

CATHEDRAL OF FAITH CHRISTIAN SCHOOL

STUDENT HANDBOOK

SINCE 1987

2017-2018

2020 PORTLOCK ROAD CHESAPEAKE, VA 23324

Contents

Orientation Day.....	1, 2
Grades 1-2.....	1, 2
K-3-Kindergarten.....	1, 2
Cathedral of Faith Book Store.....	17
Bible.....	18
Finances.....	3
Financial Policies.....	5
Grades 1-2	
Attendance.....	
Extended School Day.....	
General Policies.....	
Homework.....	
Report Cards and Interim.....	
Reports.....	
Parent-Teacher Meetings.....	
School Hours.....	
Transfer Students.....	
Health Form/Certificate of Immunization.....	
Holidays.....	
Last Day of School.....	
Library.....	
Lost and Found.....	
Patriotism.....	

CATHEDRAL OF FAITH CHRISTIAN SCHOOL

Program Administrator
Doris D. Hardy, B.S.

Principal.....Andre B. Small, Th.M.
Bookkeeper.....Brittney Marner, M.A.
Accountant.....Glenda Griffin, B.S.

The school, as an educational institution, exists to aid parents in fulfilling their responsibility to give their children Godly training. The teachers of Cathedral of Faith Christian School realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child’s future. We believe an environment must be created that produces well-rounded and disciplined students in the areas of academic understanding, knowledge and skills. This environment also develops within the child the power to reason, strong moral character and spiritual values.

The qualified teachers and administration demonstrate a caring concern for each child under their care. Cathedral of Faith Christian School does not operate for profit. IT operates in Virginia under religious exemption from state child day care licensure.

On Orientation Day all students, accompanied by their parent will attend class for one hour. Important classroom information will be given. Is also a ‘get-acquainted’ time for students and teacher.

Birth Certificates of all new first grade students will be checked by their teachers on Orientation Day.

Important: Parents, it is vital that each student be represented at this time. For those who miss this meeting, there will be a **late orientation fee of \$5 per student added to your account September 1.**

Note: Textbooks must be purchased on Orientation Day at the school if parents have not paid the textbook fee in the office. A supply list will be available at Orientation.

Check the list in the hall for the child's room number. Important classroom information will be given. It is vital that each child be represented on Orientation Day.

A photocopy of your child's birth certificate must be left with the teachers on Orientation Day if not already done so at the office.

Annual open house is held Monday, September 23, 2017 at 7:00 p.m. Parents, children, and friends are invited to visit the school.

FIRST FULL DAY OF SCHOOL

First Bell.....7:55 a.m.

Tardy Bell.....8:00 a.m.

Regular Dismissal

K3.....

K4.....

K5.....

First Grade.....

Second Grade.....

Parents who have students dismissed at more than one time should come at the latest time to pick up all the students. We request that you not ask for older students to be dismissed early.

The car loading area is at the front entrance. Children brought to school by car should enter by the front entrance. Teachers will be assigned to meet students at the front entrance in the morning.

Kindergarten

Each class begins at 8 a.m. and continues until dismissal. In the morning before school, each child will go to the lunchroom. Helpers will be posted in the halls to direct the children to find their classroom. It is best to leave the child with the teacher on the first day. When the parent remains in the classroom, it makes the period of adjustment more difficult for both student and teacher.

Grades 1-2

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher. Parents, we ask that you not bring the student to the room in the mornings or to wait in the hallway for your children before school is dismissed.

FINANCES

The posted registration fee must be paid at the time of registration. These fees are non refundable and nontransferable.

The tuition for the school year has been divided into ten equal payments. Each payment covers one tenth of the total number of school days. **There is no reduction for school closings or holidays.**

Payment	Due
<i>First</i>	<i>August 1</i>
<i>Second</i>	<i>September 6</i>
<i>Third</i>	<i>October 3</i>
<i>Fourth</i>	<i>November 1</i>
<i>Fifth</i>	<i>December 1</i>
<i>Sixth</i>	<i>January 3</i>
<i>Seventh</i>	<i>February 1</i>
<i>Eighth</i>	<i>March 1</i>
<i>Ninth</i>	<i>April 2</i>
<i>Tenth</i>	<i>May 1</i>

IMPORTANT: Any student whose account is not paid in full by May 1st, will not be admitted to class on the following Monday.

No 5-year-old kindergarten student will be permitted to participate in his graduation program if his account has not been paid in full.

No school records will be released for any student when there is a balance owing on the student's account.

Extended School Day

Extended school is available 6:00 a.m. – 6:00 p.m. Extended school day charges are for nine and one-half months and paid in advance beginning the first week in September. This is included in the same check as tuition.

Students attending one day or more of any period will owe the full month's tuition. Students attending two days of any week in after care will owe the full week.

PLEASE NOTE: Identification (driver's license) is checked of the person picking up the child. **Children must be picked up by 6:00 p.m. A surcharge of \$5.00 (per child) will be made if a child is not picked up by 6:00 p.m. The surcharge will be increased to \$1.00 per minute (per child) if a child is not picked up by 6:00 p.m.**

FINANCIAL POLICIES

Payments can be made daily, Monday through Friday, 8 a.m. – 5:45 p.m. Tuition can also be mailed to Cathedral of Faith Christian School, 2020 Portlock Road, Chesapeake, VA 23324 or on our website www.cathedraloffaithcs.org. It must be received no later than the 5th of each month to avoid late payment.

A late fee of 10% will be charge on any school account showing a balance more after the 5th of the month. (When the 5th falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the 10% penalty.) Students will not be admitted to class if payments are one month in arrears. Students attending one day or more of any period will owe the full period's tuition. Also, students attending at least two days of any week of extended day care will owe the full week. There is a \$30 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis.

We are unable to accept postdated checks.

POLICY: For all students the first payment secures a position in a class and must be paid in advance by August 15. This amount is non-refundable and nontransferable should the student cancel for any reason. If the August 15 deadline is not met, the student's reservation will be canceled to make room for those on waiting lists.

Cathedral of Faith Christian School is endeavoring to keep low tuition rates for the benefit of each parent. For this reason, we have to operate annual fundraising projects and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects. The school receives no federal assistance other than a tax-exemption status --- neither is it endowed or supported by any other organization.

Insurance: School-time accident insurance for students is available (optional) for approximately.....

\$2.50 per child.....K3, K4, K5

\$5.00 per child.....1st & 2nd Grades

On Orientation Day insurance forms will be available in the classroom. Checks are made payable to Cathedral of Faith Christian School. Return the form to the teacher with the check by the end of the first week of school.

Breakfast/Snack:

At 7:00-7:45 each morning the children will have breakfast and children remaining in aftercare will receive a mid-afternoon snack at no additional cost.

Kindergarten Graduation Fee:

The kindergarten class cap and gown fee for graduation is \$35.00 and should be included with your May 1 tuition payment. (No student graduates until tuition and all fees are current.)

HEALTH FORM AND CERTIFICATE OF IMMUNIZATION

Virginia law requires all students attending school in Virginia for the first time to have a physical examination by a physician within the twelve month period prior to enrollment.

Virginia law requires a physical examination form and a certificate of immunization signed by a physician, his designee, or an official of a local health department prior to enrollment for all students. Form for physicals may be obtained from the office of the school.

Students who are transferring from another school must bring in or arrange to have their school records sent to Cathedral of Faith Christian School. This may be done through our school office.

It will be necessary to bring your child's health reports as stated above to the office prior to Orientation Day. No child may be admitted to class until this is completed as required law.

BIRTH CERTIFICATE

Your child's birth certificate must be presented before your child can enroll. Birth certificates can be obtained by writing the Bureau of Vital Statistics in the state of our child's birth. For children born in Virginia, requests should be made to:

Bureau of Vital Statistics
Virginia State Health Department
P. O. Box 1000
Richmond, VA 23218

SCHOOL HOLIDAYS

September	Labor Day
November	Veteran's Day
November	Thanksgiving
December	Christmas
January	New Year's Day/Martin Luther King Day
February	President's Day
April	Easter/Spring Break
May	Memorial Day

MAKE-UP DAYS

Tune in to Channel 10(WAVY TV) and our website www.cathedraloffaithcs.org for announcements of school closings. The school usually follows the Chesapeake Public School closings.

GENERAL POLICIES

Absences: In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an illness or he will not be permitted to attend class. Excused

absences are student illness or death in the immediate family. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the teacher before the absence occurred. Unexcused absences during final exams will lower the semester grade one full letter. Any student who is absent forty days or more cannot pass the school year.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration several days in advance.

Address or Phone Number Change:

Any time an address or phone number (home or work) is changed, please notify the school office.

Attendance:

A student who must leave before 10 a.m. will be counted absent for the school day. Students who leave after 10 a.m. but before 1 p.m. will be counted present one-half day. Students leaving after 1 p.m. will be counted present for the day.

Bad Weather Conditions:

If public schools close because of inclement conditions, Cathedral of Faith Christian School will close at the same time. Tune in to Channel 10 (WAVY), Fox 43 and check the website www.cathedraloffaithcs.org for announcements of school closings. We also post on Facebook and Twitter. The school usually follows the Chesapeake Public School closings.

Communicable Diseases:

Cathedral of Faith Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable disease. The term “communicable disease” shall mean an illness which arises as a result of a transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. See the list of communicable diseases below.

Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Encephalitis
Aids Related Complex (ARC)	Giardiasis (acute)
Amebiasis	Gonorrhea
Animal Bites Of Human only by a potentially rabid animal	Granuloma Inguinale
Anthrax	Hansen's Disease (Leprosy)
Botulism	Hemorrhagic Fever
Brucellosis	Hepatitis
Campylobacteriosis	Histoplasmosis
Chancroid	Human Immunodeficiency Virus (HIV)
Dengue	Legionnaire's Disease
Diphtheria	Leptospirosis
Measles (rubeola)	Lymphogranuloma Venereum
Meningitis	Malaria
Meningococcal Disease	Ringworm
Mumps	Salmonellosis
Paralytic Shellfish Poisoning	Schistosomiasis
Pertussis	Shigellosis
Pesticide Poisoning	Smallpox
Plague	Syphilis
Poliomyelitis	Tetanus
Psittacosis	Toxoplasmosis acute
Rabies	Trichinosis
Relapsing Fever	Tuberculosis
Rocky Mt. Spotted Fever R.	Tularemia
Rickettsia	Typhus
Rubella including congenital	Vibrio Infections
Typhoid Fever	
Vibrio Cholera	
Yellow Fever	

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstance warrant, an independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required. Cathedral of Faith Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Discipline:

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at Cathedral of Faith Christian School is not only to achieve this goal but also to help our students learn self-discipline and good character traits. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible to maintain appropriate classroom behavior. Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, forging, another's name, cheating, deliberately damaging school and/or another's property. COFCS expects full cooperation from both student and parent in the education to the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are time out, a student/teacher conference, an after school assignment, a student/administrator conference, a parent/teacher conference. A note will be given to inform the parent or guardian, indicating that action needs to be taken at home so that the teacher's time is not consumed with behavioral problems but rather academic instruction. The note will be signed and returned the next school day. Failure to return the signed note will result in additional after school assignment. Students can be suspended for an accumulation of major behavioral problems.

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer. The booklet Under Loving Command and the book Dare to Discipline by James Dobson are highly recommended as helps to parents. Both are available in the Cathedral of Faith Book Store.

Attendance at Cathedral of Faith Christian School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Cathedral of Faith Christian School.

Dress: Students at COFCS are required to wear uniforms. Uniforms may be purchased at J. C. Penny stores or through their catalog. The school dress is listed below.

Girl's Uniform

Plaid or navy jumpers or pants
Plaid or navy pleated skirts
White Polo school shirt
White Peter Pan collar blouses
Navy or white cardigan
White socks, navy or white tights
Black or navy dress shoes with rubber soles
Alternate: Sneakers

Boy's Uniform

Navy or black pants
White Polo school shirt
White button down shirts
Navy or black socks
Navy or black dress shoes with rubber soles
Alternate: Sneakers

We ask that parents adhere to this dress code. Parents will be called to pick up students who are not in uniform.

All student's hair must be maintained in a clean well-groomed manner. Hairstyles should not interfere with vision or performance of school's activities. Girls are permitted to wear hair accessories. The accessories should not interfere or distract from daily learning.

The school administration reserves the right to initiate policies on changes in uniform.

Illness: For the welfare of your child and others in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If a child is to receive any medication during the school day, the parent or guardian must have on file in the school office, Authorization to Administer Medication. The form is available in the school office and must have a physician's signature. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.

Re-enrollment: During the month of February presently enrolled students may enroll for the Fall term. Beginning March 16 anyone in the school may enroll on a first-come, first-served basis. Cathedral of Faith Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.

Restriction on Child Pick Up: If parents are divorces or separated and one parent is not allowed to pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

School Conferences: Please feel free to consult with the school office regarding any problem or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are unable to distribute advertising items.

If you need to talk with a member of the faculty, please call the school office between 8 a.m. and 4 p.m. Your call will be returned as soon as possible after school.

Tardies: Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving after 8:00 a.m. must come through the office and have a note stating the reason for tardiness before going to the classroom. When a student is marked tardy three days in any grading period, it will be marked as an unexcused absence, and that student may be asked to make up work.

Telephone: Students are not permitted to use the school phone except in cases of emergency.

Textbooks: The A Beka Book curriculum and textbooks, written from a Christian perspective, are used. Each student must furnish his own supplies.

Withdrawals: All withdrawals from school must go through the school office. Students having attended one day or more of any period will owe the full period's tuition. In the event the account is showing a credit balance at the time of withdrawal this amount will be refunded.

GRADES 1-2 TRANSFER STUDENTS

All incoming students are given an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, and then the student will be admitted to that grade. It is the policy of the school not to accept transfer student whose accomplishments have not been up to acceptable standards. Students whose current work is not satisfactory may be asked to transfer out.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments on time.

Homework is given for several reasons.

- 1) For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- 2) For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- 3) For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework following instruction is given to overcome such difficulties.
- 4) For special projects: Book reports, composition, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parent's full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

REPORT CARDS AND INTERIM REPORTS

Interim report slips will be sent home at the end of each four and one-half (4 ½) weeks, and report cards will be sent home at the end of each nine-week period. These slips are due back on Tuesday morning bearing the parent's signature. (It will be necessary to pay a \$2.25 replacement fee for a lost report card.)

IMPORTANT NOTICE: Final report cards are to be received from the teacher the last Friday in June, unless you have left a self-addressed, stamped envelope with the student's teacher.

LIBRARY

Students in Kindergarten thru 2nd grade regularly visit the school library. Thanks to our student's participation in an annual candy sale, we will acquire many new books each year.

Payments: Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount (and purpose)
3. Teacher and room number

Visitors: Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts the teaching.

PARENT TEACHER FELLOWSHIP (PTF)

Parent-Teacher Meetings are scheduled periodically. Pertinent information about the school and the students is given at this time. Also, class performances are scheduled for these meetings. Every parent is requested to attend each meeting or the benefit of his/her child.

LOST AND FOUND

Articles are taken to Lost and Found and may be redeemed. Unclaimed Lost and Found articles will be sold to students at periodic Lost and Found sales. Lost and Found is open daily before and after school.

CATHEDRAL OF FAITH BOOK STORE

For your convenience of the students and parents, the Cathedral of Faith Book Store, located beside the principal's office near the front entrance is open 10:00 a.m.-6:00 p.m. each school day, Monday through Friday. Students may purchase pencils, paper, notebooks, pens etc. We encourage parents to take advantage of items of interest such as Bibles, Christian books, music, greeting cards, visual aids and novelty items. We think you will enjoy shopping at the Cathedral of Faith Book Store.

BIBLE

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science.

Without knowledge of Biblical truth a student cannot be considered educated. The Bible gives direction 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.”

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

PATRIOTISM

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction – a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.” (Excerpt from Planned Patriotism)

CATHEDRAL OF FAITH CHRISTIAN SCHOOL

Mailing Address

2020 Portlock Road
Chesapeake, VA 23324

Phone Number

(757) 545-8050

Office Hours

8:00 a.m. – 4:00 p.m.

Cathedral of Faith Book Store

Christian Books * Supplies
Bibles * Music * Gifts

Store Hours:

Monday – Fridays
10:00 a.m. – 6:00 p.m.
Open Sundays Following Service

Website

www.cathedraloffaithcs.org

Email

cofcs@cathedraloffaithcs.org

School Board Members

Dr. G. Wesley Hardy, Chairman
Mrs. Mary Brockenbury
Mrs. Janice Fleetwood
Mr. Kermit Griffin
Mrs. Doris Hardy
Mrs. Cecelia Pretlow
Mr. Vincent Tucker
Mrs. Elaine Whitherspoon

