

**CABOT CHRISTIAN  
SCHOOL 2024-25  
HANDBOOK**



# CABOT CHRISTIAN SCHOOL

## PARENT/STUDENT HANDBOOK

Cabot Christian School  
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### OUR MISSION

- To seek first the Kingdom of God and love the Lord our God with all of our heart, soul, and mind daily.
- To glorify God by educating students in their spiritual, academic, physical, and emotional development.
- To mold students into world changers who will impact the world for Jesus Christ.

### UNAUTHORIZED USE OF SCHOOL NAME

No student, or students' parent or guardian, without the express prior written authorization of the school's principal (administrative head) may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school's name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trips, vacation, or other accommodations
- To post on any website for any purpose including, but not limited to support for social/political agenda or social network (e.g. Facebook, TikTok, etc.)

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion.

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# INTRODUCTION

## STRATEGIC GOALS

The Board of Directors has established two strategic goals as an extension of our mission statement:

1. Cabot Christian School seeks to be a pre-eminent K-4 academic institution that offers an excellent curriculum while serving the greatest portion of the body of Christ reasonably possible within our community.
2. Cabot Christian School, above all else, must uncompromisingly teach and model the truth of the person of Christ. These goals form our educational philosophy as do our official core values.

## CORE VALUES

Our educational philosophy rests upon and is derived from our five institutional core values:

- P - Passions for excellence
- E - Embrace Diversity
- A - Apply God's Truth
- C - Cultivate Servant Leaders
- E - Endorse a Family Driven Community

In terms of our philosophy of learning, we believe:

- Learning is a relentless, lifelong pursuit.
- Every student's potential can be maximized to the glory of God.
- Research informs our practice/methodologies.
- There is a core knowledge base that is essential to master in order to be fully educated. This content base should be incrementally acquired and meaningfully understood via effective teaching practices. Beyond the core, critical-thinking skills are an intentional overlay of our curriculum.
  - In other words, well-designed curriculum (constructed with the end in mind), learner-centered instruction, proven, effective teaching methodologies, and an attitude of life-long learning add up to authentic learning and a well-educated child.

CCS is committed to excellence. Excellence in the classroom has four primary pillars:

- Organizing content knowledge for student learning (planning)
- Creating an environment for student learning
- Teaching for student learning
- Teacher professionalism

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of Cabot Christian School (CCS) is based on a God-centered view that all truth is God's truth. The Bible is the inspired and infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. The entire process of education is seen as a means of bringing the student into a relationship with God and developing him spiritually, intellectually, emotionally, physically, and socially. The parent is primarily responsible for this education and the school should function as an extension of the home to aid the parents in biblical, Christian education.

## **DOCTRINAL STATEMENT**

1. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. We believe in the Holy Trinity, one God eternally existent in three persons--Father, Son, and Holy Spirit--the same in substance, equal in power and glory.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal and physical return in power and glory.
4. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.
5. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.
6. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling-to walk after the Spirit and not after the flesh.

7. We believe in the resurrection of the body of both the saved and the lost-they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
8. We believe in the spiritual unity of believers in the Lord Jesus Christ.

## **DOCTRINAL DIFFERENCES:**

As a non-denominational Christian school, CCS comprises within its walls a spectrum of doctrinal views and ecclesiastical practices that correspond to the diversity of the local Body of Christ. The school seeks a harmonious balance in its representation of such differences in the classroom, and it does so by reference to a three-tiered board policy:

First, all members of the Board of Directors and all employees of the schools subscribe annually to the Doctrinal Statement of CCS. Since the Doctrinal Statement expresses the core essentials of the Christian faith, all instruction, student interaction and internal curricula operate within the theological boundary of the statement. Correspondingly, the Board of Directors, through the Head of School, ensures that essential doctrinal elements of the Christian faith not explicitly contained in the Doctrinal Statement are nonetheless protected in a manner consistent with the Board of Director's determination of settled evangelical orthodoxy. It is the school's certain function to affirm unreservedly in the lives of its students the irreducible tenets of our biblical Christian faith.

Secondly, the school recognizes that – outside the essentials of evangelical orthodoxy – the Body of Christ incorporates a significant diversity of viewpoints on some doctrinal issues. Since CCS does not take a formal position on issues of Christian doctrine outside the scope of its Doctrinal Statement, it is appropriate that the faculty instruct the student in the origins and implications of specific doctrinal differences, without maintaining or implying that any one denominational view represents a preferred position.

Thirdly, the school also recognizes that – perhaps even more broadly than doctrinal differences – the families of the local Christian community employ a broad variety of specific faith practices, many of which have grown from the distinctive subculture of the individual churches. The school and its employees do not offer opinions on the propriety of ecclesiastical practices, particularly where those opinions have the potential to divide and not unify the Body of Christ. It may occasionally be appropriate to link a particular practice to a specific doctrinal point, but that representation ought never to become an expression of preference or a critique of one Christian practice relative to another.

In all, the school seeks, first, to minister to families and their churches by affirming and deepening a student's faith in our essential and commonly-held Christian doctrines, and secondly, to illuminate the student's understanding of doctrinal and ecclesiastical differences in a manner that affirms the unity of the Body of Christ.

## **CHRISTIAN COMMUNITY COVENANT**

Cabot Christian School is a Christian community (a "household of faith," Galatians 6:10). Through CCS we exercise, express and sustain our Christian beliefs and Christian mission. Our commitment to one another is based on a relationship between fellow-followers of the Lord Jesus Christ (Christian



fellowship), not a mere contractual relationship. Thus, the CCS Christian community, by definition, includes Jesus. Our shared purpose is to work together in Christian fellowship to raise our children in the nurture and admonition of the Lord (Eph. 6:4).

Our Christian community's foundational beliefs about the Lord Jesus Christ and His revelation of divine truth include those set forth in the CCS Doctrinal Statement, the CCS Mission Statement, the CCS Core Values Statement, the CCS Christian Community Covenant, the CCS Educational Philosophy Statement, and the other official CCS policies or statements adopted by or approved by the CCS Board of Trust. ("How can two walk together unless they be agreed?" Amos 3:3.)

As a Christian community and private Christian school, CCS is a "religious organization." As a private school, CCS considers academic performance in its admission and retention decisions; however, ***CCS does not discriminate on the basis of race, color, national and ethnic origin in admission policies, administration of educational policies, scholarship and loan programs, and athletic or other school administered programs.***

The laws of interstate commerce prohibiting arbitrary discrimination on the basis of race, color, sex, national origin, age and disability apply generally to religious organizations, with the notable exception (rooted in the constitutional right to free exercise of religion) that religious organizations are permitted to make choices on the basis of religious beliefs. CCS will exercise its prerogative as a religious organization to neither commence nor continue an appointment, employment, admission, enrollment, or other category of CCS Christian community relationship if it is believed by CCS that so doing will cause confusion about, conflict with, or compromise of the CCS Christian community mission to provide a distinctly Christian education from a Christ-centered worldview.

As a religious organization, the CCS Christian community views trustee, employee, student, parent and family lifestyle choices and conduct to be a reflection of religious beliefs and Christian commitment. CCS will exercise its prerogative as a religious organization to neither commence nor continue an appointment, employment, admission, enrollment, or other category of CCS Christian community relationship if it is believed by CCS that so doing will cause confusion about, conflict with, or compromise of the CCS Christian community's mission to provide a distinctly Christian education from a Christ-centered worldview.

Any such religious organization decision will be based upon the historical, orthodox doctrines of the church of the Lord Jesus Christ, as set forth in the sixty-six books of the Holy Bible, which the CCS Christian community believes to be the Word of God and the infallible and authoritative rule of faith and practice. Any such decision will be made by the Head of School, subject to review by the Board of Directors. This policy will be applied to all CCS affairs, including but not limited to all CCS contracts, programs, activities, facilities, publications, and events.

## **Christian Community**

Cabot Christian School is a community of Christian believers whose purpose is to educate students in the biblical principles that the traditional Christian Church has been commissioned from Jesus Christ (Matt 28:18-20). A Christian believer is defined as an individual that has been convicted of their sin by the Holy Spirit, repented of their sin to God and put their faith in Jesus Christ as their personal Lord and Savior. CCS practices the fundamentals of the faith by following the sixty six books of the Bible that the

historical Christian Church has affirmed to be God's Holy Scripture. Our focus is to bring together the CCS community of Christian believers and diligently work in harmony consisting of the Board of Directors, administration, faculty, staff and parents to "train up a child in the way he should go" (Proverbs 22:6), and "I have no greater joy than to hear my children walk in truth" (3 John 1:4).

## **Christian Community Explanation**

The goal of campus life at CCS is to live, work, serve, and worship together as an educational community centered on the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information it is "To partner with Christian families in a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ". It is the development of the whole person who will build the church and benefit society "For Christ and His Kingdom." Along with the privileges and blessings of home and school partnership the Cabot Christian community takes these responsibilities seriously.

"All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." - 2 Timothy 3:16

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and "Love your neighbor as yourself" (Matthew 22: 37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's word. Acknowledging our dependence on the power and grace of God, the representatives of CCS which includes our board of directors, employees, registered volunteers, as well as the participants which include all our students, parents of students, unregistered volunteers and invited guests humble covenant to live according to this ideal and also expressed in the following guidelines:

**Required by the law:** CCS beliefs include all conduct required by the law of the land. All conduct prohibited by the law is outside the boundaries of CCS beliefs. Examples of this category would be the illegal use of alcohol (specifically consumption by minors or situations where parents knowingly allow minors to drink in their presence), drugs or other substances.

**Proscribed by the Bible:** While certain conduct may or may not be declared by the state to be unlawful, the CCS representative and the CCS participant is to avoid conduct proscribed by the historical Christian Church as unbiblical. (Note: while some practices proscribed by the historical Christian Church may actually be protected by the law as individual rights under the law, that conduct might still violate the biblical command for conduct acceptable for a follower of Christ) A contemporaneous example is the declaration by the US Supreme court that homosexual marriage must be included in the definition of marriage that can be officially sanctioned by the state. Such declaration by the court does not change the historically Christian or CCS view that the right of marriage for Christians is between a man and woman.

## **Community Conduct-Religious Organization**

Laws governing commerce ban discriminations on the basis of race, color, sex, nationality, age and disability generally apply to religious organizations, with the noteworthy exception that religious organizations like CCS and our community are allowed to make decisions on the basis of our religious

beliefs. CCS admits students of any race, color, national or ethnic origin to all the privileges and activities generally accorded to all students at the school.

As a private educational institution, CCS admits and retains students based on academic and behavioral performance of each student. As a religious organization CCS will exercise its position as a religious organization in the admissions, enrollment or any other category of our Christian community relationship if we believe that doing so will cause confusion, conflict or potentially compromise the community's mission to provide a historically Christian, Jesus Christ focused education. Any decision not to partner based on our beliefs will be based on the historical doctrines of the Church of Jesus Christ, limited and set forth in the sixty-six books of the Bible, which we view to be the true word of God, and the only word of God, infallible in its truth and practice. All final decisions will be made by the CCS President with review, if necessary, by the Board of Directors. The policy will apply to all CCS community affairs, including contracts, activities and/or events, facilities and publications.

## **Roles, Standards and Expectations for Representatives**

In response to God's calling on their lives, CCS representatives work both individually and together to exercise and express our Christian beliefs. In so doing, they advance the school's mission. CCS representatives shall be expected to (1) model our Christian beliefs anywhere, anytime including non-school hours (2) conduct all of their duties as a service to God and, (3) participate in distinctly Christian activities.

**Christian Beliefs** – Each representative shall affirm agreement with the school's Doctrinal Statement, Mission Statement, Philosophy of Education, Core Values, Educational Objectives and any other official policies and procedures as outlined and approved by the Board of Trustees. In addition, representatives shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.

**Christian Conduct** – Representatives shall at all times (both inside and outside of school hours) strive to live in accordance with the Biblical standards.

**Distinctly Christian Activities** – Each representative shall be ready, willing and capable to lead or contribute to distinctly Christian ministry activities such as Bible studies, worship or prayer services.

## **Roles and Expectations for Community Participants**

**Christian Beliefs** - CCS requires that at least one parent or legal guardian of each student be a devoted follower of Jesus Christ as evidenced by a faith walk, testimony and active participation in a local historical Christian church. They must also adhere to the school's Doctrinal Statement. In furtherance of its mission, the school provides educational instruction, programs, facilities and other activities for students. Each community representative is required to abide by this Community Covenant and be fully supportive of the school's mission.

**Registered Volunteers** – A volunteer serving in a CCS ministry is not considered to be a "representative" of the school's Christian community unless they are serving in leadership positions. However, all volunteers registered or non-registered (i.e concession workers, teacher aid moms) are required to acknowledge that they understand and agree to support our school mission, policies and values by

action and in communication. The school reserves the right to give preference for such service to alumni and volunteers who share our Christian beliefs.

**Standards for Community Activities and Facility Use** – CCS engages in activities and uses its facilities solely to exercise, express and further our Christian beliefs and mission. At times, pending President and/or Board of Trustee approval we may allow use of our facility by groups that are not directly associated with CCS. We reserve the right to prohibit any activity or use of our facilities by another group or person if we determine any of the following:

1. The person or group undermines our ability to accomplish our Mission.
2. The person or group expresses a message contrary to our Christian beliefs.
3. The person or group displays values or conduct contrary to our Christians beliefs.

## **Implementing Community Standards**

**Our Decision Making Process Includes a Spiritual Element:** The responsibility of ensuring that each proposed activity, which directly or indirectly affects the reputation of our school, and any potential usage of CCS facilities complies with the standards set forth in this document rests with the President, the Chairman of the Board of Trustees, and the representatives they delegate for such decisions. These leaders are expected to consider each situation with reliance upon the guidance that God provides through His Word and His Spirit. School leadership may disallow any activity or facility usage on the grounds that the individual or group possess views and beliefs which are perceived to be contrary to those of CCS.

**Noncompliance:** The President and the Chairman of The Board of Trustees will be responsible for determining cases of noncompliance toward the beliefs and/or expression of school's Christian standards. Noncompliance will be defined by anything or anyone that embraces beliefs contrary to those of CCS and/or attempts to limit the expression of those Christian beliefs and standards.

**Additional Authority:** Based on the Christian beliefs and standards of CCS, the President or Chairman of the Board of Trustees may establish additional standards for proposed activities and facility usage that will both guard and express the beliefs of the school.

**Limits:** CCS may change this document at any time. This document does not guarantee employment for anyone, and it does not affect the nature of the school-employee relationship which is solely at-will.

## **Beliefs Embraced by and Refused by the Historical Christian Church**

The doctrinal beliefs of the CCS community are the same as those of the historical Christian church identified in the sixty-six books of the Bible. The new age faith systems identifying themselves as Christian, such as the Jesus Christ Church of Latter Day Saints (Mormons) and the Jehovah's Witness are considered by CCS School to be outside our circle of belief and not embraced by the historical Christian church.

It's the belief of CCS that admission of a student of a parent who believes in such a faith tradition outside the scope of the historical Christian church would create confusion in the classroom, would be counterproductive to our community, as well as to the applying family and potentially prevent us from

fulfilling our mission. Therefore, admission will be denied when CCS determines that the faith doctrine of an applicant does not align with the doctrine and mission of the CCS community.

## **Human Sexuality and Marriage**

We profoundly believe that God created each human to pursue intimacy first with Him, and that He then calls some to pursue marriage or others to a life of singleness. We also believe God created people in His image and chose to give humans a partner to reproduce and inhabit the earth. Thus God created Adam and Eve, as referred to in the Holy Bible. By creating two distinct genders, male and female, and that the intended biological gender is determined at the time of birth God then created a divine institution of marriage a covenant relationship between one man and one woman. He calls for all husbands and all wives to sexual fidelity within the covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

Our position regarding sexuality and marriage applies in all policies in CCS community. Any events involving members of the community or event held in a CCS facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We require all community representatives and participants to live in accordance with our community beliefs regarding human sexuality and marriage.

## **Politics and Public Communication**

In many situations advocacy for certain political positions may be construed by others in our community and outside our community to be at odds with our religious beliefs or those in our community. For this reason, CCS does not offer nor do we acknowledge or allow community members, non-community members, to publicly advocate for such political positions while on campus, at school events or activities. An elected official shall be allowed to speak to a group of CCS students while on campus for educational purposes but shall adhere to our rules for not advocating his or her political position(s). CCS community representatives are not allowed to assume roles as advocates or spokespersons for civil rights groups related to same sex marriage or the rights for sexual orientation contrary to our community beliefs. In any and all public forums, including social media and/or the internet we expect and require community representatives to uphold our CCS community beliefs and not to challenge or undermine any stated belief. If a representative makes a choice to express his or her position, which does not conflict with our stated beliefs, we expect them to do so in a manner of respect and love while making sure they are not expressing the view of CCS and our religious organization.

## **BIBLICAL WORLDVIEW**

Where does the integration of faith and learning come into play at CCS? Inculcating a dynamic biblical worldview is a central aspiration and a core competency of CCS. Through a planned process of developing an authentic biblical worldview, CCS trains up the next generation of transformation agents as students of all ages encounter and engage the culture of 21<sup>st</sup> century America and an increasingly globalized world. Our worldview presuppositions are:

- “All truth is God’s truth.”
- Everything is theological.
- All truth relates to real life.
- The classroom is a laboratory for life.

As Christ-followers, we need not hide from culture. Perfect love casts out fear. Empowered by the Holy Spirit, we are free and trained to engage and influence the culture for Jesus Christ.

## **EDUCATIONAL OUTCOMES**

To what end do we educate? CCS will graduate to:

- Love and follow Christ.
- Maintain an appetite for learning.
- Be able to engage a post-modern society.
- Be disciplined for the responsibilities of life.
- Think wisely.
- Be grounded in biblical truth.
- Serve others with gladness and love.
- Be prepared to pursue a God-directed vocation.

Every day, we are faced with the question of “How will we achieve our desired outcomes?” In macro terms, we can expect to achieve our global outcomes by loving to learn and learning to love under the spirit-filled tutelage of a living example, consistently pointing to truth and love as manifest in the person of Jesus Christ and the legacy of the Judeo-Christian Scriptures.

Our teachers are asked to be the embodiment of their curriculum, including biblical worldview. In parallel ways, we can expect to achieve academic outcomes by successfully following the curriculum map, always responsive to the feedback of effective assessment.

In conclusion, Christ-centered, biblically-grounded, free inquiry into culture and creation (*2 Timothy 3:16*) is a good thing and a mark of a healthy, secure school. It is a classical, liberal education in the truest sense of the phrase. To that end, we labor as bondservants of Jesus Christ.

## **NON-DISCRIMINATORY POLICY**

Cabot Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

## **AUTHORITY STRUCTURE**

Cabot Christian School is a 501(c)3 not-for-profit organization with a self-perpetuating board structure. In accordance with the school charter, the Board of Trust is the final authority for the school and elects successor trustees who evidence spiritual maturity and committed support for the school and its mission.

The Board delegates to the Head of School and other administrative staff, authority and responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Trustees stay informed and active in school matters but exercise their authority in most cases through administrative implementation of policy determined by the Board of Trust. While authority of the Board rests corporately in its policy decisions, rather than in any single member, each Trustee is involved and interested in school affairs. In this role, each Trustee works to maintain awareness and communication with a cross section of the school community.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures detailed in the discipline section of this handbook. A question or concern may end up involving the Head of School or the Board of Trust if other involved individuals have been addressed and resolution has not been reached. Contact can certainly be made directly with the Head of School or the Chairman of the Board of Trust for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the principal at that division level would normally be the next person to contact. We gratefully experience fruitful resolution of most questions in this way.

## **ACADEMIC INFORMATION**

### **ACADEMIC SERVICE LIMITS**

Cabot Christian School offers an education designed to prepare future leaders who are instilled with a Christian worldview and strong academic foundation for life success. We are able to make reasonable accommodations for those with mild learning differences within the scope and boundaries of current available resources.

Teachers are asked to teach to diverse learning styles and accommodate a range of ability levels. They are also willing to meet with students by appointment to provide additional assistance when needed. They receive professional development each school year relevant to the needs of their students. CCS is not responsible for hiring additional personnel or to require existing personnel to perform duties beyond the scope and training of their position.

It is the responsibility of the parent to inform in writing all teachers and administrators of any handicapping conditions their child is experiencing that require modifications and accommodations prior to the beginning of each school year in order to be ready for the student on the 1<sup>st</sup> day of school. If, with reasonable modification and accommodation, a student remains more than two levels below grade level in two academic areas and exhibits consistently failing grades in two or more subject areas, the parent will be responsible for finding appropriate placement for the student other than Cabot

Christian School. Referrals on additional resources are available upon request through the principal's or learner service's office.

## COMMUNICATION OF STUDENT PROGRESS

We believe learning encompasses much more than what is taught in the classroom, and that a coordinated effort between the home and school is the key to success. Therefore, communication with parents is a major priority at Cabot Christian School. Teachers are charged with the responsibility of keeping parents informed of student progress. Parents are responsible to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. Although the following methods have been instituted as means with which to keep lines of communication open, communication between the home and school is not restricted to these methods. Constructive parent feedback is always welcome.

**Parent/Teacher Conferences:** These are scheduled throughout the year to give opportunity for evaluation of student progress and to establish a good working relationship between teachers and parents (see the school calendar for specific dates). Additional conferences may be scheduled at the request of the parent or the teacher.

**School Webpage:** General information can be found on the school's website [www.cabotchristianschool.com](http://www.cabotchristianschool.com).

**Communications by E-Mail:** Much of the information about the school year is communicated to parents by e-mail. Please make sure that your e-mail addresses are accurate. Contact the main office with any changes or inform them if you cannot receive information through e-mail.

**Meeting with Teacher:** Often a face-to-face meeting helps resolve questions and concerns better than an email discussion. While email is useful, a meeting is preferred to resolve concerns or communicate essential information. These meetings will need to be scheduled during normal school hours at the convenience of the teacher.

## GRADING SCALE

### Pre-K & Elementary

- + Meeting grade level expectation
- ✓ Making progress toward grade level expectation
- Skills are limited; frequent support is needed

### Elementary

A+	97	-	100
A	93	-	96
A-	90	-	92
B+	87	-	89
B	83	-	86
B-	80	-	82
C+	77	-	79



C	73	-	76
C-	70	-	72
D+	67	-	69
D	63	-	66
D-	60	-	62
F	59 and lower		

(Percentage grades will be rounded up or down to determine letter grades)

Incomplete = "I" The grade of "Incomplete" is given for work not completed before grades are issued. This work must be made up within two weeks of the time grades are issued. Work not made up within this "grace" period automatically becomes a "zero." "Incomplete" grades will be replaced with the appropriate grades after the two week "grace" period has expired. An exception to this may be granted for an extended illness.

## **HOMEWORK**

Quantity of homework will vary depending on the course, the time of the grading period, and the student's abilities and goals. If a student seems to spend an excessive amount of time on homework, investigate these possibilities first: student procrastination with long-range assignments (e.g. projects, notebooks, book reports, etc.), improper use of study time at school, or inefficient study habits at home. If none of these seem to apply and the homework amount is frequently excessive, then please consult with the teacher.

The average student should complete the assigned work within the following time frames, depending on the student's ability, work habits, class difficulty, and student goals. Typically, homework assignments will be approximately ten minutes per grade level.

Both home and school have responsibilities with respect to homework. We want to encourage family time and church participation. We also encourage parents to plan homework slots (of grade level appropriate length) into regular afternoon or evening schedules.

## **PROMOTION/RETENTION**

A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. A student who is experiencing academic difficulty, particularly in the critical areas of reading and math, may be required to repeat the year if it is determined that he/she is very likely not to experience success in the next grade. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores. Summer school or a tutoring program may be required for students with poor grades. If a student is experiencing significant academic difficulty by the end of the first semester, parents will be notified.

## REPORT CARDS

Report cards will be sent out every quarter.

# ATTENDANCE

## ABSENCES

Attendance is an educational issue. Daily school attendance is necessary and expected. Time missed from class can never be fully made up, and it is to the student's advantage to be in class every day. Students who miss more than ten days in a semester may not receive credit in that class or grade. **All absences (including physician appointments, illness, and volunteer work) count towards the ten allowed absences.** School-sponsored activities will not count against the student's ten absences. We recognize that an extenuating circumstance may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. Include in this letter the reasons for the absences and an explanation of any extenuating circumstances. Even with accepted extenuating circumstances, there will be times when a student is not able to receive credit due to the nature of the class and work missed.

## CHECK-IN & CHECK-OUT PROCEDURES

Any student arriving late to school must first check-in through the school office. Elementary school students are considered tardy if they check-in after 8:05 a.m. Excessive absences or tardies may endanger your child's enrollment for the current or following year. Prior arrangements must be made through the school office for students who are leaving during the school day. Either a phone call to the office or a note from home to the teacher is required. The parent(s) should come to the office to sign for the child, and the office will then send for the child. Unplanned "check-outs" should only be for emergencies because they disrupt classroom learning.

## EXCUSED/UNEXCUSED ABSENCES

The distinction between excused and unexcused absences relates only to making up work. Absences, except school-supervised activities, must be excused to make up work. All absences count toward the maximum of 10 per class each semester. CCS gives parents freedom to make good choices for their children in excusing an absence to make up work. While we respect a parent's decision, normal and appropriate reasons for having an absence excused to make up work include:

- Medical or dental appointments
- Temporary or extended illness
- Injury
- Family emergency

Students in suspension, “skipping” class, removed from class for behavior, and other similar reasons will not normally be allowed to make up work; any exceptions will be determined by the administration according to the individual situation.

## **MAKE-UP WORK**

In elementary, it is the responsibility of the parent to arrange for missed school work due to an absence. If it is a planned absence, the parent should make arrangements with the teacher prior to the day of the student’s absence. A student has 2 school days for each day missed to complete make up work. Work that builds, such as math, should be done more quickly. If it is not completed within the designated time, the student will normally be given a zero. Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work. Daily assignments may be picked up in the school office at the end of the school day if the parent has called in advance to request them.

## **ABSENCES DUE TO THERAPY/SERVICES**

Our primary concern is the safety and best interest of the student. In the event that a student needs to be excused from class for therapy (speech, dyslexia intervention, etc.), the student may miss no more than 50% of class time and must be able to still maintain a grade of at least a C in each course. If the student cannot maintain academic progress due to therapy services, the recommendation will be for the student to withdraw from CCS. CCS does not provide any “in house” therapy/services, but will work with parents as much as possible within reason so their child can receive the accommodations they need.

## **STUDENT WITHDRAWAL**

Parents considering withdrawing a student from school should contact the main office in writing (physical paper or email). Your child will not be considered withdrawn without written notice. Textbooks must be returned and any outstanding payments and fines must be paid. A final bill will then be prepared if applicable. Tuition payments are nonrefundable.

# **DISCIPLINE AND STUDENT CONDUCT**

## **BIBLICAL DISCIPLINE**

1. The Biblical use of the term, discipline, derives its meaning from the word *disciple*, which means to teach/train a person over an extended period of time. The discipline of young people is a process which utilizes the various circumstances of life to guide the individual into making right choices that are in agreement with the teaching of Scripture and honoring to God (*Proverbs 22:6*).
2. God's laws and His discipline are positive gifts of love that enable people to make right choices; to be happy and successful (*Joshua 1:8*). Discipline leads to right living (*Hebrews 12:11*), which in turn provides the only true basis for happiness (*Matthew 5:1-16*).

3. Obedience to parents and those in authority is a fundamental precept for children to follow as they come to recognize the responsibility and role they play in the school community as well as the community at large (*Deuteronomy 6:7; Ephesians 6:1-3; Hebrews 13:17*).

4. The underlying attitude of teachers and parents must be a caring concern for the child. Christ is the best example of love in action when it comes to discipline (*Hebrews 12:5-6*). From a practical standpoint, it has been proven that young people learn best when their trust and affection make them want to please the person representing authority.

5. The end goal of all discipline should be for students to become *self-disciplined* individuals. As students mature, the outward, teacher-imposed discipline should become inward, self-imposed discipline (*Hebrews 12:11*)

## **DISCIPLINE OBJECTIVES**

1. To develop and maintain the optimum **environment for learning**.

2. To **encourage** behavior that is acceptable and venerable.

3. To **correct** behavior that is disruptive to the learning environment.

4. To **train** students in behavior patterns that will be helpful to them individually and to the school community in achieving and supporting the commonly held goals of spiritual, intellectual, physical, and social development.

5. To address conduct, *in school or outside the school*, that adversely affects the mission of Cabot Christian School. This discipline policy applies to students while they are on campus, on school operated/rented vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. It is at the discretion of the Head of School (or disciplinary committee) in communication with the parents, to determine if disciplinary measures will be taken as a result of off-campus, unofficial events that involve CCS students engaging in an illegal activity, or in which the reputation of the school is put at risk.

## **DISCIPLINE PROCEDURES**

1. Because of their position and daily contact with the students, teachers assume the majority of the day-to-day responsibility for maintaining discipline at school. Teachers organize and administer their own classrooms, the halls, and playgrounds so that an orderly, safe, and positive environment exists in which learning may take place.

2. Each teacher will have classroom rules in addition to the school's general rules. Basic rules involve respect of people, things, authority, and learning.

3. Problems that for whatever reason are not able to be resolved in the classroom are referred to the appropriate administrator. Administration (as approved by the Head of School) may impose discipline

for any reason that is rationally related to the accomplishment of a legitimate school objective. Disciplinary decisions are imposed in a manner that is uniformly applied to all students, similarly situated. In other words, there is a rational basis for differences in the discipline of different students.

4. Before a disciplinary decision that removes a child from a class or student activity becomes final, the parent will be notified.

## **CAUSES FOR DISCIPLINE**

It is not possible to list all reasons for using discipline; however, examples of unacceptable behavior include (without limitation):

- Misrepresentation or dishonesty
- Disrespect to a teacher or other school official
- Cheating, plagiarism
  - Honor is important in the life of a student, as students truly stand for right as opposed to wrong. Any form of cheating is serious.
  - When a student submits the work of others as his/her own, then deception has occurred, violating the development of honesty and truthfulness.
  - Consequences for cheating or plagiarism will range from a zero on a test, quiz, paper or project to possible suspension from school. Multiple offenses will carry progressively more serious consequences.
- Stealing
- Swearing, using obscenities
- Skipping class or school
- Leaving campus without permission
- Defiance -- open, bold disobedience of authority
- Rebellious conduct – passive or aggressive
- Insubordination, including the failure or refusal to follow the legal order given a student by a teacher or school administrator
- Negligent, reckless, knowing or intentional abuse or destruction of school property
- Any conduct, acts or omission by the student that interferes with or impairs a student's ability to properly and effectively function as a school student
- Excessive absences
- Being out of dress code
- Disturbing, disrupting class

## **SEVERE OFFENSES**

Severe breaches of conduct such as the ones listed below will normally result in more severe discipline action ranging from suspension to expulsion. Students will be held accountable for these offenses and subsequent reprisals whether in elementary, middle or high school divisions.

## **ASSAULT AND BATTERY**

A student shall not cause or attempt physical or emotional assault (causing fear of harm) or battery (offensive or harmful touching) to a school employee, a fellow student or any other individual.

- **Alluding to Assault** – Any comments or communication which can be taken as threats of any form of assault or battery will bring severe consequences.

## **BULLYING**

### **\*\*WE DO NOT TOLERATE BULLYING IN OUR SCHOOL COMMUNITY \*\***

Jesus tells us that the greatest commandments are to love God and love others (*Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28*). Jesus also reminds us that people will know we are his disciples by our love for one another (*John 13:34-35*). Our primary task is to challenge students to love. There is no room for bullying or similar actions at Cabot Christian School, but rather devotion to love each other. This compels us to protect and support victims, strongly discipline abuse of power, and help all students and parents be a part of creating an atmosphere of care which is free from intimidation, harassment, harm or threat.

*“Bullying”* means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of (a) physical harm to a student or school employee or damage to the student’s or school employee’s property; (b) substantial interference with a student’s education or with a school employee’s role in education; (c) a hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or (d) substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

*“Electronic Act”* means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communication device, or computer.

*“Harassment”* means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment.

*“Substantial disruption”* means without limitation that any one or more of the following occur as a result of bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment; or
- An electronic act that results in the cessation or interference of the orderly operation of the school environment.

Examples of *“bullying”* may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings; and/or
- Threats of harm to student(s), possessions, or others.
- Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school, or (b) by an electronic act that results in the substantial disruption or the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.
- School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall immediately report the incident to the building principal or designee. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.
- Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the building principal or designee as soon as possible, and never later than twenty-four hours after the incident; while later reports are welcome, follow up and discipline are hampered by longer time periods. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information. Intentional false reports intended to harm will be treated as a major offense for discipline.
- The building principal or designee will be responsible to follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the building principal or designee will require a meeting between the principal or designee, alleged victim and family, and the alleged bully and family within twenty-four hours, with the goal of using partnership to change behavior and encourage reconciliation.
- The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion. Other compensation or consequences may also be applied.

## **CHILD ABUSE AND NEGLECT**

In accord with AR state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. 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 a report to the proper authorities for their investigation and review.

## **FIREARMS, WEAPONS, CONTRABAND**

- A student should not possess, handle, or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include, but are not limited to, pocket knives, pellet guns, paint ball guns, etc. If something like a sword is needed for a historical exhibit, it must be checked in with administration.
- **Alluding to Weapons** - Any reference to having a weapon at school by any student will be interpreted as truth. Any comments which can be taken as threats will bring severe consequences.
- **Contraband** – Many items have no business on a school campus and some are expressly prohibited. Students should not bring significant sums of money to school. Absolutely no fireworks are allowed at any time on school property.

## **IMMORAL CONDUCT**

- **Sexual Immorality** - Students are expected to maintain the Biblical standards in relationships and physical intimacy including “avoiding the appearance of evil.”
- **Sexting** - Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or viewing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content using school property, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## **DRUG AND ALCOHOL POLICY**

Cabot Christian is resolved to have a drug and alcohol free student body. Our reasons are simple: we know students who use substances are developing poor coping skills, we know it affects all areas of their lives, and we know what the development of these habits can lead them towards in the present and future. We want something better for our students! Cabot Christian School works with families to support a drug and alcohol free culture through prevention education and disciplinary action, the goal of which is to identify students struggling under the influence of illegal substances and direct them to the support they need to recover.

- **Alcohol** – Drinking alcohol while under the age of 21 is illegal. The sale, giving away, or other disposition of intoxicating liquor to a minor is a crime. Public intoxication is against the law. It is illegal to consume any alcoholic beverage in any public place or on any highway or street. Possession or use of alcohol in any form is prohibited on school property or at any school event,



trip, or function. Illegally using, buying, selling, possessing, storing, or distributing alcohol, or assisting another to do so, will not be tolerated by CCS on or off school grounds.

- **Tobacco** – Outside of school, a student is to follow the law regarding the use of tobacco, meaning you must be 18 to possess or use it (A.C.A. 5-27-227). All student use of cigarettes, dip, chew, e-cigarettes, vaporizers, or any other tobacco product is prohibited while on school property or at school-sponsored events, trips, or functions.
- **Illegal Drugs** – All illegal drug use violates school policy. This includes the use, purchase, sale, possession, storage, manufacture, or distribution of prohibited drugs or drug paraphernalia. Use of any other substance resembling the foregoing or used for a similar purpose, or assisting another to do so, will not be tolerated by CCS on or off school grounds.

## FORMS OF DISCIPLINE

After meeting with a student to determine the nature or severity of a problem, the administration will seek to work closely with parents to assure a consistent and thorough application of discipline. Students who have not responded to correction and are adversely affecting the learning environment will be removed from Cabot Christian School. Should a student desire to rejoin Cabot Christian School, he/she must reapply through the Admissions Office.

Typical administrative actions include, but are not limited to the following:

- **Counseling** - Discipline includes simply meeting with a student for counseling.
- **Admonishment or warning** - Admonishment is usually, but not necessarily, warranted for a less-serious first-offense.
- **Suspension**
  - In-school suspension - The student is detained from class and sent to a supervised room/office for the designated time of suspension. He/She will be given all daily assignments and will take make up tests at the teacher's convenience. No absence will be recorded. A student may not participate in any extra-curricular activity during a suspension which is normally at least a full 24-hour period of class and school activity time.
  - Out-of-school suspension (for more serious offenses) - The decision to suspend a student will be made by the principal. The student will be expected to complete all assigned work at the teacher's convenience. Administration will determine the academic consequences of the suspension. The student will not be re-admitted without a parent conference. During any suspension the student may not be involved in any extra-curricular and/or co-curricular activities such as athletics, cheerleading, field trips, etc. Suspensions may be issued immediately for extreme disobedience or rebellious attitude. This will be counted as an absence.
- **Expulsion** – Expulsion is considered the ultimate deterrent of inappropriate behavior. The decision to expel a student will be determined by the administration and reported to the Board of Trust. Note: It will be the school's policy **not to re-admit** a previously expelled student except under extra ordinary mitigating circumstances. For re-admittance, there must be a one-year history at another school, recommendation from that school's principal, and in some cases mandated counseling. Parents who seek re-admission shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

## **PARTNERSHIP BETWEEN HOME AND SCHOOL**

A healthy partnership between the home and school is never more evident than when dealing with disciplinary problems at school. Conversely, an unhealthy partnership makes it difficult when dealing with a particular problem behavior because the home and school cannot agree on either its cause or remedy. Therefore, it is incumbent on teacher and parents to be very active in the following three practices:

- Make contact. Take time to meet every teacher at the beginning of the school year.
- Participate in the educational process. Maintain on-going, open lines of communication with teachers. Agree when you can and agree to disagree when you cannot. Do not communicate via the student if there is any conflict or question present.
- Work toward a high level of trust and respect. This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.

It is important that these relationships are courteous and that issues are resolved promptly. The following steps are an application of the biblical model in Matthew 18.

- Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the BEST way to resolve the issue, not for having one's own way.
- If unresolved, then contact the principal who will work to facilitate communication and resolve the problem.
- If still unresolved, the problem may be brought before other school leadership.

The principle underlying this procedure is clear: **Solve each concern privately with the persons directly involved at the lowest level possible, moving the matter up the chain of command to the level where it is finally resolved.**

## **ELEMENTARY DRESS CODE**

### **DRESS CODE PHILOSOPHY**

The intent of a dress code at Cabot Christian is to place emphasis on the attitude and character development of the student rather than on external appearance. The administration is given the authority to interpret and enforce the dress code.

### **DRESS CODE VIOLATION**

Students will be reminded throughout the year the required dress code. The following response will normally occur in the case of dress code violations:

- Parents will be contacted.
- Students will obtain a change of clothes before returning to class.

### **DRESS CODE GUIDELINES**

**General:** All clothing must be modest and appropriate for school. Modest means the clothing is loose fitting and covers the body and in a manner that does not show the student's torso or private areas. **Students will wear uniforms Monday-Thursday. An approved uniform is a CCS polo or sweatshirt, worn with black/khaki pants or jeans with no holes.** No uniform is required on Friday, but we expect parents to send their children to school in modest clothing, erring on the side of caution.

**Enforcement:** If a teacher or administrator feels a student is wearing inappropriate/immodest clothing, the parent will be contacted immediately. School administration has the final word for student appearance for all school events and reserves the right to change any of the dress code at any time.

**Pre-K Change of Clothes:** Pre-K students are not required to wear uniforms. Parents need to provide two changes of clothes for their child to remain at the school in case of an accident (restroom, playground, etc.). Please be mindful of changing weather seasons when sending extra clothes to the school to retain.

## EMERGENCY PROCEDURES

### SAFETY AND SECURITY

Security at CCS is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to create a safe learning environment. The board president is charged with the responsibility of overseeing this important aspect of our school.

### SCHOOL CLOSING

In case of school closing, announcements will be made through email and social media. Cabot Christian School intends to *generally* follow the Cabot Public School academic calendar to ease the burden on families with dual enrollment, and CCS will also *generally* follow the lead of CPS on inclement weather days. In the event that CCS is incongruent with CPS on inclement weather days, parents will be contacted via text message as well as the above outlined communication methods.

### SECURITY ON CAMPUS

Surveillance cameras are continually monitoring our classroom buildings, parking areas, and grounds. School doors will remain locked except for 7:40 – 8:00 and 3:00 – 3:20, at which times they will be manned by staff members or parent volunteers that have passed a universal background check.

### TORNADO/FIRE/EARTHQUAKE/INTRUDER DRILLS

Students are instructed regularly in safety drill procedures. These periodic drills are important to the safety of all, and must be carried out in a serious and thoughtful manner. All students are expected to fully cooperate.

# FINANCIAL INFORMATION

## FINES/DEBTS

Students may be subject to accumulating fines during the course of the school year. Fines for damage to school property, after care fees, or lunch fees can accumulate. The main office will hold all school records and reports until all financial obligations have been cleared. Delinquent tuition payments can also result in the holding of student report cards and/or records. Tuition not paid by the 20<sup>th</sup> of each month is grounds for student expulsion.

## LOSS/DAMAGE TO SCHOOL PROPERTY

Students will be assessed the replacement cost of lost books. Charges will also be made for damaged books. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student must be paid for by the student. The school administration will decide who has financial responsibility for damaged school property.

## RETURNED ACH DRAFT

If a draft is returned, the parent will be contacted and assessed a \$50 return draft fee. If a draft is returned a second time, it will no longer be an acceptable payment method for that student. Parents will be asked to prepay or provide another bank account for payment.

## K-4 TUITION PAYMENTS

Tuition can be paid over a 10-month period (August – May). **The monthly payment is due by the 5th of each month.** If you would like to choose a different date, you may choose between the 1st and 20th of each month. No cash payments will be accepted. Payments will be drawn via ACH bank draft.

1. Payments received after the 20th of each month will be assessed a \$50.00 late fee. Returned checks or drafts will be assessed the late fee (\$50.00) plus a \$50.00 returned check fee. CCS reserves the right to drop any student from enrollment that has not paid tuition by the 20<sup>th</sup> of each month.
2. Families with delinquent accounts will not receive report cards, or transcripts.
3. All payment arrangements must be approved by Cabot Christian School, must be in writing, and must be signed by the parent/guardian.
4. A returned draft or check will void any payment plan in place and the account will be considered to be delinquent.

5. Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to start school the next year until that obligation is paid in full.
7. All payments received are applied to the oldest outstanding balance.
8. Payments will only be accepted by ACH bankdraft.
9. No payment for tuition and fees should be sent to the school with students.
10. Families will be billed for damaged or missing school property, including text books.
11. Tuition is a flat rate each month (August-May) regardless of student attendance or amount of school days in session.

## **PRE-K TUITION PAYMENTS**

The same guidelines above will be applied to Pre-K tuition, with the exception of payment frequency. Pre-K tuition is due weekly each Friday. If a student account is two or more payments behind, the student will be dropped from the program. **Tuition is collected year-round, regardless of student attendance and holidays.** Tuition is collected weekly August-May each Friday for the week attended.

## **GENERAL SCHOOL INFORMATION**

### **ADVERTISING/POSTERS/ANNOUNCEMENTS**

Information on non-school activities must be approved by the administration before it will be made available to the school community. Approved items may be placed in school offices but may not be sent or mailed home. Posters may not be placed around the campus without prior approval from the school office.

### **BEFORE/AFTER CARE PROGRAM**

The mission of our Before/After School Care program is to provide safe and convenient care for single and working parents of students enrolled in our school from 7:00 – 8:00 am and/or 3:00 p.m. – 6:00 p.m. If a student is not pre-enrolled in after school care at the beginning of the school year, but needs to attend unexpectedly, please call the school office to inform them your child will be attending. All students must be picked up no later than 6:00 p.m. A late fee is applied after that point. For additional information or questions about after school care, please contact the main office.

Before/After Care Rates:

- First hour is free
- 2<sup>nd</sup> and 3<sup>rd</sup> hour - \$20 each
- 4<sup>th</sup> hour - \$10

- Total not to exceed \$50 weekly

Example: School hours are 8-3. If your child attends 7-3 or 8-4, there is no additional charge. If your child attends 7-4, the charge would be \$20 weekly; 7-6 would be \$50 weekly.

## **ARRIVAL PROCEDURES**

Students may arrive at the school between 7:40 a.m. and 8:00 a.m. School starts at 8:00 a.m. and students will be considered tardy after that time. Students dropped off before 7:40 am will be charged for extended hours care. No student may be dropped off before 7 am. From 7:40 to 8:00 am the front door will be unlocked and attended by a teacher or volunteer that has passed a background check. Drop off outside of these hours will require check-in by the parent.

## **BIRTHDAYS**

Birthday celebrations/snacks can be coordinated with the individual classroom teacher. If you are distributing personal invitations, please be sure to send one for every child in the class. Please contact your classroom teacher for number of students in class.

## **BUILDING/FACILITY USAGE**

In order to be good stewards of both facilities and programs, it is understood that use of CCS facility be reserved and approved prior to use. In addition, all events/programs will be considered a part of the school's program unless otherwise noted and therefore overseen by CCS faculty/staff personnel. All reservations are recorded on the school calendar. Requests for use of the elementary facilities may be requested through the main office.

## **CALENDAR**

The school calendar is approved annually by the Board. Questions concerning the scheduling of events should be directed to the school email where you can reach the board president, Travis Larison ([ccs.edu@outlook.com](mailto:ccs.edu@outlook.com)).

## **CELL PHONES /SMART WATCHES/ELECTRONIC DEVICES**

There will be no use of personal devices except for approved and designated use of readers and tablets during school hours. Electronic equipment of any kind that is brought to school must be kept in the student's backpack. Students who elect to bring them to school, do so at their own risk. The school takes no responsibility for any loss or damage to the items, or in investigating the circumstances regarding loss or damage. Electronic devices, including but not limited to cell phones, smart watches, headphones, MP3 players, gaming devices, etc., may not be seen or heard from the time the student enters the school through dismissal. Any such equipment seen or heard during these times will be kept at the office until the end of the day. Repeated violations will result in loss of privilege of bringing the device to school.

## CHANGES TO POLICY

CCS Board reserves the right, in its sole discretion, to alter, amend, repeal, any policy, or to adopt new policies when, it determines it to be in the best interest of CCS, following written notice to all Parent/Guardians by the Head of School.

## CHAPEL

The students, faculty, and staff of CCS, as a community of believers, set aside time each week to acknowledge and worship God. We worship in many ways including prayer, music, scripture reading, drama, and testimony from students, faculty and friends within the community. This may be done on an individual classroom basis, or as a schoolwide assembly.

## CLASSROOM VISITATION

Parents are to be respectful of the teacher and their instruction time. Due to the high number of activities required to teach in a day, any visitation will only be allowed during teacher breaks or before/after school at teacher's discretion. While we encourage parents to volunteer for drop off, pick up, lunch, and recess, we want to limit parent interaction in the classroom to keep a fair and stable learning environment for all students.

## DISMISSAL PROTOCOL

Any parent with *special* custody arrangements must have updated paperwork on file in the elementary school office. All parents complete the "Emergency Contact" form either in the admissions or re-enrollment process. This will provide the office with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this information.

If a person comes to the front desk to pick-up a student, the office checks the student's file for approved persons. If the person is approved, the student is released to that person.

If the person seeking to pick-up the student is not approved in the student's file, the parent is contacted to seek approval for release. If the parent is unreachable, the student is **not** to be released.

If another CCS parent seeks to pick-up a student other than their own and they are not approved in the student's profile, that student's parent will be contacted for an approval, making the release decision be that of the parent's. If the parent is unreachable, the student is **not** to be released.

At car line, if a person walks up at dismissal and seeks to pick-up a student, that person will be directed by a teacher to visit the office for the proper verifications as depicted above.

Parents/guardians should call the main office if pick-up instructions change. Once a parent informs the office, changing who will pick-up their student, the office will notify the teacher.

Students not picked-up after school will be taken to After School Care, where charges will incur after 3:20 pm.

## **DISMISSAL TIPS**

To make the car rider pick-up progress with safety and ease, remember:

- Students are dismissed from class at 3:00 p.m. Do not park in any parking space unless you are going into the school; do not block parking spaces for those who need them.
- Be Alert! When cars are stopped, children are moving.
- Remember that your child's safety is our priority. These procedures have been developed based on child safety rather than driver convenience.
- If you arrive after 3:20 pm, please go inside to pick up your child, and you will be charged for extended hours care.

## **DIVORCED/SEPARATED PARENT INVOLVEMENT**

The Board of Directors recognizes that while the parents of some students may be divorced or estranged, both have a right to be informed of and involved in their child's educational process. The Board also recognizes that parents who are estranged or divorced may disagree regarding the education of the child, and/or may attempt to limit one another's access to their child. Despite such estrangement, both parents are welcomed and encouraged to participate in the child's education, to the extent appropriate.

Parents are presumed to have joint custody of the student, absent a court order or written agreement between the parents denying or limiting custody for either parent. For the school's purpose, the parent with whom the student resides is presumed to be the custodial parent. If estranged or divorced parents both claim to be the custodial parent, asserting that the student is residing with both parents, enrollment records will be examined. The parent who enrolled the student will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided to the school.

A parent will only be prevented from participating in his/her child's education if a court order (e.g., divorce decree, custody order, or restraining order) specifically denies visitation rights. If one parent desires that the school comply with such an order, he/she has the obligation to present a copy of the signed order to the building principal. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities, if he or she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s).

### **Student Records (separated/divorced parent guidance)**

Both parents have the right to review their minor student's records. However, if the custodial parent advises the school, in writing, to delete the minor child's address from student records supplied to the non-custodial parent, and the custodial parent has provided us with legal documentation that they have sole rights to the student records, the records will then be adjusted according to the requests of the custodial parent.



**Participation in Parent and Teacher Conferences** (separated/divorced parent guidance)

Both parents are welcome, and encouraged, to participate in parent and teacher conferences, discipline meetings or hearings, and any other conference called by school personnel regarding the student's education. If the parents are separated or divorced, the **custodial parent** is expected to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if it receives a written request to do so.

**Educational Decisions** (separated/divorced parent guidance)

In the event the parents are unable to agree with one another on decisions regarding their student's educational program, including but not limited to, placement, participation in extracurricular activities, and consent to evaluation and services, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

**Visitation with the Student during School Hours** (separated/divorced parent guidance) Generally both parents have the right to attend school programs open to parents and patrons, volunteer in the child's classroom, or visit the child at the school, or otherwise be in the school setting. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent's access to the child by: 1) denying the parent's visitation rights or 2) requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all school policies and not take any action which disrupts the educational process. All parents visiting the school must check-in with the school office before proceeding to a classroom or other area of the school. If a parent takes any action which the administrator considers to be inappropriate or disruptive to the educational process, he/she may be requested to leave and prohibited from returning.

If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in class.

**Release of Student to Someone other than Custodial Parent** (separated/divorced parent guidance) Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires that the student be removed by another individual, he/she must inform the school in writing that he/she is authorizing such party to remove the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time. Permission to pick up students' information is available in the main office to all authorized office personnel. It is important that parents keep us informed of any changes immediately so that we can have the most accurate information on file at all times.

If the non-custodial parent seeks to remove the child from school, and the custodial parent has not consented, the following steps should be followed:

- The principal or designee will meet with the non-custodial parent and, in his/her presence, telephone the custodial parent and explain the request. If the custodial parent agrees, the student will be released and the records will reflect that the permission was granted orally. In

the event the custodial parent cannot be reached, the principal may make a decision based upon all relevant information available to him/her.

- If the custodial parent objects to the removal, the principal or designee may allow a visit between the non-custodial parent and student, with the child remaining in the office area for the visit and then returning to class. The non-custodial parent will not be allowed to leave the office area with the student.
- If the principal or designee has reason to believe that a possible abduction of the child may occur at the school or the parent is disruptive, the head of school and/or local law enforcement officials will be immediately notified.

## **DRIVING/PARKING ON CAMPUS**

Parking areas are designated for students, faculty and staff. Visitors may park in any designated parking spot and then check in with a school office. At no time should a driver enter a “No Parking” area.

**All drivers are prohibited from using cell phones in moving traffic on campus. The speed limit on campus is 5mph.**

## **FIELD TRIPS**

Education is not limited to the classroom. In order to enrich the school curriculum, field trips have been planned to give students firsthand information about the subject being studied. Because field trips are designed as an extension of the classroom, we ask that the experience be limited to classroom students and their parents. We request that siblings not attend, so parents and their child can experience unique learning opportunities together.

To earn the right to attend a field trip, a student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of his/her principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be potentially disruptive influence on a trip. Parents will be provided with all information concerning the trip and adequate chaperones will be required. Permission slips are required for students to attend field trips. A student may ride in a car to or from a field trip with his/her parent only.

## **FOOD, DRINK, GUM**

Student snack and drink policies are set by the individual classroom teacher. Chewing gum is not permitted unless there is an exception made by the classroom teacher for special occasions. Water bottles with lid and attached straw will be allowed in all classrooms.

## **LOST AND FOUND**

Items in Lost & Found that are not labeled with student's name will be sorted and distributed to areas of need at the end of every school year. Lost items will not be held over the summer months.

## **LUNCH/FOOD SERVICES**

Parents are welcome to send a lunch with their child each day. If parent is unable to send a lunch, Cabot Christian School will provide a lunch daily for an additional charge. See parent volunteer section if you would like to assist with lunch and recess duty.

## **MESSAGES**

Parents may occasionally need to leave messages or deliveries for students. This is carried out through the school office, to minimize distractions in the classroom. Calls should be received by 2:30 p.m. to allow time to distribute messages by afternoon dismissal. Any urgent messages will be delivered immediately with the appropriate directions. Please make every effort to use this service only when absolutely necessary. Whenever possible, plans for after school arrangements should be made in the morning before the student leaves for school.

## **PERSONAL PROPERTY**

CCS will not assume responsibility for lost or stolen personal items and damage to personal vehicles. Valuables (jewelry, electronics, etc.) should be insured through a homeowner's or renter's policy. We highly discourage students from carrying large amounts of cash (over \$20) and from bringing expensive personal items, jewelry, collectibles, to school.

## **PETS ON CAMPUS**

No pets, such as dogs or cats, are permitted on campus without permission. This includes, but is not limited to, outdoor events, sporting events, and "show and tell" (in classroom, at recess, etc.)

## **PHOTOGRAPHY/VIDEO RIGHTS**

CCS may take, use, reuse, edit, publish and republish video and still imagery of a student (or in which a student may be included in whole or in part) unless the parent/guardian has requested their student not be published.

CCS has final approval on the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. Videos/stills will be for CCS use only.

## **PUBLIC DISPLAYS OF AFFECTION**

There should be no public displays of affection at school or school functions. Public displays of affection are not appropriate for school. This includes hand-holding, long hugs, etc.

## **RECESS/INCLEMENT WEATHER POLICY**

Other than during inclement weather, outdoor recess will be held daily. Students should dress appropriately for the current day's weather conditions. Inclement weather recess will be held in the classroom or common area. Recess will be moved indoors if temperatures fall below 40 degrees or above 95 degrees.

## **RECORDS REQUEST**

CCS maintains complete records, including a cumulative academic record, for each student. All materials in these records are treated confidentially and are available only according to the following policy:

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with CCS.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Principal so that proper explanation can be given.
- In order to receive records (i.e. transcripts, end-of-year records, withdrawal/transfer records), a parent or guardian will need to email the main office to fill out a records request form. Records will be mailed or can be picked up five (5) business days after the request. Once the office has fulfilled the request and sent records, a confirmation email will be sent to the parents stating when and to whom the records were sent. All records sent will also be documented in the student's permanent file.
- In the event a parent has a concern about their student's grade they are encouraged to begin by contacting the teacher directly and making an inquiry. After the teacher has researched the grade in question, they will contact the parent with the information. If a grade change is made, the teacher will contact the office and the corrected record will be verified for accuracy and a new copy will be provided to the parents. In the event the parents do not feel the question is resolved, they are asked to then contact the principal for further discussion.
- There will be no release of a student's personal records or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following: staff members who have legitimate educational interest, the school that the student is transferring to, court or law enforcement officials (if CCS is given a subpoena or court order), certain federal, state or local authorities performing functions required by law.
- For the transferring of student records to another school, parental permission is no longer required by authorized school personnel (Family Educational Rights and Privacy Act Final Rule on Educational Records. Federal Register, June 1976 Vol. 41 No. 118 page 24673)

In preparing for summer camps and vacations, requests for copies of immunization records and/or physicals need to be made at least two (2) weeks in advance. Because of the office's year-end commitments, please make these requests prior to the end of May.

## **SALES**

Students (and their parents) are only permitted to sell items at school which are directly related to school sponsored activities after administrative approval has been granted. Sales associated with church or community projects are not permitted.

## **TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES**

All transportation for school sponsored activities such as field trips, class parties, and sporting events must be provided by parents. Transportation arrangements made outside of the stated policy must receive administrative approval with proper documentation on file in the school office and parental approval.

## **VISITORS ON CAMPUS**

Any and all visitors on campus must check in with the school office. This also applies to parents who are scheduled to go to a classroom or to have lunch in the cafeteria with their child. To ensure the safety of our students and staff, any unauthorized visitors will be promptly escorted off school grounds and the police will be called.

CCS is a "closed" campus. This means that the only visitors allowed are parents, guardians, alumni in good standing, emergency family contacts or pastors (with parental permission). Exceptions are made for potential students and their families touring or "shadowing". Local friends, relatives, out of town guests may visit the campus if there has been approval granted 3 days prior. Any exception must be made by the principal.

# **HEALTH AND MEDICAL POLICIES**

## **COMMUNICABLE CHILDHOOD DISEASES**

Upon having the following illnesses, a child must have written consent from either a physician or the Health Department to return to school or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough

6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink Eye
11. Fifth Disease
12. Shingles
13. Hand, Foot and Mouth Disease

## **HEAD LICE**

The parents/guardians of students found to have head lice or eggs (nits) will be asked to pick up their child at school. They will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school principal or designee shall examine the student to make sure that they are **FREE OF BOTH LICE AND NITS**. Screenings may be conducted as needed at any time.

## **IMMUNIZATION RECORDS**

Students enrolling in Cabot Christian School must provide immunization records documenting the following:

- 5 DPT, 4 IPV, 2 MMR, HEP B (3 shots), Varicella
- Additional Immunization Laws: DT booster (10 years after last DPT)

## **POLICIES FOR ADMINISTERING MEDICATION**

A. Parents are strongly encouraged to administer medications outside of school hours as we will not have a school nurse on the premises.

B. If your child requires medication throughout the day, please discuss with their teacher. The administration of these medications will be determined on a case by case basis at their teacher's discretion.

## **PICK-UP PROCEDURE FOR STUDENT ILLNESS**

If a student has a fever (100 or above), he/she should not be at school. If a student becomes ill at school, the teacher will determine the appropriate responses, including rest in the front office or a call to parents to pick the child up. If this is necessary, we ask that parents get their child as soon as possible. Students need to be fever-free (below 100) for 24 hours before returning to school.

## **PROCEDURES FOR CONTACTING A PARENT**

A parent is ALWAYS called in these circumstances:

- Fever of 100 degrees or above

- Vomiting/suspected illness
- Laceration needing stitches
- Asthmatic inhaler use of more than 3 times in one day
- Student is found or becomes unconscious (head injury/blood sugar/diabetes/ or unknown cause)
- Head injury with abnormal physical/neurological/behavior assessment
- Accident with no positive visuals to see extent of injury (i.e. broken limb, head injury, genital injury)
- More than 3 visits to nurse's office in a day with no obvious symptoms
- Diarrhea, resulting in change of clothing. Diarrhea, more than 1 episode.
- Child indication that parent requested a phone call if earlier symptoms did not improve
- Skin lesion suspected of staph infection
- Head lice
- Request from teacher to call home
- Difficulty breathing or pulse oximeter reading of 95 or less
- Foreign object in eye, ear, nose, etc. either with or without evidence of damage

## SCHOOL HOURS

### SCHOOL HOURS

Before and after care hours are 7 am to 6 pm. Details are in a previous portion of this handbook. **Regular school hours are 8:00 a.m. to 3:00 p.m.** Arrival will begin at 7:40 a.m. and students will be considered tardy after 8:00 am. Dismissal will begin at 3:00 p.m. and end at 3:20 p.m. After 3:20 p.m., the adult picking up the child will be required to come inside and the parent will be charged for aftercare services.

## PARENT VOLUNTEERS

CCS is always looking for ways to bridge the home to school gap. If you would like to help in our efforts and volunteer your time, please email [ccs.edu@outlook.com](mailto:ccs.edu@outlook.com) at any time to sign up and see what services we are needing. Such duties might include: drop off and dismissal, lunch, recess, and office receptionist.

## DHS COMPLIANCE NOTICE FOR PRE-K STUDENTS

Licensing compliance forms (DCC-521) shall be available at the facility for three (3) years. The facility shall advise parents in writing that the compliance forms are available for review upon request.

Compliance forms are available for review:

<https://ardhslicensing.my.site.com/elicensing/s/search-provider/find-providers?tab=CC>

## **MANDATORY FUNDRAISERS**

Families of CCS students shall be required to participate in two fundraisers per year: one in the fall and one in the spring. Families are required to raise at least \$200 per family unit during each fundraiser. Families may choose not to participate by making a minimum \$200 donation in place of fundraising during the fundraising event. Families that choose not to participate in fall/spring fundraisers or donate in place of the fundraiser will have \$200 added to tuition due during the month in which the fundraiser is conducted.