



2023-2024

Crestview Christian School

1601 W. Valley Road, Moses Lake, Washington 98837



Adventist Education

A JOURNEY TO EXCELLENCE

Training Life-Long Learners

- *Small Class Sizes*
- *Multi-Age Learning Experiences*
- *Grades K-8*

"The fear of the LORD is the beginning of wisdom, and the knowledge of the Holy One is understanding." Proverbs 3:6

509-765-4632

www.crestviewadventist.org

Crestview Christian School Handbook

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MISSION STATEMENT

Crestview Christian School and Brite Beginnings Childcare:

Vision:

A safe environment where students love to learn and learn to love.

Mission:

Partnering with families to guide students into the joy of loving service by developing healthy mental, physical, and spiritual lives as Jesus our Creator and Savior intended for His children.

PHILOSOPHY OF EDUCATION IN ACTION

Christian Education is based on the belief that each student is unique and needs development as a whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people at home and within society, and to become active members in the Body of Christ. Faculty members are committed to keeping Jesus first in their lives and modeling the Christian lifestyle.

CCS provides a safe and enriched environment in which students can thrive and discover the joy of being life-long learners and active thinkers, developing positive attitudes, and learning to work together as a community. Students are given the opportunity to explore, discover, and apply concepts in the real world. We embrace the philosophy that all students can learn, and together with teachers can strive for academic excellence.

SCHOOL CURRICULUM

CCS offers:

- ❖ Bible Classes/Daily Devotionals/Week of Spiritual Emphasis/Service Activities
- ❖ Language Arts – English, Spelling, Reading, Phonics, Handwriting, Literature
- ❖ Mathematics/Pre-Algebra/Algebra I
- ❖ Science/Life Science/Earth Science/Physical Science
- ❖ Social Studies/Geography/World History/U.S. History
- ❖ Physical Education – Physical Fitness/Sports Skills/Presidential Fitness Program/Ski Program
- ❖ Music (when instructors available)– Choir/Handbells/Beginner Band/Guitar
- ❖ Domestic Skills
- ❖ Leadership/Participation Opportunities/Outdoor Education

Music Events

CCS traditionally holds two required musical events during the school year. Participation in the Winter Event and Spring Event is part of the performance portion of the semester music grade. Performance dress is expected (See DRESS CODE).

Growth Testing

NWEA™ (Northwest Evaluation Association) is a global not-for-profit educational services organization located in Portland, Oregon. NWEA's assessments are called Measures of Academic Progress (MAP®). When taking these computerized adaptive tests, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level. With NWEA tests, educators can make informed decisions to promote your child's academic growth.

ADMISSION

Grades K—8 are accredited through the North American Division of Seventh-day Adventists.

It is the policy of the Seventh-day Adventist Church in all of its church-operated schools to admit students of any race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in administration of its educational policies, or other school-administered programs.

Age Requirements

Kindergarten students must be 5 years old by September 1st, in accordance with Washington State Law. First grade students must be 6 years old by September 1st, in accordance with Washington State Law.

Steps for Admission

Potential students and their family should:

1. Make an appointment with the Principal for an education consultation.
2. Visit the school for the consultation and obtain an Admissions Information Packet.
3. Schedule a visit for student academic evaluation, tour, and meet with the classroom teacher.
4. Submit the application to the Principal for School Board approval. Evidence of satisfactory citizenship and achievement in the student's previous school will be required. An additional interview may be requested. The School Board retains the right to refuse admission to any student.
5. Upon acceptance, complete the registration process by signing the forms provided in the Registration Packet.
6. Returning Students need only sign the forms in the Registration Packet.
7. Transfers from other schools: CCS will contact the former school for relevant information. Cumulative records will be requested, and the student will be tentatively assigned to a grade based on the most recent assessment information available. Further evaluation may be necessary.
8. Transfers from Home School: Parents are required to submit as many records as are available. Testing may need to be done for grade placement.

Medical Examinations

Children are required to have a medical examination within 3 months of entering school for the first time (either Kindergarten or 1st grade). Additionally, **all** students must provide signed, updated immunization records annually.

WITHDRAWAL/TRANSFER

If a student is withdrawn from school during the school year, a withdrawal form must be completed. This must be done before a report card can be issued or any refunds given, if due. School charges will continue until the withdrawal process has been concluded, whether the student is present or not. Accounts **MUST** be paid in full to withdraw.

TUITION

Entrance Fee \$450/per student
First half is non-refundable, no refund after school begins.
The entrance fee pays for textbooks, workbooks, classroom supplies, testing, insurance, school publications, library books, and technology fees.

Tuition \$4,992.00/year

Billing Process The entrance fee is due on or before Registration Day.
Tuition payments are due the first of each month.
(See Registration Packet for billing options)

Payment Schedule Payments due by the 1st of the month.
Late fee if paid after the 10th of the month.

Tuition Adjustments

- ❖ Students who are absent for a period of time, but make up back work and receive full credit will be charged full tuition.
- ❖ Students entering late during the first month of school will pay entrance fee and the full year's tuition
- ❖ No refunds are made for vacations or time out of school due to administrative disciplinary action.

Past Due Accounts

CCS depends on your student's tuition for its operation. When your bills are not paid in a timely manner it is difficult for us to fulfill our operational obligations.

1. Past due accounts must be paid in full before a child is allowed to attend classes.
2. Accounts 30 days past the due date are considered delinquent. Arrangements have to be made, and approved in writing, for payment by the first day of the following month. The student will not be allowed to return to school until the account is paid.
3. Debt over 90 days will be sent to a Collection Agency.
4. Accounts MUST be paid in full before withdrawal.

SCHOOL DAYS, HOURS, AND ATTENDANCE

School Hours

Monday through Thursday	8:00 am to 3:00 pm
Friday	8:00 am to 12:00 pm

- ❖ Lunch is not served on Fridays, unless a student is scheduled for afternoon care at Brite Beginnings.
- ❖ Students are not to arrive at the school before 7:45 unless prior arrangements are made.
- ❖ Students are to leave the school grounds promptly when dismissed. Students who are still on the school grounds 15 minutes after school is dismissed may be checked into Brite Beginnings Daycare at the parent's expense.

Attendance

- ❖ The state, as well as the school, requires regular and punctual daily attendance. When your child is tardy or absent, for whatever reason, please call 765-4632 and send a written excuse following each absence or tardy.
- ❖ When you know that your child will be missing school, a written note should be submitted to the teacher PRIOR to the absence. Arrangements should be made so assignments can be obtained and work made up.
- ❖ We encourage parents/guardians to schedule doctor and dental appointments during vacation periods or after school hours when possible.

Emergency School Closure

In the event that CCS has a school closure you will be notified by a designated app and phone. If the Moses Lake School District calls a late start or closes during winter months for snow days, CCS will remain in session and it is up to the parent's discretion as to whether or not the roads are safe enough to transport their student(s) to school. Parents must call CCS for this to be an excused absence.

HEALTH

Immunization Records

Signed Certificate of Immunizations or a signed exemption certificate must be presented before the first day of attendance. According to Washington Law in the event of a disease outbreak, those choosing an exemption may be excluded from school. The period of exclusion may be for a few days up to several months and may extend to two incubation periods after the last case depending upon the disease and the number of cases. (Above is Pre COVID-19 protocols; guideline may change based on GCHD requirements.)

Sickness (2021-2022 amended to meet COVID-19 requirements)

(Pre-COVID-19) Your child will not be able to stay at school and must be picked up immediately and may not be brought to school if they exhibit any of the following symptoms: diarrhea, vomiting, 100.4°F temperature or higher, sore throat with a fever, severe upper respiratory infection with coughing, head lice, skin infections (boils, impetigo), rash of unexplained origin, or any eye infection.

Dispensing Medications

The only conditions under which school personnel may administer any medication (including aspirin) are as follows:

- ❖ If students are required to take medicine prescribed for them by a physician during the school day, they may be assisted by designated school personnel if the school receives:
 - A written statement from the physician detailing time schedules, amount, and method by which such medication is to be taken.
- ❖ Self-administration of drugs by students, whether prescription or not, is not permitted unless written permission has been received from the physician.
- ❖ Medication must be delivered to the school in the original container bearing the original pharmacy label. This label must contain the name and address of the pharmacy, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the name of the medical professional who prescribed the drug, and must bear directions for use as prescribed by the physician. Medications will be locked in the school office.

STUDENT ACTIVITIES

Field Trips (May be subject to change according to the GCHD)

Field trips are planned throughout the year to enhance students' education experience. Information will be sent home with students at least one week prior to all field trips. Parents may be asked to help provide transportation (see TRANSPORTATION). Fees for trips are collected at the time of the event.

Ski Program

During the winter, CCS participates in a ski program at Mission Ridge as part of the school physical education program. Students in grades K-4 must have an adult on the hill with them and students in grades 5-9 must ski with a partner. All participants are required to attend the instructional phase of the program. Failure to attend the instructional phase of the program will affect your student's ability to participate in the future and jeopardize our school's ability to participate in future ski programs. Fees for lift ticket, lesson, equipment rental, and transportation will be determined at the beginning of the ski program. All fees must be paid to the school before each lesson unless billing arrangements are made through the treasurer.

TRANSPORTATION

- ❖ Transportation of students to and from school is the responsibility of individual parents.
- ❖ Parents who are willing to transport students, other than their own, for school sponsored activities need to complete a Volunteer Driver's Questionnaire, have it on file in the CCS office, along with a photocopy of their current driver's license and insurance card, and have been fingerprinted/background checked through the Grant County Sheriff's Office.
- ❖ All children must wear seatbelts while being transported. It is the responsibility of the parent/guardian to provide an approved booster seat for those students as required by state law.

VOLUNTEERS, PARENTS, VISITORS

Volunteer Policy (May be subject to change according to the GCHD)

We are interested in enriching your relationship and affiliation with CCS. As partners in the important process of helping children learn, educators, parents and volunteers form a powerful team. By sharing your time and talents, you can enrich the learning experience for students, provide needed support to teachers, and support the mission of our school community. Everyone who comes into CCS has a valuable part to play in making this the best place it can be to learn.

Volunteers are valued at CCS and they help make our school run more efficiently. To insure that students are safe, we have adopted a volunteer screening policy in cooperation with the Upper Columbia Conference of Seventh-day Adventists. Our commitment is to endeavor to provide a safe environment and a joyful experience for our students.

No individual will be allowed to serve as a volunteer until the following have been completed:

- ❖ Complete Verified Volunteers (registration form available at the office)
- ❖ Complete and sign a Transportation Form (if applicable)
- ❖ Complete a background check for criminal history and sex offender registry

Additionally, if working with students independently from the school staff, volunteers must complete a background check and the fingerprinting process.

We will keep all information received during the volunteer screening process confidential and it will be kept in a locked file.

Parent-Teacher Conferences

Conferences are scheduled on a school-wide basis twice a year, so parents and teachers may discuss student progress. These conferences are held during the 1st and 3rd quarters. School dismisses early on these days.

Conferences can be arranged at other times as well by the request of the parent, student, or teacher. To provide optimum use of classroom time, parent conferences should be held outside of school hours.

Visitors

Students and parents must make prior arrangements with the teacher before bringing a visitor to school.

LUNCHES

Parents are encouraged to assist the school in teaching nutritional health to their children by providing adequate and nourishing lunches for their children. Please do not include caffeinated beverages in your child's lunch. The lunch should include all necessary utensils (excluding knives) and should be easily prepared by the student.

Hot Lunch and Microwave availability for 2023-2024 will be determined by COVID-19 status

Microwaves are available in the Multiple Purpose Room for student use. This is for reheating only and should not require more than 1 minute.

Hot lunches, if available, are provided by **Brite Beginnings** (Monday – Thursday) and checks should be made out to them.

- ❖ Meals are served with side dish of fruit and/or vegetables, an occasional dessert, and drink.
- ❖ All meals served at CCS are vegetarian.
- ❖ We realize that many families have dietary needs or constraints. For that reason we ask that you routinely review the weekly lunch menu. If there is a meal that your child does not like or cannot eat please be sure to pack a lunch that day. Our kitchen staff is not able to customize meals for each child.

Hot Lunch Sample Menu

Taco Salad	Veggie Burger Casserole	Lasagna
Hoagie Sandwich	Grilled Cheese Sandwich	Garden Burger
Scrambled Eggs/Hash Browns	Macaroni and Cheese	Spaghetti
Burrito	Haystacks	Cheese Quesadilla
Fettuccini	Soft Taco	Pizza Buns
Chili and Corn Bread	Cheese Ravioli	Enchilada Pie

Hot Lunch Prices

Day to Day purchase = \$4.50 per meal

Hot lunch punch cards are available to purchase in the office

\$21.00 punch card = 5 lunches (\$4.20 each)

\$41.00 punch card = 10 lunches (\$4.10each)

\$80.00 punch card = 20 lunches (\$4.00 each)

DRESS EXPECTATIONS

CCS students are expected to be tastefully and appropriately dressed at all times. Outward appearance affects conduct and is linked with success in life. A person's dress and grooming habits are strong indicators of character. Modesty in dress is a Biblical principle that contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display that will attract undue attention.

All clothing should be neat, clean and in good repair. All attire must be free from vulgar, derogatory, or negative pictures or words. If you have to ask, don't wear it.

Student's dress is subject to the following guidelines:

Shirts/Tops/Sweaters/Sweatshirts:

- ❖ Crestview logo polo shirts and zip, hooded sweatshirt in our annual black performance shirt, deep forest green, burgundy, river navy blue and light blue colors

Pants/Shorts/Skirts:

- ❖ Bermuda shorts (knee length), capris, cargo pants, Docker style, or full jeans
- ❖ Appropriate skirt (knee length) with optional leggings/biking type short under skirt or skort (knee length)
- ❖ Pants colors black, navy, tan, and grey; pants with holes or torn or frayed edges may not be worn
- ❖ Tight-fitting clothing, baggy clothing, or underclothing showing is not appropriate

Shoes/Sandals:

- ❖ Shoes are required at all times for safety reasons
- ❖ Shoes should encompass the entire foot, like tennis shoes, or sandals with heel straps. Flip-flops may not be worn.

Hair:

- ❖ Students are expected to keep their hair neat, clean, trimmed and modest in appearance
- ❖ Boys' hair should be off their collar
- ❖ Hair should be styled so as not to obstruct vision
- ❖ Hairstyle is to avoid the extreme in color and style (i.e. brightly colored hair, shaved heads, etc)
- ❖ Hats and head coverings are not generally allowed in the building

Accessories:

- ❖ Jewelry in any form, which includes rings, bracelets, pins, chokers, earrings, lockets, necklaces, should not be worn. This includes all school functions, whether held on or off campus.
- ❖ Make-up and transparent nail polish should be minimal and natural looking. It may not be applied at school.
- ❖ Drawing on skin, tattoos, whether permanent or temporary, are not acceptable.

Performance Dress:

- ❖ CCS shirt and black skirts/pants are worn for performance activities.

CCS Administration reserves the right to amend these guidelines as deemed necessary.

STUDENT PROPERTY

The school cannot assume responsibility for student property. The school reserves the right to inspect student property at any time for the purpose of locating lost or stolen articles, or checking for prohibited items.

Bringing the following items to school makes the student liable for immediate discipline, suspension and/or dismissal: knives, matches, lighters, fireworks, firearms, alcohol, tobacco, drugs, pornography, or other hazardous or dangerous items.

The following items should not be used during school hours: electronic equipment, cell phones, hard balls, skate boards, roller blades, skates, scooters, jewelry, playing cards, reading material of a questionable nature, toys, and chewing gum. After a first warning, any other incidents can result in confiscation until the item is claimed by a parent.

Some of these items can be "checked in" at the beginning of the day if your child needs them for any reason outside of school hours. See your teacher for arrangements.

All items left at school will be disposed of at the end of the school year.

COMPUTER AND INTERNET USE POLICY

All computers at CCS are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines for computer use described below will result in denying access privileges and/or assessment for cost of repair.

- ❖ A responsible user **must**: use the Internet to research assigned classroom projects, play only approved educational games, use polite non-offensive language when communicating, and log off when finished.
- ❖ A responsible user **must not**: alter software by installing additional features or removing existing features, open others' files, change screens, alter own browser history, copy commercial software in violation of copyright laws, or view inappropriate material.
- ❖ Students are not allowed to access personal email accounts or personal web spaces during school hours.
- ❖ The school takes very seriously the responsibility for appropriate use of the Internet. Filtering software is installed, but no filter is 100% effective, so teachers will guide students toward resources acceptable within the framework of the general school standards. Students are responsible for their behavior and choices when using the Internet just as they are anywhere else at school. If a student should use the Internet inappropriately or attempt to access inappropriate material, the student will forfeit Internet use privileges.

WEAPONS POLICY

In accordance with **Washington State RCW 9.41.280**, it is unlawful for any person to possess (to bring or to cause to be brought) a firearm or other deadly or dangerous weapon while on the property of CCS, or in those portions of any building or other structure on school grounds, which is used for an activity sponsored by or through CCS. This same provision applies to all students while attending or participating in any school-sponsored activity or event, regardless of location. For purposes of enforcement, the staff and employees of CCS shall have the right to search students, including their belongings that are reasonably believed to be in violation of this policy.

STUDENT SAFTY POLICY

Crestview Christian School is committed to making the safety of our students a priority. Teachers and administration strive to help students grow up with their wholeness and sexual boundaries intact.

As part of this policy the school will endeavor to minimize situations where students could be in a situation where abuse could occur. We will also reinforce the concepts of personal boundaries, personal value, that each of us has the choice about how others treat us, and how to say NO.

Harassment

CCS is concerned about preventing any type of harassment of individuals. In following Christian principles, such conduct is considered offensive and will not be tolerated.

No student may participate in, or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidations, or any physical and/or verbal attack directed at a person's race, religion national origin, age, gender, physical features, or physical and/or mental capabilities.

Sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct that, by design or innuendo, is sexual in nature.

Harassment of any kind interferes with a person's ability to succeed and can create a hostile environment. See Disciplinary Measures for consequences of violations.

Bullying

Crestview Christian School is committed to providing a school environment free of bullying. This includes bullying through looks, actions, or words, at school as well as through the use of the internet (cyber bullying) which is sending hurtful messages through blogs, message boards, chat rooms, social network sites, e-mail, instant messaging (IM), text messaging, or cell phones. Bullying should be reported as soon as possible, so school authorities may take appropriate action.

DISCIPLINE MEASURES

The privilege of attending CCS is dependent upon the willing cooperation of the student to maintain high standards of conduct and attitude. Discipline is designed to be redemptive rather than punitive in nature to assist the student in developing a positive Christian character and building self-esteem.

The Principal is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. The individual staff members handle minor irregularities as they communicate with students and parents. Most situations are handled in-house. The Principal and/or School Board handle repeated offenses or major infraction of school rules.

Level One

Level One infractions may include the following:

- ❖ Use of inappropriate words or phrases
- ❖ Damaging property
- ❖ Disobedience
- ❖ Cheating
- ❖ Dishonesty
- ❖ Failure to observe dress code
- ❖ Computer use violation
- ❖ Inappropriate display of affection

When a student engages in behavior that is not consistent with CCS guidelines, the following actions may be implemented:

- ❖ Conference with teacher and student and/or parent
- ❖ Student will work within a corrective plan that may be shared with student's parents/guardians, staff and classmates
- ❖ Fines may be applied for any repair work needed to fix school property that may be damaged

Level Two

A student who shows no improvement in self-discipline in the areas listed above or engages in Level Two infractions will be subject to additional discipline. Level Two infractions may include the following:

- ❖ Intentional property damage
- ❖ Insubordination
- ❖ Stealing
- ❖ Roughhousing and/or fighting
- ❖ Intentional or uncontrolled inappropriate language or swearing
- ❖ Leaving campus without permission

Disciplinary actions will include one or more of the following:

- ❖ Parent conference
- ❖ 1-3 day suspension
- ❖ Notification to the School Board of existing disciplinary status

Level Three

If a student does something that is so endangering to himself or to others that it cannot be tolerated even once, more serious action is required. Such Level Three infractions may include the following:

- ❖ Possession of firearms, knives, weapons of any kinds, or dangerous objects
- ❖ Possession of illegal substances
- ❖ Violent behavior (with intent for, or that result in, physical harm)
- ❖ Any form of harassment
- ❖ Possession of pornography

Disciplinary action will include the following:

- ❖ Automatic 3-day suspension
- ❖ Review by the School Board for consideration of further suspension or expulsion
- ❖ Report to local law enforcement, if applicable

Students will carefully use and maintain school property. Students are expected to pay for damages (including replacement or repair) they cause to any school equipment, supplies, or property, including lost textbooks.

When a student engages in behavior that is not consistent with CCS guidelines, the following actions may be implemented: prayer, classroom warnings, logical consequences, loss of privileges, character development activities, a conference with parents, community service, action agreement, suspension, conference with School Board, expulsion. If a student's conduct/attitude is repeatedly contrary to these explained guidelines, and/or their influence is found to be detrimental, they may be asked to withdraw.

The above behaviors are non-inclusive. Inappropriate conduct not specifically mentioned will be addressed on an individual basis at the discretion of the Principal.

CONCERNS AND PROBLEM RESOLUTION

Anyone who has a concern regarding the school should follow the counsel of Matthew 18:15 by doing the following:

1. Go to the teacher to register the concern.
2. If this does not resolve the issue, the person registering the concern should renew the request by going to the Principal. A written statement outlining the matter and the corrective steps agreed upon could follow this second conference.
3. If concerns are not adequately addressed, then the School Board Chairperson or the Pastor can be asked to accompany them in another conference on the matter.
4. If this fails to resolve the issue, the person should take the concern to the School Board asking that they review the matter. When presented to the School Board, the issue will be presented in a way that is considered fair by both sides.
5. Having done this without resolution, the person or School Board Chairperson should take the matter to the Upper Columbia Conference Education Office for further evaluation.

SCHOOL BOARD AND MEETINGS

The School Board is the official governing body of CCS. The School Board selects staff, develops policies, promotes the school, implements conference policies, and supports staff (all under direction and guidance from the Upper Columbia Conference of Seventh-day Adventists).

- ❖ Board members are voted representatives from their constituent Adventist churches.
- ❖ Meetings are held monthly at CCS (unless otherwise advised).
- ❖ Meetings are open to visitors. Due to the sensitive nature of some agenda items, an Executive Session may be scheduled. These meetings are closed to visitors.
- ❖ If a visitor has an item for the agenda, they must contact the Principal, or Chairperson two weeks in advance of the Board Meeting.

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