

## **Statement of Mission**

The mission of the Capital Christian School is to provide a Christ-centered quality education, promote balanced character development, and prepare students for citizenship in today's world and God's kingdom.

## **Objectives**

- To lead the students to a personal relationship with God
- To develop respect and reverence for the Bible
- To assist parents in the formation of Christlike characters in their children
- To stimulate high scholarship
- To encourage habits of accuracy and care
- To help students develop desirable personalities
- To promote the understanding and practice of healthful living

We realize that, although CCS is a Christian school endeavoring to operate on Christian principles, every student in attendance may not yet have surrendered his/her life to Christ. However, parents and fellow students are working together with the administration, teachers, and staff to help each one make this personal decision.

## Admission Policy

### Student Equality

It is the policy of the Seventh-day Adventist Church in all its church-operated schools in the United States to grant students all the rights, privileges, programs and activities available without regard to race, color, sex, or national origin.

### Age of Academic Entrance

A child being registered for kindergarten must be at least five years of age by September 30 of the enrollment year. A child being registered for the first grade must be at least six years of age by September 30 of the enrollment year.

### Entrance Requirements of New Students

- An application and registration form must be completed for all students desiring admittance to Capital Christian School.
- Before a transferring-in student is considered officially enrolled, his/her transcript must be received by CCS.
- The Executive Committee of the School Board reserves the right to accept or reject applicants.
- Parent and student may be asked to come in for an interview with the Executive Committee of the School Board.
- Final action on all applications for admission is subject to acceptance by the School Board.
- All entrance fees must be paid in full prior to the opening day of school.

## Contact Information

### Located at:

310 Sheep Davis Road  
Concord, NH 03301  
(603) 224-3641

### Mailing Address:

PO Box 4087  
Concord, NH 03302

Website: [www.capitalchristianschool.net](http://www.capitalchristianschool.net)

### Faculty

Principal/Teacher – Bill Snow

### School Board

Chairman Pastor Cliff Gleason 603 528-2211  
Treasurer Sophia Milano, CPA 603 748-2716

### Members at Large

Heath Edwards 603 937-0638  
Ken Hagggett 603 228-6431  
Melissa Leccese 603 529-6701  
Jacqueline Manirambona 603 496-1623  
Christina Smith 603 303-8318

### Principal

Bill Snow 207 890-6094

## Curriculum and Supervision

"Curriculum taught in North American Division Seventh-day Adventist Schools is based on the Word of God, is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths, and places first leading the student to accept Christ as his personal Lord and Savior. The curriculum stresses educating students for a life of worship, growth and service, places a high estimate on the worth of the individual student, and dictates that Seventh-day Adventist Christian values be developed in every subject at all grade levels." [www.nadeducation.org](http://www.nadeducation.org)

PLEASE NOTE: Bible subjects are taught from the perspective and understanding of the Seventh-day Adventist Church. Differing views are treated with respect and children are encouraged to investigate Bible questions for themselves and with their parents.

### Course offerings include the following:

Bible	Physical Education
Language Arts	Art
Mathematics	Music
Reading	French/Spanish
Science/Health	Creative Writing
Social Studies	

## Capital Christian School is supervised by

### Northern New England Conference of SDA Department of Education

Trevor Schlisner, Superintendent  
479 Main St.  
Westbrook, ME 04092  
(207) 797-3760 x212 [www.nnec.org/education/](http://www.nnec.org/education/)

### Atlantic Union Conference of SDA Department of Education

Jerrell Gilkeson, Director  
400 Main St.  
South Lancaster, MA 01561 [www.atlantic-union.org/education.htm](http://www.atlantic-union.org/education.htm)

## Probationary Periods — New Students

New students are accepted on a probationary period of 30 days. The principal may arrange a review of the student's progress at the end of the period.

## Medical Examinations

A complete medical examination for each new student is required by September 30 or thirty days after enrollment. Immunization records are to be on file by the student's first day of attendance at school. Failure to provide required forms can result in suspension until the forms are provided.

## Academic Excellence

In accordance with our emphasis on academic excellence, students will be placed at an appropriate level based on their scholastic performance and fulfilled requirements.

## Special Needs/Special Education

CCS has concern for all children and is committed to the success of each of its students according to individual learning modes. The school however, is not a special education or therapeutic program. It is not designed to handle students with serious behavioral, social, or emotional needs or learning disabilities requiring special education classes. These students are encouraged to seek admission where their needs can be better met. All pertinent information must be shared with the Admissions/Executive Committee.

## Student Accounts

Previous student accounts must be paid in full prior to admittance the following year.

## **Attendance**

### **Absences**

- Capital Christian School is bound by state law to maintain records of the attendance and punctuality of its students.
- When a student is absent parents should contact the school between 8:00 am and 9:30 am on the morning of the absence.
- Excuse slips signed by parent or guardian are required.
- If it is necessary for a student to be absent from school for several days, arrangements are to be made with the teacher ahead of time to make up work missed. If this is not done, the student's grades may be adversely effected and the School Board notified.
- Students with extended or excessive absences may be dropped from enrollment. (To re-enroll during the same school year, are-registration fee of \$100.00 will be charged.)

### **Tardiness**

A student not in his/her classroom at the start of school is considered tardy. Repeated tardiness may affect grades and parents will be notified. Three occasions of tardiness equals one absence.

### **Vacations**

Observe carefully the dates and times listed in the school calendar for the beginning and ending of vacation periods.

### Step Four

If the problem is still not resolved, the schoolboard chair will convene a formal meeting of either the schoolboard's executive/personnel committee or full school board depending on procedures adopted by the school board for such situations. When such a meeting takes place, the conference superintendent of schools must be informed of a potential problem.

### Step Five

If the school board cannot resolve the problem, the parent then contacts the conference superintendent of schools and explains the problem in writing. The superintendent of schools attempts to resolve the problem by meeting with the parent, teacher, principal and board chair.

### Step Six

If the parent is not satisfied with the results of the preceding step, the matter should be referred to the conference K-12 administrative body or its duly appointed committee, which deals with such matters. Their decision shall be considered to be final.

**Parent - Teacher Reconciliation  
Procedure  
Northern New England Conference  
of Seventh-day Adventists**

**Purpose**

On occasion, problems can arise between parents and teachers. The following conciliation procedure based on Matthew 18 and I Corinthians 6 is suggested for resolving these problems.

It is understood that the objective of both parent and teacher is to resolve the problem on an informal basis first and then on a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work in the school.

**Procedures**

Step One

The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step Two

If the problem is not resolved the parent then asks the school principal to help resolve the problem on an informal basis.(This step would be skipped if the teacher were also the principal.)

Step Three

If the problem is not resolved on the school level, the parent then contacts the school board chair who will attempt to resolve the problem on an informal basis.

**School Hours**

Capital Christian School maintains the following school hours:

**Monday- Thursday**

8:00 am- 4:00 pm

Students are not to arrive before 7:45 am.

Students must be picked up no later than 15 minutes after school ends, unless involved in school activities, and then no later than 15 minutes after the end of such activity.

**Short-term Enrollments**

A child enrolling for a temporary period (one day to one month) will be charged one full monthly payment and one full entrance fee.

**Non-enrolled Visitors**

Pre-school children or other non-enrolled students may visit the school only when accompanied by a parent. A request must be made to the principal at least twenty-four hours prior to the desired visit.

## Dress Code

How we dress tells others about us. We desire each student to dress in a way that speaks conservative Christian values to the world at large. The basic principles of the dress code are that all clothing be neat, clean, modest, in good repair, correctly sized, and worn appropriately. The dress code is to reflect the biblical model of Christian modesty described in 1 Peter 3.

The dress code is to be observed at school and all school sponsored functions. The following school attire is to be worn except when otherwise indicated by the teacher:

Garment	Color Options
Pants or Skirts*	Khaki, navy
Bermuda Shorts*	Khaki, navy
Polo shirts (either short or long sleeved)	White, Light blue, navy
Zip-up sweater	Navy

**These items may be purchased through any supplier as long as the clothes are in compliances as to length, color, etc.**

\*Skirts and Bermuda shorts must come to or below the knee.

When a student comes to school in non compliance, the teacher will contact the parent in a method that will allow documentation of the incident. After three incidents of non compliance in a quarter, the student will receive a one day suspension. For incidents above three in a quarter, the matter will be brought to the school board for further action.

## Tuition Payment Plans

Capital Christian School offers two payment plans for payment of tuition.

1. One Annual Payment–Payment of the full annual tuition amount on or before the first day of school will result in a 5% pre-payment discount. No discount is given for an annual payment after that date. Families that elect the annual payment method at registration but are unable to make that payment by the due date will be placed on the monthly installment plan described below.

2. Ten Monthly Installments –The annual tuition amount will be divided into ten equal installments each payable on the 10<sup>th</sup> day of each month from August through May. If payment is not received during the seven day grace period, the account will be assessed a late payment fee of \$15.

Students whose accounts have received no payments for two consecutive months maybe asked to withdraw from CCS.

## General Financial Information

Final report cards, transcripts, and other school records will not be released until each account is paid in full. Graduating 8<sup>th</sup> graders must have their bills paid in full in order to participate in any graduation activities.

## Sponsors

Persons willing to invest in the education of worthy students in need of financial assistance are encouraged to do so. If you are able to help, please contact the principal or pastor.

### **Registration Fee**

This fee is a non-refundable, one-time payment due at the beginning of each school year. Registration fees must be received for each student prior to their enrolling at CCS. Please see the financial information sheet for further information regarding this fee.

### **Tuition Rates**

Tuition payments do not cover the entire cost of educating students at Capital Christian School. Additional funds are received monthly from various levels of the Seventh-day Adventist Church, including the Northern New England Conference of Seventh-day Adventists and local constituent churches. These subsidies allow lower tuition rates for members of the Seventh-day Adventist Church, particularly those of constituent churches.

The definition of a constituent church is detailed in the CCS Constitution and By-laws. A list of official constituent churches may be obtained at the school office. Those who are members of non-constituent SDA churches may wish to check with your church office to see if any special subsidy is available to offset the tuition difference. Additionally, you may wish to suggest that your church consider joining the constituency.

Many Adventist churches provide financial assistance to worthy students within their congregations. Please contact your church office to determine what help is available and how to apply.

### **Students will not wear:**

- Sleeveless, short blouses (bare midriff), or off-the-shoulder tops.
- Clothing that is designed as underwear.
- Noticeable make-up or fingernail/toenail polish
- Jewelry (including studs and bead or string wrist bands). Medical alerts maybe worn with doctor's note.
- Hairstyles that are either radical or extreme
- Hats indoors
- Flip-flops

### **Other Items and Designs to Avoid:**

Bookbags, lunch bags, lunch boxes, notebooks, binders, etc. should not have any of the following:

- Signs of the zodiac
- Pictures of rockstars or other non-Christian entertainers
- Pokemon or similar type characters
- Advertisements for tobacco products, alcoholic beverages, or caffeinated drinks
- Advertisements for movies or TV shows
- Pictures displaying people or creatures of violence
- Pictures or wording referring to the non-Christian supernatural or the occult
- Any items, pictures or wording of a sensual or suggestive nature.

## **Student Behavior**

Capital Christian School is a private school operated by the Seventh-day Adventist Church with certain behavior requirements for each student to uphold. A positive response to this code will provide the best school experience for students, parents, and staff. Negative behavior will result in disciplinary action that may include suspension or expulsion.

### **Students will:**

- + Be on time and in their assigned places.
- + Remain quiet and orderly in their classrooms.
- + Be attentive to instruction.
- + Complete all assignments on time to the best of their ability.
- + Behave courteously and respectfully toward others.
- + Eat only at designated times and places.
- + Help put away all play equipment at the end of recess, lunch period, and PE classes.
- + Obey and respect all persons placed in authority over them.
- + Support teachers, principal, and the school in both word and action.
- + Promptly carry out classroom tasks as assigned by teacher and/or principal.
- + Volunteer for tasks as they see the need.
- + Support and uphold the Seventh-day Adventist Christian principles on which the school is based.

## **Programs**

Students are required to participate in school programs as assigned in order to develop self-confidence and other skills. Programs may be held at times other than school hours. These programs are part of the curriculum, and student participation is required as with any other class.

### **Snow/Weather Policy**

Every attempt will be made to avoid school closings or delays. Should a closing or delay be necessary, it will be reported by 6:00 am to WMUR for broadcast.

If the public schools in a student's town of residence close for a weather-related reason while CCS remains open, families are urged to use their own judgement about the advisability of attempting to come to school. An absence under those circumstances will be considered an excused absence.

### **Financial Policies**

Operating a quality school is an expensive undertaking. Capital Christian School has set some general guide lines to operate on a sound financial basis.



If a lost book is returned in acceptable condition after the parent has paid for the book, a refund will be issued only if a replacement has not yet been ordered.

Students in Grades K through 4 are limited to having one book on loan at a time. Students in Grades 5 and up may have two books on loan at a time. This quantity limitation can be temporarily waived if requested by a teacher—for example, a teacher may ask that his class be allowed to check out an extra book while they are working on a special project.

### **Lunches**

Good nutrition is a key to good mental and physical health. No cafeteria facilities are provided at CCS, so each student should bring his/her own lunch.

No pork products, caffeinated drinks, or sodas are to be included in the lunch. It would be appreciated if highly sugared or other highfat, low nutritional foods are left out of lunches. Since many of our students are vegetarians and students often trade lunches we would encourage you to refrain from the use of meat products.

### **Medical**

Each parent/guardian is to furnish a signed "Continuing Consent to Treatment and Authorization to Release Information" form.

This will be used only in case of extreme emergency and only when a parent/guardian can not be contacted.

Parents will be contacted as soon as possible in the event of accident or sickness. A sick child may not stay at school, as there are no facilities for his/her care.

### **Students will not:**

- Leave the school grounds during the school day with out permission.
- Use profane gestures or language.
- Intimidate, harass, or threaten other students.
- Engage in any type of fighting or dangerous activity, or encourage others to do so.
- Take or misuse another's property.
- Bring toys, games, books, magazines, pets, etc. to school without teacher's permission.
- Bring playing cards or similar items to school.
- Bring knives, guns, other weapons, fireworks, or other dangerous items to school.
- Chew gum anywhere on campus.
- Use or possess tobacco products, alcoholic beverages, or any illegal or controlled substance.
- Litter anywhere in the building or outside.
- Intentionally damage or mark on any property on campus.
- Engage in lying, stealing, or acts of deceit or cheating.
- Illegally enter the school building, rooms, or other students' lockers.
- Bring electronic devices from home unless authorized by the teacher. Cell phones maybe brought but the teacher must be informed of their presence. They are not to be used during school operating hours.

## **Discipline Procedures**

Discipline is designed to be redemptive, remedial, and corrective rather than punitive. Disciplinary procedures will be used to aid the students to exhibit appropriate behavior. Teachers and staff will address in appropriate student behavior in their own classrooms and in their presence by using appropriate disciplinary and classroom management methods as mandated by state and federal laws, the Atlantic Union Educational Code, or the CCSHandbook. Corporal punishment shall not be used.

The teacher will address minor student behavioral infractions. The principal or school board will address serious or repeated violations or major infractions of school rules. Student misbehavior may be addressed in the following manners:

1. Verbal or written reprimand
2. Removal from classroom (time out)
3. Detention
4. Referral to the principal or school board for action.
5. Suspension
6. Expulsion

## **General Information & Policies**

### **Books**

Academic books are provided by the school. Academic or library books, lost or damaged, will be replaced at the parent or guardian's expense.

### **Citizenship**

Good citizenship is a trait both desired and encouraged. It includes proper behavior throughout one's activities and in the classroom. Behavior acceptable to man and God is taught and expected. Areas of concern will be noted on the gradecards, and improvement will be monitored by parents, teachers, staff, and the principal.

### **Field Trips**

A signed field trip release is required for each field trip.

### **Leaving School**

The protection of school children is of vital importance, therefore the following guideline will be strictly followed:

A child will be permitted to leave school with someone other than parents only after satisfactory arrangements have been made with the principal and parents. Photo identification maybe required.

### **Library Policies**

Library books are loaned for a period of two weeks. If a book is needed beyond its due date, the student should bring the book to the library and renew it. Postcard reminders are sent for overdue books. After two reminders are mailed, any book not returned will be presumed lost. Should a book be lost or damaged, the student's account will be charged for the replacement cost of the book plus a postage and processing fee.