



Elementary School

Parent/Student Handbook

2025-2026

Table of Contents

| | |
|---|------------------|
| <u>LETTER FROM THE PRINCIPAL</u> | <u>3</u> |
| <u>SCHOOL BOARD AND ADMINISTRATION</u> | <u>4</u> |
| <u>ABOUT CENTENNIAL BAPTIST SCHOOLS</u> | <u>5</u> |
| <u>ELEMENTARY SCHOOL CURRICULUM</u> | <u>9</u> |
| <u>ACADEMIC POLICIES</u> | <u>11</u> |
| <u>HOMEWORK POLICY</u> | <u>13</u> |
| <u>SCHOOL ATTENDANCE GUIDELINES</u> | <u>14</u> |
| <u>SCHOOL DRESS CODE</u> | <u>17</u> |
| <u>CODE OF CONDUCT</u> | <u>19</u> |
| <u>GENERAL SCHOOL POLICIES</u> | <u>23</u> |
| <u>FINANCES</u> | <u>26</u> |
| <u>LEGAL</u> | <u>29</u> |
| <u>CBS HANDBOOK ACKNOWLEDGEMENT FORM</u> | <u>30</u> |

LETTER FROM THE PRINCIPAL

Dear Parents and Students,

Centennial Baptist School welcomes you! From its beginning in 1991, Jesus Christ has been at the Center of everything with the goal of honoring Him in all we do.

As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us and give Him the glory. As we look to the future, we are expecting even greater things and trusting the Lord for His continued blessing, guidance and leadership in the days ahead.

Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility for spiritual and other training is yours, parents. *“You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”* (Deuteronomy 6:7) We appreciate the confidence you have shown in placing your child in our care as we guide and teach them socially, academically, and spiritually.

Romans 12:18 encourages us to do our part to live peaceably with one another. The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy and its requirements. Please read and study the handbook carefully. Every question is important, so please contact us right away if there is any item for which clarification is needed. Throughout the school year, situations and circumstances may arise that are not covered in this handbook resulting in changes, additions or deletions. As these occur, they will be communicated to parents and students in a timely manner.

Thank you and let’s make this a wonderful school year!

Dan Hayek

Principal

STATEMENT OF PURPOSE

Centennial Baptist Schools is dedicated to providing a Bible-centered education where students are challenged to grow in their relationship with Christ, develop their academic and social abilities, and are challenged to impact those around them for Christ.

SCHOOL VERSE

“And Jesus increased in wisdom and stature, and in favor with God and man.”
Luke 2:52 (KJV)

CENTENNIAL BAPTIST SCHOOLS BOARD

CBS is a ministry of Centennial Baptist Church. The administration and teachers of Centennial Baptist School believe they are privileged to have an outstanding school board. The members of the board are as follows:

Scott Watanabe
Steve Wester
Sid Rochlitz
Bri Katzenberger
Kristin Oostra
Kamron Sams

ADMINISTRATION

Tony VanManen – Lead Pastor/Administrator
Dan Hayek – Principal
Shannan Shope – Vice Principal
Deborah Lessa – Curriculum/PD Coordinator
Johanna Holloway – Athletic Director
Danielle Kearney – Administrative Coordinator
Bianca Jacquez – Admissions Coordinator

PARENT-TEACHER ORGANIZATION LEADERS

Holly Mote – President
Brandi Zombeck – Vice President
Terri Zayas – Secretary
Hollie Kropf – Treasurer
Ellen Borden – Communications Secretary

ABOUT CENTENNIAL BAPTIST SCHOOLS

STATEMENT OF FAITH

Centennial Baptist Schools (CBS) is a ministry of Centennial Baptist Church, an unaffiliated Baptist church, and is a member of the Association of Christian Teachers and Schools (ACTS) and subscribes to its Statement of Faith:

THE SCRIPTURES

We believe the Bible to be inspired, the only infallible authoritative Word of God. Inspired by the Holy Spirit, it has supreme authority in all matters of faith and practice. II Timothy 3:16-17; II Peter 1:20-21; Matthew 5:18; John 16:12-13; Hebrews 4:12

THE TRINITY

We believe that there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit. These are equal in every divine perfection. They execute distinct, but harmonious, offices in the work of creation, providence, and redemption. Deuteronomy 6:4; II Corinthians 13:14; Mark 12:29; Matthew 28:19; Isaiah 43:10-11.

GOD, THE FATHER

We believe in God, the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. Isaiah 48:12; Ps. 95:3,6; Is. 40:21-26; Ps. 139:1-12; Jn. 7:37,38

JESUS CHRIST

We believe in the deity of Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, in His bodily resurrection, ascension to the right hand of the Father, and in His personal return for His church and with His church in power and glory. Philippians 2:6; Hebrews 1:8; Isaiah 7:14; Matthew 1:20; Romans 3:25; Titus 2:13; I Corinthians 15; I Thessalonians 4:13-18; John 20:31.

THE HOLY SPIRIT

We believe the Holy Spirit is a divine Person, the third Person of the Trinity. In the present age, He convicts of sin, of judgment, and of righteousness, He bears witness to the truth of the Gospel in preaching and testimony, He is the agent in the new birth, indwells all believers in the Lord Jesus Christ, baptizes them into the body of Christ, seals them unto the day of redemption, and every believer is commanded by God to be filled with the Holy Spirit, Who bestows gifts as He wills. Acts 1:8; Romans 8:9; I Corinthians 12:12-14; Ephesians 5:18-20; I Corinthians 3:16-17.

SALVATION

We believe in the depravity of man, that all men are sinners by nature and by choice, and are therefore in need of salvation, divine redemption through personal regeneration. We believe that those who repent of their sins and believe in Jesus Christ as Savior are "saved", "regenerated" by the Holy Spirit. Acts 10:47-48.

SANCTIFICATION

We believe that all believers are indwelt with the person of the Holy Spirit at the time of regeneration, given every spiritual blessing, all things pertaining to life and godliness, and empowered with the resurrection power of the Holy Spirit, drawing upon the resources available through the resurrected Christ, to the end that our lives increasingly manifest the very life, character, and power of Christ. Acts 2:38, II Peter 1:3, Ephesians 1:3, Ephesians 2:1-6, II Corinthians 3:16, Romans 12:1-3, Galatians 2:20.

THE CHURCH

We believe in the local church, consisting of a company of believers in Jesus Christ who have a credible profession of faith, and have associated for worship, work, and fellowship. We believe that the calling of the church is to be the very presence of Christ in the midst of the world, standing as a testimony of His life and character. We believe that the testimony of Christ's life is seen most fully in the corporate expression of His life that is the church, and that when God calls people unto life with Himself, He necessarily calls them into fellowship with other believers as well. Ephesians 1:22-23; Ephesians 5:25-27; I Corinthians 12:12-14.

THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church: water baptism and the Lord's supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that baptism signifies and symbolizes Christian life begun. We believe that the Lord's supper was instituted by Christ for commemoration of His death and signifies Christian life continued. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. Matthew 28:19; Acts 10:47-48; Romans 6:4.

HUMAN SEXUALITY

A. We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

B. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

ACCREDITATION

CBS is accredited through ACTS, the National Council of Private School Accreditation (NCPSA), and Cognia, a national accrediting organization approved by the state of Idaho. . CBS is also a member of the Association of Christian Schools International (ACSI).

CORE VALUES

Distinctly Christian: We provide a Christ-centered, God-honoring environment.

Teaching the Truth: We recognize the Bible is the inspired and inerrant Word of God.

Academic Excellence: We pursue excellence in who we are and everything we do.

Service-Minded: We are committed to serving others, following Christ's example.

Partnering with Parents: We recognize the home as a child's primary educator and strive for parent collaboration.

EDUCATIONAL PHILOSOPHY

The educational philosophy of CBS is based on the conviction that God exists and that He has revealed himself to humankind. God's revelation to humans is three-fold. He has revealed Himself through creation (Romans 1:20), through the Bible (Hebrews 1:1), and through his Son, Jesus Christ (Hebrews 1:2). Because God has revealed Himself through creation, we believe that school subject matter should be revelatory of God (Psalm 19:1-2). Since all subject matter is revelatory of God, there is no such thing as a "secular" subject.

God has revealed Himself even more particularly through His Word, the Bible (1 Corinthians 2:9-11, 13; 2 Peter 1:20-21). The Bible is therefore taught as a school subject and is considered to be inspired in every word and is authoritative (2 Timothy 3:16). The Bible is a sourcebook for all subjects and is considered the sole authority when it touches upon any subject (John 17:17). When a student has the Lord as the foundation of their life, they can better appreciate and assimilate knowledge. At CBS, they are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth.

God's final and most complete revelation of Himself is through His Son, Jesus Christ. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior.

We believe that truth stems from God and is absolute in character. Therefore, we desire every student reach the following goals: (1) discern the truth based upon God's Word, (2) master the facts involved, and (3) apply these truths to his or her own life and circumstances.

MATTHEW 18 PRINCIPLE

The Matthew 18 principle requires that parents talk to teachers about student problems before they talk to an administrator. If unresolved at the two-people level, the matter is prayerfully and in an orderly manner moved upward in the school's organizational structure.

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of human beings, the people associated with a Christian school have the potential for misunderstandings, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said in John 13:34-35, "A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another."

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In, Matthew 18, Jesus gives His formula for solving person-to-person problems. We refer to this as "The Matthew 18 Principle".

"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to

hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican.” (Matthew 18:15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. Proverbs 11:9
2. **Keep the circle small.** (Just between the two of you). The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level. {The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance “over the head” of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.}
3. **Be straightforward in a respectful manner.** “Point out their fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and correction can only come when the issues are respectfully and lovingly, yet clearly, presented. Proverbs 27:6
4. **Be forgiving.** “If they listen to you, you have gained your brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion. In the event that this result does not happen, the following step should be taken:
5. **If needed, the parent and staff member should agree to share the matter with an appropriate school administrator.** At this stage, the counsel of Jesus would be “take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” Both the parent and staff member should communicate their version of the issue or issues with the school administrator. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and willing to submit to reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of God. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

CENTENNIAL’S COMMITMENT

The desire of CBS is to be recognized by our local community as a school that is deeply committed to developing individuals who impact those around them for Christ and that produces strong Christian leaders in every aspect of life and field of endeavor.

To achieve this goal, our staff strives:

1. To help each student develop a strong, personal relationship with Jesus Christ.
2. To help each student reach their full potential through the development of personal discipline skills.
3. To give each student a challenging and well-rounded education and to learn how to interpret them in the light of Scripture.
4. To train each student to interpret all of life within a biblical framework.
5. To train each student how to make godly life decisions.
6. To train each student to interact with others in a godly manner.
7. To encourage each student to develop a love for learning and a respect for academic discipline.
8. To maintain a strong, academically challenging program.

ELEMENTARY SCHOOL CURRICULUM

SPIRITUAL INSTRUCTION

Our Bible classes consist of prayer, Bible stories, and the learning of Scripture verses. Special time is allotted each day for this instruction. Our textbook is God's Word, supplemented by excellent Bible curriculum. Chapels are held every Wednesday. Throughout the school, Biblical teaching is applied to classroom and playground situations

KINDERGARTEN

PHONICS A basic program of letters and sounds is taught to all kindergarten students. Phonics is a method of teaching reading and writing by helping students understand the relationship between letters and the sounds they represent.

READING Reading is introduced to all children. All children must be able to read before they pass the first grade.

WRITING Printing is taught to all children.

SPELLING All children will begin to learn the proper rules of spelling.

MATH Both the meaning and writing of numbers are taught. All children learn to write their numbers from 1-100. Many children learn to write from 1-200. All children learn addition and subtraction combinations.

SPEECH All children are taught how to walk, how to stand, and how to speak effectively.

CREATIVITY Some children reveal the ability to write their own stories.

**On the final report card, if a student receives the grade of "NI" (K4) or "D" or "F" (K5) in all the following subjects, they may be retained the following year: math, reading, and phonics.*

ELEMENTARY GRADES 1st – 5th

READING Reading is an important skill relevant to many phases of learning, we believe it is imperative to use the best possible methods and techniques in our program.

PHONICS Phonics, we believe, is a vital part of any good reading program. **Phonics** is a method of teaching reading and writing by helping students understand the relationship between letters and the sounds they represent. It teaches students how to decode words by sounding them out, which builds strong foundational skills for fluent reading and spelling. It is our belief that through phonics a child can obtain an understanding of words which will enable him to become an effective and independent reader. Some of our children read two or three years above their grade level.

MATH The primary objectives of our arithmetic program will be first, to bring about an understanding of numbers and the number system; and second, to bring about the complete mastery of the basic skills. *Our school uses Bob Jones curriculum. Early on,*

students will be able to master two-place multiplication, long division with remainders, fractions, and story problems. Consequently, our complete arithmetic program is extremely accelerated.

SPELLING New rules are taught with each lesson. Many words are given during the week which are applicable to the rules.

MUSIC The students will receive training in music fundamentals. Programs are held at the end of each semester for parents to see the hard work that the students put in during music class.

ENGLISH We interpret this skill to mean not only the correct formation and spacing of letters, but also the ability to write stories and ideas effectively, using good grammatical structure and proper spelling.

Science, Social Studies, and Physical Education are also taught.

ACADEMIC POLICIES

PROCESS FOR ADMISSION

In order for a student to be considered for admission to K-12th grade, an application form for enrollment must be completed and submitted to the school office, along with the application and registration fees. All applicants Kindergarten—5th grade will also be given an entrance exam. CBS admits students of any race, color, and national or ethnic origin. Acceptance typically depends on class sizes, academics, and/or disciplinary history.

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

1—5th grade students must show a state-certified birth certificate, must submit proof that immunizations are current, and must furnish or allow access to their most recent report cards, standardized test results, etc.

PROMOTION 1st – 5th

On the final report card, if a student receives an “F” in one of the main core subjects (math, reading, phonics) parents will be notified and required to contact administration to set up summer school or similar. If a student receives a “D,” parents are encouraged to contact the teacher to discuss strategies for improving student performance, including summer school. Typically, summer school is an eight-week program, three days a week.

REPORT CARDS

Students will receive a report card following the conclusion of each quarter. Report cards will be sent via email for quarters one, two, and three. The 1st and 3rd quarter report cards will also be available at the scheduled Parent/Teacher Conferences. The final report card of the year will be sent via email once accounts are cleared.

PROGRESS REPORTS

Progress reports are not mailed out. Parents may observe their student’s progress at any time during the school year by logging on to their parent portal.

KINDERGARTEN DAILY FOLDERS/WEEKLY ENVELOPES

Your child will have a folder with various papers that come home daily to be initialed and returned daily. You will also receive the Monday envelopes described below. Please be sure to sign and return it promptly as well.

1st – 5th DAILY PLANNERS/WEEKLY ENVELOPES

Each student will be given a daily planner to use for homework assignments, projects, etc... The teacher will initial the book daily before sending it home, and the parent should initial it after the work is completed to be returned the following day. *If a planner is lost, a \$5 charge will be incurred for a replacement.*

CBS uses an “envelope system” as one method of communication with parents. A large envelope will be sent home every Monday. It contains tests, completed assignments, letters, and other important information. This envelope needs to be signed by the parents and returned to school with the student by Wednesday of each week. **If an envelope is not returned, a homework slip may be issued for each day that it is not returned.**

PRINCIPAL'S HONOR ROLL

Students achieving a GPA of 3.75 or higher without any Fs for the year will qualify for the Principal's Honor Roll.

HONOR ROLL

Students achieving a GPA of 3.00-3.74 without any Fs for the year will qualify for the Honor Roll.

ATTENDANCE AWARD

Recognition will be given to those who have not been absent for the entire year.

ACADEMIC AWARDS

Certain academic awards may only be obtained when a student has been enrolled for a complete school year.

AWARDS CEREMONY

At this annual event, many other awards of various types are presented to the students in recognition of outstanding achievement.

GRADING SCALE

| Letter | Percentage | GPA |
|---------------|-------------------|------------|
| A+ | 98-100 | 4.0 |
| A | 94-97 | 4.0 |
| A- | 90-93 | 3.7 |
| B+ | 88-89 | 3.3 |
| B | 84-87 | 3.0 |
| B- | 80-83 | 2.7 |
| C+ | 78-79 | 2.3 |
| C | 74-77 | 2.0 |
| C- | 70-73 | 1.7 |
| D+ | 68-69 | 1.3 |
| D | 64-67 | 1.0 |
| D- | 60-63 | 0.7 |
| F | 0-59 | 0.0 |

HOMWORK POLICY

HOMWORK

Homework is an integral part of the school program. Each teacher gives homework according to grade level. Each student is required to complete his/her homework on time. The following are approximate daily hour requirements for each grade:

- 1st-3rd grades- one half to one hour, primarily reading
- 4th-5th grades- one hour depending on the student and individual need

Homework may be given as:

- Drill: We believe that most students require a regular practice to master essential material.
- Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- Reinforcement: Homework is given to assist the student in overcoming such difficulties.
- Preparation for Class: Homework may be given to prepare for the next day's class.
- Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion.

Because of the need for family time, minimal homework in the elementary will be assigned on weekends unless a student requires special needs in this area. Parents/Guardians will be notified concerning any special needs. **Unfinished classwork will become homework and is separate from assigned homework.**

ELEMENTARY LATE HOMEWORK POLICY

All elementary students are required to turn in classwork and homework on time. In most cases, assignments given the day before will be due upon return to class the next day. **In the event an elementary student (Grades K5-5th) forgets their assignments at home or does not have them completed,** they will be required to stay in during their recesses/free time to complete the missing work. The teacher in grades 1-5 may make an exception based on a valid excuse from parents requesting more time. Parental/Guardian excuses for children's homework should be limited.

In grades 3rd-5th, students will be given the following consequences on a quarterly basis at the teacher's discretion:

- 10% off for late work
- A zero will be given after one school week if an assignment has not been turned in

Repeated late work or missing assignments may result in the continued loss of free time and grade reductions, along with a parent, teacher, and student conference to further evaluate the situation. Without responsible student effort and accountability at home, continual reduction of grades on daily work for late or unfinished assignments will result. The possibility of failure in a particular subject for students in 4th-5th grades will be the natural outcome requiring them to be placed on academic probation for allowing grades to drop below a 2.0- grade point average. (Considerations will be made for students in Directed Studies who have been diagnosed learning special needs and are on accommodation and modification plans)

SCHOOL ATTENDANCE GUIDELINES

Idaho State Law requires that students attend school regularly and punctually. Each teacher will check attendance daily.

ABSENCES

1. If a student is absent for any portion of the day they must sign in to the office when they come onto campus, whether they have a written parental excuse or not.
2. **A student with more than 9 absences (excused or unexcused) from a class in a semester may be in jeopardy of not receiving credit.** In cases of prolonged illness, the family may appeal to the Administration and/or the school board for an exception by submitting in writing a letter of explanation.
3. Any student who is absent for more than half of their classes on the day of an athletic game or extracurricular activity is not eligible to participate in that day's activity. Exceptions may be made by the Administration for emergencies or medical appointments.
4. Illness or Bereavement Absences (Excused Absences)
 - a. Parents must notify the office by 9:00 AM if their student is home ill in order to excuse the absence. If the absence extends beyond 3 days, a doctor's note is required in order for the absence to be excused.
 - b. When daily work is missed due to an excused absence, a student will be allowed one day's grace for each day absent as the maximum time for making up work for full credit. It is the student's/parent's responsibility to obtain missed assignments from his teacher.
 - c. Students will be given one day for each excused absence to make up a test.
5. Health Appointments (Excused Absences)
 - a. Whenever possible, health appointments should be made outside of school hours. If it is necessary to miss school for medical appointments, a parent must notify the school office (written note, email or phone call) before school in the morning, and the student must sign out at the appointed dismissal time and sign in to the office upon their return to school.
 - b. When a student has an appointment that makes them late to school, parental/guardian notification is required (written note, email or phone call) AND the student must sign in at the office when arriving to school.
6. To clear an unexcused absence, a student must provide a written excuse or a phone call from the parent or guardian to the office within two days. Failure to follow this process may result in disciplinary action. At the teacher's discretion, a student may not be given credit for missed homework or may not be allowed to make up a missed quiz/test if an absence remains unexcused.
7. Planned absences should be kept to a minimum since student make-up work is an added burden to both the student and the teacher. For a planned absence the following procedure is to be followed:
 - a. The student must obtain a Student Planned Absence Form from the front office at least three days in advance. The form must be signed by all teachers and a parent/guardian. Parents have notified the office about a planned absence but have kept the form since the homework/assignments are on the form.
 - b. School work must be made up in advance or as prescribed by the teacher. If no such arrangements are made in advance, teachers may not allow homework or tests to be made up for credit.
 - c. If the activity comes up unexpectedly, the parent should call the office or alert an administrator to the situation ASAP.

TARDY

Punctuality is a part of a student's education and aids in the development of respect, responsibility, and character. As such, tardiness to class is unacceptable.

1. A student is tardy if they are not in their seat when the tardy bell rings.
2. If a student arrives late to school, they are to sign in at the office; they are marked tardy except for a doctor/dentist/family appointment.
3. Six unexcused tardies count as one absence. Tardies reset every quarter.
4. A parent may notify the office if a student is late due to an accident on the road or other emergency, and the office staff may validate the tardy. Parent validation of a tardy must be done on the day of the tardy.

ARRIVAL AND DEPARTURE PROCEDURES

At no time is a child to be picked up by anyone other than parents or guardians unless the office is notified. Students should not arrive **earlier than 7:45 AM** unless they are enrolled in the Before/After School Program. If students must be dropped off before 7:45 AM, they are to report immediately to the daycare door until a teacher brings them to class. **They are not to go to any classrooms until 7:45 AM.** Students are to be picked up by **no later than 3:15 PM**. Children who are left after 3:15 PM will be sent to aftercare and charged accordingly. All students must sign in/out at the office when arriving late or leaving early.

BEFORE/AFTER SCHOOL CARE PROGRAM

The Before/After School Care Program is designed for students through age 12. The hours are 7:00 AM to 6:00 PM. **Any students (including carpools) who have not been picked up by 3:15 p.m. will be taken to the After-care services and charged accordingly.** The after-school supervisor will sign students in, and a parent must sign them out at the time of departure. Students should be signed up for a monthly rate (Full or Part-time); the emergency "drop-in" rate is \$16.00 per hour. Once a child has been in Before/After care for 15 minutes they will count for the full hour rate.

To help ensure the safety of the students, we release the children in the program only to their parent or someone designated on a child's release form. A person may also be designated on a note which has been written, signed, and dated by a child's parents.

PLEASE NOTE: For those staying past 6 pm, \$2 will be charged for every minute past closing.

CLOSED CAMPUS

Once a student arrives on campus, they are not allowed to leave without permission for any reason. If a student must leave campus, their parent or guardian must send a written note, email, or call the office for approval and the student must sign out in the office before leaving campus.

WEATHER POLICY

In most cases, if the Caldwell, Nampa, or Vallivue School Districts close due to inclement weather, then we will also be closed unless deemed safe for CBS by the administration. Information about closures can be found on KTVB or 89.5 FM KTSY.

DISEASES AND ILLNESS

To ensure (as best we can) that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, as well as the staff, and we request that everyone take precautions to prevent the spread of germs and contagious illnesses. Please do not medicate and send your child to school if your child is unable to participate in daily class routines.

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school:

- Measles
- Ringworms
- Mumps
- Scarlet fever
- Whooping cough
- Streptococcal sore throat
- “Pink Eye” conjunctivitis
- Impetigo

A physician, the Health Department, or administration may readmit a student to school upon having the following:

- Chickenpox
- Head Lice—The student must bring verification of lice treatment or a doctor’s note. The office will also re-check the student’s hair. If there is evidence of bugs or nits still present, the student will be sent home.
- Pneumonia
- Influenza (Students must be symptom-free to return to school)
- COVID-19 (Students can return to school 5 days after a positive test)

DRESS CODE

Personal appearance is important. Studies indicate that what a person wears directly affects how they act and how people respond to them, and it may be an indicator of the heart. While recognizing that there are many tasteful styles of dress, CBS chooses to place less emphasis on matters of personal preference and more on matters pertaining to modesty, professionalism, neatness, cleanliness, and attire that does not call undue attention to oneself. Dress code policy is ultimately subject to the discretion of the administration.

A student who is in violation of the following Dress Code may be required to change into appropriate attire, and/or be sent home at the administration's discretion. The faculty and administration sincerely appreciate the cheerful cooperation of all, student and parent alike, in striving to abide by these guidelines with integrity.

The Dress Code is to be followed at all times while a student is on campus, at school-sponsored events, retreats, and special events. Exceptions must be pre-approved by the Administration.

MODESTY AND PROFESSIONALISM

Some types of clothing are simply not appropriate for school. Every student is expected to use wisdom and discretion while abiding by the following guidelines:

1. Boys

- a. **Shirts:** Button-down, collared dress shirts, polos, sweaters, T-shirts, sweatshirts are acceptable choices. tank tops, sleeveless shirts, thin (or clingy) undershirts, and shirts with graphics, slogans, and advertisements that conflict with Christian values are not permitted. Oversized shirts or shirts that expose undergarments or skin are not acceptable.
- b. **Pants:** A variety of different styles of pants are permitted (i.e. - slacks, Docker-style, corduroy, cargo, jeans, shorts) with the following guidelines: the cut of the pants must not allow skin above the knee or undergarments to be visible, they cannot drag the floor, and should not have holes. No sagging/ dragging, sweatpants/shorts, exercise pants/shorts, pajama pants, or spandex.
- c. **Shorts:** Must be to the top of the knee.

2. Girls

- a. **Tops:** Blouses, sweaters, dressy knit tops, polos, sweatshirts, t-shirts, and sleeveless shirts that reach the shoulder are acceptable. (Tops should not have open backs) The following are not allowed: t-shirts/shirts with logos or pictures contrary to Christian values, T-shirts/shirts/sweatshirts with secular bands, undershirts, tank tops including spaghetti straps, any peek-a-boo sleeve that creates a tank top look, midriff/skin visible under the shirt at any time, or any item deemed immodest or sloppy.
- b. Necklines must be modestly cut, revealing no cleavage; must not be see-through/sheer; must not be tight/clingy; must not allow undergarments to be visible.
- c. **Dresses/skirts:** Dresses and skirts should be modest, not having a slit that goes higher than 4 inches above the knee, not be tight or clingy, allowing underclothing to be visible. Solid material under sheer skirts must come to the top of the knee. If leggings are worn underneath a dress or skirt, the length of the skirt or dress must not be shorter than 2 inches above the knee.
- d. **Pants:** A variety of different styles of pants are permitted (e.g., - slacks, Docker-style, corduroy, cargo, jeans, capris, thick-style jeggings with pockets, and leggings as pants

are permitted for K5/1st Grades) with the following guidelines: the cut of the pants must not allow undergarments to be visible, they cannot drag on the floor, and should not have holes. Leggings must have a skirt, dress, or covering. No sagging/dragging, sweatpants/shorts, exercise pants/shorts, pajama pants, leggings as pants (K5/1st grades permitted), jeggings without pockets, or spandex.

ADDITIONAL GUIDELINES

1. Hair
 - a. Hair must be neat and clean at all times to avoid a shaggy, unkempt appearance. At any time, hair should never cover the eyes. Boys' hair length should be above the eyebrow, above the ear on the side, and above the collar in the back.
 - b. Unnatural hair coloring or radical hair styling (as determined by the Administration) is not allowed.
2. Shoes
 - a. Shoes should be worn at all times.
 - b. Leather/leather-like dress shoes, boots, sandals, athletic shoes, crocs, and flip-flops are acceptable.
 - c. Slippers and stiletto-style high heels (girls) are unacceptable.
 - d. Separate Gym only Tennis Shoes must be provided for the P.E class.
3. Wednesday/Chapel Dress
 - a. **Boys:** Dress pants and a **collared shirt** or dressy sweater are to be worn on Wednesdays. Students may not wear t-shirts, jeans of any color, or shorts on Wednesdays. An appropriate sweatshirt may be worn but must have a collared shirt underneath. 3rd-5th grade students are expected to bring their Bibles when they attend the mandatory chapel services.
 - a. **Girls:** Dresses, skirts, or dress slacks with blouses are to be worn on Wednesdays. Students may not wear t-shirts, jeans of any color, or shorts on Wednesdays. An appropriate sweatshirt may be worn but must have a blouse or dress underneath. All 3rd-5th grade students are expected to bring their Bibles when they attend the mandatory chapel services.
4. Jewelry
 - b. **Boys:** Extreme amounts of jewelry should not be worn; one necklace, watch, bracelet, and up to two rings are permissible. No other jewelry is allowed.
 - c. **Girls:** A maximum of two piercings in the ear lobe or two pieces of jewelry may be worn on the outer ear. Gages or gage-like earrings are not permitted. Jewelry requiring body piercing may not be worn. No piercings other than the ears are permitted.
5. Caps, Hats, and Hoods
 - a. Conservative and appropriate caps or hats may be worn out of the classroom. Hoods, beanies, and caps are not to be worn indoors or in chapel at any time.
6. Clothing that identifies with or depicts any activity, value, lifestyle or philosophy that conflicts with Centennial's Code of Conduct or Biblical guidelines of godliness is not allowed, including secular bands.
7. Visible tattoos, **drawing on arms/legs**, no make-up (girls), ear jewelry (boys), fingernail polish (boys), blankets, capes, and masks are not allowed on campus.

CODE OF CONDUCT

Centennial expects the cooperation and respect of students in the enforcement of the Code of Conduct. Students are representatives of the school and, ultimately, Jesus Christ, both at school and in their community. As such, students are accountable for behavior and attitudes expressed in person, online, or over electronic devices when brought to the attention of the Administration. A student may receive consequences as outlined below if they violate the Code of Conduct either on or off campus (up to and including detention, suspension, expulsion, and referral to legal authorities if applicable). A student over the age of 18 (qualifying as an adult) is not exempt from any provisions in the Code of Conduct or any other student expectations outlined in the Parent-Student Handbook

STUDENT STANDARD OF CONDUCT

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff. The Matthew 18 principle encourages parents to first discuss student issues directly with teachers before involving an administrator. If unresolved, the concern is prayerfully and orderly taken up the school's leadership.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

KINDERGARTEN DISCIPLINE SYSTEM

Kindergarten uses a red light/yellow light/green light system for behavioral issues. This system will be explained to parents by the teacher.

LEVELS OF OFFENSES

Level I

This level of offense includes are as usually addressed by the teacher in the classroom or by monitors in all school functions. It is the lowest degree of violation and does not usually involve the Administrator.

- **Example of Offenses:** Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules, digital recorders, cell phones, electronic games, or other toys that could be broken, tardy to class; public display of affection of a minor nature; dress code violations; and other minor offenses.

Level II

This level of offense goes beyond Level I regarding the severity or repetition of some offense. It is at this level that the principal becomes involved, and records begin to be kept in the school office. Teachers may report Level II offenses to the principal for discipline.

- **Example of Offenses:** Repeated Level I offense, classroom disruption of more than a minor nature, disrespect of staff or teacher both in person and through social media, texting, or any online communications, ongoing negative/uncooperative attitude, profanity of any kind, inappropriate use of social media, texting, or any other app or online communications that would violate Christ-like character or conduct; i.e. Suggestive images or, language, harassing behaviors, etc., misuse or abuse of school property (restitution is required), slander or gossip, minor shoving or pushing incidents, not being where the student is supposed to be, accumulation of five or more detention hours, or cheating incidents (includes AI).

Level III

This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the principal.

- **Example of Offenses:** Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), harassment or bullying of another student (including racism) both in person and through social media, texting, and any online communications, stealing or forgery, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds, or displayed through social media, texting, or any online communications), false-alarms being called or set-off, fighting, possession of weapons, sexual immorality both in person and through social media, use of pornography, deceit in any form, any criminal offense not including traffic violations, and threatening remarks made to others both in person and through social media, texting, or any online communications.

RECOMMENDED WITHDRAWAL OR EXPULSION

When it becomes apparent that a student's influence is detrimental to the progress of others or if a student remains unsympathetic toward the educational objectives of CBS, their enrollment may be terminated. A student loses all privileges of attending Centennial activities and is not allowed to visit campus. No expelled student may be readmitted until approved by administration and school board

- Consistent academic problems
- Consistent behavioral problems
- Consistent social problem
- Consistent attendance problem

CARE OF PROPERTY

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on school property will receive the appropriate punishment. Willful damage to or destruction of school property or of another student's property is not acceptable. All damage must be paid for, whether willful or accidental. This includes damage caused by horseplay. Students may be charged, depending on the damage.

RESPECT TO TEACHERS

Teachers should always be addressed as Mr., Miss, Ms., or Mrs. both on and off campus, during school hours, and after school hours. No type of nickname will be tolerated in reference to a teacher or an administrator. Any form of disrespect to teachers or any staff members may bring swift consequences.

CHEATING AND PLAGIARISM

Cheating and/or plagiarism is not tolerated at CBS. Plagiarism is stealing someone's words, thoughts, and/or ideas and is a form of cheating (including AI). Copying information from the internet is considered plagiarism. All sources must be appropriately cited and failure to acknowledge sources on a project may impact the student's grade and result in disciplinary action—both at the teacher's and Administration's discretion.

In all cases, student(s) involved in cheating will receive a "zero" grade on the assignment and a telephone call or conference with parents may be held by the teacher. All students involved in the cheating process may receive the same consequences as the cheating student(s).

1. Cheating on a test, exam, quiz, or homework may result in detention and a zero.
2. Collaborating on graded homework may be considered cheating depending upon the teacher's directions for that assignment.
3. Blurting out an answer on a graded test/quiz will result in a zero and detention at the teacher's discretion.
4. Being found in possession of any cheating devices (e.g., information written on a student's skin or desk, small "cheat sheets", etc.) will be considered evidence of an intent to cheat (or already having cheated) and may result in discipline.
5. Plagiarism or turning in someone else's work as your own will result in detention and zero. The use of AI tools, including ChatGPT or similar programs, is strictly prohibited for writing or generating any part of assigned papers. All work submitted must be the student's own original writing.
6. Submitting a previously graded assignment as new work will result in a detention and a zero.

RELATIONSHIPS

Any physical display of affection (handholding, kissing, etc.) or relationship at school or a school-sponsored event is considered improper conduct and may be subject to disciplinary action. Student conduct should remain wholesome and Christ-honoring.

PHYSICAL CONTACT/IMMORALITY

Demonstrations of romantic involvement between students on school property are forbidden. Hand-holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in detention, suspension or expulsion. Boys and girls must always maintain a six-inch distance. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is

not limited to, immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

Examples:

"I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

Definition of "identifying act"

Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

Examples: Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

LOST AND FOUND

Books, clothing, and items of value should be clearly labeled with your child's name. Properly labeled items will be returned to the owner. Lost and found items will be placed in a designated area, and smaller more expensive items will be placed in the office. Items that have not been retrieved by the end of each month will be donated.

Remind your student to periodically check the lost and found for anything that might have been misplaced. The lost and found is located in the office on the lower level of the school building.

CELL PHONE POLICY

Students need to leave cell phones and smartwatches at home. Any exception to this rule **must** be cleared by the administration.

GENERAL SCHOOL RULES/POLICIES

1. A student's schoolwork must not be in conflict with the Biblical guidelines and values espoused by CBS. Inappropriate content may result in an academic and/or disciplinary penalty at the discretion of the Administration.
2. Students are not to bring unnecessary items to school that will have or tend to have a dangerous, destructive, or distracting influence. This includes (but is not limited to) such items as inappropriate books or magazines, toys, electronics, gaming devices, fireworks, water guns, skateboards, etc. (If you are not sure, consult Administration prior to bringing it on campus). Students who bring these items are subject to disciplinary action.
3. In the interest of school and individual student and staff safety, if the school has reasonable cause, Administration may inspect students' backpacks at their discretion.
4. For maintenance purposes, chewing gum is not allowed on campus at any time.
5. Snacks and beverages (other than water) are not allowed in the classroom. All food, snacks, and drinks may only be consumed in the designated lunch/snack areas.
6. Hall Passes: Any student outside of their assigned class must have a hall pass from that classroom. If a student needs to see the administration, the counselor, or go to the office due to illness, they must have a pass. If the student is doing something that causes them to miss the beginning of their next class, they must first receive permission from the teacher of that class.

GENERAL SCHOOL POLICIES

PROTECTION OF CHILDREN

For security reasons, parents should not remain on the property after dropping children off. Parent volunteers with clear background checks are an exception to this policy.

VISITORS AND VOLUNTEERS

Every visitor must first obtain office approval and receive a Visitor's Pass before being allowed on the campus grounds. All volunteers must have a background check on file before volunteering on campus or off-campus events. A Visitor's Pass must be worn visibly at all times while on campus. Visitors must abide by all school policies and rules while on school grounds. This includes dress code and other issues outlined in the Code of Conduct. Visiting campus is restricted to breaks and lunch only, unless prior approval is granted by the Administration. Anyone not employed by or enrolled in CBS will not be allowed to loiter on school grounds during school hours.

PARENT VOLUNTEER PARTNERSHIP

CBS is dependent upon each family's participation and assistance. We ask families to partner with us for at least 25 hours per school year. Single-parent families at least 15 hours per school year. Families who choose not to complete their required volunteer hours by April 15th will be assessed a \$200 fee. Volunteer hours can be accomplished in a variety of ways including classroom assistance, help with facilities, coaching, playground supervision, fundraising, assisting at athletic games (gate/concussions), PTO, etc. Your time and effort are valuable to CBS. Service hours may be recorded by letting the office know in person, by phone or email or entered into the Google form on the school website under the "Parents" tab.

FIRE DRILL

1. When the fire bell rings, immediately stop work.
2. Follow the teacher's directions regarding evacuation procedure.
3. Leave books and other articles on the desktop.
4. Form a single-file line; leave quickly and quietly for the designated outdoor classroom line-up area.
5. Remain quiet and orderly so that all may hear necessary instructions.
6. When the designated area for the classroom is reached, turn and face the buildings while remaining in a single line.

LOCKDOWN – INTRUDER DRILL

In case of an emergency, the Administration will announce a lockdown over the public address system. Teachers will lock all doors and windows and direct students to a location in the classroom away from the doors and windows. Students and teachers are to remain in this posture in absolute silence until the all-clear public announcement is given. During the lockdown neither the teacher nor the students are to open the door to anyone that is asking to be let in. Students outside of their classrooms are to find the nearest classroom before it is locked or to find the nearest cover of safety.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Students may ride their bicycles to school, but we are not responsible for theft. Skateboards and rollerblades are not allowed on the property. If a student rides a skateboard or rollerblades to school, they must drop them off in the front office when they arrive and pick them up when they leave.

INJURIES/ILLNESS

If a student is hurt, injured, or ill while on the school grounds, the incident is to be reported immediately to the nearest teacher or to the front office.

MEDICATION

1. If a student needs to take a prescribed medication during school hours, the school must have written instructions signed by the prescribing physician for each medication.
2. If a student needs to take an over-the-counter medication during school hours, the school must have on file written instructions signed by the parent/guardian for each medication.
3. The student/parent should also bring the correct amount of medication needed for dispensation during school hours in the original container. We will keep the medication and arrange for the student to receive the medicine as requested.
4. It is a government regulation that students do not carry medication with them, including such items as Tylenol, Ibuprofen, Midol, and antibiotics.

TELEPHONE CALLS

Teachers and students will not be called from the classroom for phone calls. In case of an emergency, a message may be left with the office. In the event of an emergency or student illness, the secretary will make the appropriate phone calls to parents. Students are not allowed to use their cell phones, staff cell phones, or private office phones to make calls unless they are under the direct supervision of a teacher.

MEDIA

Centennial uses social media outlets to promote activities. By enrolling your student at CBS, you understand that their picture may appear on one or more of these outlets for the use of promotion. Slander and negative comments posted online will not be tolerated and could be grounds for student dismissal or legal action.

LUNCH PROGRAM

Students can bring their lunches or purchase school lunches are available at \$4.00. The menu is posted monthly on the school website. No lunch should be delivered by a parent to a classroom; all lunches need to be brought to the office. If a student does not have lunch or lunch money, the school will notify the parent that money needs to be brought in. **Microwaves are not available for student use.** Food is to be eaten within the cafeteria, in one of the designated outside areas, or in a classroom with a teacher present. Students may not eat lunch on the field or in the parking lot. Failure to dispose of trash properly may result in disciplinary action.

TEXTBOOKS

Textbooks should be covered with an acceptable, durable cover. All non-consumable books should not be written in and must be returned at the end of the school year. If a non-consumable book is damaged beyond normal wear, the student's account will be charged a minimum of \$25 for repair or replacement of the book. Although parents pay a curriculum fee, the fee does not cover the full cost for all textbooks used in a school year. Textbooks are meant to last 5 years. Replacement costs of a damaged textbook will be determined based on how old the textbook is and how much of the curriculum fee was collected towards that textbook.

FINANCES

Tuition, Billing, and Payment Policies

At CBS, we strive to provide clear and consistent communication regarding tuition and fees, while extending grace and understanding whenever possible. The following policies help ensure that we can continue to serve all families with excellence and integrity.

Absences and Withdrawals

- **Tuition During Absences:** We are unable to offer tuition reductions for prolonged absences.
- **Early Withdrawal:**
 - A \$350 withdrawal fee per student will be charged if withdrawal occurs within the first 90 days of enrollment.
 - After 90 days, the withdrawal fee is reduced to \$100 per student.
 - Tuition charges will end on the date the official withdrawal form is signed.
 - Any tuition overpayment will be refunded after all textbooks are returned and any outstanding fees (including lunch, late fees, or other charges) have been paid in full.
 - Financial aid and scholarships will be removed for early withdrawal.

Payment Methods & Plans

- Tuition may be paid in full or divided into a **9-month** (beginning September 1) or **12-month** (beginning June 1) payment plan.
- Summer plans are paid on a weekly basis.
- All tuition billing is processed through **FACTS Financial Management**.
- Payments may be made:
 - Directly through FACTS
 - In the school office (by cash, check, or money order)
 - By credit card over the phone via FACTS at **866-441-4637**

Payment deadlines and Late Fees

- Families may choose either the **1st or 15th** of the month as their regular payment due date.
- Payments are considered **late** if not received within **8 calendar days** of the scheduled due date.
- Accounts more than **30 days past due** will no longer be eligible for tuition discounts for the current school year.

Delinquent Accounts

- Accounts more than 30 days past due or are habitually delinquent may be asked to change payment plans and amounts in FACTs.
- CBS reserves the right to remove discounts from delinquent accounts.
- Students with delinquent accounts will not receive report cards, transcripts, or school records until the account is brought current.
- Students with outstanding balances may not take midterms or final exams.
- All school property (e.g., textbooks, uniforms, locker locks) must be returned in good condition.

CBS reserves the right to charge late fees, fees for lost or damaged items, after-school care charges, and returned check fees.

- A **\$55 late fee** will be added to accounts with unpaid balances on the **9th or 23rd** of each month.
- If tuition and fees are not paid by the **1st of the following month**, students may be **temporarily suspended** until the balance is paid in full.
- Accounts must be in good standing to qualify for financial assistance the next school year.
- Textbooks damaged beyond repair will result in additional curriculum fees

Insufficient Funds Policy

- A **\$25 charge** will be applied through FACTs for any returned checks or payments with insufficient funds.
- After **three returned payments**, future payments must be made by **cash, money order, cashier's check, or debit/credit card**.

Prior Year Tuition

- All tuition and fees for the current school year must be paid in full before a student can be registered or placed for the upcoming year.
- Transcripts and school records will not be released until any outstanding balances are cleared.

Consistently Past Due Accounts

- Families with recurring late payments may be required to switch to a **semester-based or annual tuition payment plan** for future enrollment periods.

Collections

- Accounts that remain unpaid may be referred to a licensed **collection agency**.
- If this occurs, a **collection fee equal to 50%** of the outstanding balance will be added to the account.
- Families are responsible for all additional collection costs incurred.

Re-Enrollment Policy

We consider it a privilege to serve your family and are excited to have your child as part of the CBS student body. To simplify the enrollment process, CBS offers automatic re-enrollment each year.

Automatic re-enrollment helps families avoid unnecessary paperwork and allows CBS to plan effectively for the upcoming school year—both academically and financially. All re-enrollments are processed on **April 1** of the current school year for the following year.

Important:

If your child will not be returning to CBS, it is the parent's responsibility to notify the school office **before April**

1. If notice is given **after April 1**, the following fees for the upcoming school year will still be required:

- Enrollment Fee
- Curriculum Fee
- Withdrawal Fee

We appreciate your partnership and look forward to continuing to support your child's education.

Scholarships and Financial Aid: A limited number of scholarships and financial aid are available each school year. Here is the process

1. Submit application and application fee via FACTs.
2. June of every school year, CBS School Board reviews and awards aid per financial guidelines.
3. July/August - awards are sent to families.

Be aware that students must be enrolled in CBS to be eligible for financial aid. Financial aid is not guaranteed year-to-year. Accounts that become delinquent may lose financial aid and scholarships. Additionally, early withdrawals forfeit scholarships and financial aid awards for the school year for which they are withdrawing. We recognize that financial challenges can arise and are committed to working with families who communicate proactively. Please reach out to the school office or accounts@cbschool.org if you are experiencing difficulty with tuition payments so that we may explore possible solutions together.

LEGAL

MEDIATION/ARBITRATION AGREEMENT

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana, (406) 256-1583, shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, guidelines for Christian Conciliation.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.



CBS HANDBOOK ACKNOWLEDGEMENT FORM 2025-2026

Please review the attached Centennial Parent/Student Handbook, and sign below as indicated. Review and express agreement with the Parent/Student Handbook is a condition of enrollment/re-enrollment. Attendance at Centennial Baptist Schools is viewed as a privilege that may be forfeited by any student who does not abide by the standards and procedures of the school.

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and policies expressed in the Parent/Student Handbook.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____