



CAMBRIDGE LIFE!

THE

CAMBRIDGE SCHOOL™

OF CHICAGO

FAMILY HANDBOOK Grades Pre-Kindergarten through Eighth

"Education as Unique as Your Child!"

Location:

The Cambridge School
1014 East 47th Street
Chicago, Illinois 60653

Phone:

773-924-1200 Office

Office Hours

7:30 AM – 4:00 PM

School Hours

8:15 AM – 6:00 PM

Web Site

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"I praise you because I am fearfully and wonderfully made."

Psalm 139:14

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A FOREWORD

The Cambridge School opened its doors and was dedicated on September 6, 2005. That event represented the culmination of earnest prayer and arduous work combined with a desire to establish an outstanding school founded upon a Christian worldview. The school's founder, Derek M. Barber, established the goal of a school committed to academic and spiritual excellence, to instill in students a love for learning and to provide an orderly nurturing atmosphere in which these ideals can be achieved. In time those goals have been incorporated into our mission as a classical and Christ-centered school for students of grades kindergarten through eight.

This year marks the seventh year of the existence of The Cambridge School. The theme for this year is "Back to Basics!"

This handbook, *Cambridge Life!*, is for Cambridge students and their parents. It has been prepared to facilitate the accomplishment of our common goals. The policies and procedures explained within regulate life at *The Cambridge School*.

Cambridge Life! outlines information about the school day; answers questions about general guidelines and policies; clarifies procedures; and gives other helpful information about the operation of the school. *Cambridge Life!* introduces parents to some of the many possibilities for service in the school.

We urge parents and students to read and to discuss *Cambridge Life!* together in order to become familiar with its contents and the expectations of *The Cambridge School*.

AN INTRODUCTION TO THE CAMBRIDGE SCHOOL

OUR NAME

The Cambridge School is named after Cambridge University in Cambridge, England, one of the oldest English-language universities in the world. Cambridge was a center of the new learning of the Renaissance and of the theology of the Reformation. Every student at *The Cambridge School* is an ambassador. The definition of an ambassador is, "A diplomatic official of the highest rank appointed and accredited as representative in residence by one government or sovereign to another." In the biblical creation record (Genesis 1:26–28), God made man in his image to have dominion over the earth. As believers in the Lord Yeshua the Messiah, we understand that we are not the sovereign ones, but we are waiting and in active service until our Sovereign returns. We are the Lord's ambassadors, and as such we are to be responsible caretakers and rulers over all that he has placed in our hands, including our intellectual and spiritual gifts and abilities. Thus, the school is *pro Christo* ("for Christ"), and it is our prayer that the education provided by *The Cambridge School* ("Cambridge, CSC") will help prepare our children for this undertaking.

OUR PURPOSE STATEMENT

The purpose of *The Cambridge School* is to provide an accessible faith-based classical education founded upon and informed by a biblical worldview, which equips students to know, love and practice that which is true, good and beautiful, and which challenges them to strive for excellence as they live purposefully and intelligently in the service of God and humanity.

OUR OBJECTIVES

Throughout our curricular program as well as through extracurricular activities and examples set by faculty and staff, Cambridge School strives to do the following:

1. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture as the center (II Timothy 3:16,17).
2. Provide a clear model of biblical life through the school staff and Board (Matthew 22:37-40).
3. Encourage every student to begin to develop a personal relationship with God the Father through Yeshua Christ (Matthew 28:18-20).
4. Emphasize grammar, logic, and rhetoric in all subjects. For the purposes of definition, grammar is to be understood as the fundamental rules and data of each subject; logic is to be understood as the ordered relationship of particulars in each subject; rhetoric is to be understood as the means by which the grammar and logic of each subject may be expressed clearly.
5. Encourage every student to develop a love for learning and to achieve maximum academic potential.
6. Provide an orderly and secure atmosphere conducive to maintaining these standards.

OUR MOTTO

The motto for Cambridge is the Latin phrase *pro Christo*, which means "for Christ" or "purposed for Christ." This short, profound phrase, coined during the Reformation, conveys the essence of what it means to follow Christ the

Lord in the totality of our lives. We are to live "for Christ, to the glory of God." We desire to conform every aspect of Cambridge to this all-encompassing principle.

OUR SCHOOL SONG

The school song is a Latin version of Psalm chapter 115, verse 1:

*Non Nobis, Domine, Domine
Non Nobis Domine
Sed Nomini, Sed Nomini
Tuo Da Glorium.*

ORGANIZATIONAL STRUCTURE OF THE CAMBRIDGE SCHOOL

The Cambridge School is a Board operated school made up of permanent and elected Directors (Board members). The overall responsibility of the Board is to advance the school according to our statement of faith, under the school's by-laws, and in accordance with its stated objectives and mission.

BOARD STRUCTURE

The Cambridge School is governed by a Board of Directors consisting of nine members (four of which represent the founding parents and the remaining from the current parent community and community at large.)

ADMINISTRATIVE STRUCTURE

The Head of School is appointed and hired by the Board to be the chief administrator of the school. Other administrators are hired by the Head of School and confirmed by the Board, and are directly responsible to the Head of School for managing their respective departments.

As a University-model, classical school, *The Cambridge School* uses a *Trivium* educational model. The **Primary School** consists of grade pre-kindergarten through kindergarten. The **Grammar School** consists of grades first through sixth. The **Dialectic School** consists of grades seventh through eighth. The **Rhetoric School** consists of grades ninth through twelfth. The classical nomenclature of Primary School, Grammar School, Dialectic School, and Rhetoric School should be used over the modern nomenclature.

All committees report to the Head of School and assist with various functions. A list of committees is available from the Head of School and Cambridge Parent Council leadership.

VISION STATEMENT

The vision of The Cambridge School is to provide an education as unique as your child.

In order to accomplish this vision:

The School offers its students an education that recognizes the Bible as the final authority in matters of life and thought. Students are encouraged to develop a worldview that integrates Christian faith with all areas of learning.

The School functions as a nurturing community in which students are respected as unique individuals created in the image of God, each with special abilities and needs. They are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest potential--spiritually, intellectually,

physically, socially, and creatively. Class sizes are small so that each student will receive individual attention and have abundant opportunities to participate and lead.

The School takes an active interest in the development of its students' intellectual, spiritual, moral, and physical habits in the belief that early development of a disciplined lifestyle in the context of a relationship with Yeshua Christ will provide a solid foundation for a responsible and joyful life.

The School offers its students a rich humanities, arts, and social studies curriculum that integrates the study of literature and the arts with the study of history and geography. Students come to understand the present and gain perspective on the future through knowledge of the past. They are warned of evil and error and challenged to live virtuously and nobly through the example of those who have gone before. They learn to think critically and biblically by evaluating the writings of outstanding thinkers of the past and present. They are encouraged to express themselves creatively in written and artistic media through exposure to literature and art.

The School offers its students a mathematics and science program that enables them to participate knowledgeably in the scientific and technological discussions of the modern world. From the early grades the mathematics curriculum encourages mastery of concepts and skills that are foundational for advanced study and emphasizes the real-life application of what is learned. The science curriculum makes use of a hands-on approach which enables the students to acquire a solid understanding of the world in which they live through a direct encounter with the wonders and laws of God's creation.

The School offers its students a physical education program that involves them in a variety of physical activities and sports designed to develop their physical fitness, athletic skills, and character. The School offers many additional opportunities for learning in areas not covered in the traditional academic disciplines.

In today's society we are faced with a widening gap, separating people economically, academically, racially, and socially. A school organized by churches and Christians from different racial and economic backgrounds can help to bridge this gap, forging new partnerships and relationships that will glorify God and demonstrate the love of Yeshua Christ to the world. *The Cambridge School* is such a school.

PHILOSOPHY OF EDUCATION

Because we are created in God's image, we are to reflect the character of God in our lives and reveal that character through doing His will. Therefore, *The Cambridge School* is committed to educating the whole person – spiritually, intellectually, emotionally, socially and physically. Through the teaching, mentoring, and nurturing of each student, *The Cambridge School* is dedicated to encouraging a lifestyle that reflects and reveals God's character.

WORLDVIEW

Preparing students to live effective lives in the twenty-first century requires that *The Cambridge School* impart to each student a distinctively biblical worldview. Teaching a worldview is not a single issue, but a comprehensive starting point, or perspective that applies Holy Scripture to all of life. A well-developed biblical worldview enables a student to respond with wisdom and understanding to issues of art, current events, history, literature, math, politics, and science.

STATEMENT OF FAITH

THE NICENE CREED

I believe in one God,
the Father Almighty,
Creator of heaven and earth,
and of all things visible and invisible.

And in one Lord Yeshua Christ,
the only-begotten Son of God,
begotten of his Father before all worlds,
God of God, Light of Light,
true God of true God,
begotten not made,
being of one substance with the Father,
by whom all things were made:
Who for us men and for our Salvation,
came down from heaven,
and was incarnate
by the Holy Spirit of the Virgin Mary,
and was made man;
and was crucified also for us under Pontius Pilate.
He suffered and was buried;
and the third day he rose again
according to the Scriptures,
and ascended into heaven,
and sits on the right hand of the Father.
And he shall come again with glory to judge the living and the dead:
Whose kingdom shall have no end.

I believe in the Holy Spirit, the Lord and giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son together is worshipped and glorified,
who spoke by the prophets.

And I believe in one holy universal and apostolic church.
I acknowledge one baptism for the forgiveness of sins.
And I look for the resurrection of the dead
and the life of the world to come.

Amen

Although parents or guardians of *The Cambridge School* students are not required to confess belief in the doctrines expressed in this historic statement of faith, we do ask that all parents or guardians understand that the curriculum and instruction at *The Cambridge School* has as its foundation the faith as expressed in this creed.

ADMISSIONS, ENROLLMENT, RE-ENROLLMENT

ADMISSIONS

Enrollment into *The Cambridge School* is a unique privilege. In order to provide a school environment and culture where students may succeed and prosper intellectually and spiritually, specific admission and enrollment standards and procedures have been formulated.

ADMISSIONS PROCEDURES

The admissions process for *The Cambridge School* includes the following: 1) application and required teacher recommendations; 2) parent interview; and, 3) student assessment. Upon completion of these three steps, the Admissions Committee recommends whether or not to offer admission to the student.

ADMISSIONS STANDARDS

Cambridge provides a distinctive classical and decidedly Christ-centered education to students with average to above average abilities. Our goal is to provide a challenging academic environment that also nurtures our students in faith and heritage. Each applicant's academic ability, scholastic motivation, Christian character, extracurricular interests, and family commitment are considered. We prayerfully seek what is best for the child, the family, and the school. *The Cambridge School* reserves the right to deny or defer admission to a child if his ability, behavior, or spiritual development suggests that his placement would not be a proper match for our school. Furthermore, if it is determined, after admission, that a child is not a proper match for our school, *The Cambridge School* reserves the right to rescind the student's enrollment.

Although every parent or student is not absolutely required to be a professing Christian, each parent must have a clear understanding of the doctrine, philosophy, and methodology that Cambridge employs. The key elements of classical and Protestant Christianity, as expressed in our statement of faith, will be unapologetically taught through all grade levels. Parents who choose Cambridge are expected to cooperate willingly with the philosophy, policies, and curriculum of the school.

NON-DISCRIMINATION STATEMENT

The Cambridge School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

RE-ENROLLMENT

Re-enrollment at Cambridge is not automatic. Qualified returning students will be given priority in enrollment. Students are expected to earn their place in the school each year. Those students who continue to have academic difficulty or who persist in negative, uncooperative, or non-productive attitudes or behaviors may be denied re-enrollment. These decisions are made only after full discussion with the student's teacher and parent notification. The school may decline to re-enroll a student based upon conduct by the student or his family that the school deems to be detrimental to its mission. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations.

Re-enrollment agreements and tuition notices for returning students are mailed in January. Because of financial commitments which must be made early in the planning for each school year, Cambridge must require each family of a returning student to commit financially by February 1 of the preceding school year (see “Policy on Tuition Payments and Financial Aid” following). Families that have outstanding financial obligations to The Cambridge School after April 30 and are seeking re-enrollment will be dropped from re-enrollment with no refund of paid fees.

POLICY ON TUITION PAYMENTS AND FINANCIAL AID

If a child who is applying for financial aid is offered a place at *The Cambridge School* the parents or guardians signify their acceptance of that place by signing and returning an Enrollment Agreement. When families enroll students in *The Cambridge School* they do so with the understanding that, barring expulsion of the child for incorrigible behavior, the school will provide a place for the student for the entire school year. Just as *The Cambridge School* makes a commitment to the family we ask that the family make a commitment to *The Cambridge School*.

If a family’s tuition enters the status of “unresolved balance” with FACTS, the student will be immediately removed from attendance at The Cambridge School and the family will incur an addition \$100 penalty until the balance is resolved. If the family is receiving (or applying for) financial assistance, they will enter probationary status until it is demonstrated that financial obligations to the school are being satisfied in full. Students of families who are on probationary status more than once in the school year due to unresolved balance or closed accounts will automatically be dropped from the enrollment. Re-admittance will be the decision of the Head of School. Tuition payments made directly to The Cambridge School office (not via FACTS) will incur a \$150/payment processing fee.

TUITION REFUND POLICY

Families who withdraw student(s) from *The Cambridge School* are eligible for a tuition refund if any of the following stipulations are fully met.

1. The family is withdrawing a student due to an unexpected financial hardship, such as job loss, unexpected major medical expense, and/or death of head of household. In such case, the family will first seek application for addition tuition assistance. If *The Cambridge School* is unable to meet the request, then an application for tuition refund will be considered based on the evidence provided of financial hardship.
2. The family is withdrawing a student in a class where there is a waiting list and another family accepts the opening and pays the enrollment fee plus first month’s non-discounted tuition within two (2) weeks of the announcement to vacate. Tuition refund will be prorated based on the number of days remaining in the academic year.

In all other circumstances, **tuition is non-refundable**. No petitions or requests will be entertained for refunds.

MEDICAL FORMS AND AUTHORIZATION

Parents must assume responsibility for providing all medical and health information that is required for their children prior to admittance to classes. The health issues of Cambridge students are primarily the parents’ responsibilities. While the school office will assist, full parent support for the following is required.

MEDICAL CERTIFICATE AND RECORDS

All students must submit a health form completed by a physician. Every student must provide records of all required immunizations (on appropriate form), and all other medical records must be up-to-date prior to attending class. This includes the state mandated hearing, vision and dental screening in applicable years.

EMERGENCY MEDICAL AUTHORIZATION

Every student must have a parent authorization for medical treatment on file. The school office provides these forms. Students without a completed authorization form on file will not be permitted to attend class.

PARENT AND TEACHER COMMUNICATION

IN LOCO PARENTIS

The Cambridge School believes in the priority of the family as instituted by God. No other institution is given the high calling of raising and nurturing children. "Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord" (Ephesians 6:4). Our school serves *in loco parentis*, that is, teachers stand in the parents' place, training students here as we anticipate godly parents are also doing at home.

CLASSROOM VISITS

The School wants parents to feel welcome and a part of *The Cambridge School*. You are a very valuable asset to us and to your child's education. If you wish to be involved in the class on a regular basis, please consult your student's teacher or class parent.

Occasionally a parent may want to visit his child's class. The School encourages parents to be involved in their child's education; however, frequent classroom interruptions can be a deterrent to a productive day. Please be considerate of the teacher's time and aware of how your presence affects the classroom. Parents must check in at the office before going to a classroom.

CAMPUS VISITORS

The Cambridge School welcomes its parents and visitors. For safety purposes, we require that all guests to the campus, business-related or otherwise, go to the School Office to receive a visitor's identification. If they have an appointment, the person who is expecting them will be notified. If they have no appointment, the office will expedite their needs. All visitors and guests are asked to respect the privacy of faculty and staff, as well as the overall quiet and undisturbed atmosphere. At no time is a visitor or guest to interrupt a class in session.

CONTACTING FACULTY MEMBERS

Parents wishing to contact faculty may leave a message with the receptionist or administrative assistant in the office. Teachers will attempt to return calls within 24 hours.

COMMUNICATION BY PARENTS

A student's successful experience at *The Cambridge School* depends upon open communication between the parents and the school. This requires persistent effort on both sides combined with mutual trust and respect. When a problem or question relating to your child does arise, always attempt to discuss it first with the teacher; then with the teacher and Head of School; and, finally, with the Head of School. If you have other concerns that relate to the curriculum, policies or procedures, please contact the Head of School for direction.

COMMUNICATION BETWEEN TEACHER AND PARENTS

Regular communication between the teacher and the parents is critical for the success of the student and for building a supportive relationship with the family. Teachers will do whatever is reasonable to foster open and helpful communication between the home and classroom.

1. Grammar School teachers will communicate with all of the class parents at least once every week (a “week-at-a-glance” planning form is very common).
2. At the end of the first and third quarters of the school year formal parent-teacher conferences will be arranged (see conference guidelines). Teacher or parents as needed should arrange informal conferences.
3. Parental involvement is also expected in other ways. Some examples include:
 - a. Classroom parents
 - b. Parent Council organization activities
 - c. Guest speakers or lesson participants
 - d. Field trip hosts or chaperones
 - e. *Cambridge Works!* facility work days
 - f. Committee volunteers
 - g. Teacher aides
 - h. Library aides

PROBLEM SOLVING WITHIN OUR SCHOOL COMMUNITY

The Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private, and then within the Christian community, in conformity with the biblical injunctions such as those found in Deuteronomy 5:20, Deuteronomy 19:15–21, Matthew 5:23-24, Matthew 18:15-20, and I Corinthians 6:1-8. Specific guidelines will be followed in resolving problems that may occur in connection with the classroom.

Parents and teachers agree to the follow procedure:

1. All concerns about the classroom will first be presented to the classroom teacher by the parent(s), or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parent(s) or student may bring the concern to the lead teacher, who will, with the classroom teacher and parent(s)/student present, consider the conflict. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is not resolved, the parents or student may bring the concern to the Head of School, who will, with the lead teacher, classroom teacher, parent(s)/student present, consider the conflict.. If the student brings the concern, he must have permission from his parents to do so.

If the problem involves matters concerning the general operation of the school, the application of school policy, a grievance against the Head of School, or a grievance not resolved in the steps above, then the parent agrees to follow this procedure:

1. If the problem or difficulty does not pertain to the classroom or teacher, the matter may be brought to the attention of the Head of School.
2. If the situation cannot be resolved at this level, the parents may appeal their concern to the Board of Directors after informing the Head of School of their desire. A written request to the Board Chairman must be made within 5 days of the appeal to the Head of School. The Board’s decision will be final.

Most conflicts are resolved at the first level. Parents should exercise godly wisdom when communicating about the school or a situation to other parents or around students of the school, avoiding gossip or slander. Parents who violate this model of communication are subject to disciplinary and/or legal action from the school.

INDIVIDUAL LEARNING PLAN CONFERENCES

At *The Cambridge School*, parents are regarded as their child’s first teachers and a key component in the successful education of the child. We believe that it is imperative for teachers and parents to stay in communication with each other. Consequently, there will be two regularly scheduled parent/teacher conferences during the year concerning

student's progress. All parents are required to attend these conferences. Students in sixth through eighth grade are required to attend the conference with their parents and the teacher(s). Should you desire additional conferences, please free to seek an appointment any time during the year. Both parents are strongly encouraged to attend any and all conferences.

KNIGHTLY MESSENGER

The Cambridge School's weekly memorandum, Knighly Messenger, is the main source of communication between the school and parents. All information to be communicated on a school-wide basis will be submitted to the office by the stated deadline. Individual announcements will be limited to emergencies and special circumstances as determined by the administration. Every attempt will be made to distribute the newsletter on Monday of every week via electronic mail. The memorandum is for school business only. It is not intended to promote personal or business interests. Any school-wide letters, notices, programs, etc. should be cleared through the Head of School's office before distribution. All submissions must be submitted for approval to the office by 10:00 a.m. on the previous Thursday in order to be included in the *Knighly Messenger*. Approved announcements will be subject to editing for style, accuracy and length. The Knighly Messenger will also appear posted on-line at www.cambridgechicago.com, where you may also access archives.

SCHOOL ANNOUNCEMENTS AND INFORMATION / SCHOOL WEB SITE

Parents are encouraged to visit our school's web site at www.CambridgeChicago.com for information concerning all phases of our school program. Many questions are quickly and completely answered through this important informational source. In addition to the school office postings of announcements, the school web site contains an official posting of official announcements, schedules, newsletters and other similar information.

MESSAGES

Only in the case of emergencies will classes be interrupted to deliver messages from home. In such cases parents may call the office to have the message delivered to their child. If calling about a carpool change, please do not leave a voicemail message with the office to communicate this change. Ensure that you have spoken to the administrative assistant.

APPOINTMENTS

Appointments with doctors and dentists should be arranged after school hours whenever possible. Leaving for appointments during the school day is discouraged. If absolutely necessary, the student should bring a note to the teacher signed by a parent requesting permission for the student to be excused from class.

OTHER COMMUNICATION PROCEDURES

Our Cambridge families are involved in many worthwhile activities and projects. Occasionally a parent may wish to make other school families aware of an event or opportunity. Parents may use the School Directory for this purpose; however, the school cannot disseminate information of this kind through the office or classrooms. Please do not request that a teacher or the staff distribute or display brochures, flyers, newsletters, newspapers, or magazines.

THE CAMBRIDGE SCHOOL DAY

SCHOOL CALENDAR AND HOLIDAY SCHEDULE

Holiday observances and special classroom emphases are outlined below. A current school calendar is published on the official School web site.

Labor Day	No school
Columbus Day	This is a school holiday. Teachers may encourage emphasis on Columbus' purpose and discoveries.
October 31	Halloween is not observed. Teachers neither encourage nor discourage traditions such as trick-or-treating in deference to varying parental standards. Teachers are free, however, to acknowledge the significance of Reformation Day and the historical events related to it.
Veterans' Day	This is a school holiday. Teachers are encouraged to emphasize the importance of this day.
Thanksgiving	Up to one week off is given to students, depending on how other holidays affect the schedule. Teachers may make significant educational emphasis on the historical and biblical purpose of this holiday.
Christmas	Students are usually given two weeks off. Special emphasis may be made on Christ's birth and mission. Traditions such as Santa Claus, Christmas trees and the like are neither encouraged nor discouraged at school.
Martin Luther King, Jr. Day	This is observed as a holiday. Teachers are strongly encouraged to make proper use of this day and discuss the importance of Civil Rights.
Valentine's Day	No time off. Class parties are permitted.
Presidents' Day	School holiday. Teachers may encourage learning about our nation's leaders and their place in history.
Good Friday/ Easter	School holiday. Teachers may emphasize the significance of Christ's resurrection and work.
Mothers' Day	No time off. However, recognition of mothers is appropriate.
Memorial Day	Monday holiday

DAILY SCHEDULE

Primary Classes I- III (PreKindergarten - Kindergarten)

- Core Academic Program: Monday through Friday
- Drop Off: **No earlier than 7:50 A.M.**
- School Day: 8:15 A.M. – 3:30 P.M.
- Pick Up: **No later than 3:40 P.M.**
- Optional *Breakfast Club* before care (additional fees apply) is available from 7:15 A.M.
- Optional *The Ambassadors Club* after school enrichment program (additional fees apply) is available until 6:00 P.M.

Grammar School Classes (Grades 1-6)

- Core Academic Program: Monday - Friday
- Drop Off: **No earlier than 7:50 A.M.**
- School Day: 8:15 A.M. – 3:30 P.M.
- Pick Up: **No later than 3:40 P.M.**
- Optional *Breakfast Club* before care (additional fees apply) is available from 7:15 A.M.
- Optional *The Ambassadors Club* after school enrichment program (additional fees apply) is available until 6:00 P.M.

Dialectic School Classes (Grades 7-8)

- Core Academic Program: Monday - Friday
- Drop Off: **No earlier than 7:50 A.M.**
- School Day: 8:15 A.M. – 3:30 P.M.
- Pick Up: **No later than 3:40 P.M.**
- Optional *Breakfast Club* before care (additional fees apply) is available from 7:15 A.M.

Optional *The Ambassadors Club* after school enrichment program (additional fees apply) is available until 6:00 P.M.

ARRIVAL AND DISMISSAL

The school day **begins promptly at 8:15 A.M.** with students in their seats prepared to work, not just arriving at the school. Students may arrive at *The Cambridge School* as early as 7:50 A.M. Upon arrival, the morning greeter will direct students to go directly to the gymnasium. Students in 1st-8th grade may not go to any classroom before 8:10 A.M. A smooth beginning sets the tone for a student's effectiveness throughout that day. The school day ends promptly at 3:30 P. M.

Supervision for students arriving before 7:50 AM is not guaranteed. Therefore, if a student needs to arrive prior to 8:00 AM on a consistent basis, the parent must enroll the student in the *Breakfast Club* before care program. A nominal fee is charged for use of this service.

Students are dismissed at 3:30 P.M. On normal weather days, teachers walk each class out to the carpool line. On inclement weather days, students may be dismissed from inside the school. The School provides supervision of students for only 10 minutes past the dismissal time. Students remaining after 3:40 PM will be taken to the office and the families charged a late pickup fee of \$1 per minute as determined by the school office clock. The parent must sign an authorization for the School to collect this fee through FACTS or pay by check upon arrival to pick up his/her child. No cash will be accepted. All fees must be settled at time of pickup.

The Ambassador's Club dismisses children between 3:30 PM and 6:00 PM. If a student is not released to an authorized adult by 6:00 PM, The Cambridge School will begin assessing a fee of one dollar (\$1.00) per minute for the first 10 minutes. After 10 minutes, The Cambridge School will assess the responsible parent(s) a fee of five dollars (\$5.00) per minute. After one half hour, the student will be taken to the local authorities, where the parents will be notified to retrieve their child.

The parent must sign an authorization to allow the school to collect this fee through FACTS or pay by check upon arrival to pick up their child. No cash will be accepted. If the fee is not paid at that time, the student is dismissed from the school until such fee is rendered to the school. After three late pickups, The Cambridge School may, at the Head of School's discretion, expel the enrollment of the child from The Ambassador's Club.

Morning Drop off and Afternoon Dismissal Pick-up Procedures

The School wishes to make drop off and pick up of children orderly and safe for everyone. In order to do this, we request that you **please follow these guidelines closely.**

Reminders:

- All arrangements for transporting children among parents (carpooling) must be made between the respective parents/guardians. The school cannot assume any responsibility for transporting or arranging transportation except for school sponsored activities. However, we encourage carpooling and will give assistance in the form of providing families with information to help them organize car pools (see *The Cambridge School's Family Directory*).
- Send the Student Release Authorization form listing ALL persons authorized to pick up your student to the School office.
- Please begin carpooling the very **first** day of school when volunteers will be available to help.

GENERAL GUIDELINES

- Parking and dashing through the carpool line to circumvent the line cannot be permitted as it is unsafe for the children, distracting to the teachers, and inconsiderate of those waiting in the carpool line. If you need to collect your child or your carpool the moment school dismisses, please arrive early enough to be one of the first cars in line.
- If your student is going home with a friend, **both** students must bring a note to that effect. For insurance purposes, we regret that we cannot make exceptions to this guideline.
- Please do NOT call the office concerning carpool plans except in cases of an emergency.
- Please be on time! The teachers are not responsible for students for more than 5 minutes after dismissal carpool has begun. Teach the good habit of promptness by being a good example to your children.

Morning Procedures—Drop Off

1. Please arrive between 7:50 A.M. and 8:10 A.M. Students who arrive prior to 7:50 AM will be placed in the Before Care program (additional charges apply). There is no other supervision by *The Cambridge School* of the student before 7:50 A.M. Students must never be left unattended. If you arrive early, please stay until the teacher is available to supervise. If your work schedule requires early morning care, please contact the office assistant, who can provide you with local options for before-school care programs, including *The Cambridge School Breakfast Club* program.
2. Enter from the east side entrance of the building on East 47th Street pulling forward toward the street curbside to drop off a student.
3. Please do not attempt to pass in line. This is for the protection of each student.
4. Please do not park and leave your car unattended in the carpool line.
5. If you wish to park and enter the school, please park in the lot and enter the school office building located across the street.
6. **Students must arrive in their classroom no later than 8:10 A.M. for a smooth beginning at 8:15 A.M.**

Afternoon Dismissal—Pick Up

1. Please arrive between 3:20 P. M. and 3:30 P. M. Children remaining after 3:40 P.M. will be logged in attendance with The *Cambridge School* Ambassador's Club program (after care). Once the teacher has released your child to your care, please do not leave them unattended.
2. Enter from the east side entrance of the building on East 47th Street pulling forward toward the street curbside to pick up a student from *The Cambridge School* academic building door to pick up your children.
3. Please do not pass in line. This is for the protection of the students.
4. Please do not park and leave your car unattended in the carpool line.
5. Please do not attempt to enter the building through the exit doors while students are being dismissed.
6. Please be prompt or notify the office when you know that you are going to be late.

MORNING DEVOTIONS AND CHAPEL

Monday through Friday, thirty minutes of the day are spent in praise, Bible readings, discussion, and prayer. The School systematically reads through the Bible every eight years. The Bible reading schedule is sent home at the beginning of the year and parents are strongly encouraged to read and discuss the Bible passages at home. Family devotional plays a very important role in the spiritual development of the student.

On Thursday mornings at 8:30 A.M., the School holds a weekly thirty-minute Chapel for the entire student body. It is intended to be an opportunity for the School family to meet together for worshipful commitment to the Lord.

Students are taught and expected to:

- enter quietly and be seated promptly;
- maintain a reverent and respectful attitude, recognizing that this is a time of worship;
- realize that every speaker is entitled to courteous attention at all times;
- participate in singing, responsive reading, and prayer.

Parents, family members, and guests are always welcome at Chapel.

PLAY TIME (RECESS)

Mid-Day, there is at least one 15-20 minute play period for students in Grades PK-6. It gives the students an opportunity for short recreation under teacher supervision.

LUNCH

Students will need to bring a home-prepared sack lunch to school each day. Nutritional meals are strongly encouraged. The Cambridge School is a partnership with parents. For this reason, we welcome your input and we will provide you with many suggestions and recommendations in a published *Nutrition Guide*, available on our Web site. **Please do not send your child a lunch from a fast food restaurant. Lunches containing carbonated beverages, glass containers, food containers with sharp edges, and candy (including so-called fruit snacks) are restricted because of health and safety issues.** Make sure lunches are in a brown paper bag or an insulated lunch box to keep cold foods cool and hot foods warm. Cold/hot packs and thermos can be purchased at many discount stores.

Students are expected to use good manners and appropriate voice levels at lunch. Students are not allowed to trade food or criticize the food being served or eaten. Each student is responsible for cleanliness of his lunch area.

Note: Unfortunately, members of The Cambridge School faculty are unable to microwave lunches due to the time constraint. If you choose to send your child with a warm lunch, please heat it at home and send it in a thermal container. Exceptions to this policy will not be made.

If a parent wishes to bring lunch to a student, please bring it before lunch and leave it in the office. **Please do not interrupt the class or cause a distraction.**

Family members and visitors are encouraged to join us for lunch. No special arrangements need to be made. Please check in with the office if you desire to visit for lunch.

ATTENDANCE REQUIREMENTS

Parents should be clear about *The Cambridge School's* standard for student attendance. Careful attention must be paid to the areas that follow.

GENERAL REQUIREMENTS

Students are expected to be present at school every day school is in session. The actual number of days school is in session is indicated in the annual School Calendar. Unnecessary absences are highly discouraged and offending students (families) will be admonished or disciplined accordingly.

TARDINESS

Students are expected to be prompt in their arrival to school and to subsequent classes throughout the day. Students arriving after the start of the school day must report to the office to receive a tardy pass to be admitted to class.

The parent is required to sign the student in at the School Office and provide an explanatory note before the student may proceed to class. **Students who are late detract from the learning environment for all students in the class.**

To be considered on time for class, students must be seated in their desks and appropriately prepared to begin class at 8:15 A.M., not just arriving to the School at that time. Students should arrive at school before 8:10 A.M. to avoid being marked as tardy. Students who arrive in the school building on time, but arrive to homeroom class after 8:15 A.M. will be marked tardy. **Students who arrive after 8:40 AM without an excused tardy, will not be admitted to school and marked absent for the day.**

Students may be tardy to school or class three times in any quarter without penalty. If a student is late to any class more than three times in a quarter, disciplinary action will be taken. Upon the third tardy, a parent will be required to have a visit with the Head of School (or Designee). Excessive unexcused tardiness (five or more tardy arrivals in one quarter) demonstrates a lack of parental responsibility and may result in more harsh disciplinary action up to and including the termination of the enrollment agreement. Additionally, **the Head of School reserves the right to fine families with excessive tardies, suspend students up to two (2) days with no ability to make up work, and/or revoke such benefits as financial aid agreements.** Excused tardies are determined at the Head of School's discretion.

ABSENCES

Absences fall into one of the following categories:

- Excused

The School excuses absences in cases of illness and upon request when it is in the best interest of the student's education, and he is in good academic standing at *The Cambridge School*. Such written requests for excused absence should be presented by the family to the teacher at least two weeks prior to the absence.

- Unexcused

The student normally is not granted make-up tests, extensions of paper deadlines, or other extra tutorial help. For students in grades 5-8, no credit will be given for assignments missed. Absences that extend a vacation or long weekend are permitted per written request to the administrator and when adequately communicated to the office with advance notice (see excused absences). The office will cooperate with each family.

All unexcused absences and tardiness will be on the student's permanent record.

MAKE-UP WORK

When students have an excused absence from school, they are not expected to have completed all assignments before returning; their teacher will consult individually with them when they return to develop means to make up the necessary work. In the event of a long-term absence, parents may call the School early in the day to get assignments and pick up needed materials.

Generally, a student has the number of days missed due to illness plus an additional day to complete missed work.

ILLNESS AND PERMISSION TO LEAVE SCHOOL EARLY

If a student is unable to attend school because of illness, a parent should call the School Office by 7:45 A.M. of the day for which the student needs to be excused.

All students who need to leave school because of illness or medical appointment prior to the end of the school day must be sent by the teacher to the office before calling home. If a student must be picked up early due to an appointment, a note or phone call from the parent is expected early in the day. Students who are ill remain in the School Office until the authorized parent arrives. Students arriving or leaving the campus during the school day must sign in and out in the School Office.

ILLNESS AT SCHOOL

Students who become ill at school will be sent to the office where the decision will be made to call home. Office personnel will place calls. A sick student will remain in the office or an assigned area until a parent or authorized adult can pick him up from school.

CONTAGIOUS ILLNESS

Common colds, influenza (mild forms), chickenpox, strep throat, and similar illnesses, though unpleasant and contagious, are not considered serious diseases (see below). However, all students with these or another suspected contagious illnesses must remain at home, or, if onset begins at school, be sent home.

RETURNING TO SCHOOL AFTER ILLNESS

If a child has had fever, vomiting or diarrhea within a 24-hour period prior to a school day, he may not be sent to school. Should a student contract chicken pox or other contagious illness, timely notification to the school is required, so that other students who may have been exposed may be contacted.

SERIOUS DISEASES

Serious diseases are those diseases which are potentially life threatening or which can cause permanent bodily damage, and can be transmitted from one person to another (other than genetically). Examples of these include spinal or viral meningitis and pneumonia. Students who contract these diseases may not return to school until certified as healthy and not contagious by a physician.

STANDARDS OF CONDUCT

STUDENT CODE OF CONDUCT

Expected decorum of *The Cambridge School* students includes:

- Finding cheerful and prompt obedience to the authority under which we are placed without delay, argument, negotiation, or excuse. An appeal is respectful.
- Loving and honoring one another.
Encouraging and praising each other for a job well done.
Looking for the good qualities in classmates.
- Conversing quietly and respectfully with one another, never telling secrets or using obscene language.
Avoiding building ourselves up by pointing out the shortcomings of others.
- Telling the truth.
Avoiding the spreading rumors or gossip.
Avoiding the practice of making excuses for wrong actions, but admitting offenses.
- Not hurting another with unkind words or deeds.
Avoiding cliques, clubs, or games that exclude others.
Not participating in teasing or fighting of any sort.
- Considering another's interest ahead of one's own.
Not pushing to be the first in line or out the door.
Treating one another with respect and patience.
- Forgiving others.
- Comforting others.
- Rejoicing with others.
- Working without complaining.
- Keeping an orderly environment.
- Caring for everything God has given us.
Keeping our bodies healthy with good food, rest, and exercise.
Keeping our minds pure by dwelling on what is good by not watching programs that are violent or otherwise inappropriate.
- Conducting ourselves as good ambassadors at school and in the community.

COURTESY

Courteous behavior and a respect for others have always characterized *The Cambridge School* student. The following are traditional and mandatory for all members of *The Cambridge School* family:

- Use of "Please" and "Thank you!"
- Use of "Yes, Sir" and "Yes, Ma'am!"
- Use of "Mr.," "Miss," or "Mrs."
- Use of "Excuse me," "May you repeat what you said?" or "I beg your pardon."
- Making an effort to make visitors on campus feel welcome.
- Addressing their elders and peers by name and seeking to be helpful whenever possible.
- Rising when any adult enters a room and remain standing until told "Thank you!" at which point they may be seated (cf. Leviticus 19:32).
NOTE: During a test students may not rise since it might create an unnecessary distraction.
- Eliminating running and avoiding pushing.
- Remaining quiet in the hallway.

- Holding open doors for others.
- Cleaning hands before lunch and using proper table manners while eating.
- Maintaining a clean environment.
- Using acceptable language at all times.
- Treating one another with courtesy and respect.

The same principles that govern individual behavior apply to assemblies or other group functions. **We encourage families to practice similar decorum at home in order to produce strong habits in the child's life.**

CLASSROOM BEHAVIOR

The Cambridge School seeks to maintain an atmosphere that is supportive of learning. To accomplish this, students are expected to be in class on time with appropriate materials. Secondly, students are expected to pay close attention and avoid interrupting either their classmates or the instructor in any way. Finally, students are taught to avoid any sort of disruptive or disrespectful actions, attitudes, or speech that disturbs the flow of the class activity, whether it is lecture, discussion, or lab work.

The classroom must be orderly and clean throughout the school day. Books, notebooks, coats, jackets, and lunch bags should be stored in desks. Only objects that pertain to classroom instruction may be brought to school and stored in the classroom.

Wrestling, running in the hallways, chasing one another, or other boisterous, noisy activity is not permitted.

LOCKERS

Each student is provided a locker (or cubby) that they "rent" from the school. Train students to maintain a clean and organized locker (or cubby). Locks are not allowed on the lockers. Students, however, are to respect each other's rental property and lockers may only be entered by an authorized employee, the student's parents/guardians or the student. From time-to-time, faculty members will inspect lockers. Students may only post photos of family members and pets. Students may also post favorite Scripture verses. Anything else is unacceptable and will be removed and discarded with or without notice to the student.

OFF-CAMPUS BEHAVIOR

While the student is not under School authority when off *The Cambridge School* campus and not engaged in a School-sponsored activity, all students should realize that their school is judged and esteemed according to their behavior. Therefore, any action that can seriously damage the reputation of the School or violates state law may subject the student to disciplinary action by the School.

When in public and wearing *The Cambridge School* uniform, students remain subject to the Standards and Procedures expected of students while on campus, including decorum, appearance, and behavioral standards.

DISCIPLINE AND CORRECTION

"...he who loves his son is careful to discipline him." Proverbs 13:12b

A Biblical framework for personal discipline can be found in Matthew 7:12 that states, “so in everything, do to others what you would have them do to you...” This “Golden Rule” of Yeshua makes it clear that we are responsible for our actions, regardless of the actions of others toward us. In Proverbs 22:6, we are told to, “Train up a child in the way he should go, and when he is old he will not turn from it.”

The purpose of discipline at *The Cambridge School* is to foster in each child a respect for God through obedience to His word, respect for authority, and respect for others and themselves. Believing that discipline is a vital part of both moral and spiritual growth, *The Cambridge School* encourages its faculty and administration, under Christ’s leadership, to discipline and train students leading them to maturity in Christ.

The Cambridge School seeks to provide an environment in which students exemplify Christian behavior in all aspects of the school day. It is imperative that our school remains a safe and orderly place in which children can learn and enjoy their education experience. Therefore, *The Cambridge School* holds children to high standards of conduct and enforces consequences for any actions that violate those standards.

The Cambridge School believes in the biblical Christ-centered authority of the family. Therefore to ensure that the school and home are working together for the child’s sake, parents or guardians and teachers/administration will determine the nature of a child’s discipline. Discipline will be administered in light of each student’s problem and attitude. All discipline will be based on biblical principles (e.g., restitution, swift and appropriate apologies, restoration of fellowship, no lingering attitudes, etc.).

Consistency and positive reinforcement in the context of relationship are the primary means by which the faculty motivates good behavior. Listed below are some types of misconduct that must be dealt with by the teacher:

- Interference with the smooth running of the class and the learning process. Any distraction will not be allowed.
- Action that may cause physical or emotional harm to the student or his classmates.
- Action that is in direct violation of established classroom rules or procedures.
- Fighting, cheating, or stealing.
- Use of profane language.
- Arguing with the teacher.
- Failure to complete assigned work in a reasonable amount of time.
- Damage to school materials or property.

The classroom teacher will conduct the majority of the day-to-day discipline. The school discipline sheet (located in the homework folder for students in Pre-K through 6th grades) outlines the general school behavior expected of all students of *The Cambridge School*. Within these, and sometimes in addition to these guidelines, each teacher has his/her own guidelines of conduct for the classroom that are necessary to maintain an atmosphere of order and learning. *The Cambridge School* authorizes teachers to use any of the following procedures for breaking class guidelines of conduct:

- Praying with the child - although praying with a child should never be thought of as punitive discipline, it may well be a part of the disciplinary process.
- Offering a gentle reminder.
- Calisthenics
- Warning/counseling of the student in private (or in public, depending on the nature of the misconduct) by the classroom teacher or mentor.
- Temporarily separating the child from other students in order to speak to the child in private.
- Loss of recess or other classroom privileges.
- Writing a note or phone call to parents or guardians.
- Sending a student to the Head of School’s office.

- Establishing a parent/guardian and teacher conference on the same day of the misconduct or as soon as possible.
- Detaining student after school to complete homework or community service. Except in extreme cases, parents or guardians and the student will be given at least one day's notice of this decision.
- Recommending an in-school suspension of the student for a period of up to two (2) days depending on the nature and severity of the misconduct. Whenever a student is suspended, the student and his/her parents or guardians will be required to attend a re-entry conference.

Expulsion. The Head of School alone may expel a student from school. Expelling a student from school is a very serious matter and would rarely be considered as the first course of action. However, should a student or his/her parents or guardians not be able to eliminate the inappropriate behavior within a specified period of time, the student will be expelled.

NOTE: Tuition will not be reimbursed upon expulsion and a family's full annual tuition obligation remains.

The Cambridge School does not practice corporal punishment in the school as a means of discipline.

SUSPENSION AND EXPULSION

The following misconduct provides grounds for immediate suspension or expulsion (non-exhaustive):

- Behavior that endangers the lives or well being of other students or staff members; including fighting, physical attack, or improper touching.
- Profane, abusive, obscene, or immoral language or behavior.
- Continued defiance of and disrespect toward school authorities (including substitute teachers, teacher's assistants, and any other person acting on behalf of the school).
- Possession of a weapon or any item that can be easily construed as a weapon.
- Violations of civil law.

Parents or guardians will be immediately notified if any of the above misbehaviors occur. Any criminal behavior will be dealt with in consultation with the Board of Directors.

***The Cambridge School* believes that a positive and cooperative relationship between the school and student's parents or guardians is essential to the fulfillment of the school's mission. Thus, *The Cambridge School* reserves the right to dismiss a student from school, without refund of tuition, or elect to not re-enroll a student if the school reasonably concludes that the conduct of parents or guardians seriously interferes with the school's ability to accomplish its educational purposes.**

Should a student's misconduct be of such a nature that *The Cambridge School* deems it necessary to immediately suspend or expel the student, such a course of action may be imposed without advance notice. An explanation of the facts and circumstances surrounding the suspension or expulsion will be given to the parents or guardians as soon as possible.

RE-ADMITTANCE AFTER EXPULSION

Should an expelled student desire to be readmitted to *The Cambridge School*, the school board will make a decision based on the student's attitude and circumstances at the time of re-application.

STUDENT ANTI-HARASSMENT POLICY

The Cambridge School will not allow a child's disruptive behavior (or the behavior of any adult) to compromise the educational experience of any other child. The work and learning environment at *The Cambridge School* must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior of another.

Harassment can be defined as any unwelcome verbal or physical conduct or communication based on race, gender, color, religion, national origin, age, or disability that has the purpose or effect of creating or contributing to an intimidating, hostile or offensive educational environment or that unreasonably interferes with the recipient's educational performance.

A student who seeks to report harassment to school authorities should direct the complaint immediately to the Head of School, who will advise the child's parents/guardians of the allegations and actions to be taken until an investigation can be completed.

CHILD ABUSE/NEGLECT

Child abuse or neglect can be defined in a number of ways, including the infliction of physical or mental injury; sexual abuse; excessive corporal punishment; the exposure of a child to risk of injury; the failure to provide adequate food, clothing, shelter or medical care; the failure to provide minimal care or supervision; abandonment or desertion.

A faculty or staff member of *The Cambridge School* who suspects that a student has been subject to abuse or neglect by any person, whether a parent, other faculty or staff member or any other individual outside our immediate community, is obligated to immediately report his/her suspicions to the Head of School.

In Illinois, such a failure to report child abuse is a crime that carries criminal penalties and also subjects the offender to liability for damages caused by failure to report.

ACADEMIC STANDARDS

CHRIST-CENTERED CURRICULUM

- The curriculum has been developed using the creative and innovative ideas of the faculty and experienced godly educators. Open and personal communication will encourage families to be involved and exercise real influence on curriculum, instructional materials and teaching strategies.
- Our educational approach emphasizes humanities, mathematics, and science. Humanities is a broad discipline that includes reading, writing, languages, literature, history, geography, Bible reading, music and art. All subjects are taught as an integrated whole with the Bible as the center. We teach children to think about every aspect of life from the Christian perspective, and not to treat the Bible or spiritual matters as a separate part of life.
- *The Cambridge School* is non-denominational; therefore, we do not interpret Scripture for the children telling them what to believe. Rather, we let the scriptures speak for themselves in everyday usage.
- Our faculty is made up of carefully selected, dedicated and skilled professionals. They bring a wealth of professional and life experience that enriches the lives of their students. They are able to interact with the chosen curricula in creative and challenging ways, bringing the best out of both the material and the child. They welcome parent involvement in their classrooms.

HOMEWORK

Homework serves an important purpose in your child's life and is considered an extension of the school day. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help students develop personal responsibility, as well as good work and study habits. Therefore, parents are expected to help reinforce learning and encourage their children to complete all assignments, neatly, correctly, and on time.

Parents can help children develop routines in completing homework assignments. Suggestions offered are as follows:

- Check your child's "Homework Folder" every night, where homework is recorded.
- Ask your child about the activities and lessons every day – show interest in their work.
- Ask if your child has any homework. By asking about homework, parents are helping the child to remember that there is an assignment to be completed.
- Ask your child to show and explain the homework when it is completed. This reinforces the importance of homework, it shows an interest in his/her progress, and keeps parents informed of child's progress and work habits.

Remember: Homework is the student's work and not the parent's. Parents or guardians should not do the homework for the child. Rather, they should observe whether or not the child has trouble with the assignment and can complete it. **If there is a problem, write the teacher a note.** It is the teacher's responsibility to make sure that homework assignments are clearly understood.

- Help the child schedule a time and place to do homework each day and commit to that time daily. Free the child of other activities during that time.

- Provide the child a place to work where he/she will not be distracted or disturbed.
- The teacher will notify parents or guardians if the student is given increased homework because of his/her not using class time efficiently.
- When a child is absent (excused), it is the parent's responsibility to contact the teacher for homework and assignments and arrange for pick up in the school office after 3:40 P. M. or at the school office after hours. All course work and homework assignments missed must be completed as determined by the teacher.

The necessity for homework will vary from grade to grade and from pupil to pupil. The best person to decide how much, if any, homework is needed for mastery is the classroom/subject teacher. However, the policy of *The Cambridge School* is that **homework should not detract unnecessarily from a student's time with his family.** Neither should it be burdensome, but a welcome aid to learning. Parents are encouraged to speak to their child's teacher if there are concerns about any homework assignments.

There are many things that parents can do to increase their child's academic motivation. Keeping good parent-child relationships and letting your child know that you think school is important can enhance academic effort. You can also help by teaching your child good study habits and providing recognition for his or her successes. Working as a partner with your child's teacher is also very important.

All students are encouraged to read regularly. Weekends, holidays and vacations can provide extra opportunities for parents to read with their children. Normally, homework will not be given over weekends, holidays, or vacations. Also, homework will be reduced on Wednesday evenings.

DAILY HOMEWORK WORKLOAD

Primary Classes (PC I – III)	30-45 minutes for parent daily reading, phonics and memory work
Lower Grammar (GC I-III)	45-60 minutes for daily reading, phonics, and assignments
Upper Grammar (GC IV – VI)	60-75 minutes for assignments and additional time for daily reading
Dialectic School (DC I – II)	75-90 minutes for assignments and additional time for daily reading

The times listed above are the average for the class and individual student's times will vary according to the pace at which the student works. These time allotments for homework do not include corrections, unfinished work from class, or daily outside reading from the required reading list. Parents should alert the class teacher if their child's homework time falls considerably above or below the usual expectations. Communication is the key factor.

HOMEWORK FOLDER/BINDER

Every student at *The Cambridge School* has a homework folder/binder that contains at minimum the weekly assignment sheet, daily reading log for recording reading, and daily discipline sheet. This folder might also contain The Knightly Messenger, letters from teachers, field trip permission forms, and other important communication from school/teacher to parent. Please check for this folder and provide the required signatures when requested.

Parent signatures are required on all graded papers receiving less than 85% for Upper Grammar Classes (GC IV – VI) and Dialectic Classes (DC I – II). All students are required to submit corrections of homework that has been returned and marked.

ACADEMIC ASSESSMENT GUIDELINE

For Dialectic Classes (DC I – DC II, Grades 7-8), students normally do not take more than two tests on the same day. (Quizzes, which cover material a student should know from having done his homework, do not count as tests.) When a student learns of a third test assigned for the same day, he may inform the teacher. When necessary, students or teachers may consult the Head of School. The Head of School is the only person who may make an exception to the testing guideline.

GRADING SYSTEM

Although *The Cambridge School* does not rely heavily on the grades and de-emphasizes the importance of grades as the sole assessment for a child, such standards are necessary to determine and quantify a student's academic achievement in major subject areas.

The major subject areas for Pre-Kindergarten and Kindergarten are:

- Humanities (Phonics, Reading)
- Mathematics

The major subject areas for first through fourth grade are:

- Reading
- Humanities (Literature, Grammar, Spelling, History, Geography, Art)
- Mathematics
- Nature Studies/General Science

The major subject areas for fifth through eighth grade are:

- Humanities (Literature, Writing, Grammar, Spelling, History, Geography, Latin)
- Mathematics (Reasoning and Logic, Arithmetic, Problem-solving)
- General Science (Biology, Chemistry, Physics, and Technology)

The Cambridge School uses the following academic assessment in evaluating student's academic performance:

- Primary Classes – The symbols M, S, N, and U as noted below, along with narrative reports on a comment form is provided for each core subject and behavioral expectation. A portfolio of sample work is provided.
- Grammar Classes – The symbols M, S, N, and U as noted below, along with narrative reports on a comment form is provided for each core subject and behavioral expectation. A portfolio of sample work is provided.
- Upper Grammar and Dialectic Classes—The symbols M, S, N, and U as noted below, along with percentages for core subjects and a behavioral assessment in a narrative report on a comment form is provided.

For all classes, the symbols S, N, and U will also be used to evaluate behavior, attitude, participation, and effort.

M—Mastery (student has mastered expectation of skill or concept)

S--Satisfactory (student has met or exceeds expectations to the satisfaction of the school)

N--Needs Improvement (student demonstrates an area of weakness that will need continued motivation toward improvement)

U--Unsatisfactory (student did not meet the expectation of the developmental skill or behavior)

COMMENT FORMS/PORTFOLIOS

Comment Forms are issued approximately every nine weeks. Parents/guardians should review the comment form with their children, sign it and return it promptly to the teacher.

The Comment Forms provide both an academic grade and a detailed comment regarding the student's performance in the classroom in cooperation with the **Individual Learning Plan** for the student.

Comment Forms are given in the parent conferences for all divisions of classes. Work is evaluated as either acceptable or unacceptable according to *The Cambridge School* standards. Students are expected to master all work and concepts in any subject before continuing with further work.

Evaluations in Physical Education and Fine Arts

Evaluations are given for participation in physical education and fine arts classes. The criteria used for evaluations are the student's general attitude toward the program, the degree of cooperation, promptness, proper appearance for class (P.E.), and the degree of improvement. Evaluations are not given on the basis of the student's ability.

STANDARDIZED TESTS

The Cambridge School will administer at least one standardized test per year to children in benchmark classes. Parents and students will be notified in advance of the testing dates. It is *The Cambridge School's* policy that these tests will reflect the individual child's ability and achievement based on that ability. Each parent will receive a copy of the test results for their child. Standardized tests results are used to assist *The Cambridge School* in assessing and measuring its ability to help each child achieve his maximum academic potential. Under no circumstances are standardized tests used to determine a child's reenrollment in the school.

ACADEMIC PROBATION

Students who do not remain in satisfactory academic standing will be placed on academic probation during the remainder of the current grading period (quarter) and/or the next grading period. During that time, the teacher and parents will communicate weekly to address the improvements needed. At the end of the grading period (quarter) the parents, teacher, and Head of School will meet to assess the student's performance and to make recommendations for the future. A student who is on academic probation and whose academic performance further deteriorates in a subsequent quarter shall be dismissed from *The Cambridge School*.

FIELD TRIPS

Since all learning does not take place in the classroom, field trips are an important part of our educational program. Each class will participate in several local field trips each year. These excursions are supervised by faculty members and parent volunteers. During this time, parents are asked to supervise the students and keep order. Please also refrain from bringing siblings as this greatly increases the number of children and can consequently diminish the learning experience for the students enrolled in the class. Also, it is important that chaperones not be distracted by siblings.

Parents will also be asked to sign a Parental Authorization Release Form at the beginning of the school year to be placed in each student's file. Faculty cannot drive students in their cars on field trips. On all trips, school uniforms or other prescribed dress will be required, unless otherwise noted.

Since the School's inception, our students have represented our school very favorably on all field trips, assuring our welcome return to areas we have visited. We have had countless compliments on the outstanding courteous demeanor of *The Cambridge School* students. It is a wonderful reflection of the students' Christian faith. We are pleased by the fine behavior of our students, and we know the student will want to help maintain these trips as part of the curriculum by continuing the tradition of fine decorum.

TUTORING

The School may occasionally recommend or require individual tutoring outside of school for two reasons:

- To cover specific material missed due to late entry to *The Cambridge School* or a prolonged absence.
- To remediate specific skill deficiencies that have been identified and diagnosed.

NOTE: *The Cambridge School* does have the ability to offer services for learning disabilities and will work with parents in order to provide the necessary accommodations for children diagnosed with special needs. If the School determines that a child has a learning disability, medical or psychological need beyond the ability of the School, he the Head of School will meet with the parents to determine the best course of action for the student's success.

MATRICULATION CEREMONIES

The Cambridge School promotes academically successful students at each grade level, beginning at Primary School and concluding at Dialectic School. Matriculation ceremonies are held after a student has successfully completed Dialectic School. There are no graduation ceremonies for kindergarten students at The Cambridge School.

AWARDS

Both Scripture and educational psychology suggest that commendation for work well done will help mold children into positive achievers. Although we desire to inculcate into all our students the value of doing their best as unto the Lord and learning for learning's sake, we still want to recognize those who do outstanding work.

Character, academic, and attendance awards will be distributed to each grade level at the conclusion of the year.

Character blocks will be given to all students at *The Cambridge School*. Other awards may include P. E. Sportsmanship Awards, Art Awards, and Music Awards.

EXPECTATIONS AND PROCEDURES

DRESS CODE

Students are to be clean, well-groomed, and conservatively dressed on campus and at school functions. Boys and girls must keep shirts and blouses tucked in.

During the school day, students are expected to wear *The Cambridge School* uniform. Non-regulation clothing may not be worn while in the classroom. Students will be sent home or marked absent. Uniform regulations have been adopted by the School in accordance with the School's guiding principles, which call for a tasteful and modest lifestyle. Students are expected to be neatly dressed in uniform whenever they are on campus and the School is in session. Girls should have jumper or skirt hems no higher than 3 inches above the floor when kneeling.

Students who are in violation of the Dress Code will be issued a uniform infraction. Multiple uniform infractions without correction will result in suspension. Students not in the School's uniform may not be permitted to participate in classes. This decision is at the Head of School's discretion.

The Required Components of the Girls' Daily Uniform:

- White blouse with Peter Pan collar (short or long sleeve)
- Plaid jumper (grades PK-2nd) and Plaid skirt (grades 3rd-8th)
- Solid burgundy cross bow tie (grades 3rd – 8th)
- Plain burgundy knee length cable socks, burgundy turn-down socks, or burgundy tights
- Black or brown casual non-athletic and non-scuffing buckle shoes (Velcro buckle accepted, but **no slip-on or lace up**)
- Solid burgundy cardigan button-down sweater w/Cambridge crest (grades PK-2nd)
- Solid burgundy sweater vest with Cambridge crest (grades 3rd – 8th)
- Burgundy blazer with Cambridge crest (grades 7th-8th)
- Solid Black or Burgundy overcoat (strongly suggested)
- P.E uniforms are quarter length white socks (covering the ankle), burgundy Cambridge athletic shorts, plain white athletic shoes, and *The Cambridge School* logo gray T-shirt for Grades PK-8; Official Cambridge School logo sweatshirts and sweat pants are also available. Shirts and sweatshirts should not cover the logo of the shorts/sweatpants when worn properly; otherwise they must be tucked in. Athletic wear is purchased directly from Knights Store.

The Required Components of the Boys' Daily Uniform:

- White Oxford-style button-down collared shirt (short or long sleeve)
- Burgundy silk tie
- Relaxed fit gray slacks
- Plain gray quarter length socks (must completely cover the ankle)
- Brown or black casual non-athletic and non-scuffing lace or buckle shoes (**no Velcro or slip-on**)
- Belt - black or brown leather
- Solid burgundy sweater vest with Cambridge crest
- Navy blazer with Cambridge crest
- Solid black or gray wool Navy pea coat (strongly suggested)
- P.E uniforms are quarter length white socks (covering the ankle), burgundy Cambridge athletic shorts, plain white athletic shoes, and *The Cambridge School* logo gray T-shirt for Grades PK-8; Official Cambridge School logo sweatshirts and sweat pants are also available. Shirts and sweatshirts should not cover the logo of the shorts/sweatpants when worn properly; otherwise they must be tucked in. Athletic wear is purchased directly from Knights Store.

Note 1: All shirts, shoes or socks, backpacks or lunchboxes must not contain any other logos or characters.

Note 2: All uniform items must be purchased from the approved uniform supplier, which is Martinelli's, located in Evergreen Park, Illinois. This requirement is strictly enforced and students not in compliance are subject to receiving an absence on their attendance record.

Photos of the uniform standard are provided in the office and with each faculty member. Do not hesitate to ask to ensure your child is in compliance with the uniform dress code.

PLEASE MAKE SURE THAT THE STUDENT'S NAME IS CLEARLY MARKED ON ALL BELONGINGS.

"NO SCHOOL" ANNOUNCEMENTS

As a general procedure, *The Cambridge School* will be closed whenever the Chicago Public Schools announce closing for inclement weather. For the most accurate updates, please check the official website at <http://www.cambridgechicago.com> for "no school" announcements.

During hazardous weather conditions, school-closing announcements will be on local broadcast television channels. Should CPS announce a delayed opening of school, as a general procedure we will do likewise.

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSURES

Occasionally the school may close early due to severe weather warning, heavy snowfall, or ice storms, etc. In such cases, reasonable attempts will be made to work, mobile, and pager numbers to reach and notify parents or guardians of the early closing. It is important that emergency phone numbers always be on file and current. Parents will be expected to arrange safe transportation for their children.

FIRE AND SEVERE WEATHER

Fire drills will be held as required. These are essential for safety and order and are required by law. The drill plan is posted in the office.

Students must always respond to an alarm as if it were an actual emergency. The safety of our students and faculty is a serious matter; therefore, tampering with the alarm system is considered a serious disciplinary matter.

When the School receives "warning" that a tornado may be nearby, a steady alarm sounds and warnings are issued by voice. Students should immediately take cover in designated areas away from glass.

GIFTS TO FACULTY

Please refrain from giving individual gifts to teachers. If you desire to express gratitude, please write a note, give flowers or food, donate a book to the library in his or her honor, or give to a combined gift funded from the class as a whole from the Parents' Council allowance. If a student wishes to express appreciation or affection for a teacher and/or a faculty member, only homemade gifts or food items made by the child are appropriate.

LIBRARY

The Cambridge School has classroom libraries with a large volume of age-appropriate books. Regular books may be checked out for two weeks with a limit of three books per student. The parents of students will be responsible to pay for lost books. Fines for overdue books are also imposed.

Procedures for check-out vary from one grade to the next to suit developmental and curricular needs. Parents are encouraged to utilize the library's Parent Resource area.

LOST AND FOUND

Articles found on campus should be turned in to the office. Please check the office periodically for any missing items. Remember to clearly mark all clothing, book-bags, and other personal articles. Items not claimed within a month will be donated to charity or sold in the student store.

MEDICATION

For a student to take medication during the school day, the parent must make this request in writing. Parents grant permission for the school to administer certain medications on the medical release form signed upon enrollment/re-enrollment. Please keep the information on these forms current with the office.

MONEY AND ELECTRONICS AT SCHOOL

Students may not bring money or electronic toys to school under normal circumstances. Parents may consult the appropriate faculty member when exceptions need to be made regarding school projects or excursions. Mobile phones need to remain tucked away during the school day. Violations are subject to confiscation.

OFFICE EQUIPMENT

Students and parents may use the School's telephone, copy machine or the office computer only for school business. Special permission is granted only under extraordinary circumstances.

OFFICE AND SCHOOL TELEPHONES

Student use of the office and school telephones is prohibited unless the child's teacher or other member of *The Cambridge School* staff grants permission. Parents may call and leave special messages for students to be delivered at the end of the school day. Messages must be left with *The Cambridge School* staff before 2:00 P. M. to ensure delivery to student. Only emergency messages will be delivered to students during class time.

SCHOOL COLORS

The school colors of *The Cambridge School* are burgundy and gray, highlighted on midnight Black.

TEXTBOOKS AND SUPPLIES

The Cambridge School provides families with an approved school supplies list. Textbooks and supplies are issued at the beginning of the school year and at other times during the year as requested by the teacher. Students are asked to replace or pay for any permanent textbooks, library books, and supplies if they are damaged or lost while in their possession. Fines are given for minor damage to school property.

STUDENT ACTIVITIES AND SUPPORT

BIRTHDAYS

- The birthdays of our students are celebrated throughout the school. If desired, parents may bring simple cookies or cupcakes to the class for lunch only on the child's birthday. Please notify the teacher if you plan to do this.
- If all the children in the class are not invited to a student's party, please instruct your child to be sensitive to those not invited by refraining from any type of discussion about the party.
- A meaningful way to celebrate a child's birthday is to donate a book to the library in the child's honor. You can find a selection of good books to donate in the library. Also you may want to join the child for lunch on his/her birthday and read to the class from the donated book.

CLASS PARENT

Each Class will have a class parent. He or she will be responsible for the following duties:

- Assist with holiday class parties and special events.
- Assist teachers with the organization of programs.
- Organizing a calling system when the School closes for severe weather.
- Calling parents with volunteer needs.

EVENTS

Families are welcome and encouraged to attend special events at school. Students and siblings should be accompanied by an adult who will supervise them throughout the event. *The Cambridge School* will provide childcare at most major events in the academic year.

FUNDRAISING

All fundraising activities for *The Cambridge School* must be approved in advance by the Head of School. There are two major fundraisers—one in the Fall and another in the Spring. Parents are expected to eagerly participate in our approved fund raising projects and support our efforts with their time, talent, and donations. **Parents who do not participate are still responsible for each semester's financial commitment (\$400/semester), which will be deducted via the FACTS accounts within sixty (60) days of the final fundraising collection due date.**

CAMBRIDGE GALLERY

Cambridge Gallery Arts Day is a collaboration of local art institutes, high schools, and *The Cambridge School*. It is held during the last few days of a semester to celebrate the accomplishments of the students of each entity. Plays, recitations, or relevant programs are performed by the students. Artwork may be exhibited, and musical selections performed.

CAMBRIDGE PARENT COUNCIL (CPC)

The goal of *The Cambridge School* Parent Council ("CPC") is to acquaint the parents of *The Cambridge School* students with each other and to organize assistance for the School. One parent or couple is appointed by the Head of School

each year to chair the Parent Council. The Parent Social Committees, the Student Activities Committees, the Spiritual Activities Committees, and the School Administration Committees are the four areas of parent involvement. *The Cambridge School* counts on its parents as a vital and integral part of the school's ability to function properly and in association with the needs of the parent community. CPC hosts mandatory meetings each month at the School.

FAMILY COMMITMENT

The Cambridge School believes it is a privilege to attend this school and that the sacrifices of every parent are what make this a special and unique place. Upon a child's enrollment, parents/guardians have been asked to sign a commitment to actively participate in their child's education and to fulfill a commitment of service on one (1) Executive Committee and three (3) Execution Committees within the Cambridge Parent Council (CPC).

The Cambridge School believes that God has given parents the responsibility for the education of their own children. Parents may take advantage of the resources that the school can provide, but parents should not abdicate this responsibility to the school. *The Cambridge School* encourages parents to actively participate in their children's education. Your child's success will be directly related to your prayerful, financial and time commitment to the school.

Family members of *The Cambridge School* students are encouraged to visit and observe the children in school at anytime. If you intend to assist the teacher in the classroom, please schedule with the teacher so that he/she will have an assignment prepared for you. In order to maintain a safe environment, all visitors are required to sign in and out of the office. Parents/guardians or family members visiting the school are asked to abide by the same policy.

Suggestions for parent/guardian and family involvement:

- Participate on the Cambridge Parent Council actively and without reservation
- Provide professional services such as marketing, accounting, legal, etc. to the school community
- Join *THE CAMBRIDGE SCHOOL's* committed prayer groups (Moms In Touch, Dedicated Dads)
- Become a Room Parent
- Provide administrative office assistance
- Plan and implement cleanup of property on and around school grounds
- Participate in *Cambridge Works!* Facility work days
- Coordinate development and fundraising events
- Work as a Library Assistant
- Be an Academic tutor
- Offer transportation to another family and/or become a Carpool Driver

The Cambridge School will post weekly opportunities for volunteers in the [Knightly Messenger](#).

PROBATION DUE TO LACK OF PARENTAL INVOLVEMENT

Parents are responsible for logging their service hours in the CPC's Parent Service Hours Web site, located at CambridgeChicagoPI.com. Each parent has two (2) hour minimum time commitment each month. Each month, this log will determine whether each parent has fulfilled their commitment to the school. After two months, if it is determined that a parent has not fulfilled their minimum commitment to the school, the student enrollment of that parent will be placed on probationary status. After another month of unfulfilled parent service, the student's enrollment at The Cambridge School will be dropped and the family will need to seek readmission through the Head of School. In such a case, tuition, deposits, and/or fees will not be refunded.

PRAYER

The School encourages student-led prayer in the classroom and students are regularly called upon by teachers to pray as part of the each student's spiritual growth and development. The School also encourages students to pray at home and be led in prayer by their parents.

STUDENT PUBLICATIONS

The Cambridge School has one official student publication. *Expressions!*, our literary magazine, is a collection of student poems, short stories, and essays that students create throughout the year. *Expressions!* is published at various time through the year and distributed to all families.

STUDENT SERVICE PHILOSOPHY

Students at *The Cambridge School* are responsible with other members of the School community for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the School. They may also be asked to work with a teacher or staff member in a regularly assigned job such as library or teacher aide.

Students attend to their assigned service promptly and are cooperative. Effort will be made to assure that the demands of all service jobs are roughly equal.

Pride in the School and the personal satisfaction for a job well done are the ultimate goals of the student service program. The entire School community will benefit through the existence of a clean and orderly environment, a savings in operating expenses, and its students' acceptance of responsibility for school programs and facilities.

FINANCIAL INFORMATION

MEDICAL EXPENSES

Medical expenses incurred while at *The Cambridge School* are the responsibility of the parents or legal guardian of the student.

TUTION PAYMENT

The Cambridge School has several payment options available through a third-party agency, FACTS. During enrollment and reenrollment, parents select which payment option best suits their needs. It is important that parents abide by the policy. The amount of tuition and terms of payment will be determined at the time of acceptance/enrollment. If a change in the family's financial structure occurs resulting in the inability to make timely payments, please notify the Head of School promptly.

Monthly tuition obligations that enter "Unresolved" status with FACTS (which occurs after two automatic withdrawal attempts) will call for immediate removal of the child from *The Cambridge School* until the unresolved balance is paid in full. If the unresolved balance remains for more than 20 days, the student will be expelled from the school and full tuition remains due. See re-enrollment after expulsion for more information.

If a student is dismissed or a parent withdraws the student from the school prior to payment of tuition and all fees, the student's records will not be released until payment has been made in full.

If a family chooses to withdraw a student from the school, all tuition is due in accordance with the amount specified in the enrollment agreement. *The Cambridge School* does not refund tuition. The Head of School has the authority to consider this course of action on a case-by-case basis.

The Cambridge School will not re-enroll students whose tuition has not been paid in full. *The Cambridge School* reserves the right to pursue all means necessary to collect unpaid tuition obligations. The costs to recover unpaid tuition obligations, including attorney fees and court costs, are the responsibility of the Responsible Party as signed on the Enrollment Agreement.

ADDITIONAL COSTS

Parents/Guardians are responsible for the additional cost of school uniforms, hot lunch, enrollment/reenrollment fees, FACTS enrollment fees, tuition processing fees (for payments made to the office, not FACTS) and some field trips. The need for any financial assistance should be directed to the Head of School.

RETURNED CHECKS

There will be a fee of \$35.00 for each check made payable to *The Cambridge School* that has been returned for Non-Sufficient Funds (NSF). Payments, including applicable fees, must then be made to *The Cambridge School* by cashier's check or money order within five (5) business days. After five (5) business days, the student is not permitted back until all fees are paid in full.

PHYSICAL EDUCATION

PARTICIPATION

Involvement in athletic activities is an integral part of education at *The Cambridge School* for all students. We are training the body, as well as the mind, soul, and spirit. The P. E. program is varied and provides team activities as well as individual sports and conditioning. All students participate in a physical education program. In all sports, students are expected to follow the coaches' instructions and requirements promptly and precisely.

ATHLETIC EXCUSE

Students who are not able to participate in physical education class will need to present a dated note to their P. E. teacher signed by the parent or guardian, indicating the specific reasons for not participating. Those students who are excused from participating will either observe P. E. or act as score or timekeepers. Exceptions may be made depending on the nature of the illness and weather conditions. If there are medical reasons for restricting a student's involvement in P. E., it is necessary to have a statement from his or her doctor.

HEALTH RELEASE CERTIFICATE

The Cambridge School Health Form for P. E. is required for students in all grades. The form, completed and signed by the parent or guardian and a physician, must be on file in the office before the student will be allowed to attend school.

Returning students entering Grades 6 and 8, and new students entering any class, must have a health form completed by a physician.

SPORTSMANSHIP

Whether as players or spectators, *The Cambridge School* students are expected to display spirit, loyalty, and good sportsmanship at all times.

Good sportsmanship means that students:

- Avoid arguing with the teacher or coach.
- Avoid hissing, booing, or making disparaging remarks about the opposing players, coaches, or fans. Nor do they hiss at, boo, or vocally criticize the referees.
- Play hard, making every effort to win, but never playing outside the rules.
- Avoid attempting to injure opponents.
- Acknowledge good play, whether by our players or the opponents.
- Avoid boasting in winning, nor making excuses in losing.
- Accept responsibility for their own mistakes.

ADDENDUM

The Cambridge School will communicate changes to this family handbook through the [Knightly Messenger](#).

ADMINISTRATION, FACULTY, PARENT COUNCIL, & VOLUNTEERS

Board of Directors

Mr. Derek M. Barber	President
Mr. Michael Drayton	Director
Mr. Maurice Gue	Director
Mr. Marcellus H. Moore	Director
Dr. Pamela E. Nickson	Director
Mr. Keith Searles	Director
Mr. William Spence	Director
Mrs. Nikki Springfield	Director

Administration

Mr. Derek M. Barber	Founder
Mr. Marcellus H. Moore	<i>Interim</i> Head of School
Mrs. Cindi DiIorio	Dean of Faculty
Mrs. Linda Papillon	Business Manager, Cambridge Camp Director
Mr. Archie Weston	Enrichment Director

Faculty and Staff

Ms. Fanita Hardy	Primary Class I-II Teacher
Mrs. Nakia Hall	Primary Class III Teacher
Ms. Kimberly Fisher	Grammar Class I Teacher
Ms. Amanda Kistler	Grammar Class Humanities & Lead Teacher
Mr. Carlos Mercado	Grammar Class Math & Science Teacher
Mrs. Adrien Chatman	Dialectic Math Teacher
Mr. Aurelius Raines II	Science and Technology Teacher
Mrs. Pernicia Smith-Johnson	Dialectic Humanities & Lead Teacher
Mrs. Kimberly Mahal Laude	Cultural Arts Teacher
Mr. Paul Venerable	Physical Education Teacher
Ms. JaTasha Hale	Reading Coach
Ms. Carmilla Brown	Ambassadors Club Teacher

Cambridge Parent Council

Dr. Pamela E. Nickson	Board Chairperson, Parent Committee
Ms. Tennille Power	CPC President

E-mail addresses for *The Cambridge School* employees are *first initial+last name @cambridgechicago.com*.

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Acknowledgement of Receipt

Parent Acknowledgement

I hereby acknowledge that I have received The Cambridge School of Chicago, Inc. *Cambridge Life! Family Handbook*. As a parent of an enrolled child at The Cambridge School, I will read and understand the handbook and will abide by the guidelines, procedures, and policies set forth and contained within it.

All other communications, agreements, and commitments stated either verbally or in writing are superseded by this communication.

Name (please print)

Name (please print)

Parent Signature

Parent Signature

Date

Date

Please sign and return to the Office Manager by September 30.

Office Use Only:

_____ LN _____ Received