

CAPE CHRISTIAN SCHOOL LIONS

MISSION STATEMENT

The mission of Cape Christian School is to educate students in a Christ-centered community where the Word of God is preeminent in all curricular and co-curricular instruction. Spiritual and academic excellence is at the core of our educational process as we teach and train disciples of Jesus Christ.

PURPOSE STATEMENT

To become a distinctive and innovative Christian school dedicated to assisting young men and women in establishing a real and unshakable relationship with the Lord while preparing and equipping them for their callings in the service of Jesus Christ.

Teach – the whole student – spirit, soul, and body

Train – the student in the ways of the Lord, to use their God-given abilities for His glory and honor

Take – wisdom, knowledge, understanding, and discernment into the world as a qualified, active “doer of the Word” to carry out the Great Commission

HISTORY

The Bethel Assembly of God membership voted in June, 1975, to begin a Christian School under the direct leadership of Pastor J. S. Watson, who would serve as the Chief Administrator during the beginning two years. On September 8, 1975, the first bells rang with 50 students enrolled in the kindergarten through twelfth grades. The school began using the Accelerated Christian Education curriculum (A.C.E.). Teachers were not employed in the beginning, but helpers known as monitors, some “not paid,” aided the children in the learning center.

Many transitions followed. The school changed from the A.C.E. to the A Beka Curriculum with traditional classrooms and degree/certified staff. Grades K-3 made the transition with a new grade added each year over the next three years. In the spring semester of the 2003/04 school year the decision was made to expand the school to include 7th grade in the 2004/05 school year and 8th grade in the 2005/06 school year. At this time, CCS offers 3 yr. old – 8th grades.

The CCS mascot is the Lion. “...the righteous are bold as a lion.” Proverbs 28:1

DECLARATION OF FAITH*

We Believe . . .

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Cape Christian School Board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

*Reprinted from the Association of Christian Schools' Statement of Faith.

EDUCATIONAL PHILOSOPHY

Cape Christian School is committed to spiritual and academic excellence for each student non-discriminatory of race, color, gender, national, or ethnic origin. The mission of Cape Christian School is the following:

1. To Teach:
 - A. The whole person – spiritually, emotionally, physically, and intellectually.
 - B. Students to be academically qualified: well-educated, self-directed, lifelong learners.
 - C. Students the fundamentals of Christian faith and provide opportunities for individual students to receive Christ as personal Savior and Lord.
 - D. Students to evaluate knowledge in the light of scriptural truth.
 - E. Students using Board approved curriculum for a well-rounded approach to academic excellence.

2. To Train:
 - A. Students to grow in Christian character; helping each student accept his/her responsibility in living an obedient Christian life through daily Bible teaching, scripture memorization, and prayer.
 - B. Students to apply the Word of God in all areas of daily living.
 - C. Students by precept and example
 - D. Students to boldly share their faith

3. Take:

Students will be...

 - A. Given opportunities to minister in the community through giving (food and toy drives), actions (cards for veterans and elderly), and deeds (service projects and programs).
 - B. Given opportunities to minister in the world through prayer, giving, and outreach.
 - C. Given opportunities to share their faith with others.
 - D. Able to demonstrate godly character qualities and the Fruit of the Spirit during daily interactions with faculty, staff, and peers.
 - E. Encouraged to apply wisdom, knowledge, understanding, and discernment in daily interactions and school activities.
 - F. Given opportunities to regularly pray for those in authority – leaders, rulers, and military.

A HEART OF GIVING

At CCS, we promote and uphold a biblical heart for giving, primarily through our Annual/Scholarship Fund, “The Lion’s Share.” The Lion’s Share is a yearly gift program that relies upon the loyalty, faithfulness, and generosity of parents, grandparents, alumni, business owners, faculty, staff, and friends of CCS. The Annual Fund provides needed support for special projects and everyday operations of the school which include the facilities, programs, academics, athletics, arts, and more. In addition, the Lion’s Share is the primary source of financial aid funding, ensuring that CCS will remain available to students of all backgrounds through financial aid scholarships.

Annual Fund giving is vital to the mission of the school. Tuition alone does not fully cover the cost of education for our students. While tuition does cover a portion of the basic annual costs, additional funding is needed for many desirable program enhancements.

The qualities we value most about a CCS education are very expensive: a dedicated, well-trained faculty; quality academic standards; excellent up-to-date curriculum; small class sizes with individual attention; a variety of extracurricular activities; and appropriate and accessible equipment. CCS must rely on tax-deductible contributions each year to close the gap between tuition income and the actual cost of operation.

The Lion’s Share Annual Scholarship Fund Kickoff takes place in the fall at the beginning of the school year. Gifts and pledges can be made throughout the year to fulfill the total goal amount. You will have the opportunity to participate, and your participation in the Annual Scholarship Fund, no matter how large or small, is the key to building support within CCS and the surrounding community. Consider what your contribution will be toward the

Annual Fund. Your gift will foster and develop a heart of giving at CCS as well as advance the Kingdom of God with eternal results!

NOTICE OF NONDISCRIMINATION POLICY

CCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally offered or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

CCS's biblical role is to work in conjunction with the home to develop students into mature, Christ-like individuals who will exhibit a Christ-like life. While enrolled at Cape Christian School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to alcohol, tobacco, illicit drugs, criminal behavior of any kind, immorality, alternative lifestyles, or inability to support the moral principles of the school. In such cases, CCS reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student who engages in, condones, supports, or promotes those practices.

CCS does not discriminate on the basis of race, color, national, or ethnic origin in its employment policies.

ACCREDITATION

CCS is fully accredited through ACSI, the Association of Christian Schools International, and AdvancED. Accreditation is a voluntary process of rigorous school improvement which is validated by external agencies. The accreditation agencies assess the school against high and rigorous standards of education. These accrediting bodies are recognized by the Missouri Department of Education and United States Department of Education as approved accrediting agencies.

PROFILE OF A CCS STUDENT

Spiritual Excellence:

- Has a personal relationship with the Lord Jesus Christ
- Has a personal devotional time – doing the Word of God with application of the following:
 - Knows how to study God’s Word
 - Knows how to pray effectively
 - Putting God in remembrance of His Word
 - Revelation of the authority and dominion we are given while in the earth
 - Understanding and appropriate application of all types of prayer
 - Prays effectively with understanding
 - Revelation of the blood, the Word, the name of Jesus, the armor
 - Revelation of praise, silencing the enemy and his attacks
 - Knows their Father intimately, not just facts about Him
 - Knows how to worship in Spirit and in truth
 - Knows and understands faith and its relationship to “works”
 - Knows how to yield to and be led by the Holy Spirit
 - Knows how to meditate the Word of God and be transformed by renewing the mind
 - Allows the Holy Spirit to develop the Fruit of the Spirit in character and personal life
- Has a personal understanding of how to share Jesus Christ with others and lead them in a prayer for salvation
- Possesses a missions heart to reach out and go into all the world preaching the Gospel
- Demonstrates a servant’s heart through involvement in outreaches to the church and community
- Has a giving heart – “live to give” meeting the needs of others with revelation and understanding of the seed principle
- Has a teachable heart through receiving instruction and correction with a good attitude
- Develops and maintains a Biblical world view and value system
- Understands the role of American citizenship with love for God and country
- Is a responsible citizen taking an active role in prayer for the government and our nation
- Develops godly character traits
- Understands their purpose and call in life with a willingness to go forth and make a difference for Jesus
- Walks with the Lord all the days of their life reflective in godly living and lifestyle choices

Academic Excellence:

- Is a well-educated, self-directed learner
- Is prepared, equipped, and trained for higher academic pursuits
- Has developed a lifetime love for learning and personal growth
- Has learned to set achievable goals and objectives

Social Excellence:

- Is a positive role model and influential leader
- Has healthy, godly, appropriate relationships with others of all races
- Understands the role of a godly young woman and a godly young man
- Understands the scriptural mandate of inclusion verses exclusion based upon outward appearances as stated in James 2
- Demonstrates the ability to love others
- Demonstrates responsibility in choices and decisions
- Demonstrates an appropriate response and submission to those in positions of authority
- Possesses good manners, kindness, and politeness evident in relationships with others of all ages

Physical Excellence:

- Understands the physical body is a temple of the Holy Spirit and the importance of making wise decisions to care for it properly
- Is trained to make healthy decisions concerning nutrition and exercise
- Is introduced to and trained in physical activities for a lifetime of physical exercise

ADMISSIONS AND FINANCIAL INFORMATION

ADMISSIONS POLICY AND PROCEDURES

CCS is not right for every student, nor is every student right for CCS. The goal of the school's admissions policy is to identify students whose lives will be enriched through participation in the spiritual and academic educational program of CCS. In assessing a prospective student, a combination of the following factors will help identify and determine the suitability of the CCS program for each prospective student considered.

Criteria for spiritual commitment:

1. The parent should be familiar with the Mission and Faith Statement of CCS.
2. The student and at least one parent must profess Jesus Christ as Savior (Grades 3-8).
3. The student will be required to participate in and be open to spiritual growth.
4. The student and at least one parent must be active and faithful in church attendance.
5. The parent must sign a Parent Statement of Cooperation.

Criteria for Academic Performance:

1. Students entering Kindergarten may be required to take an informal readiness assessment.
2. Students entering Grades 1-8 may be required to take an academic placement test.
3. CCS is unable to admit students who are diagnosed with behavior, learning, or emotional disabilities. We do not have the staff to address these needs.

Criteria for Behavioral Performance:

1. The student will be required to adhere to the rules of CCS as stated in the handbook.
2. The parents will be required to cooperate with CCS in the enforcement of the disciplinary rules as stated in the handbook.
3. Students in Grades 3-5 will sign an Elementary School Honor Code.
4. Students in Grades 6-8 will sign a Middle School Honor Code.

Criteria for Age Requirements:

1. Students enrolling in Pre-Kindergarten must be 3 or 4 years of age by September 1st of the current school year to enroll in the PreK-3 or PreK-4 class respectively. All Pre-Kindergarten students must be completely toilet trained.
2. Students enrolling in Kindergarten must be 5 years of age by September 1st of the current school year to enroll in the Kindergarten program. An informal Kindergarten readiness assessment may be given to determine suitability of our program to meet the student's needs.

Admissions Procedure

1. Parents/legal guardians must submit appropriate enrollment documents accompanied by a non-refundable registration fee.
2. Parents/legal guardians must supply the school with a copy of the student's records and current report card (Grades 1-8).
3. Parents/legal guardians of Pre-Kindergarten and Kindergarten students must provide a copy of the student's birth certificate and proper immunization records.
4. Applications are processed when all initial enrollment forms and fees are received. Students entering K-8 may be required to take a placement test.
5. All prospective parents and students will participate in an interview with the principal to ask questions, discuss concerns, review academic progress, and assist in a successful transition into CCS.
6. The Admissions Director will issue a letter of acceptance to the parent/guardian when a student has been accepted.
7. When placement is not available due to full class capacity, the student will be offered placement on the waiting list.
8. Class placement, including the waiting list, will include the following criteria:
 - review of application
 - results of academic placement testing

- interview with student and parent
 - previous school recommendations and performance
 - date of receipt of application
 - payment of fees
9. Acceptance will be a probationary basis. Discipline problems, inability to perform at grade level, and false information given at the time of enrollment will be considered reasons for revoking acceptance into CCS.

POLICY CONCERNING ALTERNATIVE LIFESTYLE

The Biblical and philosophical goal of Cape Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like lifestyle. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like lifestyle. Although parents may personally believe differently, while enrolled at Cape Christian School, all students are expected to exhibit the qualities of a Christ-like lifestyle espoused and taught by the school and to refrain from certain activities or behavior. Cape Christian School retains the right to refuse admission to, or to expel any student who engages in, condones, supports, or otherwise promotes sexual immorality, including any student who professes to be homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender actions (Leviticus 20:13, Romans 1:27).

REFUSAL OF ADMISSION OR DISCONTINUATION OF ENROLLMENT

CCS's biblical role is to work in conjunction with the home to encourage and enable students to mature as Christ-like individuals. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission, values, or biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

REGISTRATION FOR RE-ENROLLMENT

Registration is an annual requirement. Applications for re-enrollment of currently enrolled CCS students will be accepted beginning the first day after the Annual Vision/Business Meeting. Acceptance notification will be emailed to parents/guardians. If the application for re-enrollment is submitted after May 1, the applicant will be considered along with new applicants. CCS does not guarantee future enrollment or re-admission based on prior conduct. Re-admission is subject to review each year and is evaluated by the administration and Advisory Board based upon the general admission criteria for that school year. **Students having an outstanding account balance from the previous year will not be permitted to begin the new school year.**

WAITING LIST POLICY AND PROCEDURE

When new applications are received, determination is made regarding the available openings in the grade level desired. If there are no available openings in the grade level desired, a letter will be sent to the parent/legal guardian indicating the inclusion of the student(s) on a waiting list. In the event that a parent/legal guardian chooses to withdraw their student(s) from the waiting list, the enrollment fee will be refunded. Parents choosing to remain on the waiting list will receive all pertinent information from the school. On the first day of school, the parent/legal guardian of the student(s) on the waiting list will be contacted to confirm the decision to remain on the waiting list or have the enrollment fee refunded. After the first week of school, the enrollment fee becomes nonrefundable.

When an opening occurs in a grade level, the parent/legal guardian of the waiting list student will be called and placement will be offered. A decision to accept the placement must be made within three business days. If a decision is not reached or if placement has been declined by the parent/legal guardian; the parent/legal guardian of the next student on the waiting list will be called. In this case, the enrollment fee is not refundable. Any student remaining on the waiting list throughout the year will have the opportunity to re-enroll the following school year and will not be required to submit an enrollment fee for that year.

FINANCIAL INFORMATION

Tuition and Fees

Pre-K – Grade 8	8:15 a.m. – 3:15 p.m.	\$4,700.00
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Tuition Discounts

Members of Bethel Assembly of God	20%**
Families enrolling more than one child at CCS (for each additional child)	15%
Pastor discount	50%
Pre-pay full tuition by July 3, 2015	3%

**Member Discount Notification

You must notify the school if you become a member of Bethel Assembly of God after registration in order to receive the member discount. Bethel Assembly of God does not notify the school. This discount is not retroactive for lack of notification. Must be a tithing member of Bethel Assembly of God.

Enrollment

A non-refundable registration fee is due with the application or re-enrollment agreement as follows:

(The application/enrollment process is not considered complete without the required fee.)

- New enrollment/Re-enrollment \$300
- Re-enrollment with Voucher \$250 per child *for attending the 2016 Vision Meeting, submitting all application forms, paying enrollment fee, participating in the Parent Survey, and enrolling in Smart Tuition by May 1, 2016.*

Miscellaneous Fees

Smart Tuition Fee -	\$50.00 per family
Elementary Activity Fee -	\$50.00

This fee will cover all elementary classroom activities including parties, field trips and classroom supplies.

Snack Fee -	\$60.00 (PreK and Kindergarten only)
Jr. High Elective Fee -	\$150.00
Sports Fee -	\$75.00

SMART TUITION

Cape Christian School has contracted with SMART Tuition to facilitate tuition collection. SMART collects tuition payments through automatic bank deduction, credit card, web, or phone payment. SMART accepts American Express, Discover, and Mastercard.

SMART confidential information is stored in a 128 bit encrypted system for a period of seven years. This is the same encryption standards as banks. In addition, each element of SMART’s business that involves handling confidential information for fund management (i.e. data entry, transaction processing, banking, and data storage) has undergone an independent SAS70 audit and found to be in compliance with all applicable federal and state laws. SMART is also certified as Payment Card Industry (PCI) compliant – a requirement by the major credit card companies for storing payment card information.

SMART allows the school to realize savings in costs associated with periodic billing, collecting, and processing. These cost savings can then be directly invested in educating students.

Adjustments due to financial assistance, scholarships, or other awards will be made directly by the school to the appropriate SMART accounts. These families will be notified of the changes to their SMART account.

TUITION AND FEE COLLECTION PROCEDURES

Payment Options

Pre-pay full tuition by July 5, 2016

- Receive a 3 percent discount (applied after other applicable discounts: Bethel Assembly of God discounts and/or multiple child discounts)
- Discount will be reversed in the event of early withdrawal

Semester payments on August 8, 2016 and January 2, 2017

- One-half of annual tuition paid on each date

Monthly payments beginning July, 2016 – May, 2017

- Payment due date is the third of each month or the fifteenth of each month

Late Fees and Insufficient Funds

Late fees: Any payment that is not received by SMART Tuition by the due date is considered late and will receive a \$40.00 late fee per child.

Failed Auto-Debit/NSF fees: Payments denied due to insufficient funds will be charged an NSF fee of \$30. Your bank may impose additional fees.

WITHDRAWAL PROCEDURE

Parents/Guardians withdrawing their student/students from school must provide CCS with a 30-day written notice. If the parent does not give 30 days, the next consecutive month's tuition will be due. There will be a \$100 withdrawal fee. This will permit the school to make necessary arrangements to ensure a smooth transfer.

Outstanding Balance

Report cards and standardized test scores will not be issued if a balance of tuition, fees, charges for lost/damaged text or library books, etc. is due or if any school property has not been returned or replaced.

Refunds

If a refund is due upon withdrawal, the refund will be allowed only when the school is given a 30-day written notice of withdrawal. Registration fees are non-refundable.

ADMISSIONS FOR CUB CARE (AFTER SCHOOL PROGRAM)

CUB CARE PHILOSOPHY

Cub Care is CCS's after school program and is a ministry to parents and children of CCS. Cub Care offers safe, loving care in a peaceful, orderly, Christ-centered environment for extended hours beyond the regular school day. Our philosophy is that out-of-school hours are just as important for the enrichment of your child as the traditional school hours. Cub Care provides opportunities for students' academic, social, cultural, and recreational activities in a Christ-centered program for Pre-kindergarten through Grade 6. Utilizing after school time to motivate students in various areas of learning is the goal of the Cub Care program. Students are given opportunities to have snacks, study time, and restroom breaks along with indoor and outdoor activities.

FINANCIAL POLICY

Cub Care Rates

Drop-In	Weekly	Monthly	Yearly
\$10.00/day	\$25.00	\$100.00	\$1,000.00

Cub Care fees may be paid yearly, monthly, or weekly. The payment agreement form must be completed and returned with the registration and registration fee. The following guidelines apply to the Cub Care financial policy:

- No refunds or prorated fee reductions will be given for absences due to illness, vacation, or days school is not in session.
- No ministerial or multiple child family discounts are given.
- Cub Care must receive a 30-day written notice of withdrawal from the program. Notice given less than 30 days will require full payment for the following month.
- Students applying for the Cub Care program must be enrolled as a CCS student or a sibling of a CCS student and have all the necessary enrollment forms and emergency information on file before being accepted into the program.
- Cub Care fees will be added to student accounts and will be billed according to the financial agreement.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC PHILOSOPHY

Academic and spiritual excellence is at the core of the educational process at CCS. The intent of the Advisory Board, administration, faculty, and support staff is to provide the best environment possible for dynamic learning with application to occur. Academic and spiritual excellence is accomplished as the Word of God is given preeminence in all curricular instruction. Students are taught and trained to be disciples of Jesus Christ while developing a solid biblical worldview.

ACADEMIC AWARDS

Certificates of Achievement: At the end of each school year, students in first through eighth grades receive Certificates of Achievement for the highest grade point average in various subject areas and core classes (academic excellence) and also for outstanding Christian character qualities (spiritual excellence). Elementary awards are distributed during the Awards Night Celebration. Jr. High awards are distributed during the Junior High Banquet.

The Lion of Judah Award and the Principal's Award are prestigious awards given to two students in sixth, seventh, and eighth grade. These are engraved medals- bronze for Grade 6, silver for Grade 7, and gold for Grade 8. The Lion of Judah Award recognizes one student from each grade who demonstrates a life lived as a reflection of Jesus Christ in words, actions, attitudes, and deeds. Christian character and godly behavior are exemplary, and each student serves as a godly role model for other students. The Principal's Award recognizes one student from each grade who excels academically in all core classes. These students have the highest grade point average in their class for the core classes.

BOOKS AND EQUIPMENT

Students are asked to be good stewards over the books and equipment the Lord has provided for CCS. Students are asked to use reasonable care when handling books and equipment.

All hardbound textbooks are to be covered to enhance their protection. Parents are held responsible for equipment broken or damaged by their child and must pay for the cost of repair or replacement. Students are fined on a progressive scale for textbook abuse up to the replacement cost. Parents will be billed the replacement cost of lost books.

For students who lose a book and are issued a new book, if the old book is found after a new book has been issued and used, the replacement cost for the new book is still owed.

CLASS LIMITATIONS

CCS does not have the finances or resources to meet the educational needs of those with learning, emotional, and/or behavior disabilities or the gifted.

CURRICULUM

Pre-K3

CCS uses the A Beka and Bob Jones Curriculum in our Pre-K3 class. It incorporates the use of themes, centers, and academia to offer sensory, motor, and language skills development. Art, Music, and Library are also incorporated into the schedule no more than twice per week.

Pre-K4 – 5th Grades

CCS uses the A Beka and Bob Jones Curriculum, which places a high emphasis on the fundamentals of education. A Beka has a very strong phonics reading program beginning in Pre-Kindergarten and produces confident readers. The math curriculum incorporates drill, memorization, and problem solving. Our history curriculum conscientiously teaches the facts of history in Christian perspective, and the science curriculum is presented from a creation perspective. Homework, report cards, concerned teachers, and informed parents are the rule, not the exception.

Music and Art: The purpose of the music and art programs is to provide an opportunity for every child to develop an awareness of the beauty in art and music, as well as his/her own musical and artistic abilities. Students attend music class 50 minutes a week. Students in Pre-K3, Pre-K4, and K-5th grades go to art class once a week.

Physical Education: The physical education program is designed to enhance and develop the student's physical capabilities, add to his/her knowledge of sports and games, and further his/her emotional and social growth. This will be done by engaging in a variety of physical activities designed to develop the whole child. Activities to give the child a broad background of movement experience will be scheduled. In addition, basic rules, regulations, and strategies of games may be studied. With an emphasis on sportsmanship, fair play, and the unique interaction possible during physical activity, the emotional and social growth of the individual will be enhanced. Students in K-5th grades attend P.E. classes twice a week for a total of 60 minutes.

Spanish Club: Spanish Club is a part of the weekly schedule for elementary students at CCS. Students in Pre-K4 - 5th grades attend Spanish class twice a week. They learn conversational Spanish, participate in Spanish art projects, learn customs of Spanish cultures, and sample traditional Spanish foods. This Spanish class is taught by a degree teacher. The *Viva el Español* curriculum is used with the older students.

Library: Students attend library class once a week. While there they learn library skills, check out books, and participate in voluntary programs to encourage recreational reading.

Special Event/Activities: Elementary and Junior High students participate in Speech and Word Festival, Spelling Bee, National Geography Bee, Math Contest, and CCS Science or History Fair. Various educational field trips are taken, and four classroom parties are held each year.

Computer: The purpose for computer class is to provide training for every child to develop skills necessary to become proficient with today's technology. Students in K-5th grades attend computer class twice a week for a total of 50 minutes.

6th – 8th Grade Courses

Language Arts: Language Arts classes encompass Grammar/Composition, Vocabulary/Spelling, and Literature. Students will develop their writing skills as they apply their knowledge of grammar to the writing of many different types of compositions. Spelling will emphasize four basic spelling rules and seven keys to good spelling, helping even the poorest speller to become proficient. The eternal themes of truth, beauty, purity, goodness, and justice are developed through the collections of short stories, poetry, and essays the students will read and study, most of which are by well-known writers and poets. A Beka Curriculum is used for language arts classes.

Reading (6th Grade only): Students continue to build on elementary reading skills through classroom readers, speed and comprehension exercises, book reports, and projects.

6th Grade Math: The 6th grade curriculum uses the teach/re-teach approach and gives abundant practice to help students master skills and concepts and employs story problems and problem solving strategies to make arithmetic practical. Bob Jones text is used for 6th grade.

7th Grade Math: Students will employ problem solving and real-life uses of math to reinforce computation skills and to build a solid math foundation. Each chapter contains a biographical sketch of an innovator. Bob Jones text is used for this class.

Pre-Algebra: Pre-Algebra will ease the transition to Algebra by introducing basic concepts in advance. Each chapter opens with a math-related Bible character sketch and concludes with a consumer related application. This class will be the standard 8th grade class but will be offered to advanced 7th grade students as well. 7th grade students will be given a skills test and must be recommended by the 6th grade teacher to qualify for this class. 7th grade Pre-Algebra students must maintain a B average in order to advance to the Algebra class in 8th grade. Bob Jones text is used for this class.

Algebra: The Algebra 1 text develops an understanding of Algebra by justifying methods and explaining how to do the problems. It introduces graphing, solving systems of equations, operations with polynomials and radicals, factoring polynomials, solving rational equations, and graphing quadratic functions. Biographical sketches of mathematicians are included, as well as features on probability and statistics, Algebra Around Us, and Algebra and Scripture. This is a 9th grade level class that will be offered to advanced math students who have satisfactorily completed Pre-Algebra in the 7th grade and have been recommended by the 7th grade teacher. Bob Jones text is used for this class.

6th Grade Science: The text presents the universe as the direct creation of God and refutes the man-made idea of evolution. Some of the topics covered are invertebrates, plants, forces of the earth, the universe, and space travel. A Beka text is used.

7th Grade Science: Students will be introduced to the scientific method and apply those principles throughout the year. They will study soil science, plants, the human body, principles of physical science, atmospheric science, the weather, classification, microscopy, Creation, and insects. Students will be required to participate in the Science Fair during either seventh or eighth grade. A Beka text is used.

8th Grade Science: Students will study astronomy, the basic principles of matter and motion, magnetism, electricity, and will lay the foundation for high school physics. Science versus the false philosophy of evolution is carefully presented to give students a clear understanding of God's truth. Students will be required to participate in the Science Fair during either seventh or eighth grade.

Health: Health will be taught for a minimum of 1500 minutes in 6th – 8th grade. Students will gain an understanding of the basic needs of the human body and how to care for themselves physically, emotionally, socially, and spiritually. A Beka text is used in 6th – 8th grade.

6th Grade History: The history and geography of North and South America are taught from a Christian perspective in this class. The text also includes a chapter on Canada and a chapter on recent events in the United States and the world.

7th & 8th Grade History: From Creation and the ancient world to modern-day studies, 7th & 8th grade history materials continue to build a thorough understanding of world geography, culture, politics, and the founding and growth of the United States. World History is taught one year and American History is taught the following year. Eighth grade history students will be required to participate in the History Fair in either the seventh or eighth grade. Lessons clearly present God's sovereign hand throughout history. Bob Jones texts are used.

Physical Education: Physical education will be taught for a minimum of 3000 minutes in 6th – 8th grades. This class is designed to enhance the student's physical capabilities, add to his/her knowledge of sports and games, and further his/her emotional and social growth. This will be done by engaging in a variety of physical activities designed to develop the whole child. With an emphasis on sportsmanship, fair play, and the unique interaction possible during physical activity, the emotional and social growth of the individual will be enhanced.

Foreign Language: Spanish A is designed to give students the skills to speak, understand, read, and write basic Spanish in most daily situations. Spanish I curriculum is used but only half of the curriculum is covered in Spanish A. Spanish B, the second half of the Spanish I curriculum, will be offered if there is enough student interest.

Elective Courses: Various elective courses will be offered. Examples include Art, Spanish A, Computer, Drama, Launch, Life Skills, Newspaper/Yearbook, and Band. Current course descriptions are available in the school office.

Special Events/Activities: Students participate in Speech and Word Festival, Spelling Bee, National Geography Bee, Math Contest, and CCS Science and History Fairs. Two social events will be held each year.

Bible: Pre-K 3 – 8th Grades

Bible is taught as a part of the daily curriculum. We encourage the students to have faith in God as we open our classes in prayer. Cape Christian School is a CHRISTIAN school. Our students and staff members come from a wide variety of churches and denominations. Our Statement of Faith gives an overview of what is taught in the classroom and chapel services.

Pre-K 3 – Various speaking, visual, musical, auditory, and tasting activities will be used each week to reinforce the Bible lessons taught in the classroom.

Pre-K 4 – Various speaking, visual, musical, auditory, and tasting activities will be used each week to reinforce the Bible lessons taught in the classroom.

Kindergarten – Purposeful Design curriculum: Students are given an overview of the Bible, with an emphasis on God's attributes, biblical characters, the early Church, and what it means to know Jesus Christ and live for Him.

1st – 6th Grade - *Building on the Rock* is the first fully integrated worldview and Bible survey course for elementary school students. This unique curriculum is designed to help younger students begin to formulate and relate learned Bible facts with a genuine Christian worldview, while laying the groundwork for later comparative worldview studies.

Building on the Rock is designed to help students interpret knowledge and build foundational beliefs and values from a Christian perspective. In an age of competing worldviews, this curriculum will help young students formulate a biblical perspective of the world so that they will reflect the Scriptures both in their thoughts and in their actions.

Building on the Rock includes six sections of study designed in a spiral sequence that effectively integrates both worldview and biblical content. Each grade level concentrates on one of the sections and either reviews or

introduces the others. One incredible advantage of this design is that students who enter the curriculum at different grade levels can be easily included without having gone through the previous grades.

7th Grade – *Wise Up!*: This study in Proverbs will help students gain Biblical wisdom for relationships, character, family, friends, leadership, and decision-making. Positive Action for Christ text.

8th Grade – *The God-Man (Christ in the Gospels)*: This study helps students to see our Lord's brilliance, to know His compassion, to thrill at His courage and power, to weep over His death, and to rejoice in His resurrection. The character qualities and life principles that Jesus lived and taught are used in a variety of life application activities. Positive Action for Christ text.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Students who participate in co-curricular activities (athletics, clubs, etc.) at CCS must maintain passing grades (C- or higher) in all classes to remain eligible for all activities. Students receiving a failing grade at the end of the quarter during their season will become ineligible for all competitions, performances, etc. for two calendar weeks immediately following the availability of finalized quarter grades. Eligibility for the fall season will be based on the fourth quarter grades of the previous school year, and the two-week period of the ineligibility will begin on the first day of school. Advanced notice of this penalty will be provided to all students with failing grades.

FAILING A CLASS

The following actions may be taken when a student has failed a class for the quarter (Grades 1st through 8th).

1. Any indication of significantly decreasing or failing quarter grades will result in teacher-initiated contact with parents before the end of the quarter.
2. Students failing a class may be put on a tracking form or an assignment sheet per teacher's discretion. Parent/legal guardian signatures will be required for the tracking form.
3. When a student fails a course(s) at first and/or third quarter, the teacher will further discuss the situation with parents at conferences if necessary. At the end of the second quarter the parents/legal guardian will be contacted by phone. The phone call will be made prior to the report card being sent home.
4. Parents/legal guardians may use TeacherEase for access to regular grade and homework updates. Additionally, teachers will be available by phone or email throughout the quarter to provide grade updates and progress reports.

GRADE SYSTEM AND REPORT CARDS

Letter Grade	Percentage	GPA Value
A	95-100	4.0
A-	90-94	
B+	87-89	3.0
B	84-86	
B-	80-83	
C+	77-79	2.0
C	74-76	
C-	70-73	
D+	67-69	1.0
D	64-66	
D-	60-63	
F	59 and below	0

An Incomplete

On rare occasions an incomplete is given in cases concerning:

1. Illness
2. Emergencies
3. Prior arrangements that have been made
4. Late assignments that must be satisfactorily completed and turned in

General Grading Policy

1. Grading of students is based upon instructional objectives and determined by measuring the completion of assignments, activities, scores on quizzes and tests, homework, and class participation.
2. The school year is divided into four nine-week reporting periods.
3. Grades are tabulated on a quarterly basis for Grades Kindergarten through 8.
4. Grades for students in Grades 1 through 8 will be posted weekly on TeacherEase throughout the school year. Kindergarten progress is documented on report cards.
5. Pre-kindergarten evaluations and skill assessments will occur each quarter with documentation given to parent/legal guardians.

HOMEWORK

General Guidelines

1. Homework is to be meaningful and an integral part of classroom instruction.
2. The homework amounts, appropriate expectations, and time allotted are to be reasonable for each grade level. Homework should not take more than 10 minutes times the grade level of the student. Please note that students who do not use their time wisely or work slowly may require more time to complete their homework.
3. Teachers are asked to coordinate project timelines and major assignments in Grades 6 through 8.
4. Homework is to be turned in the day it is due which is usually the next class period.
5. All homework assignments must be completed. A student cannot decide not to complete an assignment and take a "0" for the assignment.

Late Homework/Assignments

Elementary- late homework assignments will receive a grade reduction of 10 percent per day with the student receiving a zero for the assignment not returned within 5 days. All assignments must be completed regardless of the grade reduction.

Junior High- late homework assignments will receive a grade reduction of

1 day late- 10 percent reduction in grade

2 days late- 20 percent reduction in grade

3 days late- the student will receive a “0” for the assignment and be given a 30 minute after school homework detention every day until the assignment is satisfactorily completed

Evening Homework

Students in Grades 1 through 3 may have additional homework consisting of make-up work, work not completed in allotted class time, or papers to be corrected or redone. This homework is due the following school day unless prior arrangements have been made by the classroom teacher. Occasionally a student may be asked to complete work during recess time.

Reading cards are used in first and second grades and must be signed on nights that reading homework is assigned.

Re-Doing Work

Some assignments may be redone at the teacher’s discretion. If work is allowed to be redone, it will not receive full credit and the condition will be determined at the discretion of the teacher but will generally be for the purpose of mastery. A parent/legal guardian signature is required on work sent home to be redone.

Homework over Holiday Breaks

No teacher may assign nor expect that any type of work be done during the designated holiday breaks, nor may they call due any work assigned before the break until at least the fifth day after returning. Furthermore, it will not be an acceptable practice by any teacher to front-load or back-load students in order to catch-up or make-up for perceived loss of time.

Homework is defined as all work, including but not limited to reading, writing, research, worksheets, studying for tests or quizzes, take-home tests, projects, etc. No homework holidays include Thanksgiving, Christmas, and Easter breaks.

Students who are behind in their regular school work will be expected to use holiday breaks to get caught up.

HOMEWORK ASSIGNMENT BOOKS/PLANNERS

Students are required to use the assignment book/planner. The rationale for using this system is to improve students’ organizational, study, and time management skills.

Students in Grades 3 through 8 will be issued an assignment book. It is the responsibility of the student and the parent to keep the assignment book/planner current.

1. Each week’s assignments will be on the board for students to copy on Monday.
2. The assignment book/planner must be signed by parents by Wednesday of each week. Teachers will check the assignment book/planners.
3. Consequences for unsigned book/planners
 - First infraction = a warning
 - Second infraction = 5 minute recess detention
 - Third infraction = 10 minute recess detention
 - Fourth infraction = 15 minute recess detention
 - *Students with chronic late or missing assignments may be placed on an academic tracking form by their classroom teacher. Parents/legal guardians will be notified and asked to sign the form daily.

Marked, defaced, or lost assignment books will require replacement at a cost of \$20 each.

HONOR ROLL

Honor Roll is calculated for Grades 4 through 8 using a four point scale. A=4, B=3, C=2, D=1, F=0

No Honor Roll is calculated for Grades K through 3.

To qualify for the A and B Honor Rolls:

A Honor Roll- at least 3.8 on a 4 point scale

B Honor Roll- at least 3.5 on a 4 point scale

Students receiving a “U” in any special class or conduct area or having an excessive amount of detentions will NOT be placed on any honor roll.

Students in Grades K through 3 will receive grades of S+, S, S-, or U for art, music, PE, Spanish, and computer. Library is not graded.

LIBRARY POLICIES

The library provides a variety of resources to support instruction and student interest. Students in Pre-Kindergarten through Grade 8 gain literacy skills and skills necessary to become effective users of information while having the opportunity to develop a desire to become independent, lifelong learners. Students learn to become discerning readers, viewers, and listeners.

Books selected for the library may not all be Christian and may not be acceptable to every family. Because it is the school’s desire to teach students to critically evaluate what they read, some non-Christian materials will be included. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary.

While the library staff and administration make every effort to acquire appropriate material for the library, books containing inappropriate language or themes may occasionally find their way to our library shelves. A parent who becomes aware of a book he/she feels contains objectionable material should make a verbal or written complaint to the librarian detailing his/her concern. The librarian will respond in writing to the complaint. If the issue remains unresolved, the parent may request a meeting with the principal and/or Advisory Board.

Item Limits

The following are the item limits that may be checked out at each grade level.

Pre-kindergarten	1 item
Kindergarten- Grade 5	2 items
Grades 6 through 8	3 items

Time Limits

Students may keep library items for two weeks. Students may take their books home. Please help your student find a safe place at home to keep their library books.

Item Renewal

Items may be renewed for an additional checkout period unless the item has been placed on reserve by another student.

Item Reserve

An unavailable item that has been checked out by another student may be placed on reserve. Items on reserve are not eligible for renewal by the original borrower.

Damaged/Lost Items

Damaged or lost items must be reported immediately to the librarian. It is the borrower's responsibility to care for items borrowed from the library. If an item is damaged or lost, a replacement fee will be charged to the parent/legal guardian account. Replacement costs for damaged or lost materials will be assessed by the librarian based on current pricing.

Suspension of Privileges

Circulation privileges may be discontinued until all overdue materials are returned. Overdue items should be returned to the library. Fines are to be paid before the end of each quarter to maintain circulation privileges.

PARENT-TEACHER CONFERENCES

The purpose of parent-teacher conferences is to strengthen the partnership between the school and the parents to promote the spiritual, academic, and social maturity of the student. Our conference goals include the following:

1. To develop open communication between parent and teacher
2. To provide teachers with insights about the students from the parent's perspective
3. To motivate parent and teacher to work together on short-term and life goals for the student
4. To evaluate the student's immediate challenges in order to develop a cooperative strategy
5. To encourage parent and teacher to pray for the specific needs of the student

Parent-teacher conferences are held after the first and third quarter grading periods. Parent-teacher conferences will be scheduled during the day and/or evening. Please check school calendar for specific dates and times.

Pre-kindergarten and Elementary Fall and Spring Conferences

Pre-kindergarten and elementary conferences are scheduled for individual families. Every effort will be made to schedule conferences in succession for parents who have more than one child in school. Conferences are usually no longer than 30 minutes in length. A few minutes are allowed between conferences to provide the teacher time to get ready for the next conference.

Please note that pre-kindergarten and elementary teachers are not required to provide make-up conferences for families who do not attend during the scheduled conference times.

Divorced Parents with Joint Custody

Due to the size of some classes and limited conference times, we do not provide two separate conferences for divorced parents with joint custody. Please contact the principal if this presents a unique challenge for you.

Junior High Fall and Spring Conferences

Parent conferences in the Junior High will be conducted on a first-come, first-served basis. Conferences will be held in the classrooms. Teachers are directed to keep the conferences to ten minutes each if parents are waiting. Parents will rotate from teacher to teacher.

RETENTION POLICY

The general policy of the school is to retain (fail) students based on the following criteria. Should there be an academic concern, a conference will be set with the principal and teacher at the semester to pray, plan, and discuss possible retention.

Kindergarten-Grade 1

Teacher recommendation based upon two or more of the following:

1. Personal Observation
2. Below grade level performance in academic subjects
3. Below grade level on standardized testing

4. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level. The student may be required to pass an end of year skills assessment.
5. Observation data and reporting from public school referral
6. Social/emotional maturity

Grades 2-8

1. Failure of two or more core academic subjects based on yearly average (math, science, history, reading, language, Bible)
2. Grade levels of 1.5 below norm in standardized testing in total reading and math
3. Social/emotional maturity
4. Failure to follow through on tutoring
5. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level. The student may be required to pass an end of year skills assessment.
6. Observation data and reporting from public school referral

STANDARDIZED ACHIEVEMENT TESTING

Standardized achievement tests are administered annually during the fourth quarter to all students in Kindergarten through Grade 8. During this week, class homework will be kept to a minimum. Achievement test data is placed in each student's file and is used to determine appropriate placement and educational programming. A copy of the test results will be given to parents with the year-end report card. Standardized achievement tests are administered Monday through Friday of the designated test week. (See school calendar for dates.)

Note: If a student is absent for any reason during standardized testing, there will be a \$25 charge for make-up testing. Make-up testing is conducted on the Saturday following the week of standardized testing. In most cases, if a student misses two or more of the testing days, he/she cannot make-up the standardized testing and will be dropped from the testing program.

TEACHEREASE

At CCS, parents are encouraged to be actively involved in every aspect of their student's education. One way to stay connected is through the use of our online grade program called TeacherEase. Through TeacherEase, parents can access their student's assignments, grades, and account balances. The program is web-based and can be accessed at www.teacherease.com using a personalized login/password. Parents can receive login information through the school office.

TUTORING

At the third quarter conference, if needed, teachers will discuss the possibility of tutoring during the summer. Tutoring may be recommended for a student whose grades and skills at the end of the school year are significantly below a level that would enable the student to be successful in the next grade. Tutoring is recommended at a minimum of 5 hours per subject for students in Kindergarten through Grade 1 and 10 hours per subject for students in Grades 2 through 8. When necessary, tutoring may be extended into the school year.

Students whose grades and skill levels during the school year are below average will be given the opportunity to receive tutoring.

ATTENDANCE POLICIES AND INFORMATION

ATTENDANCE POLICY

Each student is expected to be in school at the designated starting time of 8:15 a.m. each school day. A student who is absent cannot participate in the learning experience for that day and make-up assignments place an extra burden on the teachers.

If a student is unexpectedly absent for any reason, a parent/legal guardian is required to call the CCS office before 9:45 a.m. and state reason for the absence. Arrangements can be made to pick up the missed assignments.

General Attendance Guidelines

Without regular attendance, students are not able to do their best work. CCS's position on attendance is that students need to attend class daily. Should a student miss school, he/she needs to abide by the following:

1. Any time a student misses a class (unless representing CCS at school competitions or activities) the student is considered absent.
2. Students are responsible for obtaining missed work and must have it completed and turned in the next day of class. The only exception is consecutive absence for multiple days, in which case each teacher will manage due dates for make-up work separately.
3. If the student does not report to the teacher after an absence and the assignment is not completed, it will be considered late.
4. If a student misses the day of a test or quiz, the student will have to take the test or quiz on the day of return. If the test or quiz is not taken, the student will be given a zero. Each student is required to initiate arrangements for make-up testing. In consecutive absence for multiple days, each teacher will manage due dates for make-up testing.
5. Students who accrue more than eight absences in any course during a semester will have their grade reduced in that course by eight percent in the quarter when the ninth absence occurs. Students experiencing significant medical issues will be handled differently at the principal's discretion.
6. A student is considered absent if more than half a class period is missed whether at the beginning, middle, or end.
7. Parents have the right to appeal any absences to the principal.

Perfect Attendance

The Perfect Attendance Award will be calculated in May on the last Friday prior to the Awards Ceremony.

ABSENCES

Excused Absences

1. The parent/legal guardian must call the CCS office before 9:45 a.m. on the day the student is absent. If a student is absent more than one day, a call must be made each day. If a student is absent for prolonged medical reasons and the school has been informed about the circumstances or if prior approval has been given for vacations, no daily phone call is needed.
2. When a student is absent for an extended period of time for medical reasons, a written statement from a physician must accompany the student before being allowed to return to school. This statement must include permission to return to regular activities or include any restrictions that may apply.
3. Excused absences include illness of the student, emergency at home (limited), serious injury or death of a family member, or pre-arranged trips with parents approved by the principal.

Unexcused Absences

An unexcused absence is any absence where the parent did not call the school office within the specified time period of 9:45 a.m.

Consequences for unexcused absences

1. The school will initiate contact with the parent/legal guardian to verify the reason for the absence. If the absence is not verified, the student will be considered truant.
2. An academic penalty may be applied to missed classes. (Two percent at the end of the quarter.)
3. A detention may be assigned to the student (Grades 6-8) or a loss of recess assigned to the student (Grades 3-5).

Excessive Absences

Five or more per quarter (Pre-kindergarten through Grade 3)

Two or more per quarter (Grade 4 through Grade 8)

Excessive absences may result in dismissal from school. The Advisory Board will review absences of students who miss more than 10 days in a semester or 20 days in a year.

Make-up Work

Students will be given one day to complete missed assignments and tests for each day of an excused absence. Students absent for pre-arranged trips with parents must make arrangements for make-up work with the classroom teacher/teachers prior to the student's last day of attendance before the absence. Make-up work is due according to the deadlines indicated by the teacher(s) when the student returns to class. (See Advanced Absence Guidelines)

School Representation

Students who are absent to represent the school or participate in a school activity/competition are not considered absent. Class assignments will be excused with the exception of tests and/or quizzes which must be made up on the day of return.

Advanced Absences

When scheduling vacations, every effort should be made to coordinate with the scheduled breaks on the school calendar. Scheduled absences will be excused only when arrangements are made in advance in writing with the principal.

Advanced absences should be arranged, at the earliest, two weeks in advance, but no later than one day before the absence, to allow teachers the opportunity to plan and assemble assignments. An Advance Homework Assignment Sheet will be given to the student who must fulfill the following obligations: (Kindergarten through Grade 3 parents will take the initiative to fulfill the obligations.)

1. Discuss the absence with teacher(s) listing assignments and due dates.
2. Secure teacher and parent signatures.
3. Submit completed assignments according to the deadlines indicated by teacher(s).

TARDINESS

Punctuality is an important character trait which should be instilled in our students to help them realize a higher degree of personal excellence and success in life. A "tardy to school" or "tardy to class" is disruptive to class, office functions, and can be very embarrassing to the student.

Tardiness to School

Students arriving after the school start time will be counted tardy and must report directly to the office to sign in, receive a pass, and proceed directly to class. Tardiness will be excused for medical, dental, or orthodontic appointments. Normal traffic delays, over-sleeping, and other reasons (with exception to school-wide weather

delays) will not be excused, even with a note from a parent. A student will be disqualified from the Perfect Attendance Award when tardies have exceeded three per semester.

Consequences for Tardies

- Three unexcused in a quarter
 - Elementary- loss of fifteen minute recess
 - Jr. High- after school detention for thirty minutes
- Five unexcused in a quarter
 - One day in-school suspension
- Eight unexcused in a semester
 - One day in-school suspension
- If five days of suspension are accumulated due to persistent tardiness, the matter will be brought before the Advisory Board causing a possible dismissal of the student.

Late Arrival/Early Departure

Students arriving after 9:00 a.m. will no longer be considered as tardy but absent for a portion of the day. Students arriving at school after 9:00 a.m. must sign in at the school office, receive a pass, and proceed directly to class.

Students leaving before dismissal must be signed out from the office by parent/legal guardian. When an early departure is known, a note must be sent with the student from the parent/legal guardian identifying the time of early departure. The classroom teacher will send the student to the office with his/her belongings so disruption of class will be minimal.

Appointments

Students leaving during the school day for various appointments must have a note sent from the parent/legal guardian excusing the student and identifying the time of the appointment.

Orthodontic visits using a carpool service require a note, phone call, or email from the parent/legal guardian before permission is granted for students to leave with the carpool service.

APPEARANCE POLICIES AND INFORMATION

APPEARANCE PHILOSOPHY

As a Christian school, we have a unique responsibility in the area of dress. We are judged largely for our appearance but are not blind to the changing styles of the day, nor do we want to appear so “dated” that we are viewed as rigid and irrelevant to a world we seek to reach for Jesus Christ. CCS’s goal is to present our appearance as conservative and in good taste so as to “adorn the Gospel.”

Interestingly, appearances subtly demonstrate or are suggestive of “values;” therefore, it is the desire of CCS that students in attendance possess and project an image of personal and academic integrity. It is also the desire of the school to be perceived by the public as having instilled into the students the values and character befitting an education at a Christian school. As a result, CCS students are to be neatly, modestly, and uniformly dressed when arriving, attending, and leaving school.

In all matters of standardized dress-code or personal appearance interpretation, the school administration has the right of final decision. We trust these guidelines will be helpful and serve as deterrents to potential problems. It is our intention that these guidelines contribute to the training and development of godly character concerning obedience and a correct response to authority. Students may not like or agree with the dress code; however, keeping a right attitude and teachable heart is important in the eyes of the Lord. Once again, our desire is for students to possess and project an image of personal and academic integrity.

DRESS CODE CHART

ITEM	STYLE & DESCRIPTION	COLOR	APPROVED SOURCES
Polo Shirts *only white t-shirts or tanks may be worn under polos	Pique, short or long sleeve with CCS monogram – No ruffled or gathered sleeves. No ruffles on edges or placket. <u>Two or three button only.</u> Pique, short or long sleeve with CCS monogram– No ruffled or gathered sleeves. No ruffles on edges or placket. <u>Two or three button only.</u> Pique, short or long sleeve, collar, button placket, no pocket– No ruffled or gathered sleeves. No ruffles on edges or placket. <u>Two or three button only.</u> <u>Junior High Only</u> Pique, short or long sleeve with CCS monogram– No ruffled or gathered sleeves. No ruffles on edges or placket. <u>Two or three button only.</u>	Royal Blue Navy Blue Lt. Blue Gold Pink Solid White <u>Junior High</u> Purple	Guy's Uniforms The Printing Company Lands' End - Logo #0415493K & School #9000-7456-8 Guy's Uniforms The Printing Company Can be purchased from any source - CCS monogram is permitted but not required on white. The Printing Company, Guy's Uniforms, & Lands' End - Logo #0415493K and School #9000-7456-8
Turtleneck	Standard – No ruffled or gathered sleeves or edges	Solid White, Royal Blue, Navy, Pink, Lt. Blue	May be purchased from any source No monogram
Sweatshirts	With approved monogram Or applique from Guy's Uniforms	Royal Blue Solid White	Guy's Uniforms, The Printing Company, & Lands' End - Logo #0415493K & School #9000-7456-8 May be purchased from any source. No monogram.
Cardigan Sweater	Plain – button front No zippers or hoods	White, Navy, Lt. Blue, or Lt. Pink	May be purchased from any source.
Blouse	Short or long sleeve, Peter Pan collar, ¾ sleeve, untuckable (hemmed straight across the bottom)	Solid White Lt. Blue	May be purchased from any source.
Pants, Capri Pants, and Shorts	Pants & Walking Shorts (no more than 3" above knee) Pants, Capri Pants, & Walking Shorts (No more than 3" above knee) <ul style="list-style-type: none"> • No worn, torn, or faded material. Style can be flat front or pleated. No patch pockets or cargo or carpenter pants. No flared legs and no skinny fit. 	Navy Khaki	Guy's Uniforms, The Printing Company, Lands' End School Catalog, JCPenney, Sears, Target, Wal-Mart, Buchheits, Dollar General (Crossbow pants, navy only approved) and other sources. Guy's Uniforms, The Printing Company, Sears, Target, Buchheits, Lands' End School Catalog and other sources. All colors must be approved to be sure the color is true to school color.
Skorts	Not more than 3" above knee. No cargo or patch pockets. No front zipper	Navy Khaki CCS Plaid	Guy's Uniforms (Plaid #57), Lands' End School Catalog, JCPenney, Sears, Target, Wal-Mart, Buchheits, and other sources.
Skirt *black or navy shorts must be worn under skirts/jumpers	Not more than 3" above knee. No cargo pockets Knife Pleat, Kick Pleat or Box Pleat Not more than 3" above knee. NO cargo pockets.	Navy Khaki CCS Plaid Based on body type	Guy's Uniforms & The Printing Company Guy's Uniforms (#57), The Printing Company, Lands' End School Catalog

Jumper	Rounded-neck Kick Pleat only Not more than 3" above knee. No cargo pockets. NO Split-front jumpers	Navy Khaki CCS Plaid	Guy's Uniforms (Plaid #57) The Printing Company Lands' End School Catalog
Belt	Must be worn with pants and shorts PK and Kindergarten May wear pull up elastic waist pants. No belt is required regardless of pant type.	Black, Navy, or Brown Solid only CCS Plaid only	May be purchased from any source.
Hair/Hair accessories	Natural colors only No colored streaks, feathers, etc. No crowns, tiaras, etc.		
Socks/Tights	NO leggings/leg warmers. They are NOT uniform. Colors of socks and tights must match school colors. Ankle or knee socks for girls may have lace or ruffles that match sock color or have white trim.	Solid white, pink, lt. blue, royal Blue, lt. blue, Navy, or Black (no show)	May be purchased from any source. Boys may wear black crew socks without name brand logos.
Shoes	Tennis/Athletic Mary Jane style, Saddle, Oxfords, Loafers Sperry's: Must be plain two tone of approved colors – NO patterns (checkered, plaid, etc). NO jewels or sparkles Boots: Must be solid color – No fur trim or tassels, jewel studs, or regular studs NO Cowboy boots. Rain Boots may be worn for outside recess only	Mostly white, black, gray, navy, royal blue, light blue, or pink Brown, navy, black, or gray Black, navy, brown, gray, or tan Black, navy, gray, brown, or tan Any color	May be purchased from any source. NO neon colors except for stripes or highlight colors.
School T-shirt	Students are allowed to wear the CCS t-shirt (short or long sleeve) and either uniform shorts/pants or jeans (no "skinny's") on Fridays. Jeans must fit at the waist and students must tuck in their shirts and wear an approved belt. T-shirts are often worn on field trip days.		Ordered through the school office. • Polos are not to be worn with jeans on Fridays.
School Jacket	Long sleeve, fleece (pullover or full zipper) With approved monogram These jackets and the CCS hoodies are the only outerwear allowed to be worn in the classroom.	Royal Blue	Lands' End - Logo #0415493K & School #9000-7456-8 (Please confirm with Lands' End that thread color for logo is white) Guy's Uniform
School Hoodie	Students are allowed to wear the CCS hoodie over their uniform as a jacket any day. On Fridays the hoodie may be worn alone as a shirt or over either a uniform shirt or the CCS t-shirt.		Ordered through the school office *Hoodies may be worn in the classroom
Logo Thread Colors	Logo thread color should be NAVY on items in the following colors Logo Thread color should be WHITE on items in the following colors	Gold Pink Lt. Blue Royal Blue Navy Blue Purple (jr high only)	Logos applied from the Printing Co., Guys Big and Tall, or Land's End.

Classroom temperatures vary. Some students may be warm and other students feel cold. The only items allowed inside the classroom are the uniform sweatshirts, cardigan sweaters, and school jackets.

OUT OF DRESS CODE DAYS

Non-uniform Days

When dress code is suspended for special days, field trips, etc., the school expects students to dress modestly and within the parameters of the school's standardized dress code.

1. Leggings are not permitted unless a long top covers to three inches above the knee.
2. If shorts are worn, style and length must be consistent with dress code. (No athletic style shorts for girls.)
3. Clothing with holes or frayed edges should not be excessive, draw undue attention, or be immodest.
4. Shirt logos or slogans must conform to and not contradict modest biblical guidelines or cause undue attention when worn. With such variation in what is acceptable within Christian homes, we ask that you do not wear articles of clothing that reference TV shows, cartoons, movies, magic, etc. (Christian t-shirts are a good option.)
5. Tank tops are not permitted at any time for boys or girls except as a matching undershirt.
6. Students must wear proper footwear due to safety issues. See the Dress Code Chart and Personal Appearance Guidelines for details.
7. Field trips are a school function. Friday dress code must be followed on all field trips when students are not wearing regular Dress Code.

Friday Dress and Spirit Days

Students are allowed to wear a CCS t-shirt (long or short sleeve) and either uniform skorts, shorts, pants, or jeans on Fridays or Spirit Days.

1. Jeans must fit at the waist or slightly below the waist no more than one inch below the navel. No skinny jeans.
2. T-shirts must be tucked in and an approved belt worn.
3. Athletic team shirts may be worn on game days.
4. Cheerleaders may wear their cheer uniforms on game days (Grades 6-8 only).
5. CCS polo shirts are **not** to be worn with jeans on Fridays. Only the CCS t-shirt is allowed to be worn with jeans.

PERSONAL APPEARANCE GUIDELINES

General

1. Shirts must be tucked in at all times.
2. Socks are required, even with sandals.
3. Shoes should be suitable for school activities (tennis shoes should be worn on P.E. days). Sandals must have a strap in back. "Croc" style shoes are not permitted.
4. Polo shirts must be of the pique material - not the smooth knit.
5. There is a specific style of monogram approved for the shirts. **The thread is navy on all shirts with an exception; navy blue, royal blue and purple shirts are to be monogrammed in white thread.**
6. If you want the white shirts monogrammed, you must purchase the shirt from the sources that monogram the colored shirts. It is not required that white shirts be monogrammed.
7. Khaki, light blue, and pink range in shade from very dark to very light. Be sure the clothes you choose match school colors.
8. Students are not allowed to wear body piercing of any type, excluding girls who may wear modest earrings. Dangling earrings are not allowed for girls in Pre-kindergarten through Grade 5 for safety reasons. This applies to out-of-dress code days as well.
9. Students may not wear glitter, adhesive sequins, or other facial/skin decorations.
10. Students may not have a visible tattoo while attending CCS. Temporary tattoos are not allowed and will be required to be removed if worn to school.

11. Overcoats, wind breakers, or other outer coats are not permitted in classrooms or hallways during the school day. (Only authorized CCS jacket and CCS hoodie from Dress Code List.)
12. Students may not wear large necklaces and/or scarves with Dress Code attire.
13. Sunglasses, nonprescription glasses, caps, or hats are not permitted in classrooms or hallways during the school day.
14. Hairstyles, haircuts, accessories, and hair color should not draw undue attention to the student. Only hair color and tints which fall within the “natural” color range and pattern are acceptable.
15. Dress code pants are to be worn at the appropriate waist level.
16. Neatness, cleanliness, and modesty must be observed at all times.
17. Students may not tie sweatshirts, sweaters, or shirts around their waist or shoulders. They are to be worn, hung up, or placed in backpacks.

The Scriptural principle of modesty applies to our dress code. The principal has final authority regarding all issues of dress including, but not limited to, jewelry, make-up, and haircuts. If you have any questions regarding the shade or style of an article, bring it by the office for comparison BEFORE wearing.

VIOLATIONS OF DRESS CODE

In cases where a student is in violation of the dress code, the following steps will be taken on an annual basis:

Pre-kindergarten three- and four-year-olds:

First time violation- warning note sent home

Second time violation- teacher will contact parent and note will be sent home

Subsequent times- teacher will contact parent, and a correction of the problem will be required with parent bringing the article of clothing that will bring child into compliance

Pre-kindergarten students will not be disciplined for dress code violations because the responsibility to follow the dress code rests with the parent/legal guardian who dresses the child in the morning.

Elementary Grades Kindergarten through Grade 5

First time violation- warning and note sent home

Second time violation- teacher will contact parent/legal guardian, a note will be sent home, and the violation corrected immediately when possible

Third and subsequent times- teacher will contact parent/legal guardian, a note will be sent home, and the violation corrected immediately with the parent bringing the article of clothing that will bring child into compliance. A recess detention will be given (loss of entire recess).

Junior High

First time violation- warning, note sent home, and problem corrected immediately when possible

Second time violation- teacher will contact parent/legal guardian, and email/note sent home, and violation corrected immediately. Student receives a lunch break detention (loss of 15 minute break).

Third and subsequent times- teacher will contact parent/legal guardian, and violation corrected immediately with parent bringing the article of clothing that will bring child into compliance. A thirty minute after school detention will be served. The time will accrue by 15 minute increments with each subsequent violation up to an hour per quarter.

Students who receive chronic infractions each quarter may lose the privilege of participating in Friday Dress/Spirit Days or other school-wide, out-of-dress-code days. This will be determined at the discretion of the principal.

Discipline Policies and Information

DISCIPLINE PHILOSOPHY

Cape Christian School Administration and Staff is dedicated to the instruction and training of children in obedience according to biblical standards. *Every Scripture is God-breathed (given by His inspiration) and profitable for instruction, for reproof, and conviction of sin, for correction of error and discipline in obedience, [and] for training in righteousness (in holy living, in conformity to God's will in thought, purpose, and action, so that the man of God may be complete and proficient, well fitted and thoroughly equipped for every good work. (II Timothy 3:16-17).* We desire our children to have a real and unshakable relationship with the Lord as we prepare and equip them for their callings in the service of Jesus Christ. A significant component of this training is to embrace and apply the mandate our heavenly Father gave concerning discipline and correction which is to be administered in love. *Those whom I [dearly and tenderly] love, I tell their faults and convict and convince and reprove and chasten [I discipline and instruct them] (Revelation 3:19a).* *For whom the Lord loves He corrects, even as a father corrects the son in whom he delights (Proverbs 3:12).* CCS endeavors to maintain an orderly, structured environment through discipline that is consistent, fair and tempered with love. Our staff administers these standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is carried out as being motivated by love, dignity, good judgment, understanding, and in partnership with the parent/legal guardian. *For [our earthly fathers] disciplined us for only a short period of time and chastised us as seemed proper and good to them; but He disciplines us for our certain good, that we may become sharers in His own holiness. For the time being no discipline brings joy, but seems grievous and painful; but afterwards it yields a peaceable fruit of righteousness to those who have been trained by it [a harvest of fruit which consists in righteousness- in conformity to God's will in purpose, thought, and action, resulting in right living and right standing with God] (Hebrews 12:10-11).*

CCS strives to maintain an environment that is conducive to learning and one where Christ-like behavior is demonstrated through words, actions, attitudes, and deeds. We expect reasonable and cooperative conduct at all times which includes before school, during school, after school, and at all school functions.

An underlying philosophical principle of CCS is obedience to God because we love Him and desire to please Him. The fruit of our love for God is reflected in obedience to do His Word which includes obedience to all authority- parents, staff, coaches, and administration. When rules and directions are clearly defined, the student knows what behavior is expected from him/her. At times, the rules need to be amended, modified, reiterated, and reinforced. The joint input from parents, students, faculty, and administration helps make the formulation of those rules both fair and realistic.

Should your student complain to you about a policy or discipline, please follow these five simple guidelines:

1. Give the school the benefit of the doubt.
2. Realize that the student's reporting might be emotionally biased.
3. Realize that we have reasons for all rules, and they are enforced without favor.
4. Support the teacher and administration and contact the school directly.
5. Refrain from discussing the issue (gossiping) with other parents. (Matthew 5 and 18)

CCS exists for the purpose of partnering with parents in the spiritual and academic training of students. This partnership includes mutual respect, honor, esteem, and support. We are to model the very Christ-like qualities, characteristics, and values we want our students to embrace; therefore, it is imperative that we strive to be in unity

and agreement before the very impressionable ones we are called to train. *Do two walk together except they make appointment and have agreed? (Amos 3:3)*

HONOR CODE

The CCS Honor Code is a commitment from students to live a life that is pleasing to the Lord. It is an agreement that students (grades 3rd-8th) sign and enter into with the Lord- not the school or their parents. Each point is based upon Scripture. As a Christian school in partnership with parents, we have an obligation to teach and train students in godly character development. One aspect of this training is to provide students with an opportunity to make a commitment and then hold them, as well as ourselves, accountable. The document itself will not bring change, but it can direct young hearts in the direction of godly living, character, and moral conduct.

DISCIPLINE PROCEDURES

CCS uses a school-wide discipline system for Pre-k through Grade 8. This system governs students' conduct in the classrooms, hallways, restrooms, gym, chapel, playground, and sanctuary. Teachers' individual classroom plans are posted in their classrooms, and copies will be provided to all parents. Research has proven the following techniques are necessary for effective classroom management.

1. Develop and post a classroom discipline plan.
2. Give specific directions for each classroom situation.
3. Provide positive reinforcement for appropriate and on-task behavior.
4. Provide disciplinary consequences for disruptive or continually off-task behavior.
5. Work with the principal.
6. Communicate with parents.
7. Develop individualized discipline plans for students demonstrating chronic disobedience.
8. Document chronic disobedience.
9. Work with substitute teachers.

Administering Discipline

Cape Christian School discipline is spiritually distinctive and scripturally based. The root meaning of discipline is disciple. We desire to train our students to be disciples of Jesus Christ; therefore, the desired outcome from any form of discipline or correction is a change of heart in the student to be more like Jesus, a reflection of Him. Without truth revealed from the Word of God concerning disobedience and correction, hearts do not change. Hearts will either remain teachable with godly correction and instruction, or they will become hardened, unteachable, and rebellious when godly correction and instruction are rejected. Discipline, when correctly administered, is training in righteousness. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. (II Timothy 3:16) Train up a child in the way he should go, And when he is old he will not depart from it. (Proverbs 22:6)*

Procedures used to Correct Disobedience/Inappropriate Behavior

1. What was wrong- conviction
2. Why it was wrong- what the Bible says about the matter
3. What can be done next time- Faith
4. Repentance with prayer-confession (I John 1:9)
5. Forgiveness
6. Restoration
7. Restitution and/or Consequences (Punishment)

Conviction and humility lead to repentance.

True repentance leads to a change in heart- willingness to please God and do His Word.

Repentance and faith lead to a change in motives.
Restitution is the outworking of repentance.
Restoration is the result of love and forgiveness.

GENERAL SCHOOL RULES

The general school rules embrace scriptures found in Luke 10:27, John 13:34-35, and John 14:15. Our mission is to have students who are a reflection of Jesus Christ in words, actions, and deeds!

1. I will love and honor God
2. I will love and honor others
3. I will obey God's Word, the Bible

Specific School-wide Rules

1. I will listen and obey the first time directions are given
2. I will keep my hands, feet and objects to myself
3. I will use positive, neutral, or kind words at all times
4. I will use kind actions and deeds
5. I will obey classroom and school rules at all times
6. I will have a positive, "can do" attitude
7. I will be a good steward by being prepared for class each day with needed supplies and assignments completed
8. I will be a good steward of the supplies, instructional materials, equipment, furnishings, and building

CONSEQUENCES

Consequences of Disobedience (Kindergarten – Grade 2)

1. First offense- verbal warning
2. Second offense- pull second card with loss of 5 minutes of recess
3. Third offense- pull third card with loss of 10 minutes of recess
4. Fourth offense- pull fourth card with loss of all recess and note sent home
5. Fifth offense- referral to the principal and parents may be notified to pick the student up for the remainder of the day.

Severe Clause: Purposefully hurting self or hurting other students in words, actions, and/or deeds- immediate referral to principal.

Consequences of Disobedience (Grade 3 – Grade 5)

1. First offense- verbal warning
2. Second offense- pull second card with loss of recess
3. Third offense- pull third card with loss of second recess
4. Fourth offense- referral to the principal and parents may be notified to pick the student up for the remainder of the day, depending on the severity of the offenses.

Severe Clause: Purposefully hurting self or hurting other students in words, actions and/or deeds- immediate referral to principal.

Consequences of Disobedience (Junior High)

1. First offense- warning
2. Second offense-loss of 15 minute break after lunch
3. Third offense-detention
4. Fourth offense- referral to the principal

Severe Clause: Purposefully hurting self or hurting other students in words, actions and/or deeds- immediate referral to principal.

DETENTIONS (JUNIOR HIGH)

Teachers assign detentions for excessive tardiness, late homework, and inappropriate behavior. The student is responsible to notify the parent/legal guardian about the detention. The detention notification form requires a parent signature and must be returned to the school office. If a parent signature is not received, a phone call and/or email notification will be made to parent/legal guardian and an additional detention will be assigned. Students must have homework to work on during detention.

Detention Guidelines

1. Detentions must be served on the day assigned.
2. If a detention is missed, a second detention is given with 15 minutes added to the detention.
3. Each consecutive detention incurs an additional 15 minutes up to one hour.
4. If a student receives more than three detentions each quarter, \$10.00 will be added to the student account for each additional detention.
5. Detentions begin at 3:20 with supervision provided by a designated staff member.
6. Students must remain in dress code.
7. Students must work on homework or study for tests during detention.
8. A parent/legal guardian must sign the student out from the office when the detention has been completed.
9. Students are not allowed to participate in after-school activities on the day detention is served.

PROHIBITED BEHAVIOR

These actions are prohibited before, during, and after school hours and on and off school grounds.

Words

- Using the Lord's name in vain- profanity
- Inappropriate, offensive slang terminology
- Name calling
- Derogatory remarks
- Inappropriate teasing
- Gossip
- Slander, mockery
- Divisive communication
- Threats- any form
- Lying/Deception

Actions

- Disrespectful attitude- murmur, quip, expressions
- Eye rolling
- Inappropriate body language
- Irreverence during Chapel
- Willful disobedience
- Pretending to "shoot" another person or other inappropriate gestures

Deeds

- Pranks
- Cheating
- Stealing
- Hitting, tripping, biting, pushing, pinching, spitting, kicking, slapping, choking, poking with objects
- Fighting
- Horseplay with/without injury
- Tampering with another person's personal property
- Throwing objects in classrooms, lunchroom, or halls
- Inappropriate written communication
- Forging parent/guardian signature
- Vandalism (restitution required)
- Chronic, willful dress-code violations
- Harassment of any form- verbal, racial, sexual
- Inappropriate use of the internet- violation of AUP
- Unsportsmanlike conduct- sporting events
- Inappropriate display of affection (kissing, hugging, holding hands)
- Inappropriate contact with another's private areas
- Bullying in any form
- Weapons-possession or brandishing of firearms, knives, explosives, etc.
- Alcohol- drinking, possession, or distribution
- Drugs- illegal, prescription, or nonprescription
- Tobacco- use, possession, or distribution
- Sexual immorality
- Sexting
- Gambling
- Involvement in witchcraft, the occult, or astrology
- Criminal behavior of any kind

BEHAVIORAL PROBATION

If a student is disobeying (violating) the rules and/or displaying a pattern of inappropriate behavior that disrupts the classroom and is detrimental to the climate of the school, that student will be placed on behavioral probation. Behavioral probation means a student is subject to greater scrutiny and accountability by the administration and faculty in regard to lifestyle, attitude, attendance, and academic performance. Behavioral probation will occur after four detentions per quarter for inappropriate behavior. Behavioral Probation shall be determined by the administration but will usually last for a period of nine weeks.

SUSPENSION

Students are suspended for serious infractions from one to three days. Suspensions position students to realize and understand the serious nature and consequences of their disobedience/inappropriate behavior. When a student receives a suspension, the parent/legal guardian will be called. Two types of suspensions are given: in-school suspension and out-of-school suspension.

In-school suspension is held at the school. Students will be isolated from classmates and will work at a desk alone for all or part of the school day with supervision. The student will be given a lunch break and bathroom breaks. Assignments must be completed and will be graded with no academic penalty.

Out-of-school suspension prohibits students from attending school for the duration of the suspension. Students must complete assignments and an academic penalty will be given. All graded work will receive zeroes during suspension.

Behaviors that result in Suspension

- Using the Lord's name in vain- profanity
- Lying/Deception
- Verbal or written threats to harm another student, staff member
- Open defiance and disrespectful attitude- murmur, quip, expressions
- Inappropriate body language
- Deliberate, willful disobedience
- Pretending to "shoot" another person or other inappropriate gestures
- Cheating
- Stealing
- Hitting, tripping, biting, pushing, pinching, spitting, kicking, slapping, poking with objects
- Fighting
- Horseplay with injury
- Inappropriate written communication in any form
- Forging parent/guardian signature
- Vandalism (restitution required)
- Chronic, willful dress-code violations
- Harassment of any form- verbal, racial, sexual
- Inappropriate use of the internet- violation of AUP
- Unsportsmanlike conduct- sporting events
- Inappropriate display of affection (kissing, hugging, holding hands)
- Inappropriate contact with another's private areas
- Bullying in any form
- Possession of weapons
- Use, possession, or distribution of alcohol, drugs or tobacco
- Sexual immorality
- Sexting
- Gambling
- Involvement in witchcraft, the occult or astrology
- Criminal behavior of any kind

On-site school administrators retain final authority in determining what constitutes behavior that results in suspension and in evaluating potential danger.

DISMISSAL/EXPULSION

In the event that the Advisory Board and principal determine that it is best for a student not to continue at CCS, the parent/legal guardian will be asked to withdraw the student (dismissal). A dismissal is shown as a voluntary withdrawal on school records.

If a parent/legal guardian or the student is uncooperative in the dismissal process, the student will be expelled and his/her permanent record will be noted as such.

Behaviors that result in Dismissal/Expulsion

- Malicious vandalism
- Aggressive attack or fighting resulting in injury
- Weapons-possession or brandishing of firearms, knives, explosives, etc.
- Alcohol- drinking, possession, or distribution
- Drugs- use, possession, distribution of illegal, prescription, or nonprescription
- Tobacco- use, possession, or distribution
- Sexual immorality
- Gambling
- Involvement in witchcraft, the occult, or astrology
- Criminal behavior of any kind
- Violent threats- written, verbal, or nonverbal toward student, staff member, or school
- Sexual harassment
- Bullying- including cyberbullying
- Extreme insubordination or disrespect
- Disregard for Statement of Faith and failure to support/uphold Scriptural stance concerning gay, lesbian, bi-sexual, transgender lifestyles.

GROUNDS FOR DISMISSAL

CCS reserves the right to dismiss or deny re-admission to students for reasons the administration and board deems fit. Grounds for dismissal may include any of the following:

1. The student chronically disrupts the curricular or co-curricular program of CCS and has moved through a progressive discipline plan.
2. The student demonstrates a chronic attitude of incompatibility- uncooperative spirit, rebellion toward discipline, divisive behavior, not in spiritual agreement with the school.
3. The student has chronic, unexcused absences or tardies.
4. The student exhibits chronic poor academic performance and/or severe learning disability.
5. The student displays willful conduct that endangers the student or the other students, staff, and/or property.
6. The student participated in behaviors/conduct that is listed above as grounds for dismissal/expulsion.

SEARCH AND SEIZURE

CCS reserves the right to interview any student and to search and inspect the person and/or personal belongings including but not limited to lockers, bags, and backpacks of any student at any time. The right to interview and/or inspect and search may be based upon any claim, report, information and/or document, whether or not substantiated or investigated, and whether or not such information relates in any way to the on-campus activities of the student. The right to interview may be exercised without prior notice to and outside the presence of the parent/guardian of the student. The right to inspect and search may be exercised without the knowledge of and outside the presence of the student and the student's parent/guardian(s).

The occurrence of any interview, inspection, or search shall not in and of itself constitute a determination of guilt or culpability. Interviews, inspections, and searches may be conducted randomly without cause and solely to check code compliance without any need of CCS first having received any evidence of a violation.

If materials are discovered at any time which violate CCS school policy or are illegal, improper, immoral, or which constitute a code, ordinance, or statutory violation (school, local, state, or federal government), the same shall be subject to immediate confiscation by CCS. Confiscated items may be used as evidence in determining the discipline and/or legal actions to be administered or taken. Disciplinary action by CCS may include, but shall not be limited to, suspension or expulsion without notice, hearing, review, or appeal at the sole and absolute discretion of CCS.

POSITIVE REINFORCEMENT

Although policies and procedures must be in place when inappropriate behavior occurs, the Cape Christian School staff endeavors to place more of an emphasis on positive, Christ-like behavior. Students who are a reflection of Jesus Christ in words, actions, attitudes, and deeds will be acknowledged, praised, and rewarded. We are intentional in recognizing the very conduct we desire to see in students who have hearts that seek first the kingdom of God and His righteousness! We want our students to be like Him and to obey because they love Him. When this is observed, elementary students will be given a golden card which says, "Because I love Jesus, I am a reflection of Him in words, actions, and deeds!" Junior High students are given a card that states, "Words, actions, deeds- it's about loving Jesus." The student(s) are then sent to the office to see the principal and receive a blessing (treat) from the crown on her desk. Individual staff members have positive reward systems established in their classrooms. Please refer to their classroom discipline letters sent home at the start of the school year.

RULES FOR OTHER AREAS

Lunchroom

Rules:

1. I will listen and obey the first time directions are given.
2. I will speak in conversational tone using kind words.
3. I will keep my hands, feet, and objects to self.
4. I will not share food or beverages.
5. I will clean up my eating area.
6. I will use good manners at all times.
7. I will raise my hand for permission before leaving my seat.

Consequences:

1. First offense-verbal warning
2. Second offense- removal from peers
3. Third offense-assigned seat for one week
4. Fourth offense-referral to principal, lunch in office

Playground

Rules:

1. I will listen and obey the first time directions are given.
2. I will use kind words, actions, and deeds.
3. I will keep my hands, feet and objects to self.
4. I will use equipment appropriately at all times.
5. I will line up quickly and quietly when whistle is blown.

Consequences:

1. First offense- verbal warning
2. Second offense- loss of five minutes of recess
3. Third offense- loss of all recess
4. Fourth offense- referral to principal

Specialist

Rules:

1. I will listen and obey the first time directions are given.
2. I will keep my hands, feet and objects to myself.
3. I will use positive, neutral, or kind words at all times.
4. I will use kind actions and deeds.
5. I will obey classroom rules at all times. (specific to specialist area)

6. I will have a positive, “can do” attitude.
7. I will be a good steward of the supplies, instructional materials, equipment, and furnishings used.

Consequences:

1. First offense- verbal warning
2. Second offense- loss of recess
3. Third offense- referral to principal, loss of next specialist class

BULLYING

Much attention is being given to the serious and widespread problem of bullying. Bullying takes many forms and can be defined as direct or indirect physical and/or psychological intimidation or harassment that occurs repeatedly to harm others and/or alter or control others’ behavior in a detrimental manner.

Bullying Involves:

1. Imbalance of power- a bully using power to control or harm others who have a hard time defending themselves
2. Intent to cause harm- a bully has a goal to cause physical, psychological, emotional, or social harm
3. Repetition- incidents that happen repeatedly to the same person by an individual or group

Types of Bullying:

1. Verbal- oral taunts; name calling; put downs; threats; obscene, abusive, offensive, subjective, and/or objectionable language; teasing; spreading rumors
2. Written- taunts; name calling; put downs; threats; obscene, abusive, offensive, and/or objectionable language; teasing
3. Physical-hitting, punching, shoving, inappropriate gestures, theft, damage of property, extortion of a person’s money or property by force or intimidation
4. Electronic-Cyberbullying: cruel postings, text, or images using the internet or other digital devices; Cyber-threats: online materials that raise concerns about or threaten violence against others

CCS will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute bullying. CCS prohibits any form of bullying. It is a violation of this policy for any student, employee, or volunteer of CCS to bully a student, employee, or volunteer through conduct or communication as defined by this policy. Disciplinary actions will follow for any student, employee, or volunteer who uses verbal, written, physical or electronic means to harass, intimidate, or threaten violence toward another student, employee, or volunteer of CCS.

SEXUAL HARASSMENT

CCS is committed to maintaining an academic environment in which all individuals treat each other with honor and dignity. Sexual harassment is a form of sexual discrimination. CCS desires to maintain a learning environment conducive to the spiritual and academic growth and development of students enrolled. CCS prohibits any form of sexual harassment and sexual violence. It is a violation of this policy for any student, employee, or volunteer of CCS to harass a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy. It is also a violation of this policy for any student, employee, or volunteer of CCS to be sexually violent to a student, employee, or volunteer.

CCS will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute sexual harassment or sexual violence. Disciplinary actions will follow for any student, employee, or volunteer who sexually harasses, is sexually violent, or intimidating toward a student, employee, or volunteer of CCS. CCS also reserves the right to discipline any student, employee, or volunteer for sexually related statements or conduct that does not constitute sexual harassment or sexual violence but are still inappropriate in nature.

SOCIAL MEDIA POLICY

Social networking can be an effective means of communication when used appropriately. Content-sharing sites like YouTube along with Facebook, Twitter, blogs, and podcasts are a few commonly used forms of social media. CCS has established rules and guidelines to protect students, parents, staff, and administration from potential liability as well as slander. Responsible use of social media can be an asset. As a result, it is very important that students, parents, staff, and administration understand network etiquette which is referred to as “Netiquette.”

When using social media, students, parents, staff, and administration must remember they represent CCS, but more importantly they represent Jesus Christ. As a result, careful attention must be given to what is said or written and how it is said or written. Words are very important to our heavenly Father. He created the world with them! We must be careful to frame our world and the world of others with words that please Him. Ephesians 4:29 states, *“Let no foul or polluting language, nor evil word nor unwholesome or worthless talk [ever] come out of your mouth, but only such [speech] as is good and beneficial to the spiritual progress of others, as is fitting to the need and the occasion, that it may be a blessing and give grace (God’s favor) to those who hear it.”* Embracing and applying the principles of “netiquette” is one way to appropriately use social media. Listed below are simple guidelines to follow:

1. Be polite. Be kind. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent or threatening language is prohibited.
2. Avoid communication that may be offensive to others. Do not use, make, distribute, or redistribute jokes, stories, or other material that is based upon stereotypes or slurs relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Guard and protect the identities of others and their reputations. Integrity and honesty are vital. People believe what they read. The Word of God says “love covers a multitude of sin.” People will always make mistakes. As a child of God, we do not need to broadcast others’ faults to the world. The Golden Rule is a great guide to follow when using social media. It states, “Do unto others as you would have them do unto you.”
4. Remember Thumper’s rule from the Disney movie, Bambi, "If you can't say (write) something nice, don't say (write) nothing at all."

Readers who know that you go to a Christian school will connect your personal life to your school life; so, your use of social media should be consistent with your testimony as a child of God and disciple of Jesus Christ. You are to be a reflection of Jesus in words, actions, attitudes, and deeds both in and out of school. The world, to whom we desire to reach for Jesus Christ, knows the standard by which we are to live. They hold us to a higher moral and ethical standard and judge us according to that standard. We want what we say, how we act, and what we do to be pleasing to the Lord and to give Him glory and honor. Therefore, be responsible, careful, polite, and kind when using social media.

Violations

CCS will investigate and respond to all reports of violations of the social media policy. Disciplinary action will follow according to the consequences in the Discipline Policy- detentions, suspension, and/or dismissal which will be determined by the content of the blog or post.

*And whatever you do [no matter what it is] in **word or deed**, do everything in the name of the Lord Jesus and in [dependence upon] His Person, giving praise to God the Father through Him. Colossians 3:17.*

GENERAL POLICIES AND INFORMATION

BIRTHDAYS

Birthday celebrations are allowed in the elementary classrooms. Parents should contact the teacher in advance to arrange sending or delivering birthday treats.

Invitations to birthday parties or social events cannot be distributed before, during, or after school to avoid hurt feelings of students who are not included.

As there are sometimes several birthdays occurring in the same week within the same classroom, parents are asked to consider sending alternative birthday treats (stickers, pencils, or individual bags of treats or novelty shaped crackers) instead of traditional cake, cupcakes, etc.

Please note: Due to the number of students with severe peanut allergies, treats containing peanut products in the ingredients are prohibited. Please contact the classroom teacher to determine if there are students with other food allergies that need consideration regarding birthday treats.

****Birthday and class party treats need to be pre-packaged, not homemade.**

BUILDING SCHEDULES AND FUNCTIONS

Visitors During the School Day

All visitors may park in the lower lot near the main school entrance. All visitors must sign in at the school office before proceeding to any other part of the building. Visitors will be issued a “visitor badge” which must be worn visibly while in the building.

Supervised Building Hours

Monday through Friday: 7 a.m. to 4 p.m.

BUILDING SUPERVISION – MORNING AND AFTERNOON

Morning Supervision (Pre-k through Grade 8)

Our goal is to provide a peaceful, structured morning that will set a positive tone for the school day. There is no charge to parents for morning supervision. Please note the following information.

1. School doors open and morning supervision begins at 7:15 a.m.
2. Students arriving between 7:15 a.m. and 8:10 a.m. must proceed directly to the gym where they will be supervised.
3. Students arriving after 8:10 a.m. may go directly to their classrooms.
4. Students are not permitted to go to lockers or access any other part of the building until they are dismissed to their classrooms at 8:10 a.m.
5. Students will sit quietly with classmates. There will be no running, use of balls, or rowdy activity while waiting for dismissal to classrooms.
6. Teachers are not available to conference before school unless prior arrangements have been made.
7. ***Parents are not to socialize in the halls after the start of the day.***

Afternoon Pick-Up Procedure (3:30 – 3:45 p.m.)

1. Pick your students up promptly from the pick-up zone behind the building near the back gym entrance or from the Starwood pick-up zone. Speed limits are 10 mph in each pick-up area. The office must be notified in writing at the start of the school year when students are picked up from Starwood.

2. In the school parking lot, double pick-up lanes will merge into a single lane at the playground to prevent traffic from backing up onto Perryville Road. (See Map)
3. Students will be loaded into vehicles by staff members.
4. Students who are picked up before 3:30 p.m. must be signed out from the office.
5. Please do not enter the building to pick up your students (unless they are in pre-kindergarten).
6. Please do not leave your vehicle unattended. This will cause congestion and delay. Staff will load your child in your vehicle as you pull into the pick-up zone.
7. Students not picked up by 3:45 p.m. will be escorted to Cub Care. Parents must park in the lower main school entrance lot and enter the building to pick up their students. Fees will apply.

Late Pick-Up Supervision

Students who are not picked up by 3:45 p.m. will be escorted to *Cub Care*, the after school supervision program. Fees will apply and will be added to the account of the responsible party. Please refer to the *Cub Care* section of this manual.

Athletics

Athletes remaining after school to wait for a game or practice must report to the designated, supervised study room. If the game or practice starts later than one hour after dismissal, students must leave the school grounds and then return when it is time to report for the game or practice.

CARE OF SCHOOL PROPERTY

We are to be good stewards over the facility, equipment, furnishings, and resources the Lord has blessed us to steward for His glory. The condition to which we find our school is a result of our actions; therefore the following guidelines apply:

1. Keep classrooms, halls, and grounds free from litter.
2. Keep feet off furnishings and no one is to be seated on top of desks, tables, or chair tops.
3. When items are damaged, replacement is at the parent's expense.
4. CCS is a tobacco-free campus. To promote the health and safety of all students and staff along with promoting the cleanliness of school property, CCS prohibits smoking or using tobacco products in school facilities, on school transportation, on school grounds and at school-sponsored events whether on or off campus.
5. School personnel reserve the right to inspect any locker, desk, student book bag, student backpack, student purse, and/or luggage at any time if the administration believes the content of such is not in the best interest of the student or school.

CHAPEL

Weekly chapels are held on Mondays for Kindergarten through Grade 8. Chapels will feature a variety of ministry opportunities, and guest ministers from local churches are scheduled to speak once each month at each Chapel.

CLASS SIZES

Classroom sizes for Cape Christian School have been set as follows: Pre-k 3 and 4 – maximum of ten students per class or twenty with a classroom aide; kindergarten – maximum of twenty per class; first grade – maximum of twenty-three; second through eighth grades – maximum of twenty-five.

CLOSING SCHOOL

If it is necessary to close school due to inclement weather or another emergency, an announcement will be made on the following:

- KFVS-TV Channel 12
- KZIM-AM 960 Radio
- Southeast Missourian TxtAlert messaging via email, cell phone, or PDA – Please check with the office to find out how to sign up for this service.

Cape Christian School allows for one day in the school calendar in case of dismissal for bad weather conditions. If more than one day is missed, we will add a day to the end of the school calendar and/or use scheduled holidays (Martin Luther King, Jr. and/or President's Day) to make up as many days as possible. Except for dire circumstances, we will not add days beyond the Friday following the last scheduled day of school.

Early Dismissal for Inclement Weather

Due to the inconvenience for parents caused by closing school, CCS will not dismiss school early unless it is absolutely necessary for the safety of parents, staff, and students.

COMMUNICATIONS

Communication between the school, parents/guardians, and students is crucial. In order to stay connected effectively, CCS utilizes several forms of communication, such as the following:

1. CCS website: www.capechristian.org
2. Parent/Student Handbook (published annually and distributed at the start of the school year)
3. The Mane Edition (newsletter; published monthly and available in the office)
4. Activity and Lunch Menu Calendars (published monthly, available in the office and online)
5. Email- information blasts and weekly communication for announcements and special events
6. Parent calendar and newsletter (published monthly, available in the office and online)
7. TeacherEase
8. Weekly class notes; flyers and/or permission slips
9. Special events: Back to School Bash, parent/teacher conferences, annual vision/business meeting
10. KFVS-TV, KZIM-Radio, Southeast Missourian TxtAlert (emergency school closings only)
11. Southeast Missourian Kids- (monthly student articles)
12. Informational Bulletin Board outside the office- (monthly updates on activities and events)

CRIMINAL HISTORY BACKGROUND CHECKS

CCS requires criminal history background checks of all staff members, regardless of position, as well as coaches and volunteers, having direct contact with students. To maintain a high standard of security measures for the protection of the school, its staff, and its students, CCS maintains a regular background check cycle for current employees, coaches, and volunteers.

If a background check comes with a history, it will be reviewed by the principal. Depending upon this review, a decision will be made on the eligibility of the individual to further participate in CCS activities or duties.

FIELD TRIPS

In addition to the students' studies, a number of field trips are scheduled throughout the year. These trips are designed to be educational and enjoyable. Students are expected to conduct themselves in a Christ-like manner. As Christ's ambassadors, our conduct is to be a reflection of Him in words, actions, and deeds.

Students must have a signed permission slip before they may be permitted to participate in the field trip. Verbal permission will not be accepted. Students not attending the field trip must remain at home; there is no supervision available at school for a pre-kindergarten or elementary student not attending a field trip. Please keep the following in mind:

1. Students are encouraged to attend school field trips because most are a continuation of classroom study.
2. Costs for field trips are included in the annual activity fees.
3. Students must follow the standard Dress Code Policy unless prior permission has been granted to wear Friday Dress Code attire from school administration and classroom teacher.
4. No siblings are allowed to participate in classroom field trips.

Educational field trips are sometimes organized by the classroom teacher. Parents are often asked to volunteer to help with transportation and supervision of students on these field trips. Please keep the following pointers in mind when you volunteer to help on a field trip:

1. Parents attending a field trip will be assigned supervisory responsibilities. Students assigned to your care will remain under your care for the duration of the trip. If a student is uncooperative or becomes a discipline problem, please refer him/her to the teacher immediately.
2. Parents attending a field trip should plan to follow the class schedule under the direction of the classroom teacher. Please do not plan personal activities during the field trip time.
3. Parents providing transportation for students must have a current approved "Parent Driver Form" on file in the school office. These forms will be made available to all parents at the beginning of each school year. Drivers must have a minimum liability insurance coverage of \$100,000 liability per person for bodily injury, \$300,000 liability per incident for bodily injury for all vehicle occupants, and \$50,000-\$100,000 liability for property damage on any vehicle used to transport students.
4. All students must wear a seatbelt. Students ages 4-7 weighing less than 80 lbs. or shorter than 4'9" MUST be in a booster seat.
5. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

FIRE, EARTHQUAKE, LOCK-DOWN, AND SEVERE WEATHER DRILLS/CRISIS PLAN

Fire, earthquake, lock-down, and severe weather drills are held at regular intervals throughout the school year. Instructions are posted in each classroom defining the procedure for exiting the building in case of fire and inclement weather or for taking cover in case of earthquake, lock-down, or severe weather. Students are asked to walk as quickly and quietly as possible to designated areas. The school has a comprehensive crisis plan addressing a variety of potential emergencies and is available for parents to review in the school office.

GRIEVANCE PROCEDURES

A Christian school is comprised of people- students, parents, teachers, staff, and administrators. Unfortunately, as with any organization and even with Christians, disagreements, misunderstandings and at times, conflict occurs. The following procedures should be followed to facilitate a quick and godly resolution; they are based on Matthew 5 and 18:

Students: Grades 4-8

1. Remain calm. The loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
2. Do not try to discuss the situation during class time. This results in unnecessary participation of the class in something that is at issue with you and the teacher/staff member.

3. Set an appointment with the teacher/staff member to discuss the situation privately. Confidentiality is vital and necessary to handle the issue biblically.
4. Pray together. Share concern calmly, honestly, and sincerely with the teacher/staff member.
5. Remember to be respectful. You and the teacher/staff member may be angry. Anger, however, does not create the best environment for a discussion. Make sure you enter the discussion with your anger in control.
6. Listen with an open mind to what the teacher/staff member has to say. Remember, if you want to be heard and understood, the teacher/staff member deserves the same benefit.
7. If you feel the issue was not resolved, set an appointment with the principal.
8. When discussing the conflict with a parent/legal guardian, remember to include all the facts without omitting important details. Accuracy and honesty are important Christ-like qualities when resolving conflict.
9. Remember the teacher/staff member has your best interests in mind. Our mandate from the Lord is to partner with your parent/legal guardian to teach and train you in the ways of the Lord, to live obediently to His Word, and to live in a manner that pleases Him in all things- words, actions, and deeds.
10. Please remember the importance of forgiveness. As disciples of Jesus, we must be willing to forgive and be forgiven because no one is perfect but Him.

Parents:

1. Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words, actions, or deeds. Pray about the situation or incident.
2. Know in your heart that you and the staff member are on the same team.
3. Make sure you hear both sides of the situation before you predetermine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding.
4. Do not take sides. Be ready to resolve the situation in a godly way.
5. To the best of your ability, try to resolve the situation with the teacher/staff member. If the issue remains “up in the air,” set another meeting with the teacher/staff member.
6. Should an issue become impossible to resolve, set an appointment with the principal for resolution.
7. It may become necessary to involve the CCS Advisory Board if resolution is not achieved in cases that become a major issue or concern.
8. Every effort and consideration should be given to maintain confidentiality throughout the process. Confidentiality is vital and necessary to handle the situation biblically.
9. Please remember the importance of forgiveness. As disciples of Jesus, we must be willing to forgive and be forgiven because no one is perfect but Him.
10. Love believes the best in others. The devil has a mission with conflict, strife, and discord- division and every evil work.

The staff of CCS and the CCS Advisory Board are committed to follow these principles and those set forth in the ACSI brochure entitled, “The Matthew 18 Principle for Solving School Problems,” written by Dr. Paul A. Kienel.

INDOOR RECESS

Students will be kept indoors for recess and PE only on days when it is raining or the temperature is 28 degrees or below. Wind chill factors will be given consideration in the decision-making process during cold weather.

PLEASE SEND APPROPRIATE OUTDOOR CLOTHING WITH YOUR CHILDREN! Coats, hats, and gloves are necessary for cold weather. Students will be expected to go outside unless the temperature dips below 28 degrees or it is raining.

LOST AND FOUND

Lost and Found items are kept in the school office. All items are checked for names. If a name is written on the item, it is returned to the student. Items will be displayed on a table outside the office several times throughout the school year and during conferences. Unclaimed items will be donated to a charity at the end of the year or sooner if the volume of items is too great to store. Parents/guardians will receive reminder emails to check Lost and Found before any items are donated.

LUNCH PROGRAM

Healthy, made-from-scratch lunches are provided daily. Full meals, which meet the USDA nutritional guidelines, are available for purchase to all students. The cost for a daily lunch is \$2.75. The cost for milk is 40 cents.

Lunch Options:

1. Main entree item
2. Cheese sandwich
3. Meat sandwich

Lunch Accounts with Low Balances:

A monthly report from TeacherEase will be emailed by the office to notify parents/guardians the status of their student's lunch account balance, whether positive or negative. Balances must be kept current. CCS does not operate according to a charge system. When an account balance falls into the negative, an email reminder will be sent requesting additional lunch money to replenish the account. Parents/guardians may check lunch balances at any time on TeacherEase.

Menus:

Menus are posted on the CCS website: www.capechristian.org, the bulletin board by the office, and the whiteboard by the kitchen. Menus are also included in the monthly newsletters.

Lunch Guests:

Parents and grandparents may have lunch with their child/grandchild on Fridays and must sign in at the school office before proceeding to the lunch area. This can be a very special time for the child; however, ***please remember that lunchroom rules must be followed by both the parent/grandparent and the student. No parent or grandparent will be allowed to attend recess on the playground for safety reasons.***

Lunches from Home:

Because God created our bodies and desires them to be His temple, physical health, wellness, and nutrition are an integral part of biblical instruction and training at CCS. Healthy choices and decisions about food create habits for a lifetime. For this reason, CCS provides guidelines according to the U.S. Department of Agriculture for parents who pack student lunches. Please use the following list of items as a point of reference.

1. Protein- peanut butter (sun butter alternative for peanut allergies), meat, tuna, or egg salad
2. Carbohydrate- bread, crackers, tortilla
3. Fruit- applesauce, fruit cups, bananas, tangerines, nectarines, cantaloupe, apples, oranges, grapes, strawberries
4. Vegetable- carrots, cucumbers, celery with peanut butter or sun butter alternative, lettuce salad
5. Dairy- (if not allergic or intolerant) yogurt, cheese, cottage cheese
6. Milk or 100% juice- not Capri Sun, Hi-C, or other sugary beverages in pouches

This list is not all-inclusive, but it will give you some ideas. Pre-packaged foods and meal kits are omitted due to the lack of nutritional value (the fat and sodium content is usually high). It is your decision whether to send *one* treat or dessert item for your child to enjoy after the nutritional foods have been eaten. Please remember that it is our desire to partner with you in training your child to make healthy, nutritional choices for the care of his/her physical body.

MANDATED REPORTING

In accordance with state law and school policy, the school staff is obligated under penalty of fine and prison term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The school may or may not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of “reasonable suspicion” of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

MINISTRY OPPORTUNITIES

CCS mission outreach programs encourage students to “live” their Christian faith by “taking” what has been taught and applying it to the experience of Acts 1:8. Students will have opportunities to use their God-given gifts and talents for His glory by ministering to others through service projects on a local, national, and international level.

Areas of Ministry:

1. Food and Toy Drives, Veteran’s Day Cards to Veteran’s Home (Local)
2. Programs to elderly in nursing homes (Local)
3. Love Inc. – Service projects (Local)
4. Penny Wars - Convoy of Hope (National), Hope Seeds, Christmas Stockings
5. Diego – Sponsored Child, Operation Christmas Child (International)

MUSIC SELECTION POLICY

CCS endeavors to teach our students to be responsible consumers of media, including music. This means more than simply choosing to listen to Christian verses secular music because Christian music with poor theology can be as damaging as offensive secular music. The use of music at CCS is carefully selected based on the guidelines below and is modeled after the worldview discussion by the Apostle Paul in Romans 14, I Corinthians 8, and Colossians 2. These passages are a guide to balance the freedom we have in Christ to follow our convictions (“Each one should be fully convinced in his own mind.” Romans 14:5) with the caution to avoid being a stumbling block for another (“So whatever you believe about these things keep between yourselves and God. Blessed is the man who does not condemn himself by what he approves.” Romans 14:22).

Therefore, CCS desires to model discernment in music selections based on the guidelines below rather than selecting music based solely on the external labeling of Christian verses secular.

1. Lyrics must be appropriate to the age level of students, both in directly stated words and in implied messages.
2. Artists who maintain a negative image in the public arena and who promote or practice negative behavior, language, lifestyles, etc. must be avoided. Faculty members are not required to research an artist to make

this judgment; rather, the artists to be avoided are those whose mention evokes immediate, negative perceptions from the general audience.

3. Instrumental music that was originally published with inappropriate lyrics may not be used.
4. The use of secular music with lyrics in a classroom must have an educational purpose. All types of music may be considered when the educational goal is to explore a musical genre, a historical time period, or a theme present in the lyrics, as long as the music meets the above guidelines in 1 and 2.

OFFICE/PHONE HOURS

School office hours are 7:45 a.m. to 4:00 p.m. on school days when school is in session.

Phones are answered from 7:45 a.m. to 4:00 p.m. on school days when school is in session.

Phones will not be answered on non-school days during the school year (e.g. professional days, holidays, etc.).

Phones will be on from 9:00 a.m. to 1:00 p.m. during the summer. (Tuesday through Thursday with no phone hours on Monday and Friday)

PAID NON-UNIFORM DAYS

Parents/Guardians may purchase nine, non-uniform days at the start of each school year from the PTF (Parent Teacher Fellowship). Non-uniform days are scheduled for the first Tuesday of each month beginning in September and will run through May. The purpose of this PTF sponsored event is to bless teachers with additional funds for their classrooms. This fund raiser is optional, not mandatory.

PARENT INVOLVEMENT

To have a successful partnership with CCS, parents must not only be in mutual agreement, “one accord,” concerning policies, procedures, and guidelines, but also model Christ and a biblical lifestyle in the home. Parents, too, must be honorable in biblical problem solving- discussing problems and misunderstandings that arise with those concerned. Parents have a God-given responsibility to create a home environment where spiritual development and academics have a major emphasis. Parents are encouraged to provide this atmosphere if they expect to get the most out of a CCS education where students develop a biblical world view, learn to be disciples of Jesus Christ, and are a reflection of Him in words, actions, and deeds.

CCS encourages direct involvement in the school in order for parents to become familiar with its heart and vision. Familiarity brings cooperation, not contempt as the world would suggest. Making a personal investment concerning direct involvement will have a two-fold result: This interest will bring about an increased sense of responsibility in the child’s education as well as promote improvement in the child’s education.

Parents are encouraged to become involved in their child’s education in a direct way by volunteering at CCS. Volunteers can assist the staff in many ways, enabling them to concentrate on educating students. Ecclesiastes 4:12 states that a three-fold cord is not easily broken. When parents join their efforts by volunteering, they become a vital part of the three-fold cord in the spiritual and academic training of Christian children.

Volunteers can do a wide range of activities to assist the teachers and administration in being more effective in their “call” to teach, train, and disciple students. Parents/guardians are asked to complete a volunteer form during the Back-to-School Bash. Volunteers will be asked to submit to a Criminal Background Check to ensure the safety of our students. Please refer to the Criminal History Background Checks section for more information.

We strongly encourage all parents, grandparents, and friends of CCS to be a part of volunteering.

Ways to volunteer:

1. Assist in classrooms (parties, field trips, tutoring, projects, activities, etc.)
2. Assist in office (phones, copies, filing, accreditation preparation, etc.)
3. PTF- (Events, activities, meetings, fund raisers - Knowledge-a-Thon and Auction)
4. Public Relations-CCS programs, banquets, outreaches
5. Athletics- (Coaching, Booster Club, Games)

Dress Guidelines:

To create and maintain an environment conducive to the spiritual and academic objectives of CCS, please adhere to a reasonable standard of dress that reflects modesty and serves as a positive role model for our students.

PARKING

Guests, including parents and guardians, visiting during the school day are to park in the lot near the office entrance. All other doors remain locked during the school day. The back parking lot must remain open for PE and recess use and for having a smooth flow of traffic during dismissal pick-up. On rare occasions when extra parking is needed, only the center lot spaces may be used in the back parking lot.

PHYSICAL EDUCATION AND UNIFORMS

Physical Education is required for all students in Grades K through 8. Students must participate and will not be excused from PE class without a physician's note.

All students are required to wear laced or Velcro athletic shoes with a closed back when participating in PE classes. Proper athletic shoes help prevent serious accidents. Specific shoes may be deemed inappropriate at the PE teacher's discretion (for reasons of safety or protection of the gym floor). Students do not need a separate pair of athletic shoes exclusively for gym class.

Students in Jr. High are required to change shirts for PE class. Dress code for the classes is the official CCS gym T-shirt and dress code shorts or pants. CCS gym shirts are provided through the elective fees paid at the start of the school year.

PICTURES

Formal student pictures will be taken several times throughout the year by Cheekwood Studios. These include the following:

1. Fall pictures for the yearbook- standardized uniform dress code must be worn
2. Fall pictures with students having the option to be out of dress code
3. Spring pictures with students having the option to be out of dress code
4. Students with grandparents on Grandparent's Day
5. Sports Photos, Contest Winners, Award Recipients, etc.
6. Kindergarten Graduation Photos
7. Grade 8 Year-end Photos

RIGHTS AND PRIVACY

The following information is considered to be “directory information,” and CCS reserves the right to release this information in school publications unless parent/guardian signs a request before September 15 stating the information is confidential and not to be considered as “directory information.” Directory information **cannot** include student identification numbers, social security numbers, or information generally considered harmful or an invasion of privacy if disclosed.

The information released as “directory information” may include the following:

1. Name, address, telephone listing, email address
2. Date and place of birth
3. Photographs
4. Participation in officially recognized school activities and sports
5. Awards received
6. Dates of attendance
7. Grade level
8. Weight and height of athletes

Publications utilizing such information may include but not be limited to the following:

1. Parent/Student Telephone Directory
2. Athletic Programs
3. Special Event Programs/Competitions
4. The Mane Edition (school newspaper)
5. Website (in adherence to child protection law)
6. Local media- Southeast Missourian Kids Edition
- 7.

SCHOOL HOURS

Pre-kindergarten through Grade 8 school hours are from 8:15 a.m. to 3:30 p.m.. Half days are from 8:15 a.m. to 11:45 a.m.

Half Day Dismissal

Students must be picked up by 12:00 p.m. on days with half day dismissal. Students who are not picked up by 12:00 p.m. will be escorted to the office. Late fees will apply. Lunch is **not** served on half days.

Please note: There is no Cub Care child supervision on professional days or holidays. Cub Care will be provided the half days of teacher in-service. Fees will apply.

SECURITY

Exterior doors are locked at 8:15 a.m. and are to remain locked throughout the school day with the exception of the main office door. Interior classroom doors are to remain locked throughout the school day. All visitors must sign in at the school office and wear a “visitor badge” at all times while at school.

STUDENT RECORDS

Records are maintained for all students attending Cape Christian School. The grades, failures (if any), activities, test scores, and conduct are all recorded and filed in the student's permanent record.

Records are released to requesting schools when all fees have been paid in full and the parents have signed the appropriate release form. Parents/legal guardians may view the student's permanent file upon request. All other persons requesting to view a student's permanent file must have written permission from the custodial parent, legal guardian, or have a court order.

TECHNOLOGY

The use of computer hardware, software, and networks is a privilege at CCS, not a right. The student is expected to follow the computer **Acceptable Use Policy** (AUP) each year. The AUP sets the general standards each student is expected to follow when using Cape Christian School's computer resources. The student is also expected to follow specific classroom rules for computer use.

Students and parents of students in Grades K-2 and Grades 3-8 need to read and sign the AUP. Students in Grades 3-8 will be issued a computer ID and password to use the networked computers, the Internet, the printers, and the computer lab in general. All students must return a signed AUP to the computer teacher before computer access will be allowed.

Producing, exchanging, and retrieving information electronically by taking advantage of computer technology (computers, computer systems, and electronic media equipment including computer accounts, laptop computers, PDAs, printers, networks, software, electronic mail, Internet, and World Wide Web access connections) presents valuable opportunities for students of CCS. While they are encouraged to use this technology, its use carries important responsibilities. It is the responsibility of CCS students, parents, and staff to ensure that these information systems are used in an efficient, ethical, and lawful manner.

This privilege of computer and Internet use extended by CCS may be withdrawn at any time. A student's use of computer systems may be suspended immediately upon the discovery of a possible violation of these policies. A violation of the provisions of this policy may result in disciplinary action up to, and including, expulsion.

Responsible use of computers and computer services

"Whatever you do, in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Colossians 3:17

The following policies relate to the responsible use of computers, computer services, and electronic media resources at Cape Christian School:

1. These resources are the property of CCS and are to be used solely for school purposes. Access by any student requires authorization from a staff member. This authorization may be revised, restricted, or revoked at any time.
2. Fraudulent, harassing, threatening, discriminatory, offensive, inappropriate, sexually explicit, or obscene messages and/or materials are not to be accessed, transmitted, printed, requested, or stored. Chain letters, solicitations, and other forms of mass mailings are not permitted.
3. The installation of non-authorized software is not permitted. All software installed on computer systems must be reviewed by Cape Christian School technology specialists and administration before installation. Requests should be made in writing.

4. Installing copyrighted software to a CCS computer without proper licensing is not permitted. Any student who installs unlicensed software on CCS equipment that has been provided for his/her use will be held accountable for the consequences.
5. Cape Christian School provides an electronic mail system and network connections for internal and external business communication and data exchange purposes for employees only. Students may be issued temporary email accounts only through the Director of Technology. Requests should be made by a supervising teacher for each student involved in specific learning situations where email communication is essential to their learning. Application for these short-term accounts must be made in writing to the principal for approval. The supervising teacher will be expected to monitor student email use, notify parents and principal of the student's involvement in this project, and instruct students in the appropriate use of email.
6. Electronic mail is not to be used for communications other than school curriculum (e.g. an email lesson, newspaper article for SE Missourian Kids, etc.). Electronic messages accessed on and/or files stored on school-based computers may be treated like any other school property. The principal, faculty, or network personnel may review files and messages to maintain system integrity and, if necessary, to ensure users are acting responsibly. Students are not permitted to use web-based email accounts at school or on school equipment unless the email is set up by the Director of Technology for purposes stated above. These include Hotmail, Yahoo, Gmail, and others.
7. CCS students should also be aware that data and other material and files maintained on the school system may be subject to review, disclosure, or discovery under Missouri law. CCS will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.
8. Students in Grades 6 through 8 will be issued their individual network user name and password. Each student is responsible for protecting their own passwords. Sharing user IDs, passwords, and account access codes or numbers is prohibited. The student will be held responsible for misuse that occurs through such unauthorized access.
9. In order to maintain and assure school access to school data, no student is permitted to use encryption devices on a school computer without express written authorization.
10. Introducing or using software designed to destroy or corrupt the school's computer system with viruses or cause other harmful effects is prohibited. Students are required to use the school-provided anti-virus software.
11. While Bethel Assembly of God provides wireless Internet, the use of students' personal equipment is bound by this acceptable use policy and the student honor code while on campus. The rare use of student equipment in the classroom is subject to principal's approval.

Internet Usage

Cape Christian School is pleased to offer its students supervised access to the Internet. Although the Internet is a tool for life-long learning, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While CCS's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the school institutes technical methods or systems to regulate Internet access, those methods may not guarantee compliance with the school's Acceptable Use Policy. That notwithstanding, CCS believes that the benefits to student access of the Internet exceed any disadvantages. Ultimately, however, parents and legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Even though there is no set of laws specifically regulating participation on the Internet (such as postal regulations), there is “Netiquette.” Netiquette describes the code of conduct all members of the Internet Community expect from one another. Underlying all of them are three primary tenets: don’t break the law, be a good neighbor, and use good judgment.

When using the CCS Internet connection, you are a representative of Jesus Christ, of CCS, and of Bethel Assembly of God in the Internet community. Internet access through CCS is based at Bethel Assembly of God; therefore, students will comply with the policy of Bethel. Internet access should not be considered confidential in accordance to CCS and Bethel policy. This also includes the possibility of inspection of any mail and/or files tagged with your User Identification. **INTERNET ACTIVITY WILL BE MONITORED!** Internet access originating at Bethel is a privilege extended by CCS, which may be withdrawn at any time.

Use of System Resources

Resources include bandwidth (the pipeline for the data, both coming into CCS and Bethel and going out of CCS and Bethel) and storage (for downloaded files). A finite amount of data can travel across our network at any given time; downloading large files during school/business hours can compromise the performance of the entire system. Prior to working with large files, please contact the Director of Technology for verification of the ability to handle such files.

Monitoring

To ensure compliance with this policy, Bethel and CCS reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via our computer system is considered to be part of the official records of Bethel and CCS, and as such, is subject to disclosure to law enforcement or other third parties.

Accidental Website Access

If you are surfing the Internet and by accident come across an offensive or pornographic site, please notify your teacher immediately who will in turn contact the Bethel IT Department with the site address, nature of site, and time accessed. We will add it to the list of prohibited sites to prevent future access.

Access Denied

The Bethel IT Department and the CCS Director of Technology are notified when a person attempts to access a sexually explicit site. If you get an “Access Denied” for one of these types of sites because of something you inadvertently did, notify your teacher immediately who will contact the Bethel IT Department to inform them as such. If you do not notify your teacher, Bethel IT and CCS Director of Technology will notify the principal of such access. At the request of the principal and Director of Technology, the user’s Internet browsing history will be looked at to determine if there has been any other related activity. We have disabled the ability of users to delete their browsing history and their temporary Internet files.

Also, please be aware of the dangers involved with the following actions:

1. CCS students will be held accountable for any activity that is contrary to state or federal law, including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder. Cape Christian School expects its students to honor and respect all of the intellectual property rights of others.
2. All CCS students using the CCS Internet connections must honor and respect all copyright issues regarding software, information, and attributions of authorship. In respect to software: copying copyrighted software to a CCS computer without proper licensing is not only illegal, but it makes you and CCS liable for copyright infringement. Any student who introduces unlicensed software to Bethel/CCS equipment will be held accountable for the consequences.
3. Students do not have access or permission to download software to any school equipment. Bypassing the systems set in place by the Bethel IT Department will result in loss of computer privileges.

4. For any activity that could damage CCS's reputation or potentially put the student and CCS at risk for legal proceedings by any party (such as libelous or harassing communications, or communications that are counter to the honor code), the student will be held accountable. In other words, remember that the message you post to a mailing list, blog, newsgroup, or other social networks- or even send directly to other persons outside the school- can end up on the screens of thousands of readers. Please use good judgment and avoid these activities.
5. Any activity that could be construed as hostile to another school or institution is forbidden. An example of this is making attempts to gain unauthorized access to another organization's systems and/or information.
6. Any communication that could be construed as an official response from the school is forbidden.
7. Communication of a commercial nature, solicitations, advertisements, and similar commercial postings are unwelcome.
8. Communication of Cape Christian School is proprietary information. Methods and materials developed by CCS, including marketing information, development plans, and technological development are only a few examples of proprietary information held as confidential and which are not to be shared outside the school.

A basic guideline to follow is "If in doubt, don't!"

TELEPHONE/CELL PHONE USE

Students will not be permitted to use the telephone except in cases of emergency or at the direction of a teacher. Forgetting homework or a PE shirt is not considered an emergency.

Students are not permitted to use cell phones at school. Students who need a cell phone before or after school may carry the cell phone in their backpack. The cell phone must be turned off and cannot be taken out of the backpack while the student is at school. Cell phones out of a student's backpack, or that ring while in the backpack, will be confiscated and held in the school office for the parent to retrieve. The principal may review the contents of a confiscated phone to determine who was called or if inappropriate material was being listened to or watched. Multiple offenses of this policy will result in confiscation of the cell phone until the end of the school year.

TOYS, ELECTRONICS, AND PERSONAL BELONGINGS

Toys, electronics (CD players, iPods, iPads, radios, games, remote controlled cars, etc.) or personal belongings unrelated to school needs are prohibited and are not to be brought to school unless permission has been granted by the classroom teacher and/or principal. Hurt feelings, confusion, strife and conflict occur when electronics, personal belongings, and toys are brought to school. With such a variation in what is acceptable within Christian homes, when permission is given we ask that you do not send items with reference to cartoons, TV shows, movies, magic, witchcraft, etc. If you have a question about an item to be shared by your child within the classroom, please call or ask the classroom teacher before the item is brought to school.

VIDEO/MEDIA VIEWING GUIDELINES

CCS recognizes that video media can be a valuable teaching tool. Nevertheless, they are not to supplant instruction but should complement teaching and instruction.

Teachers will follow these procedures:

1. Preview the video media by viewing it personally and by checking the Previewonline.org evaluation.
2. Preview evaluations should be read by teacher before using video media to fully understand movie content.

3. To check online, go to the following website: www.previewonline.org
4. Introduce and prepare students for content, follow up with note taking, summaries, etc.
5. Include content in quizzes and test

If there are further questions, contact the principal.

The following guidelines must be used:

1. Pre-kindergarten – Grade 3: only G rated videos/movies
2. Grades 4-8: only G and PG videos/movies
3. Combined grade level activity (morning supervision, Cub Care, indoor recess) only G rated videos/movies
4. PG movies must have a content rating of +2 on the [previewonline.org](http://www.previewonline.org) website

In the event there is a video which will enhance learning but does not meet the above criteria for Jr. High students, an appeal to view the video can be made to the principal. In rare cases where an exception is made, a parent signature will be required on a permission slip before the video/movie can be viewed by the student.

VISITORS

All visitors must present proper identification before access to the building will be granted. A name tag will be issued from the office which must be worn at all times while on the school premises for the safety and security of the students and staff.

Prospective Students: Prospective students may visit the school during normal school hours with prior permission from the principal. The parent/guardian should contact the school office indicating a legitimate interest in attending CCS. The visit should be scheduled at least two days in advance. Student visitors will be paired with a student representative and will be provided with a complimentary lunch.

Parents/Legal Guardians of Prospective Students: Visits must be scheduled through the office. The principal will accompany the parent on the visit when possible. Questions may be directed to the principal or office staff.

Lunch Visitors: Parents, legal guardians, grandparents, and siblings are welcome to eat lunch with their child/sibling on Fridays. Please contact the office in advance of the visit if a hot lunch will be ordered. All visitors must report to the office and sign in before proceeding to the lunch area.

Students who are not siblings of CCS students, are not former students who left on positive terms, are not currently attending CCS, and are not prospective students are not allowed to visit during the lunch hour or during any other part of the academic day.

Alumni: Unless volunteering, alumni may visit the school at lunch on Fridays or after dismissal and must report to the office, present proper identification, and sign in.

Miscellaneous: Contact with students while school is in session is allowed only with permission of the principal.

Any person, other than the parent/guardian, requesting permission to remove a student from the school premises must have a court order or written permission from the parent/guardian to do so.

Only members of the juvenile division of the local, county, or state police and/or child protection services will be allowed to question students and may be done in the presence of the principal. All other police or public officials requesting contact with a student must do so at the student's home. Other interviews with students must be authorized by the principal.

All visitors without visitor badges will be referred to the principal's office for clarification of visit and assistance.

Former CCS students who have withdrawn on positive terms may request permission from the principal to visit for yearbook signing at the end of the school year.

HEALTH POLICIES AND INFORMATION

“Beloved, I pray that you may prosper in all things and be in health, just as your soul prospers.” 3 John 2

It is essential that the health policies and procedures are followed for the well-being of all in attendance at CCS. Because CCS does not employ a school nurse at this time, students who are injured or become ill while at school will be directed to the school office.

EMERGENCIES

Emergency information is to be completed by the parent/guardian for each family and is to be on file in the school office at the start of the school year. **It is the responsibility of the parent/guardian to inform the school immediately of changes in contact information (home/job/cell phone numbers, address, etc.).**

HEAD LICE

Facts about head lice:

- Head lice have nothing to do with cleanliness or parenting; in fact, head lice prefer a clean, healthy head to a dirty one.
- Anyone, adult or child, can get head lice.
- The most common symptom of infestation is intense itching on the back of the head or neck.
- Head lice cannot survive without a human host.
- Head lice are passed from person to person by direct contact or on shared objects, such as hats, combs, towels, barrettes, headphones, etc.

Head lice are hard to spot. Look for tiny white eggs (nits) on hair shafts, near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, grayish-tan insects but you are much more likely to see the nits than the adult insect. Nits will stick to the shaft of hair and not move when pulling the hair through your fingers.

If you find even one nit you must:

- Check all family members.
- Use a head lice treatment. These may be purchased over the counter anywhere with a pharmacy.
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- Use a head lice treatment. These may be purchased over the counter anywhere with a pharmacy.
- Treat all family members.
- Remove all nits using the special nit removal comb (usually comes with the treatment kit).
- Washcloths, bed linens, and towels using hot water and drying on the hot cycle for at least 20 minutes.
- Treat your car.
- Items such as stuffed animals, headphones, and hats that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.
- Soak combs, brushes, etc, in hot water (130 F) for at least 10 minutes.
- Vacuum everywhere: carpets, pillows, mattresses, upholstered furniture, even car seats.
- Students must be checked in the office prior to returning to class and will be checked for 3 days to be sure all nits are removed.
- Treat again one week after the first treatment.

Please talk to your child about NOT sharing hair brushes, combs, hats, headphones, barrettes, hair bows, ponytail holders, etc. Girls may want to wear their hair in a ponytail or braids for the next week or so as this seems to help limit the spread.

Suggestions that we have received for prevention of head lice:

- Tea Tree Oil: This can be purchased in the vitamin and health section of stores such as Wal-Mart. Place 2 or 3 drops in your shampoo and use as directed on the shampoo. The County Health nurse confirmed that this treatment does prevent getting head lice.
- Remind your children not to share coats, hats, scarves, hair bows, etc. with anyone.
- Shaklee Basic H: This can be used ½ Basic H and ½ water, as a shampoo treatment.
- You might consider having your child place their coats and scarves in a plastic bag (trash bag) between now and Christmas break.

IT IS VERY IMPORTANT to contact the school office immediately if you find that your child has head lice so we can track which classes have been exposed. Do not be embarrassed. It can happen to anyone and they prefer a clean host.

Your child must be head lice/nit free before returning to school. They will first be checked in the office before returning to class

ILLNESS

Students who become ill during the day will be referred to the school office. The office personnel will determine whether or not the student is well enough to remain in school until the end of the day. Students are not to call home before checking in with the office for evaluation.

The following guidelines will be followed in this determination:

1. Elevated temperature greater than 100 degrees
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from any body opening
4. Sore indicating impetigo or ring worm
5. Rashes from unknown causes or of a contagious nature
6. Paleness or listlessness
7. Head lice

When one or more of the above symptoms are present, a parent/guardian will be contacted to arrange transportation for the student. In such an event, the student must be picked up **within 45 minutes**. Adequate contact information must be on file at the school at all times.

Students must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. Elevated temperature 100 degrees or higher
2. Vomiting
3. Diarrhea

Serious infectious or communicable diseases (i.e. chicken pox, whooping cough, head lice, etc.) must be reported to the school office. A written notice will be sent to the parents/legal guardians of the student's classmates. The name of the child will not be included.

Notes from parents requesting that their child stay indoors for recess will not be honored unless accompanied by a note from a physician.

IMMUNIZATIONS

Health records are initiated and maintained in the school office. The health record includes the student's immunization history and must be on file at the beginning of the school year. When health records are requested from a student's previous school and not received in a timely manner, parents will be required to provide the immunization information.

Missouri State Law requires all students starting school in pre-kindergarten to have the following immunizations*:

- 4 DPT (diphtheria, pertussis, tetanus)
- 1 MMR (measles, mumps, rubella)
- 3 IPV (inactivated polio vaccine)
- 3 Hepatitis B
- 1 Varicella
- 3 Hib
- 4 PCV

*from 2012 Missouri Child Care and Preschool Immunization Requirements (Missouri Department of Health and Senior Services)

Missouri State Law requires all students starting school in kindergarten to have the following immunizations*:

- 4 DPT (diphtheria, pertussis, tetanus)
- 1 MMR (measles, mumps, rubella)
- 3 IPV (inactivated polio vaccine)
- 3 Hepatitis B
- 2 Varicella

*from 2012-2013 Missouri School Immunization Requirements (Missouri Department of Health and Senior Services)

In addition, Missouri State Law requires all students in Grade 8 to have the following immunization*:

- 1 Tdap2

*from 2012-2013 Missouri School Immunization Requirements (Missouri Department of Health and Senior Services)

Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunization may receive a legal exemption. Notarized conscientious objection forms must be on file at school **prior** to the beginning of the school year.

Students without complete immunization records will not be admitted to class until all immunizations are completed as required by law.

INJURY

CCS does not assume liability for students injured while participating in an athletic activity, after-school event, or other activity during the school day. Parents/legal guardians must assume this responsibility and have adequate medical insurance to cover such injuries. In the event of a student injury, a Student Accident Report will be completed and kept on file.

First Aid is administered for minor cuts, scrapes, insect bites and stings.

Medical Liability Insurance

Cape Christian School carries secondary medical liability insurance. This is *secondary coverage* and a claim must first be filed with your family medical insurance carrier.

MEDICAL APPOINTMENTS

Appointments for medical, dental, orthodontist, etc. should be scheduled after school whenever possible. If students use a medical institution sponsored shuttle ride to an appointment, a parent/legal guardian must communicate permission for the student to leave with the shuttle driver through email, a note, or phone call.

MEDICATION

All medication, prescription and nonprescription, must be accompanied by a CCS medication authorization form or physician's note with signature indicating the necessity of administering that medication during school hours. The authorization may be faxed to the school from the physician's office. This includes but is not limited to Tylenol, Advil, use of inhalers for asthma, etc.

The following guidelines apply with prescription and nonprescription medication.

1. Medication will be dispensed through the school office. **No medication of any kind will be given without proper authorization from a parent/legal guardian and the physician.**
2. Medication must not be sent in a student's lunch box, backpack, etc. It is to be delivered directly to the school office.
3. A signed and dated note from the parent/guardian must accompany cough drops and/or vitamins each day, as needed.
4. Whenever possible, parents/legal guardians should make alternative arrangements to avoid the need to administer medication to a student during school hours.
5. Medication to be dispensed at school with proper authorization must be in the original container, be labeled with the child's name, and have specific directions for use.

PHYSICALS

Students who choose to participate in athletics must have an annual physical with the physical form being on file in the school office before permission is given for participation in practice, play, or competition.

ATHLETIC POLICIES AND INFORMATION

ATHLETIC PHILOSOPHY

Spiritual Development of Athletes

The goal of CCS athletics is to develop athletes who consistently display the fruits of the Spirit in their lives both in and out of competition to the honor and glory of God. The coaches and staff are intentional in modeling Christ-like character which we desire our athletes to possess. Athletics is an opportunity to not only train physical bodies but also an opportunity to train in godly character qualities which are to be expressed openly through participation. Love, humility, boldness, diligence, responsibility, fortitude, tenacity, endurance, courage, self-control, honor, and respect name just a few of these Christ-like character qualities.

Ministry to Others

In the athletic arena, our students represent the Lord Jesus Christ and CCS to our opponents. Our desire is to glorify God by leaving a positive impression of the God we love and serve and the importance of His role in our lives before, during, and after competition. "Every tree is known by its fruit . . ." (Luke 6:44) and we are responsible for the fruit we show.

Excellence

CCS's commitment to a high standard of achievement in all areas includes the athletic department. We strive to assist athletes in maximizing their potential in order to bring honor to the Lord. As Christians, we are to do our very best unto the Lord in everything we do. Wins are to be received with humility giving God the glory, and losses are received with graciousness and integrity.

Enjoyment

Athletics are intended to be fun for all participants. The excitement and enthusiasm in our players is fueled by the excellence and dedication of our coaches.

ATHLETIC ELIGIBILITY

Students who participate in an athletic program must maintain passing grades in all classes to remain eligible for all athletic competitions. Students are also required to be in attendance for at least half of the attendance day in order to participate in practices and/or games on the same day.

The following requirements must be met for participation in a competitive sport at CCS.

1. The student must have no less than a C- in any class and receive no less than an S- in any conduct area (Grades 4 and 5 only).
2. The student must have a current physical (within the year) on file in the office before he/she can practice or play and compete.
3. The athletic fee must be submitted by the deadline established by the school. This fee supports the athletic budget and is used to purchase things such as uniforms, equipment, awards and is used to pay for officiating expenses.
4. Students must be in attendance at school for one half of the attendance day in order to participate in a game. If the game is played on the weekend, the student must be in attendance for one half of the school day prior to the weekend game.
5. Students must be in attendance at school the day after any co-curricular activity, unless an excused notice, signed by parent, is given to the office.
 - The excuse "I was too tired" **is not** an excused absence.
 - If a student receives an unexcused absence for the above reason, he/she will not be allowed to participate in the next game.
6. Parents must agree to be responsible for getting their athlete to the games and home from the games.
7. The parent/guardian and student must complete a CCS Statement of Commitment and medical release form.
8. The parents must attend the pre-season parent meeting or make arrangements with the coach for that sport. Any student assigned to after school detention will not be allowed to practice or play in a game on that day.
9. Any student suspended from school will also be suspended from practice and games during the time of suspension.
10. The use of alcohol, cigarettes, non-prescription drugs, and/or the possession of any weapons, is strictly prohibited and will result in the removal of the player from all athletics for a minimum of 30 days. The use and/or possession of the above list are a violation of student honor code and school policy which will result in suspension.

If circumstances concerning a student's eligibility are not covered by the stipulations listed, the school administration will make the final decision concerning eligibility.

Academic Eligibility

Student athletes must maintain at least a grade of C- or higher in each academic subject to be eligible to participate in CCS athletic programs. A grade below C- in any subject or an S- in behavior in Grades 4 or 5 on a report card will disqualify the athlete from participating in the athletic program for two calendar weeks from the date the grade drops below the minimum requirement. At the completion of two calendar weeks, the grade must improve to at least a C- or higher in the academic subject or S- in behavior for grades 4 or 5. The report card from the 4th quarter of the previous school year will be used to determine eligibility for the fall season. Two calendar weeks will start when the season of the athletic program officially begins. Teachers will check all athletes' grades every two weeks and report to the principal and coach any student whose average has fallen below the C- level in any subject or any student who is in danger of receiving a U in conduct. Parents and students will then be notified of the two week ineligibility. The student will remain ineligible until the two weeks are completed and the grade returns to at least the C- or S- status.

BOOSTER CLUB

The CCS Booster Club is a parent-led group with the objective of supporting and improving all sports and fine arts programs at CCS by raising financial support. All funds raised will go directly toward improving these programs at CCS.

Any parent interested in helping with athletic events at CCS is advised to contact the school office. The office staff will provide contact information for the Booster Club so information is obtained about how they can volunteer.

COMMUNICATION

Parents with athletic questions or concerns should contact the school office to make an appointment with the head coach. If the issue cannot be resolved with the head coach, the principal will participate in the next meeting.

Practice times, game schedules, directions, and arrival times to games will be available online at www.capechristian.org on the athletic page.

Athletic events that are cancelled or changed on the day that they are scheduled will be announced via email as well as updated on the athletic web page listed above.

EQUIPMENT

Equipment is to be used properly. Replacement of damaged or lost equipment will be at the expense of the student to whom the equipment is issued at the beginning of the sport season. School equipment is not to leave the school without authorization from the principal. Students accepting responsibility for the care of team equipment (as designated by the head coach) will be expected to distribute equipment to teammates and/or return equipment to the school, as directed by the head coach.

FEES

The athletic fee must be submitted by the deadline established by the school. Athletes will not be allowed to participate until all of the forms are submitted and the fees are paid. Athletic fees are non-refundable after the first competitive event of the season.

INJURIES/ILLNESS

All injuries must be reported to the coach immediately to ensure administration of proper first aid. In the event internal body fluids (blood, etc.) are present on an athlete's body or uniform, the athlete will be removed from the competition and may return once the injury is cleaned and bandaged and/or the uniform has been replaced.

PARENT RESPONSIBILITIES

Parents are expected to encourage their sons or daughters to perform to the best of their ability, both academically and athletically. Parents should be a source of support for the student and the program in which they are participating.

Parents are role models for students and representatives of CCS. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity. Parents must make sure that students abide by rules established by CCS, the coach, and the league in which is played. Everyone is advised to be positive and in support of their own team, as well as recognize the achievements of the opposing team.

Parents should allow their students the benefit of enjoying competition. Students must keep in mind that not everyone can be the star, be on the first team (A Team), or have equal playing time. They must remember that athletic activities are primarily designed for students to learn, develop skills, and have fun. Students are advised to keep winning and losing in proper perspective. Participants who put forth their best effort are to be commended.

PHYSICALS

All CCS athletes must have a physical form on file **prior to** participation in any CCS sport. No athlete will be allowed to participate with an athletic team prior to submitting this form to the athletic office. This form requires the signatures of a physician, a parent/legal guardian, and the athlete. **This form is in addition to the health form required by the school prior to the beginning of the school year.** Physical forms are available in the school office or online.

PLAY TIME

Determining how much playing time each team member earns is at the discretion of the head coach. Playing time is a privilege and must be earned. During practices and competitions, a student's attitude, work ethic, obedience to rules and directions given from coaches, punctuality, attentiveness, self-control, respect for authority, and attendance along with skill and ability are factors that affect playing time. The head coach must be notified in advance when a student will miss practice.

Grades 4 through 6

Proper instruction, skill and character development, and active participation are goals for every athlete involved in a CCS sports program. Coaches are expected to play all eligible players in each game; however, this does not mean that every player will receive the identical amount of playing time. Each athlete earns the privilege of playing time based criteria listed above.

Grades 7 and 8

Concepts of competition, skill, and ability along with the above listed factors have an even greater role in the decision regarding playing time and may result in some athletes not playing in some contests. Coaches are encouraged to play all eligible players in each game during the regular season.

Players will be paired in practice and competition according to age and ability levels. Because of size discrepancies in growing young bodies, A Team members must be those in grades 6 through 8. If not enough players are available to play on the A Team in this age category, a B Team will be established which will allow students from Grade 5 to participate. At no time will students from Grades 4 or 5 play in A Team competition unless permission is granted by the principal.

PRACTICE

All athletes that participate on an athletic team are required to attend all scheduled practices and games. Failure to attend all practices and games, unless excused by the head coach, gives the coach the ability to suspend athletes from future practices and competitions. In some cases, this could warrant dismissal from the team. Captains are to be exemplary in this area. Failure to comply could result in loss of captain responsibilities.

Students must be in attendance at school for one half of the attendance day in order to participate in a game. If the game is played on the weekend, the student must be in attendance for one half of the school day prior to the weekend game.

Students must be in attendance at school the day after any game, unless an excused notice, signed by parent, is given to the office.

- The excuse “I was too tired” **is not** an excused absence.
- If a student receives an unexcused absence for the above reason, he/she will not be allowed to participate in the next game.

SCHEDULES

Practice times, game schedules, directions, and arrival times to games will be available online at www.capecchristian.org on the athletic page.

Athletic events that are cancelled or changed on the day that they are scheduled will be announced via email as well as updated on the athletic web page listed above.

SUMMER SPORTS CAMPS

Opportunities for additional athletic training and recreation will be available during summer months. Detailed information and registration forms can be obtained in the school office.

TEAM SELECTION

Coaches determine which players will make up a particular team. The school realizes that the selection of players is a very difficult experience for the athlete, parents, teammates, and coach. A maximum number of players have been determined for each team. In rare circumstances, “cuts” will occur when more than the maximum number of players tries out for a team. This decision is handled with the utmost care, sensitivity, and compassion.

In the pre-season parent and athlete team meetings, goals and specific criteria are communicated by the head coach in the event there will be possible team cuts. These consist of skills, attitude, work ethic, team play, position availability, etc. Coaches will evaluate and assess players on an individual basis using these criteria. To guarantee the fairness of conditions, athletes will have equal access to equipment, facilities, and coaches. Every measure will be taken to insure that coaches are objective in their evaluation. Coaches will conference individually with players

who are being cut. Parents will be contacted prior to the conference meeting. The athlete will be thanked for trying out, informed of what they could work on with suggestions how to improve, and have questions answered.

TRANSPORTATION

Parents/guardians are responsible to transport their student athlete to and from competitions. Parents will also be responsible for transportation to practices when they are not held immediately after school.

UNIFORMS

One uniform set will be issued to each athlete per sport season prior to the first competition of the season. Uniforms are for competition only and may not be worn on spirit days with the exception of cheerleaders in Grades 6 through 8. Uniforms are to be clean and in good repair at all times. Damaged uniforms are to be properly repaired or returned to the coach immediately for replacement **at the athlete's expense**.

Cheerleaders are required to purchase specific items to accompany the school-issued uniform. Information will be distributed prior to the cheer season listing additional costs that may be incurred.

Athletes are responsible to bring the appropriate uniform(s) to each competition. The school will not "lend" replacement uniforms. Athletes without the appropriate uniform will not be allowed to participate in competition or the pre-game warm-ups (where applicable).

Laundering Uniforms

1. Wash uniforms in warm water with mild soap.
2. Do not use chlorine-type bleaches.
3. Do not wash with other colors.
4. Do not leave the garment in a damp condition for any length of time, especially in a crumpled state; colors may run or stain.
5. Tumble dry in medium heat/permanent press cycle or hang to dry. (Follow uniform directions)

CUB CARE POLICIES AND INFORMATION

PHILOSOPHY

Cub Care is CCS's after school program and is a ministry to parents and children of CCS. Cub Care offers safe, loving care in a peaceful, orderly, Christ-centered environment for extended hours beyond the regular school day. Our philosophy is that out-of-school hours are just as important for the enrichment of your child as the traditional school hours. Cub Care provides opportunities for students' academic, social, cultural, and recreational activities in a Christ-centered program for Pre-kindergarten through Grade 6. Utilizing after school time to motivate students in various areas of learning is the goal of the Cub Care program. Cub Care is held from 3:15 p.m. to 5:30 p.m. each day school is in session. Care is not offered on half days of school or days with early dismissal for inclement weather. Please note the school calendar and/or weekly emails for days Cub Care is not in session.

FEES/REGISTRATION

A non-refundable registration fee of \$25.00 per family must accompany the completed registration and payment agreement form. Occasional users must complete the registration form and pay the registration fee. Available

positions will be filled on a first come, first served basis. Registrations received after the due date will be accepted based on availability in the Cub Care program.

Fees

Cub Care offers a Christ-centered, safe, loving, affordable childcare alternative for working parents whose schedules do not accommodate the 8:15 a.m. to 3:15 p.m. school day. This service is meant to be a blessing to parents/legal guardians; therefore, we endeavor to keep the fee schedule as low as possible while maintaining our responsibility to meet our financial obligations to staff.

Cub Care Rates

Drop-In	Weekly	Monthly	Yearly
\$10.00/day	\$25.00	\$100.00	\$1,000.00

Financial Policy

Cub Care fees may be paid yearly, monthly, or weekly. The payment agreement form must be completed and returned with the registration and registration fee. The following guidelines apply to the Cub Care financial policy:

- No refunds or prorated fee reductions will be given for absences due to illness, vacation, or days schools is not in session.
- No ministerial or multiple child family discounts are given.
- Cub Care must receive a 30-day written notice of withdrawal from the program. Notice given less than 30 days will require full payment for the following month.
- Students applying for the Cub Care program must be enrolled as a CCS student and have all the necessary enrollment forms and emergency information on file before being accepted into the program.
- Students must be signed out by a parent/legal guardian or another authorized person listed on the registration form. Students will only be allowed to accompany authorized persons listed on the registration form. Because we are concerned with the health and safety of every child in Cub Care, any changes to the authorized person list must be made in writing and received in the school office before the change will be honored.
- Authorized persons who are not known or recognized will be asked for photo identification before the student will be released to their care. This is a necessary safety precaution. To avoid potential conflict and misunderstanding, please convey this policy to those you have authorized to pick up your child.
- In rare cases, if an emergency were to occur and a change is made with the authorized pick up person, a phone call must be placed to the Cub Care Lead Teacher concerning the change in authorized person(s). The correct spelling of name and a physical description must be given for staff to reference when checking the photo identification of the person sent to pick up the student.

LATE PICK-UP

Students must be picked up by 5:30 p.m. Late fees will accrue according to the following:

5-15 minutes	\$20.00
16-30 minutes	\$30.00
30+ minutes	\$50.00

Contact Information

If parents/legal guardians experience an emergency, sudden problem, or situation beyond their control (family emergencies, traffic, car problems, work related delays, etc.) a call must be made as soon as possible to the Cub Care staff to prevent unnecessary concern or anxiety for the student and/or staff. Please call the number given the first day of Cub Care.

OCCASIONAL USERS

Occasional users must complete the registration form and pay the registration fee. Available positions will be filled on a first come, first served basis. Students who remain at CCS past 3:45 p.m. will be checked into Cub Care and the parent will be charged the drop-in rate of \$10.00 plus the \$25.00 registration fee.

SCHEDULE

Cub Care has been established not only to assist and serve parents, but also provide study time and fun activities for students in attendance. The program includes the following:

- Snack Time
- Study Time- for homework, tests, and independent reading
- Outside Time
- Planned Activities and Games
- Occasional Reward Movie

DRESS CODE

The CCS Dress Code remains in effect during Cub Care hours. Students are not allowed to change their clothing. In the case of mishaps when clothes become too wet, soiled, or damaged to wear, an exchange of clothing may be provided from clothing on hand if the appropriate size is available. If the appropriate size of clothing is not available, a call will be placed to the parent/legal guardian.

EMERGENCIES

Emergency information is to be completed by the parent/guardian for each family and is to be on file in the school office at the start of the school year. This information will also be available to the Cub Care staff. **It is the responsibility of the parent/guardian to inform the school immediately of changes in contact information (home/job/cell phone numbers, address, etc.).**

Staff will review emergency procedures and drills (fire, earthquake, tornado, and intruder) each quarter for all students in Cub Care. In case of an emergency, these procedures will be followed.

In the event of a serious emergency or accident, 911 will be called. Administration and parents will be notified immediately.

FIRST AID

A first-aid kit has been placed in the Cub Care classroom. All staff members have completed a CPR and basic first-aid training program.

ILLNESS

Parents will be called immediately for students who become ill during Cub Care. Every effort will be made to comfort the student until the parent arrives. The following symptoms will determine when a call is made.

1. Elevated temperature greater than 100 degrees
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from any body opening
4. Sore indicating impetigo or ring worm
5. Rashes from unknown causes or of a contagious nature
6. Paleness or listlessness
7. Head lice

When one or more of the above symptoms are present, a parent/guardian will be contacted to arrange transportation for the student. In such an event, the student must be picked up **within 30 minutes**. Adequate contact information must be on file at the school and Cub Care at all times. **Students must remain at home for a minimum of 24 hours after the last episode in the following cases:**

1. Elevated temperature 100 degrees or higher
2. Vomiting
3. Diarrhea

SNACKS

Quality snacks will be served in Cub Care. Careful attention will be given to serve nutritional items of no or low sugar. Occasionally, students will have treats to celebrate holidays, special events, or appropriate behavior. Staff is instructed to read labels of all snacks and treats to prevent student food allergy reactions.

DISCIPLINE

Administering Discipline

Cape Christian School discipline is spiritually distinctive and scripturally based. The root meaning of discipline is disciple. We desire to train our students to be disciples of Jesus Christ; therefore, the desired outcome from any form of discipline or correction is a change of heart in the student to be more like Jesus, a reflection of Him. Without truth revealed from the Word of God concerning disobedience and correction, hearts do not change. Hearts will either remain teachable with godly correction and instruction, or they will become hardened, unteachable, and rebellious when godly correction and instruction are rejected. Discipline, when correctly administered in love, is training in righteousness. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. (II Timothy 3:16) Train up a child in the way he should go, And when he is old he will not depart from it. (Proverbs 22:6)

Procedures used to Correct Disobedience/Inappropriate Behavior

1. What was wrong- conviction

2. Why it was wrong- what the Bible says about the matter
3. What can be done next time- Faith
4. Repentance with prayer-confession (I John 1:9)
5. Forgiveness
6. Restoration
7. Restitution and/or Consequences (Punishment)

Conviction and humility lead to repentance. True repentance leads to a change in heart- having a willingness to please God and do His Word. Repentance and faith lead to a change in motives. Restitution is the outworking of repentance. Restoration is the result of love and forgiveness.

General School-wide Rules

The general school rules embrace scriptures found in Luke 10:27, John 13:34-35, and John 14:15. Our mission is to have students who are a reflection of Jesus Christ in words, actions, and deeds!

1. I will love and honor God
2. I will obey God's Word, the Bible
3. I will love and honor others

Specific School-wide Rules

1. I will listen and obey the first time directions are given
2. I will keep my hands, feet and objects to myself
3. I will use positive, neutral, or kind words at all times
4. I will use kind actions and deeds
5. I will obey classroom and school rules at all times
6. I will have a positive, "can do" attitude
7. I will be a good steward over the supplies, instructional materials, equipment, furnishings, and building

Consequences of Disobedience (Kindergarten – Grade 2)

1. First offense- verbal warning
2. Second offense- pull second card with loss of 5 minutes of activity time
3. Third offense- pull third card with loss of 10 minutes of activity time
4. Fourth offense- pull fourth card with loss of all activity time and note sent home
5. Fifth offense- referral to the principal and parents may be notified to pick the student up for the remainder of the day.

Severe Clause: Purposefully hurting self or hurting other students in words, actions, and/or deeds- immediate referral to principal.

Consequences of Disobedience (Grade 3 – Grade 5)

1. First offense- verbal warning
2. Second offense- pull second card with loss of 15 minutes of activity time
3. Third offense- pull third card with loss of all activity time and note sent home
4. Fourth offense- referral to the principal and parents may be notified to pick the student up for the remainder of the day, depending on the severity of the offenses.

Severe Clause: Purposefully hurting self or hurting other students in words, actions and/or deeds- immediate referral to principal.

SUPERVISION

All staff will adhere to the “two deep” rule at Cub Care. At no time is a staff member to be alone with a child, whether in a classroom, in the restroom, or anywhere else in the building during Cub Care. When classes are separated according to age groupings for study sessions, each staff member must maintain a proper ratio of at least one staff member to two or more students. When student departures change that ratio, all students attending Cub Care will be assembled together again as one group.