

**T.H. Moore**

Pastor

**Capitol Baptist School**

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A Ministry of Capitol Baptist Church



*“That they might set their hope in God, and  
not forget the works of God, but keep his  
commandments.”*

Psalm 78:7

This handbook is a guide and is treated as such.  
Therefore, the administration reserves the right to  
vary from these procedures when such is deemed in  
the best interest of the student, his family, and/or  
the student body in general.

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*2012-13 Edition*



No student maybe registered at Capitol Baptist School for the next year if the tuition account does not have a zero balance.

No student may participate in school activities, the school sports program, or be enrolled as a homeschooler under the school’s umbrella if their tuition account does not have a zero balance.

In case of early withdrawal, tuition that has been paid in full will be refunded on a pro-rated basis determined by the date of withdrawal from the school.

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must match each other. Maximum size of earrings will not exceed one half inch in diameter or not larger than a nickel.

10. No shorts, pantsuits, slacks, gauchos or wrap around skirts are permitted at school-sponsored events.
11. All hair fashions must be in good taste and the hair itself must remain in the natural color and off the face.
12. Marking or tattooing the body is prohibited. A new student enrolling that has a tattoo or marking on the body will not be disqualified solely due to this. In this situation, the administration will make the final enrollment decision.
13. Body piercing is prohibited other than the ear lobe.

## TUITION AND FINANCIAL POLICY

Every parent/guardian will be given a financial sheet which will outline the current fees and rate of tuition for the current year. Each parent will also receive our current financial policy as outlined below.

## FINANCIAL POLICY

Capitol Baptist School does not request nor accept government funding; therefore, it is necessary that fees and tuition be paid on a timely basis.

All fees must be paid at the time of registration and are non-refundable.

Tuition may be paid either in full at the time of registration, or you may enroll in the payment plan option (ten month payments).

A 10% discount on tuition is applied when full payment of tuition and fees is made prior to July 1st.

If you choose to pay in ten monthly installments, the following policy is strictly adhered to:

- If a student attends any school days during a particular month, full tuition during that month is due.
- All monthly tuition payments are due on the 1st of the month.
- After the 5th of the month, a late fee of \$25 will be charged to the account.
- If payment is not made by the 25th of the month, students will not be permitted to attend classes on the 1st day of the new month.
- Students who miss class due to financial reasons will be counted absent but will be excused and will be permitted to make up work upon their return to school.
- Families whose accounts are consistently delinquent may not be given the opportunity to utilize the payment plan option in subsequent years.
- Student's records will not be released for students whose family accounts are not current at the close of the school year or upon the student's withdrawal from the school.

- have a neat appearance. Athletic style shoes are to be worn for P.E. periods and sports. Solid white or blue socks are required for boys.
- Boys' hair must have an overall neat, trim appearance as judged by the administration. Hair must be trimmed above the ears, off the shirt collar and eyebrows. Hair must be its natural color. Hair must not be blocked in the back, but tapered for neatness. Side burns are not to be longer than the middle of the ear. No beards or mustaches are permitted.
  - Sweaters are permitted, but must be solid blue, white or yellow in color. They must be V-neck or cardigan style. No sweater is to be worn that will cover the tie.
  - Boys must wear the school gym uniform for P.E. class.
  - Facial jewelry is not permitted. This includes necklaces, except those worn for medical identification.
  - Marking or tattooing the body is prohibited. A new student enrolling that has a tattoo or marking on the body will not be disqualified solely due to this. In this situation, the administration will make the final enrollment decision.
  - Body piercing is prohibited.

### **Girls**

- The jumper or skirt length of any girl attending Capitol Baptist School must at least cover her knees while standing, or the hem will lay at least one inch on the floor when she is kneeling. Jumpers, skirts, and vests will be purchased through the school.
- The blouse for all grades is to be solid white or solid light blue. Long or short sleeves are accepted. Slips are to be worn by all girls.
- Sheer hosiery, anklets, knee socks, or ankle socks must be worn at all times. White or navy socks may be worn by girls K-12. Girls grades K-6 during cold weather may wear white or navy leotards. Nylons may be worn by girls grades 7-12.
- Button sweaters may be worn so as not to conceal the uniform. Sweaters must be solid blue, yellow, or white.
- Girls should wear an appropriate dress shoe that compliments the uniform and has safety in mind. No flip-flop styled or tennis shoes are permitted for wear during the regular school day. No sandals or open toe shoes are to be worn by girls grades K-6. Heels are not to exceed 2" for all girls. Sportswear and casual type shoes are not considered appropriate. Platform shoes, clogs, and slides are not permitted. Dress boots that have a "Christian" appearance may be worn during cold weather. Foul weather boots or shoes should be removed once the student is inside the building.
- Makeup: K-6 students are not permitted to wear lipstick or eye shadow. Students in grades 7-12 may wear lipstick sparingly and in good taste. Bright red or dark lipstick and the "wet-look" lip gloss are not permitted. Eye make-up should be used sparingly and in a modest Christian way.
- Fingernails should be clean and neatly trimmed. Students in grades K-6 are not permitted to use nail polish. Students may wear appropriate, light-colored, skin tone nail polish in grades 7-12.
- P.E. dress must be the school gym uniform (skirt appearing culottes). Canvas or tennis shoes are to be worn.
- Jewelry may be only that which is in "good" taste. Only one ring may be worn (total) on either middle, ring or pinky finger. Noisy jewelry that would cause a distraction is not permitted. Students may wear one earring in each ear lobe. Earrings

### **Dear Parents and Students of C.B.S.,**

It is a pleasure to welcome you to this school year. We trust this handbook will help to acquaint you with Capitol Baptist School. Our entire faculty, staff, and administration are delighted to have you as part of our family. This ministry has been raised up of God to serve you and help *"train up a child in the way he should go."* (Prov. 22:6)

The Word of God places the educational responsibilities of children on the parents. "And ye fathers, provoke not your children to wrath; but bring them up in the nurture (discipline) and admonition (instruction) of the Lord." (Ephesians 6:4). God has raised up Christian schools to help parents fulfill this responsibility. *"Lo, children are an heritage of the Lord."* (Psalm 127:3). Children belong to the parents and not to the government.

Your understanding of this God-given responsibility and willingness to follow God's command is evidenced by your placing your child here at Capitol Baptist School. Our school is a Christ-centered, Bible-based Christian school with the goal of helping you develop your child to his fullest potential in all areas of his life. A further goal is to teach each student how to live a life pleasing to his Creator, living with eternal purposes in mind and not just for the temporal.

This handbook is to help you understand the information that we feel is necessary for an effective administration of a Christian school. It is designed to be your guide and does not attempt to itemize every detail of school life. In matters that are not covered, the administration will reserve final judgment after consideration of facts, Scriptural teachings, and consultation with the faculty. Changes of rules will be published to you as soon as possible.

Our goals are high, and, for that reason, we feel it is necessary to present our principles and practices with the belief that such information promotes a spirit of unity. We ask you to uphold the authority of the teacher and the administration in the same way that we ask the teacher to uphold the parent's authority. If you feel we are wrong in a matter, please go only to the teacher or administrator involved to resolve the problem.

Students attending Capitol Baptist should expect to have an environment that is distinctively Christian. Academic achievement, social improvement, and spiritual growth should be of prime importance to each student and parent affiliated with C.B.S. We believe that our conduct and appearance should not conform to the standards of the secular world, but be based on the Word of God. (Romans 12:1-2)

Our prayer is that this might be the best year your child has ever experienced.

**Training them to serve Him,  
Pastor Moore and the Administration**

# SCHOOL EMBLEM



Torch of Learning - Leadership in Christian Character and Academics

Open Book - The Bible, the Foundation of all Knowledge

Fire - Holy Spirit Leadership and Illumination of the Bible

1971 - Founding of the School

Faith - Believing God Will Do What He Says

Hope - An Assurance of Heaven for the Saved

Love - A Devotion to God, America, and Fellowman

School Mascot - Owls, the Symbol of Wisdom

School Colors - Royal Blue and Gold

School Verse - Proverbs 11:30 - *"The fruit of the righteous is a tree of life: and he that winneth souls is wise."*



Not setting goals	1
Not posting goal card	1
Sleeping in office	1
Excessive idleness (not working while in office)	1
Incomplete P.E. outfit	1
Failing locker inspection (if using lockers)	1
Lack of lunch table manners (loud talking, playing with food, exchanging foods, items on table other than food, inappropriate topics)	1
Leaving the P.E. dress area messy, cluttered, etc.	1
Dress code violations	1
Off-limit rooms, including computers	5
Opening someone else's locker (if using lockers)	5
Teasing, name-calling, bullying	5
Electronic device violations (cell phones, etc.)	5
Scoring violations; cheating	10
Filthy language	10
Lying	10
Back-talking; showing defiance	10
Inappropriate touching	off-school suspension
Fighting	off-school suspension
Rock music (possession or actual use)	off-school suspension

**A 30 minute after-school detention will be issued for 3 demerits accumulated in one calendar week.**

## DRESS CODE

The outward appearance of a person is a reflection of the condition of the heart and mind. Through our dress and hair style, we either draw attention to ourselves or we magnify the Lord. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the school's program. Any areas of question will be determined by the Pastor. The following standards are to be met:

### Boys

1. The shirt is to be a solid medium blue or white dress shirt of a cotton or cotton blend. Western and casual shirts are not permitted. They can be long or short sleeves. The top button should not be showing when wearing a tie. The shirt tail must be tucked in at all times.
2. The uniform tie is of a solid navy that should cover the top button and reach the belt when tied properly. Ties are to be on before the student arrives at school. Upper level boys must use a regular tie—no clip-on; Velcro, etc.
3. Navy dress pants are to be worn. Patch pockets are not accepted except for Kindergarten through 3rd grade. A belt must be worn with all pants.
4. Shoes and socks must be worn at all times. No athletic style shoes, boots (exception: Western-style boots), sandals, flip-flop style, or open toe shoes are permitted. The shoes should be semi-dress or dress style. Also the shoes should be polished and

4. May score without permission (except Check-ups and Self-Tests)

#### *Level "E" Responsibilities*

1. Complete 2 PACES a week
2. Maintain academic balance
3. No demerits from previous week
4. No detention record from the preceding week
5. Memorize previous month's Bible selection
6. Write a 300 word report on a preapproved literature book. The report qualifies for a four-week period.
7. Be available for participation in activities (chapel/assembly, guest tours, etc.)
8. Must be engaged in some ministry service on a regular basis (visiting shut-ins, nursing homes, church clean-up, etc.) or church-related service (ministries).

#### *Level "E" Privileges*

- 1-4 Same as "C" privileges, plus 6 & 7 below
6. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
7. May attend approved off-campus functions of a spiritual or educational nature.

#### **Demerits**

Training children to take responsibility for their actions means teaching them that they are accountable for committing misdeeds or for omitting required actions. Students who violate rules and procedures in and out of the Learning Center will be corrected and given an appropriate penalty as soon as possible.

**\*Parents of a student in Grades 1-6 who has earned at least 25 demerits will be required to meet with the Pastor to discuss severe disciplinary measures.**

**A total of 50 demerits will put the child on in-school suspension for one week.**

**\*A student in Grades 7-12 who accumulates 50 demerits will be expelled from Capitol Baptist School. Demerits are cumulative throughout the year. Detention will be served after three demerits in the same week. Three suspensions equal automatic expulsion.**

The following guideline is a **non-exhaustive** list of offenses and their respective demerits.

<i>Any disturbance (vocal &amp; otherwise)</i>	<i>1</i>
<i>Running inside the building outside P.E. time</i>	<i>1</i>
<i>Chewing gum</i>	<i>1</i>
<i>Getting out of seat without permission</i>	<i>1</i>
<i>Passing notes</i>	<i>1</i>
<i>Messy office</i>	<i>1</i>
<i>Leaving PACES at home/</i>	<i>1</i>
<i>Not returning communication envelopes and notes to/from home</i>	
<i>Scoring violations, excessive</i>	<i>1 or more</i>

## **SCHOOL HISTORY AND PURPOSE**

Capitol Baptist School was founded in 1971 with nine students in grades 1-5 and two teachers. The school added one grade each year, and the first class graduated in 1979.

The purpose of this school is to train Christian young people to reach their full potential both spiritually and academically. God's purpose for each person is found in Romans 8:29, "... *to be conformed to the image of His Son*" (to become like Jesus Christ). The school is not intended to be a hedge against integration or as a reform school for delinquent children.

It is the prayer of the administration and staff that each student not only learn information, but learn how to live life.

## **AFFILIATIONS AND ACCREDITATION**

Capitol Baptist School is a member of the Delaware Association of Christian Schools and the American Association of Christian Schools. Though C.B.S. is not accredited, the students are accepted when transferred. Colleges accept the graduates of Christian schools based on their college entrance exams. Because of good academic preparation, our graduates have had little trouble being accepted.

**STATEMENT OF FAITH—please see the Capitol Baptist Church Constitution for complete statement of faith.**

***"A declaration of those things most surely believed among us", Luke 1:1***

1. We believe in the infallible verbal inspiration of the whole Bible and us only the King James Bible, II Timothy 3:16,17.
2. The Triune God, Matthew 28:19.
3. The Genesis account of Creation.
4. The Virgin Birth of Jesus Christ, Matthew 1:20.
5. The Deity of Jesus Christ, John 10:30.
6. The vicarious sacrifice of Jesus Christ, Hebrews 2:9.
7. That salvation is wholly by grace through faith in Christ, Ephesians 2:8; and that all believers are preserved eternally, I Peter 1:5; John 10:27-30.
8. The bodily resurrection and ascension of Jesus, and the bodily resurrection of his saints, I Cor. 15; the second coming of Jesus Christ, personal and bodily as the crowning event of this Gentile age, Acts 1:11; to set up His Kingdom on earth and to rule upon the earth one thousand years, Revelation 20:6.
9. The Bible doctrine of eternal punishment of the finally impenitent, Matthew 25:46.
10. A Scriptural church is a visible assembly of baptized believers, who covenants together under New Testament law for the purpose of carrying out the Great Commission, with an unbroken history from the personal ministry of Jesus on earth to this present day.
11. We hold what true Baptists have ever held: That the Great Commission was given to the churches only; that in kingdom activities the church is the only unit in associated work; that each church should exercise equal authority; and that the churches should meet their responsibilities according to their several abilities.

12. All cooperating bodies such as associations, conventions, boards, committees, etc., are and properly should be servants of the churches, Matthew 20:25-28.
13. Scriptural Baptism is immersion of believers, administered by a New Testament church; the Lord's Supper is a memorial ordinance, restricted to the faithful church members of Capitol Baptist Church or any church of like faith.
14. We hold that the gift of tongues fulfilled its purpose in the age of the apostles and the infant New Testament Church. This gift was "done away" when the New Testament Scriptures were completed, I Corinthians 13:8-13.

## OBJECTIVES IN EDUCATION

The objectives of Capitol Baptist School in the education of young people are as follows:

1. To lead children to a personal knowledge of Christ as true Savior.
2. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
3. To prepare children to serve God effectively.
4. To encourage them to think clearly, logically, and independently.
5. To offer an instructional program that meets the academic needs of children.
6. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
7. To achieve mastery in the tools of learning and communication.
8. To develop a sense of responsibility in each child as a citizen and as a Christian.
9. To develop a moral, ethical, and spiritual sense that will aid them in appreciation of their personal worth and that of others.
10. To provide them with opportunities to develop understanding of and an appreciation of their personal worth and that of others.
11. To provide opportunities for developing skills necessary to make a living.
12. To offer opportunities to participate in wholesome forms of recreation.
13. To prepare each child for an outstanding position in life.
14. To prepare for spiritual leadership in school, home, church, community, state, nation, and the world.

## ADMISSIONS

**Attending C.B.S. is a privilege, not a right.**

### General

Capitol Baptist School admits and does not discriminate against any race, color, national, and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

1. At least one, but preferably both parents must be born again and under the authority of a pastor of a Fundamental Baptist church in regular attendance (minimum of 2 church services per week) with their children. New students must have the recommendation of their pastor as to their faithfulness to church and character. Jr./Sr. high students are required to give a personal statement of salvation.

### Monthly Scripture Memorization:

<i>1st DAY</i>	<i>500</i>
<i>1st week</i>	<i>100</i>
<i>2nd week</i>	<i>50</i>
<i>3rd week</i>	<i>25</i>
<i>100 Club status (100% on PACE test)</i>	<i>25</i>
<i>1000 Club status (ten 100s on PACE tests)</i>	<i>50</i>
<i>2000 Club status (twenty 100s on PACE tests)</i>	<i>100</i>
<i>3000 Club status (thirty 100s on PACE tests)</i>	<i>150</i>
<i>4000 Club status (forty 100s on PACE tests)</i>	<i>200</i>
<i>A+ on projects</i>	<i>50</i>

### Privilege Level Status

When a person assumes greater responsibilities in life, he earns greater privileges. This principle is taught through the A.C.E. incentive system, designated by the letters "A," "C," and "E." Each letter represents a privilege level that may be earned by meeting responsibilities outlined below. A deserving student will display the appropriate Privilege emblem in his office during the week.

#### Level "A" Responsibilities

1. Complete 2 PACES a week
2. Maintain academic balance
3. No demerits from previous week
4. No detention record from the preceding week
5. Memorize previous month's Bible selection

#### Level "A" Privileges

1. Receives a snack ticket that can be used each day for one snack during the next week.
2. May read approved literature or listen to sermons; teachings or music from music class in office after daily goals are completed.
3. May engage in approved extra-curricular activities in office.

#### Level "C" Responsibilities

1. Complete 2 PACES a week
2. Maintain academic balance
3. No demerits from previous week
4. No detention record from the preceding week
5. Memorize previous month's Bible selection
6. Present a monthly five-minute oral report on an interest area or project

#### Level "C" Privileges

1. Receives a snack ticket that can be used each day for one snack during the next week.
2. May read approved literature or listen to sermons; teachings or music from music class in office after accomplishing daily goals.
3. May engage in approved extra-curricular activities in office or other assignments outside the Learning Center.



knowledge of wrong-doing should notify the administration. The aim is to train Godly character and keep a good testimony for the Lord.

**Discipline Guide**

At Capitol Baptist School we insist that order be maintained, responsibility developed, and character built. We endeavor to do this through discipline which is administered in love. Discipline is not always punishment. The administration is present not only to administer correction where needed, but also to counsel with students and parents. The administration is experienced and trained in meeting the needs of young people and in helping them to be found “*in favor with God and man.*” Parents and students are encouraged to contact the administration in relation to behavioral difficulties. Effective discipline for the betterment of our young people requires courage, consistency, conviction, diligence, and enthusiastic effort by parents and school personnel.

Attendance at Capitol Baptist School is a privilege, not a right. Constructive suggestions are always welcome, but GRIPING IS NOT TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

**Corporal Punishment**

- 1. God’s Word teaches that children should be chastened and that paddling (use of the rod) is a proper method of chastisement.  
(Prov. 3:11-12; 13-24; 19:18; 20:30; 22:15; 23:13-14; 29:15-17)
- 2. This responsibility rests on the parents and not the school or teachers.
- 3. Although Capitol Baptist School does not administer Corporal Punishment, we do inform the parents/guardians of any violations that would warrant spanking.

Capitol Baptist School uses a Merit and Demerit System. If the administration feels that merits/demerits are not changing a student’s behavior, a letter will be sent home. This letter will be considered an official request of the administration for the parents’ assistance in curbing their child’s behavior by whatever means they deem appropriate. The parent’s signature upon this letter, which must be returned to the school, is both an acknowledgment of receiving it and an agreement to initiate the requested assistance. The administration of CBS does fully expect parental concern and compliance in this matter.

**Merits (1<sup>st</sup> – 12<sup>th</sup> Grades)**

The faculty’s desire is to emphasize merits and positive incentives more than demerits and punishments. Merits may be spent at the Merit Store. Of course, students will want to earn points for Merit Trips throughout the school year. These trips will be announced ahead of time. The most common ways to earn merits are the following:

<i>Birthdays</i>	25
<i>Perfectly scored PACE</i>	25
<i>Perfect goal check (completed daily goals set)</i>	5
<i>No demerits per week</i> <i>(with perfect attendance)</i>	25
<i>Five green dots in a week</i> <i>(No Homework all week)</i>	50
<i>Demonstration of Godly character</i>	25
<i>Clean office all day</i>	10

- 2. Students are tentatively accepted at Capitol Baptist School after the forms are completed and registration is paid. Final acceptance is contingent upon the result of testing and placement of the student. Parents and students are required to sign the statement of cooperation and be interviewed by the principal. All new students are accepted on a 6-week probationary period. Parents will be contacted if there seems to be an adjustment problem.
- 3. Admission of students is based upon character, a testing program, and an interview of parents. Handicapped students or students having marked learning disabilities may not be accepted because C.B.S. is not equipped to meet their needs.
- 4. While it is not the desire of C.B.S. to discriminate against any youngster, but due to the current sinful practices of a large section of American society, it is recognized that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, we have great compassion and sympathy. Yet we are faced with the challenge of providing a safe haven for the children entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to moral illness.
- 5. We recognize also that Capitol Baptist School, with its limited finances, is not equipped physically to care for the needs of very ill students or any student with a communicable disease. Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of C.B.S. to provide a Christian education for a child with a communicable disease only through our Home School Program. The concern is twofold: it is that other students not be infected or that the ill student not become infected with other diseases transmitted by fellow students or others within the school family. This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, acquired immune deficiency syndrome (AIDS), etc.
- 6. A student that marries will not be accepted for enrollment, re-enrollment, or be allowed to finish out the year, as a student at Capitol Baptist School.

**ATTENDANCE**

**School Day**

Regular attendance is essential for the progress of a student.

Preschool/Kindergarten (full day)	8:15 A.M. to 3:15 P.M.
Preschool/Kindergarten (half day)	8:15 A.M. to 12:00 P.M.
Grades 1 - 12	8:15 A.M. to 3:15 P.M.

Doors open at 8:00 A.M.  
Arrangements should be made to pick up your child no later than 3:15 P.M.  
Children not picked up after 3:30 P.M. will be placed in After Care and parents will be billed for After Care services.

**Before/After Care**

Before and After Care will be offered again this school year. The same rate applies for students of all ages. At 3:30 p.m., any student not picked up by parent or by parent-

approved designee will be placed in After Care and charged accordingly.

Before Care will open at 7:15 a.m. until 8:00 a.m. and will cost \$6 per day per student.

After Care will begin at 3:30 p.m. until 5:00 p.m. and will cost \$8 per day per student.

Any child left after 5:00 p.m. will be charged an additional \$5.00 for every 5 minutes after 5:00 p.m.

### **Contracted Extended Care**

We will also offer a Contracted Extended Care billing in conjunction with tuition payments for those who desire to use extended care on a regular basis. The following fee will apply.

<b>Before Care Only</b> (7:15 a.m.—8:00 a.m.)	1 student: \$40 per month \$400 per year
	2 or more students: \$50 per month \$500 per year.

<b>After Care Only</b> (3:30 p.m.—5:00 p.m.)	1 student: \$60 per month \$600 per year
	2 or more students: \$85 per month \$850 per year.

<b>Combined Before and After Care</b>	1 student: \$90 per month \$900 per year
	2 or more students: \$120 per month \$1200 per year

#### **NOTE:**

- If using Before/After Care on an occasional basis, a bill will be sent to you. The Before Care rate is \$6 per day per student and the After Care rate is \$8 per day per student until 5:00 p.m. There will be no partial day billing.
- Any student remaining on the school property after 3:30 p.m. (excluding sports teams, detentions, etc.) must report to the After Care Supervisor to check in. Parents of preschool and elementary students must sign their child out of After Care to alleviate any billing problems. High school students must also sign out with the After Care Supervisor prior to leaving the building. All students not enrolled in Contracted Extended Care will be charged the daily rate.
- All Extended Care daily billing will be handled through the office. Delinquent accounts could result in loss of Extended Care services and school classes until the account becomes current. Transcripts and student records will not be issued to those whose accounts are delinquent.

1. To refrain from swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, dancing, and listening to rock and modern country music.

a. **Rock Music Policy:** The purpose of a Christian school is to build into a young person the proper spiritual and academic direction for life. Since rock music is a part of the counter culture which seeks to implant seeds of rebellion in young people's hearts and minds, Capitol Baptist School considers listening to this kind of music to be detrimental to the spiritual, moral, and intellectual life of a young person. Therefore, the policy of Capitol Baptist School is that students not listen to any kind of rock music including so-called "Christian Rock." Listening to rock music will be considered an infraction of rules, and demerits will be issued for this offense.

Note: Listening means willful listening, not exposure in a restaurant, etc.

b. **Dancing Policy:** It is the policy of Capitol Baptist School that the students not participate in dancing.

2. To maintain Christian standards in courtesy, kindness, morality, and honesty.
3. To live above reproach showing respect to God, country, family, faculty, and fellow-students. Therefore, lying, cheating, stealing, and profanity will not be tolerated.
4. To avoid disorderly conduct. Goofing off, horseplay, disruptive talking, etc. are not conducive to Christian character and lead to destruction of property; therefore, it will not be tolerated.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others who see differently, Capitol Baptist School believes that the restrictions named are types of conduct which are detrimental to the standards established as its objectives.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Student and parent(s) found to be out of harmony with Capitol Baptist School's ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

### **Eyewitness To Wrong**

It is the responsibility of teachers, parents, and students to help see that school rules are followed. If a student or parent sees the misconduct of a student, go to that student and reveal your knowledge of the wrong action. Ask him to turn himself in and admit the wrong. Volunteer to go with him for moral support. Let him know that if he fails to admit that wrong to the proper authority, you will be forced to notify someone about the infraction. This procedure should help people not to tattle and also keep wrong-doing to a minimum.

Students caught hiding the sin of a fellow student may be subject to the same penalty as the offender. A friend does not become party to wrong-doing but helps the friend do right. Sometimes this means correction for the offending friend. Parents who have

## HOMESCHOOL “UMBRELLA” FEES

The following is the fee schedule for those wishing to enroll under the Capitol Baptist School Umbrella:

- a. Application and Registration Fee (includes diagnostic testing)  
\$100. per student
- b. Yearly fee for enrollment under School umbrella:  
\$ 300 per family

## HOMESCHOOL INFORMATION (NON-“UMBRELLA”)

Homeschool students whose parents have chosen not to be under the Capitol Baptist School “umbrella” have the option to participate in certain school activities if they meet the following requirements:

1. Family must be active members of Capitol Baptist Church.
2. Parents and student(s) must read and comply with student handbook.
3. Student(s) must adhere to activity attendance requirements (i.e. practices, games, tournaments, classes, etc.). Excessive unexcused absences will result in the withdrawal of the student from the class/team/activity.

Examples of activities available include: Art, Music, Sports, and Field Trips. Students will be responsible for any fees associated with participating in activities.

## DISCIPLINE CODE

### Standards of Conduct

Capitol Baptist School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Rom. 8:29), which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39, Rom. 13:8-10, Gal. 5:14). The result is a life consecrated unto God and separated from the world.

Capitol Baptist School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Cor. 8:9, 12:13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27).

A sense of the need for spiritual growth in the light of these principles has led Capitol Baptist School to adopt the following standards which we believe are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student whether at home, school, or elsewhere:

**Absences:** A student who has been absent from school must present a note on the day of his return to the school. The note should contain the following information:

1. Date or dates of absence
2. Reason for absence
3. Signature of parent and/or physician

This note is to be presented to a learning center Supervisor. If an excuse is not returned the next day, the student will receive a demerit each day until a note is received. The Administrator will decide whether an absence is excused or unexcused.

Absences will be excused for the following reasons:

1. Illness
  - a. Short-term illness must be verified by written notification of parent
  - b. Long-term illness (3 days or more) must be verified by a physician
2. Death (usually only in the immediate family)
3. Medical appointments
4. Approved Academic Cuts (must be preapproved)

**Grades K-12:** If a student is absent for more than thirty days during the school year, C.B.S. reserves the right to retain the student at the same grade level. In the high school, this would result in a loss of credit for any course in which the student has accumulated thirty absences.

**Academic Cuts:** Parents may take students out of school based on prearranged, preapproved academic cuts. Only preapproved academic cuts will be excused. All others will be considered unexcused absences. Students may not request more than five (5) days per year. The procedure is as follows:

1. For grades 7-12, a note from home requesting dates off and reason for absence should be given to the Learning Center Supervisor or Administrator.
2. An Academic Cut form can be obtained from the office.
3. Return the signed form to the Learning Center Supervisor **before** date of cut.
4. PACEs and other school work cannot be taken home except in unusual cases.

**Early Dismissal:** Every effort should be made to make medical appointments outside of school hours. If parents need to pick up a student during school hours, they are to make arrangements in advance with the school administration. Do not go to the Learning Center, rather, come to the school office. We will send for your child. Call only in case of an emergency.

The official school dismissal time is 3:15 p.m. Students should not be asked to leave school early unless it is an emergency or it is for a medical appointment. Permission for a student to leave early for any other reason should be obtained from the Administrator. Failure to do so may be considered "skipping class."

Due to the multiple scenarios that are possible with regards to a student missing part of a school day or leaving school early and returning, the following is the policy for time credited for a school day.

- When a student is present for less than 2 hours in a day, he will receive an absence for that day.
- When a student is present for 2 hours, he will receive credit for a quarter of a day.
- When a student is present for 3.5 hours he will receive credit for half a day.
- When a student is present for 5.25 hours he will receive credit for three quarters of a day.
- When a student is present for 5.5 hours he will receive credit for a full day of school.

**Tardiness:** Tardiness to classes is disruptive to classroom procedure and must be avoided.

1. Students are expected to be on time to school, class, chapel, and all school functions.
2. Unavoidable delays such as car trouble, accidents, etc., which render a student tardy to school will be excused up to the first two incidences within a 9-week period. Thereafter, the administration reserves the right to deny such recurring delays.
3. A pass must be obtained from the school office whenever a student is tardy to school. At this time the student must present a note from the parent or a phone call must be received by the end of that school day. A demerit will be given if these procedures are not followed.
4. It is the student's responsibility to report his arrival to the supervisor. No student is to be out of class without permission.
5. If a student accumulates three unexcused tardies in a quarter, he will be required to serve a thirty-minute after-school detention. Three unexcused tardies in a quarter will be recorded as one day of absence.

## HEALTH SERVICE

**Communicable Diseases:** If your child shows signs of a communicable disease, please consult your physician. The state law requires that children with certain diseases be excluded from school for a prescribed period of time.

Children having mumps or chicken pox will be excluded from school while there is any swelling present from mumps or until after seven days after an onset of chicken pox.

Impetigo, ringworm, scabies, pink eye, tonsillitis, head and body lice, all require exclusion, but there is no set interval of time during which the child may not attend school. These conditions must be treated with proper medication before the child may return to school. Please notify the school if your child has had a communicable disease.

**Entrance Requirements:** A physical examination is required for entrance to school for all new students. Also required are current tetanus inoculation and proof of complete immunization.

if he takes both. Also, if a student should do poorly on one of these tests, analysis of both tests will give colleges a clearer picture of the student's scholastic aptitude and achievement.

## HOMESCHOOL “UMBRELLA” REQUIREMENTS

Capitol Baptist Church supports church families that choose to homeschool their children. We want to be an encouragement and help to these families. Capitol Baptist School offers an “Umbrella” program for homeschool families that desire to be under the guidance and authority of Capitol Baptist School.

Being under the Umbrella of Capitol Baptist School offers several advantages; students may participate in school functions, activities, chapel, standardized testing, etc. and also can receive a diploma from Capitol Baptist School if all graduation requirements are met.

Below are the Capitol Baptist School Homeschool Umbrella Requirements:

1. Family must be active members of Capitol Baptist Church.
2. Parent(s) and potential student(s) must be interviewed by Pastor/Administrator.
3. Parents and student(s) must read and comply with student handbook.
4. Student(s) must take diagnostic tests.
5. Student must fulfill any “gap” requirements in curriculum as directed by the Pastor/Administrator.
6. Homeschool curriculum must be approved by the Pastor/Administrator.
7. Quarterly Progress Reports must be submitted to Capitol Baptist School—quarters will coincide with Capitol Baptist School calendar.
8. Parent(s) must meet with a representative of Capitol Baptist School before the school year begins to submit a general scope and sequence for each student and then meet quarterly to review each student's progress.
9. Homeschool student(s) must complete all attendance and credit requirements of Capitol Baptist School.
10. Homeschool students are required to attend weekly chapel services.
11. Homeschool students are required to take yearly achievement tests at CBS.
12. Homeschool students may participate in:
  - a. Extra-curricular activities
  - b. Field trips
  - c. Gym class
  - d. School choir
  - e. Other extra-curricular classes(Fees for some classes will apply on a per use basis)

## Homework

Students who do not complete their goals by the end of the day will be required to take their work home. They must have the teacher's permission and a Homework Assignment Slip. Parents are to supervise the work at home and sign the assignment slip to certify that the homework had been completed. Additional assignments are given over a long period of time to comprehend and experience research, reading, writing, and reporting. The amount of homework given may vary from time to time, but effort is made to give assignments in moderation. Homework should always be done neatly, accurately, and on time. All assigned homework must be completed by the following school day or according to a supervisors approved date. Also, notes sent home to parents must be signed and returned the next day. While parents may assist in explaining the work when necessary and in seeing that homework is done, the work must be done by the student.

## Progress Reports

Student progress reports will go home every 9 weeks. The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress that is being made. Each student is evaluated quarterly in two areas: character and academic. The academic grade is based upon the actual work done on PACES, tests, homework, and additional assignments throughout the year. The merit/demerit system reports conduct.

## Honor Roll/Awards

Students with outstanding achievement will be recognized in one of four categories:

1. *Administrator's List* - These are students with no grade lower than an 88 with adequate academic balance and progress. (Readmaster grades not included)
2. *Honor Roll* - These are students with no grade lower than an 80 with adequate academic balance and progress. (Readmaster grades not included)
3. *Nehemiah Wall Builders List* - These are students that did not qualify for Administrator's list or Honor roll yet gave an extra effort.
1. *Student of the Quarter* – Based on overall character; no demerits on record for that quarter; student from the following grades will be chosen every nine weeks:
  - Lower Level: Grades 1-6
  - Upper Level: Grades 7-12
5. *Perfect Attendance Award* - an end-of-the-year award
6. *Pastor's Award* - An end-of-the-year award given at the Pastor's discretion to one student for overall character and academic excellence.
7. *National Honor Society Award* -An end-of-the-year award given to students for overall academic excellence who meet the criteria of the National Honor Society.

## Testing Program

Capitol Baptist School participates in standardized testing programs. All students in grades one through twelve are given achievement tests in the spring of each year. The results will be sent home to the parents.

It is recommended that seniors register for both the SAT (Scholastic Aptitude Test, commonly referred to as the College Boards) and the ACT (American College Test). Since colleges prefer one of these tests, a student is assured of adequate test information

**Immunizations Required:** All new students at C.B.S. must have current tetanus inoculation and tuberculin testing. All students upon entry into the school are required by law to have the following immunizations:

- 4 doses of DPT, TD, or DT Vaccine
- 4 doses of Oral Polio Vaccine or if prescribed by a physician, 4 doses of Salk (Injectable Polio Vaccine)
- 2 measles vaccines
- 1 mumps
- 1 rubella vaccine

If there is uncertainty about a previous vaccination, it is appropriate to re-immunize. Failure to provide the needed information may delay or prevent your child's enrollment or attendance at school.

**Illness:** If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children in the classroom. Working parents, please check your child before you go to work and be sure they are well. Your child is your responsibility when he is not feeling well, and not the responsibility of the school. If your child has a temperature of 100 degrees or above, or becomes ill at school and unable to attend class, we will contact you. Please provide the school all pertinent information concerning contacts on your behalf.

Students who are unable to participate in physical education class must have a note from a parent or doctor. Students are to show the note to the Learning Center Supervisor.

**First Aid:** If an accident or illness occurs, first aid will be administered. No care beyond first aid, defined as immediate, temporary care of an accident or sudden illness, may be given by school personnel.

**Medications:** If a doctor has prescribed medication to be given to your child during the day, please send complete written instructions to the school along with the properly labeled medication.

Under no circumstances is a student permitted to give any medication to another student.

Students are not to have any medications: aspirins, tranquilizers, cold pills, etc., in his possession during school.

**Accidental Insurance:** All students are covered under Capitol Baptist School's accidental insurance coverage.

## GENERAL INFORMATION

**Announcements:** Daily announcements will be given to the students through:

1. Opening Exercises;
2. Communications Folder; and
3. Notes or memos sent home

**Automobiles-Student Drivers:** Students are requested not to drive to school unless absolutely necessary. Rules that apply to those students who drive to school are:

1. Secure in advance permission from the administration.
2. Except for brothers and sisters, students are not permitted to transport other students without written permission from all parents involved.
3. Athletic practice is considered a part of the school day.
4. Students must park in designated areas keeping vehicle within one-lined parking space.
5. Unsafe and reckless driving may result in loss of driving privileges.
6. Vehicles will not display any decal, bumper sticker or sign that does not reflect a good Christian testimony.

**Personal Electronic Devices:** NO cell phones or any electronic devices are allowed in the school building during school hours.

### Bus Rules (field trips/sports trips, etc.):

1. Students are to stay away from the bus until it has come to a complete stop.
2. If crossing the street when getting off the bus is necessary, students are to walk at least five feet in front of the bus.
3. No student is to change seats during the trip without the permission of the driver. No one is to sit on books or lunch boxes.
4. Nothing may be thrown on or out of the bus. There is to be no shouting out of the bus windows or on the bus.
5. When the dome lights are on, there is to be no talking. At other times, students may read or talk quietly.
6. Pencils, pens, crayons, or other sharp objects are not to be used on the bus.
7. Students should respect the property of others when on a trip.
8. There should be no running around the bus when being picked up.
9. No eating, drinking, or chewing gum on the bus.
10. Boys and girls may not sit on the same seat.

**Conduct On Sponsored Trips:** The same standards of conduct required of students at school are also required of students on school-sponsored activities. When a school vehicle is used to transport a mixed group of students to an activity, there must be adult chaperons aboard. Separate seating will be required for boys and girls.

### Computer Use:

1. Students should not use computers except under teacher supervision.
2. Students are not granted internet access unless under the direct supervision of a teacher or administrator. Students are never to use chat rooms, etc.
3. Certain computers are designated for teacher or administration use only. Under no circumstances are students to use or touch these computers.
4. Violation of any of the above will result in ten demerits.

Biology  
Physical Science  
Chemistry

### Social Studies 4

U.S. History  
World History  
World Geography  
Economics/Civics

### Required Electives

Keyboarding 1  
Etymology 1  
Computer Literacy .5  
Speech .5  
Music 1  
Foreign Language 1  
Physical Education 2  
Health .25

**Minimum Total Credits: 24.75**

Seniors will not be permitted to march in the commencement exercise if fees are unpaid or if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march. Students who fail to earn the credit within one year of graduation will be unable to receive a diploma from Capitol Baptist School.

Students who plan to attend college should write colleges of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the Administrator to assure fulfillment of these requirements.

### Academic Grading Scale

A - Excellent	B - Above Average	C - Average
D - Below Average	F - Failure	I - Incomplete

A 92-100	B 85 - 91	C 75-84	D 70-74	F 1-69
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Remember that grades are a tool to help measure progress in learning. If a student makes a "C," he is making average progress. The Lord does not expect every student to make an "A" or "B" since each student has a different ability. However, a student is expected to achieve according to the best of his ability.

### **Pre-school**

Our pre-school program is for pupils who are either three or four by the start of the school year. Familiarization with shapes, colors, letters and numbers, interpersonal skills, and Bible memorization are some skills learned in pre-school. The program emphasizes personal salvation, patriotism, and character development.

### **Kindergarten**

Our kindergarten program is for pupils who are five by the 1<sup>st</sup> of January. Reading readiness, Bible memorization, and math readiness are some skills learned in five-year-old kindergarten. The reading program is based upon a phonics approach. A regular chapel program emphasizes personal salvation, patriotism, and character development.

### **Lower Level (1st-6th)**

The elementary program is designed to develop learning skills in all subject areas. The reading program is based upon a phonics approach.

Language, spelling, reading, math, science, social studies, and Bible are taught, and Chapel services are held. Poetry, art, creative writing, and penmanship are also an important part of the program.

The elementary program is designed to meet the needs of each individual student.

### **Upper Level (7th—12th)**

All students in grades seven through twelve must follow the course of study recommended to them by the administration. Following the recommended courses of study will eliminate problems of meeting graduation requirements during the senior year. Generally, students will be placed on the college preparatory track.

### **Requirements for Senior High Graduation/College Preparatory Course of Study**

SUBJECTS	MINIMUM CREDITS
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<b>Bible</b>	<b>3</b>
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<b>Math</b>	<b>3.5</b>
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Algebra I  
Geometry  
Algebra II  
Trigonometry

<b>English</b>	<b>4</b>
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English I  
English II  
English III  
English IV

<b>Science</b>	<b>3</b>
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**Change of Address:** Change of address and/or telephone numbers should be reported immediately to the school office.

**Closed Campus:** No student may leave the campus for any reason without first receiving special permission and then signing out. Violations of this rule will result in discipline and possible suspension of driving privileges if a vehicle is involved.

**Counseling:** Students at Capitol Baptist School have a unique opportunity to receive sound Christian counseling in academic, spiritual, and social areas. Principles of guidance used will have their foundation in the Word of God. The pastoral staff of Capitol Baptist Church is available to do family and marriage counseling which will be kept in strict confidence.

**Re-Enrollment:** Students who are dismissed from Capitol Baptist School will not be considered for re-enrollment during the current school year. Parents must meet with the administrator before re-enrollment will be considered.

### **Emergency Procedures:**

**Fire Drill Evacuation:** The fire bell has a constant sound.

1. The route to be followed is posted in each classroom.
2. Teachers will turn out the lights and close the doors, bringing up the rear. No talking will be allowed in the halls.
3. Students must go quickly to the designated areas without running in a single file, turn to face the building, and wait quietly for the signal to re-enter. Re-entry must also be in an orderly fashion.
4. Students are to leave books and personal items in the classroom.
5. Teachers - report missing student(s) to the Administrator.
6. All - proceed quickly and in an orderly manner back to class when notified.

If a student is not in his classroom when the fire drill signal sounds, and he is in the same general area, he should go as quickly as possible to meet his class. If a student is far from his class (on the other side of the building, etc.), he should report to the teacher of the nearest class. That teacher will then report his presence to the Administrator.

**Hazardous Weather:** When there is a need for school to be canceled, delayed, or dismissed early, please listen to any of the following radio or television stations for information. **DO NOT CALL THE SCHOOL OR STATION.**

You may check the church website for the latest information: [www.cbcofdover.com](http://www.cbcofdover.com)

The following stations will also be notified:

WIHW-FM 96.1 Dover	WDOV-AM 1410 Dover	WOEL-FM 89.9-Elkton
WCAU-TV Ch. 10	WBOC-TV CH.16	WMDT-TV Ch. 47
WPVI-TV Ch. 6		

If the school is operating, it is important for parents to make every effort to have the children in attendance. However, if you feel that being on the road is unsafe for you or your driving student, please do not hesitate to keep your children at home.

**Storm Procedures:**

1. A dangerous storm alert will be announced by an intermittent ringing fire bell.
2. Students in classrooms will go quickly and quietly to the hallways and be seated on the floor against the wall. Students on the second and third floors will report to the first floor (basement). Students outside will report to the bottom floor (basement). All students will remain in place until announced to go back to classrooms.

**Field Trips/Merit Trips:** Field trips and Merit Trips are taken at various times during the school year to places of educational interest. The students are required to maintain the same level of discipline away from the school as is required at school. These trips are a normal day of school and each student is required to attend. Failure to attend is an unexcused absence.

**General Practices:**

1. No visitor or outsider may speak or perform at any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.
2. No student may use the name of the school on any radio or T.V. program or any other publication without the prior authorization from the school administration.
3. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.
4. Conduct and dress standards apply for all school sponsored functions.
5. Students are not to be in any room without permission.
6. Students are not to write on any dry-erase or chalkboard without permission from a teacher.
7. Students must not tamper with locks. Please secure entrance from someone with a key.
8. Students must not tamper with any personal items belonging to staff members or other students.
9. Any item not related to class activity must have prior permission before being brought to school. Example: cameras, radios, tape players, beepers, cellular phones, and especially weapons of any nature (knives, guns, etc.).

**Locker Regulations:** Students in the Upper Level may be assigned locker space. Lockers are to be kept clean at all times. No personal locks are permitted on the lockers. No student is to open another student's locker. Demerits will be given for this offense.

**Locker Inspection:** Lockers will be checked on a regular basis. The second time a student's locker does not pass inspection, one day of detention will be assigned. Guidelines for locker inspection:

1. All books and notebooks are to stand on end with edge binding facing the door. The subject is to be written on the edge of the book cover.
2. No loose paper is allowed in lockers. All paper should be filed in the notebook under the proper subject headings.
3. Other articles in the locker should be neatly arranged.
4. No food is to be left in lockers over night.
5. Used gym clothes may not be left in lockers over night.
6. Jackets, sweaters, gym bags, etc. should be hung from the hooks in the lockers.

**Senior Information:**

Senior Portraits - Arrangements for senior portraits will be made with the photographer of your choice (with permission from the Administrator).

Caps and Gowns - The student pays the cost of caps, gowns, and graduation announcements. Orders are placed through the school office.

Senior Trip - The senior trip is mandatory.

**Telephone:** The telephone will be available for emergency use only. Permission from a supervisor must be obtained. Necessary non-emergency calls may be made before school, after school, or during lunch with permission from a supervisor.

**Withdrawal:** Withdrawals from school should be made by the parent notifying the office. An official withdrawal form will be processed and the necessary signatures obtained. Records will not be released until all textbooks and materials have been returned. Teachers will give a grade for work done to date, collect the textbooks and materials, and initial the form.

**ACADEMIC INFORMATION.**

**Faculty:** The C.B.S. faculty consists of teachers who believe that teaching is a calling, a ministry, not just a job. All are dedicated to the task of training your child. Members of the faculty and staff are required to be members of Capitol Baptist Church and are to lead separated, dedicated, Christian lives.

**Curriculum:** The main textbook of C.B.S. is the Bible, God's Word (II Tim. 3:16). The curriculum is A.C.E. We strive to keep all our material Christ-Oriented. In courses of study which require additional materials, every effort is made to select Bible-based, Christ-centered, Christian textbooks. When this type of textbook is not available, carefully-selected secular textbooks will be used.

**Bible:** Bible study is recognized here as of great importance and is a required subject. It augments the work in English and history. Without it, a student cannot be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Character development is the most important work of a school. No other course offered in this school affords so great an opportunity for laying that as the foundation.

**\*Course of Study\***



**Parent-Teacher Fellowship:** Parent-Teacher Fellowships will be held regularly throughout the school year to enable parents to follow the progress and development of their children. The meetings provide an opportunity to discuss the progress of the student. Programs in which the students participate are presented at the fellowship meetings. Parents' attendance at these meetings demonstrates to the student their genuine interest. Ladies are requested to wear modest dresses when attending P.T.F.

**P.E. Procedures:**

1. Report to your assigned P.E. changing room prior to class period.
2. Change quickly and quietly into P.E. uniform.
3. The P.E. uniform is described in the student handbook under **Dress Code**.
4. The P.E. uniform must be complete. There should not be borrowing of uniform items from other students.  
Students with incomplete uniforms will not participate in P.E. activities and will receive 1 demerit and a "0" for that day's P.E. grade.
5. A doctor's excuse is required to be excused from P.E. class, or the parent must communicate to the Administrator by phone or by note to obtain an initialed excuse slip. Present medical excuse to P.E. teacher at the beginning of class.
6. The student's grade is based on participation, performance, preparation, and attitude.

**Playground Rules:** The following rules have been implemented for the safety and general welfare of our students:

1. Students are responsible for staying within sight of staff on playground duty at all times.
2. Students must not enter or cross the street without the teacher's permission.
3. Students must refrain from throwing objects, including snowballs, rocks, dirt, etc.
4. Students must stay out of shrubbery and flower beds.
5. Students must not stand on seesaws or climb undesignated objects.

**Property:** Disciplinary action will be taken against any student found writing on walls, desks, or other school property. C.B.S. is God's property. Each student must respect God's property and the rights of others. Those who break or deface school property are responsible for replacing the broken or damaged item. The school will not assume responsibility for carelessness of a student. A student must never use books, pencils, gym clothes, etc., that do not belong to him without the permission of the owner. No student is to add or delete anything from any bulletin board without teacher approval. Students are to keep their hands and feet off the walls. Sitting on offices, carving or defacing offices, eating in restricted areas, throwing things, littering, etc., is not permitted. All school textbooks must be suitably covered, and covers kept free of extra writing or drawings. All students are expected to report immediately to the office any damaged furniture or other school property.

**School Office:** School office hours are from 8:30 A.M. to 4:30 P.M. Monday through Friday. When coming to the school for any reason, please report to the office first - do not go directly to the classroom. Parents may not personally deliver any item to a child in the classroom without permission from the administration. The school office number is (302) 678-9190.

**Loitering:** Loitering is not allowed anywhere on school property. Boys and girls are never to be in any area alone in the school or on the grounds. Boys and girls are not permitted to touch or stand closely together (within 12 inches). They are not to sit together in chapel or special assemblies. Violation to any of the above rules will result in automatic out-of-school suspension.

**Lost and Found:** Capitol Baptist School provides a lost-and-found area from which articles may be claimed at the School Office for twenty-five cents per item. Lost-and-found sales will be held at announced times during the school year, and students will be given notice so that lost articles may be claimed. The school encourages students to mark all personal items brought to school.

**Lunch Room:** Students may purchase hot lunch from the cafeteria. They may not bring lunches that require more than five minutes of cooking time in the microwave. Weekly specials will be announced in advance. Cold drinks, milk, and juice are available for all grades; sodas for grades 7 - 12 only. Snack items are also available. The lunch program is a service to the students; therefore, the school will not tolerate any misconduct or "horseplay" in the lunchroom. School staff will seek to uphold and teach proper manners during the lunch period. Students are to enter the lunchroom in an orderly fashion. No cutting in line will be allowed. At dismissal time each supervisor will be responsible for seeing that his lunch area is clean. No students will be dismissed until the teacher inspects the area. Students who misbehave will be assigned extra cleanup duty for one week. When in use, chairs are to have four legs on the floor.

**Parent Chaperones:** There are times throughout the school year when parents may be asked to serve as chaperones or will want to do so. The school requires parents to follow the same standard of dress concerning modesty and conduct as is required of the students. Parents are not required to wear uniforms. Parents not meeting the standard will not be permitted to act as chaperones. This includes such activities as class picnics or parties in the classroom as well as field trips.

**Parent-Teacher Conferences:** The school is an extension of the home. Capitol Baptist School recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the child. Conferences may be necessary throughout the year, and may be arranged with the teacher between 3:30 and 4:00 P.M. on most days or at a time the teacher has no other responsibilities. The school asks that all students and parents cooperate in these beneficial conferences. Calls made to the teachers' homes should be few and brief to respect their family time and privacy.

If a parent wishes to talk with his child's teacher, he should arrange for a private conference with that teacher through the school office. Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless a conference has been scheduled for that time.