

# Columbia County Christian School



## Parent / Student Handbook

**A**cademic Excellence

**B**iblical Worldview

**C**hrist-like Character

**2010/2011 School Year**

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### **Mission Statement**

To glorify God, by equipping future leaders with Academic Excellence, a Biblical Worldview, and Christ-like Character.

### **Vision**

CCCS students will acquire God's wisdom, academic knowledge, Christ-like character and a Biblical worldview so they are equipped to become faithful, discerning, creative servants of God, positively impacting their culture.

### **Philosophy of Education**

CCCS promotes student growth and personal excellence through ***Spiritual Formation, Academic Thinking, Skill Development, Community Outreach and a Biblical Worldview***. Our educational program and methods of instruction are dependent on a Biblical philosophy of education where facts and principles are consistent with the Bible. We accomplish our goals through caring, effective Christian teachers who:

- Have positive expectations for student success.
- Have strong classroom management skills, which enhance student learning and achievement by increasing the time the students are working.
- Design lessons for student mastery by giving them precise directions on what is to be accomplished. Students are taught the steps needed to learn, achieve and accomplish a particular academic task and provided with information and tools to succeed at each step.

The following goals/Expected Outcomes are intended to provide guidelines consistent with our philosophy of education.

### **Goals and Expected Outcomes**

• ***Spiritual Formation*** - Children will have a solid understanding of the Christian faith and values as found in the Bible and reflected in the life and teachings of Jesus Christ.

• ***Academic Thinking*** - Children will have a commitment to life-long learning, and an ability to think critically, solve problems effectively, and draw conclusions from research, personal analysis, and investigation.

• ***Skill Development and Community Outreach*** - Children will have a Christ-like confidence that comes from being immersed in a joyful and supportive environment. They will develop interpersonal skills to work cooperatively and effectively with others, and will become salt and light in the community.

• ***Skill Development and Academic Thinking*** - Children will be well prepared in all academic disciplines, and will be skilled in reading, writing, speaking, listening, mathematics, and the sciences. Children will acquire an intrinsic work ethic.

• ***Biblical Worldview*** - Children will have the ability to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews. They will understand how to apply God's word to every area of life.

### **Board of Directors**

The Columbia County Christian School Board is comprised of people dedicated to the mission of the school. They create policy, hire an administrator and have a heart for serving the Lord and CCCS. The school board is ultimately responsible for the financial condition and overall procedures of the school. Please pray for the CCCS Board of Directors as they make important decisions throughout the year. Parents are welcome to attend these meetings.

### **Accreditation and Affiliation**

Columbia County Christian School is provisionally accredited through the Northwest Association of Accredited Schools (NWAAS), is a member of the Association of Christian Schools International (ACSI) and is registered with the Oregon Department of Education.

### **Admission Policy**

CCCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loans, athletic and other school-administered programs.

A child enrolling in Kindergarten must be 5 years old by September 1 **or** parents must submit ALL of the following:

- Proof that the child will be 5 years of age by October 31 of the current school year.
- Proof the child has completed at least one full year of preschool.
- A CCCS Kindergarten Readiness Form, completed by the child's preschool teacher.

Children who have not attended preschool but turn 5 by October 31 will be administered a Kindergarten Readiness Test in August to determine if they are eligible for our program.

Enrollment of children in Columbia County Christian School is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its

policies. Each student must desire to attend CCCS and agree to honestly and wholeheartedly apply him/herself. He/she agrees to be courteous and respectful to his/her peers, staff, and faculty.

CCCS is not a corrective institution. Consequently, we ask that you do not enroll your student with the idea that we will reform him/her. We are here to work with the home, not take the place of the parents in their God-given role. Students who are presently on suspension from another school, or who have been expelled, will not generally be accepted. When a student's attitude is not in accord with school policies and principles, that student may be placed on probation, and a parent conference will be called. If the administration feels the situation has not changed within a reasonable time, the student will be withdrawn.

CCCS cannot meet the needs of all students. While we desire to be a blessing to all, and respect the value of every child, we cannot adequately accommodate the highly specialized needs of some students who are academically or behaviorally challenged. The school board reserves the right to ask parents to withdraw a student whose needs cannot be properly met. In addition, the administrator will review all admissions and has the final say regarding their acceptance.

### **Steps for Admission**

The following forms must be completed and returned:

1. Application (new students only)
2. Birth certificate copy (new students only)
3. Certificate of immunization
4. Criminal Background Check Form
5. Records Transfer Request, if applicable
6. Registration Card
7. Society Membership Form and dues
8. Student Application (grades 6-8)

In addition to the above;

- The (non-refundable) registration fee must be paid.
- All available records from previous schools must be submitted, including confidential and special education files.
- New families should schedule a meeting with the administrator.
- Parents should review the school rules with their child and sign and return the Parent/Student Handbook Compliance Agreement.

Parents will be notified within one week as to the outcome of the application for admission process. The administrator will meet with parents for an enrollment orientation before the child attends class.

### **Enrollment Order**

1. Returning Students
2. Siblings of returning students
3. Children of new teachers
4. Students on the waiting list
5. First come first serve

Without administrator approval, no student will be permitted to begin the new school year unless the previous years account has been paid in full.

### **Before and After School Club**

CCCS offers a Before and After School Club. If you are interested in this service, please contact the office for a packet of information and registration form. Any student not picked up within 15 minutes of the end of their school day will be escorted to Before and After School Club and charged accordingly.

### **Immunizations**

By law, all students must complete an Oregon Immunization form to attend school. These forms must be completed and returned to CCCS prior to the first day of school. It is the parent's responsibility to fill out and keep updated. An Oregon Health Department Report is filed in January of each year. If immunizations are not complete or up-to-date, exclusion orders are filed with the State and enforced in February.

### **Sickness**

If your student is ill (fever, vomiting, or diarrhea), please do not send him or her to school. Contagious diseases (i.e., chicken pox, strep throat), should be reported so that we can notify other parents to be on the lookout for symptoms. Students may not return to school until 24 hours after vomiting or diarrhea and fever is gone.

### **Dress Code**

God has called us to excellence in all things, including our outward appearance. CCCS has adopted a dress code for several reasons:

1. To encourage students to respect each other for who they are, not what they wear.
2. To eliminate undue concern for outward appearance.
3. To reduce distractions in the learning environment.
4. To characterize modesty.

Key Words: NEAT, CLEAN, and MODEST

All clothes must be in plain, solid colors and in good repair- no tears or holes. Appropriateness of an individual student's clothing and general appearance will still be at the discretion of the student's teacher and/or administrator.

CCCS recommends the "French Toast" retailer for school clothes. Their clothing meets the dress code requirements, they are reasonably priced and CCCS earns money from each order placed. French Toast catalogs can be obtained in the school office. Whether or not clothes are purchased from this retailer, the catalogs provide a good visual for the requirements listed below.

**Boys** – Polo shirts, button down or turtlenecks, in any **solid** color. White shirts must be worn on all chapel days. Sweaters, sweater-vests or CCCS logo or solid colored hooded jackets can be worn over shirts. Pants or walking shorts in **khaki, navy blue or black only**

**Girls** – Polo shirts, and turtlenecks in any **solid** color. White button down blouses or shirts must be worn on all chapel days. CCCS logo or solid colored hooded jackets can be worn over shirts. Skirts skorts, jumpers, pants and walking shorts may be worn in **navy, khaki and black only**

**Shoes**- Tennis shoes should be worn on P.E. days. Closed toed and heel (1 ½" or less) shoes or boots that allow the student to safely engage in daily activities, indoors and out. Absolutely no shoes with wheels are allowed.

**Length** – Shorts, skirts, and jumpers must be no shorter than 2" above the knee.

Blue jeans and CCCS logo shirts may be worn on Fridays or the last day of school that week (not chapel day). CCCS logo shirts are required on field trips unless the classroom teacher specifies otherwise.

### **Electronic Devices/Gum/Bikes etc.**

Use of electronic devices such as Game Boys, iPods, etc. is prohibited in the classroom, on field trips and on school grounds. If brought to school they must be kept in the student's backpack and be turned off until after school. Any responsibility for loss or damage lies with the student. Gum chewing is not allowed for K-5 students. Use of skateboards, shoes with wheels and bicycles will not be allowed either during school hours or at school-sponsored events. The only exception would be if the event required this equipment and the use was totally supervised by an adult.

## **Attendance & Tardy Policies**

### Attendance:

On-time attendance is important and expected of all CCCS students. By example, parents should encourage consistent attendance and the courtesy involved in being on time. Attendance is tracked both by the teacher and the office and kept in the student's permanent file.

Daily attendance allows students to receive the maximum benefit from classroom instruction. When a student must be absent, parents should call the school office before 8:00 a.m. so the teacher may be informed. Upon returning to school the student should bring a written excuse for the absence.

Pre-planned absences: A written notice by the parent or guardian shall be submitted to the teacher at least one day prior to the absence. If homework is needed, one week's notice is required. Please plan family vacations to coincide with school vacations whenever possible.

Make up work: Students with excused absences will be allowed to make up work; usually two (2) days for each day absent. Special considerations will be made when the teacher deems it necessary.

### Tardiness:

A student will be considered tardy if he/she arrives at school later than 8:00 a.m. A grace period of 2-3 minutes will be allowed to accommodate clocks that are set at different times than the schools. Students who are tardy must report to the office for an *Admit Slip* prior to joining their class. Teachers are not to admit late students to their room without this slip.

Nine tardies will constitute an un-excused absence and will be recorded as such on the student's permanent record. School hours are from 8:00 am to 3:00 pm. Students will start each trimester with a clean slate.

Students missing a whole class period/subject will be marked absent for half (1/2) a day rather than tardy.

### Early Dismissal from Class:

- Doctor, dental and other appointments should be made outside of school hours whenever possible.
- Parents or authorized persons need to sign students out on the *Student Sign In/Out Sheet* in the office and then wait while the secretary calls for the student.
- Students returning the same day need to be signed back in through the office, get an *Admit Slip*, and return to class.

## **Conflict Resolution**

From time to time, parents and/or students may have problems with a policy, conflicts with a procedure or staff person, or perhaps just a question regarding a student's comments at home. CCCS hopes that parents realize a student's reporting

can be inaccurate depending on their level of maturity and the particular circumstances. (Prov.18:13) The best solution is to go directly to the source to get your information. (Matthew 18:15) We endeavor to be open, honest, and quick to correct if we are in error. We seek to follow God's goal of peace and unity. Christ gave us guidelines to follow when such situations arise.

1. In Matthew 18:15 we are told us to examine our own heart and then go privately to the person and settle the issue. (Gal. 6:1) Most problems will be solved at this level. If the matter has not been settled, then you would initiate step two.
2. In Matthew 18:16 we are told to take one or two witnesses. At school, this would be another student, teacher, administrator, or parent who is aware of the situation. Most problems or conflicts at this level can be resolved in a spirit of cooperativeness and understanding. Rarely will the next step be needed
3. In Matthew 18:17 we are told to take the issue to the church (in our case, the leadership of the school or the arbitration/mediation board member). This would only be necessary for grave issues. If a person has followed the above steps and twice gone to the offender, failure to follow through with our responsibilities could hurt our brother by allowing him to get deeper into sin, hurting others if the offense harms them directly and damaging the reputation of our school.

Discussion of problems, conflicts, or questions with anyone not directly involved is wrong. Often it simply becomes gossip. Please use discretion and follow biblical principles by going directly to the source – staff person, student, parent, administrator, etc. – for a quick and honest resolution.

By following the Matthew 18 principle, we keep the information and offense limited to only those directly involved: those who are a part of the solution.

By violating this process, we can cause divisiveness and strife between others and ourselves. By not addressing issues/concerns quickly and honestly, we run the risk of allowing a root of bitterness to develop. (Heb. 12:15)

Working as partners with the school, parents will be expected to:

- Seek or provide recommended help for students with special needs
- Cooperate in enforcing the school standards.
- Listen to their children but use discernment and talk to the teacher to determine the validity of the report.

## **Discipline Policy**

Our total program is designed to support parents in developing their children's spiritual, academic, moral, physical and social character. To carry this out, we believe it is necessary to follow the scriptural admonition to correct a child when his/her behavior is in violation of school rules. We seek to develop high standards of behavior, problem solving skills and self-discipline among the children. We want to equip them with the social and moral attitudes, which are necessary if they are to become responsible adults.

### Students Rights

1. To be provided with a safe environment most conducive to learning.
2. To have teachers who will provide positive support of a student's appropriate behavior and clear rules and procedures to limit his/her inappropriate behavior.

### Teacher Rights

1. To have a classroom that provides the optimal learning environment.
2. To expect and request appropriate behavior from students.
3. To ask for help from parents, the administrator and other personnel when assistance is needed for a student.

### Parent / Guardian Rights

1. To receive timely communication regarding their child's behavior.
2. To be informed about school policies and procedures.

### **School Rules:**

1. Treat yourself and others with respect
2. Protect school property and the property of others
3. Follow the posted rules and procedures
4. Listen to and obey those in authority
5. Be safe

### **Behaviors not allowed at CCCS**

Profanity

Intentional harm to self or others in words and/or actions

Intentional damage to property

Direct defiance (refusing to obey those in authority)

Illegal acts

### **Consequences if a student chooses to disobey**

#### Minor Infractions – (one or more of the following)

1. Reminder – Student will say and/or write the rule or procedure that they disobeyed.
2. Redirection – Student will be asked to re-do the action correctly.
3. Restoration – Student will apologize and/or clean up area and/or repair the damage to the best of their ability.

4. Reinforcement – Student will prepare a Behavior Improvement Plan, which will be signed by the student and their parent(s).

Major Infractions (see behaviors not allowed at CCCS)

1. The student will be sent to the office.
2. The administrator will contact the student's parents and lead the student through the steps above.

A possible in-school suspension may be arranged for the following day. If there is still no resolution the administrator will meet with the parent(s), teacher, and possibly the student and an out-of-school suspension would be discussed and arranged. If problem persists, the administrator would compile all pertinent information available and present a summary and recommendation for discipline or dismissal to the CCCS Board. The board would then make the final determination for appropriate discipline or dismissal. Prior to being readmitted, a parent/student/CCCS staff conference would be scheduled to outline the next course of action. The student could be placed on probation.

Suspension/Expulsion:

In very extreme instances a student may be suspended or expelled. Each case will be handled on an individual basis depending on the specific nature of the offense, and always with an attitude of Christian concern.

**Rewards if a student chooses to follow the rules**

The student will learn in a safe and friendly environment

The students will respect themselves and earn the respect of others

The student may receive Eagle Awards

The student can participate in school parties and events

Classroom Discipline Plan

Each teacher has a Classroom Discipline Plan for his/her classroom that he/she will review with the parents and students before the student attends class. The plan will list the classroom rules, consequences that will occur if the child chooses to disobey and rewards for following the rules. Consequences may include but are not limited to the following:

1. Loss of a privilege
2. Additional assignments
3. Loss of recess

In every instance, the consequence will be used to teach the child the correct behavior, not punish or humiliate them. Should the child chose to continue to disobey the classroom rules set by the teacher, the student will be required to complete a *Behavior Improvement Plan* and the teacher will contact the parents the same day.

## **Harassment**

CCCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect: one that is free from all forms of intimidation, exploitation and harassment. Our school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline up to, and including expulsion.

## **Child Abuse and Neglect Reporting**

State law requires that school staff report all suspected cases of child abuse or neglect to the proper authorities. Legal authorities have the responsibility for investigating each case and determining the facts.

When there is reasonable cause to believe a student has suffered abuse or neglect, a phone call to the office of Child Protective Services must be made within 24 hours.

If a Child Protective Service's caseworker or other investigative official requests a student interview: we will honor that request with the provision that a staff member be present as the child's advocate.

## **Educational Rights and Privacy Policy**

Columbia County Christian School ("CCCS") affords parents certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day CCCS receives the request. A written request, submitted to the administrator, should identify the record(s) they wish to inspect. The administrator will then make arrangements for access and notify the parent of the time and place of the inspection.
- 2) The right to request in writing, an amendment to the student's educational records that is believed to be inaccurate or misleading. A letter to the administrator should clearly identify the part of the record to be changed, and why it is inaccurate or misleading. If the administrator decides not to amend the record as requested by the parents or eligible student, CCCS will notify the parent of the decision and advise them of their right to a board hearing regarding the request. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.

CCCS has the right to disclose information contained in the student's school records to school officials with legitimate educational interests. A school official is a person employed by CCCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with

whom CCCS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. All other disclosures of information from a student's school record require written parental consent.

### **Visitors Policy**

For safety, all visitors are required to sign in at the school office. "Visitor" includes, ALL volunteers, friends, family, workers, and any other person not enrolled or on staff at CCCS.

Visitors will receive a VISITORS PASS and volunteers will receive a V.I.P. badge, which need to be returned when signing-out.

All adults are encouraged to inquire about the nature of a visitor's business and direct him/her to the office if he/she is **not** wearing the proper I.D. Students who see a visitor (adult or teenager) who is **not** wearing a VIP badge or a VISITORS PASS should notify a teacher and/or the office immediately.

Student guests are not allowed at school without prior approval from the school office and teacher(s).

Class visitations by parents are encouraged and welcomed if arrangements have been made in advance with the teacher. In order to minimize classroom interruptions, a parent who brings something for the student should leave it in the office and the student will be notified.

### **Pets/Animals**

Students are allowed to bring pets or other special items on a sharing day. Live animals, on a leash or in a cage, are to be approved by the administrator, accompanied by a parent or guardian, and taken home directly after sharing.

### **Birthdays**

It is a privilege to help celebrate your student's birthday. We ask you to contact your student's teacher at least one week in advance to set a date and time for the classroom party. Birthday invitations for home parties may be passed out at school, providing all students in the class are receiving one.

### **Field Trips**

All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules while on field trips. Students are to treat chaperones with the highest respect. Obedience and quick compliance to their requests is expected at all times.

## **Volunteer Policy**

Classroom volunteers are encouraged because it allows parents to become more involved by contributing both to the students and the mission of the school. For the safety of our students, all volunteers are required to have a completed background check prior to helping in the school. Background check information forms for each parent or guardian are included in your child's registration packet and should be turned in at the time of registration. Forms are also available in the school office.

### **Each family is required to volunteer 30 hours per year.**

Volunteers should record their time in the office. A balance will be sent home by December 31, after all the hours are tabulated.

For those families not able to volunteer, they may choose "buy out" for a tax-deductible fee of \$300.00

Volunteers are expected to follow the same code of dress as staff and students:  
Key Words: NEAT, CLEAN, and MODEST

In keeping with Ephesians 4:29, volunteers are asked to meet the following expectations pertaining to any information discussed, viewed, or observed at the school.

- Refrain from discussing any child's behavior, records, or personal situations with anyone except that child's teacher.
- Go directly to the classroom teacher or administrator with questions.
- Defer to a school official in any situation that pertains to discipline, dress code, or other behaviors, unless specifically asked to do otherwise.
- Do not let personal opinions interfere with treatment of individual children at CCCS.
- Do not bring siblings or younger children to school when volunteering in the classroom or on a field trip, unless prior arrangements are made with that teacher.
- Read the "First Aid Notes" located in the school office at the first volunteer visit and contact a staff member immediately in the event a student is injured.
- Field Trip drivers and/or chaperones must read, sign and return the Chaperone Field Trip Rules.

We ask that you work with your child's teacher(s) to fit into volunteer times that work for him/her.

### **School Closures and Emergency Information**

- School closures or late starts due to inclement weather will correspond with the St. Helens School District.
- School closures will be on one of the Portland area news channels (2, 6, 8, 12) starting at 5:00 AM. Look for "St. Helens School District" across the bottom of the screen.

- Neither the staff nor the board will know anything until they see it themselves, so your quickest answer will be the T.V.
- We will start two hours late when the district has late start.
- If the buses are on snow routes, CCCS will start at the regular time.
- More closures are added as the morning goes on so continue to watch.

In any situation where the school may need to close early, it will be broadcast on KOHI radio at 1600 am. Students will be kept at the school until an authorized person picks them up.

Fire and earthquake drills are conducted monthly to familiarize the student with the procedures.

### **Student Release**

In order for a child to be released during the day, the parent or guardian must come to the school office and sign the student out. The child should not be picked up from the classroom or the playground. Please send a note to the teacher on the morning of the early dismissal stating who will pick your child up and at what time.

### **Lost and Found**

Articles of clothing and students' personal property should be marked with the students' name. Items found lying around, left behind, or misplaced will be placed in the lost and found. The lost and found is located in the lunchroom. You may come to retrieve the items before or after school. Articles left at school past the last day will be donated to a charitable organization.

### **Report Cards and Conferences**

Report cards will be issued at the end of each trimester. Progress reports will be sent mid-trimester. Conferences will be held at the end of the first and second trimester and any other time a parent or teacher calls for one.

CCCS has a higher grading standard than other schools in the area:

- A = 100 – 90 Outstanding (exceeds expectations)
- B = 89 – 80 Very good (occasionally exceeds expectations)
- C = 79 – 70 Satisfactory (meets expectations)
- D = 69 – 60 Below grade level (needs extra help and time)
- F = 59 – 0 Unsatisfactory (unable to do, improvement needed)

### **Lunches and Snacks**

Hot lunch is **not** provided every day of the week and is dependent on the number of parents who volunteer for this service. Please check the website for updates on when hot lunch is served. Also, please send you child with a nutritious snack each day.

### **Phone Use**

In trying to teach responsibility, the telephone is not to be used by students except when approved by a staff member. Arrangements for visits and playing after school should not be made over the school phone. Cell phones must be turned off and stored in a backpack during school hours.

### **Medication**

Parents are encouraged to give necessary medications at home if possible, but the school will administer prescribed or over the counter oral medication if the *Authorization for OTC/Prescription Medication Administration* forms are signed by the parent and a physician or dentist. Forms are available in the office. Medication must be sent to school in its original, clearly labeled container and be kept in the office.

### **Curriculum**

CCCS curriculum includes all subjects and activities normally found in an elementary school program: reading, math, language arts, science, social studies, P.E., health, music and art. In addition there are some areas of instruction that can only be offered in a private school. Our children receive Bible instruction, character building and prayer as a part of their day. The development of Christian ethics and allegiance to God and country are emphasized as well. No student will be excused from any school course for religious reasons. Our complete scope and sequence is available on our website.

### **Testing**

Scantron Performance Tests are given to students in September and May. Test results will be sent to the parents within a week of the testing date. New students starting within the school year will also be tested for grade and group placement.

### **Transfers and Withdrawals**

If a child is withdrawn from school, a conference should be held when possible, between the parent and administrator stating the reason for withdrawal. Records will be sent to the new school when all financial accounts are settled.

### **Refund Policy**

Student registration fees, tuition and dues are non-refundable. Any student enrolled on any day of any month will be charged the full month's tuition and dues.

### **Payment Policy**

Payments received 5 business days past due will be assessed a \$20.00 late fee. If a payment is 4-weeks past due, the Board will be notified and may request a meeting with the parents to discuss further actions.

Tuition payments are due on the 1<sup>st</sup> day of the month. A grace period of 5 days is allowed after which a late fee of \$25.00 will be assessed. If an account is more than 15 days past due, a reminder notice will be sent. If an account is more than 30 days past due, the Administrator will request an immediate meeting with the person(s) responsible for payment to discuss the situation and establish a suitable

payment plan. If so desired, a meeting with the Board may be requested. An account that is more than 60 days past due without a suitable payment plan in place will be subject to additional action up to, but not limited to, expulsion of the student(s) and submission of the account to collection. No family may re-enroll for a new school year with an outstanding balance due.

Please make every effort to work with us to bring your account current. Referring accounts to collection and discharging a student from school is our last and least desired approach to addressing the issue of past due charges. However, the costs of operating the school require us to hold those who have enrolled their children in our school to their commitment to make regular and timely payments.

In this regard, if our efforts to establish a suitable payment plan have proven unsuccessful, the school administration will send the account to collections. In these cases, those with overdue payments will assume the responsibility for payment of all fees associated with the collection of the debt. These fees may include, but are not limited to: attorney fees, court costs, late fees, and other associated costs.

### **Scholarships**

CCCS distributes scholarships based on financial need and the donor's criteria only while funds remain available. The maximum scholarship is one-half the tuition cost. A scholarship committee uses the FACTS Grant & Aid Assessment program to determine the applicant's need. The committee begins selecting recipients in May of each year for the following school year. Apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com) or contact the office at 503-366-9209 for a paper application.

### **Fundraising and Gifts**

Our two major fundraisers for the year are our Family Relay in the fall and our Auction in the spring. All parents are encouraged to participate in these fun events. Other fundraising projects may arise from time to time. Any fundraising projects must be approved in advance by the administration.

Financial gifts to the school are necessary to continue capital improvements, maintain a high quality of instruction and to help keep tuition from being prohibitive to families desiring a Christian education for their children. All gifts are gratefully received and wisely used. Donations are tax deductible.

### **Volunteer Opportunities**

**Thursday and Friday Lunch Program:** Help shop prepare, or serve lunch to the kids every Friday from 10:00 a.m. - 1:00 pm and/or help with cleanup.

**Classroom Volunteers:** Varied duties such as: correcting papers, supervising playground, creating and putting up bulletin boards, etc. (to lighten the load of the teacher so he/she may spend more individual time with students and planning for students.)

**Hospitality Coordinator:** Coordinate provisions i.e. meals and cards for CCCS families in need.

**Theatrical Productions:** Help with sets, music and all that goes into making great productions!

**Prayer Ministry:**

Commit to pray daily for the needs of your adoptive staff member.

**Building/Grounds:** Cleaning, mowing, landscaping, and/or custodial. Participate in workdays, which are usually scheduled in August and June.

**Marketing Committee:** This committee will recommend to the board a program that advances and strengthens Christian schooling in Columbia County.

**Finance Committee:** This committee will provide research, budget comparisons, and other support needed to facilitate the administrator in preparing annual and strategic budgets, etc.

**Fieldtrips:** Drive students to and from field trips and chaperone.

**Fundraising Committee(s):** This committee is primarily responsible for on-going fundraisers such as:

Box Tops for Education

Auction

Family Relay

SCRIP, Retail Gift Card Fundraiser

eScrip, Safeway club card participation, etc.

Swim Marathon

Christmas Little Tree & Seasonal Favorites Auction

## **Parent's Code**

### **As much as God enables me to, I will do the following:**

- 1) Pray earnestly for Columbia County Christian School.
- 2) Seek the advancement of CCCS in all areas – spiritually, academically, socially and physically.
- 3) Cooperate with CCCS to make Christian education effective in the life of my children.
- 4) Support the school by donations of time, money and/or tangible items.
- 5) Pay all my financial obligations to CCCS on or before the date due and if unable to pay on time, I will notify the secretary as to when payment will be made.
- 6) Support the Biblical teaching of CCCS and agree that my student will not be excused from any class for religious reasons.
- 7) Seek to resolve my concerns with the person or persons most directly involved if I become dissatisfied with the school in any way.
- 8) Ensure that my child is regular and prompt in attendance.
- 9) Develop a routine, which allows my child to be well rested and come to school with proper nutrition.
- 10) Not allow my child to bring toys or distracting items to school unless approved by the teacher.
- 11) Encourage completion of homework assignments
- 12) Attend Parent-Teacher conferences.

**Columbia County Christian School  
Biblical Morality Policy**

Columbia County Christian School's Biblical role is to work in conjunction with parents and guardians to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if his/her conduct is counter to or in opposition to the Biblical lifestyle the school teaches or if the student's family promotes such practices and is unable or unwilling to support the moral principles of the school. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality or homosexual activity. (See Romans 1:24-27, Colossians 3:5-15)

I have read the school's Biblical-morality policy, and I agree to abide by it.

\_\_\_\_\_  
Parent(s) Signature

**Parent/Student Handbook Compliance Agreement**

I have reviewed the 2010-2011 Parent/Student Handbook and agree to comply with the rules and policies contained therein. I also agree to review these rules and policies with my child(ren) before they attend class at CCCS

\_\_\_\_\_  
Parent(s) Signature