



ELEMENTARY
AND
EXTENDED SCHOOL ENRICHMENT PROGRAMS
PARENT/STUDENT HANDBOOK
2011-2012

Dedicated to Developing Discerning Leaders

Rev. 9/2011

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DISTRICT DIRECTORY

CASCADE CHRISTIAN SCHOOLS DISTRICT OFFICE

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ELEMENTARY SCHOOL CAMPUSES (GRADES K-6)

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**An independent, interdenominational Christian school district
serving the Pierce County community and beyond.**

GUIDING PRINCIPLES AND GENERAL INFORMATION

OUR CORE PURPOSE

Transforming cultures through teaching and training people
in their purpose before God.

OUR CORE VALUES

Biblical Worldview Integration

Leadership

Educational Excellence

Unity

THE MISSION OF CASCADE CHRISTIAN SCHOOLS

To glorify God by providing quality, Christ-centered education
dedicated to developing discerning leaders
who are spiritually, personally, and academically prepared
to impact their world.

OUR CORE CHARACTER TRAITS

Wisdom

To view life and live life from God's perspective.

Integrity

Uncompromising commitment to truth, honor, faithfulness, loyalty, and trust.

Excellence

A sustained, dedicated pursuit of God-given potential.

Dignity

A commitment to treat each individual as uniquely created
in the image of God and worthy of respect.

“Dedicated To Developing Discerning Leaders”

STATEMENT OF FAITH

- We believe in one eternal God, revealed as Father, Son and Holy Spirit.
- We believe man was created in the image of God and is now, by reason of voluntary transgression, separated from God.
- We believe the Bible is the inspired Word of God, is His revelation to man, and contains His plan for the redemption of fallen humanity.
- We believe in the virgin birth and deity of Jesus Christ, the only begotten Son of God, truly human and truly divine.
- We believe salvation has been provided for all people through the work of Christ at Calvary, resulting in eternal life for all who believe, turn from sin, and place their faith in Him.
- We believe in the spiritual unity of all believers, each of whom is an integral part of the church, the body of Christ.
- We believe all believers are responsible to fulfill the Great Commission and make disciples of all people.
- We believe in the Second Coming of Christ and the pre-eminence of His kingdom for eternity.

EDUCATIONAL PHILOSOPHY

The educational philosophy of Cascade Christian Schools focuses on a God-centered view of truth as presented in the Bible. The integrating center for the educational experiences of a student is in the person of Jesus Christ and His written Word – the Bible (Proverbs 22:6; Deuteronomy 6:1-6; Matthew 28:19). Recognizing the pressures upon a young person today, Cascade Christian Schools offer an environment that promotes and teaches spiritual principles of living and encourages normal human relations within the context of biblical imperatives (II Timothy 3:15-17). Cascade Christian’s curriculum arises from a philosophy that places God, not man, in the center of all things (Colossians 2:3, Proverbs 1:7, Proverbs 14:1). Emanating from this philosophy is the challenge to students to use every talent vigorously, “...as unto the Lord” (Romans 12:1-2). Students should be prepared to meet life’s intellectual and philosophical challenges with a well-reasoned faith (II Timothy 2:15; I Peter 3:15; Colossians 2:8; II Corinthians 10:5).

DEDICATED TO DEVELOPING DISCERNING LEADERS

Cascade Christian Schools was founded in 1992 as three church-related schools (People's Christian School, Puyallup Valley Christian School, and Spanaway Christian School) consolidated to form one private, independent, interdenominational school system. This system of Christian schools now serves over 1800 students on five campuses in Pierce County, Washington. These schools, located in Puyallup, Spanaway, and Tacoma, include three early learning centers, three elementary schools, a junior high school, and a high school.

There is a common commitment and understanding among Cascade Christian faculty, staff, and parents: Our children are our future, and it is both our privilege and our responsibility to train them up to become the leaders of tomorrow.

THE CASCADE FAMILY

Cascade Christian Schools serve over 1,000 families throughout the Pierce County region of Western Washington. Cascade Christian's students and employees come from over 200 churches of numerous Christian denominations. This rich interdenominational environment provides a strong backdrop for effective ministry to students and families and allows Christians in the broader community to collaborate with Cascade in the ministry. Cascade Christian Schools currently employs over 200 full-time and part-time faculty and staff members. At Cascade Christian, families can find continuing Christian care and education for their children from infancy through Grade 12.

HOW DECISIONS ARE MADE

Board of Directors

A nine-member volunteer school board working in close cooperation with school staff governs Cascade Christian Schools. The Board of Directors meets monthly for decision-making and to set policies that enable Cascade Christian Schools to accomplish its' purpose and mission. Three members represent the three founding churches. The senior pastor of each church determines the process for the selection of these three members. The other six board members are selected at-large through a self-perpetuating process. Meetings of the Board of Directors are open to the public by invitation.

Superintendent of Schools

The Superintendent reports directly to the School Board, is the overall leader for Cascade Christian Schools, and leads the administrative team of all school principals and directors.

Administrative Team

The administrative team of Cascade Christian Schools meets regularly regarding matters related to the district as a whole and to the individual schools and early childhood centers. Each administrator is the leader at his or her own school or center and represents that unit site in the leadership team decision-making. All other staff members report directly to their Principal or Director.

Pastors' Council

The senior pastors of the three founding churches of Cascade Christian Schools (Covenant Celebration Church, Destiny Christian Center, and Sound Life Church of the Assemblies of God) serve in a supportive, advisory role to the leadership of CCS. The leadership of these three founding churches and that of Cascade Christian Schools have pledged mutually to support each other's ministries in a covenant of interdependence.

HOW A CHRISTIAN SCHOOL DISTRICT FUNCTIONS

Cascade Christian Schools' district offices are located next to the Junior High/High School in Puyallup and include the Office of the Superintendent of Schools, the Business and Human Resources Department, the Development Department, Marketing Department, Admissions Department, and the offices of the Director of Student Learning and the Director of Early Learning.

These departments function to support the ongoing ministries in each of Cascade Christian's schools and early learning centers. Since many tasks involving tuition, billing, personnel, accounts receivable/payable, marketing, and communications are carried out from a centralized district office, principals, directors, and teachers are freed up to keep their focus on providing the highest quality education possible.

Other benefits include: shared resources and expertise; shared cross-district events such as music festivals, sports clinics, cheerleading camps, fundraisers, etc.; stronger purchasing power as a larger school; maximized efficiency; a strong feeder system from early learning centers to elementary schools to the junior/senior high program; and a larger base of donor support.

Principals, early learning center directors, and district administrators meet together regularly for prayer, leadership development, district planning, and decision-making.

PARENTS FOR CASCADE

Parents for Cascade is one major key enabling God to accomplish what He desires for your child through Cascade Christian Schools. The main functions of P/C are to support the teachers, support the overall school, support through communication, and support the vision of Cascade.

Parents for Cascade has a deep-seated, biblical philosophy that parents are responsible for the education of their children. With this in mind, a team approach involving both the school and home is paramount at Cascade Christian Schools.

In order to facilitate this team approach, *Parents for Cascade* has developed into a support organization that strives to help carry out the vision of our school.

Our cooperative efforts make Cascade Christian Schools a school district that challenges our children to grow spiritually, academically, socially and physically.

The mission and purpose of *Parents for Cascade* is *to unite parents through open communication as we support and serve the students, teachers, and administration in providing spiritual and academic excellence.*

P/C ORGANIZATIONAL SYSTEM

There are many opportunities to be involved in *Parents for Cascade* at each campus. The organizational system supports each member as he or she works toward the vision of Cascade Christian Schools.

- **Chairpersons:** Oversee the system and work directly with the Principal/Director.
- **Support Managers:** Work directly with the Chairpersons.
- **Support Parents:** Work with the Support Managers.
- **Support Committees:** Provide support for specific areas of school life.

OPPORTUNITIES FOR INVOLVEMENT

All Cascade parents are "*Parents for Cascade*". There is an expectation that all parents *want* to support the school in whatever ways God has gifted them to do so. The following list includes a few of the ways that parents and grandparents have found to be involved in supporting Cascade Christian Schools:

- Pray regularly for the school and staff
- Serve as a Parents for Cascade leader

- Volunteer to help with P/C activities:
 - » Help in a classroom
 - » Provide teacher support
 - » Assist with school events or programs
 - » Help in the school office
 - » Provide food or transportation
- Help with all-district events such as banquets, auctions and other fundraisers:
 - » Serve on an event committee
 - » Attend an event and support it financially with cash gifts or gifts-in-kind
 - » Help in the District Office

PARENT RESPONSIBILITIES

In addition to the classroom, school-wide and district support, parents of CCS are asked to model good problem-solving for our students by applying the Matthew 18 principle (Matthew 18:15-19, 35). CCS parents, staff, and students are responsible to determine facts and then address those facts for the child's welfare. Parents need to confer first with the classroom teacher and, if necessary, work with the Principal, should a question or concern persist. Respect and reverence for the Lord Jesus is especially apparent as we address one another in honoring ways. If this should not occur, we ask parents to confer with the Principal and work toward resolution, for the sake of the school's mission and purpose.

We also expect that parents will not negatively gossip or complain about Cascade Christian Schools, any member of the staff, or the policies and procedures established, either in the presence of their children or with other parents. This can only breed strife, which affects the entire school and district.

Parents who cannot deal with concerns and challenges in an adult, respectful, Christian manner, but instead display negative attitudes and behaviors toward Cascade Christian Schools through contact with staff, other parents, and students, within their churches or in the community, are asked to come in for a conference with the Principal or Superintendent. If the attitudes and behaviors continue, we may remove the children of those parents from school.

Remember, children learn by example. If we, as adults, handle each situation in a godly, loving, and respectful manner, our children will learn to do the same, and CCS will continue to be a strong, positive environment of which young people can be a part.

FUNDRAISING PROGRAMS

Cascade Christian's fundraising focus is to establish long-range sustainable sources of income through annual fund efforts and capital campaigns, as needed. Developing an effective planned-giving program and seeking foundation grants enhance Cascade Christian's ability to secure financial stability for the future. The Department of Institutional Advancement directs the primary fundraising for Cascade Christian Schools. The Cascade Fund is the district development program that supports campus needs and financial aid each year. We also have ongoing capital projects directed by the Superintendent's Office and the Department of Institutional Advancement.

SPECIFIC OBJECTIVES

- To encourage our students to have a firm commitment to God and faith in Christ
- To help students to see the significance of the Bible in one's daily life
- To teach a child to work independently, creatively and cooperatively with a basic understanding of one's responsibilities as a mature Christian citizen
- To operate elementary/secondary schools for the Christian community which provide an interdenominational atmosphere by teaching basic scriptural doctrines, but not assuming the role of the local church
- To produce alumni who will have:
 - Satisfactorily completed their academic training at this educational level
 - Accepted Christ as personal Savior
 - Learned principles of Christian living and practice them on a daily basis
 - Recognized the importance of service, respect and concern for others
 - Reached a level of physical, social, academic and spiritual maturity, which will prepare them for a successful transition into the responsibilities of Christian adulthood

BASIC AFFIRMATIONS

- Cascade Christian Schools' foundation is a firm commitment to God and faith in Christ. Students learn that the content of the Bible relates to all areas of human understanding. They learn to discover the significance of His Word in their daily lives.
- The academic emphasis is to create an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence.
- The student learns to work independently, creatively and cooperatively. Cascade endeavors to graduate the student into society with a basic understanding of his or her responsibilities as a mature Christian citizen.
- Cascade Christian Schools is committed to the Christian faith and worldview. Cascade endeavors to provide a controlled environment of behavior and exposure to ideas, not as a shelter from the world in which we live, but as a companion role with the student as he makes his encounter with the opposing ideas of the world. Considered in the classroom are ideas and practices opposed to the Christian faith as they relate to the subject being studied, with the goal of helping students discern the difference and choose the position and practice that harmonizes with God's Word.
- Cascade Christian's students are encouraged to uphold the spiritual and moral values of the Christian faith, which support and sustain the family, church and nation.
- Cascade Christian's staff and faculty endeavor to help each student realize his or her full potential. We expect high standards of discipline, along with the need to listen and respond to each student in an attitude of love.
- Cascade Christian Schools affirm the need to provide a proper balance among the spiritual, academic, physical, and co-curricular activities. The schools are unique institutions in that they endeavor to educate the whole person, without neglecting any area or emphasizing one at the expense of the other.
- Cascade Christian Schools realize there are differing views relative to biblical doctrine, practicing Christianity, and personal convictions. We do hold to our doctrinal statement, however, and will not allow anything within the school program that the school administration interprets to be of a divisive nature.

- Because Cascade Christian Schools enter into training and nurturing partnerships with parents and churches of various backgrounds, we attempt to avoid activities and programs that would cause division among our students, parents, and churches. Although we realize it is virtually impossible to please everyone, Cascade Christian Schools will, nevertheless, endeavor to keep to a minimum those activities and programs which would cause or bring dissension among our families. For example, Cascade Christian Schools does not sponsor or promote dances or secular rock concerts.
- The spiritual emphasis of Cascade Christian Schools is from an interdenominational, evangelical perspective, with adherence to the doctrinal Statement of Faith.

AFFILIATIONS

Cascade Christian Schools have approval of the State of Washington, have accreditation through the Association of Christian Schools International (ASCI) and the Northwest Association of Accredited Schools, Colleges and Universities (NASCU), and share affiliation with the Washington Federation of Independent Schools (WFIS).

ADMISSION

Cascade Christian Schools is open to anyone interested in securing a Christian education, from preschool through the twelfth grade, whom the schools find qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Cascade Christian's school rules. It is important to understand that attendance at Cascade is a privilege and not a right. Any student who does not conform to the schools' standards of conduct and is unwilling to adjust to our environment forfeits this privilege.

All students must be convinced they want to attend Cascade Christian Schools and agree to honestly and wholeheartedly apply themselves to "*study to show himself approved unto God*" (II Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Cascade Christian Schools admit students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in admissions policies, athletic and other school-administered programs. Cascade Christian Schools reserve the right to select students on the basis of academic performance, religious commitment and personal qualifications, including a willingness to cooperate with Cascade Christian Schools' administration and to abide by its' policies.

Admissions procedures exist for each specific level: early learning, elementary schools, and the Junior High and High School.

LICENSING FOR EXTENDED DAY

Cascade Christian Schools' Extended Day Programs are ACSI accredited and/or licensed by the Washington State Department of Social and Health Services, and operate within the requirements set by that department.

ACADEMIC PROGRESS

ADMISSIONS

On entering kindergarten, the child must be five years of age and have the developmental age of five-and-one-half years by September 1 to be eligible for admission in September of that year. All students entering kindergarten must be able to pass satisfactorily the Developmental Readiness Screening to ascertain their readiness for the kindergarten program.

All students entering first grade must be six years of age on or before September 1, or have successfully completed a year of kindergarten, and must be able to pass satisfactorily a first-grade screening test to ascertain their readiness for the first grade program.

Students entering all other grades must take an entrance test (i.e., Wide Range Achievement Test) which we administer at the time of the interview. Parents must also provide cumulative school records, including standardized test scores, report cards, special services evaluations and reports, behavior reports, and health records. Enrollment is contingent on parent interview, test results, and evaluation of student's records and needs.

CURRICULUM

The purpose and mission of Cascade Christian Schools' curriculum is "to glorify God by implementing a quality, sequential, measurable curriculum, integrating knowledge with Truth, which enables the student to demonstrate a biblical worldview".

Our key focus areas include:

- Providing a strong, academic-based content in every curricular discipline at each grade level, enabling our students to become equipped for the next steps in their pursuit of excellence and challenges them to become life-long learners
- Integrating knowledge, understanding, and application skills that emphasize:
 - Biblical Worldview Integration
 - Spiritual Formation
 - Leadership Development
 - Academic Excellence that includes communication skills and higher level thinking skills

Our goal is to maintain high standards of excellence in academics. We select textbooks and other instructional materials from several publishing companies. We have made every effort to incorporate materials from Christian publishing companies into our program. Our teachers, as the spiritual leaders and shepherds of the young people entrusted to them, carefully screen and edit all materials to either omit non-biblical references and influences, or use them to teach the biblical standpoint.

SPIRITUAL EXPECTATIONS

As a private Christian school that integrates classroom academics and Christian commitment, we consider the student's growth in faith of utmost importance. The Bible is the foundation and the strength of Cascade Christian Schools, which sets us apart from all public and many private schools. We believe the Bible is the infallible Word of God and therefore the standard by which we measure all values, as related in all school programs, policies, and traditions.

Students receive Bible instruction. They memorize scripture, pray together, and receive learning experiences appropriate to their age levels. Weekly chapel and worship emphasize our yearly theme and allow for student involvement. These experiences emphasize the concept of a loving heavenly Father, creation of human beings in the image of God, the fall of humanity and the redemptive work of God's Son, Jesus, and the absolute trustworthiness of God's written Word, the Bible. From this foundation emerges a purpose for living, discovering one's giftedness, outreach, and ministry.

GRADING AND REPORT CARDS

The basis for a student's grades is class performance, assignments, projects, and tests. Students also receive evaluations on conduct and attitude. Grading periods are quarterly, and parents receive a report card of their child's progress. Parents receive mid-quarter progress reports. Teachers post weekly online the intermediate student grades.

Please feel free to contact the classroom teacher regarding your child's progress throughout the year.

TESTING

Every spring, students in Kindergarten through 6th grade take a standardized achievement test (i.e., the Stanford Achievement Test). We use the test results to assess student progress, evaluate curriculum effectiveness, and develop instructional strategies to increase student learning. Parents receive their student's test results with the last quarter's report card.

HOMEWORK

Teachers assign homework to increase student learning. It is an integral part of classroom instruction and promotes long-term retention of skills. Assigned homework is consistent with the grade level and maturity of the pupils.

PARENT/TEACHER CONFERENCES

The philosophy of Cascade Christian Schools is that it is vitally important for the school and home to work together. In order to promote effective communication and understanding, the following guidelines are in place:

- All parents are required to attend a parent/teacher conference at the end of the first nine-week grading period. We invite all parents to participate in spring conferences, arranged between parent and teacher upon request. Parents may request informal conferences any time throughout the year.
- Teachers also use letters, phone calls, email, and regular progress reports, as needed, to communicate with parents.

PARENT CLASSROOM VISITATION

It is the desire of the administration and the faculty of Cascade Christian Schools to be of service to our families, who entrust their children to us for training and teaching during the school day. Therefore, we welcome parental visits to your child's classroom. We do ask, however, that you schedule a specific time for these visits. This will avoid embarrassing interruptions during testing times, individual student presentations, etc. Please check in at the school office upon arrival.

ATHLETIC PROGRAMS

Cascade Christian Elementary Schools believe in the development of the whole child. Athletics plays a part in this development by providing opportunity for healthy physical and mental sports training, with emphasis on equal participation, Christian sportsmanship and skill development. Soccer and basketball are sports currently offered, while other sport training is included in the physical education program.

We offer a variety of programs from year to year. CCS participates in many of the ASCI opportunities, including speech meets, art festivals, spelling bees, Young Authors and Illustrators, Math Olympics, and the Elementary Musicales. Each elementary campus performs music/drama programs during Christmas and spring, and sponsors other on-campus events.

FIELD TRIPS

Field trips are a rewarding and interesting compliment to classroom study. Each teacher will plan field trips that are suitable to the grade level and curriculum. Parents are encouraged to chaperone when possible. We strongly recommend that siblings attending Cascade Christian Schools do not attend field trips with brother or sister.

ATTENDANCE POLICIES

GENERAL ATTENDANCE GUIDELINES

Regular attendance is a contributing factor to success in school, and is a prime responsibility of the student and parent.

Teachers take a record of attendance at the beginning of every school day. When a student is absent from school, the parent or guardian is to call the school prior to the start of school. If the office receives no phone call, the office will contact the parent or guardian.

EXCUSED/UNEXCUSED ABSENCES

The only accepted reasons for absences are illness of the student, emergencies or death in the immediate family, or faculty-approved school-sponsored activities. Please arrange absence for any other reasons ahead of time and in conjunction with the school administrator, who will make the determination whether to excuse the absence. Please notify the teacher of planned absences at least two weeks prior to arrange make-up work. *Please schedule doctor/dental appointments, music lessons, etc., outside of school hours, if possible.* Students are expected to complete any work missed because of their absence.

State law requires that when a student returns to school after being absent, he or she must bring a written excuse, dated and signed by the parent or legal guardian, and give it to the teacher.

TARDINESS/EARLY DISMISSAL

It is important that children are in school the entire day to maximize their success at school. Coming to school late or leaving early disrupts your child's learning and the classroom environment.

Developing a habit of responsibility in these areas is important for the student, not only in school, but also throughout life.

Early dismissals are treated as tardies and both appear on the child's permanent attendance record.

EARLY DISMISSAL PROCEDURE

Children leaving the school grounds for destinations other than their home must submit a dated note to the teacher, signed by their parent or guardian. Children may not leave the school grounds with anyone other than their parent, guardian, or another person authorized personally by the parent or guardian. The parent, guardian, or authorized adult must sign out in the office any student leaving early.

WITHDRAWALS AND DISMISSALS

Withdrawals must be in writing and include the reason for withdrawal. If a student is withdrawn after August 1 but prior to the start of school, a 10% withdrawal fee of the annual contract will be due immediately. If a student is withdrawn after the start of school, tuition is pro-rated on a daily basis. A 10% withdrawal fee of the annual contract will be added to the pro-rated tuition, and the total is due immediately. Any time a student or parent cannot remain in harmony with the philosophy, rules, and policies of Cascade Christian Schools, we may dismiss the student from the school, and the student may not receive consideration for future enrollment at CCS.

BEHAVIOR AND DISCIPLINE

BEHAVIORAL EXPECTATIONS

The unique goal of Cascade Christian Schools is for each student to achieve the ability to govern themselves from within – internally, based on the example and model of Jesus Christ. As the student’s ability to govern themselves in this way increases, there is less need for imposing external or extrinsic rules and regulations upon them. As we, staff and parents working together as a team, help our children to mature in their Christian walk, teaching and training them to do what is right according to God’s Word, we will raise exceptional young leaders, ready to move confidently into tomorrow’s world. If, together, we succeed in accomplishing God’s command for us to *“train up a child in the way he should go, and when he is old, he will not depart from it”* (Proverbs 22:6), there will be no question that our young people will soar as the eagles wherever God leads them.

STUDENT DRESS AND APPEARANCE EXPECTATIONS

The purpose of Cascade Christian Schools’ dress and appearance expectations is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices that reflect CCS’ character traits of wisdom, integrity, excellence, and dignity.

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – His good, pleasing, and perfect will” (Romans 12:1-2).

CCS students will honor God, honor others, and honor themselves by coming to school:

- ready to learn
- prepared to lead
- projecting a positive image that stands out as distinctly different from the secular world
- clean, neat, and well groomed (clothing in good repair)
- modestly and tastefully dressed

Examples of appropriate dress and appearance are:

Shirts

Full shirts. Short shirts that show the midriff, and tank tops, are not appropriate. Shirts with inappropriate pictures, slogans, or writing are not acceptable.

Skirts

Modest-length skirts. The length guideline is skirts that are no shorter than halfway between the fingertips and the kneecaps when the arms are hanging relaxed at the side of the body.

Shorts

Students may wear shorts on days specifically designated by the administrator. Skirt length guidelines apply.

Pants

Boys: Full-length, well-fitted pants.

Girls: Full-length, well-fitted pants desired. Capri pants and pedal pushers (below the knee) are acceptable.

Hairstyles

A moderate and reasonable hairstyle, clean and neatly groomed, is appropriate. It is the prerogative of the Principal to suggest changes. Boys may not have facial hair.

Accessories

Girls may wear earrings. Boys may not. Refrain from wearing hats and sunglasses in the school building. No body piercing permitted for boys or girls. No tattoos allowed.

Footwear

Wear shoes at all times. Wear sandals with socks for safety and health reasons. Shoes must have a wide, low heel so as not to impair movement during activities or movement through the halls. Wear athletic shoes for PE days.

Chapel Days

Chapel days at Cascade Christian Schools are “dress-up days”. The following dress is acceptable for students on chapel days:

Girls: Dresses, skirts, blouses and/or sweaters.

Boys: Nice pants and collared shirts.

Special Event Attire

Students should wear the attire requested by the instructor or administrator.

Lack of Discernment in Dress or Appearance

A student whose dress or appearance is not honoring to Cascade Christian Schools’ mission, purpose and stated expectations will be subject to the school discipline procedures stated in the discipline code. Students will remain out of their classes until they secure a change of clothes. Resulting class absences are unexcused. The dress expectations apply in the classroom and building on school days and at any school-sponsored activities. ***Parents are responsible to see that their children are dressed properly when they leave for school.***

DISCIPLINE CODE

We accept each student as an individual with individual needs. Our teachers strive to use the utmost love, patience and positive reinforcement in dealing with all children entrusted to our care. We make every effort to develop their attitudes and habits of behavior so that their behavior will be conducive to a compatible relationship with their teacher, parents and fellow students.

However, for those students whose conduct is unacceptable, who demonstrate by work, action, or attitude an unwillingness to adhere to our student conduct code, the administration reserves the right to administer whatever discipline seems necessary and expedient to bring about a more favorable form of conduct. Students who continually and habitually demonstrate an unwillingness to conform, or who are guilty of serious violations of school rules, are subject to suspension or dismissal from school.

Cascade Christian Schools is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. Cascade Christian Schools holds a zero-tolerance position against weapons in school.

ACADEMIC PROBATION

Unsatisfactory student progress may warrant academic probation. Because there are a variety of reasons a child may not be succeeding academically, we evaluate each case on an individual basis. At the Principal's discretion, the child may receive referral for further testing, placement on an academic contract, may be required to receive tutoring or counseling, etc. After reasonable avenues of addressing the problem are exhausted and no progress demonstrated, the administration has the option to dismiss the child from school.

DISCIPLINARY PROBATION

Most students have a positive attitude toward school and their Christian responsibilities regarding conduct. However, a minority of students, for one reason or another, fail to accept the responsibility.

Therefore, it is the policy of Cascade Christian elementary schools that, having exhausted all reasonable avenues of correcting the problem between parents, teachers, and the Principal, the parties may take the following actions:

- The student goes on disciplinary probation.
- The student may not participate in any co-curricular activity, including Cascade Christian-sponsored sports and clubs.
- The student's teacher and staff will closely supervise the student's progress in the deficient area.
- The probation period will continue until the student demonstrates a positive behavior change in the area of deficiency.
- If the probationary period results in no positive changes, at the Principal's discretion, the student may be subject to further disciplinary action, such as suspension or dismissal.

SUSPENSION AND EXPULSION

The Principal has at all times the authority to suspend or expel a student. The length of suspension will be one to five days, as determined by the Principal.

The reasons that would give cause for suspension or expulsion are:

- Continued deliberate display of disobedience or disrespect
- A rebellious spirit that is unchanged after much effort by the school staff
- A continued negative attitude and bad influence upon other students
- A serious breach of conduct inside or on the grounds of the school, which has an adverse effect upon the image of the school
- Failure of the student to comply with the disciplinary actions of the school
- Failure of the parents to get recommended professional help for exceptional children

HEALTH INFORMATION

EMERGENCY INFORMATION

For the protection and safety of your child, parents must assume the responsibility of notifying the school office when any changes occur with respect to home, work and emergency telephone numbers, names of emergency contacts, address changes, medical information and/or parental or guardian status. If stressful situations or anticipated changes are, or will be, occurring within the student's home or living situation that may produce an effect on the child's performance at school, please inform the school administration. This awareness will help school personnel to understand and assist with possible behavioral changes observed in the student.

HEARING, VISION AND SCOLIOSIS SCREENING

We conduct hearing, vision, and scoliosis screening in the fall of each school year for all students. We always need and welcome parent volunteers for this annual activity.

ILLNESS

In the event a student becomes too ill during the school day to remain at school, we will contact the parent and/or the individual listed on the Emergency Information Form to transport the child home. If no one is available, the student will remain at school. An injured student should immediately notify a teacher or staff member to insure that proper care is given and to complete the appropriate reports.

If a child becomes seriously ill or injured and the school determines that a physician should provide immediate attention, we will have the student transported to the nearest hospital, and we will make an immediate effort to contact the parents and/or their designee listed on the Emergency Information Form. **Parents, please keep the Emergency Information Form current by calling in any changes to the school office as soon as a change is in effect.**

IMMUNIZATION LAW

In order to protect students from infectious childhood diseases, Washington State law requires that all students enrolled in public and private schools in the state must have signed certificates of immunization status forms on record with their prospective schools. Students may not attend school until required immunizations are up-to-date. Required immunizations include diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles) and mumps. New students to the school must include this signed form with the application materials prior to admission.

MEDICATION

Whenever possible, we urge parents and physicians to design a schedule for administering medication to a student outside of school hours. The rare exceptions involve special conditions where it is necessary that the child have the medication in order to remain at school. If a student must take medication at school during the day, the following information must be on file at the school office:

- A written, signed statement from the child's physician identifying name of the child, the specific medication, the dosage, the time of day to administer, the duration it is to be administered, any visible side effects of the medication, and authorizing the school to administer the medication to the child;
- A written, signed statement from the child's parent or guardian requesting the school to administer the medication.

Bring the medication to the school office immediately upon arrival at school, along with the two required statements. Students in possession of medication in violation of the above guidelines may be subject to disciplinary consequences. Students may not share medications.

OTHER INFORMATION

FINANCIAL POLICIES

Parents must pay all re-enrollment fees and registration fees prior to the student's official enrollment in Cascade Christian Schools. In addition, monthly tuition payments are due by the first (invoice) or fifth (FACTS) of the month. A \$25 surcharge incurs if we do not receive full payment by the due date. Parents having questions about or situations affecting tuition and fees payments should contact Cascade Christian Schools' Business Office at (253) 841-1776.

Parents must pay all fees in full before we may release student records, including report cards.

FINES POLICY

Throughout the years at Cascade Christian Schools, students will be using many items that belong to the school. These include books, instruments, tools and athletic equipment, as well as other materials and equipment. If school-owned materials or equipment are lost or damaged, the student receives a monetary fine, representing a fair repair cost or replacement value. Stolen items are the responsibility of the student.

Parents must pay all fines in full before we may release student records, including report cards.

GRIEVANCES

Any student and/or parent having questions or concerns pertaining to student/teacher or student/administration relations, assignments, classroom procedures, teacher actions, grades, and the like, should initially direct the question or concern to the teacher or administrator concerned. If, after having discussed the situation with the appropriate individual, the matter has not been resolved, the student or parent may appeal the matter to the Principal, and then to the Superintendent of Cascade Christian Schools, if necessary.

GUM

We do not allow chewing gum at any time within the facilities of Cascade Christian Schools or in the surrounding facilities used by the school for school-sponsored activities.

LIBRARY MATERIALS SELECTION

The Library Media Center endeavors to provide:

- Books that espouse Christian values
- Books that model positive character qualities
- Reading and technology materials appropriate to grade levels
- Reference material, including technology that will encourage student research
- Wholesome recreational reading

We have established criteria for evaluating materials, to ensure that selected materials follow the guidelines above. Books and technology selected for the Library Media Center come from Christian and secular sources. It is Cascade Christian Schools' desire to teach students to evaluate critically

their reading materials. It is important for parents to be actively involved in helping their children evaluate what they read. Please refer questions regarding materials selection to the Principal.

LOST AND FOUND

The school is *not* responsible for items that are lost or stolen. Students are to mark clothing (coats, P.E. wear, etc.) with a permanent marking pen. This will enable school staff to return lost items to the owner. Students should not bring items of value to the school.

LUNCH

Students may either bring a sack lunch or purchase a hot lunch, milk or juice.

RE-ENROLLMENT

During designated days in February and March, we accept online processing of applications for re-enrollment of presently enrolled students. A yearly re-enrollment fee is charged. If online re-enrollment and fees do not post by the due date announced by the district administration of Cascade Christian Schools, the student will not be considered enrolled for the coming school year and the student's space in the classroom will be made available to new applicants. If the parents decide to re-enroll their child after the designated re-enrollment due date, they will be required to submit a new student application form and pay the new student registration fee. We will consider their acceptance into the school along with all other new applicants.

SNOW/WEATHER EMERGENCY PROCEDURES

The Superintendent of Cascade Christian Schools is responsible for posting snow delays or closure announcements on the [Schoolreport](http://www.schoolreport.org) website, which automatically updates area radio and television stations of the schools' status. Parents may view and receive notices regarding Cascade Christian Schools' closure information on their home computers by visiting www.schoolreport.org, clicking on Private Schools, and then clicking on Cascade Christian Schools.

Since the Puyallup School District is most representative of weather and road conditions in our District, we use the following guidelines to make decisions regarding weather-related school closures.

- All of Cascade Christian Schools will **follow Puyallup School District's** announcement regarding delays or closures.
- If Puyallup School District runs **“two hours late”**, there is no morning preschool or kindergarten (with the exception of Spanaway and Tacoma's full-day kindergarten).
- If Puyallup School District runs **“one hour late”**, school is conducted as usual, but one hour late.
- If Puyallup School District announces a **“mid-day weather closure”** after school has begun for the day, Cascade Christian Schools will follow Puyallup School District.
- Extended Day is open on a limited basis at the Frederickson and Tacoma campuses unless otherwise specifically announced.
- The [Schoolreport](http://www.schoolreport.org) website automatically updates local area radio and television stations of our schools' status, including:

KOMO AM1000
KIRO AM710
KCMS FM105.3
KCIS AM630
KING-5 TV News and the "Today Show"

TELEPHONE MESSAGES/STUDENT USAGE

The office will call out students for telephone calls only in cases of extreme emergency. If it is essential that a student receive a message from parents during the school day, call the office.

Students need to take care of all business and other arrangements before or after school. Office telephones are only for use in cases of emergency, with written permission from the teacher.

TEXTBOOK CARE

Students are responsible for all materials checked out to them. All textbooks issued to students are to be covered. Teachers have authority to assess fines for uncovered textbooks. Students losing and/or damaging books or materials will be obligated to pay for such items. We may hold report cards and records until we receive payment.

TOYS

Children may bring items from home for use at Sharing Time. The responsibility for items brought from home lies strictly with the child and his or her parents. We urge parents to assist their children in the selection of items brought to school and in communicating the child's responsibility for the item.

UNAUTHORIZED SALES BY STUDENTS

Students may not buy or sell food or any other item while at school without the prior approval of the Principal.

VOLUNTEERS

Cascade Christian Schools is always in need of volunteers for various projects and activities throughout the school year. Assisting teachers, working on fundraising projects, assisting in the school office and providing activity supervision are just a few areas where volunteers are involved. The volunteer help we receive is vital to the success of our programs, and we encourage every parent to be involved in some way. Parents and others who give of their time and talents find themselves abundantly blessed because of their involvement. Please call the school office to find out how your volunteer services may be used.

EXTENDED DAY ENRICHMENT

WELCOME

Welcome to CCS' Extended Day Enrichment! Our purpose is to provide a safe, secure, quality Extended Day Enrichment in a loving Christian environment. Our professional Extended Day Enrichment staff provides a variety of activities that are safe and fun in a relaxed, casual environment. In this environment, children will grow and mature physically, socially, spiritually, and mentally.

EXTENDED DAY HOURS

Monday through Friday 6 a.m. to 6 p.m., Frederickson; Tacoma
6:30 a.m. to 6 p.m., Puyallup

REGISTRATION FEE

There is a \$10.00 non-refundable annual registration fee per Cascade Christian student or a \$30.00 non-refundable fee for non-Cascade Christian students. The fee covers processing and must accompany the registration forms. This fee is not to exceed \$60.00 per family.

DATES CLOSED

There will be no Extended Day Enrichment provided on the following holidays:

August In-service Days
Labor Day
Thanksgiving (and Friday after)
Christmas Eve
Christmas Day
New Year's Day
Memorial Day
Independence Day

We will post sign-up sheets two weeks in advance for other non-school days and half-days (including Christmas break and Spring break), to facilitate determining the number of staff required.

Payment of the No School Day fee reserves your spot for the day. DSHS clients are exempt from pre-payment.

IF YOU DO NOT SIGN UP FOR EXTENDED DAY ON HOLIDAYS, YOUR CHILD MAY NOT BE PERMITTED TO ATTEND, DUE TO INSUFFICIENT STAFFING. If you sign up and your child does not attend, you incur a charge for that day unless you cancel at least two business days in advance. *This notice of cancellation must be made in writing or by email.*

This policy helps us provide a safe and healthy environment, and helps us maintain the proper staff ratio.

EXTENDED DAY BILLING PROCESS

- **Statements mailed at mid-month.** Your charges are for hours used from the previous month. Payments are due by the last business day of the month you receive the statement. A late fee of \$25 will incur if we do not receive payment by the first of the month.
- **The option of an occasional drop-in is still available.** For those who do not plan to attend Extended Day Enrichment, in rare cases (due to traffic or special circumstances), drop-ins are still welcome. We will charge to your account a registration fee of \$10, and provide you with a registration form to complete for use of Extended Day Enrichment.

LATE PAYMENT POLICY

If we do not receive full payment by the due date, the account incurs a late fee of \$25. If you miss two payments, attendance privileges are suspended

NSF CHECK CHARGE

There is a \$25 fee charged on all NSF checks.

QUESTIONS ABOUT BILLING

If you have a question about your billing, please contact Cascade Christian Schools' Business Office at (253) 841-1776.

LATE PICK-UP CHARGE

Parents arriving after 6 p.m. incur a "late fee" per child of \$1.00 for every one minute they are late. This fee appears on your next billing statement.

SIGN-IN OR SIGN-OUT

Parents or authorized persons are responsible to escort children to class and to inform the teacher that the child has arrived. Parents or authorized persons must properly sign children in and out. Check with the supervisor at your campus if you have any questions about procedure.

AUTHORIZED PICK-UP

We release children only to persons authorized by the parent or guardian. An authorized person is one noted on the registration form or one who has written authorization from the parent or guardian. Parents or authorized persons are required to sign children in and out of the School. Please use a pick-up form to release your child to individuals not previously authorized by you. Pick-up forms are available in the office. We will check for proper identification of any individual whom we do not know personally.

SNACK

We serve a healthy snack each day. This is a pleasant time for the students to relax and refresh themselves after a busy school day.

SUMMER ADVENTURE CAMP

Summer Adventure Camp is a fun-filled summertime program for school-agers. It is separate from the Extended Day Enrichment program. Even if your child has attended the Extended Day Enrichment program during the school year, you will need to register for Summer Adventure Camp. Brochures will be available each year by May 15.

MEDICATIONS

Completed medication forms are required for your child to receive medications while in the Extended Day Enrichment program. Please note that the over-the-counter medications that do not indicate proper dosage information on the container for your child's age require a doctor's signature on the authorized form. Please personally deliver any medication to your child's teacher or the staff person in charge, with the instructions to place in the refrigerator or medicine cabinet.

LOST AND FOUND

All unmarked and unclaimed items go in the elementary lost and found. We donate unclaimed items to a charitable organization at the end of every month.

FINE POLICY

While a student attends, he or she will be using items that belong to the school. If a student intentionally damages or destroys these items, the parent incurs a monetary fine representing a fair repair cost or replacement value.

EMERGENCY PREPAREDNESS POLICY

We provide each child with an emergency package in case of a catastrophic event. If your child has severe allergies and is unable to eat the food provided in the emergency kit, please provide food that your child can eat.

STUDENT DRESS AND APPEARANCE EXPECTATIONS

The purpose of Cascade Christian Schools' dress and appearance expectations is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices that reflect CCS' core character traits of wisdom, integrity, excellence, and dignity.

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will." Romans 12:1-2

Examples of appropriate dress and appearance:

- **Shirts**
Full shirts. Short shirts that show the midriff and tank tops are not appropriate. Shirts with inappropriate pictures, slogans, or writing are not acceptable.
- **Skirts**
Modest-length skirts. A length guideline is a skirt that is no shorter than halfway between the fingertips and the kneecap when arms are hanging relaxed at the side of the body.
- **Shorts**
Shorts may be worn during the summer and on school days specifically designated by the administrator. Skirt length recommendations apply. No short shorts allowed.
- **Pants**
Capri pants or full-length, well-fitted pants are acceptable.
- **Hairstyles**
A moderate and reasonable hairstyle, clean, and groomed neatly, is appropriate. It is the prerogative of the Director to suggest changes.
- **Accessories**
Girls may wear earrings. Boys may not. Refrain from wearing hats and sunglasses in the school building. No body piercing permitted for boys or girls. No tattoos allowed.
- **Footwear**
Wear shoes at all times. Wear sandals with socks for safety and health reasons. Shoes must have a wide, low heel, so as not to impair movement during activities.

LACK OF DISCERNMENT IN DRESS AND APPEARANCE

Students whose dress or appearance are not honoring to the District's purpose, mission, and stated expectations will be subject to the discipline procedures stated in the discipline code. The dress expectations apply during all of the hours the school is open, and at any school-sponsored activities. ***Parents are responsible to see that their children are dressed properly when they leave for school.***

BEHAVIORAL EXPECTATIONS

The ultimate, unique goal of Cascade Christian Schools is for each student to achieve the ability to govern himself or herself from within (internally), based on the example and model of Jesus Christ. As students increase their ability to govern themselves intrinsically, it greatly reduces the need for imposing external or extrinsic rules and regulations upon them. As staff and parents work together as a team to help our children to mature in their Christian walk, teaching and training them to do what is right according to God's Word, we will raise up exceptional young leaders, ready to move confidently into tomorrow's world. If, together, we succeed in accomplishing God's command to *"train up a child in the way he should go, and when he is old, he will not depart from it"* (Proverbs 22:8), there will be no question that our young people will soar as the eagles wherever God leads them. Parents are to enforce the following concepts:

- Maintain a courteous, respectful, and cooperative attitude toward other children and staff.
- Exercise self-control.
- Share and take turns.

- Love and forgive one another.
- Refrain from inappropriate behavior such as teasing, name-calling, and bad language, pushing, pulling, or fighting, harassment, intimidation, and bullying.
- Weapons are not permitted at school.
- Obey all rules.

DISCIPLINE POLICY/PROBATION/SUSPENSION

Most students have a positive attitude toward the school and their Christian responsibilities regarding conduct and academics. However, a minority of students, for one reason or another, fail to accept their responsibility. The following policy pertains to those times a child goes to the office because the teacher has reached that step in their discipline plan or the child’s behavior is severe, either in the classroom or on the playground.

First and second time to office:	Note home or phone call and playtime detention
Third time to office:	Parent/student/administrator conference
Fourth time to office:	One-day suspension
Fifth time to office:	Three-day suspension
Sixth time to office:	Expelled from the program

Some behaviors that may result in one of the above actions:

- Failure to observe school rules
- Building/property damage
- Disobedience
- Profanity
- Fighting/hitting
- Rudeness/disrespect
- Excessive loudness
- Unkind actions—in words or deeds

By law and program philosophy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (bad, naughty, etc.), or any other negative reaction to the child’s behavior. We strictly forbid all forms of corporal (physical) punishment.

Cascade Christian Schools is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. Cascade Christian Schools holds a zero-tolerance position against weapons in school.

TOYS, LUNCH BAGS, VIDEOS/HAND-HELD GAMES

The Extended Day program provides many activity choices that are fun and challenging. Therefore, toys, video games, cell phones and other personal items should stay at home. Our policy is to show only G-rated videos or DVDs that uphold moral and Christian values and contain positive life experiences.

CUSTODY PAPERS/SECURITY MEASURES

Cascade Christian Schools has an open-door policy and we encourage parents to visit the school at any time.

All persons who pick up children must be on the approved list of people on your enrollment form. We ask for identification of all people we do not know personally. **Parents are responsible to notify the office of any changes in the approved list of people who may pick up their child.**

Cascade Christian's Extended Day Enrichment program requires a copy of served court orders. We must have a certified court order on file regarding parental custody matters. We cannot refuse a parent's pick-up rights unless we have a court order on file regarding those rights. Please notify us immediately of any custody changes.

ABUSE REPORTING

The State of Washington requires Cascade Christian Schools to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is to communicate with parents regarding the well-being of their children, the administration's place is between the parent and the State, acting on behalf of the child and in accordance with state law.

It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and, once reasonable suspicion is established, have no legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether there are sufficient grounds to require reporting.

NON-DISCRIMINATING POLICIES

It is the policy of Cascade Christian Schools that no person shall be subjected to discrimination because of race, color, national and ethnic origin, sex, age, religion, creed, marital status, disability, or the presence of any physical, mental or sensory handicap.

The policy of Cascade Christian Schools is to accept children in compliance with the Americans with Disabilities Act (ADA) according to all the implementing regulations. The school will review each child's situation on an individual basis to determine whether the school is able to meet the child's needs. Please discuss your child's needs with the Principal or Director before enrollment.