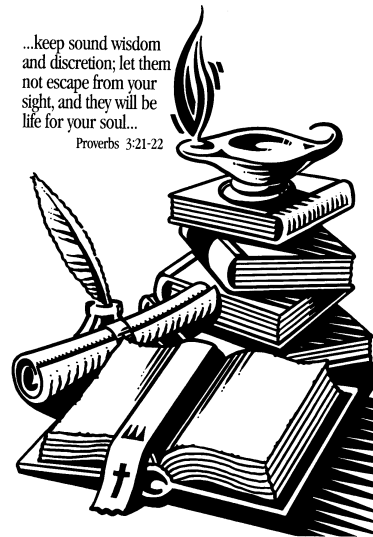


Cypress Bend Adventist Elementary School

PARENT & STUDENT HANDBOOK



Educating for Eternity

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PURPOSES AND USES OF THE HANDBOOK

Purposes

It is the purpose of this handbook to give an outline of the various functions of the school. It is hoped that it will serve as a guide to bring about a close working relationship among the parents, teachers, school board, and students. This school year should be an outstanding year for Christian education in this area. We solicit your prayers for the success of the school program.

This handbook is reviewed and revised as needed. Its provisions are in effect during the school year for all its students.

Uses

1. To provide information to students, parents, and teachers about CBAES philosophy, policies, and practices.
2. To serve as a guideline in academic activity, citizenship, and other functions of the school.
3. To be distributed to inquiring prospective parents, other schools, and accrediting agencies to familiarize persons with Cypress Bend Adventist School.
4. It is impossible to provide published policies that anticipate every situation that occurs. In the event there is a question regarding a point on which the handbook is silent, the administration/school board reserves the right to make a decision that is equitable to the student and the school.
5. All students and parents are expected to read the handbook and be familiar with its contents. Lack of knowledge of a school policy does not free the student from obeying it.

PHILOSOPHY, OPERATION, GOVERNANCES AND ACCREDITATION

History

In 1914 the Jefferson – Berea community sensed the importance of providing Christian education for their children. The dedicated families, the Texas Conference and town of Jefferson embraced the educational dream of our early Jefferson Academy Seventh-day Adventist Church family members and worked together to make it a reality that has continued for One Hundred years. This co-educational K-8th grade school continues to be an important ministry of our church.

Philosophy and Aims

- Our Christian faith means that we take seriously the education of the whole person - mind, body and spirit. It gives our school an atmosphere of caring in which the worship and personal needs of students can be attended to. It is an atmosphere in which all people of goodwill can be comfortable.
- We encourage active service to others.
- We believe that close personal ties between students and teachers are a very important part of education.
- We study the Bible and pray daily. We have a pastor available to help students with their spiritual needs.
- We believe that we have academic excellence at an affordable price.
- It is our desire that each student will not only know his subject material well, but more important, that he will know Christ as his personal Savior. The aim of our school can be summed up in the following quotation:

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the Divine purpose in his creation might be realized - this was to be the work of redemption. This is the object of education, the great object of life.” Education, p. 15.

Teachers

Our teachers are credentialed educational personnel and are active members of the Seventh-day Adventist Church. They are employees of the Department of Education of the Texas Conference of Seventh-day Adventists.

Curriculum

The curriculum at Cypress Bend Adventist School is designed to prepare our students for further enjoyable learning all through life. Laying a solid foundation of the basic skills of Bible, language arts, mathematics, science, social studies, computer science, fine arts and physical education is a priority at Cypress Bend Adventist Elementary School (CBAES).

Governances and Accreditation

- The CBAES was founded in 1914 and is operated by the Jefferson Academy Seventh-day Adventist Church and has been in operation over 100 years. It is part of the worldwide Seventh-day Adventist School System, which is comprised of 4,522 elementary schools, 930 academies, and 81 colleges.
- A board elected by the congregation of the Jefferson Academy Seventh-day Adventist Church annually provides the government of the school. The pastor of the church represents the church directly on the board.
- The principal is responsible to the school board for the implementation of its policies. He/she is in charge of the instructional program, including the recommending of materials to enhance the curriculum.
- The organization of the school is based on the self-contained classroom concept. Each teacher is responsible to the principal for the planning, conducting and evaluating of his instruction, taking into consideration the needs and abilities of his students. Teachers are selected with care and diligence and with the belief that each is capable of carrying out the goals of the program.
- The school board supports denominational policies pertaining to Seventh-day Adventist Christian Education. The board endeavors to make decisions to benefit the educational welfare of children and seek to develop and maintain Seventh-day Adventist schools that meet the individual needs of all children regardless of their ability, race, sex, or social standing.

- CBAES is accredited by the Accrediting Association of Adventist Schools, Colleges and Universities (under the auspices of the National Council for Private School Accreditation) and is recognized as accredited by the Texas Education Agency.
- A full accreditation study and visit is conducted every five years with interim visits as necessary. We are accredited through 2017.

ADMISSION, REGISTRATION AND TUITION POLICIES

Admission Policy

Admission to the school is granted by acceptance of an application and the fulfillment of the conditions prescribed by the board. Each new student must present evidence -by means of standardized testing, previous teacher recommendation and/or personal interviews, of sufficient maturity, preparation (achievement), and motivation to succeed under our program. The ultimate match of student and school is accomplished when the candidate is able to meet a strong academic challenge, enjoys learning and in turn will contribute to the overall strength of CBAES.

CBAES reserves the right to place students in the appropriate instructional levels as determined by test data and developmental maturity. Students are expected to meet the academic standard and to conform to the school's rules in order to retain their places. The school also reserves the right to refuse admission and to require immediate withdrawal of any student whose presence is considered detrimental either to the student or to the school's best interest and spiritual and educational objectives.

Non-discriminatory Policy

Cypress Bend Adventist School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Nor does it discriminate in the administration of its education policies, admission policies, and other school administered programs.

Registration Policy

To register your child in school you will need:

- Completed enrollment application forms.
- Completed medical history form.

New students will also need:

- An original or a certified copy of the child's birth certificate.
- The child's immunization record.
- The official transcript from the last school attended, if applicable.
- CBAES may require individualized testing to determine whether additional services are needed to meet a child's educational needs. Permission must be given by parents for specialized testing. Testing is provided upon parental request through the Public School District and may include testing to determine if a child is emotionally, mentally, physically prepared for grade placement.

A package of registration materials is available at the school.

Grade Placement

The school reserves the right to give entrance and qualifying (grade placement) tests to any student. The results of such tests, along with the student's former school records, will help to provide the information needed to place the student in the grade where he/she will have the greatest opportunity for success.

Pupils presenting credits from a non-accredited school or home school may be admitted, subject to the successful completion of a placement examination.

Special Needs Students

CBAES is not staffed with persons who are hired to deal with students who have severe learning disabilities. However, some families at CBAES may be eligible to receive help from federally funded, properly trained and certified teachers, while still enrolling their student at CBAES for the benefits of Christian education. Talk to the classroom teacher or the principal for specifics.

Entrance Age

It is recommended that in harmony with the instructions from the Spirit of Prophecy, supported by the findings of medical science and by leading educators, children should not be sent to school at too early an age. Parents are urged to accept this instruction and not enroll their children in first grade until they are at least seven years of age.

In harmony with the Texas Department of Education policy, children will not be admitted to the first grade under any circumstances unless they are six years old by September 1 (must be five years old by September 1 to enter kindergarten).

Medical Information

A medical history form must be completed for all students and presented with registration materials. A periodic physical examination by a physician is encouraged but is not required.

Immunization Requirements

Immunization requirements for all students entering, attending and/or transferring to public, private, or parochial schools in the State of Texas need to be kept in a current status in accordance with Texas State Law. A shot record or exceptions must be submitted at the time of registration and/or admission.

Tuition and Registration Fee

Tuition is paid for 10 months, beginning in August and continuing through May. Full payment of your tuition account is due by the 1st day of each month in advance (for example, October tuition is due on the 1st of October). If your account is not paid by the 16th of the month, your account will be assessed a late fee in accordance with the CBAES Financial Policy.

Tuition payments for all classes, pre-kindergarten through 8th grade, shall be made directly to Cypress Bend Adventist School and should not be presented on the Sabbath.

The registration fee and the first month's tuition are due by the registration date or when registration occurs during the year. The registration fee includes book rental and workbooks, insurance, library supplies and testing for all grades and is not refundable. A list of student supplies will be furnished at registration.

If it is known that financial assistance will be needed when the student is registered, parents/guardians must submit a Worthy Student Application (available upon request). This will allow appropriate arrangements to be made before school starts and acceptance is granted. If such arrangements are not made, it will be assumed that the responsible parent or guardian is pledging to meet all the financial requirements of attending the school.

It is the Conference policy that no transcript of grades is issued for any student whose account is not paid in full. No student will be granted a report card or diploma until he/she has completed every subject and is clear of all financial obligations to the school incurred during the year. All financial obligations to the school must be paid in full before enrollment in the new school year will be permitted.

Tuition and registration fee amounts are specified in registration materials.

Unpaid Accounts

Students having an unpaid account with CBAES or another school are not admitted until a letter of financial clearance from the other school or an agreed upon payment plan with CBAES is in place.

Financial Policy

Listed below is the Statement of Financial Policy for the Cypress Bend Adventist Elementary School, located at FM 1728, Jefferson, Texas 75657. Please read this policy carefully as financial and other penalties apply for non-compliance.

1. Your Monthly Statement of Account will be mailed to you at the address of record or hand delivered at school each month.

2. Full payment of your tuition account is due by the 1st day of each month in advance (for example, October tuition is due on the 1st of October).

3. Accounts are LATE ON THE 16th OF THE Month. A \$15 penalty will be assessed for payments not received by the 16th of the month and \$30 penalty for payments received after the 1st of the following month.

4. Should your account become 30 days past due without communication, you will receive a letter (Treasurer will provide written notification) requesting payment in full and/or communication with the CBAES Finance Committee to make satisfactory payment arrangements.*

5. Should your account become 60 days past due without communication to make satisfactory payment arrangements*, your student will be suspended from attending class until your account is paid in full, including all applicable late fees. The School Board Chairman and/or the Treasurer will communicate this action to the family/guardian.

6. Should your account become 75 days past due without communication to make satisfactory payment arrangements*, your student's name will be dropped from the Student Roster of the Cypress Bend Adventist Elementary School for non-payment of your account. At this point, your student is no longer considered a student of the Cypress Bend Adventist Elementary School and is not eligible to attend classes.

7. If your student's name is dropped from the Student Roster of the Cypress Bend Adventist Elementary School for non-payment of account, full payment of the delinquent account and re-registration procedures will apply in order to return his/her name to the Student Roster and be eligible to attend classes.

8. If your account is past due, your student's grades and transcripts will be withheld until the account is brought current.

9. Financial aid may be available for those students who qualify. of a C+ average, have conduct in harmony with the guidelines set forth in the CBAES handbook and lastly, remain current with the monthly tuition account. In the event any of these criteria are not met, the aid will be discontinued the month following the event. In order for the financial aid to be reinstated, the parent/guardian will need to make a formal request before the School Board and pay any delinquent amount, including late fees at the time of the request.

*It may be necessary for families to complete a Worthy Student application form in order to make satisfactory payment arrangements.

GENERAL ACADEMIC POLICIES AND PROCEDURES

Grading System and Grade Reporting

Pre-K through Kindergarten
Developmental Checks

Grades 1 through 2
E = Excellent
S = Satisfactory
N = Not Satisfactory

Grades 3 through 8
91-100 = A
81-90 = B
71-80 = C
60-70 = D
Lower = F

Tests

Cypress Bend Adventist School students in grades 3 through 8 are tested every fall using the Iowa Tests of Basic Skills (ITBS) testing program and Cognitive Abilities Tests: CATs are administered to students in the 4th and 7th grades. The schedule for the testing is on the school calendar.

Parents are urged to have students arrive at school on time especially on testing dates. We encourage the students to get plenty of rest and eat healthfully, with very little sweets, during the testing week. Students are encouraged to put forth their best efforts during testing. Test results provide valuable instructional information to students, parents, and teachers.

Homework

Students may have homework on several evenings each week and are totally responsible for their own assignments. Homework not returned on the date due will incur a penalty of points off. In addition, any work not completed during class time is expected to be finished at home for submission on the next school day. The teacher will determine the point value for work completed at home which was not assigned as homework.

Promotion and Retention

A student who has achieved an overall average of "D" or above and who has achieved an average of "D" or above in each subject in the English/language arts and mathematics is promoted to the next grade level. Final marks in language arts, mathematics, health/science, spelling and social studies are averaged to determine the overall average.

Failure in one subject results in conditional promotion. Each student subject to conditional promotion will be carefully evaluated by the administration. Failure in two (2) subjects results in retention at the current grade level.

Field Trips

Field trips serve as an important part of the educational program. Field trips are planned and organized by the teachers and are mandatory. Missing a field trip is an unexcused absence. Only authorized adults will drive on the field trips or any school function off campus.

If a student fails to conduct himself appropriately during a field trip, he/she will not be allowed to go on the next field trip.

During such field trips, the following rules apply to each student:

1. All students must be seat-belted, in both front and back seats, in any vehicle used for field trips.
2. All school rules are in effect during field trips.

Textbooks/Library Books

Textbooks and library books are checked out to the students for their use during the school year. These books belong to the school and must be respected as borrowed property. The librarian will record the condition of the book when it is checked out and when it is returned.

Students will be charged for lost books or for excessive wear due to negligence. Examples of damage for which fees are assessed include writing in books, torn or missing pages, water damage, and broken covers.

REPORTING TO PARENTS

Policy

It is the policy of Cypress Bend Adventist School to require its teachers to communicate with parents about the progress of their students. Any student exhibiting poor conduct or unsatisfactory progress will receive a report from his/her teacher at the end of the first five weeks of each nine weeks grading period. The kindergarten teacher will provide notice of progress to the parent or guardian of any student who has an "N" in any subject. The first through eighth grade teachers will provide notice of progress to the parent or guardian of any student whose average in any given subject . Teachers are encouraged to telephone parents, send notes, or arrange conferences to discuss the progress of any student whose work is out of the ordinary.

The School Board recommends that a parent ask questions pertaining to their children's school activities at other times than on the Sabbath.

Report Cards

The report card is given at scheduled parent/teacher/student conferences following the close of each nine-week period.

If a parent is delinquent in any account, no transcript or other academic information will be forwarded to any other school or agency until the account is cleared.

Parent/Teacher Conferences

Conferences between parents and teachers are offered at the end of each of the first three grading periods (quarters). Parents are encouraged to discuss their child's progress with the teacher.

Daily Notes

Daily notes give information on special events, unexpected or new events, homework, or just daily reminders. Please check backpacks daily for these notes.

Conference with the Principal

Parents are always free to bring any problem or question to the attention of the principal. However, it is the policy of the school to encourage parents to discuss any problem between themselves and a faculty member directly with that faculty member first. In almost every instance, frankness and consideration can bring a solution. Should questions still remain, the parents are urged to bring the question directly to the principal. All conferences should be arranged to fall outside of regular classroom hours.

ATTENDANCE AND PUNCTUALITY

Mandatory Attendance Policy

Attendance at all school sessions is compulsory. It is expected that the parents will see that the students are in punctual attendance at all times. The parents of any student who is excessively tardy must meet with the administration.

The only valid excuse for absences from school is sickness of the pupil, or attendance at the funeral of a member of the immediate family. An absence will not be excused for such things as private music lessons, shopping, parent's travel, or any other reason that could be handled outside of school hours. Doctor's appointments should be scheduled whenever possible outside of school hours.

If a pupil has been absent, he/she must bring to school when returning, a written note giving the reason for the absence and signed by his/her parent/guardian. After a three-day absence, a doctor's excuse must be given. All excused absences are subject to teacher/principal approval. Written excuses brought in later than the third day after an absence will not be accepted, and the absence will stand unexcused. When a pupil is absent he/she has as many days to make up his work as they were absent (see Make-up Work section).

When a student fails to arrive at school by 9:00 a.m., an effort will be made to contact the student's parent or guardian. This is a protection for you, for the child, and for the school in the event that the student left home for school but for some reason failed to arrive.

Some school functions may be deemed mandatory. If a student fails to participate in such a school function and fails to provide a written note, signed by the parent or guardian, and giving the reason for the absence, that student may incur a penalty or points off from his/her grade. Acceptable reasons for not attending a mandatory school function are the same as for regular class attendance. 7th and 8th Grade Music Festival and 5th and 6th Grade Outdoor School are required school functions.

Daily Schedules

School begins at 8:00 a.m. for all grades. Dismissal time will be 3:00 p.m. for all grades.

Since the insurance of our students is only valid when a teacher is in a supervisory capacity, the following regulations will apply:

Children should not arrive before 7:45 a.m. unless special arrangements have been made beforehand with the student's teacher. Children are not allowed on the playground before school in the morning or after school is dismissed for the day. Supervision of children ends 15 minutes after school is dismissed unless other arrangements have been made with the principal.

The campus is a 'Closed Campus'. This means that once a student arrives at school, and during school hours, he/she cannot leave the school grounds. Students will bring and eat their lunch in the school; if a student goes home for lunch, a parent must pick them up at school and bring them back. Various forms of a lunch program may be available.

Student Release

Students will be released only after contacting the parent. Please send written confirmation when your child is to be released to someone other than those named on the original application.

In the case of divorce and custody relationships, the school needs legal documentation to prevent a non-custodial parent from picking up his/her child or visiting his/her child on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. All materials from the school - report cards, calendar, etc. - will be delivered to the custodial parent. Duplicate materials may be delivered to the non-custodial parent upon receipt of written instructions signed by both parents. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

Absences from School

When your child is absent, please phone the school prior to 9:00 a.m. and/or send a note describing the reason for the absence.

Leaving before Dismissal

If your child must leave school before 3:00 p.m., please send a note with him on the day he/she must leave early. If there is an emergency, please notify the school and make arrangements according to the need.

Make-up Work

A student should talk with his/her teacher the first day back in class in order to avoid having the missed work count as being late. Students are given as many days to complete their assignments as their absences entailed.

Parental requests for missed assignments should be made before noon. Make-up work is only issued in the event of an excused absence. Work missed due to an unexcused absence is late, any tests or quizzes missed are counted as a zero.

If, because of illness, a student has not completed sufficient class work to earn a passing grade, he/she may receive an incomplete. Period incompletes must be removed during the following nine-week grade period or the grade automatically becomes an "F".

Classroom Visitors

Parents and others who are interested in the program of the school are welcome to visit school at any time. Children are not permitted to visit school unless previous arrangements are made with the administration. Whenever possible, it would be appreciated if visitors would announce their visit beforehand and upon arriving at the school, contact the teacher of the classroom they desire to visit.

STUDENT CONDUCT

General Code of Conduct

Effective teacher and student relationships are a common bond for proper classroom decorum. Discipline is one of the elements that aids the process of maturing and becoming a productive member of church, family, school and society.

Students are to conduct themselves properly, in a manner prescribed by the teacher, and they must comply with the applicable rules and policies of the school.

The Code of Student Conduct below is in force during regular school hours from the time a student enters the school grounds or attends school-sponsored activities.

Students are expected to follow these guidelines as a Code of Conduct:

1. Attendance

Students are to attend school daily and to arrive on time.

2. Language

Students will use language that is representative of a Christian at all times and will converse in such a manner that they will rightly represent Christ. Profanity and vulgarity will not be tolerated.

3. Responsibility

Students are to assume responsibility for their own actions by:

- keeping their parents informed by communications sent home
- being self-disciplined
- making their own decisions despite peer pressure
- accepting the consequences for their behavior including penalties for inappropriate behavior
- using time wisely
- having good work and study habits
- practicing neatness
- doing all assigned work
- working independently

4. Attitude

Students must maintain a positive attitude by:

- taking pride in personal accomplishments
- being trustworthy
- having academic integrity, not engaging in cheating

5. Respect

Respect is one of the fundamentals of our faith. Students will show proper dignity and respect at all times for God, for their teachers and aides, for civil law, and for each other's rights, the same that he/she as a child of God expects to receive. Teachers are entitled to the same respect and obedience due parents. This is done by:

- allowing others to concentrate on their work
- allowing others to assume responsibility for their own actions
- learning to resolve differences in appropriate ways
- realizing that their behavior will directly affect others
- respecting other's property
- working and interacting well with others

- being courteous, polite and helpful
- caring for others
- displaying affection appropriately
- appreciating other's accomplishments
- expressing opinions and ideas in a manner so as not to offend others
- being cooperative
- being attentive
- listening to teachers and following their directions
- questioning the teacher appropriately
- seeking changes in school rules and policies in an appropriate manner through approved channels

6. **Classroom Manners**

Students contribute to the classroom environment by:

- obeying all school and classroom rules and procedures
- being in their seat and ready when classes begin
- being prepared for each class with appropriate materials and assignments complete
- participating in assigned academic activities
- talking when it is appropriate
- following instructions
- coming to school well-groomed and dressed appropriately (See Dress Code)
- contributing to a quiet classroom atmosphere

7. **School Property**

Students are expected to take care of the school by:

- helping keep it clean
 - keeping it free from destruction
 - helping keep the school a safe place to be
- School property that is misused, broken or destroyed will be charged to those responsible for the offense. Such charges will be added to the student's account and must be paid before the student's card is issued.

8. **Reverence**

Students are expected to show reverence to God in worship and attitude by:

- bowing their heads and/or kneeling in prayer, and listening quietly

- listening and participating in the reading of the Bible
- singing praises in song to His Name

9. **Forbidden Substances**

Students are subject to serious discipline if they are using illicit drugs, tobacco or alcohol in any form, or having them in their possession.

Dress Code

"No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is too often retarded and perverted. Love of dress, and devotion to fashion, are among the teacher's most formidable rivals and most effective hindrances." Education, p.246.

"There should be no carelessness in dress. For Christ's sake, whose witness we are, we should seek to make the best of our appearance . . . our appearance in every respect should be characterized by neatness, modesty, and purity." Testimonies, Vol. 6, p. 96.

1. Grooming - All students should come to school clean and neat in person and clothing.
2. Jewelry - of any kind is not permitted. This includes necklaces, chokers, bracelets, earrings, and rings.
3. Makeup, when misused distracts from the natural beauty of the individual. We should strive to make ourselves look our best, but not in a way that cheapens our appearance. Noticeable makeup, such as eye makeup, lipstick, rouge, and nail polish will not be worn or brought to school.
4. Dresses, tops, skirts and shorts should be modest. Dresses and skirts should be knee length. Girl's and boy's jeans should be to the waist. No low riders or hip huggers. **Shorts must be worn under skirts or dresses.**

5. Pants - must not be tight fitting. Dirty, faded, patched, or frayed jeans will not be permitted. Pants needing patches because of tears should have tasteful patches. Pants should not be so long as to touch the floor. Hip hugger pants or pants that sag because a belt is not used are not to be worn to school. Students may wear modest, loose fitting shorts coming to just above the knee.
6. All students are required to wear polo shirts, any color. Polo shirts must not have writing on them. They can be worn with either nice blue jeans or khaki pants. No cap sleeves on polo shirts. Polo shirts must be buttoned to the second button from the top of the shirt.

No sleeveless, muscle, or body shirts are to be worn to school. Hoodies, jackets and sweatshirts should show no markings, inscriptions, or pictures that would be offensive to a high Christian standard. Offensive pictures include: movie stars, unhealthful foods or drinks, etc.
7. Hair - Boys' hair should not be longer than the top of a conventional shirt collar. The hair (boys or girls) should be clean and as neat as possible at all times.
8. Hats and headgear - must not be worn in buildings.
9. Footwear – No sandals, high heels or flip-flops. PE shoes are the best for running and playing sports

The above regulations apply to all students and are for the purpose of honoring Christ. The safest guide to follow is to ask yourself this question, "Would Christ do what I am doing or wear what I am wearing?" Those who oppose such high standards will be asked to examine their motives, their ideals and their attitudes before being permitted to continue in school.

Specific Rules

Motorized Vehicles

No motorized vehicles (cars, motorcycles, go-carts, etc.) are to be driven to school by the student. All bicycles are to be parked from 8:00 a.m. to the time the student leaves after being dismissed. Bicycle racks will be provided.

Electronics and Personal Items

Radios, recorders, electronic games or televisions are not to be brought to school by the students. Parents should put names in all coats, jackets and sweaters.

No cell phones allowed during school.

Gum

Chewing gum at school is not allowed.

Printed Material

The principal must approve any and all printed material (brochures, posters, letters sent home with students, etc.), before it is distributed or displayed in the school or on school grounds. Printed materials must be submitted to the principal for approval the day before they are to be sent home or displayed.

INTERNET

CBAES is pleased to offer students access to a computer network and the internet.

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are inappropriate, illegal, defamatory, or potentially offensive to some people. Access to the Internet and World Wide Web is available as a privilege to students who accept the requirements of the Acceptable Use Policy, available for your review through the principal.

To gain access, the legal parent/guardian and the student need to sign the Acceptable Use Policy and return it to the office. Accessing inappropriate websites or misuse of computers at school could result in student's computer privilege being removed.

STANDARDS FOR STUDENTS

The Cypress Bend Adventist School expects to maintain the Christian standards of the Seventh-day Adventist denomination. Students are expected to conduct themselves at all times as Christian boys and girls. Students who enroll in Cypress Bend Adventist School are expected to comply with the following standards both in and out of the school:

Attitude

Pupils are expected to conduct themselves in harmony with the standards and spirit of the school at all times. This demands that a wholesome attitude be maintained toward the school. Students whose progress or conduct is unsatisfactory, or whose attitude is not in harmony with the standards or principles of the school, or whose influence is found to be detrimental, will be disciplined although there may have been no specific violation of any regulation or rule.

Places of Amusement

Students will be expected to attend only those places of recreation where Christ would be a welcome guest. Attendance at theaters and questionable places of amusement is discouraged, and the discussion of same (including television programs) will not be permitted in school rooms or on the school grounds.

Literature

The school provides ample library material; therefore, students are not to bring books and magazines or other materials on campus without the permission of the teacher.

Health, Diet, and Leisure Time

Because the Seventh-day Adventist philosophy includes health, a balanced vegetarian diet is preferred. No unclean flesh foods (Leviticus 11). No caffeinated drinks will be allowed in the student's lunches. A diet high in sugar will lead to poor academic performance and poor behavior in the classroom, and thus should be avoided.

Parents are encouraged to help their students develop good personal hygiene habits, such as regular bathing, care for their teeth, being neatly groomed, and wearing clean clothes (see Dress Code, #1)

Please see that the student has a good breakfast. Studies in children show that a nutritious breakfast results in:

1. Improved attention in late morning task performance
2. Quicker and more accurate retrieval of information
3. Fewer errors made in problem solving, and
4. Better concentration and ability to perform complex Tasks.

Adequate rest is essential for good performance in school. Wholesome leisure time activities and hobbies, those that challenge thinking and develop skills, will assist the lessons learned in school. Excessive time spent viewing television will generally detract from maintaining an interest in school. The reading of good, nonfictional books and magazines will develop abilities and broaden the student's view of life.

Students will be expected to practice the rules of Christian temperance, which means they will not possess or use tobacco or liquor or drugs in any form. A violation of this regulation may result in the student being asked to withdraw from the school.

DISCIPLINE

The expectations of students are outlined in this handbook, and minor day-to-day infractions are expected to be handled informally between the teacher and student. When a teacher identifies a persistent problem that must be corrected, the following formal steps will usually be taken:

1. The student or students involved will be verbally warned that the unsatisfactory behavior must change.
2. The student will be isolated from the rest of the class, either in his classroom or by movement to a different classroom.

3. Participation in normal recess activities will be lost and may be replaced by other specific activities.
4. An in-school suspension will be imposed for the remainder of the day with immediate notification of the parents. Participation in normal classroom activities will not be allowed, and specific assignments will be made to occupy the rest of the day. A course of action will be agreed upon between the teacher and parent either by telephone or in a meeting after school hours.
5. A suspension will be imposed. Assignments to cover the period will be made and must be completed, but any tests missed will not be made up.
6. The issue will be referred to the board who will meet in special session to consider it. The board will issue either an extended suspension or expulsion from school.

In extreme circumstances, any of the above steps may be omitted in order to effectively and appropriately deal with the situation.

ACCIDENTS AND MEDICAL INFORMATION

Accidents

All accidents, regardless of how slight the injury or damage may be, must be immediately reported to the teacher in charge of the class or activity.

Accident Insurance

Our school insurance covers all students against injury or death occurring while the policy is in force. This School Time Accident Coverage covers for the hours and days when school is in session, and while attending school sponsored and supervised activities.

Medication

No medication (including aspirin or Tylenol) of any kind may be administered at school without the parent's written consent. The consent must specify the dosage, number of days, and time of day that the medication is to be given.

Medications cannot be given by telephone approval. All medications must be in a labeled prescription or manufacturer's bottle. The medication must be left with the teacher. Students may not carry medication with them while at school.

Emergencies/Accidents

In case of illness or accident occurring at the school that does not require immediate emergency room treatment, the parent will be notified to pick the child up from school. At registration the parents signed Consent for Treatment form authorizing the staff to obtain medical aid in the event of a serious injury or illness occurring at school. Parents will be contacted as soon as possible after the child's medical needs have been met.

If a student becomes ill during the school day, his/her parent will be notified and the child will be cared for until the parent is able to pick him/her up.

A student who has been kept home or sent home with a temperature of 100° or more should remain out of school for 24 hours after he/she is free of temperature.

It is the responsibility of the parent to inform the school if his/her child is out with a contagious disease or has been exposed to a contagious disease.

PROCEDURE FOR HANDLING CONCERNS

In even the best schools parents sometimes have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. The following steps should be taken when concerns arise:

1. Most of the time these concerns can be explained or corrected by an earnest, prayerful visit between the parent and teacher. Parents should approach teachers in a calm, respectful manner, seeking to understand the situation before making accusations or drawing conclusions. All discussions with the teaching staff should be arranged to fall outside of classroom hours.
2. If the matter is not resolved with the teacher, the parent should approach the principal (if not the same as the teacher) to further discuss the matter. The Parental Concern Form, included with registration materials, may be used to document these discussions.

3. If the matter is still not resolved, the parent should approach the school board chairperson. The school board chairperson will make appropriate arrangements as a next step in resolving the issue, perhaps calling all parties together for a joint discussion.

4. In the event that the parent's concern continues at this point, the parent is requested to express the concern in writing to the school board chairperson. The chairperson will call a special meeting of the parent, any involved employee, the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.

5. If a satisfactory resolution does not seem possible within this group, then the parent and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools. After the concern has been stated and questions asked by board members, the board should go into executive session, without the presence of the parents, to complete discussion and determine a resolution.

Since such resolutions are sometimes of a sensitive nature, the principal (if not personally involved), the board chairperson and the superintendent (or associate) of school should share the board's resolution with the persons involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

STUDENT'S AND PARENT'S PLEDGE

It is distinctly understood that every student who presents himself for admission to the school, and their parents, pledge to observe willingly all of its regulations stated in this handbook, and to uphold the Christian principles upon which the school is operated. It is also understood that to break this pledge forfeits the student's membership, and if he/she is longer retained in this school, it is only by the forbearance of the faculty and School Board. By enrolling their children at CBAES, parents agree to support and act in accordance with the rules and policies explained in this Handbook.

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Student Signature: _____

Students Name (printed): _____

Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (printed): _____

Date: _____

Please sign, remove from handbook and turn in to the principal.