



Junior High School

Dear Cascade Christian Family,

Welcome to Cascade Christian Schools and the 2021-2022 school year! We are so excited for all that God will do in us and through us this year, as we trust and follow Him in new and deeper ways. Our hope and desire is to create a strong partnership with you as we help our students grow into discerning leaders who will advance God's kingdom and influence the world!

Enclosed you will find some information to prepare you for school. Please read this packet in its entirety to ensure you are informed.

Our ***Spiritual Theme*** for the school year is "*Unshakeable.*" Our supporting verse is Psalm 16:8, "*I have set the Lord continually before me; Because He is at my right hand, I will not be shaken.*" We trust God to do amazing and wonderful things as we learn what it means to be unshakable in a world that is uncertain. Please join us in prayer as we look ahead in confidence and commit this year to the Lord.

With Great Anticipation,

Your Administrative Team

Preview & Picture Day

Tuesday, August 31st is Preview Day for all Junior High and High School students. Students will come on campus to receive their schedules, take school/yearbook pictures, receive ASB cards, and locate classrooms, etc. If desired, you can sign up to receive a locker. Families will also be able to pay school and athletic fees. Picture retakes are scheduled for October 26th. Photo order forms will be available at the picture table; you may also order online @ mylifetouch.com with ID: EVTJJG2DK

If you are new to Cascade Christian or new to our campus (7th graders), please join us at your designated Orientation. for general information, staff introductions, and Q&A sessions with our principals. Our desire is that you feel well-acquainted with the many things that happen in the life of our school prior to the first day of classes. (If you come to the New Family Orientation, you won't need to come back for your specific grade time slot.)

New to Cascade 7th-12th grade	8:00 a.m.-9:30 a.m.
Family Orientation	
New to Junior H Campus—7th Grader Orientation	9:30 a.m.-11:00 a.m.
8th Grade	11:00am-12:00am
9th Grade	12:00am-1:00pm
10th Grade	1:00pm-2:00pm
11th & 12th Grade	2:00pm-3:00pm

The ASB team will be on-site selling school spirit gear (Blue Crew). Students who are new to CCS should plan on seeing them at the hospitality table!

Prices range from \$10-\$30 and purchases may be made with cash or check!

2020/2021 Yearbooks Available Now

If you were a student last year, please stop by the Yearbook table on Preview Day to collect your yearbook!

Miscellaneous Items on Preview Day

If you haven't already, please make sure your student immunization sheet is updated and signed by parent/guardian. You will also be able to sign up for your Connect Retreat activity happening at Miracle Ranch. Please make sure your field trip consent form has been completed upon enrollment. If you are unsure, please stop by the office.

BBQ Lunch on Sept. 1st—First Day of School!

The ASB Leadership Team will be preparing a free BBQ lunch for all JH and HS students on the first day of school. Alternatively, your student may also bring a lunch from home. The hot lunch program will begin the second day of school on Thursday, September 2nd.

Clubs & Classes

- Jazz Band
- Theatre
- Additional club possible

Fundraisers

Cascade Christian conducts three major fundraisers during the school year.

- In the fall, we support the annual district-wide **Phone-A-Thon** and the annual **Golf Tournament**. Specific information regarding these events will be emailed home.
- In the winter, we are introducing our inaugural **Annual Fund Dinner** to support our students.
- In the spring, you will have an opportunity to support and/or participate in our annual **Dinner Auction**. The auction is a fun event with a great purpose. Proceeds buy equipment and supplies to help our students excel and to support many areas of our school program.

Parent Participation

Parents for Cascade, or *PFC*, is our school support organization. The Junior High and High School *PFC* both meet in partnership with the school. For more information, please contact Kim Sando at kim-sando4@comcast.net.

Lunch

The hot lunch program will start on September 2nd. There is a variety of lunch selections available for purchase. Our lunch is an a-la-cart service and a full meal costs approximately \$2.50-\$6.00 per day. Sports drinks, juice, and water machines are available for student use. Students are welcome to bring their lunch from home; we also have microwaves available in the lunchroom. Our program is “**no cash.**” Please be aware of the information below which outlines the important aspects of the lunch program.

- Our lunch system is an online **Pre-Pay Program**. All payments are to be made online through your FACTS Pre-Pay account. Please select “Junior/Senior High” when making a payment. If you have students at other campuses, you will need to make a separate payment.
- Payments made online will be available immediately in the lunch system.
- If you need to make a payment using cash or check, these can be taken at the district office. There will be a 2-3 day delay before this payment will be available on your student’s lunch account.
- If your Pre-Pay lunch balance falls below \$5.00, you will receive a low balance email notice on Sunday reminding you to add funds to your account.
- **If your Pre-Pay lunch balance goes negative by \$5.00 or more, you will receive a phone call.**
- **Please make sure all past due lunch accounts are paid in full prior to the first day of school.**

Reminder: Cascade Christian is a closed campus, including lunch time. Students are expected to remain on campus and may not leave the building to retrieve lunch from their car. Students need to bring a lunch from home or purchase a lunch on campus.



2020-2021 Bell Schedule

Junior High

Monday	Tuesday	Wednesday	Thursday	Friday
(Late Start)	Per 1 7:45-8:30	Per 1 7:45-8:30	Per 1 7:45-8:30	Per 1 7:45-8:30
Per 1 8:30-9:15	Per 2 8:35-9:20	Chapel 8:35-9:15	Per 2 8:35-9:20	Per 2 8:35-9:20
Per 2 9:20-10:05	Advisory 9:25-10:05	Per 2 9:25-10:05	Advisory 9:25-10:05	FLEX 9:25-10:05
Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55
Per 4 11:00-11:45	Per 4 11:00-11:45	Per 4 11:00-11:45	Per 4 11:00-11:45	Per 4 11:00-11:45
Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15
Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05
Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:05-1:55
Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45

High School

Monday	Tuesday	Wednesday	Thursday	Friday
(Late Start)	Per 1 7:45-8:30	Per 1 7:45-8:30	Per 1 7:45-8:30	Per 1 7:45-8:30
Per 1 8:30-9:15	Per 2 8:35-9:20	Per 2 8:35-9:20	Per 2 8:35-9:20	Per 2 8:35-9:20
Per 2 9:20-10:05	FLEX 9:25-10:05	Chapel 9:25-10:05	Advisory 9:25-10:05	FLEX 9:25-10:05
Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55	Per 3 10:10-10:55
Lunch 10:55-11:25	Lunch 10:55-11:25	Lunch 10:55-11:25	Lunch 10:55-11:25	Lunch 10:55-11:25
Per 4 11:30-12:15	Per 4 11:30-12:15	Per 4 11:30-12:15	Per 4 11:30-12:15	Per 4 11:30-12:15
Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05	Per 5 12:20-1:05
Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:10-1:55	Per 6 1:10-1:55
Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45	Per 7 2:00-2:45



Junior High Fees

There is one annual fee of \$250 per student which is assessed to each family's FACTS account. For Junior High students this includes: ASB card (with free entry into sporting events), JH Connect Retreat, 1st Term, t-shirt, and a yearbook. Please contact the district office at (253)-841-1776 with questions or concerns about this payment structure. Please see attached sheet at the end of the mailer that will list the additional fees by month. Additional fees will be added to your FACTS account under incidental billing.

Report Cards

First, second, and third quarter report cards will be available to you through FACTS. This means you will not receive a hard copy of the above items. The end of the year report card will be mailed to you by the district office once all tuition and school balances are paid.

Attendance

If your student is going to be absent on a given day, let us know that morning by doing one of the following:

- Go online to cascadecatholic.org, click on parents in the upper right corner, then on the right in the body of the page is "absent/tardy notification" link **AND** follow up with a written or email note **within two school days (48 hours) in order for the absence to be excused.**
- Call the school office 253-445-9706 to let us know your student will be absent for the day **AND** follow up with a written or email note **within two school days (48 hours) in order for the absence to be excused.**

The CCS office will call if your student is marked absent and we have not been contacted by a parent. Upon returning to school following any absence, the student is to report to the office with a signed and dated note from his/her parent or guardian explaining the reason for the absence. **Students will receive an "unexcused absence" if a written note or email from their parent or guardian is not received within two days (48 hours) of the absence.**

Please schedule doctor, dental, music, or other appointments outside of school hours, if possible. Students are responsible for making up any missing work during an excused or unexcused absence. Please see the handbook (page 34) regarding this policy.

Transportation Reminders

Please help us with safety by using the south gate for entry and the north gate for exit. Out of respect for our neighbors we want to use caution and observe the speed limit on 21st Street (25 mph) and in the parking lot (5 mph). All students are to be dropped off and picked up in front of the school.



Before & After School Policy

Students are allowed to enter our building at 7:15am each morning. Classroom doors will be opened at 7:30am. Students must be picked up each day by 3:30pm, unless they are involved in a school-sanctioned sport, club, or activity. If students are still on campus at 3:30pm, parents will be called to arrange for transportation home. Once the front office closes at 4:00pm, students will no longer be allowed to remain unsupervised in the building. Please contact our office if you need support in arranging carpool transportation or if you have any other specific needs.

Medication at School

Whenever possible, we urge parents and physicians to design a schedule for administering any prescribed or non-prescribed 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 (this includes prescription and non-prescription medication!).

If a student must take prescription or non-prescription medication at school during the day, they must have a medication authorization form filled out and signed by BOTH a physician and parent. Forms are available in the school office and on the website under “Forms and Handbook” on the HS pages. Medication must be in the original container and be brought to the school office immediately upon arrival at school, along with the required paperwork. Students in possession of medication in violation of the above guidelines may be subject to disciplinary consequences. We do not permit sharing of medications between students. **The school office cannot dispense any medication (including aspirin and cough drops) to students without proper paperwork and all required signatures. These stipulations are in accordance with Washington State law.**

Emergency Readiness

Cascade Christian Schools uses www.flashalert.net to communicate school delays, closures, and other emergency information. To receive the most up-to-date information, please sign up for email or mobile alerts through the www.flashalert.net web site. Receiving these alerts allows us to keep the office phone lines open.

Additionally, FACTS ParentAlert will be utilized to send messages via text message in the case of an emergency or inclement weather. These alerts are automatically sent to the contacts on file in FACTS. No registration is required. **Please be sure your contact information is always up-to-date.**

Cell Phones & Electronics

To avoid disrupting the educational environment, students must turn off/ Silence notifications and store all electronic communication and entertainment devices during instructional time, chapels/assemblies, and lunch, if not being used for authorized learning purposes. Devices will be confiscated if being used inappropriately. On the second offense, parents will be notified to come pick up the device from the office. The school will not assume responsibility if electronic devices are lost or stolen at any time.



Junior High Specifics...

Schedules

You may view your student's schedule on FACTS beginning **Friday, August 27th**, by the end of the day. Any questions or concerns regarding scheduling can be addressed with Mrs. Byrd or Kristen Easter on Preview Day - Tuesday, August 31st.

Connect Retreat

Our Junior High Connect Retreat is a **required one-day event** held at Miracle Ranch in Port Orchard on Friday, September 10th. Transportation and meals are provided. Your student will have the opportunity to choose from a variety of activities, which will be selected on Preview Day. Please make sure you have a Field Trip Consent form on file or complete one on Preview Day. Additional information will be available as we get closer to this wonderful event.

Washington DC Trip:

If you are interested in information regarding the 2022 Washington DC trip, please email Kaycee Lind creechk@cascadechristian.org. At this point we plan to run our Washington DC trip during our I-term week which is March 28th– April 1st, 2022. More info to follow.

Junior High Supplies:

Junior High students will receive specific information about school supplies from individual teachers on the first day of class. A multi-subject three ring binder, dividers, inexpensive pens and pencils, notebook paper, Bible (NIV), and a book bag will be sufficient to start school.



Cascade Christian School Athletics:

Fall Sports (September/October— Beginning Tuesday, September 7th)

Volleyball

Cross Country (Co-ed)

Baseball

Cheer

Winter 1 Sports (November/ December)

Boys Basketball

Girls Soccer

Cheer

Winter 2 Sports (February/March)

Girls Basketball

Wrestling (*league opportunities could be limited and therefore placement could change*)

Boys Soccer

Cheer

Spring Sports (April/May)

Football

Softball/Fastpitch (*league opportunities could be limited and therefore placement could change*)

Track and Field (Co-ed)

Cheer

Sports Requirements for Athletic Eligibility

Athletic Registration on FinalForms – *completed yearly*

All parents and students must complete all parent/student forms on our athletic registration website: <https://cascadecristian-wa.finalforms.com/>. An athlete must be cleared through this site prior to being allowed to participate in a practice. If you are registering for the first time, your steps are to: 1) Create a parent account, 2) add your student, and 3) complete all forms and submit a current physical exam. All of our Fall sports are currently open for registration, and the remaining sports will open up on September 1st.

Physical Exam – *valid for two years from the exam date*

Student-athletes are required to pass a physical exam with a local health provider in order to be fully cleared for athletic participation. These exams can be uploaded into your Final Forms account (see bullet point above). Students that do not have a current physical exam on file **will not be allowed to participate until one has been submitted.**

Academics

Grade checks will take place every 6-weeks during the school year and students must have no failing grades and a GPA above 2.3 to remain eligible for participation.

Athletic Fees

All students participating in sports will be assessed a sports fee. The standard participation fee is \$125, except for football which is \$175. These fees are charged through your FACTS account and are not submitted until a few weeks into the season when rosters have solidified. There can also be optional, sport-specific Spirit Pack fees which pay for items (sweatshirts, warm-ups, etc.) that become the property of the athlete upon purchase.



2021-2022 Junior High School Approximate Associated Costs

August	
School Pictures	\$25.00-\$45.00
Fall Sports Fee	\$125.00
Football	\$175.00
September	
Clubs	\$25.00-\$50.00
Student Fees	\$250.00
Athletic Game Tickets	\$0-\$6.00
October	
Athletic Game Tickets	\$4.00-\$6.00
November	
Winter Sports Fee	\$125.00
Theatre Production	\$10.00-\$15.00
Athletic Playoff Tickets	\$10.00-\$15.00
December	
Athletic Championship Tickets	\$15.00-\$20.00
Athletic Game Tickets	\$0-\$6.00

January	
Athletic Game Tickets	\$0-\$6.00
February	
Athletic Game Tickets	\$0-\$6.00
March	
CCS Formal Auction	TBD
Athletic Playoff Tickets	TBD
Continuous Enrollment Fee	\$125
April	
Spring Sports	\$125.00
Spring Drama	\$10-\$15.00
June	
Book Fines/Lock Fees	TBD





JH & HS 2021-2022 Quick View Calendar

Freshman Fun Night	Aug. 27	End of 2 nd Quarter	Jan. 27
Preview & Picture Day	Aug 31	Teacher Work Day (no school).....	Jan. 28
First Day of Classes	Sept. 1	Honor Roll/Awards Assembly.....	Feb.
District-Wide Kickoff and Convocation	Sept. 2	Teacher In-Service (no school).....	Feb. 11
Labor Day Observed (no school).....	Sept 6	Winter Theatre.....	Feb. 17-19
JH Connect Retreat.....	Sept. 10	President's Day Observed (no school).....	Feb. 21
HS Youth Conference.....	Sept. 16	Spring Sports Begin.....	Feb 28
Cougar Classic & Fair Day (no school).....	Sept. 17	Impact Auction.....	TBD
Senior & College Info Night	Sept. 21	Spiritual Emphasis Week.....	Mar. 7-11
MAP Testing 7th-11th grade (early dismissal)...	Sept. 23 & 24	Teacher In-Service (early dismissal).....	Mar. 11
Homecoming Dance.....	Oct.9	TOLO.....	Mar. 19
Homecoming Spirit Week	Oct. 11-15	Impact Term.....	Mar. 28-31
PSAT Testing (Grades 9/10/11).....	Oct. 13	End of 3rd Quarter	Mar 30
Homecoming Football Game.....	Oct. 16	Four Pillar Awards Assembly.....	Apr.
Teacher In Service (no school).....	Oct 22	Spring Break (no school).....	Apr. 4-8
Picture Retakes.....	Oct. 26	Good Friday (no school).....	Apr. 15
Four Pillar Awards Assembly.....	Nov.	Senior Capstone Presentations.....	May
End of 1 st Quarter	Nov. 5	College Decision Day.....	May 2
Senior Retreat.....	Nov 7-8	Spirit Week.....	May 4-6
Veteran's Day Observed (no school)	Nov. 11	Junior/Senior Banquet.....	May 7
Teacher In-Service (no school).....	Nov. 12	JH & HS Map Testing.....	May 11-12
Winter Sports Begin.....	Nov.15	Teacher In-Service (no school)	May 13
Fall Theatre Production.....	Nov.18-20	Spring Theatre Production.....	May 19-21
Student-Led Conferences (no school).....	Nov. 22 & 23	Senior Finals.....	May 26-27
Thanksgiving Break (no school).....	Nov. 24-26	Memorial Day Observed (no school).....	May 30
Annual Fund Dinner.....	Dec.	Junior Class Retreat.....	June
Teacher In-Service (early dismissal).....	Dec. 3	JH Fun/Field Day.....	June
Christmas Break (no school).....	Dec. 20-31	Finals 9th -11th Grade.....	June
Classes Resume.....	Jan. 3	Senior Legacy Day.....	June 1
JH Map Testing (early dismissal).....	Jan. 25-26	Graduation Rehearsal.....	June 2
HS Finals.....	Jan.	Senior Commencement.....	June 3
MLK Day Observed (no school).....	Jan. 17	Last Day of School (early dismissal).....	June 10
		Senior Commencement (early dismissal).....	June 4

Calendar dates are subject to change over the course of the school year. Please check the online district calendar for the most up-to-date information.

Dress and Appearance Expectations

The purpose of Cascade Christian Junior High/High School's 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 values and character traits of Wisdom, Integrity, Excellence, & Honor. We expect students/families to hold high standards of personal appearance and modesty. How we dress is a testimony to others, as well as a reflection of our school. Dress and appearance must be in harmony with CCS Guiding Principles.

(Parents are asked to partner with the school to train their children regarding the purpose of the dress and appearance expectations. Parents are also asked to see that their children are dressed properly when they leave for school. Parents are encouraged to confirm if clothing is within the expectations prior to purchasing the clothing.)

“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 in the following manner: ready to learn and prepared to lead projecting a positive image that stands out as distinctly different from the secular world. Clean, neat, and modest. Not drawing undue attention to themselves or distracting from the learning environment. Administrators reserve the right to interpret and enforce the dress & appearance standards of CCS Students.

The administration will address current trends and fads as they arise.

Some general guidelines to help define what is meant by “clean, neat, and modest include, but are **not limited to, the following:**

For both boys and girls:

- Clothing that is not extremely tight-fitting, lowcut or exposing bare midriff.
- Leggings or yoga pants must be completely and generously covered by a dress, skirt, or top in the front and the back. No skin visible on upper thighs.
- Dresses, skirts, and shorts must be longer than 2” below fingertip length on all sides.
- Tops must have straps over shoulders with a 2-finger width.
- No holes in jeans higher than 2” below fingertip length. No skin visible on upper thighs.
- Hair and facial hair that is well groomed.
- Facial piercings limited to the nose and ears.
- Tattoos must be non-offensive in nature, as defined by the administration.
- Sweatshirts with hoods are permitted as long as hood is not up.

Continued.....

- Hats must not limit or obstruct eyes or ears. Faculty & staff reserve the right to require a student(s) at specific times to remove hats.
- Shirts, hats, clothing items & accessories that contain pictures, slogans, or writing that creates distractions/divisiveness & does not follow Cascade Christians core principals.
- Failure to meet guidelines above may result in an immediate change of clothes & or a dress code violation.

The general pattern and environment encouraged for dress and appearance is as follows:

Our desire is to help students learn the importance for dressing appropriately for various occasions, to include:

- Sports & Athletics
- *School dances & special events.
- Pep Assemblies & Spirit days.
- Chapel—we encourage students to dress up.
- Retreat & off campus events.
- Performing arts

All dress and appearance standards apply to half-days and modified schedules, including finals week.

**For formal school events, students and parents will be asked to sign the Special Events Dress Code Form to keep on file for the event. If girls have questions about the appropriateness of certain dresses for formal school events, they are encouraged to bring the dress to school prior to the event and have it approved by the designated staff member.*

Students who come to school or to a school event in attire or displaying an appearance that is determined to be outside the desired standard will be notified in the following manner:

First Offense: Student will receive an email indicating the way in which the desired standard is not being met. There will no email sent home.

Second Offense: Student will receive an email indicating the way in which the desired standard is not being met. The event will be recorded in FACTS and an email sent home.

Third Offense: Student will receive an email indicating the way in which the desired standard is not being met, and a zero-hour detention will be assigned. If the student fails to report to zero-hour detention, a Saturday school will be automatically assigned.



Parent/Student Handbook Revisions and Points of Emphasis 2021-2022 School Year

As a reminder, the following sections of the Cascade Christian School Parent/Student Handbook have either been revised or are becoming points of emphasis for the 2021-2022 school year. Please review them carefully. There are additional miscellaneous revisions throughout the handbook made for increased clarity on items, however, the following revisions have significant implications.

The major revision in the section below has to do with the accountability measures administered to students who exceed the appropriate number of tardies per quarter.

This revision is found on page 33.

JUNIOR HIGH SCHOOL ATTENDANCE POLICIES

Tardiness

Developing a habit of punctuality is important for the student, not only in school but also throughout life. In school, being on time to class ensures that the student does not miss the beginning of a lesson and avoids distractions to the class by late arrivals.

First Period Tardies

A student arriving after school has begun is to report to the office for an admit slip. Students who come to school tardy should have a parental note within two days (48 hours) of the tardy, indicating if the tardy is to be excused or unexcused. If a student develops a habit of being late for first period, even if the tardies are excused, accountability measures will be administered according to the following standard:

- For every third unexcused tardy per quarter, students will be assigned a zero-hour detention. If students do not report to their zero-hour detention, a Saturday school will automatically be assigned.
- For every sixth unexcused tardy, students will be assigned a Saturday school. If students do not report to their assigned Saturday school, a parent-administrator conference will automatically be arranged.
- For every ninth unexcused or excused tardy (including emergencies and uncontrollable events), a parent-administrator conference will be arranged and a further plan of action determined.

Tardies Within the School Day

Once the school day has begun, a student who arrives in class after the bell has rung, and who has no authorization from a staff member, shall be recorded as tardy-unexcused. **If a student is fifteen minutes or later to class, this will be marked as an absence, not as a tardy.**

Students are responsible for all work missed due to tardiness. Students who are tardy to a class are subject to accountability measures outlined in the rules and guidelines outlined for that particular class. Chronic tardiness will result in corrective action according to the following standard:

- For every third unexcused tardy per quarter, students will be assigned a zero-hour detention. If students do not report to their zero-hour detention, a Saturday school will automatically be assigned.
- For every sixth unexcused tardy, students will be assigned a Saturday school. If students do not report to their assigned Saturday school, a parent-administrator conference will automatically be arranged.
- For every ninth unexcused or excused tardy (including emergencies and uncontrollable events), a parent-administrator conference will be arranged and a further plan of action determined.



The revisions in the section below clarify and reflect the process by which students request and submit a Pre-Arranged Absence Form. **This revision is found on page 34.**

EXCUSED/UNEXCUSED ABSENCES

Accepted reasons for absences are illness of the student, emergencies or death in the immediate family, or administrator-approved school-sponsored activities. Please schedule doctor, dental, music, and other appointments outside of school hours whenever possible. Students are to make up work missed during an excused absence but must submit the late assignment within a time frame equivalent to the number of days absent (one day of absence, one-day extension; two days of absence, two-day extension of assignment due date). Students absent for school-related activities receive the same considerations.

Unexcused absences also require that the student complete the work missed during the absence. However, when turned in, all work will be considered late work, resulting in a lower score on all assignments, tests, etc. If the student does not turn in the work, a zero is recorded in the teacher's grade book.

Upon returning to school following any absence, the student is to report to the attendance office with a signed and dated note from his or her parent or guardian, explaining the reason for the absence. The parent may also communicate the reason for the absence via email, phone call, or the reporting tool on the Cascade Christian website. Students will receive an "unexcused absence" if there has not been some form of communication from their parent or guardian **within two days (48 hours) of absence.**

Pre-Arranged Absences

For family vacations or absences exceeding three or more days, request a Pre-Arranged Absence Request form from the school office or on our district website (cascadechristian.org) one week prior to the departure date. The form must first be signed by a parent then brought to our school counselor for processing. Administrator approval must be received prior to teachers signing off on the form. Return form to the school counselor with all teachers' signatures by 3 p.m. on the day prior to the absence. Failure to turn in this form prior to the absence could result in unexcused absences for each day absent. Additionally, if a student has two or more D's and/or is failing a class, the absence requested remains at the administrator's discretion.



The revision below details the policies and disciplinary procedures for students in violation of Cascade Christian Schools' substance and drug abuse policies. **This information is found on page 29.**

HARASSMENT, THREATS, INTIMIDATION, AND BULLYING

Cascade Christian Schools is committed to providing a godly, safe, and civil educational environment for all students, employees, volunteers, and patrons. The purpose of the policy is to align with the CCS core character traits in which all individuals treat each other with dignity and respect, free from all forms of harassment, threats, intimidation, and bullying. Furthermore, our expectation and desire is for all individuals to demonstrate Cascade Christian Schools' Three R's (Respect, Responsibility, Relationship) in everyday life.

Any act of harassment, threats, intimidation, or bullying shall not be tolerated on any Cascade Christian Schools property or at activities under the jurisdiction of Cascade Christian Schools. Cascade Christian Schools is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy may be subject to discipline, up to and including suspension or expulsion of students.

This policy is a component of Cascade Christian Schools' effort and responsibility to create and maintain a safe, civil, and respectful learning community and is implemented in conjunction with training of staff and volunteers, as well as with the education of students in partnership with families and the community.

Harassment, Threats, Intimidation, and Bullying mean "any intentional written, electronic, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, mental or physical disability, or other distinguishing characteristics. Other distinguishing characteristics can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender, etc." Harassment, threats, intimidation, or bullying can take many forms including exclusion/isolation, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, pantsing, gestures, physical attacks, hazing, threats, or other written, electronic, verbal, or physical action(s). *Intentional act* refers to the individual's choice to engage in the act. Nothing in this policy requires the affected person to actually possess a characteristic that is a basis for the harassment, threats, intimidation, or bullying.

Students, faculty, or staff who believe they have been victims of, or who know about an act of, harassment, threats, intimidation, or bullying—whether verbal, written, or by gesture—should promptly report the specific incident, behavior, or act in violation of this policy to a teacher, coach, or administrator, and not withhold information. False reports or inappropriate retaliation for harassment, threats, intimidation, or bullying also constitute violations of this policy.

For a definition of and more information on bullying, please refer to stopbullying.gov.

Other conflict and fighting*:	Bullying*:
Between friends/equals/peers	Not friends/imbalance of power
Spontaneous/occasional	Repeated over time
Accidental/not planned	Intentional/targeted
No serious, lasting harm	Physical/emotional harm
Equal emotional reaction	Unequal emotional reaction
Not for domination/control	Seeking control/possession
Often a sense of remorse	No remorse/blames target
May try to solve problem	No effort to solve problem



The revisions in the section below refer to the grading scale by which transfer student transcripts are converted. **This revision is found on page 46.**

For incoming students from schools outside Washington State:

Transcripts with percentage grades listed will be converted to a letter grade based on the Cascade Christian grading scale.

When class hours are noted on the transferring transcript, credit will be given as follows:

For international students:

Classes in their native language will earn English credit. Classes in English will earn World Language credit.

TRANSFER STUDENT TRANSCRIPTS

Numerical Grades to a %	Letter Grade from a %	“Quality Points” Per Credit Earned
100-93%	A	4.0
92-90%	A-	3.66
89-87%	B+	3.33
86-83%	B	3.0
82-80%	B-	2.66
79-77%	C+	2.33
76-73%	C	2.0
72-70%	C-	1.66
69-67%	D+	1.33
66-63%	D	1.0
62%	F	0.0

Numerical Grades to a %	Letter Grade from a %	“Quality Points” Per Credit Earned
100-93%	A	4.0
92-90%	A-	3.66

Thank you for choosing
to be a Cougar!
It's our honor and joy
to serve the CCS
families each day!

