



# Cedar Brook School

*Educating for Eternity*

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2023-2024

# Christ Before Self

# Cedar Brook School Handbook & Directory



**24 Ralsie Road  
Rehoboth, MA 02769  
Phone: 508-252-3930**



**School Operating Hours:**

**Monday – Thursday 8:30 AM – 3:30 PM**  
**Friday 8:30 AM – 1:00 PM**

**Office Operating Hours:**

**Monday – Thursday 8:30 AM – 4:00 PM**  
**Friday 8:30 AM – 1:15 PM**

Cedar Brook School is a Seventh-day Adventist coeducational day school, grades Preschool-8.

Approved by:  
Office of Education  
Southern New England Conference of Seventh-day Adventists  
34 Sawyer Street  
PO Box 1169  
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Office of Education  
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Office of Education  
North American Division of Seventh-day Adventists  
12501 Old Columbia Pike  
Silver Spring, MD 20904-6600  
301-680-6400

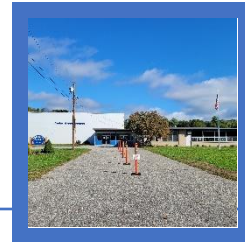
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## About Us

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### History

In 1959, Seventh-day Adventist churches in Attleboro, Middleboro, and Taunton Massachusetts and Providence and Pawtucket, Rhode Island realized the need of a more efficient, comprehensive, and enlarged program for the youth of their membership. 12.9 acres of choice land were purchased for a high school.

A contest was held having students from the three consolidated schools submit names and a committee voted the winner. Because of all the cedar trees on the property and the brook running alongside, student Sharon Costa coined the name that has represented our school so well throughout the years.

School doors opened on September 20, 1961, with 148 students, six teachers, and a principal. Classrooms consisted of four walls but no chalkboard, coat racks, cupboards, or heat: just desks, chairs, and books.

Since that time the school has withstood many changes. However, throughout our history, we remain committed to educating our youth for eternity.

### Motto

“Committed to Excellence in Christian Education”

### Mission

Cedar Brook School is committed to the holistic development of students through spiritual nurture, academic excellence, and the enhancement of social and physical abilities. We endeavor to create a climate that enables our students to participate in active Christian service while preparing for eternal life.

### Vision

Our Vision for Cedar Brook School is to realize a balanced coeducational school that successfully develops the whole person while preparing him or her for post-secondary education, for everyday life, and to become a critical independent thinker who aspires to reflect the character and mission of Jesus Christ in his or her daily life.

The strength of our program will be found in:

- Preparing students for higher education and beyond

- Inspiring students to realize their individual potential
- Offering a balanced and stimulating education
- Providing opportunities for students to achieve excellence, fostered by unique and nurturing teacher/student relationships
- Embracing unity in diversity
- Pioneering curriculum development and programming
- Pursuing innovative solutions to academic, financial, and community issues.

## Our Philosophy

Our philosophy of education is Christ-centered.

We believe:

- that God is the Creator and Sustainer of the entire universe.
- that, under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in Nature.
- that the distinctive characteristics of Adventist Education derived from the Bible and writings of Ellen G. White – point to the redemptive aim of true education; to restore human beings into the image of their Maker.
- that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.
- We recognize, however, that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.
- that Adventist education imparts more than academic knowledge. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential and to embrace all that is true, good, and beautiful.
- We promote a balanced lifestyle that encourages healthy eating habits, interpersonal relations, and athletic competition.
- in providing and maintaining a safe, drug-free, respectful, disciplined, nurturing, and encouraging environment.
- In encouraging every student to meet his or her fullest individual potential, reaching beyond what he or she thought possible
- in upholding high standards for academics, providing a challenging and enriched curriculum that is built on a foundation of core knowledge and up-to-date technology
- in giving the highest level of attention and service to each member of our school family
- in conducting all our business and employment practices using fair and ethical standards
- in maintaining high standards for our facilities, keeping them clean, safe, and aesthetically pleasing to the community
- in encouraging an on-going inclusive relationship with our alumni and former parents, guardians, and sponsors, which are recognized for their valuable contributions.



# Cedar Brook Student Code

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## **CBS Students Foster Spiritual Growth**

Cedar Brook School students will choose behaviors and attitudes that will foster spiritual growth by participating in religious activities and community outreach programs.

## **CBS Students are Drug-Free**

Realizing that the body is the temple of God, students must refrain from the use of alcohol, cigarettes/vaping products, and other narcotics that promote an unhealthy lifestyle.

## **CBS Students Maintain a Safe Environment**

They strive to create and maintain a safe environment that will keep students and staff out of harm's way.

## **CBS Students are Cooperative**

They are always willing to cooperate with others in any way that improves school lives. This cooperation enables staff and students to work together towards a happy and beloved community.

## **CBS Students are Accepting**

They welcome all races to their community, accepting every person as individual merit. They respect the opinions of others and cheerfully abide by the will of the majority when a decision has been reached.

## **CBS Students Foster Pride**

They show pride in their school, home, church, and country – but, above all, are loyal to their Creator.

## **CBS Students Strive for Excellence**

They strive to develop their capacities – mental, moral, spiritual, and physical. They recognize the importance of knowledge and attain maximum scholastic achievement so that each may make some worthy contribution to society.

## **CBS Students are Critical Thinkers**

They do not merely reflect the thoughts of others, neither ask for nor expect special favors. Each one endeavors to earn a place in society by his or her individual contribution. Independent thought or action is to be exercised in a way that honors the principles of our school.

## **CBS Students are Courteous and Respectful**

They respect themselves and others by showing courtesy and appreciation for the feelings of others. Each one takes an active interest in all efforts to alleviate suffering and promote happiness.

**CBS Students Safeguard the Moral Tone of the School**

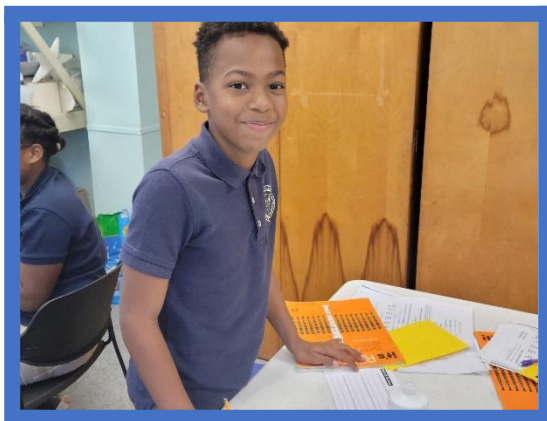
They always endeavor to fulfill the promises and to induce in others a similar respect for truth as the basis of satisfactory human relationships.

**CBS Students Uphold High Athletic Ideals**

They play each game to win but respect opponents and always play fairly. Each player recognizes that he or she is a part of a team and as such never plays selfishly. Players respect their instructors and cheerfully follow instructions.

**CBS Students Belong to a Community**

They belong to a community that includes those who have gone before, those who are now present, and those who will follow. Each member of our community shall endeavor to make it better than they found it.



## General Information

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### Guiding Principles

Students and staff will choose behaviors and attitudes that:

- Safeguard the moral tone of the school
- Protect the physical and mental well-being of the school
- Cultivate positive learning experiences
- Respect others
- Encourage spiritual growth
- Foster pride in school, community, and country
- Maintain a safe environment



### Guidelines for Parent(s)/Guardian(s)

Parent(s)/Guardian(s) are expected to:

- Support the ideals taught in the school
- Encourage good health habits
- Participate in and support school activities
- Ensure their child is in proper uniform
- Encourage punctuality
- Cultivate positive relationships with teachers and administration
- Fulfill financial obligations
- Actively participate in their child's education
- Be responsible for damages to property or equipment caused by their child
- Ensure that the contractual agreement with the school is maintained



# Admissions & Registration

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## Health Requirements for Admissions

A physical examination is required of all students entering an Adventist school in the Atlantic Union Conference for the first time and for those entering Pre-K, 4<sup>th</sup>, and 7<sup>th</sup> grades. The school must have upon entrance an up-to-date immunization record.

The following requirements are stated by the Commonwealth of Massachusetts School Immunization Law:

VACCINE	Pre-K	Kindergarten	Grade 7
Hepatitis B <sup>2</sup>	3 doses	3 doses	3 doses
DTaP/DTP/DT/Td <sup>3</sup>	4 doses	5 doses	1 booster TD or Tdap within last 5 years
Polio <sup>4</sup>	3 doses	4 doses	3 doses
Hib <sup>5</sup>	3 or 4 doses		
MMR <sup>6</sup>	1 dose	3 doses	3 doses
Varicella <sup>1,7</sup>	1 dose	2 doses	2 doses

## Who May Attend

Students who express and demonstrate a desire for a Christian education and meet the age, academic, and behavioral qualifications may be accepted at CBS. Each student must show respect for the authority of the Bible, for God as Supreme Being, for teachers who desire to teach them, and to fellow students who desire a safe, peaceful atmosphere in which to learn.

## Age Requirements

Potential Pre-Kindergarteners will only be screened if they are **at least four years of age no later than September 15 of the current year.**

Potential Kindergarteners will only be screened if they are **at least five years of age no later than September 15 of the current year.** It should be noted that children turning five during the summer months often benefit from waiting until the following August for Kindergarten entrance.

Potential 1<sup>st</sup> grades will only be screened if they are **at least six years of age no later than September 15 of the current year.**

Potential Pre-K, Kindergarten, and 1<sup>st</sup> grade students are required to show proof of date of birth.

Potential Preschool students MUST BE POTTY TRAINED PRIOR TO ENROLLING.

## Non-Discrimination Policy

CBS admits students of any gender, race, nationality, or ethnic origin to all the rights, privileges, programs, and an activity generally accorded or made available to students at CBS and makes no discrimination on this basis in administration of education policies, applications for admission, scholarship, or loan programs.

## Admission Procedure

1. Registration packets are online at [cedarbrooks.school.org](http://cedarbrooks.school.org)
2. Review all policies and fill out all forms online
3. Sign Student Agreement and Parent/Guardian Contract
4. Return all forms to CBS along with required supporting documentation including financial aid form from your church, medical forms, records from previously attended schools, etc.
5. Pay the registration fee of \$275.00 and any outstanding amount owed to CBS
6. New students in grades K-8 are required to take an entrance exam to determine the best placement.



## Financial Information

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A sincere effort has been made to keep the costs of the school at a minimum which makes it mandatory that **all accounts be paid promptly – no later than the 10<sup>th</sup> of each month. Payments after the 10<sup>th</sup> will result in a \$15.00 late payment fee.** If by Finance Committee, a student has an unpaid account, that student may not be permitted in the classroom until satisfactory arrangements have been made with the Finance Committee.

### Registration Fee

Registration is held early to enhance planning and operation for the new school year. The registration fee is \$225 + \$50 Student Association Fee = **\$275**. Continuing students seeking registration after registration day will be asked to bring their account up to date by making up any monthly payments from that date to the date of the actual registration. If, after registration, a student decides NOT to come to CBS, tuition payments will be refunded. HOWEVER, **the Registration/User fee is non-refundable.**

### Tuition Rates

CBS uses a 10-month payment plan starting in August and finishing in May.

- Full-Constituent Church students: \$3,275/year
- Non-Constituent Church students: \$4,390/year
- Preschool: \$175/weekly

### Discount Incentives

Tuition will be reduced each month in families with more than one student enrolled at CBS according to the following:

- 2 Students      25% on the 2<sup>nd</sup> student
- 3 Students      35% on the 3<sup>rd</sup> student
- 4 Students      100% on the 4<sup>th</sup> student

### Late Entries/Withdrawals

Students who enter late or are absent for a time but make up back work and receive full scholastic credit, will be charged FULL TUITION. A student who withdraws will be charged the full final month's tuition.



# Academic Information

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## Grading System

A serious attempt is always made to evaluate in the best possible manner the progress of students.

## Report Card Grades

The following grading system is used:

Preschool & Kindergarten:	E	Excellent
	S	Satisfactory
	N	Needs Time/Experience/Improvement
Grades 1-2:	E	Excellent
	S	Satisfactory
	N	Needs Improvement
Grades 3-8:	A	Excellent
	B	Above Average
	C	Average
	D	Below Average
	F	Failing
	I	Incomplete
	S	Satisfactory (PE, Music, Art)
U	Unsatisfactory (PE, Music, Art)	

## Graduation Academic Honors

Students who qualify for the honor roll/principal's list must attain a minimum overall average of 80% with no grade below 80% in each subject area. Grade 4-8 students attaining 80-84% will receive honors, 85-89% high honors and 90% and above highest honors (Principal's List). Grades 1-3 students in any of the above categories will receive a Certificate of Distinction.

## Incomplete

Incompletes are granted at the discretion of the teacher. Incompletes not taken care of before the next grading period ends will become an "F" automatically.

## Report Cards

Grades will be emailed to parents on the second Monday following the end of the grading period unless Parent/Teacher Conferences are scheduled. A printed copy can be requested.

# Academic Rules and School Policies

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## Attendance

All students enrolled at CBS are expected to be punctual and regular in attendance. Attendance is recorded in the teachers' registers daily. **This record is a legal document.** It clearly indicates every absence and tardy of the pupil for a half day or more during each day that school is in session.

CBS requires satisfactory explanations from parents or guardians of students, either in person or in writing, in all cases of absences from a session or part of a session of a school day. **The parent/guardian should call or email the school office to explain the reason for the student's tardy or absence. A written note or email must be sent to the teacher when the child returns. The phone call does not cancel the written excuse.**

Class time is important and excessive absences will result in a failure due to absence. A student in grades 1-8 missing more than 15% or seven (7) days of class per nine (9) week period for any reason, excused OR unexcused, may be subject to failure due to absence (FA) except by special action of the Academic Standards Committee.

## Excused Absences

Parents need to call the school AND send a note to the office within 72 hours of the absence for the absence to be excused. Excused absences include:

- Illness\*\*
- Bereavement\*\*
- Unavoidable medical appointment\*\*
- Court date
- Any school-sponsored activity scheduled during class time
- Long-term illness\*\* (documented by physician at the start of the year or illness)

**\*\*The items above that are starred require notes from parents or other official documentation within 2 days of return or the absence will count as unexcused. Absences for medical reasons that exceed 3 consecutive days must be substantiated with a physician's note. School-related functions, whether academic or extra-curricular, will be excused absences. Students are expected to make up for any missed work.**



## Unexcused Absences

An unexcused absence is one in which a student is absent and a note stating a legitimate reason has not been submitted. Students are encouraged to complete assignments missed due to unexcused absences; however, marks will not be granted for those assignments. Tests and quizzes missed during unexcused absences will **not** be administered.

Family vacations and trips, which are scheduled when school is in session, are not considered valid reasons for absence and are NOT excused absences. Teachers will not prepare work in advance for a vacation related absence. In addition, teachers will not re-teach or tutor students when they return from a vacation. Upon returning to school, students have one day for each day of absence to make up and turn in missed assignments, tests, and quizzes. It is the student's responsibility to communicate with their teachers about work which needs to be made up.

The school strongly discourages absences for family trips or non-school vacations. However, parent(s)/guardian(s) must notify the administration in writing at least two weeks prior to the event (except for emergencies) regarding any such intention. The parent(s)/guardian(s) and students assume liability for possible loss of academic standing. **Teachers will not provide grade work for non-emergency absences.**

Unexcused absence from ensemble or choir concerts, even on weekends, will be sufficient reason for reducing the grade, or dropping the student from the musical group.

## Tardiness

<b>School Hours:</b>	<b>Monday – Thursday</b>	<b>8:30 AM – 3:30 PM</b>
	<b>Friday</b>	<b>8:30 AM – 1:00 PM</b>

Attendance is recorded promptly at 8:30 AM. Therefore, students are considered tardy without excuse after 8:30 AM.

Students who are late to school for any reason other than inclement weather will be marked unexcused. If the student is frequently late (five times per term), a letter of notification will be issued to the parent. The next time the student is late will result in 2 days' suspension and the student will be placed on attendance probation with a written contract between the school and parent. In extreme cases, a student may be asked to withdraw from the school.

## Early Dismissal Procedure

If parents wish to have a student dismissed before the close of the daily session, a written request should be submitted to the office in advance. Students may not leave the school grounds during the day without written permission from their parents and approval of the administration.

## Arrival/Dismissal Procedure

With the exception of drop off on the first day of school, we request that all parents, drivers, siblings, and visitors remain outside the building. The hallway must remain as open as possible. All arrivals and dismissals are conducted through the front entrance. Teachers need this time slot to concentrate on arrival/dismissal order and management. We are asking you to understand that a teacher's classroom duty is from 8:15 AM – 3:30 PM. If you need to speak with your child's teacher, please make an appointment outside of the hours of 8:15 AM to 3:30 PM. This time is specifically set aside for teacher/student focus. Our ability to effectively serve depends on everyone's cooperation with guidelines and procedures. The safety and care of your children is our number one concern.

Thank you in advance for your cooperation and understanding in this matter.

## Illness Guidelines



Students who are injured or are not feeling well will be sent to the office. Ice, Band Aids, and Vaseline are the only things dispensed to the student. If the student has a temperature, has vomited, or has diarrhea, the parent will be called to come and pick up the child. Please pick them up in a timely manner (preferably within an hour). Do not send a child to school that has shown these symptoms prior to arriving at school.

## Infectious Disease Guidelines

These guidelines are to provide guidance to help decrease the spread of the flu and other infectious diseases among students and school staff during the school year. The decision about when to implement these actions will be based on the severity of an infectious disease outbreak during the school year.

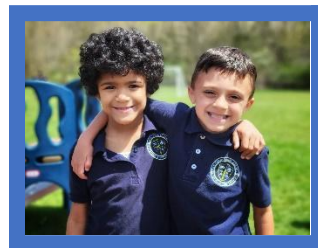
### School Response to Infections Disease Outbreak during the School Year

- **Active Screening:** During the outbreak, the staff will monitor students and other employees daily for fever and other symptoms of the infectious disease when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff will be vigilant in identifying students and other staff members who appear ill.
- **Stay Home when Sick:** Those students and staff with the flu-like illness must stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They must stay home even if they are using antiviral drugs.
- **Separate Ill Students and Staff:** Students and staff who appear to have the flu-like illness will be separated from others until they can be sent home.
- **Hand Hygiene and Respiratory Etiquette:** Recommendations emphasize the importance of influenza prevention:
  - Wash hands frequently with soap and water when possible
  - Cover nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissues are available).
- **Routine Cleaning:** School staff will routinely clean areas that students and staff touch often with cleaners they typically use.

## School Closures/Delays

Cancellation of school for storm or other emergencies will be communicated by:

- Text Message (Remember to turn on this feature in Jupiter Ed)
- Email
- Facebook
- Website



In general, Cedar Brook School will be closed when the Rehoboth Public School System closes. Since we have students driving in from several outlying areas, parents should rely on their own judgment and keep their children home if the roads in their area are unsafe to drive. Communicate with the office, accordingly.

## Late Pickup Fee

**Parents are required to pick up children by 3:30 PM on Monday-Thursday and 1:00 PM on Friday.** A child who is picked up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly. Being on-time is a significant contributor to the job satisfaction of all our teachers and the happiness of our children. We pride ourselves on being a school whose parents are on-time and strive to have no violations of this rule.

**Parents arriving AFTER 3:30 PM will be penalized as follows:** A late fee of \$15 will be added to your tuition bill. After you accrue 3 late pickups, we will ask that you meet with the Principal and Office Manager to determine a solution.

**Early Dismissal Days and Fridays** – Note that there is no After Care Provided for early dismissal and Fridays, so students **MUST** be picked up by 1:10 PM. Please be respectful of staff schedules on these days, avoiding a delayed pick-up.

## School Boundaries

Students arriving at school are to go directly to their designated classrooms and remain within the school physical boundaries until dismissal unless special permission has been granted by the teacher or the principal.

Students are **NOT** permitted to leave the school premises without the authorization of the principal.

Parent(s)/Guardian(s) or siblings who would like to take students off campus **must sign the student out in the school office. Students will not be released to anyone without proper notification.**

Students that are being picked up after school with a person other than the assigned driver for that child will only be permitted to do so if the person has a signed note from the parent/guardian of that child, authorizing the release of that child to that specific person who is picking up the child that day. Students may also be added to the “authorized pickup person” entry in Jupiter Ed.

## Cheating

Students are expected to complete their own academic work in all aspects including homework, reports, projects, quizzes, and tests. Students may ask for and receive help on some assignments but should never copy another person's work. This is a form of dishonesty, considered cheating.

Examples of cheating include but are not limited to:

- Copying homework
- Using notes of any kind during quizzes or exams
- Communication with another student through any means during quizzes or exams
- Copying from another's test paper
- Claiming papers from another student as your own
- Plagiarizing any printed material (using printed material without proper documentation)
- Forgery

## Vandalism/Damage to School Property

If a student is responsible for any damage to school property, he/she will be charged accordingly. Accidental damage should be reported to the office.

## Fireworks/Weapons

Fireworks, firearms, ammunition, or other weapons, including knives, are strictly prohibited on and off campus. A violation of this rule will result in serious disciplinary action.

## Smoking, Vaping, Drugs, and Drinking

The use or possession of tobacco, vaping products, alcoholic beverages, or drug abuse is strictly prohibited on and off campus by students. A violation of this rule will result in serious disciplinary action.

## Chewing Gum

Chewing gum is prohibited at school unless authorized by a teacher. However, it is never allowed in the gym or during any concerts or school programs.

## Corridor Courtesy

Pass through the corridors quietly with hands by your side. **No running at any time.** Be considerate of the others in the halls and classrooms.

## Language

The use of profane or obscene language or gestures is prohibited.

## Honesty

Being honest excludes stealing, lying, willful deception regarding violation of school regulations, cheating on exams, class work or in any other phase of school. These actions are prohibited.

## Electronic Equipment

Electronic devices include but are not limited to cell phones, smart watches, iPads, notepads, computers, and Bluetooth devices. If electronic devices are brought to school, the school will not be held responsible for the loss or damage to the electronic devices. These devices must remain in the child's backpack while on CBS campus.

When traveling with the school, especially with music groups or on field trips, the devices are to be in the OFF MODE.

Students may not use cell phones or ECD's on school property or at a school sponsored activity to access internet websites that are otherwise blocked to students at school or take part in any activity prohibited in the school's *Acceptable Use Policy*. Students must turn in cell phones to their teacher in the classroom designated cell phone area.

### Procedure for the Confiscation Cell Phones or ECD's

1. If a student is discovered to be using a cell phone or ECD in violation of the school policy, the staff member will ask the student to turn off the phone or ECD and put it away.
2. If the behavior continues with further incidents, the staff member will ask the student to turn the phone or ECD off and hand it to the staff member.
3. The phone or ECD will be transported to the office where the item will be placed in a sealed envelope. The staff member will record the date and time at which the phone was placed in the envelope along with the staff member's signature confirming receipt of the phone. The phone will be stored in a secure area.
  - a. If the student does not comply, they will be immediately sent to the principal for disciplinary action. The principal or designee will determine if there is any suspicion that the device has been used in a way that may possibly violate state or federal laws at their discretion.
  - b. The device may be turned over to local or state authorities for further investigation.
4. The device may be held for the minimum of "the remainder of the school day", to the maximum of three school days at the discretion of the principal.
  - a. If the device is to be held beyond "the remainder of the school day" the parent/guardian will be notified regarding the incident and the confiscation period.
  - b. Upon returning the device the student/parent/guardian will be given the envelope containing the device. They will be required to open the envelope and record the date and time they received the device and provide their signature. The school retains all documentation.
  - c. Repeat offenders of this policy will be referred to the school Discipline Committee.

### School Telephone

No calls should be made to students except for real emergencies. Only emergency calls will be relayed to students or teachers. Students' use of the telephone will be limited to calls of necessity. It is mandatory that the student makes long distance calls collect. Using the office phone is not permitted for arranging visits to other student's homes or changing rides at the last minute. **Any changes must be arranged ahead of time and written permission must come from the parents concerning any changes in transportation.**

## Computers



Computers are provided at CBS to enhance the curriculum and connect students with resources for class projects, reports, research, and personal discovery. The Internet provides our students the opportunity to communicate with students from other countries, conduct research, gather data from schools far and near, talk with professionals, design personal web pages, and gain access to the latest information on a wide range of topics. **To use the Internet, students must sign a student agreement and have a parental consent form on file.** Blocking software restricts the sites that students can access. However, while this will protect students from most of the objectionable material, it cannot filter out everything. Students are to report inappropriate behavior or uncomfortable email messages and materials to their teacher or administrative staff. Any student found deliberately accessing inappropriate material will be subject to immediate disciplinary action.

## Medications

Teachers should not diagnose a health condition or give any internal medication including aspirin, except as indicated on the following statements:

Any student who is required to take medication during the regular school day **as prescribed by a physician** may be assigned by designated school personnel if the school has on file:

- **A written statement from such physician** detailing the time schedule, amount, and method by which such medication is to be taken, **AND**
- **A written statement from the parent or guardian** of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of such a member of the medical profession who prescribed the drug and must bear direction or use as prescribed by such member of the medical profession.

**If your child becomes sick, it is imperative that he or she refrain from coming to school that day, due to the spread of disease that can occur very easily in a school setting. Please contact the office if such a situation should occur with your child, letting the teacher know that the student is ill and will not be coming to school that day.**

## Fire Drills

A minimum of nine (9) fire drill evacuation practices are conducted during the school year. The practices are required by law and are important safety precautions. It is essential that when the first signal is given, everyone must obey instructions promptly. All doors and windows should be closed. The teacher in each classroom will give the students instructions.

## Extra-Curricular Activities

Occasionally evening and weekend activities will be planned. Parents are asked to remain with their children rather than to drop them off at the school and leave. At all activities, whether in the gym or off-campus, students must observe all school rules and any alternate rules set up for the special activity. Students may be denied privileges of extra-curricular activities requiring additional monies should their commitments to their accounts become in arrear, or their academic performance is in jeopardy.

## Visitors

Parents of children enrolled at CBS and School Committee Members may make arrangements to observe classes at any time. Other visitors, especially student visitors, are to make arrangements one week in advance with the principal's office for any visits. ALL VISITORS are requested to stop at the office before going to any of the classrooms. Visitors are encouraged to make arrangements to visit after the first nine weeks of school.

## Standards of Conduct

### Personal Appearance

The following statements on Christian appearance are taken from our Fundamental Beliefs and the current baptismal certificate agreed upon in the General Conference Session. It is the basis for the dress code at CBS.

Selection from Fundamental Beliefs:

“While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit.”

Summary: “The Christian is called unto sanctification, and his life should be characterized by carefulness in deportment and modesty and simplicity in dress.”

### Uniform

The CBS family expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum. Appropriateness to the occasion, the activity, and the time should always be the guide. Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. Each student is expected to wear a clean, neat uniform in the following manner:

- Navy Blue Polo Shirt with embroidered CBS logo (Purchased through frenchtoast.com)
- Light-colored Khaki pants
- Sneakers and closed toed shoes (no loud designs or colors)



- PE Clothing for grades 5-8: round collared T-Shirt and appropriately fitting shorts, pants, or sweats. Spandex material such as leggings and yoga pants are not allowed.

All clothing must be:

- Neat, clean, and in good repair. No torn clothing – even on Dress Down Fridays
- Must be properly sized, not baggy, or skin-tight
- Must never be any underwear showing
- Short, skirt, and skirt length must be no more than 3” above the back of the knee
- Pants should not have ragged edges, patches, or holes
- Hoodies are never allowed inside classrooms

#### **Dress Down Fridays**

- Jeans or school pants/skirts/shorts allowed
- Uniform Shirts or T-shirts that have “Cedar Brook School” or are SNEC Outdoor School official t-shirts allowed

#### **Preschool Uniform**

- Navy blue collared polo shirt (school logo optional)
- Elastic band – solid color pants for easy bathroom trips

#### **Footwear**

At all times, footwear must be worn. For safety reasons, enclosed shoes must be worn on the playground and in the gym. Note: Crocs are not permitted anywhere at any time except for Dress Down Fridays.

#### **Headwear**

Headwear of any type (hats, bandanas, hoods, hoodies, scarves, do-rags, etc.) is not permitted in the building at any time.

#### **Jewelry and Makeup**

Jewelry in its various forms is not allowed. Jewelry is defined as including but not limited to bracelets, necklaces, rings, ear and tongue rings and studs, body piercing and toe rings. Under no circumstances will

jewelry be worn at Cedar Brook School. Conspicuous makeup, especially lipstick and eye makeup (eyeliner and eyeshadow), acrylic nails, and nail polish except clear, is not to be used.

Consequences:

Repeated violations will result in a parental conference.

## Food

**Please do not send any food containing pork, shellfish, or caffeine beverages in your child's lunches. (i.e., pork hot dogs, pork and beans, ham, shrimp, lobster, soda, etc.)**

We apologize, but we can no longer stock food or lunches at the school at this time. Lunch must be brought daily.

Also, please note that the classrooms do not have microwaves, so please provide self-contained items that are pre-cooked and ready to eat.

## Discipline Policy

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### Introduction

CBS follows the Student Discipline Code developed by the Southern New England Conference of Seventh-day Adventists. It includes standards of behavior which will enable students and parents to know what acceptable behavior is conducive to learning for all students. The discipline code seeks to foster respect for the dignity and rights of all persons and encourage the students' personal growth toward self-discipline.

The Discipline Code is based on the premise that discipline differs from punishment. Discipline is directed toward developing an integrated, self-functioning, motivated personality. Discipline is corrective and positive in nature.

### School Conduct & Discipline

Each student is treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school principal and teachers assist students in developing personal responsibility with sensible rules of conduct, focusing on safety and respect for the rights and property of others. These practices are applied in the classroom, throughout the school, and in the students' daily activities. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more rigorous supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When a teacher has made

every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the school principal. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

### School Wide Behavior Goals

- Be respectful to others at all times, for all occasions
- Follow directions the first time
- Be in the appropriate place at the appropriate time
- Avoid disruptive behavior
- Avoid inappropriate “hands on” behavior
- Avoid taking the Lord’s name in vain or using vulgar language/gestures
- Be honest (no cheating, lying, stealing, plagiarism)



### The Student’s Right and Responsibilities Rights

1. Minor Misconduct which does not call for serious discipline (suspension/expulsion) is not serious enough to require a set procedure, and therefore, summary discipline is allowed (e.g., warning to students and/or parents, etc.)
2. A Serious Disciplinary Action (such acts must be referred to the school board) is one which involves:
  - a. A long-term suspension (longer than 3 days)
  - b. Withdrawal or expulsion
  - c. A disciplinary measure which seriously jeopardizes a student’s education or future (e.g., certain kinds of entries made on a student’s permanent record)
3. In cases of serious disciplinary action, the student is entitled to:
  - a. An oral or written notice of the charges
  - b. If the student denies the charges, they should be informed of the evidence against them and given an opportunity to respond to the charges.
  - c. A formal hearing at the school board level in which the students and parents/guardians may be present.
  - d. A fair and impartial decision by the school board

### Student Responsibilities

It shall be the responsibility of each student to:

- Strive to the highest level of achievement possible.

- Contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property.
- Be familiar with and abide by all policies, rules and regulations pertaining to student conduct as defined in the Student Code.
- Conduct themselves, when participating in or attending school-sponsored events, as Christians with high standards of conduct and demeanor.

## Standards of Student Conduct

### Student Expectations

Experience has taught that there are some practices which should not be permitted in schools operated by the Seventh-day Adventist Church. The first offense in any of the following practices lays such students liable to discipline:

- Engages in conduct which is disorderly: i.e., intentionally causing a major disturbance or alarm, or recklessly creating a risk by fighting.
- Insubordination: i.e., failing to comply with the directives of a teacher, school administrator, or other school employee.
- Endangers the safety, morals, health or welfare of others by an act, including but not limited to:
  - Selling, using or possessing tobacco, vaping products, alcohol, drugs, or other controlled substances
  - Possessing weapons, fireworks, or other dangerous devices
  - Using gestures (including ethnic slurs or language which is profane, vulgar, or abusive or possessing obscene materials)
  - Verbal or physical abuse toward a teacher, school administrator, or other school employee
  - Being dishonest, including stealing, lying, or willful deception regarding violation or school regulations.
  - **“Threatening an individual’s safety or public safety, regardless of how the threat is communicated (e.g., in-person, verbally, in writing or online)”**
- Engages in academic misconduct including:
  - Chronic lateness to school, missing or leaving school or class without permission or excuse
  - Cheating, unauthorized duplication or computer software or plagiarism
- Violation of Dress Code Policy
- Conducts oneself improperly with someone of the same or opposite sex
- Engages in conduct inconsistent with Seventh-day Adventist Church standards or violates standards of Christian deportment on or off school property.

## Disciplinary Procedures

It is the desire of CBS to have parents, students and staff assume their responsibilities for maintaining and implementing the discipline code with fairness and consistency.

1. The Atlantic Union Conference Education Codebook, K-12, under which CBS operates, has delegated to each principal the authority to suspend pupils for a period not to exceed 3 school days.
2. Information pertaining to suspension includes:
  - a. The pupil and his parents/guardians will be given the opportunity for a conference.
  - b. Suspension may be in school or out of school as determined by the principal.
  - c. A student may be immediately suspended when they present a continuing danger to persons or property or ongoing threat of disrupting the academic process.
  - d. A suspended student shall be furnished with textbooks, as well as assignment, worksheets and student guides and shall be responsible for completion of work assigned during the period of absence.
3. No pupil can be suspended for more than 3 days unless there is an opportunity for a formal hearing at the school board level in which the student and parents/guardians may be present.
4. Probation – Serious or continual violations of fundamental standards of conduct or maintain grades below academic standard will result in a student being placed on probation-citizenship or academic, respectively. Violation of the terms of probation will be referred to the school board for further consideration.
5. Dismissal/Expulsion – Based on official action by the school board, students may be dismissed or expelled if the student:
  - a. Violates the terms of probation
  - b. Continues to create a substantial disruption of the order and efficiency in the operation of school despite repeated means of correction to effect a change in a student's conduct.

## Disciplinary Options

The range of actions which may be imposed for violations of the Cod of Discipline include the following:

1. Apology and potential restitution
2. Verbal warning
3. Verbal reprimand
4. Parent conference or phone call
5. Probation
6. Suspension
7. Expulsion

## Anti-Bullying Policy

In accordance with Massachusetts Law and Christian philosophy, bullying is prohibited at Cedar Brook School grounds, property immediately adjacent to school grounds, at school sponsored or school related activities, functions or programs whether on or off school grounds, school vehicles or transportation related to school events, or through the use of technology or an electronic device if the act or acts in question create a hostile

environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or orderly operation of the school.

#### Definitions:

**Bullying** means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to the other student's property.
- Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
- Creating a hostile environment at school for the other student.
- Infringing on the rights of the other student at school.
- Materially or substantially disrupting the education process or the orderly operation of the school.

**Cyber-bullying:** The above definition of bullying includes cyber-bullying which means bullying through the use of technology or any electronic medium.

**Education Process:** All staff will receive instruction on bullying prevention, education, and processing annually. Students, annually, will be instructed in age-appropriate bullying prevention. Documentation of the instruction must be maintained on site in the administrative offices in accordance with the state of Massachusetts.

**Reporting Process:** Staff is required to be proactive with regards to monitoring students for evidence of bullying. Incidents of bullying will be addressed and documented by the staff member who observed it, or it was reported to, as outlined below. Students will be encouraged to report bullying to their teacher or other staff member. Anonymous reporting will be accepted; however, no disciplinary action will be taken solely on this basis of the anonymous report. Staff will immediately intervene with obvious or known bullying incidents. In the event of unobserved but reported incidents, the school administration will investigate the incident, document, and take corrective action as deemed appropriate.

- Documentation of the incident(s), to include a description of the incident and a description of the action taken by the teacher will be provided in writing to the administration.
- In the event of an inter-school incident, the school administration will work in conjunction with the other school administration in resolution of the incident.
- Administration will communicate with the parents of the students involved including date, time, and particulars of the incident and interventions utilized.
- Chronic bullying incidents will be referred to the school Discipline Committee for further discipline and/or follow-up.

## Bullying Incidents - Minor

Minor bullying incidents include verbal expression, written expression, gesture(s) clearly identified as bullying, and retaliation for reporting or providing knowledge of bullying. Teachers will administer age-appropriate forms of discipline within the classroom. Anti-bullying counseling will be conducted and documented, and copies of documentation will be forwarded to the administration. Communication to the affected parents will be documented with copies forwarded to the administrative office. In the event of repeat offenses, the student will be referred to the school administration for formal disciplinary action.

### Usual Disciplinary Actions:

Disciplinary actions as determined by the school Discipline Committee or school administration will be age-appropriate forms of discipline including but not limited to:

- School detention
- In-school suspensions
- Suspension from school
- Referral to the school board for expulsion
- Legal authority involvement

## Bullying Incidents - Major

Major bullying incidents will include all categories defined within the definition of bullying and retaliation for reporting or providing information related to bullying incidents. Major incidents will immediately be referred to the administration for investigation. If the school principal or his designee determines that bullying or retaliation has occurred, he shall notify the local law enforcement agency if he believes that criminal charges may be pursued against the student and shall also notify the parents or guardians of the bully and victim(s).

### Victim Support:

The administration, in conjunction with parents, will assess the need for additional counseling for the victim. If counseling is deemed necessary, the school administration will be proactive working with the parents or guardians in arranging for counseling *at the parent or guardian's expense*.

## Other Safety Policies

### Physical Violence/Verbal Abuse

Students have the right to attend school without the fear of physical harm or threat to their safety. Any student involved in a threat to an individual’s safety or to public safety, regardless of how the threat is communicated (e.g., in-person, verbally, in writing or online), will be subject to significant disciplinary or other corrective actions.”

Physical or verbal attack of one person or a group of persons is forbidden at our school. This includes menacing or threatening behavior towards another person.





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