

Columbia County Christian School



Preparatory Kindergarten Parent / Student Handbook

Academic Excellence
Biblical Worldview
Christ-like Character

2019/2020 School Year

56523 Columbia River Hwy.
Warren, Oregon 97053
(503) 366-9209
www.ccchristianschool.net

Table of Contents

Accreditation and Affiliation	5
Admission Policy	5-6
Admission, Steps for.....	6
Attendance & Tardy Policies.....	10-11
Bathroom Policy.....	9
Birthdays.....	17
Board of Directors.....	5
Bullying/Harassment	9-10
Child Abuse and Neglect Reporting.....	15
Conflict Resolution	11-12
Curriculum and Family Values.....	21
Discipline Policy	12-14
Dress Code.....	7-9
Dress Code Enforcement Policy	9
Educational Rights and Privacy Policy	15-16
Electronic Devices	9
Enrollment Order	6
Field Trips	17
Fundraising and Gifts	22
Goals and Expected Outcomes	3-4
Grading Scale	22
Gum	9
Handbook Compliance Agreement.....	25
Immunizations	7
Inspection and School Property.....	14-25
Lost & Found	20
Snacks.....	20

Medication.....	20
Mission Statement and Vision.....	3
Morality Policy	25
Parent’s Code	24
Payment Policy	21-22
Pets/Animals.....	16
Philosophy of Education.....	3
Refund Policy.....	21
Separated Families.....	23
School Hours	7
Scholarships	22
School Closure and Emergency Information	20
Sickness	7
Society Meetings.....	16
Statement of Faith	4-5
Student Release.....	20
Transfers and Withdrawals	21
Visitors Policy	16
Volunteer Policy	18
Volunteer Opportunities	19

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 that enhance student learning and achievement by increasing the time the students are working.
- Design lessons for student mastery by giving them comprehensive instruction on what is to be accomplished. Students are taught the steps needed to learn, achieve and accomplish a skill 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** - Students 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. Students will view Scripture as a dynamic presentation of God and His desire to be in relationship with us.
- **Academic Thinking** - Students 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, Spiritual Formation and Community Outreach** - Students 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** - Students will be well prepared in all academic disciplines, and will be skilled in reading, writing, speaking, listening, mathematics, and the sciences. Students will acquire an intrinsic work ethic enabling them to evaluate information and make wise choices.
- **Biblical Worldview** – Students will understand how people, events and movements in history, literature and the arts, shape an individual’s beliefs and values. They 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 their life.

CCCS Statement of Faith

The CCCS Statement of Faith contains those doctrines to which we unreservedly adhere and teach. Denominational positions may be freely discussed within a proper educational context. In honoring the mission of our school, there should be no attempt by student, teacher, or parent to promote one denominational position over another.

We desire to remain united in the salvation and love of Christ avoiding the dissension that may be caused by denominational differences.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15-16, II Peter 1:21, I Thessalonians 2:13).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1-2, Matthew 28:19, John 1:1, John 10:30).
3. We believe in the deity of Christ (John 10:30, Colossians 1:15), His virgin birth (Matthew 1:23, 25, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, John 6:2), His vicarious and atoning death (I Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, I Thessalonians 4:16-17, John 14:1-3, 28).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved (John 3:16-19, Romans 3:22, Ephesians 2:8-9, Titus 3:5, Hebrews 9:22).
5. We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 12:5, I Corinthians 12:12-13, Galatians 3:26-28).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 14:26, John 16:12-15, I Corinthians 6:19-20).

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 fully accredited through the Northwest Accrediting Commission (NWAC), is a member of the Association of Christian Schools International (ACSI) and the Oregon Federation of Independent Schools (OFIS)

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

In addition to the above;

- The (non-refundable) registration fee must be paid.
- Parents should review the school rules with their child and sign and return the Parent/Student Handbook Compliance Agreement.
- Parents must also read and agree to the school's Biblical Morality Policy (see page 27).

Parents will be notified within one week as to the outcome of the application for admission process. Parents should plan to attend Back to School Night the last week of August (see school calendar on website for the exact date).

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 year's account has been paid in full.

School Hours

Regular school hours are from 8:00 am – 11:00 AM for Preparatory Kindergarten students. The Preparatory Kindergarten teacher will walk the students to the main doors of the school to dismiss the children at 11:00.

Immunizations

By law, all students must complete an Oregon Immunization form to attend School and be compliant with Oregon law. 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 the form and keep us informed of any updates. 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, etc.) 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 (100.4 or higher) is gone without fever reducing medication. If a child is sent home from school for these symptoms they cannot return to school the following day because they have not been symptom free for 24 hours. See our website for additional information.

Dress Code

It is our desire as a school to **HELP** one another become more Christ-like in every area of our lives – including the way we dress and appear to others. Therefore, we will strive to....

Honor God with how we look.

“And whatever you do, in word or deed, do all in the name of the Lord Jesus” (Colossians 3:17).

Esteem others more highly than ourselves.

“Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others more highly than himself” (Philippians 2:3).

Look to leadership for our example.

“Submit to one another out of reverence for Christ” (Romans 14:12,13).

Pursue purity.

“Don't you realize that your body is a temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body” (1 Corinthians 6:19,20).

Key Words: NEAT, CLEAN, and MODEST

All clothes must be in good repair- no tears or holes. CCCS reserves the right to evaluate and place restrictions as needed with new fashions and fads. Appropriateness of an individual student's clothing and general appearance will be at the discretion of the student's teacher and/or Administrator.

Boys – Collared, polo or turtleneck shirts in any striped or solid color. Solid colored t-shirts may be worn under buttoned or polo shirts. Solid colored sweatshirts or sweaters (not hoodies) may be worn over collared shirts. Pants or **shorts in solid khaki, brown, navy, grey or black only. Black jeans are acceptable as long as they are neat, clean and without tears or holes.** No facial hair or ponytails. Nail polish is not allowed on campus or at school activities. Make-up or face paint will only be allowed when approved by administration. Sleeveless shirts must be covered.

Girls – Collared, polo or turtleneck shirts or dresses in any striped or solid color. Tops must have a neckline that shows no cleavage at any time and must be long enough to cover the top of the pants even when sitting down. No midriffs or backs showing. Collarless shirts are acceptable when layered under other tops as long as there is no cleavage showing and the over garment meets dress code requirements. Solid colored sweatshirts or sweaters (not hoodies) may be worn over collared shirts. Skirts, skorts, jumpers, pants and shorts may be worn **in solid navy, brown, khaki, grey and black only. Black jeans are acceptable** as long as they are neat, clean and without tears or holes. Skirts and shorts must be no more than 3 inches from the top of the kneecap. Leggings are not to be worn as pants. They may be worn under dress-code-length skirts, skorts or dresses.

Shoes- Tennis shoes should be worn on P.E. days. Students must wear 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.

Blue jeans and CCCS logo t-shirts or sweatshirts may be worn on Fridays or the last day of school that week. CCCS logo shirts are required on field trips unless the classroom teacher specifies otherwise.

Appropriateness Expectations:

- Only zip hoodies are allowed because they are a form of a jacket. Because they are a jacket they can have a design, but it must be wholesome in nature (no skulls, etc.).
- Hats, visors, caps, hoods or bandanas are not to be worn in the building.
- Headbands worn must be plain and simple. They may have a small bow or flower, but no ears, unicorn horn, ect as these are distracting in class.
- Hair should be neat and clean with no unnatural hair color.
- Any logo, statement, or artwork on clothing must be of a positive and wholesome nature.
- Clothing which contradicts or distracts from Christian values must not be worn.

- All garments, bags, backpacks etc. must be free of questionable slogans, pictures, and/or advertisements.
- Earrings or nail polish for boys are not allowed on campus or at school activities.
- Body piercing, gothic, or any gang-related paraphernalia are not allowed on campus or at school activities.

Dress Code Enforcement Policy

The student will be sent to the office to procure appropriate clothing. When available, the student may be given something from the clothes storage or the parent will be called to provide alternative clothing. In the unlikely event that violations continue the issue will no longer be considered a dress code violation, but instead as direct defiance and will be dealt with in accordance with the CCCS Discipline Policy.

Bathroom Policy

Student restrooms shall only be used by members of that biological sex, meaning the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level. School personnel shall also provide separate, private areas designated for use by students according to their biological sex as needed for changing clothes.

Electronic Devices & Gum

Use of electronic devices such as iPads, iPods, cell phones, iWatch, etc. is prohibited in the classroom and on school grounds during the school day unless stipulated by the staff member in charge. 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 the Preparatory Kindergarten students unless approved by their teacher for special occasions.

Bullying/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. Unacceptable communication is forbidden at all times and includes:

- Profane, lewd, obscene, vulgar, rude language
- Cyber-bullying
- Sexually provocative pictures
- Statements to or about another student that may be interpreted as:
 - Harassing (persistently acting in a manner that distresses or annoys another person)

- Sexually provocative
- Threatening or disrespectful
- Knowingly post or distribute false or defamatory information about a person or organization.

Attendance & Tardy Policies

Attendance:

It is the desire of CCCS to help our students attain skills that will contribute to their success as adults. These skills include responsibility, punctuality, accountability and good work habits. 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 or tardy, parents should call the school office before 8:20 a.m. so the teacher may be informed. An excused absence is granted when the student's parent/guardian provides a written note to the office, or speaks with the administrative personnel, explaining the reason for the absence. The office will call the parent or guardian if the student is absent and we have not received a call from the parent or guardian.

In the event that a student accumulates five or more consecutive or non-consecutive absences, the administrator will contact the parent/guardian to discuss the reasons unless there is an obvious, known and acceptable explanation. A meeting will be held to discuss and document any social, health, learning or emotional problems contributing to the pattern of absence and to develop a plan to address whatever problems are identified. Chronic absences (10 or more) may result in dismissal.

The following are considered to be excused absences:

- Personal illness. A written medical statement may be required.
- Acute family crisis, serious illness or death of immediate family member.

Unique circumstances will be handled on a case-by-case basis by school administration. The parents/guardians of all students having an unexcused absence will be contacted within 24 hours of the absence. After two unexcused absences, the parent and student must make an appointment to see the administrator before the student will be admitted back to school. Teachers are not obligated to provide make-up work or credit for un-excused absences.

Pre-planned absences: Students benefit from being in class every day. Much of what happens in class cannot be made up. Planned absences, such as family vacations, family outings, mission trips, etc., taken by the students during the school year may interfere with the student's academic progress and success. In an effort to accommodate families and effectively manage the additional challenges related to these planned absences, the following policies are upheld at

CCCS:

- A two-week notice must be given to the teacher(s) prior to the planned absence and a written note submitted to the CCCS office.
- The student will comply with each teacher's policy for assignments, quizzes and test that fall within the planned absence.
- 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 arriving at the school or their classroom after the scheduled start time is to 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. Students who arrive at school tardy, with a parental note will have an excused tardy. Valid excuses for being tardy may include being detained by an auto accident, unexpected roadwork, or a family emergency. A student who arrives at the school after the scheduled start time and does not have a valid excuse will be recorded as tardy-unexcused. Five un-excused tardies will constitute an un-excused absence and will be recorded as such on the student's permanent record.

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 In/Out Sheet in the office and then wait while the secretary calls for the student.

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. 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 student'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 student 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 students. We want to equip them with the social and moral attitudes, which are necessary if they are to become responsible adults.

Student's 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's 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 student'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 school 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

Violation of Biblical Morality Policy

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 may lead the student through the steps above.
3. The administrator will determine the best course of action based on the infraction, which may be to put the student on probation for a period of time, require an in-school or out of school suspension, or they may choose to seek the advice of the Board.
4. If the student involved is already on probation, the administrator will compile all pertinent information available and present a summary and recommendation to the Discipline Team, within 24 hours, that may include suspension or expulsion. The Discipline Team will then make the final determination on the best course of action with a desire to repair and restore where possible. If the student is to return to the classroom, a conference will be scheduled that requires parent and

student attendance to outline the next course of action and conditions for return. The returning student will be placed on probation for a period deemed necessary by the administrator and the team.

Suspension/Expulsion:

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

Harm to Self or Others:

The administrator reserves the right to request medical clearance if a student is found to be at risk for self-harm or harm to others before allowing the student to be on school campus without parental supervision.

Rewards if a student chooses to follow the rules

The student will learn in a safe and friendly environment

The student will respect him or herself and earn the respect of others

The student may receive Eagle Awards

The student can participate in school parties, field trips 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 student the correct behavior, not punish or humiliate them. Should the student chose to continue to disobey the classroom rules set by the teacher, the parents will be contacted the same day.

Inspection and School Property

Students of private independent schools have a limited expectation of privacy under the U.S. constitution. Accordingly, CCCS has broad discretion to conduct reasonable searches of student's backpacks, desks, or other equipment or materials brought on campus. School authorities may conduct a search at any time, without notice. Notwithstanding CCCS's broad search and seizure discretion, we are mindful of students' reasonable expectations of privacy and balance these expectations with the concern of maintaining overall safety and discipline in the school. Searches will be conducted if there is reasonable suspicion of illegal or immoral activity on the part of the student, or if there is the possibility of bodily harm to the student or others at CCCS, based upon credible information received.

The school has the right to perform unannounced searches, seize contraband, and give information to law enforcement agencies.

Students must be accorded a higher degree of privacy in connection with searches of their person. Do not submit a student to a personal search unless it is clear that contraband exists. No search should be conducted without the knowledge and consent of the administrator. Personal searches will be performed by the school administrator or teacher of the same sex, in private, with another adult witness of the same sex present. Parents will be notified of the search as soon as possible. Strip searches or body cavity searches will not be done on campus. If necessary, these will be conducted by law enforcement officers only; CCCS will not be a part of that process.

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 district specialist, 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.

Society Meetings

Society meetings are held twice a year. Election of board members, budget approval and reports on matters of school business are presented to the school family. All society members are required to attend.

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 teacher, accompanied by a parent or guardian, and taken home directly after sharing. Service animals must meet school criteria and be registered with the Administrator.

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. Appropriate behavior and grades are required for students to attend field trips. Students are to treat chaperones with the highest respect. Obedience and quick compliance to their requests is expected at all times. Student misbehavior will result in the loss of the privilege to attend future field trips.

Volunteer Policy

Volunteering is 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 must volunteer 30 hours per year. This volunteer work can be done by a parent, grandparent, family member or a friend (as long as we have a background check on the person volunteering)

Every volunteer must inform the office each time he/she arrives to volunteer. There are printed "volunteer" name badges to distinguish you from general visitors. Signing in and out of the volunteer logbook in the office will accurately log the volunteer's time. Signing out also provides the school office with important security and safety information, such as how many people are in the building and who they are. The signing in and out for volunteering is how we will keep track of your volunteer hours. If you are unable to complete the volunteer hours you can pay \$5 an hour or \$150 for the full year. We will be presenting many different and creative ways to get your hours in even if you work full time. We would love your support in this way!

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 situation 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 Health and Safety Manual located in the school office or in each Classroom.
- 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.

Volunteer Opportunities

Parent Teacher Association (PTA): Fundraising, Volunteer Coordination, Community Building, and Education Enrichment.

PTA Chair: Juli Tussing

Email: juli.tussing@gmail.com

Thursday and Friday Lunch Program: Help shop, prepare, or serve lunch to the kids every Thursday and Friday from 10:00 a.m. - 1:00 pm and/or help with cleanup. Please contact Rhonda Watson at bumblebeerhonda@msn.com or the CCCS office for more information on how you can volunteer for the Lunch Program.

Grant Research and Writing: Research opportunities, write and submit necessary documents to foundations offering grants.

Classroom Volunteers: Varied duties such as: correcting papers, supervising playground, lunch, creating and putting up bulletin boards, coordinating class parties and school events 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 develop and implement 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.

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.
- If there is a late start there will be NO Preparatory Kindergarten class.
- 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 1600am. Students will be kept at the school until an authorized person picks them up.

Fire and emergency drills are conducted monthly to familiarize the student with the procedures. Staff members are trained annually on the CCCS Crisis Management Policies and Procedures.

Student Release

In order for a child to be released during the school 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.

Snacks

Please send your child with a nutritious snack each day. Please know that snacks must be simple foods that do not require a spoon or fork.

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.

"Family Values" to the parent:

All members of the board, administration and staff of Columbia County Christian School believe that the Bible is the Word of God and without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

1. That it is unacceptable for Christians to teach hatred towards any group or individual.
2. That human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such.
3. That extramarital sexual intimacy, heterosexual institution or homosexuality, is morally wrong.
4. That marriage is an exclusively heterosexual institution involving one man and one woman.
5. Gender is both sacred and established by God's design.

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.

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 1st day of the month. A grace period of 5 days is allowed after which a late fee of \$20.00 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. If a family becomes delinquent on their account, they may be required to switch their account to auto pay to keep their student enrolled at CCCS.

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 40% of the tuition cost for Preparatory Kindergarten students enrolled 5 days a week. Scholarship is not available to students only attending 2 or 3 days a week. 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 or contact the office at 503-366-9209 for a paper application.

Fundraising and Gifts

We have three major fundraising events per year. 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.

Separated Families

To accomplish our goal to support parents in developing their children's spiritual, academic, moral, physical and social character, CCCS must remain neutral territory with respect to family disputes. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your student is at stake. Please allow the student's teacher and staff to support both parents by not sharing negative personal information with them. The school office can provide duplicate printed communications to separate homes upon your request. However, we expect you as parents to share all verbal communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

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) Support CCCS's mission, vision, goals, philosophy, rules, and policies.
- 4) Cooperate with CCCS to make Christian education effective in the life of my student.
- 5) Support the school by donations of time, money and/or tangible items.
- 6) 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 or administrator as to when payment will be made.
- 7) Support the Biblical teaching of CCCS and agree that my student will not be excused from any class for religious reasons.
- 8) Seek to resolve my concerns with the person or persons most directly involved if I become dissatisfied with the school in any way.
- 9) Ensure that my child is regular and prompt in attendance.
- 10) Develop a routine, which allows my child to be well rested and come to school with proper nutrition.
- 11) Not allow my student to bring toys or distracting items to school unless approved by the teacher.
- 12) Encourage completion of homework assignments
- 13) Attend Parent-Teacher conferences, society meetings and other school events.

Columbia County Christian School
Biblical Morality Policy

CCCS stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and clear biblical teaching that gender is both sacred and established by God’s design. Parents or the legal guardians, who choose to enroll their children at CCCS, are agreeing to support these positions. Parents understand and agree that CCCS will teach these principles and biblical values.

In addition, the CCCS Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). CCCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. CCCS will consider admission for students from any family who, despite their religious background or beliefs, is willing to support CCCS’s philosophy of Christian education, student conduct requirements, and the school’s above-stated positions and who is willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at CCCS is contingent upon this same understanding and support.

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 2019-2020 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