS has presented a school play every spring for many years. Casts for these productions are large and additional participation of students in technical and stage roles is encouraged, providing opportunities for all interested students to participate.

CCS partners with the Idaho Digital Learning Academy (IDLA) to offer a broad variety of classes to high school students in grades 9 thru 12. These courses can supplement our offerings and can help students recover credit needed for graduation. Students can also dual enroll to receive simultaneous credit for high school and college. Regular IDLA courses have an additional \$75 per class per semester fee and dual enrolled courses have a \$100 fee.

CCS also participates in North Idaho College's dual enrollment (WINGS) program to offer affordable college classes to excelling high school seniors. We encourage seniors to take a few college classes prior to graduation to ease their transition into college.

HIGH SCHOOL GRADUATION REQUIREMENTS

Christian Center School requires a minimum of 48 semester credits to graduate. The College Preparatory path is required for all students, unless a General Preparatory path is approved by the High School Supervisor and the Principal. Our high school does not have a full offering of General Prep courses of study. Our high school may not be a good fit for students who struggle academically or who lack motivation in their school work. The General Prep student may earn High School credit for eighth level courses during their ninth year if the student's performance level is below chronological level, or they may substitute a high school math course other than those prescribed below.

Transfer students must successfully complete at least 10 semester credits in this school before receiving a diploma from Christian Center School.

COLLEGE PREPARATORY CURRICULUM

SUBJECT	REQUIRED UNITS
English I, II, III, IV	8
Algebra, Algebra II, Geometry (Advanced Math)	6
Biology, Physical Sci., Chemistry (incl. Labs)	6
Senior Project	1
World History	2
U.S. History	2
American Government	2
Economics	1
Bible (Humanities)	4
Health	1
Foreign Language/Spanish	4
Speech	1
Keyboarding	1
Computer Literacy	1
Physical Education (1 each year)	4
Electives (1 each year)	4
TOTAL	48

HIGH SCHOOL JOBS

In most cases, it is recommended that students not hold regular jobs during the school year. School work must take priority over a student's job and the job must not interfere with school performance.

ATHLETICS

Christian Center School is a founding member of the Mountain Christian League (visit at mountainchristianleague.com) and participates in Girls JV and Varsity Volleyball and Boys Varsity Soccer in the fall, and Boys and Girls Varsity Basketball in the winter. We also participate in a local Boys and Girls Junior High Basketball program in early spring.

Christian character, attitudes and actions must be displayed in each athlete's daily life as well as at games. Any action which would bring discredit to the team will render that student ineligible to participate. Athletic letters or pins may be earned and will be awarded in accordance with our established Lettering Criteria policy. For more information about athletic policy and fees, contact our Athletic Director, Kris Howard.

HIGH SCHOOL TRIPS

Our High School has taken trips to Mexico, Costa Rica, and Uganda. Our goal is to take a trip every other year, typically to a Spanish speaking country. These trips and their fund raisers are parent organized and directed, with school staff oversight. We have taken four trips since 2001. Trips are educational, with an emphasis on missions.

ACCREDITATION

Private schools are not required to seek accreditation in the State of Idaho. There are a few private schools in our area that are accredited, but we have chosen to not seek accreditation. We believe the benefits of accreditation do not warrant the cost. Our teachers are highly qualified and have been selected because of their Christian character, educational experience and training, and their gifting and ability. Teacher certification is preferred but is not a requirement of our staff. It is always our goal to attain academic excellence and to comply with all State and local requirements.

Public high schools are not obligated to accept high school credit from unaccredited high schools. But, students in good academic standing who transfer from our school to a public high school in Idaho during their freshman or sophomore years rarely have difficulty transferring. Students transferring in their Junior or Senior year have on rare occasion been placed on academic probation for a period of time to prove their academic ability, or have had their high school credits rejected (these were out of state transfers, or students with less than average grades).

College admission has never been denied to any of our graduates because of accreditation. College and university registrars evaluate applicants by their college entrance exams, standardized test scores, and the individual's academic record. Our graduates are well prepared to succeed in college. On annual standardized achievement testing, our students' average scores are consistently above the national norms.

MOTIVATIONAL PROGRAMS

QUARTERLY AWARDS: At the end of each Quarter, student awards (stickers or certificates) are presented for the following achievements:

1. Perfect Attendance for Quarter
2. All Scripture Memorization for Quarter
3. "A" or "B" Honor Roll for Quarter
4. Academic Hall of Excellence for Quarter

A quarterly Awards Chapel is held the Wednesday morning following the end of the 1st, 2nd and 3rd Quarters. Parents are invited and encouraged to attend.

ANNUAL AWARDS CEREMONY: Annual trophies, certificates and athletic letters will be awarded to students who qualify. Some of the awards are:

1. Perfect Attendance for Year
2. All Scripture Memorization for Year
3. "A" or "B" Honor Roll for Year
4. Academic Hall of Excellence for Year

SCHOOL SUPPLIES

Kindergarten

PLEASE WRITE YOUR CHILD'S NAME ON THESE SUPPLIES:

Scissors, Watercolor Paints and Primary Paper

SEND THESE SUPPLIES with NO NAME, for sharing:

12 Glue Sticks, 6 Pencils, 2 Elmer's Glue, 2 Boxes of Kleenex, 2 Pkg Wipes, 24 Crayons, Primary Color Markers, Colored Pencils

Grades 1 thru 4

Bible (NLT)

Spiral Notebook, wide rule (gr. 1 & 2)

1" 3 Ring Binder, wide rule Notebook Paper, package of 5 Tab Dividers (gr. 3 & 4 only)

#2 Pencils, Pencil Can

Large Erasers, Glue Sticks, Kleenex

Crayons or Colored Pencils

Ruler, Scissors

School Supply Box

Grades 5 and 6

Bible

#2 Pencils, Pencil Can

1" 3 Ring Binder, Notebook Paper (2 packages)

Composition Books, not spiral (2)

4 Spiral Notebooks

Highlighter, Ruler, Large Erasers, Kleenex

Junior High and High School

Bible

2 Composition Books (not spirals)

3 X 5 Cards (100+)

4 X 6 Cards (50+)

Notebook Paper (no spirals, please)

American Heritage Dictionary

Roget's Thesaurus

1 three-sided Display Board for the spring Science Fair

Highlighter, writing utensils, book covers

Calculator (8th and above), protractor, compass, ruler, graph paper

Spanish/English Dictionary and spiral notebook

Kleenex (a box to share with the class, please)

Small assignment notebook

Thumb drive (flash drive, jump drive) USB portable storage device

Additional equipment or supplies may be required for elective classes

Please mark your child's name on supplies not to be shared.

OTHER POLICIES

TRANSPORTATION: Student transportation is the responsibility of the parents. Car pools are encouraged for transportation to and from school. Parents need to alternate transportation duty for away games and field trips. Students may need to reimburse drivers for gas on long trips.

Students who are licensed and insured, and who exhibit proper caution and driving skill, are permitted to drive to school. They may only transport their siblings to and from school and during school activities. Any driving violation on church property will result in the revocation of on-campus driving privileges.

COMPUTER USE: Students are required to log on to any of our school computers with their logon name and password. New students need to speak to the administrator to get set up. All of our computers have online filtering, but this is no guarantee that all inappropriate material will be blocked. Students must always log off when they leave their work station. Students are not permitted to use computers before or after school. School computers are for school work only, and not for personal work. Accessing inappropriate sites will result in disciplinary action, including loss of computer privilege and possible suspension.

PHONE USE: Phones are reserved for official school business and emergency calls. Any use of phones by students must first be authorized by the classroom supervisor. Parents may call and leave voice messages for students and staff, and staff will return calls after school. Cell phones must be turned off during the school day and may only be used with permission from the staff. Misuse of a cell phone will result in the phone being taken until it is released to a parent at the end of the day.

NOTES
