

CENTURY CHRISTIAN SCHOOLS

2007-2008 PARENT/STUDENT HANDBOOK



EXCELLENCE IN CHRISTIAN EDUCATION

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INTRODUCTION

WELCOME

Welcome to Century Christian Schools. You have made an important decision in choosing a Christian education for your child. Century Christian Schools strives for excellence in both academic instruction and Christian discipleship. We use what we believe are the very best educational materials and teaching methods available. We maintain a Christian environment where Christian values and beliefs are taught and modeled for students. Our goal is that students will graduate from Century Christian Schools with the knowledge, moral values and spiritual foundation necessary to be effective Christians in their world.

The purpose of this handbook is to acquaint you with the standards, policies and procedures at Century Christian Schools. If a situation arises that is not clearly addressed in the handbook, the administration reserves the right to make a final decision regarding the appropriate action. Feel free to ask questions about this handbook or any other topic that is not covered in the handbook. I also ask that you review its contents with your child so that they have a clear understanding of what is expected from them as students.

Sincerely,

Pastor Loren Mauch

Administrator

GOVERNANCE AND ASSOCIATIONS

Century Christian Schools is a ministry of Century Assembly and is governed by its elected Church Board. A School Board is appointed by the Church Board to oversee the ministry of the school. The school board is comprised of the Senior Pastor (ex officio), The CCS Administrator (ex officio and non-voting member) and a minimum of four appointed persons, all of whom shall be members of Century Assembly. A minimum of two of the appointed members shall have a child(ren) enrolled at CCS. At least one member of the Church Board shall be appointed to the School Board. Century Christian Schools is a Member School of the Association of Christian Schools International and is registered as a private school with the California State Department of Education.

MISSION STATEMENT

The mission of Century Christian Schools is to prepare students for a life of service for Jesus Christ through academic excellence, spiritual, social and physical development in partnership with the home and the Church.

STATEMENT OF FAITH

WE BELIEVE . . .

- The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- There is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- 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, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)

- 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)
- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13–14, 1 Corinthians 3:16, 1 Corinthians 6:19–20, Ephesians 4:30, Ephesians 5:18)

PHILOSOPHY

Century Christian Schools is a ministry of Century Assembly to students, parents/guardians, the Church and our community. We assist parents/guardians in their responsibility to raise children in the nurture and instruction of the Lord. “Train up a child in the way he should go, and when he is old he will not turn from it,” Proverbs 22:6. The educational model of Century Christian Schools is based on a Christian worldview. We are a Christ centered school where students are challenged to grow academically, spiritually, socially, and physically. Emphasis is placed on learning about God and the truths of God’s Word. Recognizing that the only way to God is through faith in Jesus Christ, we encourage every student to make a personal commitment to Jesus and practice principles of a Christian lifestyle. We seek to avoid unnecessary controversy regarding theological issues where there is disagreement among denominations.

GOALS

- To develop in students a love, respect and understanding of the Bible through study and memorization of God’s Word.
- To provide opportunities for students to confess Christ as Savior and Lord and grow in their personal relationship with God through prayer, worship, and service.
- To teach students Christian character and biblical values and provide opportunities for students to put their faith into action.
- To help students develop a Biblical worldview, a Christ like love for others, a respect for authority and good citizenship.
- To teach students research tools, critical thinking skills, good study habits, self discipline and personal responsibility.
- To encourage students to discover their talents and abilities and to do their best in everything they do.
- To teach students to communicate effectively through reading, writing, listening, speaking and mathematics.
- To teach students physical fitness, good health habits, and wise use of their body as the Temple of God.
- To assist and encourage parents/guardians in their responsibility for the spiritual, academic, moral and social development of their children and provide information on the changing culture and its effect on their children and family.

SPIRITUAL STANDARDS

Century Christian Schools encourages students to experience and express their own faith in Jesus Christ. Students learn about the person of Jesus Christ and are taught Biblical principles of a Christian life-style. Students are encouraged to make a personal commitment to Jesus Christ, to experience a personal relationship with God, and to demonstrate their faith by obeying and serving God. Students who reject the Bible as the Word of God, display hostility toward God, or mock the Christian life-style will be dismissed.

ADMISSION AND FINANCIAL POLICIES

NONDISCRIMINATION POLICY

Century Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, athletic and other school administered programs.

ENROLLMENT POLICY

Applicants (parents/guardians and students) are evaluated based on their profession of faith in Jesus Christ and the demonstration of a Christian lifestyle. Students are also evaluated on their academic ability. Upon enrollment, parents/guardians and students agree to support the school's policies as stated in the Parent/Student Handbook. The administration reserves the right to dismiss or refuse admission to anyone unwilling or unable to comply with the school's policies. Students are enrolled for a period of one year. Re-enrollment is required each year and is based on satisfactory academic progress and compliance with school policies. The previous year's charges must be paid in full before re-enrollment. All required forms must be completed and all required fees paid before a student is accepted. New families will have an interview with the admissions committee and students will be tested for academic performance during the enrollment process.

TUITION AND FEES

Tuition payments are due on the first day of each month and incur a late fee if not paid in full by the tenth of the month. A processing fee will be charged for all returned checks. Unless otherwise noted, all other fees including registration, books, meals, fieldtrips, athletics and other fees are due in advance.

PAST-DUE ACCOUNTS

Accounts that are thirty (30) days delinquent will result in the withdrawal of the student until the account is current or arrangements are made for payment. No student will be allowed to re-enroll until all past-due bills are paid. Report cards and SAT scores will be withheld if a student's account is not current at the time report cards are issued. Students are not allowed to participate in graduation activities or the annual awards assembly if their account is past due.

EARLY WITHDRAWAL

If it becomes necessary to withdraw a student from Century Christian Schools, the parent/guardian must complete a withdrawal form, which is available in the school office. A two week notification is required for withdrawal of a student. If a student attends less than half of the school days in the month withdrawn, only half of the month's tuition will be charged. If the student attends at least half of the school days in the month withdrawn, then the full month's tuition is due.

ATTENDANCE POLICIES

School attendance is compulsory in the state of California. Regular and punctual attendance is essential for the success of students. When your child is absent, please call the school office before 10:00 AM the day your child is absent. Requests for missed assignments/books must be made by 10:00 AM and may be picked after 3:15 PM in the office the day of the absence or sent home with a sibling. When taking your child to a doctor or dentist appointment during the school day, please request a note from the doctor or dentist and give it to the office staff upon return for our attendance records. Please note that excused absences and tardies are included in the total days absent or tardy for school records.

EXCUSED ABSENCES

According to the State Educational Code #48205, the following are considered excused absences:

- Illness of the student
- Doctor or dentist appointment
- Quarantine by the health department
- Court Appearance
- Religious Service/Retreat
- Death/funeral of an immediate family member

Upon return from an absence, the teacher must receive a note from the parent/guardian indicating the reason for the absence. A note is required even if a telephone call was made on the day of the absence. A doctor's note should be included if the student's participation in school activities is restricted. In the case of a prolonged illness, the school may request a note from a doctor. Any absence not documented with a note within three days of the absence will be considered an unexcused absence. Elementary students with an excused absence will be allowed a reasonable amount of time to complete missed assignments and tests. The Junior High Late Assignment Policy applies for sixth-eighth grade students.

UNEXCUSED ABSENCES

Absences that are not excused or pre-arranged are considered unexcused. Excessive unexcused absences (3 in one quarter or six in a school year) will result in a conference with the administration. If the problem is not resolved, parents/guardians will be asked to withdraw their child/children from Century Christian Schools. It is the student's and parent's/guardian's responsibility to arrange with the teacher to make up assignments and tests. Grades will be reduced for elementary students by one letter grade for each unexcused absence. The Junior High Late Assignment Policy applies for sixth-eighth grade students.

PRE-ARRANGED ABSENCES

When students are absent from school they miss the benefit of direct instruction from the teacher regarding new concepts, review material, assignment instructions and notes. Please consider carefully the cost of your child missing school. If a student must be absent due to a family activity, arrangements should be made in advance for the student to take schoolwork with them. A written request for assignments must be received by the teacher at least one week in advance of the absence. Students are expected to complete all assignments given during a pre-arranged absence and turn them in on the first day they return. A maximum of 5 days can be used for pre-arranged absences and are included in the total days absent. Elementary students will be allowed a reasonable amount of time to complete missed quizzes and tests following a pre-arranged absence. The Junior High Late Assignment Policy applies for sixth-eighth grade students.

EXCESSIVE ABSENCES

A student who misses twenty (20) days of school, including excused, pre-arranged, and unexcused absences, may not be recommended for promotion, may not be invited to return to for the following school year, or may be asked to withdraw immediately. The Police Department and the Department of Social Services may be notified in cases of extreme truancy.

ILLNESS

For health and safety reasons, parents/guardians should promptly pick up their child from the school office once they are notified of an illness. It is our policy to require parents/guardians to pick up their child when their temperature reaches/exceeds 100 degrees, when the child is vomiting, or when the child is unable to function normally at school. The child must not return to school until a 24-hour period has passed without a fever. Please notify the school office immediately if your child contracts a communicable disease. Certain contagious diseases may require a doctor's release to return to school.

TARDINESS

Tardiness is embarrassing to the student, disruptive to the class and can have an adverse effect on a student's academic progress. When students are prompt, they learn self-discipline and responsibility. Students are considered tardy if not in their classroom when the tardy bell rings.

Tardiness is excused for the same reasons as absences. Students who are tardy must be accompanied by a parent/guardian to the office or bring a note. After three unexcused tardies, the teacher will contact the parent/guardian. If student tardiness continues, the parent/guardian will be contacted by the school administration after the sixth tardy. If student tardiness continues, the administration will request a conference with the parent/guardian. If the problem continues, parents/guardians will be asked to withdraw their child/children from Century Christian Schools.

EARLY PICKUP

Any time a student leaves school early they need to be signed out by a parent/guardian in the school office. You will receive an "Off Campus Pass" in the office that is to be presented to the teacher. If possible, notify the teacher the day before so that arrangements can be made for missed assignments. Please arrange to pick up your child on their recess break or lunchtime to avoid disturbing the class during instructional time. Please do not pick up students during the last 15 minutes of the day, this is a crucial communication time in the classroom.

STUDENT DROP OFF AND PICK UP PROCEDURES

Students may be dropped off in the front parking lot (on the corner of Century Blvd. and Scarborough Dr.) or in the back parking lot off Scarborough Drive. The gate in the back parking lot will be open from 8:00 AM to 8:40 AM. (On days when it is raining or very cold, the back gate will remain locked in the morning and students should be dropped off in the front parking lot and report to the gymnasium.) The gate is locked to secure the playground area for the school day until 2:45 when the large gate (off Scarborough Drive) is opened to allow parents/guardians to drive through the playground area to pick up their child/children in Car Line. School staff direct Car Line traffic to keep things running smoothly. Please be patient and follow their instructions.

Parents/guardians may also park in the front parking lot and walk to the playground to pick up their child/children. Students are not to leave their assigned class area without an adult unless they have pre-arranged permission to walk home. A DISMISSAL FORM should be on file with your child's teacher. Should a change need to be made during the school year, a new dismissal form must be completed. While driving on campus, please be courteous of other drivers and drive slowly and with caution for everyone's safety!

ACADEMIC POLICIES

GRADING SCALE (First through eighth grade)

98-100 = A+	94-97 = A	90-93 = A-
88-89 = B+	84-87 = B	80-83 = B-
78-79 = C+	74-77 = C	70-73 = C-
68-69 = D+	64-67 = D	60-63 = D-
0-59 = F	Grades averaged to the nearest 10 th of a percent.	

The following is an explanation of academic grades used on most students' work, progress reports and report cards.

- A** Outstanding-Completes regular class assignments, exact in detail, shows independence and resourcefulness, systematic, conscientious, hard worker, and always completes work on time.
- B** Above average-Usually completes assignments accurately and on time. Works effectively without assistance and supervision.

- C** Average-Usually completes assignments, understands concepts, generally has materials ready for class and solves average problems with general direction.
- D** Below Average-Not meeting all assignments and requirements of instructor. Requires extra teacher direction and attention, has difficulty following sequential steps to a logical conclusion.
- F** Failing-Below minimum requirement/work is unsatisfactory.

EFFORT GRADES:

E-Excellent **G**-Good **S**-Satisfactory **N**-Needs Improvement **U**-Unsatisfactory

EXTRA CREDIT- Extra credit may be given at the teacher’s discretion. It will be given to the entire class, except in the case of a student who needs additional assignments to achieve a passing grade.

PROGRESS REPORTS

At the middle of each quarter, progress reports will be sent home for all students. The report will indicate the current grade for each subject, attendance information, study habits and student conduct. The progress report must be signed by a parent/guardian and promptly returned to the teacher.

REPORT CARDS

Report cards are issued each quarter. They are given to parents/guardians at the Parent-Teacher Conference scheduled at the end of the first quarter. Report cards are sent home with students at the end of the second and third quarters. The report card must be signed by a parent/guardian and promptly returned to the teacher. Fourth quarter report cards will be sent home on the final day of school or mailed home after the end of the school year. The school will not release report cards for students who have delinquent accounts.

AWARDS

At the end of each quarter, students will be recognized for their achievements. Students will also be honored at the end of the year at a special awards assembly.

Quarterly awards may include:

- Punctuality (No tardies)
- Perfect Attendance (No absences)
- Scripture Memorization (90%)
- Citizenship (No detentions/referrals)
- Principal’s Honor Roll (90% in all subjects)
- Eagle’s Honor Roll (80% in all subjects)
- Most Improved (Academic/Citizenship)

End of the year awards may include:

- Christian Character Trait
- Perfect Attendance (No absences)
- Exceptional Citizenship (No detentions/referrals)
- Scripture Memorization (90%)
- A+ Honor Roll (98% in all subjects)
- Highest Academic Average
- Most Improved (Academic/Citizenship)
- Christian Leadership (Chosen by students)
- Principal’s Award (Chosen by teachers)
- Student of the Year (Chosen by administration)

ACADEMIC STANDARDS

Students must maintain a grade point average of 70 percent or higher with passing averages (60 percent or higher) in all subject areas. If a student’s academic achievement falls below the above levels at the quarter grading period, the student will be placed on academic probation. If the student’s grade(s) do not meet the academic achievement level specified in the probation letter at the end of the probation period, the student may be dismissed from Century Christian Schools. Students who do not have a

minimum grade point average of 70 percent with passing averages (60 percent or higher) in all subjects at the end of the school year may not be promoted to the next grade.

Eighth grade students who do not have a minimum grade point average of 70 percent with passing averages (60 percent or higher) in all subjects at the time of graduation will not be allowed to participate in graduation activities.

CHEATING POLICY

Cheating includes whispering, talking or any behavior that leads the teacher to believe that cheating is taking place.

1st offense-The assignment will be recorded as a zero, the student will receive detention and parents/guardians will be notified by the teacher.

2nd offense-The assignment will be recorded as a zero, the student will receive detention and a conference with the principal will be scheduled.

3rd offense-The assignment will be recorded as a zero and the student will be suspended for two days.

4th offense-The assignment will be recorded as a zero, the student will be suspended for up to one week and student dismissal will be recommended.

HOMEWORK

It is our belief that homework is an essential part of a student's educational experience. Homework assignments will be given that are appropriate to the student's grade level. Wednesday evening assignments will be kept to a minimum to encourage students to participate in church activities. Unless directed by the teacher, students may not collaborate with other students on homework assignments.

Purpose of Homework

- To establish the habit of independent study and teach responsibility for assignments
- To complete unfinished class assignments
- To practice and apply skills taught in the classroom
- To involve the parents/guardians in their child's education
- To participate in activities that challenge the abilities of the student
- To make up assignments that were missed due to absences

Responsibilities of Parents/guardians

Parents/guardians are encouraged to:

- Set a definite time and place for study
- Take an active interest in what your child is doing
- Give encouragement and supervision, but do not do the work for your child
- Follow teaching methods used in the classroom, if possible
- Communicate with the teacher for specific help when needed, or when your child is spending excessive time on homework or not able to complete homework assignments

JUNIOR HIGH LATE ASSIGNMENT POLICY

Assignments are to be turned in at the beginning of the period, unless instructed otherwise. Assignments turned in after the collection time are considered late and will be reduced by one letter grade for each day the assignments are late. Assignments turned in more than five days late will receive a zero. Each subject will allow three late assignments per quarter. Additional late assignments will receive zero credit.

Excused and prearranged Absences

It is the responsibility of the parent/guardian and student to determine what assignments were missed and when they are due. Assignments given before an absence that were due during the absence will be accepted for full credit on the day the student returns to school unless other arrangements are made with the teacher. Tests scheduled before the absence will be given on the day the student returns to school unless other arrangements are made with the teacher. The student will have the number of days absent plus one day to make up any assignments or tests not scheduled before the absence.

Unexcused Absences

Tests given during an unexcused absence will be accepted on the same basis as late assignments. Assignments due during an unexcused absence will be accepted on the same basis as late assignments. Assignments given during an unexcused absence will be accepted on the same basis as late assignments.

UNIFORM DRESS CODE

Century Christian Schools has a uniform dress code for kindergarten through eighth grade students. The standards of dress and appearance for students at Century Christian Schools are based on modesty, cleanliness, comfort, safety, and practicality. They are intended to encourage reverence for God, modesty in dress, school unity and spirit, and to give priority to the inward character over outward appearance.

Uniforms are to be worn while students are on school grounds unless they are involved in a sport or after-school activity that requires different clothing. Administration reserves the right to require chapel day dress code for other special functions. The judgment of the administration is final in interpreting and clarifying the dress code. Century Christian Schools reserves the right to make changes to the dress code when necessary.

Except where noted in the following policies, uniforms must be purchased at the following locations.

The Dress Code

2401 W. Turner Ave. Suite 290
Lodi, CA 95242
(209) 367-9580
Hours: M-F 10:30 AM -5:50 PM
SAT 10:00 AM -2:00 PM
(Extended hours during back to school season)

Dennis Uniform-Sacramento

9500 Micron Avenue, Suite 110
Sacramento, CA 95827
(916) 361-6710
www.dennisuniform.com

GIRLS DRESS CODE

Shirts and Blouses

The following shirt styles and colors are available from The Dress Code and Dennis Uniform. (1) Long and short-sleeved polo shirts in red, white, powder blue, navy blue, royal blue, and forest green. (2) White or navy blue turtlenecks. (3) Kindergarten through third grade: white button-front short sleeve

blouse with rounded collar (with or without navy piping). (4) Fourth through eighth grade: white short or long sleeve oxford shirt. (Oxford shirts and turtlenecks may also be purchased at other local stores, but must match the color and style of those sold at The Dress Code and Dennis Uniform.) (5) School t-shirts are required for elementary fieldtrips and may also be worn on Fridays by all students. School t-shirts are sold in the school office. All shirts and blouses must be tucked in. A plain white short sleeve or sleeveless t-shirt may be worn under polos and a long sleeve white thermal may be worn under long sleeve polos. Fourth through eighth grade girls are required to wear a camisole or slip under their white blouses.

Pants and Shorts

Pants and shorts are available from The Dress Code and Dennis Uniform in pleated or flat front styles in navy blue or khaki. Pants and shorts must be an appropriate size and be worn properly. Shorts may not be rolled up. The hem for shorts must be no shorter than four inches above the knee when kneeling. Belts are optional for girls in the following colors; black, brown and matching shirt colors.

Jumpers and Skirts

Jumpers, skirts, and skorts are available at The Dress Code and Dennis Uniform. "CCS plaid" jumpers and skirts are only available from The Dress Code.

- Kindergarten through third grade: CCS plaid jumper
- Fourth through sixth grade: CCS plaid skirt
- Seventh and eighth grade: CCS plaid or navy blue skirt

A navy blue jumper and navy blue or khaki skort are options for all girls. The hem for all jumpers and skirts must be no shorter than four inches above the knee when kneeling. Skirts are not allowed to be worn rolled up at the waist. Spandex shorts may be worn under jumpers or skirts, but must not be visible.

Jackets/Sweatshirts/Sweaters/Vests

Jackets and non-school sweatshirts may only be worn outside the classroom. Jackets and sweatshirts may not have any print or graphics that are not consistent with Christian beliefs and values. School sweatshirts are available through the school office. School sweatshirts must be worn over regular school uniform shirts and may be worn in the classroom. A navy blue sweater, a navy blue or red pull over v-neck vest and a hooded navy blue Century jacket are available at The Dress Code.

Shoes and Socks

Shoes and socks must be worn at all times. Shoes that allow vigorous play are recommended. Tennis shoes are required for P.E. in third-eighth grade. Sandals with a strapless open back, Birkenstocks, skate shoes or cowboy boots are not allowed. Socks must be a solid white, powder blue, navy blue, royal blue, red, khaki or forest green. Tights are acceptable in the above colors. Sixth through eighth grade girls may wear nylons in navy blue, white or natural colors.

Chapel Uniform

- Kindergarten through third grade: CCS plaid jumper and white rounded collar blouse
- Fourth through sixth grade: CCS plaid skirt with white oxford shirt
- Seventh and eighth grade: CCS plaid or navy blue skirt with white oxford shirt

PE Uniform

Sixth through eighth grade girls are required to wear the school PE uniform, which can be purchased in the school office.

Hair

Girls' hair should be cut and styled in such a way that it will not interfere with normal school activities. Hair must be out of student's eyes. Sixth through eighth grade girls may have a tasteful, moderate weave of NATURAL high light colors (no chunks, no darker colors). Administration reserves the right to require any changes deemed necessary. The Dress Code offers hair accessories that match the CCS plaid.

Other

Tattoos or body piercings are not allowed. A single pair of stud earrings may be worn. Make-up should be modest in appearance. Jewelry should be kept to a minimum. Administration reserves the right to determine excessive use of make-up or jewelry.

BOYS DRESS CODE

Shirts

The following shirt styles and colors are available from The Dress Code and Dennis Uniform. (1) Long and short-sleeved polo shirts in red, white, powder blue, navy blue, royal blue, and forest green. (2) White or navy blue turtlenecks. (3) White short or long sleeve oxford shirt. (Oxford shirts and turtlenecks may also be purchased at other local stores, but must match the color and style of those sold at The Dress Code and Dennis Uniform.) (4) School t-shirts are required for elementary fieldtrips and may also be worn on Fridays by all students. School t-shirts are sold in the school office. All shirts must be tucked in. A plain white short sleeve or sleeveless t-shirt may be worn under polos and a long sleeve white thermal may be worn under long sleeve polos.

Pants and Shorts

Pants and shorts are available from The Dress Code and Dennis Uniform in pleated or flat front styles in navy blue or khaki. Pants and shorts must be an appropriate size and be worn properly. Shorts may not be rolled up. The hem for shorts must be no shorter than four inches above the knee when kneeling. Boys in fourth through eighth grade are required to wear a plain black or brown belt.

Jackets/Sweatshirts/Sweaters/Vests

Jackets and non-school sweatshirts may only be worn outside the classroom. Jackets and sweatshirts may not have any print or graphics that are not consistent with Christian beliefs and values. School sweatshirts are available through the school office. School sweatshirts must be worn over regular school uniform shirts and may be worn in the classroom. A navy blue sweater, a navy blue or red pull over v-neck vest and a hooded navy blue Century jacket are available at The Dress Code.

Shoes and Socks

Shoes and socks must be worn at all times. Shoes that allow vigorous play are recommended. Tennis shoes are required for P.E. in third-eighth grade. Sandals, Birkenstocks, skate shoes or cowboy boots are not allowed. Socks must be a solid white or navy blue.

Chapel Uniform

Navy blue pants with a long or short sleeve white oxford shirt are required on Wednesdays.

PE Uniform

Sixth through eighth grade boys are required to wear the school PE uniform, which can be purchased in the school office.

Hair

Boys' hair should be trimmed so that it does not pass the bottom of the shirt collar and does not extend past the bottom of the ear. Hair must be groomed, styled and should be out of the student's eyes at all times. Tails, braids or other fad related styles are not acceptable. No spikes over 1½ inches are allowed. Sixth through eighth grade students may have a tasteful, moderate weave of NATURAL high light colors (no chunks, no darker colors). Administration reserves the right to require any changes deemed necessary.

Other

Tattoos or body piercings are not allowed. Boys are not allowed to wear earrings. Jewelry must be kept to a minimum. Administration reserves the right to determine excessive jewelry.

ALTERNATE DRESS CODE

Students may be allowed to wear non-uniform clothing to school for special events, such as fieldtrips and spirit days. Pre-approval from the administration is required. The following guidelines are to be followed on non-uniform days. Unless otherwise specified, all other dress code requirements are in effect on alternate dress code days.

Guidelines

- Clothing must fit appropriately (no sagging, tight-fitting or low-cut pants or shorts).
- Clothing must be in good condition (no holes or cut-offs).
- Shorts and skirts must be modest. They must be worn at the waistline and not shorter than 4 inches above the knee.
- Shirts must have sleeves and must cover the midriff.
- Tee shirts that are normally considered undergarments may not be worn.
- Spandex clothing is not allowed, except when worn under a skirt.
- Printing and logos on clothing must be consistent with Christian values.

DRESS CODE VIOLATIONS

Staff will be checking student uniforms as part of their morning routine. The staff will also be monitoring student uniforms throughout the day. Dress code violations start over at the beginning of each quarter.

- | | |
|----------------------|--|
| First Notice | The student will receive a verbal warning and be asked to correct the violation if possible. (A note will also be sent home to parents/guardians of students in Kindergarten through 3 rd grade.) |
| Second Notice | A note sent home with the student for a parent/guardian to sign and return the next day. |
| Third Notice | The student will receive detention and a note sent home with the student for a parent/guardian to sign and return the next day. The parent/guardian will also be contacted by phone or email. |
| Fourth Notice | The student will receive detention and a parent/guardian conference with the administration will be scheduled. |
| Fifth Notice | The student will be placed on probation (Junior High students will also serve Saturday School). |

SCHOOL RULES

Century Christians Schools is dedicated to the development of conduct that glorifies God. At the time of enrollment, students and parents/guardians agree to abide by the school's standards of conduct. While everyone may not have the same personal convictions regarding these standards, agreeing to them obligates the parents/guardians and students to obey them while at school, at school related activities, and traveling to and from school related activities. Behavior, either on campus or away, that indicates a student does not live a life honoring to God or whose conduct disregards school's standards, may result in dismissal.

Rules and regulations help make it possible for a large number of people to work together toward a shared goal, to protect the rights and property of individuals, and promote an atmosphere of respect. When a disproportionate amount of time is spent in disciplining students during the school day, consequences will result. Rules and regulations promote effective working and learning conditions. Students are expected to know and obey the school rules.

PROPERTY

- Century Christian Schools and/or Century Assembly will not replace and/or reimburse students for lost/stolen articles.
- Students and their parents/guardians are responsible for damaged property (personal, school or church) whether the damage was accidental or willful.
- Lost and found items will be cleaned out periodically and donated to a charitable organization. Uniform items will be given to the clothes closet.

PLAYGROUND

- Obey directions of school staff at all times.
- Consult with staff when having trouble or difficulties on the playground.
- No playing in the bathrooms.
- Toys from home are not allowed during recess, including before and after school.
- Wrappers from snacks and other trash must be discarded in the trashcans.
- Stay within school boundaries.
- Do not run on sidewalks, stairs, or balconies.
- Do not throw or drop any object from the stairs or balconies.
- The stairs are off limits during recess.
- Do not throw objects including rocks, sand, dirt, sticks, book bags, or lunch boxes.
- No teasing, name-calling or intimidation or bullying.
- No spitting or throwing water or other liquids.
- All games are open to anyone who wants to play at the start of the game.
- No seeds or nuts in shells.
- Follow a "hands-off" policy. No hitting, slapping, kicking, grabbing, pulling, or pushing. Games involving wild running, physical contact, or other forms of rough play are not allowed. Games involving physical contact are only allowed during a supervised class activity time.

EQUIPMENT

- Use all playground equipment carefully and according to its intended use
- Slide only in sitting position with feet first. Do not run or climb up the slide
- Swing seated, in back and forth motion. Only one person is allowed to swing in each swing at a time. Swings are never to be twisted, wrapped over the top bar, or in any way linked to other swings.
- No standing on or jumping from equipment. Do not jump from one piece of equipment to another.

- Tetherballs are to be struck only with the hands, and are never to be kicked. Never throw the ball or swing on the rope/chain. Do not climb the tetherball poles.
- Playground balls are to be used in games such as four square and nine square and dodge ball
- Balls may not be bounced off the walls
- Students may use the “Jungle” only with supervision

At the end of recess, all equipment should be returned to the classroom. Students are not allowed to bring baseballs and baseball bats to school.

Bicycles, scooters, skates, skateboards, roller blades, and skate shoes may not be ridden or used on school/church property. Skate shoe wheels must be removed while on campus.

Discipline problems on the playground will be resolved by the staff who supervise students recess. Students will be disciplined by receiving “time out” during recess. Consistent or severe problems will be referred to the administration for further discipline.

STANDARDS OF CONDUCT

- Obey staff and administration promptly and respectfully at all times.
- Always speak courteously to staff, volunteers and other students.
- Show respect for other people’s rights, ethnicity and property.
- Exhibit proper reverence during flag salutes, devotions, chapel services, and prayer times.
- Do not disrupt a teacher, except in an emergency, while he/she is conducting class.
- Do not be in a classroom without an adult.
- Pick up after yourself and help keep the classrooms and the school grounds clean and neat.
- Do not lie, cheat or steal.
- Return school materials, books, assignments and provide requested information.
- Follow the “hands-off” policy.
- Observe school boundaries.
- Do not bring any inappropriate material to school.
- Help keep restrooms clean and throw paper towels and other trash in trashcans.
- Maintain self-control and avoid fighting, arguing, use of profanity or name-calling.

The following are not allowed at school:

Gum	Toys*
Games*	Playing cards
Trading cards*	Radios, TVs, CD players or MP3 players
Video games	Expensive jewelry
Knives, slingshots or weapons of any kind	Matches, lighters or fireworks

*Items can be brought for “show and tell” with the teacher’s approval and kept in the student’s backpack until “show and tell.” If any of these items are brought to school without approval they will be confiscated and sent home at the end of the day. Certain items may require parental pick up. Repeated offences may result in holding items until the end of the school year.

DISCIPLINE POLICIES

Discipline is part of our commitment to love our students. At Century Christian Schools, we believe, “those whom the Lord loves He disciplines” (Hebrews 12:6). Our desire is for our students to ultimately imitate the self-discipline of Jesus Christ. The standards of conduct outlined earlier are the guidelines for the journey toward self-discipline. The administration reserves the right to make

adjustments in the discipline policies as needed. This leaves room for each child’s unique differences and for varying situations that may occur throughout the school year. In administering discipline, we will:

- Help children understand why a specific behavior is wrong and the acceptable alternatives.
- Relate their choices to God’s Word and our school rules.
- Discipline appropriately for the offense without anger.
- Guide the students in righting the wrong (repentance and restitution).
- Pray with and for the student.

Listed below are the types of disciplinary action used at Century Christian Schools.

- Counseling by the teacher, assistant and Administrator.
- Loss of privileges.
- Probation-Six week contract regarding specific behavior.
- Suspension.
- Expulsion.

ELEMENTARY DISCIPLINE

A system of demerits coordinated with colored cards is used when positive methods to motivate proper student behavior are not effective. Demerits and detention are forms of discipline used to help students recognize and correct inappropriate behavior.

- Students receive a verbal warning regarding their behavior. No demerit or card change.
- The first demerit in a day is considered a second warning of inappropriate behavior. A Green card will be issued.
- Two demerits in one day result in a yellow card and a ten-minute detention served during recess. Parents/guardians will be notified in writing with a “Detention Notice,” which must be signed and returned the following school day to the student’s teacher.
- Three demerits in one day will result in a red card and an additional ten-minute detention served in the office. The student will meet with the administration before returning to class. Parents/guardians will be notified in writing with a “Detention Notice,” which must be signed and returned the following school day to the student’s teacher. Depending on the severity and frequency of the offences(s) parents/guardians may be called by their child’s teacher or the office and informed of the inappropriate behavior(s).
- Four demerits in one day will result in a phone call to a parent/guardian and the student serving detention in the office for the remainder of the school day. A parent/guardian conference will be scheduled with the teacher and the school administration.
- Two red cards in one quarter will result in a parent/guardian conference with the teacher.
- Three red cards in one quarter will result in a parent/guardian conference with the teacher and the administration.

JUNIOR HIGH DISCIPLINE

Each teacher will keep records in the following areas:

Tardy to Classper quarter
Unprepared for Classper quarter
Off Taskper half quarter for non-participation, disruptions or violating classroom policies

Eating/Drinking in the Classroomper school year

- 1st violation for each category-verbal warning to student
- 2nd violation for each category-parental notification by teacher
- 3rd violation for each category-lunch detention and student note to parent
- 4th violation for each category-lunch detention and parent notification by teacher
- 5th violation for each category-Saturday School and probation

Pink Slip

Pink Slips are issued when a student must be removed from class for inappropriate behavior. Pink slips may also be issued for inappropriate behavior outside of the classroom. Pink slips count as two violations and further disciplinary action may result.

PROBATION (Kindergarten through eighth grade)

Parents/guardians will be asked to meet with the administration and the student's teacher(s) regarding ongoing discipline problems. At that time, the student will be placed on probation for a period of six weeks. If, during the probationary period, the student is again referred to the administration for a similar problem, the student will be suspended up to three school days. Upon their return, the probationary period starts over. If the behavior continues, parents/guardians will be asked to withdraw the student from school. A student who completes a probationary period successfully (no referrals to the Administration) is reinstated to good standing.

SUSPENSION AND EXPULSION (Kindergarten through eighth grade)

While we do not want to suspend or expel any student, in some circumstances it is necessary and required by law. Decisions regarding suspensions and expulsions are made by the administration. Parents/guardians will be notified as soon as possible. Before most suspensions, parents/guardians are aware of ongoing problems through notes from the teacher and administration, parent/teacher conferences and/or telephone conversations. Under some circumstances however, immediate action is necessary. The school reserves the right to take action immediately if needed. Listed below are the reasons for suspension and expulsion. Some are taken from the California Education Codes and some are rules established by the board and administration of Century Christian Schools. The following violations result in suspension or expulsion from Century Christian Schools.

- Causing, attempting to cause, or threatening to cause physical injury to another person
- Possessing, using, selling or furnishing any firearm, knife, explosive or other dangerous object
- Possessing, using, selling or furnishing any controlled substance, alcoholic beverage, tobacco products, drug paraphernalia or an intoxicant of any kind
- Committing or attempting to commit robbery or extortion
- Causing or attempting to cause damage to school property or private property
- Stealing or attempting to steal school property or private property
- Committing an obscene act or engaged in habitual profanity or vulgarity
- Disrupting school activities or otherwise willfully defying the authority of school staff or other individuals assigned to supervise students
- Knowingly receiving stolen school property or private property
- Possessing an imitation firearm (i.e. a replica of a firearm that is substantially similar in physical properties to a real firearm as to lead a reasonable person to conclude that the replica is a firearm).

A student may be suspended or expelled for violations listed above while on school grounds, traveling to from school, during fieldtrips and other school sponsored activities

CONSEQUENCES OF SUSPENSION

- Dismissal from class for one to five days. Assignments and tests may be made up on the same basis as unexcused absences.
- Removal from sports for the current season. The student will need approval from the administration before participating in another sport.
- Students will be placed on probation noting any other restrictions in their participation in school activities.

HARASSMENT POLICY

Century Christian Schools is committed to maintaining a school environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The administration will take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Students who feel they have been subjected to conduct of a harassing nature should promptly report the matter to the school administration. Students who observe conduct of a harassing nature should also report the matter to the school administration. Reports involving the conduct of the administration should be reported directly to the senior pastor of Century Assembly. All complaints will be promptly investigated.

COMMUNICATION

Teachers are available to meet with parents/guardians to discuss a student's progress. You are encouraged to request a conference with your child's teacher whenever necessary. It is usually most convenient for teachers to meet with you after school. Parents/guardians are encouraged to schedule conferences in advance to insure the availability of the teacher and sufficient time to discuss your concerns. Below are some of the other means of communication used to keep parents/guardians informed of school activities.

- **THE COMMUNICATION ENVELOPE** is used to send home student assignments and all notes and letters from the classroom and the office. Please sign the envelope and return it the following school day. Envelopes for kindergarten through fifth grade are sent home daily. Sixth through eighth grades envelope that goes home every Tuesday.
- **A NEWSPAPER/NEWSLETTER** will be sent home from the school office on a monthly basis to inform parents/guardians of school activities.
- **A WEEKLY PLANNER** for fourth through eighth grade students notifies parents/guardians of the assignments for the coming week. Planners will be sent home on a weekly basis for parents/guardians to review assignments. In addition to the weekly assignment schedule, long-term projects and major tests will be noted.
- **SCHOOL WEBSITE AND EDLINE**-Families are encouraged to visit the school website, www.centuryeagles.com, for information regarding events, activities, current menus and other general information. Families with students in fourth through eighth grade are encouraged to use www.edline.net to view grades and homework online.

RECONCILIATION

Century Christian Schools is first and foremost God's school. Therefore, it is our desire to be Christian in our policy of handling differences that can arise as we work together to provide the best Christian education possible for our students. Accordingly, we try to resolve disagreements by following the instructions and examples found in scripture (see Matthew 18:15-22). Parents/guardians are encouraged to resolve differences by going directly to the person(s) involved. If the conflict cannot be resolved, the individuals should bring the issue to the Administrator. If the matter cannot be resolved with

the help of the Administrator, the school board will be notified of the issue and render a final decision. Questions regarding school policy should be directed to the Administrator. Situations requiring legal action or involving a violation of school policy should be directed to the Administrator.

FOOD SERVICES

Breakfast and lunch are available at a reasonable cost or students may bring their own lunches (glass food containers are not permitted). We do not have microwaves for student and the ice machine is off limits to students. Milk or juice is included with hot lunch, but can also be purchased separately for students who bring their lunch. Milk/juice tickets are available from the student's teacher. Students in sixth through eighth grades may purchase soda at lunch and after school. Students in kindergarten through fifth grades may purchase soda only after school. They are not allowed to bring sodas from home for lunch. No glass bottles please.

Menus are sent home each month. Meals must be paid for in advance. Daily lunch tickets are not available. You may purchase lunches in quantities of 10 or 20 lunches. Breakfast may be purchased (cash only) on a daily basis from 7:30 AM to 8:00 PM.

CAFETERIA RULES

- Do not leave your assigned seat without permission
- Use inside voices
- Raise your hand to ask for help
- No playing
- No trading food
- Dispose of your own trash

Children are required to sit and eat in an orderly manner. They will be excused to the playground after they have finished eating and have cleaned their area. Discipline problems in the cafeteria will result in loss of recess privileges. Severe discipline problems will be referred to the school administration.

DAYCARE

Daycare hours are 6:00 AM to 8:00 AM and 3:15 PM to 6:00 PM. Supervision is provided by qualified daycare staff. Parents/guardians are required to sign students out of daycare in the afternoons, indicating the time of departure, with their complete signature. This enables us to keep accurate records of our children for both security and billing purposes. If you fail to sign your child out of the daycare program, this may result in your child being dismissed from the program. Any student dropped off before 8:00 AM will be signed in by the daycare staff and billed for daycare. Any student not picked up from school by 3:15 PM will be signed in by the daycare staff and billed for daycare. Children must be picked up by 6:00 PM or an additional charge will be added to their account.

LIBRARY POLICIES

Library Hours-Are determined at the beginning of each school year and will be posted in the office, on the school web site, and at the library.

Borrowing Policy-Students may check out books during their scheduled times in the library as well as during break times. Kindergarten through second grade may check out only one book for a period of one week. Third through eighth grades may check out up to two books at a time for a period of two weeks. Books may be returned to the school office or in the library. Students may renew books up to three times. Students must notify the librarian they want to renew a book. If a book is renewed after the due date and a fine has accrued, the student is responsible to pay the fine. Students who consistently fail to

return books and/or pay fines promptly may not be allowed to borrow books from the school library for a specified time period to be determined by the school administration.

Overdue Policy-Books are overdue the day after the due date on the green bookmark. Overdue books will be fined for every school day the book is not returned. On the fourth day, the librarian will send home an overdue notice. Once the book is returned, if necessary, a fine notice will be sent home. Students are not allowed to check out additional books until the overdue book is returned and fines are paid. Fines may be turned into the office or the librarian. It is the responsibility of students and parents/guardians to make arrangements with the librarian for extended absences to avoid overdue fines.

Replacement Policy-Unreturned, lost or damaged books will result in a replacement fee which will include the cost of the books, shipping and tax.

Outstanding Account Policy-Unpaid fines and replacement fees not paid by the end of the school year will be posted to the student's account.

PHYSICAL EDUCATION

Physical Education (PE) is a mandatory activity for all students. Tennis shoes are recommended for PE. A student may be excused from participation in PE up to three days with a written note from a parent/guardian. Beyond three days, a doctor's note is required. Written excuses must have a beginning and ending date and specify with activities are restricted. Not wearing the appropriate uniform will affect PE grades.

ATHLETICS/CHEERLEADING

There are opportunities for students to be involved in competitive sports, including girls volleyball, coed soccer, boys and girls basketball, and coed softball. Cheerleading may also be available based on the availability of coaching staff and student interest. Sports teams are selected after a try out period. Participation in sports and cheerleading is a privilege that is earned by students by maintaining good grades and acceptable conduct during school and on the playing field. Participation requirements include parental approval and payment of the appropriate fees.

ACADEMIC AND CITIZENSHIP REQUIREMENTS

A minimum level of a "C" (70%) must be maintained with no "F" in any subject. If a student falls below a "C" average or receives an "F" in any subject at the time of progress reports or quarter grades, he/she will be removed from the team/squad and will be ineligible until the next grading period. If at that time the student has a "C" average with no "F" in any subject, he/she will be eligible to participate again. Students on probation are not permitted to participate in sports or on the cheerleading squad.

ATTENDANCE

A student must be in school all day on the day that he/she is to participate. If a doctor's appointment must be scheduled, the student must return to school immediately after the appointment. In the event of a family emergency, the parent/guardian will notify the coach/leader and a decision will be made as to the student's participation.

HEALTH INFORMATION

Every parent/guardian must submit a copy of their child's immunization records to the school office. Immunizations must be up-to-date for a student to attend school. Students with medical or religious exemptions will be excluded from school in the event of an outbreak. Parents/guardians are

asked to inform the school office of any medical condition or restriction that may affect their child or other children while they are at school.

- **KINDERGARTEN**-Parents/guardians must provide proof of immunization for one dose of Varicella (Chicken Pox), physician documented disease history, two doses for MMR both on or after first birthday and three doses of Hepatitis B
- **FIRST GRADE**-Parents/guardians must provide a “Report of Health Examination for School Entry” dated within the last eighteen months before entering first grade. Enrolling kindergarten students may submit this report dated within ninety days before entering first grade
- **SEVENTH GRADE**-Parents/guardians must provide the school with proof of receiving three hepatitis B and two MMR immunizations
- **SCREENING**-Students may be screened for vision, dental, hearing and height/weight records. Results will be documented in the student’s health file. Parents/guardians have the right to refuse any screening.

The law allows a parent/guardian to choose exemptions from immunization requirements based on their personal beliefs; however, the State of California requires a completed exemption form to be on file with the school.

MEDICATIONS

All medications, including non-prescription medications, must be signed in at the school office. This includes medications such as Tylenol, Advil, cough drops, inhalers). Students who are found to possess medication in their backpacks, desk, locker or purse will be subject to discipline. Medication must be brought to school in its original container. Parents/guardians must complete a Consent for Medication form before the administration of any medication. Prescription medication that will be given longer than two weeks requires a doctor’s signature on the Consent for Medication form.

FIELDTRIP POLICIES

Students may not participate in any school-sponsored activity without a signed Century Christian Schools permission slip. This slip must include the name, date, time and nature of the activity. Only students from the participating class or classes may attend the fieldtrip. Parents/guardians who home school their children may have limited access to fieldtrips with approval of the teacher and administration. They must personally provide transportation and supervision for their own children during the entire fieldtrip.

Fieldtrip drivers must be licensed, insured and at least 21 years old. To insure the safety of our students, only adults listed on the student enrollment forms may drive on fieldtrips. Prior to driving on a fieldtrip all drivers must sign a Volunteer Driver Agreement and provide a copy of their driver’s license and proof of insurance. Volunteer Driver Forms are available in the school office. Personal liability insurance is primary coverage when driving a privately owned vehicle on a school fieldtrip.

Students who ride in private cars are required to wear seat belts and should not sit in the front seat. Students must be secured in an appropriate child passenger restraint (safety seat or booster seat) until they are 6 years old or weigh 60 pounds.

Field trips are limited to staff, enrolled students, drivers and approved chaperones. Drivers who must bring additional children may not transport or supervise other classmates. Drivers and chaperones must remain at the fieldtrip location and supervise assigned students at all times. Drivers and chaperones should constantly monitor the students they are supervising and report any problems immediately to a teacher or another staff member.

EMERGENCY PROCEDURES

AUTHORITY

At all times the safety of students takes priority in any decision. Decisions in emergencies will be made by the Administrator or a designee in his/her absence.

MEDICAL

First aid will be administered in the school office in cases of minor injuries. If a serious accident occurs during the school day, an attempt will be made to notify parents/guardians at once. If a parent/guardian cannot be reached, the school will arrange to have the child taken to the hospital if necessary. Accidents will be documented on the school's Accident Report Form and parents/guardians will receive a copy.

DISASTER PLANS

Fire drills, emergency lock-down drills and earthquake drills are practiced on a regular basis. In the event of a fire, earthquake, flood, chemical spill or other event that endangers the safety of our students, the school will attempt to contact parents/guardians at once. Century Christian Schools will provide emergency care and shelter until parents/guardians arrive to pick up their child. Transportation will be provided only in extreme conditions. In the event of an emergency requiring evacuation and departure from the campus, parents/guardians will be notified where to pick up their child. Should the school be without telephone service, we will communicate with parents/guardians through the local police and fire departments.

MISCELLANEOUS POLICIES AND PROCEDURES**BACKPACKS**

Please mark your child's backpack clearly with his/her name. Do not include his/her telephone number or address. Backpacks may not have any print or graphics that are not consistent with Christian values. A backpack may be searched if there is a reasonable suspicion of inappropriate contents. The student will be asked to empty the contents of the backpack in front of a faculty member. If the student refuses, a parent/guardian will be called to assist in the process.

CELL PHONES

Student possession of a cell phone at school is discouraged. Parents/guardians must sign a Cell Phone Authorization Form in the school office before their student is allowed to have a phone on campus. Cell phones must be off and out of sight during school hours, including lunch and recess. The administration reserves the right to revoke this privilege if it is being abused. (CA ed code 48901.5)

DRUGS, TOBACCO and ALCOHOL

Century Christian Schools is a drug free school and does not allow students, staff, or parents/guardians to use or possess cigarettes, illegal drugs, or alcohol on school grounds during any school event. Parents/guardians should also refrain from smoking or drinking alcohol on school functions, especially around students.

FUNDRAISING

Century Christian Schools is funded primarily by student tuition and fees. School fundraisers assist funding special projects and activities. Participation in fundraisers is voluntary but parents/guardians and students are encouraged to participate. Special fundraisers are done each year for sixth grade Science Camp and the Junior High Washington D.C. trip.

GUM

Students are not allowed to bring or chew gum at school. Students will receive a verbal warning before receiving a \$5.00 fine and detention. Additional violations will result in detention (elementary) Saturday School (junior high) and a parent/guardian and student conference with the principal.

LOCKERS

Lockers are available for students in sixth, seventh, and eighth grade and are assigned at the beginning of the year by the teacher. Lockers are the property of the school and can be searched at any time by school staff. Locks for classroom and PE lockers are provided by the school. Replacement locks are available from the school at the student's expense.

LOST AND FOUND

Clothing and other items that are found on campus will be placed in lost and found located in the school office. If your child is missing a piece of clothing, please check your child's classroom and the lost and found. Periodically a lost and found table will be put out for items to be recovered. If there are articles of clothing unclaimed they will be donated to the uniform exchange or a charitable organization.

PARENT-TEACHER FELLOWSHIP

Parent-Teacher Fellowship (PTF) meets on a monthly basis to promote unity and excellence in our school family through communication, school activities and fellowship. PTF also organizes fundraisers for special projects and activates. All parents/guardians are encouraged to participate.

PARTY INVITATIONS

Party invitations may be distributed at school with the understanding that the student's whole class is invited, or if it is an "all girl" or "all boy" party, all students of the appropriate gender are invited.

PUBLIC DISPLAY OF AFFECTION

Students are not allowed to show any public display of affection such as hand holding, sitting closely together, hugging or kissing. Students in all grades are to follow the "hands off" policy of Century Christian Schools.

STUDENT COUNCIL

During the first quarter, student council elections will be held. The offices of president and vice-president are open to seventh and eighth grade students. The offices of secretary and treasurer are open to sixth through eighth grade students. Students who choose to run for an office are required to give a speech at the student council election rally. Two classroom representatives are elected in each class during the first quarter in fourth through eighth grade. Student council meetings are held after school for the purpose of organizing projects and special events. The requirements for participation in student council are the same as athletics and cheerleading.

TELEPHONE CALLS

Telephone messages to students are limited to emergencies only. Student phone calls from the school office are limited to emergencies only.

VISITORS

Century Christian Schools is a closed campus and we require all visitors, including parents/guardians to sign in at the school office when visiting the school. Parents/guardians who visit the classroom should be considerate of the students and teacher. Please refrain from interrupting the teacher, or distracting the students. Please silence your cell phone when visiting classrooms.

VOLUNTEERS

