



**CAP-HAITIEN**

**CHRISTIAN SCHOOL**

**Ministères Chrétiens du Cap-Haïtien**

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Morne Rouge, Haiti Unit # 1162 CAPCM 3170 Airman's Dr. Fort Pierce, FL. 34946

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**PARENT/STUDENT HANDBOOK**  
**2023-2024**

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## WHO WE ARE

### History

Cap-Haitien Christian School was formerly known as Cowman International School. It was started in the early 1960s and grew out of a need to provide an American standards-based English education for the children of missionaries. From its rather humble beginnings, Cowman International School became a Kindergarten age 3 through 12th grade school serving between 140-180 students per year. Growth has been particularly significant in the past several years and additional classroom space has been added annually to meet demand. Though COVID-19 and political unrest has caused some of our families to choose homeschooling for this school year, our enrollment remains strong at over 140 students. We look forward to resuming construction as we continue to prepare our high school for the impending growth in the next several years as our elementary students move into the upper grades.

### Vision

Cap-Haitien Christian School (CHCS) envisions northern Haiti transformed by a strong, well-educated network of English speaking, biblically-minded leaders.

### Mission

Cap-Haitien Christian School in Haiti strives toward our vision by providing an excellent American standards-based English education from a biblical perspective to develop strong, disciplined, Godly, life-long learners.

### Values

**Excellent Formal Christian Education.** CHCS staff members commit to providing an excellent education where students are challenged to think critically. Biblical integration of all subject areas encourages the foundation for intellectual, emotional, and spiritual education.

**Biblical Foundation:** CHCS staff, administrators and board members testify to a personal relationship with Jesus Christ and seek to live as Christ-like role models, adhering to the CHCS Statement of Faith.

**Christian Character:** CHCS strives to develop honest, respectful, and responsible students, encouraged to learn God's word through daily Bible classes and weekly chapel services. Staff members commit to helping students know, accept, and grow in relationship with Jesus.

**Partnership:** Education is a partnership between board members, staff, parents, and students. CHCS works in cooperation with parents to educate children to understand, reclaim, and affirm all of God's creation to his glory.

## Statement of Faith:

- There is one God eternally existing in three persons: the Father, Son, and Holy Spirit. (Mark 12:29; 1 John 5:7)
- The Holy Scripture is inspired by God and is our only infallible rule of faith and practice. (2 Timothy 3:16; Hebrews 4:12)
- Jesus Christ, the divine Son of God, was born of a virgin, died on the cross and was bodily raised from the dead for our justification. He ascended to the right hand of the Father and He will return visibly and bodily with power and great glory. (Matthew 1:23; Acts 2:22-24, Romans 5:6-9; Hebrews 1:3; Matthew 24:30)
- Human beings were directly created, not evolved, in the very image of God, beginning with Adam and Eve. (Genesis 1:26, 27; 2:21-23)
- Man is, by nature, a sinner separated from God and can become God's child only by faith in Jesus Christ and submission to the will of God as revealed in the Gospel. (Romans 3:10-19, 34)
- Those who are born into God's family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in hell. (John 3:6, 15-19, 36)
- The Holy Spirit lives in the believer, enabling him to walk in purity of life and submission to the will of God. (Romans 8:1-10)
- All believers, regardless of sex, race or color, are united in the body of Christ. (Galatians 3:26-28; I Corinthians 12:12-27)

## PROCESS and QUALIFICATIONS FOR ENROLLMENT

### A. Process of Re-Enrollment at CHCS

1. Fill out the re-enrollment form and return it to the school office.
2. Sign and return the Payment Agreement form.
3. Finish paying for the previous school year.
4. Pay the Re-enrollment and Supply Fees.
5. If seeking financial assistance, fill out and return the financial assistance application.

### B. Qualifications for Re-Enrollment at CHCS

- Students must have a 'C' average or better in all subjects, must read at grade level and must pass the grade level standardized testing to be eligible for promotion. High school students must have a 2.0 GPA.
- Students on scholarships must maintain a 'C' average in all classes to be eligible to re-apply for financial assistance.
- Parents must have attended conferences and remained involved to be eligible for re-enrollment.
- Parents must have paid for the previous school year in full.

### C. Process of New Enrollment at CHCS

All prospective students must go through the proper application procedure in order to be admitted to the school. The procedure is as follows:

1. Complete and sign an application packet from the school. This includes:
  - a. CHCS Statement of Faith
  - b. Release of Liability/ Media Release
  - c. Acknowledgement of Parental Involvement
2. Obtain these necessary additional documents to accompany the packet:
  - a. Documentation of required immunizations
  - b. Completed medical record forms
  - c. Copy of applicant's birth certificate
  - d. Official Transcripts from previous schools
3. Bring the completed application packet and additional documents to the school office with a \$25 application fee.
4. Await application review and a call about the status of your child.
5. Schedule a time for admission testing.
  - a. There is a \$15 testing fee.
  - b. You must attend the testing as scheduled or give the school sufficient notice, or an additional fee will be imposed and there is a possibility your child will be denied admission.
  - c. NOTE: Testing is reviewed by the admissions committee to determine admission and may not be decided the same day.
6. Receive a call within a week of testing to inform you of the decision for your child.
7. Pay registration fee, if accepted, within one week to complete the enrollment process.
  - a. If your payment is not received, your enrollment is not complete and your place may be given to another applicant.

### D. Qualifications for Enrollment at CHCS

- Students must be living with at least one parent or legal guardian.
- One person in the household, other than the child, must speak English.
- Uniforms are required and must be purchased by the parent outside of CHCS. A CHCS logo can be purchased in the school office and must be affixed to the uniform.
  - All students: : Dark/Navy blue shorts or pants and a white polo shirt
  - Girls may wear skirts or jumpers that are just above the knee or longer.
  - PE: Students must wear the CHCS PE Uniform and sneakers/tennis shoes.
- All students must bring a reusable water bottle, lunch box, and a backpack large enough to hold a 9x11 folder. 7<sup>th</sup>-12<sup>th</sup> Grade Students **must** have a laptop with Microsoft Word and internet access for homework.

## **E. New Students**

All new students are accepted on a trial basis for the first nine weeks of school or acceptance. During this time, the student must meet all of the school's standards, academically, spiritually, behaviorally, and socially. At the end of this period, an administrator will review the student's progress and determine if the student may continue at CHCS. If a student must continue probation or be withdrawn, a parent conference will be called.

## **F. Withdraw**

Withdraw of a student may be done through filling out a form from the school office. The student must return all of CHCS books and supplies as well as have their account paid in full in order to receive their official transcript for their new school. Families must give administration at least one week notice to receive their transcript. Students who withdraw in good standing will be welcomed back upon submission of re-enrollment forms and required documentation if space allows.

# **ACADEMIC PROGRAMS**

## **A. Early Childhood Education: Preschool Ages 3-4, Kindergarten-5**

Our early childhood program is designed to prepare the student for our Kindergarten program which is taught completely in English. We believe in hands-on experiential learning where students are encouraged to learn through age-appropriate play. The success of this program depends in part on the amount of parental support and practice that the child receives.

### **a. KINDERGARTEN AGE 3**

The three-year-old preschool program is designed to give children a head-start in the development of their communication skills in English, academic readiness, and basic social and motor skills. It is open to children who are three years of age by August 15<sup>th</sup>. Children do not need to know how to communicate in English in order to enter this program.

### **b. KINDERGARTEN AGE 4**

The four-year-old preschool program is structured to provide a foundation in English communication and age appropriate academics, as well as opportunities to interact meaningfully with other children. It is open to children who are four years old by August 15<sup>th</sup>. Children do need to understand and speak some English in order to enter this program.

### **c. KINDERGARTEN AGE 5**

Our Kindergarten is a traditional hands-on learning program, open to children who are five years old by August 15<sup>th</sup>. To enroll, children must have basic English communication skills. They must also demonstrate a beginning understanding of letter names, letter sounds, numbers, shapes, counting, colors, etc.

## B. Elementary Education, Grades 1-5

The elementary school offers a traditional academic program based upon United States standards and is open to all students who qualify and have a working knowledge of the English language. Students entering 1st grade must be six years old by August 15<sup>th</sup> and have proof of completing an English Kindergarten program.

## C. Middle School, Grades 6-8

The Middle School program, also referred to as Junior High, focuses on developing independent learners who are prepared for a college-preparatory high school program. The program transitions students from the self-contained classroom approach of elementary school to the specialist approach of high school. It develops students' personal responsibility and fosters healthy independence while establishing the important academic habits that ensure students' success in high school and beyond. Students continue the academic program based on U.S. standards in an English-immersion context.

## D. High School, Grades 9-12

The high school program is designed to prepare students for post-secondary education in college, university, or trade school. Students are expected to make regular progress towards this goal and maintain an acceptable grade point average (GPA) and Christian conduct. The minimum graduation requirements at CHCS are listed below. Students are required to have 23 credits in total.

<b>Subject Matter</b>	<b># Credits Required</b>	<b>Typical Courses taken</b>
Bible	4 credits	Bible 9, 10, 11, 12
Math	4 credits	Algebra I, Algebra II, Geometry, Pre-Calculus
English/Language Arts	4 credits	English Foundations, English I, English II, American Literature, British or World Literature
Science	3 credits	Biology 1, Chemistry, Physics, Biology 2, Anatomy, Environmental Science
Social Studies	3.5 credits	World History, US History, Psychology (0.5) Economics (0.5), Government (0.5-1.0), Haitian History (.5)
World Language	2 credits	French, Spanish, Haitian Creole
Health	0.5 credit	Health
Physical Education	1 credit	Physical Education
Fine Arts - Electives offered as available	1 credit	Speech, Journalism, Photography, Music, Yearbook, Design, Art, Internships, Independent Study Courses, etc.

**\*Note that some courses are not available each year and may be waived at the discretion of the administration.**

### *Middle and High School Promotion*

Students must receive a 70.5 (C-) or greater in order for a course to count as a credit. If students do not meet this condition they have to repeat the course which may delay graduation. In some cases, remedial work or summer school may be available to help students stay on track. In this case, students may have to take a placement test upon proof of remedial work.

### *Independent Study Courses (Grades 11-12):*

Students may take a course not offered in the normal schedule as an independent study course. These courses MUST be supervised by qualified personnel and approved by the director. Students MUST have a minimum 3.0 GPA prior to enrollment, parents and students MUST meet with the director to discuss the nature of the course, the assessment and evaluation criteria, completion dates and suitability for enrollment.

*School to Career Program:* One semester's credit will require at least 75 hours of work and will be worth 0.5 credits. Time spent on the course will be documented and it is the responsibility of the student to maintain this time record. The course MUST be completed in one semester unless there are extenuating circumstances

## **ACADEMIC POLICIES**

### **A. ASSESSMENTS:**

Students are evaluated using a variety of assessment methods for grading: assignments, quizzes, group work, various projects, and unit tests. Students should not normally have more than three tests in one day; however, high school students may exceed this guideline, particularly before breaks and at the end of grading periods.

*Elementary students* are given quarterly writing prompts, weekly math facts assessments, and bi-monthly reading fluency assessments to ensure they are making proper growth throughout the year.

*High School students* will have a cumulative assessment in December and May. This may take the form of a test, paper, project or combination as determined by the teacher. Final assessments will be 20 % of the final semester grade

Standardized tests are given each spring to all students to help assess student needs and provide feedback for appropriate grade placement.

### **B. GRADING:**

Cap-Haitien Christian School Elementary and Middle School students will be graded quarterly. CHCS High School students will be recorded by semester but reported quarterly.

Symbol	Lower Limit	GPA Value	Description
A+	98.5%	4.3	Excellent
A	93.5%	4.0	Excellent



A-	90.5%	3.7	Excellent
B+	87.5%	3.3	Good
B	83.5%	3.0	Good
B-	80.5%	2.7	Good
C+	77.5%	2.3	Fair
C	73.5%	2.0	Fair
C-	70.5%	1.7	Fair
D+	67.5%	1.3	Poor
D	63.5%	1.0	Poor
D-	59.5%	0.7	Poor
F	0.0%	0.0	Failing

### **C. FAILING GRADES & ACADEMIC PROBATION**

Cap-Haitien Christian School desires to maintain a standard of excellence. Therefore, teachers are committed to helping students reach success and to keeping parents informed about their child's progress. Students who fall below a 70.5% in one or more subject areas in the school grading period will be placed on academic probation. A parent and student meeting may be scheduled with the director and teachers to discuss a plan of assistance and draw up a student contract for the remainder of the quarter. A student will be released from academic probation at the end of the quarter if his/her grades are no longer deficient as defined above. Any student on three consecutive quarters of probation will be recommended to the director for termination of enrollment. Students on academic probation may also be denied readmission the following school year. If necessary, a student may be retained in the same grade level for the following school year.

### **D. HOMEWORK POLICY**

It is the students' responsibility to complete homework as assigned and the parents' responsibility to assist and ensure completion. (Parents may not give answers or write for their child. This will result in a zero). It is the students' responsibility to seek additional clarification and assistance from the teacher as soon as the need arises. Homework reinforces the notion that learning is not just a classroom activity. Note: Elementary homework folders should be checked on a daily basis and graded papers should be reviewed and removed.

Students must have homework ready when it is due. For every day that a homework assignment is late, the student *may* receive a ten point deduction. If an assignment is over 4 days late, a teacher may refuse to give credit for the assignment. In middle and high school, after four missed homeworks in any class during a semester, the student may receive detention or other disciplinary action.

### **E. PLAGIARISM AND ACADEMIC DISHONESTY**

Academic Dishonesty includes stealing or copying another's work (plagiarism) and/or possession of tests or teacher materials prior to the assignment or test. Academic dishonesty also

includes copying part or all of another student's homework or classwork. Cooperative efforts on homework are allowed only with the teacher's direct permission. A student who enables another student to cheat may also be held responsible and disciplined.

Cheating and plagiarism are serious offenses and as such will result in disciplinary action.

1st offense: The teacher will decide how the assignment will be made up and how much credit will be given.

2nd offense: The student will receive a zero on the assignment. The director will be notified and a letter will be sent home. The student may also receive a one day in-school suspension.

3rd offense: The student will receive a zero for the assignment. A parent/teacher conference will be required and the student will receive a 1 day out-of-school suspension. The student will also be placed on academic probation.

Repeated offenses may result in expulsion.

#### **F. MISSING AND LATE WORK**

Students are expected to stay up to date on all their assignments. Missing work assigned while students were present will result in a zero. Proper notification will be given to students to allow them to turn in missing work. Late work from assignments given while students were present, without special circumstance, may result in up to a 10 point deduction per day. Missing work is available to view on iGradePlus, our online grading system (see below). In between conferences, it is a parent's responsibility to check iGrade to make sure their child is maintaining their workload.

#### **G. RETESTS AND EXTRA CREDIT**

When a student fails a test, it shows lack of preparation on the content. Parents and teachers should work with the student to make sure they know the content that was missed. Students may request to retest if they receive lower than a D. The two test grades will then be averaged together for the final grade.

Teachers are not required to give extra credit assignments to students, but may do so occasionally. If so, all students in the course will receive the same opportunity.

#### **H. iGRADE PLUS**

iGrade Plus is our online school grading system and is where you can check on your students grades and progress in between report cards. Students in middle school and high school will receive student access while students' parents in grades 1st-12th will have parental access. Teachers will update grades regularly. Please allow two weeks for most assignments to be posted. It is a parent's responsibility to keep track of student grades in between conferences.

#### **I. ONLINE CLASSES**

In the event of extended time off from school due to political unrest or other unforeseen circumstances, CHCS will utilize Google Classroom and/or paper packets to continue learning. Daily assignments will be posted by teachers for students to complete. The amount of work will

vary based on grade. In some cases, students will be required to attend Zoom meetings in order to learn new content or review an assignment. Late or incomplete work will be treated like in-person work unless a parent contacts the teacher or administrator about internet issues. Completing assignments will also count as student attendance.

#### **J. STUDY HALL**

Middle school (grades 6-8) and high school (9-12) may have a study hall scheduled in their day. Students are expected to use this time to do homework, finish class assignments, and study for their courses. Technology is not allowed in the study hall without the study hall supervisor's permission. This is not a time for chatting or non-academic activities.

High school students in good behavioral and academic standing may choose to forgo their study hall and apply with administration to become a "Teacher's Assistant" or "TA." Depending on availability, these students may help in a younger grades class with tutoring, marking, and mentoring. Some office helpers may also be permitted.

### **SCHOOL PROCEDURES AND POLICIES**

#### **A. School Hours:**

- Cap-Haitien Christian School - Elementary, Middle and High School Hours: 8:00 – 3:05
- Kindergarten ages 4 and 5 class hours: 8:00 – 2:45
- Kindergarten age 3 classes
  - Morning Class 8:00 – 11:00
  - Afternoon Class 12:00 – 3:00

#### **B. Parental Access Policy**

- Parents/Visitors to the school **MUST** stay within designated areas and may not go to the doors of the classrooms without office permission.
- Parents are encouraged to participate in special events and activities.
- Parents/Visitors may not visit classrooms or other school areas without consent from the office staff and teacher **BEFORE** the day of.
- Parents/Visitors **MUST** make appointments to meet with teachers and administration by calling the school office at 509-3229-5521.
- Parents/Visitors should not visit a teacher's home about a school matter.
- Parents/Visitors should check in at the office if they have an appointment with a teacher.
- Threats, ultimatums, or verbal abuse of any kind to any staff member or student will not be tolerated and may lead to expulsion of the student.
- Family members (including drivers, maids or messengers) are not to disturb a student during class hours. Messages, lunches, or other items may be left in the office to be delivered between class periods.

#### **C. Attendance Policy**

Regular attendance is essential for your child's success.

There are **TWO** kinds of absences.

- Excused absences are when a student is ill or has made an arrangement with the school office to be gone.
  - Please call the office to notify the school if your child will be absent due to illness or known travel.
  - The student is responsible for any classwork missed and must arrange to make up assignments, tests or quizzes. Students have one day to make up work for each day of their excused absence, unless otherwise arranged. Homework assigned before the absence and tests scheduled for the first day absent are to be submitted the day the student returns.
  - Excused absences for anything other than illness may be granted at the discretion of the Director.
  - **Students should not attend school if they have had a fever, diarrhea, or COVID-19 symptoms in the last 24 hours.**
  - If a student is sent home from school with a fever, he or she should not return to school the following day. Please keep all phone numbers up to date so if your child is ill or injured at school, we can reach you.
  - When a child is sent home sick or needs to leave early, a parent, guardian, or driver must sign their child out in the office with the secretary or nurse.
- Unexcused absences are recorded when parents do not alert the school for an illness or an absence is for something other than illness that has not been approved.
  - Unexcused absences are serious. Students need to be at school as much as physically possible. Unexcused absence work may not receive credit in the grade book.
  - Students who are absent more than fifteen days may fail courses unless special arrangements are made with teachers and approved by the Director.

#### D. Tardy Policy

##### For the Start of the School Day:

- Students are considered tardy if not in class with materials ready by 8:00.
- They must report to the office for a tardy slip from the secretary before going to class.
- After the second tardy a staff member (counselor, teacher, admin, or secretary) will call parents to remind them of the arrival time.
- On the third tardy a conference will be called. The student will not be allowed to attend class until the parents come and meet with the school. An arrival plan will be worked through so this does not continue.
- Any tardies after that point will result in the student being sent home or placed in in-school suspension. A late fee can be imposed to enforce the importance of timeliness.
- Tardies due to manifestations and/or traffic accidents will not count against a student. The director will waive all tardies on days when this occurs.

##### For the Between Classes (Middle/High School):

- Students have five minutes between classes in order to organize materials, use the restroom, fill water bottles, and move to the next class. There is also a lunch break. Students in grades 6-12 are expected to monitor their time and be in their seats and ready for their next class online. Students may request teacher permission to do these things during class time after the first ten minutes have passed.
- A student is considered tardy if:
  - They are not in the room when class is starting
  - They need to leave the room to get needed materials
- The consequences are as follows:
  - 1<sup>st</sup>-2<sup>nd</sup> Offense: A Verbal Reminder
  - 3<sup>rd</sup>-4<sup>th</sup> Offense: Lunch Detentions
  - 5<sup>th</sup>+ Offense: Parent/Teacher Conference & In-School Suspension
  - 10+ Offense: Out of School Suspension & Academic Probation

## E. Transportation

CHCS staff members take the safety of our students seriously and want to prevent any student or family members from getting injured during arrival and dismissal. All drivers must abide by these procedures. If broken the following record will occur.

### Offense Record:

- First Offense: Verbal warning by the staff or security guards
- Second Offense: Driver or parent being referred to the parent liaison for a conference meeting. The parent or driver will be warned and put on transportation probation.
- Third Offense: Loss of privileges to pick up and drop off the student.

### Drop Off Procedure:

Drop off areas will be strictly supervised in an effort to maximize safety for your children. Please adhere to the rules for drop off and pick up. Follow instructions given by teachers on duty in loading areas.

Drop off hours begin at 7:35. No students shall be dropped off before this time. Security guards will not open the gates for parents until 7:35. Students may not be dropped off at the top gate. Any parents arriving early should not block the drive. Teachers need to be allowed though so they can receive students in classrooms.

All parents are to remain inside their vehicles unless parking (along the wall) to go to the office.

If the vehicle has a child in the kindergarten building, drop off for all students in the car should be done in the kindergarten circle. Drop off for grades 1 through 12 should be done at the porch. There will be three drop off stations at the porch and 4 in the kindergarten circle to unload.

### Pick Up Procedure:

All drivers should have an “Arrival/Dismissal Pass” with the student(s) name on it, given after filling out the Transportation Form. All parents are to remain in their vehicles unless parking to go to the office. Parents must return to their vehicles and then join the car line to pick up their child.

All students in grades 1 through 12 should be picked up at the porch stations unless they have a sibling or rider in the kindergarten building.

All students will be given a pick-up badge that the parent or driver must have visible for pick up. All kindergarten students will be picked up in the kindergarten circle. Older siblings should go the K-Circle with their younger sibling for pick-up. 1st-12th graders without younger siblings will be picked up on the porch.

In an emergency, a parent may call to temporarily authorize another adult not listed on the transportation form to pick up their child. The person must then confirm their identity with a valid photo id.

If you have an emergency while on your way to school, please call the school at 509-3229-5521 to alert the office of the situation. A \$10 late fee will apply each time a student is picked up after 3:00 for kindergarten and 3:20 PM elementary and upper school. Children picked up more than an hour late will be charged a \$25 fee. If the child is not picked up by 5:00 pm, the parent will be charged a fee based on the time of pick up.

Students in 6th grade and above may leave independently only with written permission from a parent/guardian.

### Student Drivers

Being a student driver at CHCS is a privilege which will be granted as long as the following guidelines are met. Students who do not uphold these rules will lose their student driving/parking privileges.

- The student driver must be recorded on CHCS’s transportation form sent home at the beginning of the year.
- A valid driver’s license must be held by the student and written permission from the car’s owner must be turned into the school.
- When a student driver arrives at school, they must lock their car and go to class with the rest of the students. They should not return to their vehicle without teacher or admin permission until dismissal.
- Student drivers must follow the drop off/pick up lines and may not cut around the flow of traffic.

### F. DRESS CODE

- All students must wear a CHCS uniform polo and navy blue bottoms or jeans.
- CHCS Logos can be purchased in the finance office for \$5.
- Girls shorts, skirts and jumpers must fall just above the knee or be longer.

- Pants may not be too tight or have rips/holes.
- Footwear should be comfortable and cover toes. Tennis shoes are the most appropriate.
- Hats, ball caps, du-rags, and hair combs in hair are not permitted inside classrooms.
- A CHCS PE uniform and tennis shoes are required for PE days. To prevent injury, no sandals are allowed for PE and the student will receive a zero and be asked to sit out.
- Uniform infractions will first be issued a warning. After one warning, the parents will be called for a conference to correct the issue. Continued infractions may result in disciplinary action.
  - Continued attendance without a CHCS logo, after a warning and conference, will result in a charge to the student account and the logo being sent home.

## G. COMMUNICATION:

It is our desire to work as partners with parents in educating your children. However, teachers may not leave assigned duties in order to speak to parents. Please allow teachers the opportunity to give you their full attention by setting up ahead of time, a convenient time to talk.

- Please do not drop in expecting to speak to your child's teacher.
- Please call the office at 509-3229-5521 to contact your child's teacher when you have any questions or concerns. You can arrange a time to meet when the teacher is available.
- You may receive a monthly newsletter informing you of what is happening in your child's class. Report cards will be distributed at the end of each quarter.
- Parents are **required** to be on WhatsApp. Please pay attention to your child's WhatsApp group for important announcements. Do not post personal, political, or promotional information in the school groups.
- Parents are **required** to be on iGradePlus to monitor grades/assignments. Please look at your child's account before coming to your teacher with questions.
- Parents should respect the teacher's home and family time. Do not expect teachers to communicate with you at night or on weekends. Please communicate during the school day until 3:30 unless it is an emergency.
- Appointments should not be made with administration about classroom issues until a conference with the teacher has been attempted first. Please do not involve other parents, students, etc. who are not a part of the problem or solution. Students (and their parents) are asked not to discuss private concerns or start discord amongst each other concerning the school or teachers.
- Teachers may only discuss a child's progress with a parent or legal guardian. Friends, tutors, aunts, etc. may not inquire about anyone else's child. Records should be kept confidential.

## H. GRIEVANCES:

The administration will follow established procedures based on the principals of Matthew 18:15-17 ensuring proper documentation and processes. The Parent Liaison and/or Director will work with the parent(s) to resolve any dispute after the parties involved have tried to resolve it between themselves. If it is a matter of child safety (abuse, neglect, etc.) please see the safeguarding addendum. Gossiping, name-calling, mocking, and harassing will not be tolerated of students, parents, or staff.

## **I. LOCKERS & DESKS:**

Lockers and individual keys will be given to students in grades 7-12. Both school lockers and desks are property of the school and are available to students for their convenience.

Administrators reserve the right to search a student's locker or desk, without permission of the student, whenever it is reasonable to assume that it contains items which may be hazardous, illegal, in violation of school rules, or stolen. Teachers may enter desks to ensure school materials are being properly kept as well as to help search for missing work.

Lockers and desks must be kept clean and keys must be returned when asked in good working condition. Missing keys will be charged to the student's account at the end of the year.

## **PERSONAL ITEMS**

All personal items (such as toys, iPads, tablets, etc.) are to be kept securely in lockers or in book bags. Students are to leave valuables at home. CHCS does not accept responsibility for these items if they become lost or damaged.

## **J. PARENT INVOLVEMENT::**

Cap-Haitien Christian School believes strongly in parents and teachers working together as partners to educate our students. Every school year there will be opportunities for parents to participate in conferences and school activities. It is mandatory for reenrollment that parents participate in these events. Enrolling your child indicates that you understand the school policy that requires your participation in these activities to receive report cards and to re enroll your child next year.

## **K. CELL PHONES & TECHNOLOGY:**

- While on school grounds, students are expected to access websites solely for school work and research. Facebook, Instagram, and TikTok are prohibited.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Infractions shall result in disciplinary action and potential loss of internet privileges.
- CHCS takes online security seriously but will not be held responsible for any harm or damages that result from the use of school technologies.
- Headphones on computers or iPads may be used at the discretion of the teacher, but may not be used outside of the classroom.
- Any student caught using a phone, ipod, or gaming device before, during or after school hours will have the phone confiscated and a PARENT will need to retrieve the phone from the office.
- Students will not record still or moving images or voices of students or the teacher without permission from the teacher and the other students.
- All contact with parents during the school day should be done on the phone in the office. If parents need to contact children for an emergency, please call the office at 509-2260-0404.
- A separate contract must be signed by student and parent in order to use CHCS' technology (iPads, chargers, and/or calculators).



## **L. WATER BOTTLES:**

All students must have a water bottle as dehydration is a health risk. Students should bring a full bottle each day. Bottles may be refilled throughout the day. Be sure that the water bottle seals properly to avoid spillage. Students will be encouraged to drink water often. Please label the bottle with your child's name to avoid confusion.

## **SNACK**

Elementary students in grades K-3 through fifth grade **MUST** bring a quick and easy snack. We will not be heating up lunch for a snack. Parents should provide a small, nutritious snack to get their children through the morning until lunch. Chips, cookies, chocolates, and candies are not allowed. The school does not provide snacks at this time.

## **LUNCH**

- Students should bring a healthy lunch to school. CHCS does not have a kitchen yet. Students may not order lunches at the school. Send your child's lunch with him or her to school when they arrive. We will not be ordering food for students.
- Students are to wash their hands before eating lunch.
- Students may **NOT** share food or take food from others.
- Students in elementary are expected to sit at a lunch table for at least fifteen minutes of their lunch period.
- Students are to clean up after themselves, throwing away trash and putting away lunch boxes before going to recess.
- Students must respect the authority of the lunch aides and supervisors.
- No sodas or caffeinated drinks are allowed.
- Gum is not permitted at school.

## **RECESS**

- Stay on the playground where an adult can see you.
- No playing on the porch or around the building or sidewalks.
- Take turns, play fair and use good sportsmanship.
- Do not use rocks or sticks as playground equipment.
- Do not climb the trees or pick the flowers or fruit.
- Respect the playground supervisor and talk to them about issues. Do **NOT** go to classrooms to talk with teachers.
- Do not leave the playground without permission.
- Do not go into classrooms without a teacher in the classroom.
- No eating on the playground.
- When the whistle blows at the end of recess, line up immediately.

## **M. RESTROOM PROCEDURE:**

- Students are **NOT** to put anything other than toilet paper in the toilet.
- Students should knock on the stall door before attempting to pull it open.
- Students need to flush toilets and wash hands with soap after using the restroom.
- Boys may not enter the girls restroom. Girls may not enter the boys restroom.

## **N. LIBRARY**

The library is open for student and teacher use. Kindergarten and elementary students may only enter the library with their teachers during their scheduled time. Middle and high school students may ask permission to go to the library during study hall. Materials must be checked out by an adult.

CHCS asks that materials be returned on time. Once students' names are on the overdue list, they cannot check out new books until everything is returned or a fee is paid. Students will only have four weeks after being notified about overdue books before a fee is charged to their account. Fees will vary based on the type of material lost in order to get a replacement. Parents will be notified.

The library is not a place to hang-out during classes or lunch/recess. Any student in the library must be supervised by an adult.

## **O. PHOTO POLICY**

On various occasions, students, faculty, and parents may be videoed and/or photographed to be used for CHCS promotional materials and general information purposes. Any student who does not wish to appear in any photos or video used for these purposes must notify the administration in writing, immediately upon enrolling.

## **P. MEDICATION**

All medication must be sent to the school nurse for dosing. A note must accompany all medication stating the purpose of the medication, what time to give it, and how many days it should be given. The note must be signed and dated. No medication may be kept in the classroom unless it is an emergency inhaler or rescue medication.

## **Q. CLUBS**

CHCS offers a variety of clubs according to teacher/coach availability such as Praise Band, Basketball, Soccer, Chess, etc. Students may only enter clubs based on their grade level and the following criteria:

- Students must not be on academic or behavioral probation and have a C or better average in all courses.
- Students must be in good financial standing to join any club with a fee.
- Students must be picked up on time from clubs or a late fee will be applied. If lateness continues, the student will be dismissed from the club.
- If a student receives a lunch detention or in-school suspension, they are not eligible to stay for clubs that day.

## **STUDENT EXPECTATIONS & DISCIPLINE:**

CHCS believes in the biblical philosophy of discipline in which it is an act of love for the purpose of instructing children to be right, wise, and responsible. We believe in cooperating with parents in this effort and take the responsibility seriously. If a serious disciplinary situation develops, parents are expected to work closely with the teachers or administration to resolve the situation. Refusal or failure to cooperate may result in the student being withheld from classes until a meeting can be scheduled.

- ❑ Students shall be on time for school and all classes throughout the day.
- ❑ Students shall be respectful to one another and to all adults in all areas of the school. No bullying will be tolerated at school. Students may not disrupt the classroom learning.
- ❑ Students are to be respectful of school property and the property of others.
  - The teacher's computer, desk, bookshelves, and supplies are off limits to students without direct teacher permission.
- ❑ Students will be responsible for their own belongings, school supplies and materials. Damaged or lost school supplies, books, or other property may result in disciplinary action and/or a monetary fee.
- ❑ Students will adhere to all school policies and procedures as well as classroom rules.
- ❑ Students are expected to be truthful at all times. No lying, stealing, cheating or plagiarism will be tolerated.
- ❑ Students are to use wholesome language. No profanities will be tolerated.
- ❑ Food and drink (other than water) are not permitted inside the classrooms to avoid bugs and messes.

## **KINDERGARTEN BEHAVIOR MANAGEMENT PLAN**

In Kindergarten, we are teaching appropriate behavior. Children are being taught that all behaviors have consequences. Behaviors are recorded on classroom behavior clip charts. Positive behaviors are rewarded with recognition by moving the child's clip up and negative behaviors result in the clip being moved down. Classroom rules are similar to:

- Kind, gentle or helping hands
- Walking feet
- Quiet voices inside
- Listening ears
- Stay with your group

Good behaviors will be recognized with praise and occasionally a reward of some kind. Breaking of rules or misbehaviors will be addressed as follows:

1. The child will be given a verbal reminder of expected behavior and response.
2. Staff will re-teach expected response or behavior.
3. The child's clip will be moved down and the child will be asked to state what he/she can do differently.
4. If behavior continues, the clip will be moved down a second time and the child will be reminded of the consequence for continued misbehavior. The child will also be offered choices to improve behavior.
5. A third incident may result in the clip going immediately to red and parents being informed of the issue either by phone or in writing. Any child on red will be given time out for 1 minute for each year of age.

\*\*\* Any violent physical outburst that results in injury to another person or destruction of property will result in an immediate red clip, time out and a phone call home.

At any time, a child can improve behavior and move up the spectrum. It is important that children learn that they can recover when they have behaved poorly.

## **ELEMENTARY DISCIPLINE PLAN**

All elementary students are expected to follow the procedures outlined by their classroom teachers. These include, but are not limited to:

- Being respectful to teachers, peers, and self
- Being respectful of property and materials
- Being an active participant
- Using walking feet and raised hands

All elementary classrooms use a clip-chart to manage and keep track of behavior. All students start on “Ready to Learn.” Good behavior will have the student’s clip moved up the clip chart and *may* result in a small treat and positive reinforcement. Breaking the rules or demonstrating poor behavior will be handled as follows:

- Verbal warning from the teacher or assistant to correct behavior
- Move clip down to yellow which indicates final warning
- Move clip down to “Teacher’s Choice” or orange which results in a consequence such as time off of recess, writing a letter of apology, or a temporary loss of classroom privileges e.g. being line leader
- Move clip down to “Parent Contact” or red where the teacher will either call or write a note or email home regarding the student’s behavior
- Continued misbehavior will be reported to the school’s counselor and/or director and may result in lunch detentions and/or in or out of school suspensions. Continued misbehavior may lead to denial of readmission to CHCS.

It is important for a student to recognize that misbehavior can be corrected and that they are not “stuck” with a clip moved down. Opportunities will be given to reconcile and improve throughout the day. Each day, parents are expected to check their child’s behavior sheet included in the child’s take-home folder.

## **MIDDLE AND HIGH SCHOOL DISCIPLINE PLAN**

Students receive Verbal Warnings from teachers for unacceptable behavior. If student behavior does not improve, the teacher will alert the office and assign a consequence. The teacher will communicate behavior and consequences with the director/designate and parents will be notified. Disruptive students will not be allowed to remain in classrooms. One student will not be allowed to disrupt the learning environment of the other students who are in class to learn.

For continued offenses or serious infractions, students will receive:

Lunch detention with a teacher or administrator/designate. The student will not be allowed to eat with their peers, but rather sit alone with the designated staff member to allow time to reflect upon their infraction. Recess time will not be given.

“In-School” Suspension with the director/designate. The student will not be allowed to participate in any student activities, including lunch. The student will eat his/her lunch in suspension and complete their assignments there.

Serious infractions or repeated infractions will result in an “Out of School” Suspension. A suspension may last anywhere from one to five days, depending on the severity of the offense. A suspended student cannot visit campus during the suspension. Suspension will have a direct effect on the student’s grades. The student will return to school on probation. The director, parents, teachers, and student will meet to determine the terms of Probation.

Probation allows students to continue in school under terms of a specific list of expectations for the student – as a written contract between the student and the school.

If the student does not meet the terms of probation, the student’s final step is expulsion. Students who have been dismissed will not be allowed back on campus without specific permission from school administration.

### **TUTORING:**

All tutoring on the grounds at CHCS will be done through the school. Parents are not to approach teachers or teaching assistants to request tutoring on school property. The school is not responsible for any tutoring done by teachers outside of a school designated program.

### **FEES AND PAYMENTS**

- All parents are required to sign a payment plan for the school year.
- Annual tuition must be paid in full by August 1<sup>st</sup> OR a signed contract must be submitted for agreement to pay 9 tuition installments, each due by the 15<sup>th</sup> of each month beginning August 15<sup>th</sup> and ending on April 15<sup>th</sup>.
- A 10% late fee will automatically be assessed for any payments not received by the 22<sup>nd</sup> of each month.
- Payment installments must be paid on time or students will not be allowed to attend.
- Parents need to pay in the school office. The school financial secretary will write receipts at the time of payment.
- Parents will receive monthly statements by email.
- If parents have payment questions or concerns, they should talk with the school finance office. The director is no longer involved with financial decisions about late fees or payments.

### **TRANSCRIPTS, RECORDS, AND OFFICIAL DOCUMENTS**

Requests for transcripts, extra report cards, official records, official letters verifying attendance or enrollment should be made in the CHCS office. All requests for the above documents should be made at least a week in advance. These will not be issued if balances are due on the student accounts. The follow fees will apply for each:

- Transcript after withdraw: 1 Free to give to new school
- Transcript for other reasons: \$5

- Letter of Enrollment/Attendance: \$5
- Replacement Report Cards: \$2
- Manila Envelopes: \$2

### Other Fees

- Lost or damaged materials or books: \$ calculated based on item(s)
- Clubs: Based on availability and frequency: \$5-25 per month
- Late Pick Up: \$10+ based on time of arrival

## Safeguarding Addendum

Here at CHCS we are implementing a safeguarding program. Safeguarding means “to protect from harm with an appropriate measure.” This is a program to protect our children while in the school grounds. It focuses on providing a safe and secure environment so our students can thrive and flourish.

If for any reason a student feels threatened or unsafe, they need to report whatever it is that is causing this situation. If they are uncomfortable reporting to the teachers in the classroom, they are encouraged to report to Mr. James or Mrs. Kacie. They will then decide what action to take to relieve the situation.

If parents have concerns they too should bring those concerns to the teacher. If the situation involves the teacher, concerns should be brought to administration. Situations such as bullying, intimidation by adults or children need to be reported so these can be addressed and corrected. Staff have also received additional training to watch and to report concerns as well.

Any reports will be kept confidential. Only those involved in reporting and correcting the situation will be informed and they will only know what is needed for them to correct the issue. Your child’s safety is our first concern. Only when someone feels secure will they be able to learn and grow to their full potential.

**Acknowledgment Form (1 per family)**

By signing this document, I am stating that I have read and understood the Cap-Haitien Christian School Parent/Student Handbook. I agree to abide by the policies and procedures at Cap-Haitien Christian School.

1<sup>st</sup> Parent Signature: \_\_\_\_\_

2<sup>nd</sup> Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_