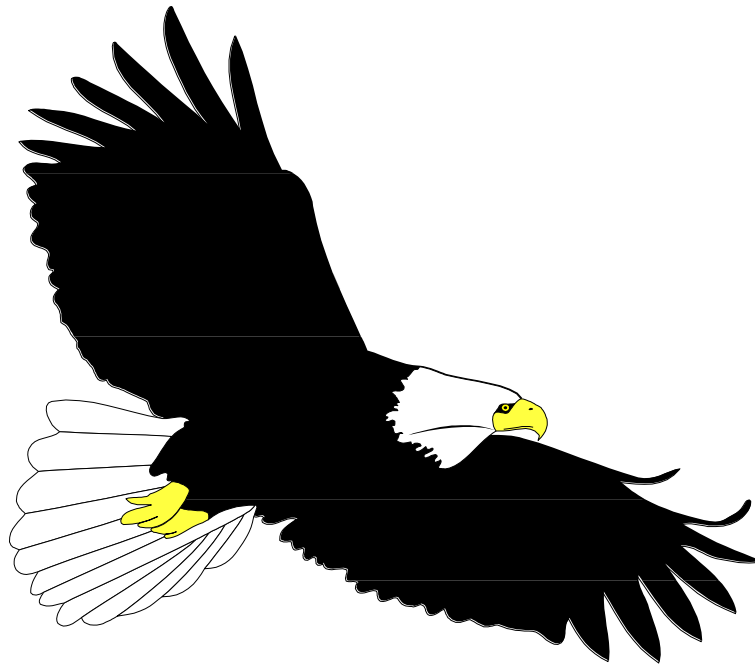


Culpeper Christian School



Student Handbook
2012 ~ 2013

CULPEPER CHRISTIAN SCHOOL, INC.

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MISSION STATEMENT

Culpeper Christian School, Inc., exists to please the Lord Jesus Christ and to train students by working with the home to build academic excellence on the Word of God.

VISION STATEMENT

The primary objective of Culpeper Christian School (CCS) is to recapture the philosophy, curriculum and proven methods of the traditional American Christian school, which includes the following:

1. Having a Bible-based, Christ-centered teaching/learning process in every area of the curriculum and school activity, dedicated to the fundamentals of the Word of God and to the principles of our traditional American heritage under the direction of born-again, Christian educators. It is the chief goal of these educators to develop students of character and conduct who live for the glory of God and for the good of society.
2. Imparting these Christian principles to our students through highly-trained, motivated, dedicated Christian leaders, including teachers, administrative personnel, and board members who are of one mind in achieving these spiritual goals and in maintaining high standards of learning in our academic program.
3. Taking seriously the responsibility of God's delegated authority to parents, pastors and, in our case, teachers to "train up a child in the way he should go" and to expect the child to render proper respect and obedience to God-given leadership.
4. Training the student to exercise self-discipline based on Christian standards.

At Culpeper Christian School, we believe that every student is a unique individual created by God. Students have a need to see school learning situations from God's perspective so that the learning process will be purposeful, meaningful and joyful, transforming not only their minds, but also their emotions and wills with the wisdom and love of their Creator.

HISTORY OF THE SCHOOL

The doors of Culpeper Christian School opened in the fall of 1976. The vision that God had given the Rev. Glenn Oldaker a decade before through his wife, Ruth, was at last a reality. However, it was only the first step that God would take to bring this vision to completion. God would intervene again and again in special ways to build and expand the facilities, program, and faculty. From the beginning, God has impressed us with the need for patience to build in a measured manner with quality, so that the school will be a lasting ministry of excellence.

PURPOSE STATEMENT

“Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful. But his delight is in the law of the Lord and in His law doth he meditate day and night. And he shall be like a tree planted by the rivers of water that bringeth forth his fruit in his season; his leaf also shall not wither, and whatsoever he doeth shall prosper. The ungodly are not so; but are like the chaff which the wind driveth away. Therefore, the ungodly shall not stand in the judgment, nor sinners in the congregation of the righteous. For the Lord knoweth the way of the righteous; but the way of the ungodly shall perish.” (Psalm 1)

Culpeper Christian School adopted this wonderful promise as our school’s Scripture in 1976. It is the basis of our school, knowing that as we delight ourselves daily in the study and meditation of His Word, the Lord will honor this school by prospering it. We thank Him for the continuing fulfillment of a goal that transcends bricks and mortar, reading and mathematics, to one that involves the building of the very character of Christ in our students and staff.

Culpeper Christian School seeks to serve the community of Culpeper and surrounding counties. We are an evangelical, non-denominational school that offers a high-quality, academic program grounded upon Biblical, Christian principles. We believe and adhere to the following truths that are basic to Christian education. These truths are woven throughout our school program:

The Bible - The divinely inspired word of God, inerrant in the original writings, authoritative and sufficient in faith and life.

One God - Existing eternally in three persons as Father, Son, and Holy Spirit. He is the Creator and Sustainer of all things and the source of all truth.

Jesus Christ - The Eternal Word made flesh to be the one, all-sufficient sacrifice for all sin.

Man - Created in God’s image, but rebelled against God, thus condemning all men to the bondage of sin, incapable of producing any act, apart from God, worthy of God’s acceptance.

Salvation - A gift of God’s grace apart from human merit, received on the condition of faith in the Person and the redemptive, sacrificial death of Jesus Christ, liberating the believer from the bondage of sin and making him a child of God.

The Holy Spirit - Convicts the heart of sin and sets the believer apart. He resides within the believer and is the real Teacher of Truth. It is through the indwelling ministry of the Holy Spirit that Christ-like character is developed in the everyday life of the believer.

The Church - In its universal form, it is composed of all true believers in the Lord Jesus Christ. Its visible form is a body of believers organized locally for worship, teaching, evangelism, and edification.

The Creation - We believe in a literal six-day creation, based on Genesis 1. We believe that God spoke everything into being on the first through sixth days and then rested on the seventh day.

These fundamental truths of God's Word are our focus at Culpeper Christian School. Although our faculty represents a variety of evangelical, Protestant backgrounds, we have unity, and that unity is found in the Person of Jesus Christ, who is the "Light of the World." Our focus is upon Him and His work. We expect more specific doctrinal matters to be addressed within each child's home and local church. It is our desire that each family's association with this school will result in a closer walk with our Lord and a more active role in the family's own local church.

ADMISSIONS

Statement of Nondiscrimination: Culpeper 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 its educational policies, admissions policies, athletic, and other school-administered programs, nor in the hiring of faculty or staff.

Testing: CCS administers the Stanford Achievement Test yearly to every student grade 1 and above to assess each student's academic progress and to evaluate our teaching efforts. Newly enrolled students may be tested to determine appropriate placement.

Interviews: Prospective students and parents or guardians will be interviewed following completion of the application form and prior to consideration of admission. Admission decisions are the responsibility of the administrator and are final. All new students will enter on a 30-day provisional period to allow the school and the family to determine suitability. Parents will receive written notice of final admission shortly after the 30-day period, which may be extended if deemed necessary.

Records: The Commonwealth of Virginia School Entrance Health Examination and state birth certificate are required for all kindergarten students and newly enrolled elementary students. Unless all shots are current, your child will not be allowed to start school unless approved by the administrator. Copies of all records from previous schools are required of newly enrolled students.

Kindergarten and Preschool Age Requirement: Incoming K5 students must be 5 years of age by the following January 1st to be admitted to K5, while K3 and K4 students must be 3 or 4 by October 31st of the current year for entrance into their respective programs. Our kindergarten and preschool programs include development of academic as well as social skills. All K3 and new K4 and K5 students will be given an appointment for a school readiness test after completed admissions forms are returned and the application fee is paid. Classroom visits also are encouraged when possible.

Commitment: Christian school attendance is a privilege. By enrolling child(ren) in Culpeper Christian School, parents are not only seeking to honor God's call to be faithful stewards of their most precious resource: their child(ren), they are becoming part of a ministry bigger than themselves. The Lord has worked through CCS to enrich the lives of thousands of children and their families, and, Lord willing, this pattern will continue generations into the future. Thus, we ask parents to be committed to the underlying philosophy of Christian education, and to seek continually the good of the school, while glorifying God and giving their best to their child(ren).

ACADEMICS

Culpeper Christian School takes seriously our responsibility to provide a rigorous academic education for each student. We employ qualified and dedicated teachers and administrative personnel who see their work as a "call" from God.

Curriculum: We use, primarily, A Beka Book Christian curriculum for grades K3 - 6th and Bob Jones curriculum for grades 7 and 8 to provide a Biblically-integrated academic program for all grades. CCS enhances this curriculum through inspiring and creative teachers and through the infusion of fine arts, languages, library, technology, physical education, and athletics.

Homework: Homework is assigned for the following reasons:

- so that unfinished classwork can be completed
- for additional drill and practice to reinforce covered material
- as an extension of classroom learning
- to build study habits and a sense of responsibility

A general guideline has been established that students should be assigned according to their grade level. The time of approximately ten minutes per grade level has been set as a basis for their work at home. For instance, a third grader may have homework that should take him 30 minutes. Teachers seek to minimize written homework on Wednesdays and weekends to allow for church attendance and family time.

Homework Policy and Accountability: Students in grades 5-8 will be assigned a homework agenda; students in grades 1-4 will record homework in a special 5x7 notebook (or an approved alternative may be provided by the teacher). These are to be checked for completeness by the teacher at the end of each school day. The agenda or notebook is to be signed by the parent or supervising adult each evening *after the child completes that day's homework*. They will be checked by the teacher for parent/adult

signature at the beginning of each day. Students must complete as homework daily assignments not finished during the school day.

If, due to circumstances at home, a child is unable to complete an assignment, a signed note as to the reason should be written in or attached to the agenda or notebook.

Student Materials: Each teacher sends home a summer letter with the final report card that includes a list of supplies needed for the following school year. New students will receive this list at the time of enrollment. Students in grades 2 and 7 and new students will be given a NIV Bible for school use to be brought back for use in successive years.

Reporting Student Progress: Reporting student progress is a very important part of parent/teacher communications. Several reporting methods are utilized, and in each case the focus is upon the student. Progress reports, which include both academic and character development assessments, are sent home regularly along with the student's tests and quizzes.

Report cards are sent home at the end of each quarter. Parents are encouraged to discuss their child's progress with our staff at a prearranged time during the teacher's planning period or after school hours. Our teachers and/or administrator will also schedule a conference with each family after the first quarter and, thereafter, as needed or requested throughout the school year.

Plans are currently underway for parents to have access to their student's grades on-line.

Grading Scale: The following grading scale is used:

100 (A+)	93 (B+)	86 C+)	77 (D+)
95-99 (A)	88-92 (B)	79-85 C)	71-76 (D)
94 (A-)	87 (B-)	78 C-)	70 (D-)
			0-69 (F)

Honor Roll Qualifications: Students must have all A's and *Excellent* or *Satisfactory* marks on their report card to be on the A honor roll. Students must have all A's and B's to be on the A/B honor roll. Discipline for major infractions may inhibit a student from honor roll recognition.

Music: "I will be filled with joy because of you. I will sing praises to your name, O Most High." Psalm 9:2

According to Scripture, music is a vital expression of worship and is used as such in our Wednesday chapels and throughout a typical day in many of our classes. Our students also are engaged in a more formal study of music to assist them in achieving proficiency in reading music, understanding musical notation, recognizing musical instruments and their sounds, and appreciating musical heritage through the study of notable composers and periods of music history.

All students participate in an age-appropriate choir, performing in our annual Christmas and Fine Arts programs and Grandparents' Day.

Students begin a formal study of playing instrumental music in kindergarten with the introduction of handbells. Third graders also play handbells, while fourth, seventh, and eighth graders are taught the recorder to further their skills in this area.

Additionally, individual private lessons are offered weekly during the school day. Students may choose to take piano, beginning violin, or voice lessons, which culminate in an end of the year recital.

Art: Art instruction within the classroom occurs regularly. Students in grades 1 through 4 receive weekly art instruction from our art teacher. An elective class is available to students in grades 5-8; they meet on a weekly basis in a success-oriented, multi-media arts program. Composition basics, perspective, three-dimensional activity, the color wheel and numerous projects are included. An overview of well-known artists of the given periods of art is presented to the students. This study may be enhanced by trips to visit local museums and artists. Student art work is “published” at various times throughout the year during school programs and community events.

Library: All CCS students are encouraged to read not only for class, but for personal growth and enjoyment; a child who develops strong reading skills will generally have a successful experience as a student and in life. All classes have library time at least once a week where students are read to, receive assistance on projects, and check out books. A book fair to assist families in purchasing quality Christian-themed and classic books is held each December.

Drama: Most years, an elective class is available to students in grades 5-8; they meet on a weekly basis in preparation for an engaging production that is put on for the community each Spring. Past plays include *Little Women*, *Anne of Green Gables*, and *My Phillis*, which was written and produced by the CCS drama teacher with significant student input.

Computer Science: Students in grades 5-8 receive weekly instruction in keyboarding and computer science in CCS’ Technology Lab. Students are taught various computer programs, simple programming logic and coding, and are involved in designing pages for the CCS Yearbook as well as maintaining a webpage on the school website. Filtered internet also is available for research and projects.

Science and History Fairs: A Science Fair or History Fair (in alternating years) is scheduled for students in grades 5 through 8. Students work on these projects in groups in grades 5 and 6 and independently in grades 7 and 8. The classroom teacher helps in choosing topics and gives a set of standards. A panel of judges, chosen from the community, evaluates the projects and awards ribbons.

International Day: Held yearly for grades 5 and up, this event gives students a chance to study the culture, food, dress, etc. of a foreign country and present their findings to the broader school community. It also raises awareness of and interest in foreign missions with the goal to fulfill God's command to take the Good News of salvation through Jesus Christ to the ends of the earth.

Math Olympics, Spelling Bee, Geography Bee: Qualifying students in grades 5-8 participate in a regional Association of Christian School International (ACSI) math contest called Math Olympics. Qualifying students in grades 1-4 participate in a regional ACSI Spelling Bee. Select middle school students also compete in National Geographic's Geography Bee. All three are annual events.

Field Trips: CCS has developed an extensive field trip curriculum that involves each grade in meaningful educational outings. Destinations vary from Monticello to the Udvar-Hazy Air and Space Museum. Field trips are viewed as an extension and reinforcement of classroom experience and represent a legitimate function of the instructional program. Written permission from the parents must be obtained for each child before the child may participate in the field trip.

DISCIPLINE

The goals of discipline are to encourage the students to yield to the Lordship of Christ, to develop self-control under the guidance of the Holy Spirit, and to accept personal responsibility for their actions (Proverbs 12:15, 22:4). Discipline is seen as a corrective action, not a punishment.

Personal Development: It is the goal of CCS to assist each student in accepting himself as an individual to whom God has given special traits and talents to be developed within the guidelines of Scripture as he glorifies God by becoming conformed to the image of Christ.

To this end, students are encouraged to develop physical fitness and good health habits, to assume a loving attitude in family relationships, to practice politeness and courtesy to others, to develop effective habits of citizenship, to become good stewards of the world in which they live, and to seek to bring glory to God.

In order to maintain general order and harmonious relationships, certain guidelines have been established at CCS. The administration, teaching staff, and school board have a deep sense of responsibility for the total growth of each student. Biblical principles are the basis for the practical guidelines of conduct and character development.

The individual teacher is responsible for setting standards for student behavior within the classroom. Students, however, are expected to learn and practice self-discipline. The classroom should be characterized by order and courteous behavior.

Student behavior in the classroom and elsewhere in the building is largely the result of clear communication by the teacher of what is expected of the students by thoroughly explaining the rules and the reasons for having them.

Parents are ultimately responsible and accountable for the conduct of their children. Therefore, school staff will involve the home in a primary and substantial way.

The teacher and parent should support one another in disciplinary matters and never usurp each other's authority or responsibility.

Matthew 18 Principle: CCS believes strongly in the Biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended (or has offended) or has a concern of any kind, he should go immediately to the person involved to discuss the matter in love. Our desire is that as a school family, we would be committed to building up one another and approaching one another with a loving spirit.

Parents, when you have questions or disagreements regarding any school situations, we request that you immediately discuss these questions or differences with the **teacher** rather than discussing that grievance with other parents, faculty or students. If the matter is not resolved with the teacher, we advise you to then discuss it with the administrator, or the administrator and teacher.

We appreciate your comments about any aspect of the school program and look forward to communicating with you often. We want to encourage you to call the school, send in a note, or set up a conference any time you have questions, feel there is a problem, or sense some difficulty.

BASIC RULES OF CONDUCT FOR CULPEPER CHRISTIAN SCHOOL

- I. Students are to be courteous and respectful at all times to peers, staff, family, and visitors.
- II. Students are to respect all property of the school and others.
- III. Students are to walk in the halls at all times.
- IV. Students are to be quiet in halls and restrooms.
- V. Chewing gum is not allowed at school, school functions or on field trips.
- VI. Rude or offensive behavior and language is unacceptable. Fighting is grounds for expulsion.
- VII. Cheating or lying will not be tolerated.
- VIII. Possession of matches, lighters, tobacco, alcohol, drugs, dangerous or potentially dangerous objects or weapons is not permitted and may be cause for immediate suspension and, if the school board so decides, expulsion.
- IX. Notes are not to be passed in classrooms, halls or on school grounds.
- X. Any items not pertaining to the instructional program are not permitted (i.e.: magazines, radios, cell phones, CD's, DVD's, gameboys, or similar electronic games, toys, etc.) *without specific permission from the administrator*. Parental attention to the items their children bring to school is expected. Staff may inspect lockers with or without notice. The administration reserves the right to inspect bookbags or other personal items brought on campus if it is deemed necessary to advance health and/or safety concerns.

DISCIPLINARY ACTION

Culpeper Christian School reserves the right to employ such love-motivated discipline as it deems wise and expedient for any student, so long as no corporal correction (paddling) is performed by any staff member.

In order to ensure spiritual and educational benefits to all students, each student will be required to conform to and obey all rules and regulations of the school. The primary objective is to develop respect for authority, self-discipline on the part of the student, and kind consideration toward fellow students. All students are subject to the authority of any staff member at any time on or off the school grounds during the school day or during school functions.

Discipline for Minor Infractions: The student receives a verbal warning and explanation of inappropriate behavior for the first offense. A lunch detention program or “silent lunch” is used for repeated rule infractions. After-school detentions accompany discipline for major or repeated infractions. Parents will be informed when after-school detentions are issued and will be given the complete detention rules.

Discipline for Major or Repeated Infractions: The administrator will be contacted to handle major offenses.

- 1st Offense - Warning and explanation of inappropriate behavior, after school detention (30-minute work detail), and parent contacted.
- 2nd Offense - Student removed from classroom activity, sent to administrator, after-school detention (45-minute work detail), and parents called for conference.
- 3rd Offense - One-day suspension in school or at home (administrator’s discretion) with optional Board member involvement.
- 4th Offense - Three-day suspension in school or at home (administrator’s discretion). Parent conference required with optional Board Member involvement.
- 5th Offense – The administrator orders in-school or out-of-school suspension, or may recommend that the school board call an expulsion hearing.

NOTE: Any offense that, in the judgment of the administrator, is of such a nature as to jeopardize school or student safety or well-being, is grounds for immediate suspension and the convening of an expulsion hearing. Classwork missed during suspension may or may not be permitted to be made up.

Discipline for Wardrobe Infractions: It’s CCS’s desire to make wardrobe issues a non-issue for everyone involved as student compliance becomes second nature. Our wardrobe requirements help students meet Biblical standards of modesty, project a positive Christian testimony to the larger community, and promote a professional learning atmosphere that will prepare them for other life situations such as on-the-job requirements of certain careers.

Hanging up jackets and tucking in shirts are part of the daily routine of each classroom, and each student is expected to comply willingly.

As recorded in the CCS Parent/Agreement policy, parents accept responsibility to make sure their children wear acceptable wardrobe items daily. If wardrobe infractions do occur, parents will be contacted and expected to fulfill their agreement by working with CCS in a timely fashion to make the necessary adjustments.

Thank you in advance for your support and cooperation.

SERVICES

If your child plans to ride home with someone other than his usual driver, it is important that parents send **written permission or fax** (540-829-0910) the school office. **Written permission for regular alternate drivers must be placed on file with the school office.**

Extended Care Program: Extended care is available for students enrolled at Culpeper Christian School. Students will be expected to follow the regular school rules as described in this *Student Handbook*.

Morning extended care begins at 7:15 a.m. and ends at 8:00 a.m. After school extended care for K-4 & K-5 students begins at 12:15 p.m.; extended care for grades 1 and above begins at 3:15 p.m. Afternoon extended care ends at 6:00 p.m.

Rates: \$5.00/hour (billed in ½ hour increments)

(Families with more than 1 child in extended care will be charged \$4.00/hour for each additional child, which also applies when an Unlimited Care child and hourly sibling are present in Extended Card simultaneously. There is no additional discount available for multiple Unlimited Care children.)

\$180/month grades 1-8 unlimited hours

\$240/month grades K-4 and K-5 unlimited hours

\$2/minute per child after 6:00 p.m.

Extended care hours will be recorded daily and billed at the end of each month. Extended Care payments are due to the office on the **15th of each month**. All extended care accounts are subject to a late fee of \$20.00 per month for outstanding balances over \$100.00 and \$10.00 for outstanding balances up to \$100.00.

Unlimited use of extended care must be arranged and paid in the school office on the 1st of each month, unless it is paid through the FACTS tuition management plan. Students who have not paid the advanced unlimited use amount will be billed according to hours used.

Hours will be recorded during the month of September for all students in extended care to help parents choose hourly or unlimited use.

Lunches and Snacks: Parents are encouraged to pack nutritious snacks and lunches for their children. Fruit, fruit juices and milk along with cheese and crackers make a suitable snack. Milk and healthy snacks are sold here as a convenience for parents and can be accessed by the students before and after school, and during the lunch period. Orders are taken for chicken lunches, sub sandwiches and pizza slices each week and need to be turned in no later than noon on the previous day. Students are not permitted to use the microwave to prepare lunches or snacks.

Students in grades 1 - 8 need to bring a lunch, as well as those K-4 and K-5 students who stay for extended school care.

FEEES

Application Fee: A non-refundable and non-transferable, annual application fee is required for each child at the time of enrollment. This fee is \$150 for returning students and their siblings, which is due by January 31st. After this date, all students must pay \$200.

Deposit: A deposit of one month's tuition is due for all plans and for each student by July 1st (or when the student is accepted for enrollment if after July 1st). This deposit is **non-refundable** and **non-transferable** without specific school board approval, but is credited as the last month's tuition. This deposit guarantees your child a place in his class. Families who intend to pay "in full" or use the "two payment" plan must still make the July 1st deposit payment, based on the "monthly payment" plan. That amount will then be deducted from the full payment (less the 5%).

Payment-Plan Options, FACTS, and Tuition Refunds: For your convenience, CCS offers the following payment-plan options:

- 1.) "In full" payment plan - The parent or guardian pays the total tuition amount by July 1st or upon acceptance for enrollment if after July 1st. A 5% discount is given on the total tuition to those who choose to pay in accordance with this plan. If a change in enrollment status (family relocation for example) is necessary within the course of the school year, the family will receive a pro-rated refund based on the number of days attended, minus a "deposit" equal to one-eleventh of the total tuition.
- 2.) Semester payment plan - The parent or guardian pays 50% of the total tuition amount by July 1st or upon acceptance for enrollment if after July 1st. The second payment, consisting of 50% of the total tuition minus a 5% discount on that amount, is due the first Friday in January upon return from Christmas break. If a change in enrollment status (family relocation for example) is necessary within the course of the school year, the family will receive a pro-rated refund based on the number of days attended, minus a "deposit" equal to one-eleventh of the total tuition.
- 3.) Monthly payment plan - The parent or guardian pays the total tuition amount over a period of 11 months during the year. The first payment, consisting of one-eleventh of the total tuition, is made to CCS by July 1st or upon acceptance for enrollment if after July 1st. This first payment acts as a deposit and is non-refundable and non-transferable. Subsequent payments, made each month beginning in August and concluding in May, are made on the 5th or 20th of the month through FACTS. All families utilizing the monthly payment plan must enroll in FACTS, a tuition management and automatic withdrawal service that works with thousands of American private and Christian schools and universities. **You also may choose to include your student's *unlimited* Extended Care payment with this plan; however, this must be indicated in your enrollment paperwork.**

Late Fees: Utilizing *FACTS*, CCS does not anticipate having to assign late fees on tuition payments. If however, an emergency situation arises concerning tuition payment, please contact the administrator as soon as possible. Students may not be admitted to class if payments are one month in arrears.

All accounts must be settled with the school before progress reports, quarterly report cards or final records are released.

Tuition Discounts: Families with more than one child enrolled in K4 through eighth grade will receive discounts. The oldest child is considered the first child. The tuition discount is a 25% reduction for a second child, 50% reduction for a third child and 75% reduction for a fourth child. **K3 students are not eligible for multiple-child discounts.**

Gifts to the School: Like most Christian schools, tuition fees do not cover the entire school cost here at CCS. Our cost per student is significantly less than the \$8,300+ average spent per student in the Culpeper County School System. Each student therefore, in effect, receives a substantial “scholarship” to attend CCS, and our teachers and staff sacrifice financially to help keep tuition as low as possible.

Relatives, friends, and churches, in addition to helping support the school through fundraisers during the year, are also invited to make tax deductible donations to CCS. The school is a **non-profit** organization, and such gifts are greatly appreciated. Special arrangements are also available for bequests, memorial gifts, personal property or real estate donations and grants from groups or individuals. Please contact the administrator or financial secretary for more information concerning the school Gift Acceptance Policy.

GENERAL POLICIES AND INFORMATION

School Hours: Classes begin at 8:15 a.m. Students in K3 and AM K4 and K5 are dismissed at 12:00. Students in grades 1 and above are dismissed at 3:00 p.m. Students arriving before 8:00 a.m. or picked up after 3:15 p.m. will be charged according to the current extended care rate.

Tardiness: Arrival after 8:15 a.m. will be considered tardy. These students will be entering a class already in session, and late arrivals are disruptive to these classes. The student will also be at a disadvantage because he is not mentally or physically prepared for the class in session. Punctuality is a habit that will benefit the student throughout his entire life as well as in his school years.

Students arriving after 8:15 a.m. should report to the school office where a parent or guardian must sign them in. Classwork missed as a result of tardiness will be given as homework to be completed for the next school day. More than 3 tardies in a 9-week term may result in disciplinary action.

Attendance: It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance. Attendance is necessary if maximum benefits are to be received from the educational program.

Absences: An absence will be considered “excused” if due to any one of the following reasons: personal illness, injury, doctor appointments which cannot be scheduled after school hours, illness in the immediate family which requires the student’s presence, death in the family, extreme weather conditions or by prior approval from the office. Unexcused absences may result in disciplinary action.

A **note** from the parent, guardian or authorized person explaining the absence must be presented on the day the student returns to school. If a student misses more than 10 days in one semester in a class or classes, he may fail that class or classes.

Please call the school office by 9 a.m. if your child is absent. If you wish to pick up work or have it sent home, please leave a message at that time for the teacher. The assignments will be available at 3:00 p.m.

Truancy: Truancy is defined as an absence from school without the knowledge and consent of parents or school staff. This would include leaving school without permission before the end of the day or being absent from any scheduled class without permission. Such action is not acceptable, and will require discipline, up to and possibly including, suspension or dismissal.

First Aid and Medications: CCS restricts its medical activities to minor first-aid (cleaning cuts, applying Band-Aids, taking temperatures, having the students lie down, etc.). The parent will be called if the student becomes ill or is injured. If your child requires medication during the school day, a Consent Form with complete instructions must be on file with the school office along with the medication. All medication will be kept in the school office. All medication must be in its original package or prescription bottle. The school will not supply any medication to students. Students should not carry or distribute any type of medications in school (This includes keeping Advil/Tylenol/etc. in a purse or backpack.).

Student Illness at School: When students become ill during the school day, the teacher refers the student to the office. If the student has a fever of 99⁰ or higher, or is in much discomfort, the parents will be notified. **Parents will be asked to pick up their child if the fever is 99.6⁰ or higher. Any child who has a fever or has vomited is not allowed in school for the next 24 hours (See appendix A.).**

Early Dismissal: Checking out of school early is discouraged (except in cases of illness). Parents should try to schedule all medical appointments on non-school days or after school hours. However, if it is necessary for the child to be taken from school before dismissal, notice must be made in advance to the teacher. Parents must go to the office to pick up their child. No student will have permission to leave unless accompanied by his parent, guardian or another person that has been authorized by the parent.

School Cancellations: In the event of snow, sleet or other hazardous driving conditions, announcements will be made by 6:30 a.m. on the school voice mail (825-4208) and at www.cancellations.com. Announcements also are made through the following television and radio stations; however, the timing of radio station reporting is sometimes inconsistent, so double check with another source before leaving home: WNBC-TV (Ch. 4), WVIR-TV (Ch. 29), WPER (89.9 FM), and WYYJ (90.5 FM). When necessary, delayed openings or early dismissals will be announced in the same manner. **If you live in a rural area where there may be hazardous driving conditions, please use your own discretion. Safety comes first.**



School Colors and Mascot: The school colors are royal blue and white; the school mascot is the eagle.

Websites:

Information about the school is available at www.culpeperchristianschool.com and at www.acsi.org/directory.

PARENT INVOLVEMENT

There are many capacities in which parents may be involved. Please contact the office if you would like to help as a volunteer for hospitality, publicity, fundraising activities, lunch pick-up, phone calls, etc.

Parent Teacher Fellowship (PTF): PTF Meetings assist parents in staying actively involved in their child(ren)'s education. These quarterly meetings include the outlining of volunteer opportunities, updating parents with current information, offering informal fellowship with teachers and staff and many other parents, and prayer. Child care by CCS staff is provided.

Room Moms: Room Moms assist the teacher with class parties, field trips, and other activities throughout the school year.

Visiting the School: Parents are encouraged to visit the school to observe their child in the instructional setting. Please let us know if you would like to schedule an observation visit. (Conferences with the teacher must be arranged for a time when the teacher has a planning period or for after school hours.) We appreciate the presence of parents, grandparents, and other guests at our Wednesday chapel services.

FOR SECURITY PURPOSES, ALL PARENTS OR VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO A CLASSROOM OR ANY OTHER PART OF THE MAIN SCHOOL BUILDING OR ANNEX. All approved visitors must sign in and sign out and will be issued a dated visitor's pass.

SAFETY PROCEDURES AND TRAFFIC FLOW

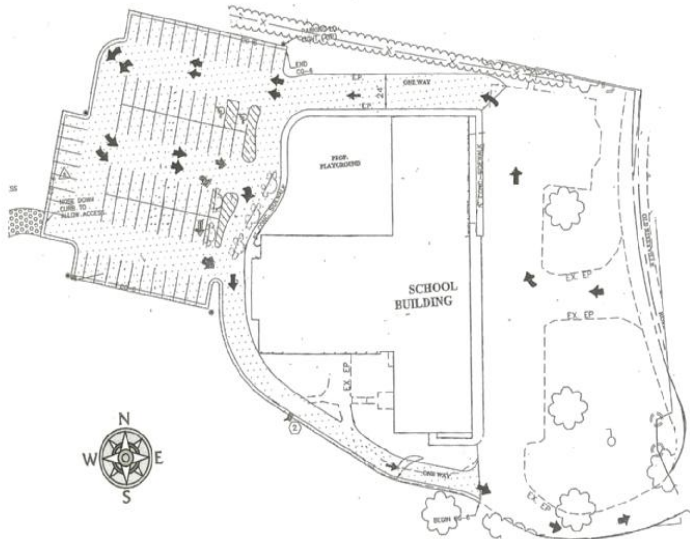
Arrival: Please cooperate with our safety precautions for the morning traffic flow by pulling forward in line to the back or the west side of the school to let your child(ren) out. Make sure that your child(ren) gets out onto the sidewalk and walks on the sidewalk to the gymnasium doors. Greeters will be available for assistance. Please watch carefully for anyone who may be crossing over to the sidewalk from the parking area. Vehicles then exit in a single line around the south side of the building. Please be alert to school traffic exiting from the front of the school building.

Students arriving between 7:45 a.m. and 8:15 a.m. are to use the gymnasium doors on the back or the west side of the school. These doors, which also will be used for a.m. and p.m. extended care, will be locked at 8:15 a.m., and students and their parents(s) then will need to proceed to the front office via the front door. Parents need to accompany their child(ren) to sign him in at the office.

All students arriving before 8:00 a.m. will stay in the gymnasium, where they will be signed into extended care and billed accordingly (see *Extended Care*).

Dismissal: When parents arrive between 3:00 - 3:15 p.m. to pick up children at dismissal, a double line of traffic is formed beginning at the back or west side of the building. Staff members will be stationed there to help. Your child will be brought to your car by a member of the staff. It is important to keep traffic moving. Please do not get out of your car while waiting in line, unless you are helping your child into the car. If you have school business, need to bring your child inside for some reason, or need to speak to another parent, use the parking spaces provided in the parking lot.

Students will be released only to persons listed on the application. Any changes must be made in writing to the school office.



**THE COMMUNICATION
OF THESE
PROCEDURES TO
ANYONE WHO MAY BE
TRANSPORTING
STUDENTS TO OR
FROM SCHOOL IS
EXTREMELY
IMPORTANT.**

PHILOSOPHY OF PHYSICAL EDUCATION, SPORTS AND PRAISE-AND-CHEER TEAM

In the Physical Education program at Culpeper Christian School, we seek to provide basic physical education, recreational sports, and competitive athletics for the development of skills and sportsmanship. Since we are a Christian school whose students and teachers represent different denominations, our first objective is to promote a unity of like-minded believers through our curriculum and activities. We desire to affirm our ties to the church's one foundation, Jesus Christ. Selflessness, obedience, honesty and controlled initiative are the qualities we seek to encourage. Selfishness, defiance, dishonesty and unprovoked aggression are intolerable. In everything we do, we desire to be pleasing to our Heavenly Father that we might give glory and honor to His Son.

We recognize that in providing physical education, recreational play, or competitive athletics, our focus and priority is to put the spiritual ahead of the physical (I Tim. 4:8). We hope to impart to each child, as well as to the watching world, our love of Jesus Christ and of one another (I John 4:7). It is our desire to be an encouragement in our actions and words. As His ambassadors (I Cor. 15:20), we can be powerful witnesses (Acts 1:8).

Accordingly, we have established the following guidelines for extracurricular activities:

- I. Be a full-time enrolled student at CCS. (Homeschool students may be invited to participate on CCS athletic teams.)
- II. Have parental or guardian consent
- III. Maintain a C average in each area of study during the season and have no subject with a failing grade in the nine-week period prior to season onset. No exceptions without the administrator's approval.
- IV. Must maintain a good disciplinary record in class and during athletic participation.
 - Any disciplinary problems may result in a suspension from the team
- V. Demonstrate commitment to the school, coaches, and parents by putting forth his best efforts in games and practices.
 - Attend every practice and game and be prompt
 - Bring necessary equipment to games and practices
 - Do all that is asked of him to reach his potential
 - Maintain a positive attitude toward the sport
 - Be an encouragement to teammates
 - Give 100% of ability and attention in practices and games.
- VI. Be responsible for all issued equipment and uniforms and return those items in good condition at the end of the season
 - Be responsible for replacement costs in the event that equipment and/or uniforms are damaged due to negligence, destruction or loss.
- VII. Team members may be required to pay a participation fee (for referees, etc.) and/or purchase certain equipment necessary for these extra activities.
- VIII. Students must be in school the day of a game to be eligible to participate. Any exceptions must be approved by the administrator.**

PHYSICAL EDUCATION CLOTHES

All physical education attire is obtained through the school. Each child in grades 1 - 8 receives a free royal blue tee shirt at the beginning of the school year; additional ones may be purchased at the school office. Returning CCS students must return their "PE Clothes Order" by JULY 1st to receive their free tee shirt. Only royal blue PE tee shirts are permitted for school wear. CCS PE sweatpants or warm-up pants also are required and are obtained through the school office.

Although optional, if athletic shorts and sweatshirts are worn on appropriate PE days, only CCS ones are permitted for school wear.

PE attire will be worn to school on PE days (Tuesdays and Thursdays). CCS PE shorts may be worn to school on PE days by both boys and girls during August, September, October, April, May and June. In other months, students may wear shorts **under** CCS PE clothes. Students will be allowed to remove their outerwear at the start of PE class and will be required to put it back on at the conclusion of class. Long sleeved white or royal blue tee shirts or turtlenecks may be worn underneath for warmth or a CCS sweatshirt may be worn over the tee shirt. **(K-4 and K-5 students are to wear "everyday attire" each school day; this includes PE days.)**

SCHOOL CLOTHING GUIDELINES

School standards do not allow:

- Any extremes in hairstyle or nails
- Long drop-style earrings
- Earrings for boys
- Head coverings in the school building
- Cargo pants
- Skirts, other than wardrobe skorts and scooters, that are shorter than the top of the knee (when seated)
- Jackets or sweatshirts to be worn inside the building other than the official school cardigan sweater (or sweatshirt during PE days)

Clarification for Girls' Wardrobe:

- 1- Navy and Khaki Scooters (skirts with attached shorts underneath) like skirts may be worn year round; however, they also are to be "no shorter than four inches above the knee" as stated on the following page.
- 2- Socks, knee socks or tights "are to be worn" each day; however, there is no color or design requirement for girls. Feel free to be appropriately creative. 😊

WARDROBE OPTIONS : 2012 – 2013

French Toast Official School Wear**
1-800-FRENCHTOAST (1-800-373-6248)
www.frenchtoast.com **FAX: 212-594-3030**

BOYS ATTIRE

Shirts:

Pique Polo Shirt

Color: Hunter Green, Navy, Burgundy,
Light Blue, Yellow
Item #1009 long sleeve
Item #1012 short sleeve

Pants:

Double-knee Pant

Color: Navy, Khaki
Item #1004 Plain front
Item # 1005 Pleated front
Item #1348R (elastic waist – K3,K4,K5 only)

Shorts:

(Aug, Sept, Oct, Apr, May, & June only)

Color: Navy, Khaki
Item #1024
Item #1350R (elastic waist – K3,K4,K5 only)

Socks:

Color: Navy or White

Black/Brown Belt

OPTIONAL PURCHASE:

Cardigan Sweater

Color: Navy
Item #1027 - Jersey Knit V-Neck

GIRLS ATTIRE

Shirts:

Pique Polo Shirt

Color: Hunter Green, Navy, Burgundy,
Light Blue, Yellow
Item #1009 long sleeve
Item #1012 short sleeve

Interlock Knit Polo Shirt

Color: Hunter Green, Navy, Burgundy,
Light Blue, Yellow
Item: #1056, #1058 long sleeve
Item #1057 short sleeve

Skirts: (No shorter than the top of knee when seated.)

Color: Navy, Khaki
Item #1066 Pleated Skirt
Item #1268 Kick Pleat Skirt
Item #1373 Long Skirt
Item #1286 Scooter ("Skorts" length is allowed.)

Skorts: (No shorter than 4" above the knee)

(Aug, Sept, Oct, Apr, May, & June only)

Color: Navy, Khaki
Item #1070 Three-tab pleated

Jumpers:

Color: Navy, Khaki
Item #1399 V-neck
Item #1352 Pleated Hem

Socks, Knee Socks or Tights:

Are to be worn
(Nylon stockings are optional for grades 5 & up.)

OPTIONAL PURCHASE:

Cardigan Sweater

Color: Navy
Item #1120 Fine Gauge Knit

TENNIS SHOES MAY BE WORN EVERYDAY FOR BOTH BOYS AND GIRLS.

Moderate to low-heeled, non-scuffing shoes with closed backs may be worn on non-PE days.

** Comparable styles (this includes fabric) may be purchased through retailers other than French Toast. Selections are subject to approval; **NO LOGOS ARE PERMITTED.** To accommodate different comfort levels, thicker navy sweaters may be approved for inside wear by the administrator on an individual basis. Students also may wear thermal clothes under wardrobe attire.

You can shop at the above web site or fax the order in, and our school receives 5% back!!! Our code is: QS4VGN

CULPEPER CHRISTIAN SCHOOL CALENDAR 2012 ~ 2013

July	1	ALL PLANS: First payment due to CCS (Subsequent monthly payments go to FACTS)	
August	20	<i>Family Orientation Night</i>	
	22	School begins!!! ☺	
	30	1st PTF meeting 7:00 PM	
September	3	No school – Labor Day	
October	5	5th Annual Serve-a-thon	
	8	No school – Columbus Day	
	19	Noon Dismissal - End of First Quarter	(41)
	25	2nd PTF meeting - 7:00 PM	
November	12	No school - Veterans' Day	
	19-23	No school - Thanksgiving break	
	26	School resumes	
December	18	Noon Dismissal - Christmas break through January 1st	
January	2	School resumes	
	11	Noon Dismissal - End of Second Quarter	(44)
	17	3rd PTF Meeting - 7:00 PM	
	18	No School - Lee/Jackson Day	
	21	No School - Martin Luther King, Jr. Birthday	
February	18	No School – Washington's Birthday celebration	
March	22	Noon Dismissal - End of Third Quarter	(47)
	28	4th PTF Meeting - 7:00 PM	
	29- Apr 5	Resurrection Day vacation	
April	8	School resumes	
May	24	Kindergarten graduation	
	30	Field Day	
	31	Awards Assembly	
		Noon Dismissal - Last day of school	(43)
		Evening Picnic	
Total			175

Please note: 1- Dates are subject to change. Check your *Tuesday Times* for updates!
 2- No afternoon extended care will be provided on early dismissal days.
 3- Dates of special activities will be announced in the *Tuesday Times*.

Appendix A FEVER GUIDELINE

In order to avoid confusion, we have guidelines for attendance based on students' temperatures. A child's normal temperature can fluctuate from 98.6⁰ due to a child being too warm or having strenuous physical activity. Therefore, for our purposes here at CCS, we consider 99.6⁰ (one full degree over "normal") to be a fever. This may not be much cause for alarm, but something may "be developing" in your child - and that usually is the time of highest contagiousness. In order to protect all of our students, we ask that you keep your child home.

If we check your child's temperature, we will call you if it is 99⁰. We can then decide what the best option might be for your child based on temperature and/or other symptoms that may be present. However, if it reaches 99.6⁰, we definitely need to have your child picked up and remain at home through the following day, because of the 24-hour "fever-free" rule already in place.

If you have any questions, please feel free to call the school office. Thank you for your cooperation and working with us to keep all of our students and staff healthy.

Appendix B DISEASE CHART - RETURN TO SCHOOL

Many parents have questions regarding when their child should return to school after a particular illness. The following information was published in an issue of *Contemporary Pediatrics*, and it provides reliable, return-to-school guidelines:

<u>Disease</u>	<u>Return to School</u>
Chickenpox	Six days after the rash breaks out or when all the blisters are scabbed over, whichever is sooner
Pink Eye (Conjunctivitis)	If the eye discharge is thick and white or yellow, the child should stay home until the discharge has stopped
Diarrhea	When diarrhea has stopped
Cold Sores	When sores are dry and crusted
Impetigo	24 hours after the start of antibiotic medication
Measles	5 days after the rash starts
Mumps	9 days after the swelling starts
Strep Throat	24 hours after the start of antibiotic medication
Pin Worms	24 hours after treatment
Ringworm	If the area can be covered, the child may stay in school. If the area can't be covered, the child can return after treatment begins, and area begins to shrink
German Measles (Rubella)	6 days after the rash starts <u>and</u> your physician or local health department gives permission for the student to return to school.