

Capitol City Seventh-day Adventist School

Student Handbook

Preface

The Mission of the Capitol City Seventh-day Adventist School, with the involvement and support of the family and community, is to provide quality Christian education for all students in the community. All of our programs are designed to build character, cultivate higher-order thinking skills, ensure maximum development of each student's potential, and encourage service to God and the community. Our school will be most effective and successful when our school staff, faculty, and parents work together in a partnership. We want to make sure you are aware of and keep you informed about the process of your sons and daughters. This booklet is one source of information. The policies and regulations described here will be instrumental in helping you in your experience with our academic institution. The Student Handbook contains information that students, parents, and school personnel are likely to need during the school year. If you have any questions not answered by this handbook, please call my office or speak with your child's teacher. Please read and review this information carefully. We want to work with you to ensure that your child will have a successful and enjoyable year.

Please complete and return the acknowledgement form.

History

Capitol City Seventh day Adventist Elementary School is one of a system of church schools operated by the Lake Union Conference of Seventh day Adventist, under the control of the Lake Region Conference of Seventh Day Adventists and sponsored by the Capitol City, Eastside, Emmanuel, Haughville, Maranatha Hispanic, and Tabernacle of Hope Seventh-day Adventist churches in Indianapolis, Indiana.

Educational Philosophy

The educational department of the Lake Region Conference holds to the philosophy that the fear of the Lord is the beginning of wisdom; therefore, its standards and guiding principles are somewhat different from the public schools. Seventh-day Adventists accept the responsibility for the education of the total child. We believe that true education means more than preparation for the life that now is. It means more than the pursuit of a certain course of study. True education encompasses the whole being; and with the whole period of existence possible to man. "It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the pupil for the joy of service in this world, and for the higher joy of wider service in the world to come." Education, p. 13.

The teaching staff comprises women of high spiritual and moral standards with competent intellectual achievements. They strive to mold the pupils' character with high reverence for eternal things and a genuine appreciation for knowledge.

This school offers Pre-Kindergarten through eighth grade. The course of study is correlated with the course of study offered by the public schools of Indianapolis, Indiana. However, Capitol City Seventh-day Adventist School endeavors to elevate each student's achievement beyond the expectations of the public school system. While serving primarily Seventh-day Adventist pupils, the school is open to and welcomes all applicants who are willing to abide by the operating principles and standards of the school.

Aims and Objectives

It is the objective of the Capitol City SDA School to provide experiences, which enable the scholar to:

- Recognize the dignity of physical labor and its relationship to developing initiative, responsibility and resourcefulness.
- Gain knowledge of Jesus Christ as taught from the Bible, by Seventh-day Adventists, accepting personal responsibility in the application of the Ten Commandments as the rule of guidance for a complete life.
- Encourage a commitment to God's redemptive plan for man through Jesus Christ.
- Develop the ability to work with others in cooperative endeavors
- Promote love, loyalty and respect for our country, our fellow man and recognize authority.
- Acquire knowledge and skills through listening, reading, observing, and discussion for effective participation in the democratic process.
- Learn good study habits and acquire skills needed for academic achievement.
- Develop an appreciation for the study of beauty in art and nature.
- Adopt healthful living habits and principles of temperance.

Academics Standards

Grading Scales (Grades K-2)

I=Achieves ... Independently

P= Progressing ...

NT=Needs More Time ...

Grading Scale: 3-8

100-96- A

95-90- A-

89-88- B+

87-85- B

84-80- B-

79-78- C+

77-75- C

74-70- C

69-68- D+

67-65- D

64-60- D-

60- F

Curriculum

The Education Department of the Lake Region Conference and North America Division of Seventh-day Adventist supervise our curriculum. Guidelines are followed which incorporate Conference, State, and national standards. Multicultural and faith based themes are incorporated within the curriculum. Capitol City SDA School is operated with the interest of educating children from all walks of life in grades Pre-K to 8th Grade, who desire the highest quality Christian education available.

Enrollment of New Students

Consideration is given to any prospective student who will uphold the standards of Capitol City SDA School. Pre-K students must be age 4 on or before August 1 to be considered for admission, Kindergartners must be age 5 on or before October 1, and 1st Grade students must be age 6 on or before October 1.

All interested families and their qualified applicants should complete the application process which includes a comprehensive personal interview with the School Principal to be considered for acceptance to the school. After the application is complete, a representative from the Principal's office will contact families and inform them how to proceed. If you have any questions or concerns during the application process, please don't hesitate to contact the school office at 317-602-3524. The new student application documents may be downloaded from the school's website: www.ccsdas.org Please be sure to complete all applicable application documents and reference forms to be considered for new enrollment.

Students may be required to undergo testing before acceptance. All applications will be screened by the admissions committee. The administration has the right to waive one or more of the admission requirements and grant a probationary admission should extenuating circumstances merit. Students will be scheduled to attend class when signed parental commitment agreements are received. Application guidelines for financial assistance may be obtained from the school office or school's website www.ccsdas.org Application for financial assistance may be completed online per guidelines provided, and submitted by the parents after the student has been accepted and parental commitment agreements have been received.

After acceptance, new students will be enrolled for a probationary period of no less than nine complete school weeks. During this time the Capitol City SDA School Principal and Staff will regularly review each new student's performance in the following areas:

- ▶ **Behavior**
- ▶ **Attendance**
- ▶ **Academic achievement**

Each student who does not demonstrate his or her ability to meet the expectation of Capitol City School is subject to having their enrollment terminated.

Admission Criteria.

The following is a list of our admissions criteria and the method of measuring each qualification.

Academically, we require that our students have:

- **Minimal math readiness for grade level or higher.**
- **Basic competency as demonstrated by their ability to read and write at grade level or higher. The student will do a written assignment to demonstrate the above requirement.**
- **A composite score of at least the 50th percentile on a nationally standardized test.**

Spiritually, we expect our students to:

- **Have a relationship with God through Jesus Christ or at least be open to the idea.**
- **Relate to other students and staff in a manner consistent with Christian practices.**

Attitudinally, we expect our students should:

- **Desire the highest quality Christian education available.**
- **Demonstrate a cooperative spirit, willingness to live in harmony with the purposes and ideals set forth by the school.**
- **Take their educational responsibilities seriously.**

If you are interested in finding out more about the school, we encourage you to take the following steps:

- Call the school office at (317) 602-3524 to schedule a tour and information meeting.
- Have your student shadow with us for a day to get a valuable, first hand experience of the school.
- If you believe your son or daughter meets the above requirements, we invite you to apply for admission to Capitol City SDA School. Admission applications may be completed and submitted during the new student enrollment period (October through May).

Admission to Capitol City SDA School is a privilege and not a right and may be withheld or withdrawn by the school at its discretion in harmony with its philosophy, objectives, mission, and procedures.

*Capitol City SDA School welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at Capitol City SDA School. The school does not and will not discriminate on the basis of race, color, national or ethnic origin in the administration of its admission policies.

Re-enrollment of Returning Students

Re-enrollment packets for the next school year can be picked up from the school office during working hours 8:00 A.M -5: 00 P.M. Parents can also make other arrangements to obtain re-enrollment packets. If a parent would like any other assistance, please call the office at (317) 602-3524 or email

The Re-enrollment forms are available for download from the school's website

<http://www.ccsdas.org>

School Board

The school board is composed of the school principal, constituent pastors, and elected members of the constituent churches, Capitol City SDA, Eastside SDA, Emmanuel SDA, Haughville, SDA, Tabernacle of Hope SDA, and Maranatha Hispanic SDA. The school board elects its own officers at its first official meeting of the school year.

Home & School Association

All members of the constituent churches, parents of Capitol City Seventh-day Adventist School and students are members of the Home and School Association. They are cordially invited to attend the functions sponsored by the organization and to assist in the programs of the school. The association is administered by the School Board.

The Home & School Association (H&SA) is responsible for creating and developing activities, which bring parents and students together on a corporate basis to fellowship and undertake various projects, which contribute to the overall growth and development of the school. H&SA meetings are traditionally scheduled once per month

Assembly Meetings

Programs on health, safety and other related topics will be held at regular intervals at the discretion of the principal.

Visitors

Capitol City Seventh-day Adventist School and constituents welcome visitors at any time to observe the school's program in action. Board members and parents who visit while school is in session can better understand and appreciate what the teachers are doing for their students. Visits will be more profitable when arrangements are made in advance through the principal or teacher involved. Students must obtain consent from the principal before bringing visitors to the school. All visitors are to check in the office before attending or visiting classes.

As a courtesy to both teachers and students, please do not interrupt a class without an appointment, except for an emergency. Please do not call the child during regular school hours, contact the Main Office.

School Attire

Standard dress for all school days is the school uniform. It is the school's policy that students come to school dressed in their prescribed uniform each day unless directed by the principal to do otherwise. The dress policy of the school is designed to promote a positive image for students and the school. Neither parents, nor students should seek exception to this policy.

Consistent with the doctrine of the Seventh-day Adventist church, no jewelry with the exception of watches will be worn. No tattoos or other bodily ornamentation will be acceptable. Hair must be neatly groomed and kept. The spirit of this policy is not intended to dictate one's dress or to eliminate individuality, but is intended to encourage a more consistent serious attitude to study. It is designed to promote self-esteem and positive conduct.

Medical

Capitol City Seventh-day Adventist School cooperates with the Public Health Department of Marion County in preserving the health of the students. Physical examinations are expected for all children entering school. Thereafter, a cumulative health record is kept for each year for each child. Physical examinations are required for students entering pre-Kindergarten and grade one. An updated immunization record is required within the first 30 days of school opening for all students. It is the responsibility of the family to see that the health examinations are made and reported to the school. These are to be done by the family physician. However, when a family is financially unable to provide for such examinations, free examination can be scheduled by calling (317)299-9019.

The law of Indiana requires that parents must furnish the school with a physician's statement showing (1) that the child has been adequately immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. (2)The results of skin test for tuberculosis given within the last year, and (3) whether the child has been tested for sickle cell anemia and lead poisoning, and the results of such tests, if given.

Administration of Medication to Pupils

My child needs to take medication during school hours. How does that work?

Any medication given to a child during school hours must be in its original container with the child's name on it.

A Medication Release form must be completed and signed by the parent/guardian with the following information:

1. Child's name
2. Type of Medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

Please note that the Capitol City S.D.A. School staff is NOT allowed to give the first dosage of any medication. Capitol City S.D.A. School is not permitted to give medication to control or contain fever. Capitol City SDA School may dispense ONLY PRESCRIPTION MEDICATION.

If the child refuses medication, then the incident will be documented and discussed with the child's parent.

What if a child becomes ill or gets injured at school?

If your child becomes ill while at school, our staff will contact you to pick him/her up. School is not designed to handle ill children, so it is important to tend to your child in a timely manner. If your child is injured, staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Principal or Secretary will contact the parent or guardian directly. In the event they cannot be reached, the signed authorization on the child's health form will allow the Capitol City SDA School to secure prompt treatment. Injuries requiring ambulance service or medical attention is the financial responsibility of the guardian.

Health Problems

Please advise your child's teacher of any emotional or physical problems, and any restrictions that your child may have. Please report any communicable diseases to your child's teacher.

Chicken Pox

Your child's return to school depends on the severity of each case. Children should not return until six (6) days past the outbreak of the last blister. All areas should be well dried and starting to heal. Some children may need to be home longer because they continue to get new blisters for several days.

Child Abuse

All suspected or actual child abuse will be reported to the appropriate law enforcement agencies and to the Lake Region Conference Office of Education.

Arrivals and Departures

The school will be open daily at 7:00 A.M. Students should not arrive before that time as there will be no adult supervision until 7:00 A.M. School begins at 8:30 A.M. It is the responsibility of the parents to see to it that students are on time for school. Those arriving after 8:45 A.M. will be marked tardy and parents must go by the office to sign his or her student in before the student may enter his or her class. All persons, other than Capitol City S.D.A. School staff entering the building must come through the front office doors, sign in and receive a visitor or volunteer permission to be in the building. All students should be picked up by 5:30 P.M. (On Friday, students are to be picked up by 4:00 P.M.). Any child in the school after the 5:30pm Monday – Thursday or 4.00 p.m. Friday pick-up time will be charged a fee. Also Child Protection Authorities will be notified of late pick-up after 3 warnings per calendar year. There are often questions about who can pick up a student. To avoid conflicts and for the safety of the children, it is the policy of Capitol City S.D.A. School for the parent or guardian who signs the registration form to have final say about who may pick up a child from school. Any changes in custody or requests for a legal guardian not to pick up a child must be submitted in writing to the principal with legal documentation showing the change in custody. Any time a child must leave school before regular dismissal the person picking up the child must personally sign the student out in the office.

Field Trips

Both the educational improvement and the recreation of the individual student should be strengthened as a result of participating in the activities provided. Care should be taken that financial economy is practiced and that adequate supervision and chaperonage is supplied at all times.

Attendance

At Capitol City S.D.A. School attendance is a very important component to a student's successful educational experience. It is hoped that each day students will benefit from school academically, socially, emotionally, and physically. A student who is habitually tardy or absent will not reap the full benefits of his/her educational experience. A school's commitment to provide students with a quality education must be matched by the student and parent's commitment to regular and punctual attendance.

Parents' role in student attendance cannot be underestimated as students rely on parents to ensure their timely arrival to school. The school depends on this shared responsibility between student and parent to ensure a student's healthy attendance. The school must, by law, monitor and track attendance; therefore, teachers will report irregular attendance and truancy to the principal. However, the ultimate responsibility for school attendance rests with the parent.

Absences from school are classified as excused or unexcused. According to the Daily Register for use in Seventh-day Adventist schools, only absences due to illness, medical appointment, or the death of a family member may be classified as excused and only after a written note is sent to the school by the parent. All other absences are classified as unexcused, even when there may be legitimate reasons or prior arrangements made for the absence. Excessive absences and tardiness as determined by the board are handled in the following way:

- The teacher should notify the principal of the problem
- The principal should send a letter to the parent
- Should the attendance problem persist, the school board will be notified
- If attendance problems continue the school board should request the appearance of the parent at a meeting of the board.

Accident Insurance

A secondary group accident insurance policy (one in which your family insurance pays first) is carried by the school and is included in the registration fee. Children will be covered for up to one hour while traveling to and from school directly and uninterruptedly. They will be covered for a maximum of 30 minutes after school is dismissed, while on school property.

Emergencies

It is necessary for the school to have the parent's home phone and business phone numbers in the event a child becomes ill during school hours. If the parents cannot be easily contacted about their jobs, the number and address of a relative or neighbor who can care for the child is needed.

School Closing Due to Inclement Weather

When inclement weather creates a serious problem, Capitol City Seventh-day Adventist School will close whenever the Indianapolis Public Schools are closed. Snow days may be taken off per year due to snow/ice conditions. Indiana has (1) day. In addition, when Capitol City Seventh-day Adventist School is closed an announcement will be made in advance of the school's time of operation on the following website and television stations:

FOX 59

Revisions to Policies and Regulations

Policies and regulations adopted by the school board during the school year will be announced to parents and students immediately upon their inception. Regulations are considered binding upon their announcement. Capitol City Seventh-day Adventist School will emphasize the positive aspects of discipline. However, students will suffer the consequences of their choices and actions.

Enforcement Strategies and Procedures

The Principal and/or teacher of the school are responsible for the implementation of strategies and procedures for the maintenance and enforcement of the School Conduct and Discipline Policy. The principal and/or teacher are also responsible for informing all parents and legal guardians of the School Discipline Policy.

The Principal, teachers, and support staff will serve as primary contact with students in maintaining and enforcing the School Conduct and Discipline Policy.

Discipline Policy and School Conduct

The expectation for Capitol City scholars according to biblical as well as administrative principles, exemplify the type of character that is easily corrected. Students should be respectful at all times of God's property and the persons He has placed in authority.

Student Conduct

Students are always expected to conduct themselves in a Christ-like manner, showing respect for the school, for others, for themselves and for God. With that in mind, the following procedures are implemented:

1. Students should maintain order in the halls.
2. Students should walk in the school building.
3. The students will exercise care in the use of all school property: books, chairs, furniture, etc.)
4. At all times, the students are to practice the principles of Christian morals, ethics, fair play and courtesy in all school relationships
5. The school telephone is a business telephone. Students will not be allowed to make or receive telephone calls during the day except in the event of an emergency. A **forgotten assignment is not an emergency.**
6. Remove all hats, coats, unapproved jackets, and outerwear when you enter the building.
7. Hair combing or personal grooming should occur only in the restroom.

Student Discipline Code

The following code, which will be reviewed with all students on an annual basis, is designed to foster and maintain a secure, non-threatening and orderly learning environment for students.

The code applies to general and specific sanctions against actions or behavior, which include but are not limited to:

Illegal activities

- Disruptions to the academic process
- An abridgement of the rights of others
- Dangerous and unhealthy actions
- Insubordinate actions
- Contrary actions to other laws, board policies, and/or procedures
- Destructive activities that may jeopardize safety
- Harassment of any kind
- Bringing weapons or firearms on school premises or to school sponsored activity.

Infraction Key:

1st minor infraction	Lunch Detention
2nd minor infraction	After School Detention
3rd minor infraction or 1st major infraction	Disciplinary Referral Form (Pink Slip) <ul style="list-style-type: none">● Parent Conference● Lose the opportunity of a field trip● Lose the opportunity to participate in musical ensemble
4th minor or 2nd major infraction	2nd Pink Slip <ul style="list-style-type: none">● Parent Conference● Suspension 3-5 Days
5th minor infraction 3rd major infraction	3rd Pink Slip <ul style="list-style-type: none">● Parent Conference● Discussions of Expulsion

All actions taken under the serious infractions shall be accompanied by appropriate notification to the parent or legal guardian and an appropriate school board official. It is the responsibility of the Capitol City Seventh-day Adventist School Board to report all illegal activities to the appropriate law enforcement agencies.

School Conduct and Discipline Policy

Minor Infractions

- Disruptive behavior
- Excessive noise
- Running in the hallway
- Unprepared for class
- Class noises and disruptions
- Littering
- Chewing gum

Major Infractions

- Rude, disrespectful behavior toward peers and adults
- Unauthorized presence in any part of the building
- Insubordination
- Eating in class
- Inappropriate PDA (Public Display of Affection)
- Failure to wear a proper school uniform

Serious Infractions

- Drug use or distribution on or around the school premises
- Leaving school grounds without permission
- Persistent verbal abuse and assault
- Consistent disruptions
- Consistent unsafe behavior
- Consistent harassment
- Hitting, intimidation
- Weapons, fighting
- Overt sexual behavior
- Tampering with records/report cards
- Destruction or deliberate damage to school property
- Graffiti
- Cheating
- Smoking
- Drinking alcohol
- Use of Profanity
- Destroying school equipment
- Stealing

Minor Infraction Consequences

The teacher may choose to speak to the student or give a written assignment.
3 minor infractions = 1 major infraction

Major Infraction Consequences

Major infractions require a written record of the infraction. The student is then sent to the office for a conference with the principal. At that time, the rule violation will be dealt with in one of several ways:

1. Development of written behavior plan
2. Conference with parents
3. Place on probation

Serious Infraction Consequences

Serious infractions are the breaking of rules, which the school feels are very serious. These infractions require students to be sent to the office. Each time a student commits a serious infraction, the parents are contacted and a discipline form is sent home and placed in the discipline file for future reference. After investigation of the circumstances, the principal will deal with the problem in one of the following ways:

- 1. Conference with Principal, Parents and Student**
- 2. SUSPENSION — Zero Tolerance Policy**

During a suspension, the student will not be involved in any extra-curricular activities such as field trips, etc. The length of the first suspension is one (1) to three (3) days. If a second suspension is necessary, the length will be three (3) to five (5) days. Expulsion will be given serious consideration after a second suspension. Any expulsion of students will be at the discretion of the Discipline Committee. Any daily grades during the suspension time will be recorded as zeros, including exams.

Suspension

Suspension is the removal of a student from school or class when there is a serious infraction or when other disciplinary measures have failed. The principal, at his or her discretion, is authorized to suspend a student for up to three consecutive days. In situations of serious misconduct, the school board may choose to extend the suspension beyond three consecutive days. If action is required by the school board and the school board cannot meet within the three days, the suspension may be extended in consultation with the school board chair or the superintendent of schools.

The following guidelines should be considered when suspending a student:

- Suspension may be in-house or out-of-school
- The principal should consult with the faculty/board chair
- The principal must provide oral or written notification of the suspension to the pupil and parents in a timely manner. In addition, an explanation of the evidence, the disciplinary measures, and of an opportunity of the pupil to respond must also be given
- The principal should carefully document the suspension and disciplinary measures taken and place in the student's Cumulative Record
- A teacher may temporarily remove a student from class,
But suspension from school is done as outlined above
- A student may be suspended for repeated offenses when other procedures have not been effective. Repeated offenses should be communicated to parents and documented in the teacher's file prior to suspension
- A suspended student must remain under the authority of the school administration until appropriate arrangements have been made with the parent or guardian

If a student is sent home from the school before 11:30 A.M. his/her suspension will be for that day only. If after 11:30 A.M, his/her suspension will be for the remainder of that day as well as the next day. When a student is suspended for misbehavior, he/she will earn zeros in all subject areas for those days.

Serious infractions warranting more than a five-day suspension or possible expulsion will be communicated to the superintendent of education with an accompanying incident report

Probationary Status

A student who has developed a record of disciplinary actions can be placed on probationary status for a period of time determined by the Discipline Committee. A student in probation can be expelled if he/she does not exhibit progressive measures towards correcting the problem(s) that led to his/her probation.

Expulsion

The most serious of the Discipline Committee is the expulsion of a student. This action can take place for one serious infraction of school regulations or a combined record of infractions and warnings. Students expelled from Capitol City Seventh-day Adventist School are subject to review by the Admission Committee before being permitted to re-enter Capitol City Seventh-day Adventist School the following year. Such serious actions are taken with much thought, discussion, and prayer.

It is the goal of Seventh-day Adventist education to attempt to meet the needs of every student enrolled in our school. However, the local school board reserves the right to remove any student from continuance in school when it determines the student does not meet with the school's mission of behavioral, academic, social or spiritual expectations.

Expulsion (discontinuance of a student from enrollment) is presumed for, but not limited to, the following:

- Intentionally causing serious injury to another, not in self-defense
- Possession of a firearm, dangerous chemicals, or an explosive
- Sale or distribution of a controlled substance
- Robbery
- Assault or battery upon any school employee
- Sexual assault or battery
- Brandishing a weapon at another person
- Severe or repeated sexual harassment of other students at school

Note: Continuing a student who has committed one of these acts shall only be done when considering the totality of circumstances including the student's history and amenability to change. Expulsion may also take place for the following:

- Viewing, possessing, creating, or sharing pornographic and other sexually offensive materials
- Major or repeated theft at school
- Use of controlled substances including illegal drugs, alcohol and tobacco.
- Persistently advocating atheism or ideas that are destructive of Christian principles or moral teachings of the Seventh-day Adventist Church.

Academic non-performance

Intentionally causing serious damage to school property or other personal property

Committing an obscene act or damage to school property

Intentionally threatening or intimidating school personnel or students. The threats or intimidation cause reasonable fear of life or well being or materially disrupt the school environment.

Bullying or hazing.

It is the responsibility of the Capitol City Seventh-day Adventist School to report all illegal activities to the appropriate law enforcement agencies. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

Computer Acceptable Use Policy

The schools of the Seventh-day Adventist education system are pleased to offer their students access to a computer network for electronic mail and the internet. To gain access to email and the Internet, the legal parent and student must sign and return the Internet Access Agreement to the school.

The Internet is an influential resource for expanding students' educational experiences. Access to e-mail and the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Unfortunately, it is true that some materials accessible via the internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school's choosing to make the Internet available to our students. However, because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

School computers are for educational purposes only. Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

Be responsible and courteous in all communications.

- Be responsible with all computer hardware and software.
- Keep their passwords to themselves.
- Respect the confidentiality of folders, work, and files of others.
- Learn about and observe copyright laws.
- Comply with the Lake Region Conference Acceptable Use Policy.
- Not attempt to access or alter unauthorized areas of a computer system.

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

Financial Information

Thank you for your interest in Capitol City SDA School. It is our prayer that Capitol City SDA School will be the right fit for your family, and we are committed to helping you in every stage of this decision process.

All registration fees for the year must be paid in full before a child may be enrolled in school. This fee is necessary to cover textbook rental, classroom equipment, library books, and insurance. No part of this fee is refundable. In addition, all past school-year balances must be paid at registration.

Other Ways to Offset Tuition

- Capitol City SDA School participates in Indiana's new voucher program (authorized under IC 20-51-1 and IC 20-51-4) which gives Hoosier families the opportunity to send their children to a school that best meets their learning needs. A voucher, or "Choice Scholarship," is a state payment that qualifying families can use to offset tuition costs at participating schools. Students qualify based on total household income and the amount of the scholarship corresponds with the public school corporation in which the student lives. Any child who attended a public school for the preceding two semesters and who does not come from a family whose income exceeds 400% of the federal free-and-reduced-price lunch program is eligible to receive a scholarship to attend any approved and/or accredited private school. For more details visit: www.doe.in.gov/schoolchoice.
- Families with multiple children at Capitol City SDA School receive a \$200.00 annual tuition discount per second enrolled child, and a \$400.00 tuition discount per third plus enrolled child/ren.
- First preference for employment at the school, when available, is given to qualifying families who have children enrolled at the school. Such families can earn at least a \$530.00 annual tuition discount per child for being employed at the school.

Student Progress Reports

Report cards will be issued two weeks following each of the four grading periods. The parents should examine these reports carefully for scholarship and conduct. Interim reports will be sent if the attention of the parents should be focused on a problem or an outstanding accomplishment.

Keyboarding

All students are to complete an approved keyboarding program as an eighth grade completion requirement. Keyboarding will begin no later than grade 5.

Homework

Because students need adequate practice in study habits and study skills, Capitol City Seventh-day Adventist School firmly advocates properly assigned and meaningful homework. We encourage parents to designate regular hours and a special place for their children to study, in order that homework may be properly completed for classes. Homework is assigned from Monday-Thursday.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year. The parent or teacher may request additional conferences at any time.

Parent-Teacher Relationship

The success of the school depends largely upon the communication and cooperation between parents and teachers. A successful parent-teacher relationship is built on open and responsible communication. Because of the importance of education, it is natural for parents to ask questions concerning their children's progress and/or the school's programs and operations. In this regard, the school encourages parents to ask fair questions of their children's teachers. If the parent feels that they have not received a satisfactory or timely response to their concern, they should contact the school principal.

If parents have a concern about their children's teacher, it should be made to the teacher in private, in a befitting manner. If this proves ineffective, the matter should be referred to the principal and then to the school board.

"In the formation of character no other influences count so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take place. In all that concerns the well being of the child, it should be the effort of the parents to cooperate." **Education, p. 283**

Suggested Guidelines for Parents

Cooperation between parents and teachers will help provide educational experiences. When students perceive a spirit of mutual support and cooperation between parents and teachers, they are likely to display a more eager attitude toward learning and achievement.

- Contact the teacher before drawing conclusions.
- Be sensitive to the personal needs of the teacher. Make contact within reasonable hours (never during class time, at Sabbath School, etc.)
- Refrain from expressing negative opinions or judgments about a teacher in the presence of your child. This undermines confidence in the teacher and affects your child's relationship with the teacher.
- Talk with the teacher about your problem privately. Generally you should talk to the teacher before speaking to the principal.
- Avoid discussing your problem with other parents. This generally hinders the problem-solution process.
- Be patient. Allow some time for the resolution of the problem by the teacher, student, and/or principal. Establish with the teacher a mutually agreed-upon time limit to review the progress. Stay in contact.
- Keep the discussion focused on the issues. Personal feelings tend to interfere with objectivity.
- Remember, the teacher may see your child from a different perspective than you do; yet, he/she desires your child's success.

Volunteer Connection

Volunteer contribution can be made to most aspects of a school's program, from tutoring, to home and school organization, to school outreach programs. The following guidelines have been established to gain optimal benefit from the use of volunteers to assist teachers and enrich the school program:

- Volunteers are required to fill out and sign the Volunteer Ministry Information Form and the Lake Region Conference Child Protection Policy form provided by the Lake Region Conference

Volunteers who work with children on a regular basis are required to undergo a Criminal Background Check.

Teachers are encouraged to utilize volunteers, but must clearly maintain the authority and responsibility for all instructions.

It is recommended that volunteers not be utilized the first several weeks of school until the authority of the teacher and classroom routines and procedures have been established.

Volunteers must be familiar with and employ all procedures when given the responsibility of supervising students in the immediate absences of the teacher.

Suggested tasks for volunteers include the following:

- Copy material
- Grade papers
- Supervise recesses
- Listen to student read
- Drill math facts
- Assist with art projects
- Organize the school library
- Supervise learning games
- Monitor students on computer
- Assist with Bible Labs
- Drive/supervise on field trips
- Tutor individual students
- Help prepare bulletin boards
- Assist with school sponsored activities

Parental volunteers can be a valuable resource. However, it is recommended that parents do not spend a great deal of time in classrooms with their own children. This will avert potential problems that could develop with both a parent and teacher supervising a child.

Many parents and interested individuals have helped the school in the past by willingness to assist the teachers at various times during the year. The school administration strongly encourages participation in the Volunteer Connection. Please contact the principal or Home and School leader.

Animals

Before allowing animals in the classroom, care should be taken to ensure proper treatment and care of animals brought to a classroom. Permission should be obtained before bringing an animal into the building.