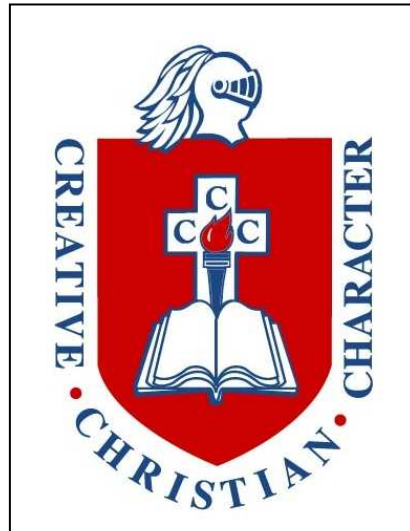


Triple C School



Student/Parent Handbook

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Triple C...It's the place to be!!

WELCOME TO TRIPLE C SCHOOL

Triple C School has a dual objective to develop the intellect of its students through strong academic programs and their character through numerous and varied experiences. The success of this dual objective is dependent on a staff of competent, dedicated Christian professionals who are role models, and governed entirely by a world view that is founded firmly in the infallible Word of God. We strive to communicate clearly to our students that the Bible and the teachings of Jesus are not to be relegated to some small religious compartment, but to be effective they must be totally integrated into all aspects of our lives. While we realize that this decision must be left entirely in their hands, we hope and pray that all of our students will be analysts, thinkers, activist Christians, and people of high moral and Christian stature--not only adopting Christian attitudes, but becoming totally committed to Christ and His way.

We seek your cooperation, care, prayer, and financial support so that Triple C School may continue in its fine heritage of providing an education that will help each child to develop his/her full potential, and fulfill his/her God-given purpose.

WHY SEND YOUR CHILD TO A CHRISTIAN SCHOOL?

It has generally been thought that the religious training of children should be the responsibility of the church and parents. We do not take issue with that stand. However, when one recognizes that the school has the child about one-half of his waking hours, the parents have him about three-eighths and the church about one-eighth, it is clear to see why the secular, sometimes anti-Christian, nature of the non-Christian school and society can destroy what the church and home are trying to do.

For parents who want a Christian foundation and reinforcement of Christian values taught at home, the Christian school is the answer. The Christian school is also the answer for those parents who accept the great practical truths of the Christian religion as a good foundation for living and who recognize the strong academic foundation provided by many Christian schools.

Triple C will not sacrifice any part of the child; our goal is for the children to "grow in wisdom, in stature, and in favor with God and man". The school gives you its assurance that we will do everything in our power to see that your child develops his full potential academically, socially, physically, and spiritually. For the sake of the child, the society, and the Lord, we dare not neglect any area.

You have chosen well to send your child to a Christian school. It is a decision that will have far-reaching effects. We seek your support as we work together to train and mold our children and youth.

We have an awesome responsibility, but with God's guidance and a cooperative effort on our part, we can educate our children for time and eternity.

1.1 THE PAST

In the fall of 1941, Triple C School became the first organized school to offer both elementary and secondary instruction on the island of Grand Cayman. The 1941 inception began with an educational pioneering spirit, which still exists. For this reason, Caymanian citizens look upon Triple C School as an innovator, a first-rate school, and a strong Christian influence in the Cayman Islands today.

The Church of God (Anderson, IN) Missionary Board responded to the need for organized education on Grand Cayman when Mr. Orren Merren II and Miss Ena Merren requested assistance in establishing a Christian school. Soon after, the school was started, conducting classes in the second floor of a small building on the waterfront now a part of the National Museum. Mrs. Nina Ratzlaff became the first principal.

Together with the General Assembly of the Churches of God in the Cayman Islands, which administers the school, Mrs. Ratzlaff adopted the American educational system. This decision was based upon the close cultural, economic, and social ties with the United States, its physical proximity, and the availability of Christian teachers from that country through the Missionary Board.

In 1943 the students, with the help of Mrs. Caroline (Glassman) Merren, the principal, chose Triple C as the school's name, representing Creative Christian Character. In 1962 the General Assembly of the Church of God in the Cayman Islands and the Anderson Missionary Board decided that Triple C School should become an independent company, but remain under the auspices of the General Assembly of the Church of God and associated with the Anderson headquarters.

The first building, an attachment to the George Town church, consisted of a sand floor with wood part of the way up on three sides and canvas attached to the wood extending to a metal roof. When it rained, students and teacher headed for shelter in the church, which was also used for classes.

The physical structure of Triple C improved in time. In 1963 the school moved to a new location off Hospital Road. The school moved to a large modern facility on 12.3 acres in January 1997.

1.2 THE PRESENT

Triple C School is presently housed in one spacious, modern building of 55,000 square feet. There are 22 large classrooms, including 5 specialized rooms (Computers, Science, Home Economics, Art, Music/Band) custom built Kindergarten rooms, a large library, and a multi-purpose hall used for assemblies, cafeteria, drama and sports. Additionally, there is a detached building which houses the Preschool. There are two soccer fields. Lighting and bleachers have been planned for at least one of these fields. There is an outdoor multi-purpose court. Future developments include a 400-metre running track, swimming pool, and an Industrial Arts wing.

There are five divisions in the school with approximate ages as shown below:

Pre-School and Pre-Kindergarten		3 -4 years old
Kindergarten		5 years old
Elementary	(Grades 1-5)	6 – 11 years old
Middle School	(Grades 6-8)	12 – 13 years old
Senior High	(Grades 9-12)	14 – 17 years old

1.3 MOTTO

To grow “...in wisdom, and stature, and in favor with God and man.” Luke 2:52

1.4 MISSION STATEMENT

“Triple C School partners with families to provide an internationally competitive education in a Christ-centered environment and seeks to lead students to fulfill their God-given purpose.”

1.5 THE VISION

Triple C School students will acquire wisdom, knowledge, and a Biblical world view as evidenced by a commitment to Jesus Christ with a lifestyle of creativity, character, leadership, service, stewardship and worship.

1.6 STATEMENT OF FAITH

We believe the Bible to be the inspired and only infallible authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit, and that God is the Creator of heaven and earth.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that God loves each person and desires the salvation of all.

We believe that regeneration by the Holy Spirit is absolutely essential for salvation of lost and sinful man and results in the new birth whereby sinful man becomes a new and different creature.

We believe in the present ministry of the Holy Spirit, by whose dwelling the Christian is enabled to live a godly life.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe the Christian has a responsibility and privilege to share the gospel with others. Matt.28:19-20.

1.7 PHILOSOPHY STATEMENT

As a ministry of the General Assembly of the Church of God in the Cayman Islands, Triple C School is dedicated to developing the Christian, moral, and intellectual growth of the young people of these islands; this purpose has been the impetus for the last 65+ years and continues to be so today.

Its modus operandi is informed by vigorous biblical and educational beliefs including a philosophy that all academic pursuits, although valuable, should be permeated by and interpreted from a Christian perspective. We believe that the student is a total and finite individual with a purpose in life and thus our goal is

- to educate body, soul and mind;
- to maximize each student's potential;
- to prepare each one for a life of service and eternal presence in the Kingdom of God.

Triple C School is distinctive in this community as it is both the largest and the oldest of the American system schools catering to students from pre-kindergarten through to graduation in Grade 12. It is remarkable also for the breadth and scope of its teaching, as well as for its integration of Christian instruction throughout the entire curriculum.

Its goals are achieved through traditional instruction, extra curricular activities, teacher-student interaction, biblical foundation and integration in all classes, chapel services, and church-connected activities.

1.8 STATEMENT OF BELIEFS

1. God is the Creator and Sustainer of all things and the source of all truth.
2. God maintains control over His entire universe.
3. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the source of all wisdom.
4. Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in the light of His Person, purpose, and work.
5. God has revealed Himself in a general way in His world and the universe, and in a specific way in the Bible.
6. The home, the church, and the school should complement each other, promoting the students' spiritual, academic, social, and physical growth.
7. While at school or school activity, the teacher stands in the place of the parent.
8. God has given differing abilities to each student. It is the teachers' responsibility to motivate each child to reach beyond his grasp while being sensitive to his/her present academic level.
9. The Christian is not to be conformed to the world but must recognize his responsibility in our free society.
10. The students' home, church, and school experiences and training should be a preparation for life: a life of fellowship with God and service to man.
11. The prayer of a righteous person has a powerful effect.

1.9 GOALS

The educational program and the methods of instruction are dependent on a Biblical philosophy and objectives to provide the viewpoint, general background, truth and principles for interpreting the facts encountered in the study of any subject.

The curriculum and its related activities are planned to fulfill several purposes:

- To lead each student to a life of Christian commitment and service. (I Peter 4:11, Matthew 6:19)
- To envelop each student with an environment to enable him to grow as a total person. (Galatians 5:22, Proverbs 11:30)
- To produce students of uncompromising moral caliber. (I Peter 2:12)
- To prepare students to enter the job market in the Cayman Islands with skills that enable them to cope efficiently with demands and competition at an entry level. (Colossians 3:23)
- To prepare students to enter and succeed at the university level. (II Timothy 2:15)

1.10 OBJECTIVES

We believe that the concepts and objectives of a Christian educational philosophy should be based on the following:

1. To promote the cause of education and true Christianity by training boys and girls for Christian leadership and developing Creative Christian Character.
2. To conduct an elementary and secondary school that offers courses that will enhance one educationally as well as aid in the development of Christian character and leadership.
3. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sin.
4. To teach the necessity of being born again by receiving the Lord Jesus Christ through the leading of the Spirit of God.
5. To teach that growth in the Christian life depends upon fellowship with God through reading and obeying the Bible, prayer, service, church commitment, witnessing and fellowship.
6. To teach that the Bible is the only Word of God and that it is practical and important.
7. To teach the application of Biblical ethics and standards of morality to every part of life.
8. To teach the student to manifest fairness, courtesy, kindness, and other Christian graces.
9. To teach the student to respect and relate to non-Christians and Christians who hold differing views.
10. To relate the various subject matter areas with the truth of the Bible.

11. To teach the student to apply himself to his work in order to fulfill his various responsibilities and honor his God-given talents.
12. To teach that God is the Creator and Sustainer of the universe and of man.
13. To teach the student to work independently and cooperatively.
14. To teach the student to think for himself and to stand up for his personal convictions even under pressure.
15. To develop the creative skills of the student.
16. To develop an appreciation of the fine arts.
17. To develop effective communication skills in the student.
18. To teach the knowledge and skills needed for future study or for occupational competence.
19. To develop desire and discretion in wholesome physical and mental recreation.
20. To show the student his present civic responsibilities and to prepare him for adult responsibility as a citizen of our country, our world, and of heaven.

1.11 VALUES

RESPECT -- Respect yourself, others and their property, and the school.

OBEDIENCE – Follow instructions the first time.

PUNCTUALITY – Be on time for all classes, meetings and activities.

PREPAREDNESS – Be prepared for all classes and activities

SERIOUSNESS – Attentive, dependable, cooperative

INTEGRITY – Be trustworthy, genuine, true to your word.

HONESTY – Be truthful and above board in your actions.

COMPASSION – Be kind, considerate, helpful, and forgiving.

1.12 SCHOOL STAFF

The School is administered by a Principal/Chief Administrative Officer, two Vice-Principals, and a Human Resources Manager. There is a staff of fully qualified teachers (full and part-time) aides, and ancillary staff members. All are Christians.

1.13 GOVERNING BODY

A Board of Directors of 10- 15 members governs the school. Two thirds are selected by the General Assembly of the Church of God in the Cayman Islands, the parent body of the school. The alumni and the PTA each have a representative, and the Missionary Board of the Church of God has one representative. Up to three members may be co - opted from the community. Members serve for two years at a time except for the PTA and alumni representatives, who serve for a one-year period. They may succeed themselves. Three staff members also serve as non-voting representatives: the Principal/Chief Administrative Officer, the Principal, the Business Manager, and one faculty member chosen by the teachers.

GENERAL POLICIES

2.1 SCHOOL-WIDE EXPECTATIONS

Triple C believes that it is the role of the school to provide an environment conducive to learning. In order to achieve this goal, it is imperative that the students interact in an orderly manner. Students should conduct themselves honorably, courteously, and respectfully.

In order for Triple students to attain the best education they are expected to adhere to the following:

1. Attend school everyday and be on time for all scheduled classes, meetings and activities.
2. Adhere to dress and uniform policies
3. Treat everyone and everything with respect.
4. Follow instructions the first time
5. Remain in designated areas and on school grounds
6. Be prepared, participate, and produce as requested
7. Follow all relevant school regulations

2.2 ENROLLMENT

Triple C School is a small school and is able to accept a limited number of students. Acceptance is based on the answers to these simple questions:

1. Will the programs presently offered at Triple C meet this child's needs?
2. Will this child contribute in a positive way to the development of creative, Christian character?
3. Will the family understand and accept our philosophy and cooperate fully in the Christian training and education of their children?

Preference is given to:

- Children of alumni
- Siblings of present students
- Children from families who attend the Church of God
- Children from Christian families who attend other churches
- Caymanian children

The Education Law requires all children who are entering school in the Cayman Islands for the first time to register with the Education Department and to have a medical examination. All students in Grades 6 - 12 will be given a drug screening test before official enrollment. Random testing is done in grade 6-12 throughout the year.

2.3 WITHDRAWALS

Triple C School reserves the right not to re-enroll or to dismiss a student or ask parents to withdraw their child from the school if, in the discernment of the administration, the student is: not cooperating with the educational process; refusing to conform to the rules and regulations as covered in the Student Contract; acting in ways (in or out of school) that put others' safety in jeopardy; or whose continued presence is seen to undermine the spiritual goals of the school and/or the spiritual growth of the students.

Parents should conference with the principal or vice principal in cases of parent-initiated withdrawals. A withdrawal form is to be completed and signed by the parent, the teachers concerned, the principal or vice principal, the bursar, and the librarian.

When students are expelled or asked to withdraw for disciplinary reasons, neither a refund of tuition nor any other fees will be made.

2.4 PAYMENT OF SCHOOL FEE

Tuition payments at the beginning of the school year (regardless of plan) are due the first week of August. Monthly payments are due the first day of August and the 1st of each month thereafter through May. Quarterly and semester payments must be made prior to the beginning of the new quarter or semester. Failure to meet these deadlines will result in late fee of \$25 as well as possible withdrawal of your child from the school. If a student enrolls or withdraws within the month payments are prorated for the period of time a student has attended.

2.5 SCHOLARSHIPS/WORK GRANTS

There is a limited scholarship fund for deserving students in Grades K-5 who do not have the full means to attend the school. Parents are expected to assist with duty responsibilities. Work grants are provided for students in Grades 6-12. Please contact the Principal if you would like to contribute to the fund or if you need assistance from the fund.

2.6 ATTENDANCE (Absences)

Students are expected to attend school every day. Absences hinder your child's learning process and increase work for your child and the staff. It also impacts negatively on the other members of the class. **Therefore, absences should be restricted to unplanned events such as illness and death in the family. Trips off the island are strongly discouraged when school is in session. However, the school understands that extenuating circumstances may arise from time to time. To qualify as excused, absences require Administrative clearance.**

Parents are asked not to send children to school when there are signs of illness such as fever, rash, diarrhea, vomiting, colored nasal discharge or other symptoms of severe discomfort. If these symptoms/signs develop during the day the parent will be asked to take the child home.

Parents will be contacted if a child feels ill during the school day.

Students who arrive before the tardy bell and who leave at any time after their lunch period and before regular dismissal time will be counted as present for 1/2 day.

Students may be checked out for dental and doctor appointments; however, parents should attempt to get these appointments after school. If students are to be checked out during the school day for such appointments, the office should be notified by note in advance. The parent/guardian must sign out the student at the office.

On the third day a student returns from an absence, he/she must bring a note from home. Secondary students are to hand in the note to the office and an admit slip will be given for admission to class. Elementary students will give their notes directly to their teacher.

It is the student's responsibility to ask the teacher(s) for any work missed and complete it within the time limits given by the teacher. Failure to do this will result in a 'zero' for each missed assignment. Students may be asked to remain after school to receive instruction after an absence. This policy also applies for in-school and out-of school suspensions.

If a student is absent the day of test/quiz, he/she must take the test on his/her first day back after the absence PROVIDED he/she was present when the test was announced. If a pattern of regular absence when a test is scheduled is noted, then a doctor's note may be required.

Students who are absent more than 20 days per year for any reason may not be promoted to the next grade or obtain graduation status.

2.7 ARRIVALS and DISMISSAL

Students should not arrive on campus before 7:30 a.m. Gates open at 7:30 a.m. Supervision is provided for students in Grades Pre-School–Grade 5 from 7:30 a.m. in the Before School Care Program.

Secondary students (Grades 6-12) will remain outside in front of the school or in the canteen until 8:00 a.m. There is no supervision before 7:30 a.m. and students will not be allowed on campus.

Arrival to rooms should be between 8:00-8:10 a.m. The final bell rings at 8:10 a.m. All children are expected to be in their seats at the time designated for their classes to begin. **IF THEY ARE NOT, THEY ARE CONSIDERED TARDY.** Morning devotions with prayer and daily announcements are made at this time. Please help your child to be punctual. Tardiness disrupts the learning process and places the other students, as well as your child, at a disadvantage. **Students will accrue 1 day of absence for every 5th tardy.** See Discipline Plans. Students who arrive to school after Homeroom period must obtain a tardy slip from the office. Recognition is given to those who have perfect attendance and are punctual.

Dismissal times are as follows:

	MONDAY-THURSDAY	FRIDAY
Pre-Kindergarten, Kindergarten	2:50 pm	1:00 pm
Grades 1–5	3:00 pm	1:00 pm
Grades 6–12	3:11 pm	1:06 pm

2.8 AFTER SCHOOL CARE/SUPERVISION

STUDENTS SHOULD BE PICKED UP IMMEDIATELY AT THE DISMISSAL TIMES AS STATED ABOVE IF THEY ARE NOT REGISTERED IN THE AFTER SCHOOL CARE PROGRAM.

After School programs begin at 3:30 p.m. (Mondays-Thursdays). There is no supervision after 3:30 p.m. (Mondays-Thursdays) and 1:20 (Fridays) except for students in After School Care and those in a school approved or sponsored activities/clubs. The school cannot be responsible for students outside the hours stated above. All elementary students PS - Grade 5 who are not picked up on time will be taken to After School Care and charged an hourly rate. PS-K students will be in the Pre-School building. Grades 1-3 will be in Room 114A. Grades 4 & 5 will be in the Library. All secondary teachers remain at school until 3:30 p.m. to assist students who need extra help; therefore, students may be asked to remain after school to receive special help. Parents will be advised with sufficient notice.

2.9 PERMISSION TO LEAVE SCHOOL GROUNDS

Unless authorized by the Administration, students are required to remain on campus throughout the entire day. A student may leave the school grounds for lunch if he/she is accompanied and signed out by a parent or has a senior honors pass. All students leaving must sign out/in at the office.

2.10 HOUSES (TEAMS)

The students are divided into houses, sometimes referred to as teams. Each house is represented by a different color on the T-shirt and the name of the house on the back: Angels-Yellow, Kings - Blue, Saints - Green. The teams compete in various ways during the year.

2.11 CANTEEN/LUNCH

The school's canteen provides snacks and a hot meal every day at a reasonable cost. Menus are published at the beginning of the month and are posted on the website. Patties and sandwiches are also available. Parents are responsible to keep funds in the student's account. Account balance is a minimum of \$50.00. Students are to eat in the canteen or other designated areas. No one should sit on the tables inside or outside at any time. Students may bring their lunches from home. **Parents are not to bring restaurant food for their children at lunchtime.**

2.12 DRESS CODE (applies to Triple C campus and Triple C activities regardless of location)

All students at Triple C School are required to wear the prescribed uniform. Uniform inspections are done regularly. Boys and girls in Pre-School and Pre-K must wear red shorts and a Triple C t-shirt.

Shirts Shirts must be a good fit and tucked in at all times. Shoulder seams should be no more than 2-3 inches from the edge of the shoulder. The sleeve edge must not fall below the elbow. Collars and sleeves are to be in their normal positions (not flipped or rolled up) and free from decorations.

Pants Boys in Grades K-5 may wear navy short pants. Boys in Grades 6-11 must wear standard navy long pants with no decorations. The pants must be a good fit and worn in the natural waist. A black belt with a modest buckle must be worn if there are belt loops. 12th grade boys wear long, Khaki pants (no belt required), which must a good fit and worn in the natural waist.

Skirts Girls in Grades K-11 must wear the prescribed skirt, at or below the back of the knee.

Socks Socks must be either black or white and must be visible above the shoe. 'Footies' are not acceptable on any student.

Shoes For regular uniform, whole shoes are to be worn. Solid white shoes/sneakers with white laces or solid black shoes/sneakers with black laces are required (this also applies to Pre-School and Pre-Kindergarten). Soles should not leave marks on the floor. Shoes with lights and/or wheels ('wheelies') are not allowed.

Jackets Jackets may be worn as needed. They must be zip or button-down fronts (no pull-overs) and must be unzipped/unbuttoned to the mid-chest. Hoods are not to be worn in the building.

Other

- Girls are allowed to wear one small, identical pair of earrings in the lowest position of the ear lobes. Hoops must be smaller than a penny. Boys are not allowed to wear earrings.
- Neck, arm, and hand jewelry should be of small size and kept to a minimum (a single necklace, bracelet, and ring). Necklaces must be tucked in to the shirt. All jewelry must be appropriate for school and is subject to administrative approval.
- No visible tattoos or body piercings; eyebrow and hair patterns are also not allowed.
- Hair must be combed. Tails, patterns, dreadlocks, Mohawks/Faux-hawks and dread braids in the hair will not be permitted. Hair color must be natural. Boys' hair is to be short with no ponytails and worn above the collar, ears and eyebrows. It must be shorter than ½ inch from the scalp (sides and back) and no more than 1 inch from the scalp on top. Hairdos/haircuts must be considered appropriate for school at the discretion of the administration. Girls' must wear their hair away from the face using hairclips, hair bands, etc. 'Bangs' must be kept above the eyebrows.
- Girls in Grades 9-12 may wear make-up modestly. Girls in Grades K-8 are not allowed to wear make-up. Chap stick/lip gloss may be worn but must be clear in color.
- Bras/undergarments must be neutral and unprinted. Girls are encouraged to wear a neutral and unprinted undershirt/camisole.
- Students' nails must be working length and natural looking. Clear nail polish and "French Cut" false nails are allowed.
- Boys must be clean-shaven with side burns no lower than the bottom of the ear lobe; mustaches no longer than the corners of the mouth and without patterns are acceptable.
- Students are encouraged to wear caps/hats and sunglasses during outdoor play, due to the intensity of the sun and the high incidence of skin cancer on the islands; however, these may not be worn inside the building. Hats must be worn in PS-Grade 2 for all outdoor activities. Sunscreen is also advised.

P.E. Uniforms. All students in P.E. classes must wear the regulation P.E. uniform consisting of a house T-shirt, red gym shorts, white socks, and sneakers (any color). Shorts must neither be too tight, too short, or too baggy. Their uniform preparedness is a part of the P.E. grade. This also applies to shorts worn on the school grounds for other activities. Grades K-5 must wear PE uniforms to school on PE days.

Our children should always present a clean, neat and attractive appearance. This needs special parent and teacher concern, not only to have uniforms clean and pressed, but also to engender a spirit of pride (in the positive sense) in the child for his appearance.

2.13 CASUAL/ “FEE” DRESS DAYS

The school may allow students to wear casual clothes from time to time. It is a privilege, not a right. Short skirts/dresses, tops showing midriffs, excessive halters, cleavage tank tops, spaghetti straps, tight clothing, etc., are not allowed. Girls may wear slacks/capris/jeans with blouses or polos and boys may wear shorts to the knee or jeans. Girls who intend to wear form-fitting pants must wear a loose blouse, or shirt, that covers down to their mid-thigh (jackets and/or shirts tied around waist do not qualify). Shorts and pants must fit in the natural waist. They must neither be too baggy nor too tight. T-shirts are acceptable but may not display messages regarding drugs, alcohol, sex, secular music groups or derogatory/ insulting/ negative messages, etc. Shoes must have a strap to the back or be closed.

Students who violate the dress code will not be allowed to participate in the following fee dress day and will not be admitted to class until they are in compliance with the dress code. Students in Grades 6-12 will also receive a detention. A second offense will result in this privilege being withdrawn for the rest of the year. **The administration reserves the right to decide if clothing is acceptable.**

2.13a INCENTIVES

The following incentives are in place to motivate students (grades K-12) towards doing their best in school:

1. FREE DRESS PASSES – issued by administrators to students who have displayed/demonstrated outstanding character either through a single act or over a period of time. The recipient can redeem the pass at any time during the year for one day of casual dress.
2. GREATEST EFFORT – a weekly award issued in each class (can be academic or behavior-based) Names (not reasons) are announced in Chapel then placed in a jar for a prize drawing.
3. SEMESTER REWARD – a special outing or other reward to students who have achieved 3.9 or higher in Citizenship for the entire semester.

2.14 DISCIPLINE

As a Christian school, Triple believes that God endorses discipline through the Biblical commands regarding respect for authority.

Students are taught to obey their parents, teachers, civil authorities, and those who are over them spiritually in the Lord within their churches. In the school, the teachers and Administration represent the parents, and the directives of the Bible about child-parent relationships are applicable during school. The teachers are therefore viewed as being placed in positions of authority over the students by the will of God, so the directive to obey those who have spiritual authority is applicable.

Triple C School believes that the methods of teaching behavioral and mental discipline to students must align with the methods that God gives in the Bible for training children. The school is aware that many contemporary psychologists and educators reject these beliefs and methods; however, the school believes that the Biblical methods are the valid ones. The teacher's demeanor, his/her sincere and consistent interaction with the students, reproof, admonition, and counsel are the means of discipline used most often.

The school strongly believes that the onus of for responsible behavior falls on the student. We attempt to provide the environment for students to nurture this desire and learn to interact in an orderly manner. When students fail to respond positively to the established order, then consequences will be given.

Non-compliance with school expectations will result in consequences. An explanation of discipline procedures can be found in each program section (elementary and secondary). The school will provide every opportunity for your child to respond to positive discipline. The following philosophy is foundational to our discipline plan:

Preventative	Proper structures will be instituted and implemented to minimize situations of inappropriate behavior.
Positive	Regular awards/rewards will be used.
Pastoral/Prayer	Referrals to the Spiritual Life Director, Councilor, the Vice-Principals, or the Principal. A significant part of this discipline will be a direct application of God's Word and prayer for and with the student.
Parental Partnership	Parent involvement from the beginning so that the problem and the plan of action are a shared responsibility.
Punitive	A combination of consequences and guidance efforts is an important part in striking a balance between warmth and discipline and training up children in the way that they should go.

2.15 CHAPEL/DEVOTIONS

Daily devotions and prayers are an important part of the day. An inspirational thought and a prayer are given over the intercom daily. On Friday all students attend a chapel service. Chapel is divided into 2 age groups: K-Grade 5, and Grades 6-12. PS and PK will be invited by the spiritual life director to age appropriate chapels and assemblies. Parents are always welcome to attend Chapels.

2.16 SCHOOL-WIDE CLASSROOM POLICIES

Triple C believes that students must be taught to be neat and organized. In order to help with this task, a few policies have been put into place:

1. All students will be expected to have the supplies required as published on the website.
2. All students in Grades 2-12 will be expected to have an Assignment Book for daily use, which must be purchased from the school's Bookstore.
3. Cursive handwriting is taught in Grades 2-5. All students in Grades 3-6 will be required to use cursive writing on some or most assignments. Students in Grades 7-12 may be expected to use cursive or script writing or typewritten form as directed by the teacher. Handwriting must be neat and legible.
4. This specific format is prescribed for both class work and work to be graded:

Date
Subject

Full name (first and last)
Grade Level

Title of Work
(Centered)

2.17 ACADEMIC EXPECTATIONS

1. Students are to turn in all assignments and homework on time as requested by the teacher. Missing and late work will negatively affect grades. Parents will be contacted if this becomes an on-going problem.
2. Neat and legible work is required. Work falling short of these expectations will be handed back to the student and will need to be re-done.
3. Participation and cooperation is expected in every subject.
4. Students with quarter grades of less than 73% in any core class will be placed on Academic Probation.
5. Elementary students (Grades 1-5) must earn at least a C in Language, Reading, and Mathematics and a C average overall in order to be promoted. Elementary students who fail any of the five core subjects (Bible, Language Arts, Mathematics, Science, Social Studies) may be required to seek external assessment and tutoring.
6. Middle school students (Grades 6-8) who fail any of the five core subjects (Bible, Language Arts, Mathematics, Science, Social Studies) will be required to attend summer school or possibly repeat the year, subject to Administrative discretion.
7. Secondary school students (Grades 9-11) who fail any subjects will be required to re-take the course during the following summer.
8. Senior students (Grade 12 only) who fail any required course or fall short on the number of credits required will receive a certificate in lieu of a diploma. If the subject is made up during the following summer, the diploma will then be issued.

2.18 REPORT CARDS

Parents are encouraged to regularly check RenWeb, our online school management system, for up-to-date information on class objectives, work assigned and grades earned. Interim Reports, End of Quarter Reports, and End of Year Reports are posted this way. Please contact the office if you are unable to access this information online.

2.19 HONOR ROLLS

The Elementary Academic Honor Roll is calculated using students' overall averages from classes.

Principal's Honor Roll	90-100%
Honor Roll	80-89%

The Elementary Citizenship Honor Roll is calculated using the letter grades issued for behavior and citizenship.

Principal's Citizenship Honor Roll	All E's
Citizenship Honor Roll	All E's and G's

The Secondary Academic Honor Roll is calculated using students' overall averages from classes.

Principal's Honor Roll	96-100%
Honor Roll	85-95%

The Secondary Citizenship Honor Roll is calculated using a 4-point scale and considers classroom citizenship grades as well as an overall campus citizenship grade. Students who achieve an average of 3.4 or above will be on the Citizenship Honor Roll. If a student falls below 3.0 in any class or in campus citizenship, he/she will not be included on the Citizenship Honor Roll.

Principal's Citizenship Honor Roll	4.0
Citizenship Honor Roll	3.4-3.9

2.20 TUTORING

Any secondary student not achieving an acceptable academic standard may be required to attend help sessions any afternoon after school as the teacher deems necessary. Parents will be given 24 hours notice if the length of time will be over 20 minutes.

2.21 EXTERNAL TESTING

Each year the school administers the ACSI standardized assessment to all students in Grades K-12. The Scholastic Assessment Test (SAT) and American College Test (ACT) of the College Entrance Examination Board are administered twice each year. The Preliminary Scholastic Assessment Test (PSAT) is offered once per year.

Students are prepared to site the CXC (Caribbean Examination Council) in Grade 11 and move on to the AP courses (Advanced Placement for college credits) in Grade 12. Both of these programs are optional and are offered in addition to the selection of diplomas available.

2.22 PARENT CONFERENCES

Conference opportunities are scheduled at least twice yearly-at the end of the first and second quarters. Parents or teachers may, of course, request a conference at any time. If a parent is requested to have a conference concerning a disciplinary or academic matter and refuses or fails to come in after three requests from the Principal, or if a parent consistently fails to abide by the established rules of the school, the student may be suspended and/or may be asked to withdraw from the school.

2.23 PARENT/SCHOOL COMMUNICATION

The school will communicate with parents primarily via e-mail or the school website. Please notify the office if you are unable to access emails or our website.

2.24 APPROPRIATE DRESS FOR CONCERTS AND PROGRAMS.

All students must be modestly and appropriately dressed for concerts and programs. Band and choir students MUST wear their formal wear or school uniforms. If performance is casual, students will wear school shirt or approved band shirt with jeans or khakis. All costumes must be pre-approved by the Administration before the day of the event.

2.25 ROOM CARE

Students are expected to do the following at the end of each day:

- 1) leave floor uncluttered
- 2) straighten desks and chairs
- 3) keep desks clean and organized
- 4) put chairs on desks (if separate)

MISCELLANEOUS INFORMATION

3.1 VISITORS

ALL VISITORS MUST CHECK IN AT THE OFFICE. Parents are encouraged to visit the classrooms of their children, but arrangements must be made in advance. Parents are asked not to wear short-shorts, halters, mini-skirts, etc. while visiting. Smoking and alcohol beverages are prohibited on the school grounds. Permission should be obtained at least one day in advance for student visitors, and the visitor will be assigned to one student while visiting. Permission is granted at the Administration's discretion. Students from other schools are not allowed in or around buildings at any time unless visiting a teacher, or accompanied by their parents.

3.2 PHONE CALLS

If a student must be reached in an emergency, the office will pass a message on to him/her. Students are allowed to have cell phones, but they must remain OFF and may NOT be seen, heard, or used during the school day from the first bell (8:00am) until the dismissal bell, except with the expressed permission of a staff member and in the staff member's presence. Cell phones must not be used in the building until dismissal time (**outside** only before school). STUDENTS WILL NOT BE ALLOWED TO LISTEN TO MUSIC ON CELL PHONES. **Triple C School is not responsible for lost or stolen phones and no administrative time will be spent investigating reports of such.**

3.3 MEDICINE

The Nurse or office staff may dispense oral and topical medicine as directed by the parents. The nurse or office staff should be informed if a student is on regular medication and provided with the related details. Medication to be taken at school must be brought to the office in its original container along with directions from the parent/doctor. (See Appendix IV, V, and VI)

3.4 LOST AND FOUND ITEMS

Please mark your children's belongings, including their uniforms. We can then return lost property. Found items will be kept for the semester and then discarded, given away, if not claimed.

3.5 PROHIBITED ARTICLES

Technology that can be used to communicate, play music/videos, record audio and/or video and/or connect to the Internet may only be seen/used during school hours with administrative permission. Skateboards, skates/rollerblades, and "wheelie" shoes are not allowed. STUDENTS ARE NOT ALLOWED TO LISTEN TO MUSIC ON CELL PHONES. Drugs, weapons, matches, lighters, firecrackers, laser lights or any other potentially dangerous items are prohibited. Other items may be prohibited at the administration's discretion. No student is to sell anything on campus without administrative approval. **The administration reserves the right to search or to authorize the search of students' bags, purses, lockers and persons (emptying of pockets) anytime it is suspected that they may be concealing contraband.** **This policy applies to the Triple C campus as well as all Triple C activities on or off campus.**

3.6 GOD'S CREATURES

In the interest of student safety and concern for the treatment of animals, no student – without permission and supervision of a teacher – is to capture any live animal on the school's campus. Teachers may, from time to time, authorize the careful capture of certain creatures for the purpose of study. These creatures, with the exception of insects, are to be examined/observed then released back into their natural habitats.

3.7 CAMPUS CARE/SAFETY

Students are expected to take pride in the appearance of the school campus and buildings and to make a concerted effort to keep the grounds safe, clean, and attractive. They are also expected to value school property and to show courtesy and respect for the rights and property of others.

The school is fully equipped with all fire equipment as required by law. Fire drills are carried out three times a year by law. Fire escape routes are posted in each room. The school also has emergency procedures for earthquakes and intruders. Drills for these procedures are conducted periodically throughout each school year.

If severe weather conditions or other circumstances force the school day to be terminated early or canceled, radio and local television media will be notified. Further instructions will be left on the school's voice message system.

Bicycles may be ridden to school but never under the porte-cochere or on the sidewalk. All bicycles are to be left in the designated area. Bicycles are not to be ridden on the school property during the school day.

Students are not allowed to kick balls under the porte-cochere, the back porch, or at the building or anywhere inside the building. This restriction includes the Multi-purpose Hall.

No running is permitted in the building, on the sidewalks, or under the porte-cochere. Students should not sit in or on any car on the property.

3.8 PARTY INVITATIONS/FLOWERS ETC.

Party invitations distributed at school must include all members of the class. If all children in the class are not included in the invitation, parents should mail or personally deliver the invitations.

Flowers/balloons, etc. delivered for students will be kept in the office until the end of the day.

3.9 PROCEDURE FOR REGISTERING CONCERNS OR COMPLAINTS

Parents who have a concern or complaint about a matter directly involving their child, should follow the procedure given below, going to the next level only if you are *not* satisfied with the resolution of your concern:

1. Speak with the child's teacher
2. Speak with a Vice-Principal
3. Speak with the Principal
3. Direct correspondence to the Board through the Principal

If there is a change of address, phone, email, or other, please update in the office and/or on Renweb.

Pre-School

Pre-Kindergarten

Grade 1

Early Childhood Education and Elementary

Grade 3

Grade 2

Grade 5

Grade 4

4.1 PRE-SCHOOL

The Pre-School is a caregiver/child interactive environment for 3 year olds. The philosophy of the Pre-School is to provide a nurturing, stimulating environment with caring adults for small children to develop socially and intellectually. The emphasis is on play and interaction both with the adults and the other children in the group. This play is carefully structured to reach the objectives in a totally stress-free environment. The children are taught Bible stories, taught to pray, and will sing Christian songs to begin the foundation for a respect of Christianity and a commitment to Jesus Christ.

4.2 PRE-KINDERGARTEN

The Pre-Kindergarten department provides the building blocks for the Elementary experience. Children are enrolled in Pre-Kindergarten at 4 years of age. These children enter a world enriched with many enjoyable learning experiences that provide just the right balance of social, intellectual, and developmental activities to prepare them for Kindergarten. The Pr-Kindergarten objectives cover personal/social/emotional development, language development, quantitative experiences, Music, Art, Bible Education, P.E., and playtime.

4.3 KINDERGARTEN

Children are promoted to or enrolled in Kindergarten at 5 years old. More focused readiness activities take place in this class. Children embark on academic pursuits as they learn their letters and sounds as well as word attack skills using a variety of developmentally appropriate curricula. Most children can read 50 words or more by the end of the Kindergarten year; many are already reading on the first grade level. The child is fully ready for Grade 1 and the academic and physical programs of that grade after he or she has completed the stimulating activities in Reading, Math, English, Science, Social Studies, Writing, Bible, Art, Music, and P.E.

4.4 ELEMENTARY (Grades 1-5)

Grades 1-5 are taught in a self-contained classroom consisting of one main teacher and specialist teachers for Art, Music, P.E., and Spanish. The program offers a full range of core and non-core subjects. Most classes have between 20 and 25 students.

Bible – Students are introduced to scripture and Biblical truths through Bible stories and study using the Association of Christian Schools International (ACSI) curriculum. Focus is placed on application of these truths to daily life.

Language Arts – This includes oral reading, spelling, phonics, comprehension, grammar, creative writing, and penmanship.

Mathematics – This challenging program gives students a solid preparation for higher math in the Secondary School.

Social Studies – The social studies curriculum covers the themes of self, family, community, the Cayman Islands, the region, world studies, and US History.

Science and Health – An investigative and hands-on approach covering multiple topics to develop skills of research, inquiry and discovery is used. ACSI materials are used.

Other – Music, Art, P.E., Computers and Spanish.

4.5 GRADING SYSTEM (Grades 1-5)

Academics: Only letter grades will appear on the report card.

%	LETTER
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-63	D-
Below 60	F

Citizenship:	E	Excellent
	G	Good
	S	Satisfactory
	NI	Needs Improvement

4.6 HOMEWORK

Homework is given regularly to reinforce what the student is studying. Parents are to inquire about homework each day, provide a good environment for study, and see that it is done. All students in Grades 2-5 are required to have an Assignment Book.

Expected homework time per day is as follows:

Grades PK-K	10 minutes
Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grade 5	60 minutes

4.7 SEMESTER ASSESSMENTS

All elementary students will be given semester assessments in the core subjects: Bible, Language Arts, Mathematics, Science, and Social Studies.

4.8 RESEARCH PAPER AND PROJECT-BASED LEARNING

Grades 1-5 will do at least one research paper with clear step-by-step guidance from teachers. The English Subject Leader will coordinate and monitor this activity.

In order to encourage the use of books, as well as the internet for resource material, at least one-third of the resources for a research paper should be books.

Plagiarism is a term all students must know and understand. Not only do they need to give credit for someone else's work, but also they need to learn to digest material and present it without copying it. Teachers are required to implement this important exercise of researching, reading, analyzing and writing into their curriculum each year, particularly with regard to the internet.

4.9 AWARDS

Aside from the Honor Rolls Awards, students can earn the following awards:

1. Perfect Attendance (never absent, never late)
2. Participation in school sponsored sports teams
3. Participation in special events or activities such as NCFA, Sports Day, essay, art, and speech contests
4. Most Outstanding Student – based upon academic effort, attendance, extra-curricular activities, attitude, work habits, behavior, and ability to get along with others
5. Creative Christian Character

4.10 CLASSROOM DISCIPLINE PLAN

Triple C School uses an assertive discipline plan. The premise of this plan is based upon caring teachers, involved parents, and high expectations.

The plan comprises three components:

- 1. Expectations/Rules:** Students are to follow the school-wide expectations and the classroom rules as set out by the classroom teacher.
- 2. Rewards:** Students will be rewarded regularly and in various ways for consistently meeting or exceeding behavior expectations.
- 3. Consequences for Non-compliance:**

Minor Offenses

Elementary disciplinary procedures will vary from teacher to teacher. They will be age appropriate and pre-approved by the Administration.

Major Offenses

Major offenses will be referred to the Administration. Parents will be contacted and the offense will be dealt with as deemed appropriate.

Severe Offenses (see section 5.16)

Consequences for severe offenses are the same for all students at Triple C School.

Grade 6

Grade 8

Grade 7

Secondary

Grade 10

Grade 9

Grade 12

Grade 11

5.1 MIDDLE SCHOOL PROGRAM

The Middle School consists of Grades 6-8. Classes are taught by a team of 8 teachers, supported by 10 additional specialist teachers. Courses offered in the middle school program are:

Bible	Language Arts	Science/Health
Mathematics	Social Studies	Spanish
Physical Education	Home Economics	Art
Music/Band	Computers	Health/Life Skills

5.2 SENIOR HIGH PROGRAM

The Senior High School consists of Grades 9-12.

All students are required to take and pass the following courses:

Bible (4 credits)	Physical Education (2 credits)
English (8 credits)	Computers (2 credits)
Grammar/Composition	Introduction to Business (1 credit)
Composition/World Literature	Drivers Education (.5 credit)
Composition/American Literature	Health (2 credits)
Composition/English Literature	Speech (1 credit)
Mathematics (6 credits)	Careers (2 credits)
Foreign Language (2 credits)	Work Experience (1 credit)
Science (5 credits)	Selection of Electives
Physical Science	
Biology	
Marine Biology	
Social Studies (7 credits)	
World Geography	
World History	
U.S. History	
British/Caymanian History	

Fifty-four credits are required for a regular High School Diploma. Diplomas may be earned in any one of three areas: Business Studies, College Preparatory Studies, and Liberal Studies. Students select and complete one of the diploma's requirements during Grades 11 and 12.

The Business Studies Diploma's required courses are: Accounting I, Accounting II, Economics or Advanced Computers, and Business Law.

The College Preparatory Studies Diploma's required courses are: Honors English (Grade 11), Honors English (Grade 12), Algebra II, Pre-Calculus, Spanish II, and Chemistry or Physics.

The Liberal Studies Diploma's required courses are: a combination of the above listed courses as well as a selection of additional Electives.

Electives include Art, Band, Building Technology, Cadet Corps, Choir, Drama, Home Economics, Photography, and Yearbook.

In addition to taking a prescribed course, a student must have a 2.50 average or above (C or above in college prep courses) to receive a College Preparatory Studies Diploma. One semester's passing grade in a full subject equals one credit. Students who earn a minimum of 42 credits, some of which are prescribed, will be awarded a High School Certificate. Students served on an Individual Education Plan (IEP) will receive a Special Diploma. Because our educational program is almost identical to that used in the United States, Triple C's credits are accepted in schools, colleges, and universities in the United States. Our graduates have also attended Canadian and West Indian universities.

Students must complete 12 units of credit by the end of Grade 9 to be classified as a sophomore. They must complete 24 units of credit by the end of Grade 10 to be classified as a junior and 36 units of credit by the end of the Grade 11 to be classified as a senior.

5.3 ADVANCED COURSE ELIGIBILITY

MATH: 95% or above throughout 7th grade to enter advanced track (B+ with teacher recommendation and favorable STAT review). New students' eligibility will be determined by previous transcripts and an assessment. **ENGLISH:** 85% or above in current English class, reading comprehension assessment scoring above grade level, five-paragraph essay, current teacher recommendation. [For Math & English, once accepted, students must maintain an 83% average in class.] **SCIENCE:** Chemistry: Prerequisites of Alg. I & Geom. with 77% or higher (may take Geom. simultaneously with teacher recommendation). **PHYSICS:** Prerequisites of Alg. II and Geom. with 77% or higher (may take Alg. II simultaneously with teacher recommendation).

5.4 COURSE CHANGES

Classes may be dropped/replaced during the first 2 weeks of the semester with the permission of the parent, the guidance counselor, and the teachers involved, and approved by the Administration.

5.5 AWARDS

In addition to the Honor Rolls, the following are some of the awards presented at the end of each school year:

1. Outstanding athletes.
2. Score in the 90th percentile on a given section of the Stanford Achievement Test.
3. Creative Christian Character Award
4. 110 or more on the PSAT
5. 1650 or more on the SAT
6. Perfect attendance (never absent, never late)
7. Outstanding students in each class (Annual)

Seniors are recognized at graduation for the following.

1. The Outstanding Senior (for leadership, citizenship, scholarship, peer rapport, and loyalty to Triple C School)
2. The Outstanding Leader
3. Highest average 3.50 or above in Science, Bible, English, History, Mathematics, and Business

5.6 SENIOR PRIVILEGES

The senior lounge is open to all seniors on the Citizenship Honor Roll. An eligibility list is generated each quarter. This privilege will be withdrawn for loss of honor roll status, non-compliance with regulations or lack of care of the lounge. Seniors with lounge privileges may use their cell phones in the lounge but not for listening to music. **No music is to be played in the Senior Lounge.**

Senior Honor Passes are issued to seniors who meet the following criteria:

1. All of the student's teachers attest that the student is making an excellent effort in class and setting a good example for his/her peers
2. There are no objections from any teacher or administrator (reasons shall be specifically stated)
3. The student is on the Citizenship Honor Roll

Students with Senior Honor Passes are free to leave campus (must sign out at the office) whenever their time is free.

Seniors who maintain an average of 96% or above in a subject for Semester II may – **at the discretion of the teacher** – be exempt from the Semester II examination in that class if they have missed no more than five class sessions in that subject during the semester. Make up class sessions are also at the discretion of the teacher.

5.7 ELIGIBILITY FOR LEADERSHIP POSITION, OFF-ISLAND TRIPS, OR OTHERWISE REPRESENTING THE SCHOOL

In order to qualify for any student leadership, honor position, or overseas trips, for the current year or a subsequent year or for school approved or sponsored trips abroad; a student must meet the following criteria:

1. must not be on Academic Probation
2. must be on the Citizenship honor roll for the preceding quarter and the quarter of the event
3. must receive clearance from the Business Manager and/or Principal prior to making travel arrangements

Parents and students need to be aware that if a student signs up for a trip and then is ineligible due to not meeting the criteria above, he/she will NOT be allowed to go on the trip and deposit monies may be lost.

5.8 ELIGIBILITY FOR VALEDICTORIAN AND SALUTATORIAN

Only seniors who have spent at least the last two years (Grade 11 and 12) in traditional (teacher-taught) classes at Triple C School are eligible for the Valedictorian or Salutatorian positions.

Rank is calculated for 4 years (Grades 9-12).

5.9 RECOGNITION OF SENIOR HONOR STUDENTS

Seniors will be considered 4 year honor students if they have maintained a 3.50 GPA or above each year in Grades 9-12.

5.10 GRADES

Quarter grades are determined by a student's work (homework, quizzes, tests, as well as participation). Semester grades are determined by averaging the quarter grades and semester exam giving each equal weight-- 1/3. Both semester grades are averaged to determine a passing grade and credit for the year.

- If a student's average quarter grade drops below 73% he/she will be placed on academic probation. A student will remain on academic probation until he/she shows significant improvement and passes the course. Students on academic probation will not be allowed to play/perform in school-sponsored competitions.
- If a student receives less than 73% in Mathematics or English, tutoring will be required until he/she demonstrates progress in his/her work.

5.11 GRADING SYSTEM

Grades 6-12 – Percentages only will appear on the report card.

%	LETTER	GPA*
96-100	A	4.00
90-95	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
65-69	D+	1.33
60-64	D	1.00
Below 60	F	0.00

*GPA's do not apply to Grades 6-8

5.12 GRADING POLICIES

1. The following policy will apply for late classwork/homework:
If turned in late up to the end of the day following the due date, 50% will be deducted.
If turned in after the end of the day following the due date, the work will be given a 0.
2. Teachers may offer extra credit opportunities to the whole class, but not to individuals just to bring up their grades.
3. Questions on tests will be weighted (not every question worth the same amount).
4. Teachers of 5-day (per week) subjects must have at least 10 grades for each quarter. At least 3 of these must be tests. Teachers of 2-day (per week) subjects must have at least 5 grades for each quarter. At least 2 of these must be tests.
5. All subjects will be graded on the 100 point system.
6. No more than 2 tests will be given in one day. [NOTE: This does not apply to exam weeks.]
7. Students who have excused absences are allowed to make up all work (see Section 2.6).
8. If a student has an excused absence the day of a test/quiz, the test must be taken during the first day back to that class after the absence, IF he/she was present when the test was announced, except in special circumstances.

If a pattern of absences is established on test days, a doctor's note may be required to excuse the absence.

5.13 TRANSFER GRADES

All grades are accepted as recorded on the official transcript from the transferring school. These grades will be used as follows:

1. towards the total number of credits
2. to calculate final grade point average
3. to determine class rank

Credits transferred may not exceed the maximum number of credits (14) possible at Triple C School for a given year. On an individual basis, the principal or guidance counselor will determine the acceptance of transfer grades and credits from a non-American school system.

Note: Students who transfer any credits or have to make-up courses after entering 11th grade will not be eligible for Valedictorian and Salutatorian.

5.14 RESEARCH PAPER AND PROJECT-BASED LEARNING

All students in Grades 6-12 will research from multiple sources and put together a comprehensive report. Some reports can be short and restricted, but at least one report during the year must be long and comprehensive. This should follow the accepted format (see high school English teachers for guidance). The English Subject Leader will coordinate and monitor this activity.

In order to encourage the use of books as well as the internet for resource material at least one-third of the resources for a research paper should be books.

Plagiarism is a term students must know and understand. Not only do they need to give credit for someone else's work, but also they need to learn to digest material and present it without copying it. Teachers are required to implement this important exercise of researching, reading, analyzing and writing into their curriculum each year, particularly in regard to the internet.

5.15 HOMEWORK

Homework is given regularly to reinforce studies. Parents are to inquire about homework each day, provide a good environment for study, and see that it is completed. All work will be graded, results discussed with students and returned to students within a week, except in exceptional circumstances. All students in Grades 6-12 are required to have an assignment book. Expected homework time per day is

Grades 6-8	1 hour
Grades 9-12	2 hours

5.16 BEHAVIOR MANAGEMENT PLAN

The premise of this plan is to provide an environment and structure in which students can become successful academically as well as socially. It is based upon caring teachers, involved parents, and high expectations. It is our goal to strike a balance between warmth and discipline, as we coach, support, and correct students, whilst holding each of them accountable for their behaviours. We are always striving to increase the number of students who practice self-discipline and make punitive means unnecessary.

The following consequences are laid out for students who are not managing themselves well:

LEVEL 1 – MINOR OFFENSES/CONSEQUENCES = Detention and .5 demerits

- Chewing of gum
- Tardy to class
- Drinks and/or food in unauthorized areas
- Dress code infraction
- Running/riding on sidewalk
- Sitting on desks/tables
- Name calling without profanity
- Excessive talking
- Out of area without a pass
- Encouraging or being in the company of unauthorized visitors
- Littering
- Disregard for school-wide rules
- Horseplay
- Visibility or audibility of cell phones during school hours

Repeated minor offenses will result in major consequences. Every third LEVEL 1 detention will automatically become a LEVEL 2 detention and a loss of 1.25 citizenship points. Every third LEVEL 2 detention will result in a 1-day suspension.

LEVEL 2 – MAJOR OFFENSES/CONSEQUENCES = Detention and 1.25 demerits

- Major disruption in class
- Inappropriate language including gossiping and/or abusive, vulgar, obscene or profane language.
- Skipping class
- Giving false information
- Inappropriate touching
- Leaving school without permission
- Aggressive or dangerous horseplay
- Prohibited items (may be severe offense, depending on the item involved – see Section 3.5)
- Use of cell phones during school hours (2nd offence results in loss of privilege for the year)
- Capturing, harassing, or harming animals

LEVEL 3 – SEVERE OFFENSES/CONSEQUENCES

Depending upon circumstances (first offense vs. repeated offenses, severity, student's attitude) consequences for the following offenses range from 1 day of suspension to permanent withdrawal from the school.

- Truancy
- Use or possession of tobacco at any time
- Use or possession of alcohol at any time
- Use or possession of illegal drugs at any time
- Disruptive, disrespectful and/or uncooperative behavior
- Accessing, possessing, sharing, transferring pornographic material
- Using social or other Internet media to bring harm upon another's reputation
- Immoral or other conduct that may bring the school into disrepute
- Possessing and/or using a weapon or other object as a weapon
- Fighting or other aggressive behavior
- Threatening physical harm
- Directing abusive, vulgar, obscene or profane language toward another person
- Cheating or Assisting in Cheating (zero on whatever cheated on; if cell phone is used, privilege will be lost for the year in addition to other consequences) [If phone or other electronic communication device is out, cheating will be assumed, and no further evidence will be necessary]
- Stealing
- Vandalism
- Blatant or willful disregard for or disrespect to authority
- Intimidating, bullying or harassing others in or out of school and including "cyber bullying"
- Possession of cell phone after privilege removed
- Interfering or tampering with school computer and/or internet operations

In the event that a student is arrested for an alleged crime, he/she shall be suspended (non-disciplinary) from school until the investigation is complete and results made known to the school. In such cases, a plan will be put in place to ensure that the student is able to keep up with coursework.

In the event that a female student becomes pregnant or a male student becomes a father, the student will be withdrawn from school with a plan for completing the school year.

5.17 STUDENT COUNCIL

Student Council officers and representatives are elected by the student body to serve for a period of one year. The Student Council is the forum through which students can voice their suggestions and ideas. The Council provides leadership for student projects, enhances school spirit, and recognizes and awards student and teacher accomplishments. In addition to providing leadership training and experience opportunities for students, it raises funds each year for the school.

5.18 COMMUNITY SERVICE

All High School students (Grades 9-12) are required to complete 20 hours of Community Service per year. The hours are to be certified and recorded by the Homeroom teacher.

5.19 CLUBS

The **KEY Club (Grades 9-12)**, sponsored by the Kiwanis Club of Grand Cayman, gives students an opportunity to be involved in leadership and service. The club undertakes projects both within the school and in the community.

The **Y.E.S Club** (Youth Experiencing Salvation) gives students an opportunity to share their love for Christ with one another and mature in their faith. Teen Advisors provide students with the chance to be leaders among their peers and among younger students dealing with day-to-day situations.

There are several other clubs offered each year. This will be announced during Open House.

Officers of all student leadership organizations are provided with leadership training (4 hour course).

5.20 BOOK BAGS/LOCKERS

Book bags may not have unacceptable words, pictures or graffiti.

Lockers are provided for Grades 6-12. Books should be stored in the locker or carried. Lockers may be searched by administration as deemed necessary. **Students are strongly encouraged to lock their lockers. No administrative time will be spent investigating missing items from an unlocked locker.** Locks are available for rental (\$2.00 annual fee) from the school office. The cost of replacing a lost school lock is \$8.00. Any student who has his/her own lock must provide the combination or a spare key to his/her homeroom teacher.

The following rules apply to locker use:

1. Nothing is to decorate the outside of the lockers.
2. Nothing permanent is to be placed inside the lockers, such as decals and stickers.
3. No negative or questionable posters are to be placed inside lockers.
4. Lockers are to be kept clean and neat.
5. Lockers should not be damaged.
6. Lockers may not be exchanged between students without permission of the homeroom teacher.
7. Students may not "take possession" of an unoccupied locker without the permission of the admin.

5.21 CALCULATORS

Calculators are allowed after students have mastered the basic math facts. Students in Grades 7-12 are to have calculators ready to use when required by the instructor. Calculator instruction may be given at any grade level.

5.22 STUDENT DRIVERS

Students may be allowed to drive cars to school with the express permission of the Vice-Principal of Secondary. Permission to drive to school does not constitute the right to leave school at lunchtime. Any student driving to school must complete the student driver form (which requires proof of insurance) and receive permission. The following regulations apply:

1. Drive reasonably and cautiously.
2. Park as directed.
3. Refrain from giving rides to persons without permission to leave.
4. Refrain from sitting in or on parked cars alone or with someone else.
5. Refrain from playing loud music on school property.
6. Refrain from going to your car during the day without written pass from teacher.
7. Do not leave school without permission and signing out.

Failure to comply with these regulations will result in the temporary or permanent suspension of the driving privilege.

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APPENDIX I

**TRIPLE C SCHOOL
PARENTS' COMMITMENT**

Name of Student (s) _____ **Grade** _____

Person(s) Responsible for Tuition: _____

Address: _____

We, the undersigned parents/guardians, do hereby state that we have read the school's purpose, objectives, statement of faith, discipline plan, and Parent/Student Handbook, and are willing to abide by them for the Christian training and education of our child(ren).

WE AGREE TO

- support the school's dress codes, discipline, and standards of conduct, and we vest authority in the school authorities to discipline in our stead as they see fit.
- be active in the school's programs, attend meetings as requested by the teacher, administrators, or Board and to have our child(ren) participate in extra-curricular activities within reason in accordance with school policy.
- pay for any damage, willful or otherwise, (including abuse of such property) caused by our child(ren).
- allow our child(ren) to attend all field trips as may be deemed necessary by the school provided there is one adult chaperone for every 6 elementary students, and every 10 secondary students as stated in Handbook.
- give authority to the school to take our child(ren) to the hospital, doctor's office, or dental office for emergency treatment if we are unable to do so ourselves, and to administer Panadol, Tylenol, or mild antacid if necessary.
- register complaints regarding school rules, procedures, etc., only with teachers or administrators, and not with friends or other parents. We agree to work through the teacher and administrators to effect reconciliation in the case of disagreement between our child(ren) and another child or children, or teachers.
- cooperate with the administration in the removal of our child(ren) from the school, whether it is our desire or the school's request, and to do so as quietly as possible, avoiding discussion with those not involved, so as to avert a spirit of dissension and division, which would be to the detriment of both the school and the child.
- We understand that the school has a no tolerance policy for use of drugs and in addition to screening upon entrance, students are also randomly tested during the year.
- meet financial agreements on or before the due date for all fees.

Please check one: I agree to pay the year's tuition by August 1st.
 I agree to pay Semester I tuition by August 1st & Semester II tuition by January 3rd.
 I agree to pay the quarter tuition by August 1st, October 24th, January 3rd, and April 17th.
 I agree to pay the year's tuition monthly starting August 1st to May 1st (10 month plan).

I understand that

- a penalty will be placed on your account if any of the above tuition payments are not paid within 7 days of the due date.
- the school may withdraw my child(ren) from classes on or after the last day of the month if fees are not paid.
- the school may withhold and refuse to release any report, records, references or other information (except for details of the amounts owing) until all accounts, including tuition fees, late fees, book fees, fines bookstore charges, etc. are paid in full.
- I am obligated to pay the fees for every day my child is enrolled whether he is in attendance or not.
- I will have to pay a \$25 fee if any of my cheques to the school is returned unpaid by my bank.

Signatures of parent(s) _____ Date _____

_____ Date _____

APPENDIX II

**TRIPLE C SCHOOL
CREATIVE CHRISTIAN CHARACTER
STUDENT CONTRACT
(For Grades 6-12)**

I, _____ (student) have read the handbook and general principles mentioned below carefully and agree to abide by all of these regulations to the best of my ability:

I AGREE TO:

- show respect to the Lord Jesus Christ and to the scriptural principles and standards of the school.
- do my best in all school subjects, paying close attention to all sessions, homework, and other assignments made by the teacher.
- maintain a positive attitude at school and therefore contribute to the happiness and well-being of everyone at the school. I understand that I am free to direct ideas, suggestions and complaints to my teachers and administrators in a respectful and helpful manner.
- show respect to all designated authority and obey any request made by persons in authority.
- attend school every day, unless prevented from doing so by a genuine emergency.
- be on time every morning and to every class unless prevented from doing so by a genuine emergency.
- abide by the school's dress code with regards to prescribed uniform, shoes, jewelry, make-up, nail polish, and hair cuts/hairdos.
- care for and protect school property by not littering, nor defacing any school property, and assisting with the care of the campus.
- conduct myself decently and honorably at all times and do my best to portray the character of Triple C School to the public, recognizing that this enhances my reputation as well as the reputation.
- abstain from chewing gum on the property and/or offering it to anyone at any time on the school grounds.
- remain on school grounds during the school day unless I have permission from the Principal or Vice-Principal to leave.
- abide by all regulations that have been established by the school authorities for the efficient and successful operation of the school.
- submit to drug testing at the school administration request

I AGREE NOT TO:

- 1) smoke, handle or use tobacco products;
- 2) drink or handle alcoholic beverages;
- 3) handle or consume illegal drugs. I understand that there is entrance and random drug screening at the school.
- 4) be involved in immoral/indecent behavior

I understand that failing to obey any of these regulations may result in suspension, withdrawal and/or expulsion from the school.

Student's signature

I, _____ parent of the above named student have seen and discussed the foregoing with him/her and am satisfied that he/she understands the terms of this agreement.

Date

Parent's Signature

APPENDIX III

NATIONAL ANTHEM

GOD SAVE THE QUEEN

God save our gracious Queen
Long live our noble Queen
God save our Queen
Send her victorious
Happy and glorious
Long to reign over us!
God save our Queen.

NATIONAL SONG

BELOVED ISLE CAYMAN

O land of soft fresh breezes - of verdant trees so fair
With the Creator's glory reflected everywhere
O sea of palest emerald merging to darkest blue
Whene'er my thoughts fly Godward
I always think of you.
Chorus
Dear verdant island set in blue Caribbean sea
I'm coming, coming very soon
O beauteous isle to thee.
Although I wander far, my heart enshrines thee yet.
Homeland fair Cayman isle, I cannot thee forget.

TRIPLE C SONG

TRIPLE C ALL HAIL!

Triple C, our dear old school
Guide of soul and mind
Thou hast taught within thy borders
To aid all mankind
So for this thy noble purpose
May our best avail
Friend of all that's good and upright
Triple C, All Hail!

Hail to thee, our Triple C
Long thy name shall reign
In our hearts forever highest
Loud thy praise we sing
As thy loyal sons and daughters
Strive we ne'er to fail
Lift thy name and ideals higher
Triple C, All Hail!

APPENDIX IV

TRIPLE C SCHOOL

Policy # 4101.0

Policy & Procedure Manual

Subject: Administration of non-prescription medications during school hours

Effective date: 09-Jan-04

Approved by: Administrators

No previous policy

Purpose: To provide safe administration of medicines which are necessary for a student's well-being and ability to function in school and cannot be scheduled outside the school day.

Policy: All medications (including prescription and non-prescription) must be kept in the infirmary and stored in a locked cabinet. No medication is allowed in student's bag or locker unless prior permission for self-administration has been given. (**See policy # 4102.2**).

Procedure: Parents are urged to schedule the administration of medications outside school hours Whenever possible. However when it is necessary for a student to receive medication at school, the following criteria must be met:

Non-prescription Medications:

1. Must be sent in the original container and labeled with the student's name. (Please do not send loose tablets in a baggy.)
2. Parent must provide a note indicating authorization for the school nurse or office staff to administer the medication as well as the dose and time to be given.
3. Remember that Tylenol and Tums are available at the school if parent permission was signed on the student's blue Emergency/Health Card at the beginning of the year or upon transfer enrollment.
4. A Medication Administration Card will be completed to document when a dose is given for any non-prescription medication which is to be kept at school and administered on a PRN or as needed basis for more than 5 days. This card will be kept in the back of the infirmary's logbook and then added to the student's Health File when discontinued.

APPENDIX V

TRIPLE C SCHOOL

Policy No. 4102.0

Policy & Procedure Manual

Subject: Medication administration for prescription medications during school hours

Effective date: 09-Jan-04

Approved by: Administrators

No previous policy

Purpose: To provide safe administration of medicines which are necessary for a student's well-being and ability to function in school and cannot be scheduled outside the school day.

Policy: All medications (including prescription and non-prescription) must be kept in the infirmary and stored in a locked cabinet. No medication is allowed in student's bag or locker unless prior permission for self-administration has been given. **(See policy 4102.2).**

Procedure: Parents are urged to schedule the administration of medications outside school hours whenever possible. However when it is necessary for a student to receive medication at school, the following criteria must be met:

Prescription Medications:

1. Must be sent in a pharmacy labeled bottle with the child's name, the name of the medication, dosage, route of administration, time interval of doses and name of prescribing licensed healthcare provider.
2. Parent must provide a note authorizing administration by the school nurse or office staff and the time to be given.
3. A note from the prescribing healthcare provider is required for any medication that is to be taken for 10 or more days.
4. A Medication Administration Card will be completed and used to document when a dose is given of any prescription medication taken consecutively for more than 5 days or stored at school to be taken on a PRN or as needed basis. The card will be stored in the back of the infirmary's logbook and then added to the student's Health File when discontinued.
5. No more than 2 weeks worth of medication should be stored at school at any given time.
6. Any unused portion of medication should be picked up by the parent when discontinued or at the end of the school year.

APPENDIX VI

Triple C School
Policy & Procedure Manual
Subject: Students Self-Administering Medication
Effective date: 09-Jan-04
Approved by: Administrators
No previous policy

Policy # 4102.2

Purpose: Students who have valid medical need for medication on an as-needed basis, such as asthmatics or diabetics may be allowed to keep their medications with them so as to be readily available.

Policy: Students may carry medication to be self-administered at school if the following criteria are met:

1. The parent informs the school that their child will have self-administered medication with them.
2. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
3. Written permission from the parent and discussion with the child's teacher and/or school nurse has been completed, so that they are aware of the situation and can monitor the child's status.
4. A copy of parental authorization is provided to the school nurse to keep on file in the student's medical record.
5. The student understands that they are responsible for the medication and cannot leave it unsupervised where another student may take it and **student understands that they are never, under any circumstances, to dispense this medication to another person.**
6. The privilege to self-administer medication will be revoked if the student does not meet the above criteria.

