

# Capstone Christian Academy Parent Partnership Handbook



## **Office Hours and Contact Information**

**Hours** are from 7:00am - 5:00 pm, Monday through Friday

**Physical Address:** 985 E. Serene Ave, Las Vegas, NV 89123

**Office Phone:** (702) 463-9350

**Website:** [www.capstonechristian.com](http://www.capstonechristian.com)

**Email:** [info@capstonechristian.com](mailto:info@capstonechristian.com)

## WELCOME!

Welcome to Capstone Christian Academy!! We hope this will be a wonderful and life-changing experience for you and your students. Our passion is to partner with you to help your children become **World Changing Leaders for Christ** in their areas of giftedness. Parents play the most vital role in young children's lives during the early years. Teachers are often the 2<sup>nd</sup> strongest influence. Therefore, the parent-teacher partnership will be mentioned many times in this Handbook as well as at the academy with teachers and staff.

## ABOUT CAPSTONE

Capstone Christian Academy is an independent Nondenominational Christian private academy with two campuses in Southeast Las Vegas. Capstone first came into being in 2005 when it received its IRS approval as a 501c3 Non-profit organization. In 2006, we received the donation of the Cactus Campus land from Larry Canarelli which was Impact Sand & Gravel's first quarry and a flood basin. In 2021 Capstone was blessed with a 13,000-sf building on a 2-acre campus on Serene Avenue. Is 1.5 miles from the 25-acre campus 1.5 miles south on Cactus Avenue and is ready to build on.

The Capstone Board of Directors sets policy, provides oversight and supervises the Principal who in turn supervises the senior leaders of the academy.

*Capstone Christian Academy is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act. Our curriculum, exclusive of religious instruction, provides equivalent instruction of the kind and amount approved by the State Board of Education (NRS 392.070, 394.125, 394.130, NAC 389 Standards).*

## MISSION

**Develop World Changing Leaders for Christ**

## VISION

**Build a community of academies that are distinctly excellent in academics, building leaders, programs, and nurturing faith.**

## MOTTO

**Excellence Brings Influence**

## WE TREASURE CHILDREN

Our passion is to help parents and teachers work together to discover, encourage, and equip children to be all that God created them to be. Therefore, we see the children of Capstone as:

- World Changing Leaders for Christ in the making who were created, equipped and commissioned by God to be His instrument to change the world in their areas of giftedness;
- Masterpieces that were weaved together in their mother's womb with unique gifts, weaknesses, personalities and abilities;
- Filled with joy, love, wonder and enthusiasm in learning truths about the world which God has made;
- Engaged in interpersonal relationships in which they can grow, find fulfillment and be a blessing to others;
- Active learners capable of critical, analytical, and independent thought; and
- Servant hearts who seek to make a positive impact on the people in their families, friendships, academy, careers, and community.

## CAPSTONE DISTINCTIVES

- 1) **Nurturing faith**: We share our Biblical foundation first by living it out with our actions. We also integrate Biblical truths into our curriculum and programs in a way we hope will attract students and their families to our faith instead of pushing it on them. However, we always want to maintain the environment of free choice that God gives everyone. We only ask for a fair hearing and mutual respect for each other's beliefs. World changing leaders must have clear character and a basis of truth by which they decide what is right and wrong and make morally upright decisions with courage and conviction.
- 2) **Excellence**: Will likely be the biggest draw for most parents because Capstone offers what they perceive to be the best available education in Nevada for their children. Building and maintaining this reputation and actuality with objective measures will be a constant focus.
  - **Inspiring Excellence**: we will frequently teach students truths like "excellence brings influence" and "Be your best for you and for the Lord" and "do everything as unto the Lord." Teachers will watch for and praise students that live this out.
  - **Valley Christian Schools (VCS)**: they are a shining light among Christian schools, and they have agreed to partner with Capstone. They have invested huge amounts of time and resources in us since 2007. During our early years, our starting point in developing curriculum, policies, procedures, and practices will be to ask what VCS does. We will build upon this foundation by constantly looking for new ways to be more excellent and innovative.
- 3) **Development of World Changing Leaders for Christ**: This is our mission.
  - **Characteristics of World Changing Leaders for Christ ("Traits")**: We will be creative and intentional about teaching the principles to students and helping them embrace them as part of who they are. We will also do our best to help each student believe they can be a World Changing Leader for Christ and inspire them to pursue that higher calling.
  - **Leadership experiences**: teachers and staff will take every opportunity to give students leadership experiences at the youngest ages. Examples include leading projects, teaching segments of the class, public speaking, group leaders of classroom experiences, clubs & sports leadership positions, prayer, and the VIP (class leader for a week) program, etc. Recognition and encouragement will also be given for leadership training or experiences outside of academy.
- 4) **Partnering with Parents**: At younger ages, parents and teachers are the most influential people in a child's life. At older ages, peers become a third strong influence. Capstone believes it is critical to build the best partnership possible between parents and teachers.
  - **Parents and Teachers** will each be expected to communicate and work together to:
    - o **Develop Gifts**: Discover and encourage development of each child's unique gifts;
    - o **Use Love & Logic Parenting**: to help children behave and develop in healthy ways; and
    - o **Develop the child in all areas** ... academically, athletically, emotionally, and spiritually.
  - **Teacher expectations**: Capstone teachers are expected to do far more than is common in most schools to prepare our students to become World Changing Leaders for Christ in their areas of giftedness.
  - **Student homework, grades, and behavior**: parents will be informed quickly and in a loving manner.
- 5) **Life Skills**: We will partner with parents to teach valuable life skills needed to live a well-rounded, healthy, and successful life:
  - **Time management and prioritization**: finding and using tools that work for students in not having to say, "I forgot" or "I dropped the ball."
  - **Conflict resolution**: we will strive to use situations that arise with other students to teach healthy ways to communicate and resolve differences of opinion and conflict.
  - **Relationship skills**: we will strive to help students understand the other person's point of view, how to communicate in a way that produces healthy responses, and the ability to understand and express emotions, etc.
  - **Budgeting**: helping students see the value of savings, remaining debt free, planning where they spend their money, tithing and giving to others, etc.
- 6) **God's leading of Capstone**: We as a staff will constantly strive to let God guide all the most important decisions in our lives and at Capstone.

# CHARACTERISTICS OF A WORLD CHANGING LEADER FOR CHRIST

**EXCELLENCE:** I believe distinctive excellence in all I do brings influence. (2 Corinthians 8:7).

**INTEGRITY:** My word is my bond; free of lies, cheating, stealing and half - truths. If I slip, I will make amends within 24 hours. (Proverbs 21:3).

**RESPECT:** I acknowledge and demonstrate the inherent worth of myself and others. (Ephesians 4:29).

**COURAGE:** My humility, inner strength and boldness guide me to do the right things for the right reasons. (Joshua 1:9).

**RELATIONSHIPS:** I will actively build relationship skills to thrive in my friendships, marriage, parenting, career, and community. (Ephesians 4:2-3, 7)

**ACCOUNTABILITY:** I demonstrate ownership in my decisions and actions. (James 5:16).

**COMMUNITY SERVICE:** I will use my gifts to make a difference in the world. (Matthew 25:35, 40).

**DISCERNMENT:** My perceptions and decision making will be based on the Golden Rule, researched facts, and Biblical truth. (Romans 12:2).

**FAITH:** I have freedom to choose or not choose a loving relationship with the Lord. John 17:7

## MEET THE FOUNDER:

My name is William (Bill) Wadley and, to say the least, I have lived an interesting life. The drama and variety of experiences could fill a book, but I will just share a few highlights so that you will understand why I am so passionate about seeing Capstone graduate World Changing Leaders.



Childhood: I consider it a true privilege to be a part of the Capstone Christian Academy. My background is one that surprises most people. I grew up in extreme poverty and abuse with 2 fathers and 3 mothers and 20 half and step siblings. We were often homeless and, at one point, lived in the Salvation Army homeless shelter. During my whole childhood, we endured hunger, embarrassing clothing, every kind of abuse, multiple addictions, and chaos.

Faith Journey: My parents were Catholic, but we only went to church on holidays. Three people planted seeds of faith in my heart that caused me to believe there was a God... a lady who knocked at our door, my junior high assistant principal and my stepfather. Years later, while attending a Salvation Army group for high school students, I asked Jesus into my life. I grew year by year for about a decade, then got into some of the same addictions as my parents and a secret sin life began that caused me to stray far from God for decades. Gratefully, God allowed my lifestyle to break me and I finally surrendered all to Him. He has transformed me into a new man for which I can't express enough gratitude and awe.

West Point: During my senior year in high school, God snatched me out of poverty and opened the doors for me to attend and graduate from West Point Military Academy. The environment at West Point not only provided a premier education in engineering but a wonderful spiritual foundation and leadership experience that are unparalleled.

Business: After serving in the Army for 11 years, I went to work for Larry Canarelli at American West Homes. My Bachelor's in Engineering, MBA and leadership experience helped me rise from an administrative position to Vice President. As part of my responsibilities, I started a sand & gravel, company for Larry and later was able to purchase it. We changed the name to Impact Sand & Gravel and have added several other companies during our 24 years in business. The Impact Companies are debt free and are the largest aggregate sales company in Clark County. The best thing about our companies is our mission to "Positively IMPACT People." We live this out in many ways which include programs for helping our employees:

- Become debt free and rich (\$100k+ in net worth).
- Goals Program: Every employee is offered the opportunity to learn to put the life goals on paper and the leadership team offers encouragement and help achieving them.
- Second Chance program: Hiring second chance employees from prison, homelessness and rehab.

Please don't take this as bragging: My main point of sharing these examples is to give you a picture of my heart and passion for leading a team that works together to IMPACT people's lives in a much more intentional manner than most other organizations.

Capstone's Journey: In 2006, the opportunity opened for us to pursue the donation of the land Impact's first quarry started on. It was a giant hole in the ground and was being used as a flood detention basin, but I believed we could recover use of the land because upstream basins would allow us to refill it. It was a long journey but in late 2020, we completed the import of over 1 million cubic yards of structural fill, 900 feet of 10' x 20' pipe, stubbing utilities to the site and paving Cactus Road in front of the parcel. There were many, many miracles along the way and last fall we were preparing a modular building campus that would house 300+ students. Then out of nowhere a 13,000-sf building 1.5 miles north became available. More miracles opened the doors for us to purchase the building with the contractual funding source being "praying for a miracle." I am leaving out a lot of details that will amaze you.

## MEET THE PRINCIPAL:



My name is Brandon Jones. It is my honor and pleasure to serve as Principal here at Capstone Christian Academy. Private education holds a special place in my heart as it was one of the main catalysts to the transformation of my faith and ultimately my life. Most of my education was spent in the public school system up until high school when I was afforded the opportunity to attend Bakersfield Christian High School. This experience ultimately led to me giving my life to Jesus and where my heart for serving the next generation, specifically through private schooling, was beginning to be cultivated.

After high school I was blessed with the opportunity to receive a scholarship to play football and eventually coach at the University of Texas at El Paso. During my time at UTEP I was able to receive a Bachelor's of Multidisciplinary Studies, along with a Master's in Leadership Studies/Organizational Leadership. After college I began work in ministry, working with Tribe of Judah Ministries as their lead pastor. Ministry has always been a calling on my life, most importantly my ministry at home as a husband and a dad.

My wife Jessica and I have a beautiful baby girl, Camryn Taylor Jones, and are welcoming another baby girl in February of 2023. I hold the responsibility of "dad" in very high regard, as I am responsible to raise my little girls up in truth. I bear this same responsibility with all your children whom I have the honor of leading here at Capstone. As their principal I not only want to see them become productive contributors to this great nation, but most importantly followers of Jesus. This is a school where my daughters will also attend so I have a vested interest in making sure Capstone becomes everything that God has intended.



## MEET THE PRESCHOOL DIRECTOR:



My name is Tracy. I am Capstone Christian Academy's Preschool Director. I have been in early education for over 16 years. I taught preschool, kindergarten readiness, and first and second grade special education for over 10 years. Over the last 6 years, I held numerous leadership roles. I received a BA from the University of La Verne in California. I am currently enrolled in Grand Canyon University, obtaining my Master's Degree in Education and Leadership. As Capstone's preschool director, I take great pride in knowing that our school strives for excellence and quality in early education while partnering with families to nurture faith.

### **I BELIEVE**

It is my belief that every child is unique and deserves a caring, inspiring, and engaging environment. As a

leader, I support staff and students to meet their fullest potential by providing a safe and collaborative environment. I want to journey with our students to develop a real and close relationship with Jesus Christ, develop positive character and leadership traits which are essential in becoming a world changing leader. I believe a positive early education is essential to creating successful lifelong learners.

### **MY GOAL**

My goal is to help children see and understand the world through the perspective of God's truth. The Bible is the lens in which students view what they are learning. I strive to provide a nurturing, loving, fun, developmentally appropriate, Christian environment where children are free to grow and develop at their own pace in all areas: socially, emotionally, physically, intellectually, and spiritually! I want the children in my care to know they are loved unconditionally, just the way they are, and that Jesus, their Savior, will never leave them or stop loving them! I am excited to be part of the ministry of Capstone Christian Academy and look forward to teaching and caring for all children and families God sends our way.

## OUR FOUNDATIONAL STATEMENT OF FAITH

Our Statement of Faith is not exhaustive of all of our beliefs. Capstone's foundation is based on the belief that the Bible is the inspired and infallible Word of God, and that it speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Capstone Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

### **About God**

**We believe** God is the Creator and ruler of the universe. He has eternally existed in three persons: The Father, the Son and the Holy Spirit. These three are co-equal and are one God. (Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14).

### **About Jesus Christ**

**We believe** Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings, and Lord of Lords. (Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 15:10-13; Hebrews 4:14,15; 1 Corinthians 15:3&4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13).

### **About the Holy Spirit**

**We believe** the Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men and women aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. (2 Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8;

1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1).

### **About the Bible**

**We believe** the Bible is God's word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error. (2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5).

### **About Man**

**We believe** man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2).

### **About Salvation**

**We believe** salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8 & 9; John 14:6, 1:12; Titus 3:4; Galatians 3:26; Romans 5:1).

### **About Eternity**

**We believe** man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence. (John 3:16; John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15; 1 John 5:11-12; Matthew 25:31-46).

## **ADMISSIONS**

Notice of Non-Discriminatory Policy as to Students. Capstone Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other academy-administered programs.

## **Parent Agreement**

Enrollment is conditioned upon parental/guardian and student compliance with all current or future policies, rules, and regulations of Capstone. While Capstone desires that all parents/guardians reflect the same Christ-like life, as interpreted by the academy's biblical beliefs, Capstone realizes that there are circumstances where this may not be the case. Parents and guardians however must agree to support the mission, philosophy, beliefs, and policies of Capstone as a condition of admission and continued enrollment. In fulfilling its mission, philosophy, and beliefs, Capstone cannot be viewed as condoning or promoting an attitude, conduct, morality, or lifestyle, contrary to those taught by Capstone. Consequently, in order to fulfill its mission, philosophy, and beliefs in cases where parents/guardians are volunteering or attending Capstone sponsored or related events or activities and/or on academy property, Capstone reserves the right to require parents/guardians to refrain from conduct, actions or activities that would reflect an attitude, conduct, morality or lifestyle contrary to Capstone policies or Judeo-Christian values, as reflected in the Bible and the life and teachings of Jesus Christ and taught by Capstone. Capstone may, in its sole discretion, restrict parents'/guardian's participation in an event, activity or access on or to academy property or inform the parents/guardians of the expectations, criteria and/or circumstances that would be required to permit participation and/or attendance.

## Admission Forms

All students accepted for admission to Capstone will receive a “**Capstone Enrollment Confirmation**” email from the Admissions Liaison with the required paperwork attached. Parents must print, complete, and sign all forms and documents and submit them in-person to the Office at least 7 DAYS BEFORE their start date. Parents are responsible for keeping the Office informed of any changes to these records, including Emergency Contacts, Pick-Up Authorization List, medical information, allergies, etc. (Identification with regards to students on the basis of race, color, sex, religion, nationality, or ethnicity is required to be kept on file by the State of Nevada.)

## Preschool Admission Procedure

In addition to the admission forms, preschool families will complete forms regarding the child’s health and development which include a developmental history, a medical consent & release form, family information. A current immunization record and Pre-Admission Physical Exam form, signed by a doctor, are also required prior to your child’s start date. Parents are expected to read and sign an enrollment agreement form, parent expectation form, and tuition agreement form. An in-take meeting will be scheduled one week prior to the child’s scheduled start date. This meeting reviews key policies, operating procedures, and what to expect the first day. Parents are required to provide the school with additional updates as needed (i.e. change in health and/or diet, change of address, change of emergency contact, etc.)

## Tuition and Fees

The Registration Fee, Monthly Tuition, and all Summer Camp Fees are NON-REFUNDABLE and NON-TRANSFERABLE. Tuition is based upon an annual rate and then prorated on a 10-month basis for the elementary school and 12-month basis for the preschool for easier budgeting for our parents. Monthly payments are installments of the full tuition and are not based upon the number of instructional days in a month. Our preschool program carries the same monthly fee as other months and keeps the same schedule for educational continuity. All tuition will be due by the 1st of each month and will be auto drawn through our Accounting System. A \$75 fee will be assessed on all returned checks.

All Before Care and Aftercare Charges are billed on the 15<sup>th</sup> of each month and are based on the student’s usage. Before care is \$4 per student, per day, 7:00am to 7:45am and Aftercare is \$8 per student, per day 3:16pm – 5:00pm. Students picked up later than 5:00pm will accrue a Late Pick-Up Fee.

## Late Fees and Penalties

All unpaid account balances after the due date will be assessed a **10% late fee (not to exceed \$75)**. Late fees are charged on all accounts not paid on the 6<sup>th</sup> day after due date. If balance is not paid after the 10<sup>th</sup> day after due date, then the student will not be permitted to attend school until balance is paid off. Official school records will be frozen until account is settled.

## ABSENCES

Please notify the office regarding your student’s absence/illness as soon as possible, but no later than 08:00 am by calling (702)463-9350 or emailing your child’s Teacher Tracy Kessler [tkessler@capstonechristian.com](mailto:tkessler@capstonechristian.com) for preschool or Brandon Jones [bjones@capstonechristian.com](mailto:bjones@capstonechristian.com) for elementary school. Absences are not credited or refunded.

You can expect to receive a call regarding absences if communication has not already taken place. In these current times, possible COVID-19 exposure is considered an excused absence.

If students are required to quarantine due to COVID-19 positivity or exposure, work from home can be arranged and these working quarantine periods will not be considered an absence on the student’s records. Parents are expected to communicate needs and give teachers time to prepare in work from home situations.

## Doctor’s Note Clearance Policy:

In order to ensure students with a serious sickness are receiving proper care and preventing the spread of any potentially contagious sickness or disease, any student who is absent more than one day due to illness is



required to have a doctor's note upon their return clearing them to attend school, in order to qualify as an excused absence.

## Academy Closures

From time to time, forces beyond our control may necessitate cancelling classes for a day or more, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the Academy's control. As a nonprofit Academy, we all share the expense and responsibility to maintain the Academy's operation throughout the year. So, in the case of Academy closures, no refunds will be given. To maintain your child's space in the class, tuition must continue to be paid.

## Vacations

Capstone does not offer any vacation credit. Tuition is due in full each month, which guarantees your child's space. The ONLY exception is a Temporary Withdrawal for the summer session (June & July only). Please read the next section for Temporary Withdrawals for further details. Any student who withdraws for traveling or vacation reasons, forfeits their priority status as a current student and must be placed on the waiting list for a future space.

## Withdrawals: Temporary Preschool June/July

Capstone allows preschool students to temporarily withdraw for the summer session, June and July only, and re-enroll for the start of the next academic year beginning in August. Parents should submit an **Intent to Withdraw Form** to the Office as soon as you know you are planning to leave for the summer session but no later than the last business day in the month of April.

## Withdrawals: Permanent

Parents permanently withdrawing their child from Capstone should submit their 30 Day - **Intent to Withdraw Form** to the Office as soon as you know your child's last day but no later than the last business day of the month BEFORE your last month (one calendar month notice). Form available in the Office.

Parents are responsible for payment up until notice of intent to withdraw one calendar month in advance of last payment due date. No refunds will be applied for prepaid tuition or withdrawals less than one month of advanced notice.

## Termination of Services

Capstone reserves the right to deny enrollment and may terminate services or withdraw a child from continued enrollment for reasons including, but not limited to:

- Falsifying information on documents submitted to Capstone;
- Non-payment of services and/or non-compliance by parents/guardians with the **Capstone Tuition Agreement**;
- The continued enrollment of the child poses a risk to the health and/or safety of other students, parents, and staff; and
- Continued enrollment of the child constitutes an undue hardship or burden on Capstone.

## Visits and Conferences

- Classroom visits: Although each family has the explicit right to see their student any time of the day, we ask for your cooperation to protect the integrity of our program. We ask that you limit visits to the classroom to no more than 10 minutes during drop-off and pick-up times unless it is coordinated with the teacher in advance.
- Preschool - your right to observe the preschool program before enrollment and at any time after enrollment of the child.
- Confidential notes/messages: May be emailed or dropped off in the Office.
- Parent Teacher Conferences: Can be scheduled at the academy, via zoom or another agreed upon

location by coordinating with the teacher. If there is any difficulty scheduling an appointment, please contact the office.

## **Late Pick-Up at Closing**

Capstone closes at 5:00 pm. Please arrive by 4:50 p.m. to allow time to gather your child's belongings and sign-out no later than 5:00 p.m. The official sign-out time is controlled by the time set on the computer used with the **Quickschools Program**.

After the additional hours of coverage provided through our aftercare program, Capstone is considered shutdown and the remaining staff are on their personal time. In order to respect that time, parents are expected to have arranged for their child(ren)'s pickup on or before the 5pm hour at which point the school is closed. Office staff will do their best to provide a courtesy call beginning around 4:45pm to ensure pickup is on its way. Beginning at 5pm parents will begin being charged \$1 per minute for the first ten minutes, then \$5 per minute for every minute thereafter. The office staff will call through the student's entire contact list and if no contact can be reached, then the sheriff and Child Protective Services will be notified of child abandonment 30 minutes after the first attempt to call through the contact list. This may be as early as 5:15pm and no later than 5:30pm depending on when the first courtesy call went out.

Parents who are reached are still expected to pick up their children within the normal hours, but in the event of emergencies special exceptions may be accommodated. The same rates will apply, regardless of arrangement.

## **Pick-Up Authorization**

Only parents and the previously authorized people whose names and information have been added to the "Pick-Up Authorization List" in your child's file will be able to pick-up the child. **NO EXCEPTIONS** are made. School staff must recognize the person who is picking up the child otherwise they will be directed to the Office to show an approved photo ID (i.e., driver's license, passport, etc.) to identify themselves. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time. Authorized persons must be at least 16 years old. No child will be released to anyone who cannot provide legal photo identification.

## **Early Pick-Up**

Under no circumstances should a child leave the campus during the school day without proper permission. When it is necessary to pick up your child during the school day, please go to the Office to sign-out your child. Do not go directly to the classroom. The Office staff will bring your child from class. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the Authorized Pickup List. Although Capstone allows you access to your child at any time, we ask that you not pick-up and drop-off during rest time. Our Preschool, Pre-K, and TK have a state mandated rest period from 1:00 to 3:00 p.m. If you need to pick-up your child after lunch, but before the rest period, you must arrive by 12:30 p.m., or wait until after the 3:00 p.m. rest time, so as to not disturb other children who are napping. Random or unscheduled early pick-ups can cause undue stress for children. To avoid this, we ask that you communicate with your Master Teacher regularly regarding early pick-ups.

## **Attendance and Tardies**

Attendance and punctuality are essential for the proper development students in accordance with Capstone's mission of developing world changing leaders. As per Nevada State Guidelines for PK/TK and to preserve the integrity of the programs, your child needs to be on time. Parents/guardians are asked to refrain from being late. All children arriving at 8 a.m. or later **MUST** be checked in through the Office.

Like all schools in Nevada, Capstone must keep record of attendance including unexcused tardies and absences, and those attendance records do go with students in their transcripts.

At Capstone the school day starts at 8:00am, however, there is a 20 minute drop off window of 7:45-8:05am.

Anything after 8:05 is considered tardy and outside of emergencies, medical issues, or prearranged plans, those tardies are unexcused. Late nights or sleeping in would be examples of unexcused tardies.

A total of **5 unexcused tardies count as 1** unexcused absence, and 20 absences (excused or unexcused) may prevent a student from moving up into the next grade.

Parents arriving any time after 8:05 are asked to park and walk their student inside to confirm their tardy and the reason. This is simply to help with accountability and allow communication when tardies do happen.

Attendance is tracked daily by teachers via Capstone's SIS, Quickschools. The attendance records are also exported from Quickschools and reported annually to the Nevada Department of Education per NAC statute.

## Community Conduct and Conflict Resolution

As members of the Capstone Christian Academy each person associated with the school shares the responsibility to maintain the respect and integrity of the institution both within and outside of the school and wider community. In order to maintain that standard enrolled families and staff are expected to uphold the reputation of Capstone, and never air personal grievances except to those administrators and/or staff who are directly involved.

It is the desire of the institution to solve every conflict to whatever extent possible, bringing full closure and reconciliation according to biblical principles. Matthew 18:15-17 is Capstone's biblical guide for resolving conflict:

Going to the person directly involved and raising the issue in order to seek reconciliation. If that person is unable to correct the issue, then an additional person or two (related to the issue at hand) can be brought in to help confront the issue in a proactive, helpful way. If no resolution can be found, then an administrator should be brought in to help bring mediation and resolve. If a conflict cannot be resolved peaceably this may be grounds for dismissal from the institution.

Anyone associated with Capstone agrees to never to disparage the institution in anyway whether during or after their association with the school. Airing out anything negative about the school is never appropriate and it discourages the ability to live in harmony and peaceably with all associates and the community at large.

### Admissions Disclaimers

Capstone Christian Academy will not knowingly accept or maintain enrollment of a student with chronic discipline or emotional problems.

Capstone Christian Academy's admission policy states the following:

*Generally, students must be able to demonstrate that their academic achievement is at least as high as the grade level to which they are seeking admission, as determined by report card grades in high school, in addition to nationally normed achievement tests in grades K-8. It should be noted that the average grade level achievement nationally is lower than the average achievement level of students entering grades K-8 at Capstone Christian Academy. The student's attitude and behavior must be acceptable to be admitted to the school. An average score of the 45<sup>th</sup> percentile is required (averaging the percentile score of math, reading, and language).*

## SAFETY AND SECURITY

- Capstone takes the safety and security of our students and staff VERY seriously. Parents are responsible for helping to create and provide a safe environment for all children and must make safe choices inside and outside of the Academy.
- Parents and guardians may NOT allow children to:
  - Open and close the doors inside the building

## Parking Lot Safety

Follow these SAFETY TIPS in the Capstone Parking Lot:

1. Drive under 10 mph.
2. Drive cautiously! Follow the direction of traffic.
3. Do not tailgate other vehicles.
4. Do not park on Paradise Road.
5. Only park in the indicated parking spaces.
6. Look for children BEFORE and while you are backing out of your parking space.

## Transportation - Capstone does not provide transportation to and from school

### Field Trip Policy

In order to ensure the safety of the children in our care, the field trip policy outlined below should be followed.

Field trips away from the school requiring a vehicle for transportation (including public transportation) will be allowed only for preschool, kindergarten, and school-age children.

### Notification and Permission

The school director/principal will complete a **Field Trip Notification Form** in advance of any upcoming field trip. In addition, every child's parent/guardian must complete the **Field Trip Policies and Permission Slip** granting permission for his or her child to participate in the field trip. No child is allowed to go on a field trip without written permission.

### Photo/Video Sharing at Capstone

By enrolling children at Capstone parents consent to and authorize Capstone to use photographs, images, likenesses, video or audio recordings of themselves and their child(ren) in publications, promotional materials, brochures, books, films, productions, and in other media, including, but not limited to: websites, social media, films, or productions displayed on Capstone's websites without any compensation.

### Emergency & Disaster Preparedness

Capstone has taken steps to prepare our children and staff for the eventuality of an emergency or disaster.

### Drill Procedures

Each year, the Academy is required by the State to conduct a set number of drills in order to ensure our children and staff know what to do in an emergency. Children must treat each drill as if it were a real emergency. This ensures that in the event of an actual emergency the same procedures will be followed. Drills and procedures currently include, but may not be limited to, Fire, Earthquake, Shelter-in-Place and Lockdown drills.

### Non-Emergency Procedures

Non-emergency events such as power outages or inclement weather conditions are defined as when children are not at risk, but the event may disturb the normal schedule. In such cases, the Director / Principal may close and/or adjust schedules, but in most cases the Academy will NOT be closed. All staff members will remain on campus to supervise children. Access to the Academy during non-emergencies will be limited. If the need arises for a child(ren) to be picked up, the Academy will directly contact the parents. Please wait before coming to campus until you have received information from Capstone. Capstone will contact you via authorized phone, text, and/or email messaging systems, if the non-emergency has been cleared. Only information received via the messaging systems above should be recognized as official. Misinformation is common during events such as this, and we want to minimize the spread of any rumors.

## Emergency Procedures

Emergencies are events that present an active threat on campus. These include, but are not limited to fire, earthquakes, intruders who pose a threat, or an emergency as defined by the Metro Police Department. Events such as these may result in a lockdown, a shelter-in-place, or an evacuation depending upon the emergency. To the extent possible, Capstone will use its authorized messaging system to inform parents of the nature of the emergency and any decisions regarding Academy closure. In the event of an emergency on campus, such as a fire or earthquake, the teachers will give directions on where to go and what to do. Children are to follow their instructions completely. During the academic year, drills will be held to prepare for potential emergencies. If the fire alarm sounds during class, children are to evacuate with that class to the appropriate location. Please avoid responding to the campus until you have received information from Capstone via the authorized messaging systems that the emergency has been cleared. Please do not call the Academy for further information. The Academy will communicate any new information as soon as it is determined. Only information received via the authorized messaging systems should be recognized as official. Misinformation is common during events such as this and we want to minimize the spread of any rumors.

## Power and Water Outage Procedures

In the event of a power shutdown involving Capstone, classes will not continue. Capstone will relocate students as needed to provide light, air, and appropriate supervision until parents pick up their children. Parents should pick up their children as soon as possible once they have received information from the Office via the authorized messaging systems.

## Academy Cancellation Notification Procedures

Should the need arise to cancel classes prior to the start of the day, Capstone will notify parents via the authorized messaging systems prior to 6:00 a.m., when possible. When class is cancelled it is closed to all personnel and no staff will be on property.

## Earthquake Procedures

Capstone has established general emergency procedures in the event of an earthquake. Following a major event, classes will not continue and children will be evacuated and relocated to the designated evacuation zones on campus. Children will remain there until parents are notified via the authorized messaging systems to pick up their children. In the event that roads are impassable, or parents are unable to pick up their children, Capstone maintains sufficient food, water, and shelter to support their children and staff for a minimum of three days.

## Emergency Notification & Student Release

Capstone uses **Quickschools** to contact you by SMS (text) service in severe emergency circumstances. Please keep up to date email and cell phone information with the Office. We will test this system periodically. All tests will be indicated with "THIS IS A TEST" included with the text. Capstone is requesting everyone to write an "Out-of-State" contact in case of an emergency. In the event of a major emergency, local phone lines typically are overwhelmed and may not be available for some time, however, lines reaching out-of-state can usually be accessed for emergency notifications.

Students will NOT be released to any individual not listed on the "Emergency Contact List" stored in the child's file. They must show a valid photo ID (Driver's License, Passport, etc.) to identify themselves if they are not familiar with the staff. Capstone staff will always be the very last to leave the site in any state of emergency or disaster until each child is released.



## Evacuation Procedures

In case of a major earthquake or other disaster, students may have to be evacuated from their classroom. Depending upon the magnitude of the incident, the academy may be closed until further notice and will be in constant communication with all Capstone parents/guardians if the situation permits. The following is Capstone's Evacuation Route Plan which is posted in every classroom. If you are on campus during an emergency, you **MUST** follow staff instructions. In the event that we must evacuate our facility – All students and staff will be evacuated to the Church of Latter Day Saints, North Parking Lot, 9270 S Maryland Pkwy, on the corner of Maryland Pkwy and Serene Ave.

**Smoking of tobacco in any form is prohibited** in the facility at all times NRS 202.2491

Capstone recognizes that smoking in the workplace may adversely affect employees and children. Accordingly, smoking is prohibited on school premises (including all property). This smoking policy applies to all employees, families, and visitors while on the school premise.

## WHAT TO DO WHEN YOUR CHILD IS SICK

Capstone Christian Academy seeks to be a safe and welcoming place for the entire community it serves. In order to do this most effectively, the Capstone staff strives to partner with parents for the wellbeing of everyone served.

### Caring for a Sick Child

Our approach to preventing sickness from entering our school is rooted in the biblical mandate to love our neighbor (Matthew 22:37-40). Part of showing love to our neighbors is seeking their protection and wellbeing.

It is the responsibility of each parent/guardian to check their child's well-being before bringing them to the academy. Parents must call the Office to inform us of any symptoms of illness. Refer to the list of common symptoms of illness as a guide. Any illness resulting in a medical check-up requires a Physician's note prior to returning to Capstone. Notes must be signed by a Licensed Healthcare Professional in the State of Nevada including their Licensing info and office stamp. All Physician's notes must include the diagnosis, treatment plan, and the date when the child is considered no longer contagious. Capstone reserves the right to validate the Physician's note. Parents must provide a written explanation of any injuries your child incurs outside of the Academy. "IF YOU ARE SICK, STAY HOME."

### You may not bring your child to the academy if your child:

- Has fever with a temperature of 100+ within the past 24 hours;
- Has been vomiting in the past 24 hours;
- Has had diarrhea in the past 24 hours;
- Has discolored mucus (with an exception of a physician's note);
- Is listless or showing signs of illness (frequent coughing, sneezing, etc.);
- Is having a difficult time comprehending their surroundings;
- Has an ear infection;
- Has meningitis or any forms of it;
- Has a sore throat; and
- Head lice is found – Child must be treated to ensure ALL lice and eggs removed – Child will be inspected prior to return to the Academy (Please allow an extra 15 minutes at drop-off for this inspection).

Children with signs of illness (contagious or not) while under Capstone care, will be taken out of the classroom to rest in the Office. Parents will be notified immediately by phone of their child's health. You will be asked to pick your child up within one hour.

## Contagious/Communicable Diseases

Health regulations require that you notify Capstone immediately of any contagious diseases or serious illness in the family. If you have been traveling in a region where an outbreak of a contagious disease has occurred, please inform the Office before returning to the Academy so that we can evaluate what specific precautions we will need to make at that time. Capstone reserves the right to apply this policy when anyone in the home may have been exposed. **DO NOT bring your child to campus if they or anyone in the household has the Following Contagious Diseases:**

- COVID – 19 or equivalent contagious disease;
- H1N1 (Influenza, also commonly known as the flu);
- Dysentery (Severe Diarrhea);
- Hand, Foot and Mouth Disease;
- Pink Eye (mucus discharge from the eye) (Viral or Bacterial);
- Fifth's Disease;
- Chicken Pox;
- Measles;
- Mumps; and
- Head lice/nits.

## Exposure Notices

Parents/Guardians are required to notify Capstone immediately if their child is diagnosed with a contagious illness or disease (as above). Capstone notifies parents through email with an "Exposure Notice" if their child may have been exposed to a contagious disease, and an exposure notice will also be posted in each of the classrooms in the parent communication area. Children exhibiting symptoms of having had the illness may be sent home and may not return without a Physician's note stating the diagnosis, treatment plan, and the date when the child is considered no longer contagious.

## Returning to the Academy

Children CANNOT return to campus after a contagious or serious illness without a Physician's note stating the diagnosis, treatment plan, and the date when the child is considered no longer contagious. You must bring the child and Physician's note to the Office for approval before taking them to the classroom. Please inform the Master Teacher of any symptoms/effects so they may closely monitor their behaviors.

Children who have missed class due to the following cannot return until:

- Fever: Must be fever free for at least 24 hours without the use of medication;
- Vomiting: No vomiting in the past 24 hours and has no other symptoms; and
- Diarrhea: Must have had no diarrhea in the past 24 hours and has had a normal bowel movement.

## Medications

Over-the-counter (OTC) medications will not be dispensed at Capstone without a prescription written by a State of Nevada Licensed Physician which includes their Licensing info and office stamp. If your child must have medication during school hours, fill out a "**Medication Release Form.**" Under NO circumstances are medications of any kind allowed to be kept in a child's backpack or pockets. An exception is made for lip balm, ointment, and sun screen which are treated as medication and must undergo the same process. This form must be submitted to the Office for approval. All lip balm, ointments, and sun screens will be stored in zip lock bag clearly labeled with the child's name and kept with the Master Teacher. All medications must be provided exactly as prescribed and have a prescription label clearly stating the child's name which will be stored in the Office "Medication Lock

Box". All forms and medications may only be received and approved by Office personnel. All children with allergies requiring the use of emergency medications, such as an Epi-Pen, require a Physician's written plan of action (see Capstone Incidental Medical Services (IMS) Plan for details). Any child with an allergy requiring medication (e.g. Epi-Pen, Inhalers, etc.), for treatment, may not attend until the prescribed medications and written plan of action have been reviewed and approved by our Office. There are NO exceptions allowed. All expired medications must be replaced immediately prior to the expiration date and disposed of by the parent. Upon withdrawal of a student, any medications left in the Office will be disposed of after 48 hours without further notice.

## **Required Immunizations**

Up to date immunizations are required to meet State of Nevada requirements. If a parent does not want their child(ren) immunized, they must contact SNHD and obtain proper waiver for Capstone records.

## **CHILD GUIDANCE PROCEDURES**

### **Disciplinary Procedures**

Corporal Punishment: No form of corporal punishment or imprisonment is practiced at Capstone nor is it permitted on our property by any person.

Positive, developmentally appropriate guidance will be the primary means of behavior management. Praise and encouragement are used to promote appropriate behavior amongst the children.

### **Capstone's Behavior Guidance Policy is as Follows:**

#### **1 – Minor Behavior Occurrence:**

Staff responds to behaviors with positive, developmental strategies such as praising the behavior that is appropriate, redirection or managing options.

#### **2 – Growing and/or Ongoing Minor Behavior Occurrences:**

Observations are collected to understand the reason for the behavior, reports are sent home regarding specific behaviors and communication between the Master Teacher and parents/guardian is started.

#### **3 – Serious Behavior Occurrence:**

A meeting takes place with parents to discuss the ongoing issues. A behavior plan is created by the Master Teacher, Director / Principal and Parent/Guardian. Timeline is discussed during the meeting. Examples include but are not limited to: Health & Safety of other staff/students, Aggression, Inappropriate Language, Defiance and/or unwillingness to take redirection. If it is determined that Capstone is not the best fit for a child, possible withdrawal may be required.

### **Occurrence and Incident Reports**

All Occurrences/Incidents are reported daily. When applicable, the parent of the child will receive a written report. First-aid is administered to the child if needed. In the event that your child has an injury to his/her head, it is Capstone's policy to notify the parent with a courtesy call about the incident and the extent of the injury. To help us carry out our policy, it is imperative to keep all contact numbers up to date.

### **Student Dress Code – Preschool/Items to bring to school**

- Modest and moderately loose-fitting clothing, safe for playing without restrictions.
- Appropriate positive messages and logos on shirts. Gang-related clothing is not allowed.
- All shoes must be closed toed and closed heeled. Worn at all times
- All personal belongings must include your child's full name (backpack, water bottle, lunch box, jacket

and blanket)

## Student Dress Code – Elementary

At Capstone Christian Academy we believe it is an important skill for our students to learn how to present themselves appropriately in the various context they will be called to engage in. Capstone Christian Academy bases its dress code upon two criteria: Biblical standards (I Timothy 2:9, Romans 12:1) and the desire for a neat, clean and attractive appearance. Dress should be distinctly masculine or feminine and students are not permitted to dress like the opposite sex (Deuteronomy 22:5).

The purpose of Capstone Christian Academy dress code is to promote Christian unity among students and to avoid a segmented student body based on distinctive cultural or religious attire. This purpose disallows attire representing images, messages or traditions that are inconsistent with Christian faith.

Exceptions are not granted for religious or cultural reasons. Students should dress in such a way that would not detract from the success of Capstone Christian Academy's mission statement.

## Silver Swag Fridays

CCA also want to show our students there are times to dress down and have fun, so each Friday standards of dress will be adjusted to include jeans, untucked shirts, and spirit wear ("Silver Swag"). Likewise, teachers will be seen dressing more casually and representing the school's spirit attire.

## STANDARDS FOR ALL STUDENTS

- Modest appearance, including clothing with a moderately loose fit.
- Students are to wear closed toe shoes at all times. Crocks or casual shoes without heel straps are not permitted.
- Socks or hosiery must be worn at all times by elementary students.
- Tennis shoes should be worn on P.E. days.
- Counter-cultural fads of dress or hairstyles with extreme cuts or unnatural colors must be avoided. (e.g. rock music groups)
- Sweat pants, warm ups, flip-flops and recreational clothing are not permitted.
- Garments must be free of ALL words and pictures, (for example: no screened tees). Pictures like Disney characters are not allowed. Garments with all over patterns, stripes or solids are acceptable.
- Small, brand name store logos are acceptable if they are no larger than 1" high and across.
- Peace signs and tie-dyed clothing of any type are not appropriate for school.
- Faded or patched jeans are not allowed; however, nice jeans are acceptable on Fridays. All pants, shorts and skirts must be hemmed. No frayed edges allowed.
- Appropriate zip-up sweatshirts or pullovers are permitted. Capstone Christian Silver Swag Sweatshirts are always acceptable. Silver Swag T-shirts or polos are permitted on Fridays.  
Backpacks, lunchboxes and shoes are the ONLY items permitted to have characters on them.

## DRESS CODE FOR GIRLS

- Dresses, skirts, capris or nice pants (jeans included on Fridays), and blouses or sweaters are standard school wear. Skirts and dresses must be modest and no shorter than three inches above the knee. (Absolutely no midriff showing at any time).
- Shorts should be worn under dresses or skirts for play on the equipment.
- Leggings may be worn as tights with an appropriate skirt or dress over it (must be no shorter than 3 inches above the knee.) **Yoga pants are not allowed.**
- Shorts (solid colors and plaid only) are permitted if they meet the length requirement for skirts and dresses, which is no shorter than 3 inches above the knee. No board shorts, basketball shorts, sport shorts, or bike shorts are allowed.
- No dangling or hoop earrings for elementary school girls. This poses a safety hazard. Please remember, we are unable to remove your child's earrings, so please be sure that they can tend to their earrings themselves.
- Narrow straps (straps should be at least 2"), backless attire, crop tops and halter-type necklines are not permitted.
- School uniforms may be worn at any time. Navy blue or khaki uniform shorts, skirts or long pants with a plain

solid white, red or blue polo shirt may be worn any time during the school year.

- Shoes with heels or wedged heels are not permitted.
- Make up is not to be worn.

### **DRESS CODE FOR BOYS**

- Shirts with collars or buttons down the front and T-shirts without collars are both appropriate. No undershirts or slogans of any kind allowed. Shirts must be tucked in, except on Fridays.
- Khaki pants, slacks, and shorts (solid colors and plaid only) are acceptable. Shorts must be no more than 3 inches from the middle of the knee. No board shorts, basketball shorts, sport shorts, or bike shorts allowed. No baggy or sloppy-looking clothes. Jeans (without fading or tearing) may be worn on Fridays.
- Belts are required.
- Socks are required at all times.
- Hair should be combed and must not extend below the middle of the ear, over the eyes, or over the top of the shirt collar.
- Hats with bills may be worn outdoors only with the bill facing forward.
- Sideburns must be no lower than the bottom of the ear. Designs should not be cut into the sides or into the back of the hair (no tails or mohawks).
- Earrings are not allowed.
- School uniforms—including navy blue or khaki shorts with a plain solid white, red, or blue polo shirt or appropriate button-down shirt—may be worn at any time during the school year.

**Dress Code Enforcement:** CCA reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. A student's first dress code violation will result in a written warning. It is also sometimes necessary to call a parent and have him/her bring appropriate clothing for the student while the student waits in the office. Repeated violations of the dress code in a school year may result in a referral. Students whose attire does not meet standards at a school function may be asked to leave.

## **CLASSROOM POLICIES AND PROCEDURES**

### **Labeling and Lost & Found (In Each Classroom):**

Please help your child to recognize and be accountable for all his/her belongings. Labeling and uniformity can help prevent them from being lost. Ensure your child has extra clothes, sunblock (non-aerosol), and a gallon-sized plastic bag (zip-lock bag) for wet or soiled clothing. All students' possessions, including jackets, hats, bags, etc., **MUST** be labeled with their name. Many times, children have identical articles of clothing, so this will help distinguish what belongs to whom. All unidentified clothing/belongings will be collected and donated at the end of month.

### **What to Leave at Home:**

- **Toys:** We provide a wide variety of play toys at Capstone, which makes it unnecessary for children to bring toys/items from home. Items from home are not allowed as they may be easily lost and/or damaged.
- **Exceptions** are made on specific calendar days that may be relevant to the day's activities. In those cases, clearly label your child's name on each item. Other exceptions may be a small stuffed toy for rest-time or a 'comfort blanket', both of which must be kept in the child's cubby until rest-time and parent pick-up. No items may be kept in the pockets or backpacks.
- **Responsibility:** We are not responsible for lost or damaged items including watches, jewelry, lip balms, etc., along with clothing that is not properly labeled.



## **Birthdays/Special Occasions**

We love the ability to accommodate special occasions and birthdays with our families. In order to prevent being inundated with foods and treats typically reserved for those rare days, we ask that any request to celebrate student birthdays on campus first be approved by the teacher of that class and an administrator. Special occasions set by the school will permit sweet treats as approved in advance, such as cookies and hot cocoa for our Christmas program. Otherwise, we want to reduce the amount of sugar we are permitting in the classroom environment.

## **Emergency Lunch Policy**

It is parents' responsibility to ensure that each of their students is provided a daily, adequately nutritious lunch. If a student is not provided with lunch before their lunch period, an adequate lunch will be provided by the school and a \$20 dollar surcharge will be added to the family's account for each instance.

## **Plan is Required for Children with Allergies:**

Children with food allergies **MUST** have a written Plan of Action from their Physician on file in the Office along with all medications exactly as prescribed. For the safety of your child, he/she will not be allowed to attend Capstone until this critical step has been completed. If your child(ren) has severe food allergies, you may request seating at a designated table and/or to be more actively supervised by a staff member during snack and mealtimes.

## **Teacher-Parent Communication Procedures:**

At Capstone, we use multiple ways to communicate with you! The methods listed below show how we use these communication tools.

- **Quickschools App**—download from the App Store.
- Email—typically staff will communicate via email, and parents are encouraged to utilize email when they have questions or concerns for their teacher or appropriate administrator.
  
- Please note that emails are checked at least twice a day, once in the morning and again in the afternoon.
- Please communicate directly with the Master Teacher any concerns about your child – in-person or by email.
- Our preferred method of communication is by email.
- Class communication & updates
  - MONTHLY: Class calendar, snack calendar & newsletters.
  - WEEKLY: Weekly highlights & interest of children.
  - DAILY: Parent Communication Book (Parent Board).
- For any concerns regarding your classroom, you can email the class Lead Teacher. For any concerns regarding issues not being resolved, you can email the Director / Principal or Administration.
- For any concerns regarding enrollment, call the Office at 702-463-9350
- If any concern needs further attention, call the Office at 702-463-9350 to schedule an appointment with the Lead Teacher and/or the Director / Principal, or the Executive Director.

## **Sunscreen Requirements for Enrollment:**

Capstone's Sunscreen policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by the harmful UVB and UVA rays of the sun. This policy will be implemented throughout the year, but with particular emphasis from March through October.

WHEN ENROLLING THEIR CHILD, PARENTS/GUARDIANS WILL BE:

1. Informed on all policies.
2. Required to provide permission for staff to apply sunscreen for younger students, and students to self-administer sunscreen when age appropriate.
3. Required to provide a health care provider's signature on consent form for medication.
4. Required to provide a broad-spectrum SPF 30 or higher sunscreen in liquid or stick form for their child.

5. Encouraged to practice Sun-Smart behaviors themselves, including wearing hats, sunglasses, and protective clothing while outside.

### **Poor Outside Air Quality**

Capstone proactively seeks to limit outdoor play during times of poor air quality by limiting time spent outdoors. All restrictions are subject to the discretion of the Director / Principal

## **LEGAL POLICIES**

### **Childcare Licensing**

We hold ourselves accountable to God, the community and the government agencies. Please note that we are required to report all suspicious physical and emotional abuse. You, the parent, and the child have your rights as indicated in this packet. Parents understand that they have the right to see their child at any time while their child is under Capstone's care. As a matter of record, all parents are asked to sign in/out in the Office and wear a visitor badge while on campus. Our parents understand that the Child Care Licensing Agency has the right to conduct inspections consistent with Health and Safety Codes, which includes the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The agency shall also have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the child(ren).

### **Mediation and Binding Arbitration**

- By enrolling their children at Capstone, parents accept the Bible's command to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15- 20. Therefore, by enrolling their children at Capstone parents agree that any claim or dispute arising out of, or related to the Academy relationship or the Capstone Admissions and Financial Agreement, or this Family Partnership Guide , including any contract, tort or statutory claims, shall be settled by Biblically-based mediation in accordance with the Rules of Procedure for Christian Conciliation ("Rules") of the "Institute for Christian Conciliation" ("ICC").
- If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a single neutral arbitrator for binding arbitration. The selection of the arbitrator and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation ("Rules") of the "Institute for Christian Conciliation" ("ICC") as printed in the Guidelines for Christian Conciliation (a reference copy of the Guideline for Christian Conciliation is available in the Academy Office) to the extent that any such Rules are consistent with applicable law.. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator.
- The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Conciliation a division of Peacemaker Ministries of Billings, Montana [(406) 256- 1583], shall be asked to provide the name of a qualified person who will serve in that capacity. The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a Biblically faithful process Capstone agrees to advance all fees and expenses, which may be required by the mediator, case administrator and/or arbitrator related to such proceedings. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation and if there is no agreement the issue shall be decided by the arbitrator. The parties agree they will endeavor to exchange information with each other and present the same at any mediation or arbitration pursuant to the ICC Rules of Procedure with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request the mediator, case administrator and/or arbitrator to direct and guide the preparation process, to the extent permissible, so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator.
- The parties agree that these methods shall be the sole remedy for any claim or dispute arising out of or relating to the Academy relationship or the Capstone Admissions and Financial Agreement, or this Family Partnership Guide and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The arbitration decision shall

be based on applicable law. The arbitrator shall issue a written opinion within a reasonable time. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

## **PANDEMIC POLICIES AND PROCEDURES**

Capstone Christian Academy upholds all mandated directives issued by the CDC and SNHD putting in place preventative protocols to reduce the spread of COVID-19 or its equivalent. However, Capstone cannot guarantee or assure you that your child (which term shall include a child for whom you are the guardian) will not become infected with COVID-19 after attending classes and activities, sponsored, arranged or allowed by Capstone. Attending Academy activities could increase your child's risk of contracting COVID-19. Your child may be exposed to or infected by COVID-19 by attending academy activities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death.

### **Parents/Guardians must:**

- Notify Capstone of any confirmed cases of COVID-19 in their household.
- Notify Capstone if anyone has been required to self-quarantine due to exposure to COVID-19.
- Comply with Capstone's Health Protocols, including keeping their child at home if the child has any signs of illness.
- Parents understand that any future pandemic will have a different name.

## APPENDICES



## 30 Day Notice - Intent to Withdraw

Today's Date \_\_\_\_\_

I \_\_\_\_\_ intend to Withdraw

My child \_\_\_\_\_ classroom \_\_\_\_\_.

Effective date \_\_\_\_\_. How long will this be in effect? \_\_\_\_\_.

Last day child will attend \_\_\_\_\_.

**Is there a specific reason for your departure from the school? Please check any/all that apply.**

- |  |  |
|--|--|
| <input type="checkbox"/> Relocation                        | <input type="checkbox"/> Quality of program not meeting expectations |
| <input type="checkbox"/> No longer need care               | <input type="checkbox"/> Communication not meeting expectations      |
| <input type="checkbox"/> Change in Work schedule           | <input type="checkbox"/> Concern regarding turnover of staff         |
| <input type="checkbox"/> Philosophy of program not a match | <input type="checkbox"/> Concern regarding health/safety             |
|  | <input type="checkbox"/> Tuition                                     |
|  | <input type="checkbox"/> Other (please specify) _____                |

**1. How satisfied have you been with the quality of the care and education your child has received at Capstone?**

Not Satisfied 2 3 4 Very Satisfied

Comments: \_\_\_\_\_

\_\_\_\_\_.

**2. How satisfied have you been with the communication from Staff, Teachers and Administration?**

Not Satisfied 2 3 4 Very Satisfied

Comments: \_\_\_\_\_

\_\_\_\_\_.

**3. How well did we listen and respond to your concerns?**



Not Well 1 2 3 4 Very Well

Comments: \_\_\_\_\_

\_\_\_\_\_.

**4. How would you describe your experience enrolling at Capstone?**

Not Well 1 2 3 4 Very Well

Comments: \_\_\_\_\_

\_\_\_\_\_.

**5. Was there any part of your experience at Capstone that you feel was exceptional?**

Comments: \_\_\_\_\_

\_\_\_\_\_.

**6. Was there any part of your experience at Capstone that you feel is in need of improvement?**

Comments: \_\_\_\_\_

\_\_\_\_\_.

**7. Is there any other feedback you can provide that you feel would be of help to improve our school or a process?**

Comments: \_\_\_\_\_

\_\_\_\_\_.

**My contact information is:**

**Name:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Please check if:**

- **I would like to be contacted by a Capstone representative to follow up on the above information.**

-----  
**Parent/Guardian Signature**



## PRE-ARRANGED ABSENCE FORM

*EXCEPT FOR ILLNESS & MEDICAL APPOINTMENTS, ALL PARTIAL DAY & FULL DAY ABSENCES MUST BE PRE-ARRANGED.  
THE FOLLOWING STEPS MUST BE COMPLETED TO EXCUSE ABSENCE.*

Students who are planning to be absent are responsible for completing a pre-arranged absence form, notifying their teachers and getting all of their assignments BEFORE their absence. All work is expected to be completed by the given date(s). Teachers may require a long term project that is already assigned, to be turned in BEFORE the student leaves or immediately upon return

### DIRECTIONS

1. Students must collect initials from their teacher.
2. Once all assignments have been noted, the form is submitted to the Principal for approval.
3. Parents sign AFTER all teachers and Principal has completed form, confirming knowledge of signatures/comments.
4. Completed form MUST be turned into the office. The office will make a copy and you will receive the original.

**Student Information**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Dates of Absence \_\_\_\_\_ to \_\_\_\_\_

Please provide a brief explanation: \_\_\_\_\_

Period	Subject	Assignment/Comment	Teacher's Initials
1			
2			
3			
4			
5			
6			
7			

**PARENTS' SIGNATURE**

While it is possible to makeup work, it cannot replace the value of class discussion, demonstration, simulation, or background information. It is not always possible for teachers to give assignments in advance, nor can teachers be expected to reconstruct missed lessons. The value of the proposed absence should be weighed against the loss of instruction and the student's past/potential absences.

Parent / Guardian Signature: \_\_\_\_\_

**PRINCIPAL SIGNATURE:**

Approved  
 Not Approved

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_

# Parent Expectations Agreement Form

At Capstone Christian Academy (CCA) our three highest priorities are a **nurturing environment, strong education, and safety**. Each of these three components are essential to creating the warm, developmentally focused school which will set our students on the path to becoming **World Changing Leaders**.

We prioritize parent<sup>1</sup> partnerships in part to foster the culture of respect and integrity that we seek to maintain at our school. Just as CCA desires its parents to have high expectations of the staff, likewise we also believe we must share the expectations we have of our families. It is the conviction of CCA that parents are the primary disciple makers of their children and discipleship necessarily includes discipline, and to that our staff commits to come alongside families and offer our support. At CCA we reinforce discipleship using natural consequences to teach our students that rightly ordering their life will help to create peace which each person inherently longs for. CCA's staff also commits to offering support, prayer, and encouragement to help in any way they can to strengthen families' confidence in the home.

**In order to create the peaceful, safe learning environment which CCA deems essential to its goals we expect every parent to agree to the following:**

- Parents agree to be the primary disciplinarians of their children—any issue that cannot be addressed in the school, parents commit to taking personal responsibility to address in the home.
- Parents agree that their children will be expected to listen to their instructors and be respectful to their peers.
- Parents agree that maintaining safety is essential and they will be prepared to immediately pick up any student who jeopardizes safety to the staff, other students, or themselves.
- Parents agree in the event that a pickup is required, parents or an approved guardian will be required to perform pick up within 1 hour of being called.
- Parents agree to support the mission and vision of CCA, including the distinctives of a World Changing Leader.
- Parents agree not to hinder or restrict the formation of faith in their children but will allow each student to give fair consideration to the Christian faith.
- Parents agree that each student is individually responsible for their own work and parents will keep them accountable to make sure their work is completed neatly, on time, and with a proper attitude.
- Parents agree to committing to an action plan to proactively address problems as a team when recurring issues are raised.
- Parents agree that if any of the above agreements are recurrently violated this may be grounds for immediate dismissal from the program.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# *Citizenship Grade*

Citizenship will be measured and graded based on a student's acceptance and obedience towards CCA's rules of discipline as well as their demonstration of its values in practice.

A student can increase their Citizenship grade by earning **Merits** or lower their Citizenship grade through **Demerits**.

Generally, students and adults alike are wired to focus more attention on negatives so teachers will have to work proactively to set standards by which they force themselves to notice and act on meritorious behavior by noting and awarding Merits to students.

## *How Merits and Demerits Work*

### **Merits:**

These are positive awards of praise given to a student on a 1 – 5 scale based on their exemplary work, positive behavior, or demonstration of CCA's ethics and Christian values.

Any teacher or staff member can award any student merits for demonstration of the above listed qualities. There will be a short "Merit Slip" in every class and throughout the school where a teacher/staff member can note a child's positive behavior, assign a 1-5 merit score, date, and sign. Students should be given that merit slip which they can put in the merit basket of their class so that their teacher can record it under the Discipline section of Quickschools.

It is the classroom teacher's responsibility to input Merits for their respective students into Quickschools and keep track of their Citizenship grades.

### **Demerits:**

These are negative consequences given to a student on a 1 – 5 scale based on their negative behaviors which break class or school rules, demonstrate poor decision making, or ill will which negatively reflect on CCA's ethics and Christian values.

Any teacher or staff member can give any student demerits for demonstration of the above listed qualities. "Demerit Slips" will not be scattered throughout campus because we do not want to give the impression that we are looking for negatives. Instead, whoever witnessed the behavior will be responsible for notating the incident and passing it on to that student's teacher to address and record. If the teacher is unsure how to proceed they can contact an administrator. Demerits will be taken on a 1-5 demerit deduction. A student's teacher should record all demerits under the Discipline section of Quickschools.

**\*\*NOTE:** Demerits should not be broad or vague, parents and staff will need record poor behaviors especially if they lead to severe consequences such as suspension or expulsion.

### **Grading Citizenship:**

All 5-deduction Demerits are automatic referrals, and any referral given is an automatic drop in a student's Citizenship by a full letter grade.

A student's daily score for merits begins at 0, so a student who does nothing noteworthy throughout the year either positively or negatively would receive a C for their letter grade. That means a student's Citizenship grade is equally dependent on them exemplifying good behavior as well as staff members taking note of it.

Teachers can create their own grading scale, but 10 points between letter grades is an advisable and accomplishable place to start.

Please remember that we want all of our students to be good citizens, and achieving that should be something they are capable of accomplishing.

# DISCIPLINE STRUCTURE AT CAPSTONE

## **Discipline in the Classroom**

Discipline is every teacher's job. The effectiveness of discipline is the consistency with which every teacher corrects what he sees to be out of line with school policy and procedure. Wherever problems occur, a teacher should feel free to discipline ANY student whose behavior is not up to school standards. Generally, each teacher should handle their own classroom disciplinary problems. In some cases, even though the teacher handles the situation satisfactorily, it should be reported to the administrator. **Yelling at students is never appropriate.**

Any time a teacher feels unprepared to handle a case, or if repeated occurrences are too common, the student will be sent to the office. Many behavior problems remain within the domain of the classroom teacher, and the school administration will be used only in an advisory capacity when needed. Classroom discipline cases are to be referred to the Administrator only after individual conferences with students and parents and other actions by the teacher seem to be failing. If a student is sent to the office, the administration will take serious action (possibly issuing a referral).

### **School Wide Standards:**

There are certain basic standards of discipline that are consistent throughout the school. These shall be the same in all classrooms and teachers should make a point to enforce these consistently:

- Come into and leave the classroom in a quiet, orderly manner.
- Address all teachers and adults with respect.
- Raise hand and be recognized before you speak out.
- Obtain permission from teacher to be excused from the room for any reason.
- Marking or defacing school or church property will not be tolerated.

### **Playground Standards:**

1. You are provided with a copy of basic school rules so that you may go over them with your class on the first day of school. Be sure all your students understand the rules.
2. Discourage an excessive amount of bodily contact, rough play, and bullying.
3. Students are not to jump walls, climb fences, enter parking lot, or leave campus to retrieve balls.
4. Take good care of all PE equipment. Students will help check and make sure all equipment comes in after recess and is not left in the yard.
5. **It is important the children are dismissed on time at the end of the school day. This includes morning kindergarten.** You should walk your students out 5 minutes prior to the end of the school day.

### **Establish a Positive Pattern of Discipline at School:**

One of the most difficult matters to care for in school is effective discipline. Discipline is much more than control or punishment. Discipline comes from the common root "disciple", which means we must consider discipline as a learning experience. Suggestions are outlined below.

1. What is effective Discipline?
  - Effective discipline develops a maximum of self-direction.
  - Effective discipline helps a child to know and accept himself better.
  - Effective discipline is based on justice and equality of opportunity.
  - Effective discipline should help a child to change his perceptions of a situation.
  - Effective discipline uses control judiciously.
  - Effective discipline is consistent.
  - Effective discipline develops a sense of responsibility.

2. How does good discipline develop?
  - Children need to be given standards to follow.
  - Children are ready for diverse types of learning at various stages of development.
  - Children learn best when their trust and affection make them want to please the person representing authority.
  - Children differ in their needs and responses.
  - No method of discipline is equally effective with all children.
  - Children do not learn good behavior chiefly by being punished for their misdeeds. They learn by example, by instruction, by practice and by their mistakes. There are no gimmicks for good discipline. What works for one will not work for another.

**Proper Disciplinary Techniques Include:**

- Wise and sparing use of the voice.
- Probationary isolation.
- Positive versus negative discipline.
- Wise and infrequent use of punishment.

**Recognize Common Causes of Misbehavior**

**Teacher Causes:**

1. Uninteresting teacher-learner situations.
2. Unwise academic pacing.
3. Lack of organization- Children need an established and closely followed procedure.
4. Weak teaching personality. Effective discipline is best achieved by a teacher who has forcefulness and conviction, security, self-control, and self-respect.
5. Poor teacher-pupil relationships.
6. Poor teacher-group relationships.

**Pupil Causes:**

1. Feelings of inadequacy.
2. Desire for attention.
3. Desire for praise.
4. Desire for revenge.
5. Wrong idea as to how he feels he can belong.
6. Contrariness, deceit and open rebellion against rules or control.
7. Frustration.

**Develop a Definite Pattern for Administering Consequences:**

1. Know who is involved.
2. Consequence should be reasonable and appropriate.
3. Weigh the intentions of the student.
4. Speak with the child in an understanding manner and listen to him/her.



5. Try to get the child to understand the area of his difficulty, to understand himself.
6. Use the Scriptures. Use it as the authority for right and wrong.
7. When a child is brought to a receptive mood, pray.
8. Remember that in the Scriptural order, faith precedes virtue.

### **A Suggested Chain of Discipline Includes:**

1. Have the teacher develop the proper disciplinary atmosphere in the classroom.
2. The teacher needs to be responsible for handling the minor skirmishes in the classroom and build a positive relationship with the class and with each individual.
3. Consequences should be in degrees beginning in the classroom with the teacher.
4. The next step in the chain may be to contact the parents and request assistance from them.
5. If the problem continues, refer the situation along with the documentation to an

administrator. Corporal punishment is **not** to be administered.

### **Policy on Referral System:**

The purpose of the referral system is to set the standard of proper behavior, notify students who cross over into the area of improper behavior and to provide a follow-up when a student shows a pattern of inappropriate behavior. Any Capstone personnel may give referrals when they observe behavior that is arrogant, hurtful, willful, spiteful, injurious to others, or when a school rule is broken. If an infraction is not too serious, or if it is felt that the child does not understand the offense, an effort will be made to give a verbal warning for the first infraction. The staff person involved will fill out the "referral slip" in triplicate and send it to the office. The original white copy is sent home to be signed by a parent and returned. The pink copy is sent to the child's teacher for information/follow-up.

A copy of the Referral notice is kept on file by the principal, who also completes a log entry on Quickschools. When a student is given referrals, the following action will be taken:

**First Referral**     Written warning and counsel by a staff member.

**Second Referral** .... Grade appropriate essay assigned. Essay to cover Christian values and how they relate to the offense, self-examination, and commitment to change.

**Third Referral** ... Detention (every Thursday 3-4pm) with an intervention plan.

**Fourth Referral**... Suspension (1-10 days) w/probationary parameters.

**Fifth Referral**.... Possible Unenrollment

### **Exceptions to the above order, time period and actions:**

Profanity and Profane Behavior/Physical Harm (includes any words, behaviors or gestures that are obscene, gross, vulgar, blasphemous, causing physical harm or offensive to morality). Please note that we will not tolerate any comments that could be perceived as sexual harassment.

The principal may overrule the above order based on severity and/or critical nature of threat or offense and exercise the right to suspend or unenroll the student at any given time.

All referrals will remain on the student's record for the remainder of the school year. Referrals received will influence a student's citizenship grade. Please contact an administrator if you have any questions.

A student may be put on citizenship probation for the next quarter or academic year if there have been several referrals in one school year.

Suspension will be considered for the following reasons:

- (a) Continued and intentional disobedience. This needs to be documented with referrals and parent contacts.
- (b) Continued and intentional defiance or obvious disrespectful actions toward a person in authority- again other such offenses need to be on file.
- (c) Repeated occurrences of intentionally harming, jeopardizing, or threatening the safety of other students. (Documentation required.)
- (d) Citizenship probation may be instituted as need arises.

## **List Governing Board Members and Administrator:**

### **Governing Board**

1. Bill Mulligan, President and Treasurer
2. Ann O'Connell, Secretary
3. Joe Sunderman, Board Member
4. Chuck Ley, Board Member
5. Heather Carr, Board Member

### **Lead Administrator**

Brandon Jones—Principal, Head of School

# Daily Schedule

## Typical Capstone Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Assembly	Assembly	Chapel	Assembly	Assembly
8:15	Math	Math		Math	Math
8:30			Math		
8:45					
9:00					
9:15	Break	Break		Break	Break
9:30	Language Arts	Language Arts	Break	Language Arts	Language Arts
9:45			Language Arts		
10:00					
10:15					
10:30					
10:45	Spanish				Spanish
11:00	Recess	Art/Project/Reading		Art/Project/Reading	Recess
11:15		PE	Recess	PE	
11:30	Music				Music
11:45		Recess	Art	Recess	
12:00			Art		
12:15	Lunch	Lunch	Art	Lunch	Lunch
12:30			Lunch		
12:45	Bible	Bible		Bible	Bible
1:00			Bible		
1:15					
1:30	History	History	History	History	History
1:45					
2:00					
2:15	Break	Break	Break	Break	Break
2:30	Science	Science	Science	Science	Science
2:45					
3:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal