

# Captain Gilmer Christian School

*"Defining Excellence"*

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## Captain Gilmer Christian School

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*Mission Statement:*

Our mission is to be anchored in Christ, using a biblical foundation to promote academic excellence.

*Motto:*

**Be anchored in Christ  
(By being safe, respectful, and responsible)**

*Vision Statement:*

Captain Gilmer Christian School strives for students to become their best by reaching both academic and relational goals through discovering servitude locally and abroad, being distinctive in academic achievements, and living out the gospel.

# TABLE OF CONTENTS

## GENERAL INFORMATION

Philosophy & Goals .....	4
Setting & Location .....	5
History .....	6
Admission .....	6
Nondiscrimination Policy .....	6
Application Procedure .....	6
Kindergarten Program .....	7
Immunizations .....	8
Physical Examinations .....	8
Grade Reports & Scale .....	8
Standardized Achievement Testing .....	9
Graduation/8 <sup>th</sup> Grade Class Trip .....	9
Incompletes .....	10
Late Work Policy .....	10
Transcripts/Records .....	11
Unsatisfactory Grades .....	11
Curriculum Outlines .....	11-12

## GENERAL GUIDELINES

Attendance Policy .....	13
Conduct Standards .....	14-16
Cooperation of Students .....	16-18
Dangerous Statements .....	18
Dress Code .....	18-21
Expulsion/Dismissal .....	21
Field Trips .....	22
Grievance Procedure .....	22
Handbook Changes .....	23
Healthful Eating .....	23
Homeschool Services .....	23

Inspection and/or Search..... 23

Internet Policy..... 24

Laptop/Electronic Device Policy ..... 24

Library ..... 25

Lost Articles..... 25

Medication ..... 25

Music Program..... 25

Parent Notices Concerning Student Performance ..... 26

Parent/Teacher Cooperation..... 26

Personal Property ..... 27

Property Rights ..... 27

Reflection..... 27

School Closings ..... 28

School Spirit ..... 28

Sexual Harassment..... 28

Special Needs Statement..... 29

Suspension Procedure ..... 29

Telephones/Cell Phones ..... 30

Visitors ..... 30

Weapons ..... 30

Withdrawal..... 30

**FINANCIAL INFORMATION**

Yearly Cost ..... 31-32

Worthy Student Aid ..... 31

Student Accident Insurance ..... 31

8<sup>th</sup> Grade Graduation Fees ..... 31

Miscellaneous Charges ..... 31

Financial Collections and Policies ..... 31

NSF Charges ..... 32

Technology Fees ..... 32

## General Information

### Philosophy of Christian Education

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit God determined to restore humanity from its lost state. Through the Bible He has revealed His will to the world, a revelation that supersedes human reason. Through his Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, though fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts, loving service rather than selfish ambition, maximum development of one's potential, and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

### Goals

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education. Each student is encouraged in:

- Acceptance of God and His Word

Surrender one's whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas.

- Commitment to the Church

Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

- Family and Interpersonal Relationships

Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

- Responsible Citizenship

Develop an understanding of multi-cultural diversity and historical heritage and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environment.

- Healthy Balanced Living

Accept a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical and historical knowledge, within the context of a biblical perspective.

- Intellectual Development

Adopt a systematic, logical approach to decision-making and problem solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

- Communication Skills

Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

- Life Skills

Function responsibly in the everyday world, using Christian principles of stewardship, economy and personal management.

- Aesthetic Appreciation

Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

- Career and Service

Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.

## **Setting and Location**

Located on the campus of Fletcher Academy, Inc., Captain Gilmer Christian School is surrounded by approximately 500 acres of farm, field and forest. Our school is two miles from the Fletcher/Mt. Home exit 44 interchange of Interstate 26, seven miles north of Hendersonville, North Carolina and 18 miles south of Asheville, North Carolina.

## **History and Location**

The first elementary school on this campus began in 1910 at the inception of the larger institution (now known as Fletcher Academy, Inc.). Classes met for the first four years in the old Byers Plantation House. In 1914 John Brownsberger built the first school house.

In 1920 Mrs. Marguerite Jaspersen came to teach at the elementary school. She became principal in 1926, a position she held for 26 years.

The next school building was built in 1930 up on the hill near the present facility. It had one large room, heated by a wood stove. In 1950 Captain W. W. Gilmer, a retired Naval Captain who served in World War I, donated \$2,000 for the addition of another classroom and two inside bathrooms. In gratitude for this gift, the school was named in his honor. In 1971 the present facility was built. Today we continue in the rich history that precedes us.

## **Admissions Policy**

### **Nondiscrimination Policy**

While Captain Gilmer Christian School has been established primarily for the youth of the Seventh-day Adventist Church, any student expressing a desire for a Christian education is welcome, provided he/she shows due respect for the Word of God, maintains a reverent attitude during religious exercises, and observes all school regulations. The school in no way prohibits students because of religion, race, color, or national and ethnic origin.

### **Application Procedure**

An application packet may be obtained from the school. These forms should be filled out, signed, and then presented to the office. A list of students wishing to enroll will then be taken to the CGCS School Committee for acceptance. New students will be re-evaluated in 9 weeks from the beginning of school to determine final grade placement.

A student transferring from another educational institution is to submit the latest achievement test results and their latest report card. The student may also be tested to determine grade placement.

A \$100.00 late registration fee will be charged for all re-applications received after the posted CGCS registration date. If unable

to attend Registration day, call to schedule an appointment to register your child.

***Applications will not be considered complete and students may not begin classes until all of the following have been received for all grade levels:***

- Completion of **all** registration forms
- If not on file, copies of birth certificate and up-to-date immunizations (immunizations required within 30 days)
- Payment of entrance/book fee
- Payment of first month's tuition
- Students transferring—two letters of reference for grades 3-8
- Records and transcripts from former school needed within 30 days
- If applicable, submission of a church financial aid request form signed by church official
- If applying on provisional promotion grade placement, testing will be required before entry
- Medical Exam (Required within 30 days for students in Kindergarten or First Grade, if entering the school system for the first time)

***If enrollment exceeds capacity, at the committee's discretion, students will be considered by including, but not limited to, the following criteria: sibling(s) attending CGCS, members of constituent churches, FAI employees, full-time Kindergarten attendance, and completion of application with payment by the end of the school year.***

## **Kindergarten Admission Procedure**

- Kindergarten 4 - Child must be 4 years old by the end of September of the school year applying for.
- Kindergarten 5 – Child must be 5 years old by the end of September of the school year applying for.
- Students in the K-5 and Pre-1<sup>st</sup> programs are encouraged to attend school 5 days/week.
- The CGCS Committee, staff, and/or teachers will not be responsible for any learning objectives missed as the result of part-time attendance. Part time students will not have time to cover all the objectives necessary for beginning first grade.

## **Immunizations**

All students are required by NC state law to show authorized proof (physician's signature or clinic stamp) of immunizations for MMR (measles, mumps and rubella), polio, DPT (diphtheria, pertussis and tetanus), and other required NC immunizations before they are allowed to attend school. A copy of this, including the child's name and date of birth, must be submitted to the school to be kept on file.

## **Physical Examinations**

A medical examination, signed by a doctor, is required within 30 days of each student entering school for the first time in Kindergarten or First Grade. Forms may be obtained from the school office.

## **Grade Reports**

Captain Gilmer Christian School utilizes an internet service ([www.renweb.com](http://www.renweb.com)) which allows parents and students to monitor progress in every class on a regular basis. This site is used by administration and teachers to keep the students and parents informed of attendance, assignments, and supplemental materials. For an additional fee of \$12 per semester, a parent may request at registration to have semester grades mailed to them as well as being posted on Renweb.

Portfolio conferences involving students, parents and teachers will be held at the end of the first and third nine-week quarters, at which time you will receive your child's report card. If either parent or teacher deems it necessary, additional parent-teacher conferences may be arranged.

Mid-term progress reports will be available for view by parents on-line. This is to give some indication as to how your child is progressing. A hard copy is available upon request.

Incompletes received on a progress report or report card are only a temporary grade, indicating that the student has unfinished work yet to do. This grade will be changed when the student has satisfactorily met the work requirement for that period of time.

### Grading system for Kindergarten:

Rather than using a specific grading system, Kindergarten has a list of skills which are checked off throughout the year. These are listed on the Kindergarten grade card.

Following is the grading system for Grades 1 and 2:

E	Excellent	S	Satisfactory
NI	Needs Improvement	NG	No Grade Given
U	Unsatisfactory		

Following is the grading system for Grades 3 – 8:

A	4.0	90-100	Excellent
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Below Average
F	0.0	0-59	Unsatisfactory
I			Incomplete

All subject classes that are recorded on our transcript are used when calculating GPA.

## **Standardized Achievement Testing**

The ACT-Aspire will be administered each year for grades 3-8. In 4<sup>th</sup> quarter, a portion of the grades for 6<sup>th</sup>-8<sup>th</sup> will include an assignment score for ACT-Aspire Testing. Individual scores will be analyzed to determine students' strength areas and challenging areas. Additionally, group scores will be analyzed to help CGCS track academic progress. CGCS also realizes that standardized testing is only one way to assess student progress. Grades K-2 will be assessed on an ongoing basis to measure basic skills. Testing provides only a small window in which to view a child's progress and success.

## **Graduation/8<sup>th</sup> Grade Class Trip Guidelines**

Graduation and class trip activities for the eighth grade are planned and conducted by the administration of CGCS. **Students' participation in these activities is a privilege and not a right.** The administration and discipline committee of the school reserve the right to deny participation in these activities to any student who does not meet the established criteria for academic and citizenship standards. Students may be kept from participation in either activity for the following reasons:

1. Finances
2. Scholastic
3. Behavior

During these activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors

and/or administration will be denied the privilege of continued participation.

**Diploma.** To have a higher student success rate in a secondary education, it is strongly encouraged that the student maintain a mastery level of 80%. The student is eligible for a diploma when the criteria's have been met:

Have a 2.00 average for both seventh and eighth grade and have no Fs in core subjects.

**Eighth Grade Class Officers.** Holding a class office is a privilege and a solemn responsibility. Students may lose their class office standing as determined by the staff or Discipline Committee for the following reasons:

1. Scholastic
2. Behavior

## **Incompletes**

Students may receive an incomplete due to illness or excused absence. An incomplete will be changed to the default grade as reported by the teacher unless course work is satisfactorily finished. **Upon return to school, students will be given one school day for every one day of excused absence.** Students and parents are to take the initiative in making the arrangements and completing all incomplete work.

## **Late Work Policy**

We want our students to experience success in every way possible here at CGCS. We consider students to be successful academically when they have completed their work well and when it comes in on time. We believe in Mastery Learning and that each child should have the opportunity to correct their work to raise their grades. We also know that it is hard to determine Mastery Learning when the work simply does not get turned in on time or at all. To encourage students to turn in their work on time and in order for the teachers to track this behavior, in grades 1-4 (5<sup>th</sup> grade-1<sup>st</sup> semester), for work turned in late, the grade will be reduced by 10%, per day. **In preparing students in grades 6-8 (5<sup>th</sup> grade-2<sup>nd</sup> semester) for Academy, no credit will be given for late work. Please note this, and encourage your child to complete their work well and on time.**

## Transcripts/Records

Cumulative records, report cards, and diplomas will be issued only when the student's account is paid in full.

## Unsatisfactory Grades

Students receiving Ds, Fs and/or Incompletes for any grading period may be subject to **loss of privileges/trips**, academic probation, loss of grade promotion, suspension and/or expulsion. Parents are encouraged to modify their child's program in a manner that will encourage improved academic performance. Any student receiving Ds or Fs in a given school year may be subject to retention for their current grade and/or promoted on probationary status. If a student fails a required course, effort should be made by parents to remove this deficiency as soon as possible. Deficiencies in course work may be made up by enrolling and passing in an approved correspondence course.

## Curriculum Outline

\*When Available

### Kindergarten 4/Kindergarten 5

Art	Music
Bible	Social Studies
Science/Health	Phonics
English/Writing	Physical Education
Mathematics	Spanish*
Spelling	Reading

### Grade 1

Art	Phonics
Bible	Physical Education
English/Writing	Reading
Science/Health	Music
Spanish*	Social Studies
Mathematics	Spelling

### Grade 2

Art	Phonics
Bible	Physical Education
English/Writing	Reading
Science/Health	Spelling
Spanish*	Social Studies
Mathematics	Music

### Grade 3

Art  
Bible  
English/Writing  
Science/Health  
Spanish\*  
Mathematics

Phonics  
Physical Education  
Reading  
Spelling  
Social Studies  
Music

### Grade 4

Art  
Bible  
English/Writing  
Science/Health  
Spanish\*  
Mathematics

Phonics  
Physical Education  
Reading  
Spelling  
Social Studies  
Music

### Grade 5

Art  
Physical Education  
Reading  
Music  
Social Studies  
Spelling

Bible  
English/Writing  
Science/Health  
Spanish\*  
Mathematics

### Middle School – Grades 6 - 8

Spelling  
Music  
Physical Education  
Reading  
English/Writing  
Spanish\*

Bible  
Mathematics  
Science/Health  
Social Studies  
Art

Note: Part of the eighth grade curriculum is also learning life skills such as the election process through electing class officers and being involved in a variety of learning experiences, such as: **outreach projects**, fundraising, tutoring others, planning the class trip, and preparing for graduation exercises.

# General Guidelines

## Attendance

The school day will begin at 8:00 a.m. and will end at 3:00 p.m., unless announced otherwise. The Friday program is from 8:00 a.m. to 2:00 p.m.

## Excused and Unexcused Absences:

All students enrolled at Captain Gilmer Christian School are expected to be punctual and regular in attendance as required by law. CGCS is required to keep records of attendance. Excused absences for medical appointments, illness or injury, quarantine, school suspension, death in the immediate family, court or administrative proceedings, or religious observances are legitimate excuses for absences. Other absences such as educational opportunities or functions organized by local Pathfinder clubs may be legitimate excuses for absences and must be arranged ahead of time with approval and portfolio assignments secured in advance from the principal and teacher. (See the policy noted in the next paragraph). All other absences or tardies will be considered unlawful and unexcused. A written explanation from the parent, guardian, and/or physician must be given to the teacher within 24 hours after the child has had a tardy or absence. An absence for which no notification from the parent is received shall be considered as being an unexcused absence.

A student receiving an unexcused absence may not be allowed to make up the school work missed unless proper arrangements have been made. The school strongly discourages taking students out of school for any period of time. Parents of students who are taken out of school need to inform the school office in writing at least two (2) school days in advance. Your child's teacher will then work with you in deciding how the school work missed will be made up. These absences will be considered unexcused unless they meet the reasons as stated above. A student who is absent more than ten (10) school days in one nine-week quarter, for whatever cause, may forfeit that period grade, unless it is evident to the teacher that his/her work has been satisfactorily made up.

**Students having seven (7) unexcused absences during a nine-week period will be asked to pay a re-registration fee of \$25.00. A \$25.00 fee will be charged to those having seven (7) unexcused tardies during a nine-week period. The fee will be paid at the school office prior to entering the classroom. A \$25.00 fee will be charged for each additional seven (7) tardies accumulated during a nine-week**

**period. If a child has 21 or more unexcused tardies during a nine-week period, the parent(s) will be required to meet with administration before the student may return to class.**

School doors will open at 7:45 a.m. Captain Gilmer Christian School will not be responsible for students who arrive before 7:45 a.m. without prior arrangements made with the teacher. Students who arrive before 7:45 a.m. without prior arrangements will be subject to a \$10.00 charge for every half (1/2) hour or partial half hour. **After 8:00 a.m. parents are expected to come into the school office to sign in their children before students may enter the classroom.**

Students remaining on campus 15 minutes after posted school hours will be subject to a \$10.00 charge for every half (1/2) hour or partial half hour that the student is left at school. **Parents arriving after dismissal hours will be expected to sign their children out with the school personnel.** The school will not be opened after school hours to accommodate those who have forgotten to take items home.

## **Conduct Standards for Students**

### **General Discipline Standards**

- Be respectful and obedient to all adults.
- Be courteous and respectful to other students.
- Go directly home after school unless involved in an assigned after-school activity.
- Be released by the school only to those specified on the Approved Drivers Form by the parent or guardian.
- Individual classroom teachers will be sending home their own classroom rules. Students shall follow the established classroom rules which include following directions, keeping hands and feet to oneself, raising one's hand to speak, staying in one's seat, and using no foul language or teasing.
- Leave the following items at home: toys, magazines, gum and candy, headsets personal items of value, skateboards, roller blades, scooters, electronic games, game watches, pets, squirt guns, cards and games, If a student must bring a cell phone to school, it should not be used during school hours. All cell phones brought to school should be left with the teacher when the student arrives. The cell phones will then be given back to the students at the end of the school day.

# **Out-of-Class Behavior Standards**

## **Walkways/Hallways:**

1. Walk quietly; do not run.
2. Hold all equipment while going to and from the designated play area.
3. Keep hands, feet, and objects to oneself.
4. Obtain hall pass from teacher.

## **Lunch Area Standards:**

1. Follow directions of the lunch area supervisors.
2. Talk in a moderate voice.
3. Clean around eating area; put all trash in trash container.
4. Be excused by the teacher before leaving your room.
5. Do not throw food or other objects.
6. No loitering in the halls.

## **Restroom Standards:**

1. Help keep the lavatories clean.
2. Be thrifty with towels and soap.
3. Talk in a moderate voice.
4. Use toilet, wash hands and leave quickly.
5. Pick up and be responsible for all clothing and personal items.

## **Playground Standards:**

1. Keep within the boundaries designated.
2. Do not initiate or participate in any game that endangers the safety of others.
3. Follow equipment and playground safety rules.
4. Never throw rocks, sticks, dirt clods, sand or any such object.
5. Do not have any type of food or drink on the playground at any time.
6. Do not use foul language.
7. Be respectful of adults and fellow students.
8. Refrain from fighting.
9. Stay off backstops, fences, goal posts and basketball rims.

## **Transportation Standards Including Field Trips:**

1. Report to assigned area quickly and in an orderly manner.
2. Observe all safety rules.
3. Respect the driver's authority.
4. Talk in a moderate voice, never yelling.

## **Arriving on or Leaving School Grounds:**

1. Classrooms are off limits until teachers are present at 7:45 AM

2. Students may not walk to school or walk off school grounds after school unless accompanied by an approved adult or prior arrangements are approved.

### **Dismissal Standards:**

1. Wait quietly in the room until your teacher dismisses you.
2. Report to pick-up area quickly and in an orderly manner.
3. Enter/exit through front doors unless weather is inclement.

### **P.E. Standards:**

1. No one is to be in Pearson Hall or use the school playground or equipment **without adult supervision**.
2. Leave play equipment alone until directed to use it.
3. Walk in the hallway at all times.
4. Stop playing when the whistle blows and immediately bring all equipment to the teacher.
5. Wear approved gym shoes (i.e. tennis shoes).
6. Do not have any type of food or drink in the gym at any time. After-school activities are no exception.
7. Do not tamper with the heating system or lights unless directed by a CGS staff member.

### **After School Sports Standards:**

1. Wait in classroom to be dismissed to playing area.
2. Display teamwork and sportsmanship.
3. Respect referees and other participating staff.
4. If not directly involved in playing a game, students must be accompanied by parent or acting guardian.
5. Students must maintain a grade of C or better in all subjects to participate in the After School Sports program.

## **Cooperation of Students**

Captain Gilmer Christian School is a Christ-centered school and expects that all students will strive to uphold moral standards for human conduct as found in the Word of God. Our conduct always affects other people. Since Christian education is based on love, consideration for others is an important part of our conduct. Obedience is an important part of our growth and development. Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of some of the main ideas of conduct which may lead to disciplinary action, such as: detention, confiscation of material, revoking privileges, probation, suspension or expulsion. The Discipline Committee may be notified and asked to take action.

1. Willfully undermining the religious ideals of the school.
2. Engaging in any form of deception, such as cheating, lying or stealing.
3. Truancy or failure to attend assigned classes or activities.
4. Using language that is considered vulgar, obscene, sarcastic, demeaning, threatening or intimidating.
5. Possessing, using, selling, dispensing or being in the presence of tobacco, alcoholic beverages, narcotic drugs, or other controlled substances.
6. Gambling or possessing gambling devices.
7. Knowingly possessing, handling or transporting any object or material that is ordinarily or generally considered to be a weapon on campus (i.e. guns, knives, matches, firecrackers, mace or pepper spray, any facsimile of a weapon, etc.). Any student who commits an above violation shall be suspended (OSS) by the principal for 5 to 10 days or given a long-term suspension, and the Discipline Committee shall be notified. Based on the severity of the incident, the student may be subject to expulsion.  
NOTE: School officials shall contact law enforcement and criminal charges may be filed.
8. Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff or persistently violating any regulation.
9. Meeting persons of the opposite sex in a secret manner or in an unsupervised place. Male and female students are not to have inappropriate or excessive physical contact with each other, such as hugging, clinging, hand holding, etc.
10. Picking or breaking locks, doors or windows to enter locked places; possessing any unauthorized keys; tampering with school lights, wiring, bells or alarms.
11. Entering or leaving any building by any means other than the regular entrances, or without proper permission.
12. Conspiring or participating in any act that injures, degrades, threatens, or disgraces any person.
13. Being involved with any type of spiritualism, which includes fantasy role playing or Ouija boards.
14. Possession or display of items or symbols of prejudice.
15. Possession or display of gang or tagger paraphernalia such as chains, graffiti tools or related art work.
16. Any student who deliberately defaces, damages or destroys school property.

17. Once a student is expelled or asked to leave the school, he/she must obtain written permission from the administration before coming onto campus or attending school functions.
18. Disrespect, including inappropriate gestures, pictures, written messages, etc., to any teacher, substitute teacher, staff member or other student.
19. Unsatisfactory academic progress.

## **Dangerous Statements**

Our goal is to create a safe environment in which to enhance a student's ability to learn and an atmosphere where teachers have the ability to educate properly. With this in mind, any action or language, even in humor, that threatens, intimidates, bullies, or causes harm to another person (including statements about harming oneself) must be taken seriously. Any such statement should be reported immediately to a staff member who must then report it to administration in order to ensure that it is promptly investigated and handled in a way to ensure the safety of all. Please note the following regarding "bullying and harassing behavior".

"Bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school sponsored function, or on a school bus, and that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance opportunities, or benefits.

## **Dress Code**

Students will be expected to dress appropriately, healthfully, neatly and modestly. They are always to look their best. Objectionable or loud, faddish clothes or other extremes are not acceptable. The dress code will also be in force on field trips and all school-sponsored activities and programs, including 8<sup>th</sup> grade class trip.

Parents will be notified of students arriving at school without proper dress attire.

When purchasing polo shirts for the school dress code, please include a red polo shirt with your selection. This color will be required to be worn from time to time for specific functions (i.e.: programs, field trips, assemblies, etc.).

Students in the 7<sup>th</sup>-8<sup>th</sup> grade can purchase the Fletcher Academy polo shirts in agreement with the Fletcher Academy standards, following the color requirements of CGCS. These shirts must be purchased from the school designated supplier and will be allowed to be worn at Captain Gilmer Christian School. Check with the school office for the uniform designated supplier contact information.

**Recess/P.E./After School Sports attire:**

1. When changing for these events, students must wear:
  - A CGCS t-shirt and dark blue sweatpants or dark blue long, loose-fitting, P.E. shorts.
  - (Grades 7-8)-Approved Fletcher Academy P.E. Uniform, which may be ordered through [www.readsuniforms.net](http://www.readsuniforms.net) – brochure available.
2. At no time is underclothing to show.
3. Shoes with metal cleats, metal toes or heels are not allowed. Sturdy, durable shoes must be worn at all times. Shoes with black soles are **discouraged** because they may leave marks on the floor/gym.
4. Pick up and be responsible for all clothing and personal items.

**Performance Attire:**

- Black dress pants/slacks (skirt to the bottom of the knee)
- White, button-down dress shirt/blouse
- Black dress shoes

**Shoes/Socks:** Closed toed shoes should be worn at all times. Tennis or running shoes with black soles are discouraged. No wheeled shoes are to be worn. Socks or tights must be worn in solid colors.

**Make-up and Jewelry:** Lipstick, unnatural make-up, colored nail polish (only natural color is acceptable), and other objectionable cosmetics, along with jewelry, including but not limited to rings, necklaces, earrings, studs or spacers, bracelets, chokers, etc., are not to be worn. Students are not to bring them to school.

**Hair:** Hair fads are not acceptable. Boys' hair should not cover the eyes nor shirt collar.

**Hats:** Hats are not to be worn inside the school building.

**Bathing Suits:** Modest one-piece suit for girls and modest swim trunks for boys.

**CGCS T-Shirts:** These need to be ordered before starting school. These are used for P.E. and some field trips. Check with the school office for information on ordering the CGCS T-shirts.

**Dress Code—Girls:**

1. Solid colored jumpers, skirts, and shorts to the top of the knee. No slits above the knee. **For modesty please have girls in lower grades wear shorts underneath.**
  - a. No denim or skinny jeans.
  - b. Colors are to be only navy blue and khaki.
  - c. No holes, tears, or cutoffs.
2. Solid colored pants and slacks that come to the ankles.
  - a. No denim or skinny jeans.
  - b. Colors are to be only navy blue and khaki.
  - c. No stirrup, sweat, drawstring, legging, peg leg, spandex or biker pants
  - d. No tight or form-fitting.
  - e. No holes or tears.
  - f. No low rise/cut pants or slacks.
3. Long or short sleeved button polo shirts only in solid colors of:
  - a. Forest green, navy or light blue, light pink, and red
  - b. Embroidered with the CGCS logo.  
The logo, for a fee, can be arranged through the office.
  - c. No tight or form-fitting shirts.
  - d. No exposure of midriff.
  - e. At no time is underclothing to show.
  - f. Shirts do not need to be tucked in.
  - g. No shirts past natural hip line.
4. The CGCS sweatshirt is appropriate to wear over a polo when needed. Check with the office for information on ordering the CGCS sweatshirts. Long sleeved shirts of the same color under polo shirts can be worn in cooler weather also.

## **Dress Code—Boys:**

1. Solid colored pants and shorts are acceptable.
  - a. No jeans or skinny jeans.
  - b. Colors are to be only navy blue and khaki.
  - a. No sweat, drawstring, spandex or biker pants.
  - b. No tight or form-fitting.
  - c. No holes, tears, or cutoffs.
  - d. Pants that may be too large and have the tendency to bag or fall down must be worn with a belt or not worn at all.
2. Long or short sleeved button polo shirts only in solid colors of:
  - a. Forest green, navy or light blue, light pink, and red
  - b. Embroidered with the CGCS logo.  
The logo, for a fee, can be arranged through the office.
  - c. No exposure of midriff.
  - d. At no time is underclothing to show.
  - e. Shirts do not need to be tucked in.
  - f. No shirts past natural hip line.
3. The CGCS sweatshirt is appropriate to wear over a polo when needed. Check with the office for information on ordering the CGCS sweatshirts. Long sleeved shirts of the same color under polo shirts can be worn in cooler weather also.

## **Kindergarten Program**

Follow the above dress code for CGCS program. However, children in this program may wear denim, jeans, and other appropriate elastic-waist pants. Modest shorts may also be worn, in navy blue, khaki, or denim. **For girls, skirts need to be worn with shorts underneath.**

## **Dress Code Policy Procedure**

If the dress code is not followed, the student will be sent to the office to call the parent for a change of clothing. Students are allowed to wait in the office until dressed in uniform attire.

## **Expulsion/Dismissal**

A student whose progress or conduct is unsatisfactory, or whose spirit and attitude is out of harmony with standards and principles of the school, or whose influence is found to be detrimental, may be dismissed at any time, although there may have been no specific violation of any regulations.

## **Field Trips**

We encourage all students to go on the field trips because of their educational nature. A red polo shirt or school approved t-shirts must be worn on field trips. Field trip days are considered school days, so students will be exempt from such field trips only because of illness. The school will acquire written permission from the parent or guardian at registration for their child to be allowed to go on all field trips for the school year. CGCS policies and classroom rules will be enforced on field trips. Parents or other adults going on trips as chaperones are asked to keep school policies as well. Due to pre-planning and reservation requirements, payments made toward field trips will be non-refundable.

When parents sign a permission slip for their child to go on a field trip or any other school activity, and should this be a conflict with your child's private music lesson, such as piano or a musical instrument, it will be the parent's responsibility to contact the child's music teacher for re-scheduling.

## **Grievance Procedure**

The home and the school are to work together for the mutual benefit of the student. However, from time to time there may arise misunderstandings or concerns that need to be addressed. Parents will find that when teachers are made aware of any concerns, they will do everything possible to help correct any problem or situation that may have arisen. If the following steps from Matthew 18:15-20 and 1 Corinthians 6:1-8 are followed, an effective solution will be found.

- A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Parents should not approach teachers during the school day unless cleared through the school office. A concerns form may be written out upon teacher or parent request.
- A parent/teacher conference with the principal may be held if the concerns remain unresolved after the first or second meeting.
- Before further action is taken, a second parent/teacher/principal conference should be held with the problem area stated in the written concerns form. Only first hand information which is current for this school year and directly affects the individuals concerned should be considered.
- Unresolved problems will be brought before the discipline committee or the school committee through the principal or school committee chairperson.

## **Handbook Changes**

Regulations that are found necessary to include in the program during the school year are just as binding as those printed in the Captain Gilmer Christian School Handbook. Parents will be notified of any handbook amendments by a formal letter from the administration.

In publishing this handbook, every reasonable effort has been made to be factually accurate. The publisher assumes no responsibility for editorial, clerical or printing errors. The information presented is, at the time of printing, an accurate description of course offerings, policies and requirements of Captain Gilmer Christian School. The provisions of this handbook, however, are not to be regarded as an irrevocable contract between the school and the student. CGCS reserves the right to change any provision or requirement at any time, without prior notice.

## **Healthful Eating**

The lunch periods for students are staggered between 11:00 a.m. – 12:30 p.m. Students are to eat at those times unless emergencies arise.

The 8<sup>th</sup> grade class provides a hot lunch program to our school when possible. When these lunches are available, students may order them through the Renweb program. Payment is accepted by the teacher via cash or check, payable to the school.

In harmony with man's original diet, lunches will follow Biblical principles. (See Genesis 1:29, Leviticus 11). Captain Gilmer Christian School is a caffeine-free campus; therefore, students must not bring or consume caffeine drinks on school property. We discourage the use of grape juice or red fruit punch due to staining properties. Parents and students should plan accordingly when bringing food or drink to school.

## **Home School Services**

Please contact the school for further information about the following programs offered to those who Home School: (Special fees may apply)

- After School Sports (4<sup>th</sup>-8<sup>th</sup> grades)
- Gymnastics (K4-8<sup>th</sup> grades)
- Band (5<sup>th</sup>-8<sup>th</sup> grades)

## **Inspection and/or Search**

Captain Gilmer Christian School reserves the right to inspect and/or search a student's desk, locker, backpack or lunch box if and when it is necessary for safety or other reasonable causes.

Items that violate school policy will be confiscated. Students having lockers must use locks/keys provided by the school.

**Procedure for Search:**

1. Teacher will contact principal or assistant principal to relate problem.
2. The student, a teacher and the principal or assistant principal will be present during the search.

**Internet Policy**

Each classroom at CGCS has access to the Internet. In the lower grades (K-4), Internet access is mainly teacher directed. In the upper grades (5-8), Internet projects and assessments are given to the students. It is critical that they understand the positives and the negatives of the World Wide Web. We ask that they be responsible and follow the guidelines listed below. An Acceptable Use Policy will be signed by students and parents before access is permitted. Inappropriate use of the Internet can result in Internet privileges being revoked and/or suspension/expulsion from school.

Definition of Acceptable Use:

1. I will use the school computers and Internet in a way that is consistent with the educational objectives of CGCS.
2. I will use the Internet for study and not transmit or receive information or material that is threatening, obscene or unethical.
3. I will not install any software on any school systems.
4. I will not use unauthorized software, games or services.
5. My personal addresses, phone numbers and financial information will remain private and not be posted to any sites.
6. I will follow procedures relating to the use of copyrighted material.

**Laptop/Electronic Device Policy for Students**

Computers will be provided by CGCS for classroom use. Personal electronic devices may be used for educational purposes during teacher-approved classroom activities. If these devices are seen or heard during non-approved times, they may be subject to confiscation (see classroom policy). Students who use online services at school without permission will lose computer privileges. Students in the middle school classrooms will need an iPad for classroom use. These iPads will be locked down during the school year by our IT department for use in the classroom for assigned school work.

## Library

Captain Gilmer Christian School has a central library that is made available to both students and parents. Books are checked out for a period of seven (7) days and must either be returned or renewed on the date stamped inside the back cover of the book. Those who wish to return books after library hours may bring them to the school office or to their teacher. There will be a charge of ten cents per school day for books that are overdue. Any student that has a book that has not been checked out will be subject to a fine.

## Lost Articles

Items such as sweaters, jackets, lunch boxes, etc. are found around the campus on a regular basis. At the end of each nine weeks, all unclaimed items will be sold or donated. Parents are strongly encouraged to label items with the student's name to expedite their return to the owner. Parents are welcome to stop by the office to look for their child's lost item(s).

## Medication

The school is not allowed by law to administer any type of medication to students unless a written note is received from the parent giving such permission. Such a note must indicate the dosage and date it is to be administered. This includes cough syrup, aspirin and its equivalents. Permission by telephone is not acceptable. All cough drops are to be kept in the office.

The child should be kept home when suspected of having a fever or communicable disease. If a fever is present, the student must be kept home until the child has no fever for at least 24 hours. For chronic/critical conditions (bee sting, food allergy, asthma, diabetes, etc.), the school office needs a written plan from the child's health care provider.

## Music Program

Captain Gilmer Christian School offers a full music program for all students. We offer a variety of musical options as well as private lessons which can be arranged. **Band instruments are available for rent and will be taken care of by the parents.** Private lessons are at an additional cost. Further information is available from the school office.

We want the students to discover that music can be a ministry for God and that their talents can be a blessing to others, as well as to their

own lives by inspiring and uplifting their thoughts and elevating their soul. *Education*, p.167.

## **Parent Notices Concerning Student Performance**

CGCS believes in a well disciplined and orderly program and that children should be responsible for their actions. Parents are encouraged to access the Internet Program (Renweb) used by the school to stay informed regarding their child's educational progress. Parents will receive notification of their child(ren) who are performing unsatisfactorily in academic or conduct areas. Parents are asked to give input during a scheduled parent-teacher conference. If at any time the principal is notified of situations that require discipline, the Discipline Committee may be asked to take action. Recommended action may include detention, confiscation of material, revocation of privileges, probation, suspension, or expulsion.

## **Parent/Teacher Cooperation**

Parents and guardians can cooperate by:

1. Giving to the School Board and teacher their wholehearted cooperation and support in upholding the standards of the church and school.
2. Cultivating a friendly acquaintance and rapport with the teachers.
3. Demonstrating to your children at all times the confidence you have in the teachers.
4. Discussing concerns of the school program directly with the teachers rather than with others.
5. Actively participating in the Home and School organization by attending as many meetings as possible.
6. Ensuring that your child's attendance is regular and on time.
7. Meeting financial obligations on a timely basis.
8. Attending scheduled parent-teacher conferences.
9. Remembering that children relate incidents from their point of view, but also recognizing that this is reality to the child. Parents and teachers need to work together with an understanding spirit to clarify the incident.
10. Encourage your student to bring home all notices from the school that are addressed to the attention of parents/guardians. Show interest in the messages received. If you need further clarification, please contact the teachers.

11. In harmony with scriptural admonition, all students and parents will maintain a positive attitude and avoid harmful criticism, thereby exhibiting Christian cooperation. Compliance with this principle is necessary for the students' continued enrollment.

## **Personal Property**

Make sure all property is marked with the student's name. This would include things like coats, sweaters, lunch boxes, and backpacks. Unmarked, unclaimed clothing is frequently donated to charitable organizations. Do not bring anything to school that is not needed. Toys or games should not be brought to school. Never bring expensive things to school. Please ask the teacher before bringing something to school that would normally not be needed. The school does not assume liability for any lost, stolen or damaged items that are unnecessarily brought to school.

## **Property Rights**

Each student is expected to respect the property rights of the school and of every member of the school. A student is required to pay for damages done by him/her to the school or someone else's property. In addition, a \$50.00 fine will be added to the replacement cost. The student should exercise special care when using school property or supplies. Waste of either personal or public possessions is to be avoided. The administration is always grateful when equipment which is out of order is reported at once so that needless waste and expense may be averted.

A fine is charged to any student tampering with electrical, fire or safety equipment, or any of the locks on school property. A fine is also charged for the unauthorized possession of a key to any school lock or unauthorized entry into any room or building.

The school takes no responsibility for books, backpacks, clothing, money or other personal property left by anyone on the school grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus.

## **Reflection**

This handbook is designed to give you a better understanding of the philosophy, operations, and policies of this school. It may not answer all your questions. When a question arises, please feel free to talk with the teachers, and they will try to satisfactorily answer your questions.

It takes the best in all of us to produce the finest educational system obtainable. The dedicated teachers of CGCS are looking forward to working with each student and helping them become all that Jesus Christ would want them to be. We see each child as an individual with unique God-given talents and abilities. It is our prayer that we will be able to tap those talents and direct their energies and abilities for the service of our King. Thus we become co-laborers together with Christ.

Please pray for the teachers and students as we claim His grace and move forward toward the Kingdom.

## **School Closings**

In case of inclement weather, the school will attempt to post information about school closings by a parent text alert message and on the TV between 6:00 a.m. and 7:00 a.m. Should CGCS not be mentioned specifically, you may need to call the school office, 684-8221, after 6:00 a.m. for the recorded message. Closings will be posted as follows. Channels may vary. You may also go to the TV websites for faster notification. Watch for updates.

- Parent Alert
- WLOS-TV 13 (ABC)
- WHNS-TV (FOX)

## **School Spirit**

A wholesome school and class spirit is desirable and should be fostered by all school organizations. School spirit is evidenced by thoughtful consideration of others and by courtesy and good will in all personal and interclass relationships. So-called “school spirit,” however, which finds expression in the destruction of property, in boisterous, unrefined conduct, in the hazing or humiliation of any student, group of students or faculty is out of harmony with the spirit of good sportsmanship and is, therefore, not permitted.

## **Sexual Harassment**

Captain Gilmer Christian School is committed to providing a school environment free from sexual harassment for all students and employees. Incidents of harassment should be reported to school authorities so that they may take appropriate action. Students/employees who sexually harass others are subject to discipline up to and including termination.

Definition: Sexual Harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

## **Special Needs Statement**

Captain Gilmer Christian School may not have the necessary equipment or staff to meet the special educational requirements established by law for special needs students. Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in transferring the student to a school or program where assistance is appropriate and available.

## **Suspension Procedures**

1. The principal or assistant principal will investigate the incident, hearing all versions of the facts. The student will be allowed to hear the charges and evidence against him/her and to defend himself/herself by presenting his/her version of the incident.
2. The principal or assistant principal will advise the student and his/her parents if a suspension is invoked, clearly informing them why the student is being suspended from school and for how long. A formal letter will be sent summarizing the reason, purpose, and extent of suspension. Parents will sign the formal letter which informs them of the incident and of what measures have been taken.
3. The school shall inform the suspended student as to the specific times a student is to call to the school office to receive instructions about the school work that needs to be accomplished while under suspension. This work is to be completed upon return to the school after suspension, or the student's grades will be adversely affected.
4. When the student returns after the suspension period, he/she is to first report directly to the principal's office to make a written commitment of cooperation with the school program.
5. A student may be immediately removed from school if his/her presence poses a danger to persons or property, or if the student presents an ongoing threat of disruption to the school. The principal or assistant principal will continue with the investigation of facts and will set up a conference with the student and parents at a later time.

## **Telephones/Cell Phones**

The office phone is for teacher use and is to be used by students only in rare situations and with the permission of their teacher or the office. Students should not be called while on the school premises except in cases of emergency. Cell phones are not to be used on campus. If a student must bring a cell phone to school, it should not be used on the school premises. All cell phones brought to school must be left in the Principal's office when the student arrives, or they may be confiscated. The cell phones will then be given back to the students at the end of the school day.

## **Visitors**

The policy of CGCS is that student visitors will be given a guided tour of the school but are usually not to stay or visit classes because of legal implications and coverage by insurance. Parents of CGCS students are welcome to visit the classrooms. Visitors are required to sign in and out and to wear a visitor's tag. We ask that arrangements be made with the office and the teacher ahead of time when possible.

**When one is visiting the school, please check in at the office.**

## **Weapons Policy**

No student shall possess, handle, transmit, manufacture or use any weapon on school grounds or on any school activities. A weapon means any object, device, or instrument designed or capable of producing bodily harm or may be used to inflict self-injury. Items defined as weapons include, but not limited to: firearms, pellet guns; BB guns; air guns; stun guns; ammunition; poisons; lighters; chains; arrows; knives; blades; explosives; fireworks; mace and other propellants; and any other object which has been modified to serve as a weapon.

Any student who commits the above violation shall be suspended (OSS) by the principal for 5 to 10 days or given a long-term suspension, and the Discipline Committee shall be notified. Based on the severity of the incident, the student may be subject to expulsion.

NOTE: School officials shall contact law enforcement, and criminal charges may be filed.

## **Withdrawal**

In the event you choose to withdraw your child, a withdrawal form must be completed and signed at the office. Financial fees will continue to be charged until this form has been received. Be aware that

other miscellaneous fees may be charged after the withdrawal date, pending lost or damaged items, textbooks, library books, etc.

## **Financial Information**

### **Financial Responsibility**

See published tuition rates for the current year in the registration packet. An entrance fee of \$495.00 is to be submitted with the application. **There will be no refund on the entrance fee.**

### **Worthy Student Aid**

There is a limited amount of Worthy Student Aid funds available from CGCS. Applications for scholarship funds may be obtained at the school office.

### **Student Accident Insurance**

Students are enrolled in a limited, secondary accident policy, which covers school-related activities. This means that the parent's insurance is primary. Information sheets are available at the school office.

### **8<sup>th</sup> Grade Graduation Fees**

Extra charges will be applied monthly for each 8<sup>th</sup> grade student to help cover the expenses for the graduation program such as cap and gown, etc.

### **Miscellaneous Charges**

Any miscellaneous charges that are not paid will be posted to the student's account. A letter will be sent to parents when miscellaneous charges involve damaged items/books and or lost books.

### **Financial Collections and Policies**

The student's account, including miscellaneous charges from the previous year's expenses, must be settled before the student is permitted to enroll for the current school year.

All student accounts are to be kept current. When a student's account is thirty (30) days past due, his/her name will be referred to the Financial Tracking Committee. Any student whose account is sixty (60)

days past due will be suspended from school until the account becomes current or proper financial arrangements are made with the principal.

**Non-Sufficient Funds (NSF) Charge**

A \$30.00 NSF fee will be accessed for all checks that are not backed by sufficient funds to cover them. This fee will need to be paid at the school office in cash, along with cash to cover the NSF check. This fee is subject to change in accordance with our accounting regulations.

**Technology Fees**

Students using iPads will be charged a technology fee to help cover the IT department expenses for monitoring these devices.