



Student/Parent Handbook

2022-2023

www.cambridgedallas.org

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The Cambridge School of Dallas Policies and Procedures Manual adopted by the Board of Trustees is the final authority for matters of policy related to the School. In the event of any conflicts between this Handbook and the Policies and Procedures Manual, the Policies and Procedures Manual shall control. A copy of the Policies and Procedures Manual is available for review in the office of the Head of School. This Handbook is revised each summer and may be amended within the school year.

2022-2023 Theme Verse

Fidelis sermo: nam si conmortui sumus, et convivemus. Si sustinemus, et conregnabimus. Si negabimus, et ille negabit nos. Si non credimus, ille fidelis manet, negare se ipsum non potest. 2 Timothy 2:11-13

"Here is a trustworthy saying: If we died with Him, we will also live with Him; if we endure, we will also reign with Him. If we disown Him, He will also disown us; if we are faithless, He remains faithful for He cannot disown Himself."

2 Timothy 2:11-13

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Introduction

The Cambridge School of Dallas has established standards for students and parents which are discussed in this *Handbook*. Students, parents, faculty and staff should all be intimately familiar with this *Handbook* since all work together to achieve these standards. However, Cambridge seeks to be a school that is regulated by character based on commitment to Jesus Christ. This enables the School to accomplish its mission without overdependence upon rules and regulations. Its goal is heart transformation and its process of administration seeks to be consistent with this goal.

Mission Statement

Academic Discipleship: Fostering a Love of Learning with a Passion for Jesus Christ®

The Cambridge School of Dallas is a Christ-centered classical college preparatory school. Committed to Christ-centered intellectual preparation and traditional education, the aim is to equip students to know Christ with all their minds, to love Him with all their hearts and to serve Him with all their lives.

Guiding Principles

The Cambridge School of Dallas seeks to prepare young Christian men and women who are spiritually formed in Christ-likeness, to be philosophically grounded in a biblical worldview, encouraged in a traditional vision of reality, and academically prepared for leadership in strategic centers of cultural influence. This is a school that is attempting to raise the bar on both spiritual fervor and academic preparedness so as to graduate students who are able to be an antidote to cultural decline and spiritual drift and to engage the contemporary culture using their God-given gifts and abilities to meet the world's deepest needs.

Cambridge is about changing lives to make a strategic difference. There is no time in a person's life that is more important in terms of intellectual and spiritual formation than the teenage years. More than a school, Cambridge is dedicated to being a prototype of strategic kingdom discipleship among young adults. It seeks to be the training ground for young apprentices of Jesus who have dedicated themselves to making a difference in their generation, for the sake of the gospel, and in gratitude for the cross of Christ.

Thus, Cambridge addresses both the heart and the mind. The work is hard, the curriculum rigorous, the spiritual expectations high - for a purpose. Cambridge seeks to graduate students who have a clear calling, a commitment to their generation, a kingdom imperative in all they seek to do with the rest of their lives, and, above all, a heart-motivated love for Jesus Christ. Cambridge is about intensive discipleship, strategic influence, traditional education, and intellectual preparation.

Intensive Discipleship

Too often, no substantive difference exists between the behavior of "Christian" teenagers and non-Christian teenagers. Moreover, many Christian young people who regularly attend churches before college fail to continue regular worship in church once they leave home. Many schools today undervalue the importance of spiritual formation and under-serve students who are in need of academic discipleship. To this end teachers cannot simply teach students, they must disciple students both spiritually and academically. *What can be done to equip teenagers to become active*

apprentices of Jesus who are capable of influencing their culture? Cambridge seeks to be an answer to this question.

Strategic Influence

Many young people today dream of personal peace and affluence. They follow the advertised lifestyle of power, prestige and pleasure. Few students are encouraged to maximize their potential and press toward the goal for the sake of something larger than themselves. Little thought is given to answering God's call upon their unique gifts and personality. *What can be done to enable and encourage teenagers to focus their abilities and passions on the world's deepest needs in a manner that furthers God's kingdom? Cambridge seeks to be an answer to this question.*

Traditional Education

The education of many of the godly leaders and great Christian apologists of the past was based on a curriculum that was traditional, rooted in faith and grounded in a commitment to classical languages, logic and rhetoric. Today's schools have strayed from these standards. *What can be done to recapture the Christian mind and prepare and equip leaders for the sake of the future? Cambridge, through the classical traditions and rigors of a college preparatory curriculum, seeks to be an answer to this question.*

Intellectual Preparation

Commitment to Christ-centered intellectual preparation within the body of Christ is inconsistent. Many often do not make the connection between education and evangelism. The gospel has lost its influence within society largely because Christians have been unwilling to develop both mind and spirit to the degree necessary for influence. *Where can Christian teenagers be prepared so that they are capable of admittance in centers of cultural influence while resisting the negative aspects of their teaching and lifestyle? Cambridge seeks to be an answer to this question.*

Doctrinal Statement

Primary Doctrine

We believe in the verbal, plenary inspiration of both the Old and New Testament in the original documents, both of which are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

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

We believe that God the Holy Spirit is a personal being who convicts the world of sin, regenerates, indwells, empowers, guides, bestows spiritual gifts on believers, and seals them eternally for God. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that man was created by a direct act of God in His image, and God breathed into man the breath of life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death and inherited a sinful nature.

We believe that salvation is by grace alone, through faith alone, and in Christ alone.

We believe that faith without works is dead.

We believe in the bodily resurrection of both the just and the unjust: the everlasting blessedness of the saved, and the everlasting punishment of the lost.

We believe in the spiritual unity of all believers in our Lord Jesus, and that all are under the mandate to make disciples of all nations.

Corollary Affirmations: The School also affirms singular positions about certain matters outside the Doctrinal Statement including, but not limited to, abortion, same-sex marriage, and gender identity, and does not consider these matters as secondary. All such positions are defined by the unified and prescriptive teaching of the scriptures (see the first affirmation in the Doctrinal Statement above) and the tradition of the church. To these ends and by way of example, the School affirms and aligns itself with The Manhattan Declaration regarding its positions on the sanctity of life, dignity of marriage, and freedom of religion.

Secondary Doctrine

The Doctrinal Statement above is the confessional foundation upon which the School seeks to build all that it does and teaches. The School also affirms a singular position about certain matters outside the Doctrinal Statement, and does not consider these issues as secondary. All such positions are defined by the unified and prescriptive teaching of the scriptures (see the first affirmation in the Doctrinal Statement above) and the tradition of the church. For example, the School affirms and aligns itself with The Manhattan Declaration regarding its positions on the sanctity of life, dignity of marriage, and freedom of religion and we do not consider these positions as secondary.

The School is committed to classical biblical orthodoxy, but does not seek to emphasize secondary doctrine. Secondary doctrines are matters about which scripture does not speak explicitly or prescriptively, for example, specific forms of church governance. Any and all discussions of secondary doctrine should be on an informative, non-partisan level. Professors must be careful not to speak to the students in a manner that would cause offense to the students or parents. Presentation of all sides of an issue is encouraged. The professor should encourage the students to follow up on any questions they have with their parents and church leaders.

Controversial Topics

Whether in the context of their official duties in the classroom, as representation of the school outside of the classroom, or as members of the Body of Christ, faculty and staff are expected to handle controversial topics with Christian virtue. These intellectual, moral, and theological virtues should guide such discussions with students, parents, colleagues, or any people within or without the Cambridge community. In these matters, as in all matters, The Cambridge School of Dallas relies on the charity, discernment, discretion, and graciousness of its faculty and staff to represent themselves and the school well as ambassadors for Christ. When controversial topics arise with students, and when possible and appropriate, timely communication with parents and/or administrative supervisors regarding the matter should be considered. Proactive communication of this sort can help eliminate misunderstanding and/or mistrust of employees.

Alma Mater – “*Be Thou My Vision*”

Be thou my vision, O Lord of my heart;
Naught be all else to me, save that thou art:
Thou my best thought, by day or by night,
Waking or sleeping, thy presence my light.

Be thou my wisdom, and thou my true word; I ever
with thee and thou with me, Lord: Thou my great
Father, I thy true son, Thou in me dwelling, and I
with thee one.

Riches I heed not, or man's empty praise,
Thou mine inheritance, now and always:
Thou and thou only, first in my heart, High
King of heaven, my treasure thou art.

High King of heaven, my victory won, May I
reach
heaven's joys, O bright heav'n's Son! Heart
of my own heart, whatever befall, Still be
my vision, O Ruler of all

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Lines of Communication

Please adhere to the following steps whenever academic issues arise:

1. Students/Parents must first speak to their professor.
2. If the problem is not resolved, involve the relevant Faculty Coordinator.
3. If the problem is still not resolved, involve the Dean of School.
4. The Dean of School communicates to the Head of School.
 - If students or parents approach the Head of School about an academic issue, they will be referred to the Dean of School.
 - The Head of School will become involved only if necessary.

Student Honor Code

All students, on their honor, will treat others with respect and will not lie, cheat or steal.

1. Respect is treating others with civility and consideration.
2. Cheating is giving, receiving or attempting to give or receive unauthorized help. It also includes plagiarism. Plagiarism is a form of cheating that is the representation of another's work as one's own.
3. Stealing is the taking of anything without the consent of the owner.
4. Lying is defined as any attempt to deceive, falsify or misrepresent the truth.

Any violation of the honor code to whatever extent will be reported to the Honor Council which will recommend a course of action up to and including expulsion.

Honor Pledge

"I, [student's and parent's name], have read the *Student Handbook* and hereby acknowledge an understanding of the standards of conduct required by The Cambridge School of Dallas and pledge my best efforts to conform to these standards or willingly face the consequences for their violation as deemed appropriate by the Head of School."

Student Leadership

Formal positions of student leadership at the School are comprised of the following: the Honor Council and the Prefect Council, House Leadership, one Class President, and Cambridge Ambassadors. The primary purpose of each position is to pursue and carry out the vision of the School and to encourage and model the same in the student body. Student leadership, which is central to our philosophy, is considered extracurricular.

Honor Council

The specific role of the Honor Council is to model and implement community standards. The verbs that most accurately summarize the work of the Honor Council are *encourage*, *discipline*, *restore*. Honor Council members lead by encouraging all students to uphold community standards, by recommending just and fair consequences for errant behavior, and by restoring those who come before them. In their role of upholding community standards, the Honor Council reviews alleged violations of expected standards of conduct, and makes disciplinary recommendations to the Honor Council Advisor and Head of School. The student in question will have the opportunity to clarify information or explain mitigating circumstances to the Honor Council. Parents of middle school students may be invited to attend, but are not permitted to speak. Proceedings of the Honor Council are confidential. The Honor Council Advisor will meet with the parents and student together to discuss the Honor Council's findings and

recommendations for disciplinary action. The Head of School has the authority to supersede the recommendations of the Honor Council, and in some cases may act without convening the Honor Council.

Prefects

The Prefect Council provides the formal student leadership for the school and is charged with nurturing the social and spiritual morale of the student body and evaluating the effectiveness of school policies. To do so, its members exemplify the ideal Cambridge student, monitor the morale of the student body, and engage student interests with the school's. They are particularly involved in mentoring and building relationships among students and across the grades.

The House System

The House system fosters community and encourages virtue. The activities and wellbeing of each House, and each student in each House, is overseen by faculty advisors and a student House Head. The role of House Heads is to lead their respective Houses in honorable ways while encouraging and inspiring its members to aspire to excellence in every way, both in- and outside of House meetings. In the weekly meetings, Houses discuss House business and compete with other Houses for House Points and Victory Points. These meetings are an important time in the life of a Cambridge student, for as iron sharpens iron, so House members should inspire one another, following the example of the House Heads. In addition to conducting the weekly House Meetings, House Heads plan for the All-School Retreat and the House Feast.

Process for Selecting Honor and Prefect Councils and House Leadership

In early spring of each year, students and faculty nominate those students in the rising upper school grades (9-12) who they believe meet the following criteria and should be considered for membership on one of the Councils: a demonstrated relationship with Jesus Christ, leadership among peers, ability to work well with faculty, staff, and parents, integrity of character, and commitment to and pride in The Cambridge School of Dallas. From among the students receiving the most nominations, and following interviews, the Head of School, Director of Student Life, Faculty Advisor to the Honor Council, and the outgoing senior (12th grade) members of the Councils select approximately twelve for leadership: four are appointed to the Honor Council, four to the Prefect Council, and four serve as House Heads. Final discretion as to the makeup of the Councils rests with the Head of School.

Each student serves for a one-year term and may be re-appointed. The official term for student leaders begins in the 4th quarter of the year, and continues through the 3rd quarter of the next year. Just as bishops or overseers in the New Testament (1 Tim 3:2ff) are held more explicitly accountable to standards of maturity, so also are the student leaders. They will be removed from their responsibilities if their integrity is undermined by their conduct, or if they are placed on academic probation. These student leaders must be enrolled and in good financial standing with the School by the end of the previous term.

2022-2023 Prefect and Honor Council

Prefect Council

Abby Baxter (Head)

Leo Xiong

Carolyn Flowers

Honor Council

Jay Baker Howell

Lily Jargalsaikhan

Agathe Mambwe

Elliot Edwards

Ryan Stark

Debbie Jackson

2022-2023 House Heads

Faculty Member, Alfred

Carson Runnels, Charlemagne

John Henry Jordan, Constantine

Sasha Gile, Justinian

Class President

The Class President is elected by his/her peers at the beginning of the junior year. The specific responsibility of the Class President is to direct his/her class as they relate to the Cambridge community from his/her junior year beyond graduation. S/he is to organize and direct all fundraisers for the senior trip and gift as well as to oversee the budget of the class, direct all events hosted by their class and serve as a liaison between the class parents and the students, and be the primary contact person for all alumni relations after graduation and be responsible for keeping up-to-date information on the class.

Process for Selecting Class President

Juniors shall first nominate up to three peers deemed qualified for the office on a secret ballot. The three students with the most nominations have an opportunity, the following week, to make a brief statement to the class about why s/he would like to be Class President. The class will then elect by secret ballot one of their nominated peers for class president. S/he who receives the greatest majority of votes, along with the approval of the Head of School, shall be the Class President from junior year forward. To be considered for the office a student must be of high moral character with a passion for the mission of The Cambridge School of Dallas. S/he cannot be a current member of either the Prefect or Honor Council and will be ineligible to be chosen for a council in the following year unless approved by the Director of Student Life and/or Head of School. The Class President will be removed from his/her responsibilities if his/her integrity is undermined by his/her conduct or if s/he is placed on Academic Probation. The Class President must be enrolled and in good financial standing with the school by the end of the previous term. Additionally, s/he must be willing to be contacted by the school after graduation for various alumni relations including but not limited to the 5th and 10th year reunions and anniversary celebrations.

Cambridge Ambassadors

Ambassadors fulfill three main roles at Cambridge:

- They serve as greeters and guides to visiting prospective students, showing them to their classes and engaging with them throughout the day.
- They are the face of Cambridge at special Cambridge events, greeting guests and answering their questions
- They attend certain recruiting events, answering questions and sharing their Cambridge stories with prospective new students and parents.

Ambassadors will present themselves in a professional and genuine manner and will do their best to leave visitors and guests with a good impression of Cambridge.

Process for Selecting Cambridge Ambassadors

At the beginning of the academic year, a Head Ambassador will be chosen by the Director of Admissions and the Director of Communication and Development. The Head Ambassador is responsible for recruiting Ambassadors through assembly announcements, one-on-one conversations, and sign-up

sheets. Students interested in being an ambassador must complete an application and interview with the Head Ambassador, Director of Admissions, or Director of Communication and Development. Each grade will be represented with at least one two Student Ambassadors.

The Cambridge Uniform

Cambridge encourages a lifestyle reflective of virtue, self-discipline, and concern for the spiritual well-being of both faculty and students. The uniform regulations promote these goals by encouraging individual expression based on character, personality and special talent rather than on the style and expense of the latest fads and fashions. The Cambridge uniform is required for all school functions unless explicitly stated otherwise.

Guidelines about Externals

Department, grooming, and dress should always reflect the commitment to fulfill the Cambridge Mission. Visible body piercing (other than usual piercings for women) and tattoos are forbidden. (See **Appendix A** for the specifics details of the Cambridge School Uniform Code.)

All

There are certain standing guidelines regarding appropriate dress and grooming which should be carefully attended. During the school day, whether at school or representing the school on field trips, students:

- Must maintain a neat, modest appearance, wearing well-fitting clothes and wearing them appropriately. In particular, students must keep uniform shirts properly tucked in.
- May not wear hats or caps.
- Should avoid extremes in hairstyle (including accessories), make-up, or jewelry, and hair color should be natural if dyed. Excesses will be addressed individually as necessary.
- May only wear the black sweater, black fleece, and/or scarf (or a solid red/solid black scarf) for outerwear to keep warm. (Non-uniform outerwear may not be worn during the school day.). Athletic outerwear (e.g. basketball jackets) and spirit-wear items (purchased from the CSD spirit store or through the athletic program) are NOT considered a part of the Cambridge school day uniform and may NOT be worn between the hours of 8am – 3pm except on House Dress days or with express permission from the Head of School.**

If a student's attire is deemed inappropriate by the Administration, the student may not be allowed to attend class and will be counted absent for all classes missed. Students should carefully familiarize themselves with details about the Cambridge uniform, found in Appendix A in the Student/Parent Handbook.

Men

Men's shirts, ties (or bowties) and slacks should not be wrinkled, disheveled, or dirty. Male students should avoid extremes in hair styles, keeping their hair well-groomed and trimmed. Men must be clean-shaven and may not wear necklaces that are visible, earrings or other forms of body piercing to school. The Cambridge oxford shirt must be worn at all times. See **Appendix A** for more details.

Women

Women's skirts must come to the knee or not far above the knee. The Receptionist may have a skirt of suitable length for the student to change into, or she will have to wait until her parents bring one. Girls are not to roll up the waistband of their skirt. Solid white crew or knee socks must be worn (no logos or brand names). On cold days, solid black tights may be worn. No leg coverings other than tights and socks

are acceptable. The Cambridge oxford shirt must be worn at all times. See **Appendix A** for more details.

House Dress Day

Most Fridays are designated as “House Dress” days. On House Dress and special House Feast days, students may opt to wear the following house uniform. House shirts must be clearly visible.

- **House Shirt:** Polo shirt with House Symbol embroidered
- **Jeans:** blue, without holes or frayed edges
- **Closed-toed shoes:** no sandals or slip-ons
- **CSD outerwear:** Cambridge sweater, fleece, jacket, or spirit wear (purchased from CSD store)

Students not dressed in House attire must be in full uniform or they may be sent home to change. Students who wear House attire on non-House days may be sent home to change.

Jeans Day

Certain days during the year will be designated as “jeans days.” Unless otherwise defined for special occasions, on these days, students may wear a Cambridge or college shirt and blue jeans, as long as they are clean, neat and not torn, and close-toed shoes. The jeans must be loose enough to tuck in a shirt. Shirts must be long enough to be tucked in. Bare midribs are not allowed, and shorts are never appropriate. **No flip flops or bedroom slippers are allowed.** Socks are always required for males. If a student is not participating in the jeans day, the standard uniform code applies. Students who do not follow these expectations may be sent home to change.

Dress for Field Trips and Athletic Travel

Students must dress in uniform or wear appropriate attire as determined by the Administration when participating in school-sponsored trips. The uniform will be worn on most school field trips.

Dress for Social Events

Attire for Cambridge social events may be costumed, semiformal, or formal, but it is always modest. Costumed means dressed in a costume appropriate to the theme. Semiformal means coat and tie for a man and cocktail dress for a woman. Formal means suit or tux for a man and formal dress for a woman.

We believe that the special events of an institution display its culture. All that we as Cambridge Students do should be in keeping with our identity as children of God. Here are some guidelines for all dresses, whether they are costumed, semi-formal, or formal:

- No shorter than 3 inches from crease of knee - slits must also comply with the 3 inch rule
- Modest neckline
- No cut outs, including backless dresses
- No sheer dresses or areas

Dresses that do not comply with the rules above will be discretely escorted into the bathroom where an attempt will be made to cover-up or pin the dress so that it meets the standards listed above. If attempts do not rectify the issue, we will unfortunately have to ask the student to go home and change. The best way to ensure that the students come appropriately dressed is to make sure they understand the dress code requirements.

Attendance: Policies and Guidelines

The Cambridge School of Dallas is committed to modeling and forming habits of the heart and mind that make possible the fulfillment of its mission in the lives of its community—students, their families, and the faculty, staff, and administration. Clearly, the overriding goal of Academic Discipleship assumes that students and their professors and coaches are always present and engaged. Of course, circumstances occasionally intervene—illness, emergencies, academic and cultural opportunities. But consistent, faithful attendance is necessary to receive the full benefits of a Cambridge education.

Class Attendance

Students are required to attend class. They are not given the option to skip a class for any reason, including working on academic material for another class. Skipping class will result in disciplinary action. Repeated offenses will be submitted to the Honor Council.

When students miss class for any reason, it is their responsibility to meet with professors or classmates to get missed assignments. Students should obtain assignments and related materials as soon as they resume attendance (see **Make-Up Work** below).

Co-curricular Activities Participation

A student who fails to attend at least four classes in a given day shall not be permitted to participate in afternoon school activities (including athletic practices and games as well as fine arts rehearsals and performances) and may not participate in any school-sponsored activity that same day, unless considered as a pre-arranged absence as approved by the Head of School.

Tardies

It has been our experience that students who are on time to class tend to perform better academically. Students are to be in their first period classrooms by 8:00 a.m. Those who arrive after 8:00 a.m. should sign in with the receptionist, then report directly to their class and will receive a tardy. Tardies are a conduct matter. **After multiple tardies, students may be required to arrive to first period at 7:30 a.m.** For further information about consequences of tardies, see “Excessive Absences” and “Discipline” below.

Absence Policy

Absence Notification Policy

When a student cannot attend school, it is the parent’s responsibility to notify the Registrar (call 214-357-2995 x106, email bisbell@cambridgedallas.org, or text 817-545-4239) **as early in the day as possible**. If the School does not receive a notice of an absence, an attempt will be made to contact a parent for confirmation of the absence. Students who know of an upcoming absence are responsible for making arrangements with each of their professors in advance (see below).

Excessive Absences

Any student who misses **12 days or more for full credit courses and 8 days or more for half credit courses** for any reason may lose credit for the course, at the discretion of the administration. For the purpose of calculating excessive absences, three (3) tardies will count as one absence. Furthermore, a student who misses more than half a class period will be counted absent for that class period. Students who believe extenuating circumstances justify the absences may appeal to the Dean of School. Students who exceed the number of allowed absences in a course due to extenuating circumstances as determined by the Dean of School may be required to make up some or all of the missed class time

and/or complete additional assignments in order to receive credit for the course. Excessive absence from class typically results in lower class averages. The following are not counted towards your absences: academic absences (e.g., TAPPS, field trips etc.), athletic absences for CSD sports, and college visits (see below). If possible, medical and therapy appointments (especially recurring appointment) should be scheduled after school or during studyhalls.

Excused Absences

Absences are excused in cases of illness, death of immediate family members, court appearances, special circumstances, and medical appointments. **An excused absence still counts as an absence for the purposes described in the previous section.**

Absences due to Illness

When a student is ill and cannot attend school, it is the parent's responsibility to notify the School office as soon as possible. If it is subsequently discovered that the student who is absent because of illness has engaged in an activity, even with parental permission, that is inconsistent with the illness, the student's absence will be reported to the administration and Honor Council.

Extended Absences

Students who have been absent for longer than three days and have missed assignments during their absence must make arrangements with their professors on the day of their return to complete the assignments. Each professor will meet individually with the student to determine when the class assignments are to be completed.

Preplanned Absences

Students who plan to be absent from school **for ANY reason other than illness** are expected to meet beforehand with each professor to make arrangements for missed assignments by completing a **Pre-Arranged Absence Form** no later than 9:00 a.m. on the day preceding the absence. **Pre-Arranged Absence Forms are required for ALL planned absences, including athletic activities, College Trip, and other school events.**

Pre-Arranged Absence Forms should be completed by instructors and signed by a parent or guardian. The student shall then take the form to the Registrar for approval. [Note: Two sets of approvals are necessary for a prearranged absence--approval from all the student's instructors and the Registrar.] A copy of the completed form will be returned so that the student can refer to it to complete the assigned work. The Pre-Arranged Absence Form is available for download on Education Management or from the Receptionist.

Absences for College Visits

Seniors are allowed five excused days and juniors three excused days for college visits in any one school year. Students must complete the Pre-Arranged Absence Form mentioned above in order to be excused from school for college visits. Any college visit beyond the maximum limit allowed must be approved by the Director of College Placement. The school-sponsored College Trip does not count toward the excused college visits.

Unexcused Absences

Any absence which does not automatically qualify as an excused absence and which is neither permitted by the professor nor excused by the Head of School or Dean of School is considered an unexcused absence. Students will receive zeros on any tests, quizzes, papers, or other work missed

due to the unexcused absence. Unexcused absences will be reported to the administration and the Honor Council.

Sign-Outs

When a student must leave before the end of the school day, he or she must provide a specific reason for the early dismissal (something more detailed than “To go home” or “Appointment”). Please try to schedule medical, therapy, and dental appointments after school hours. Before leaving, the student must sign out at the Front Desk. Students who leave campus without having signed out may be subject to disciplinary action. No one is authorized to give any student permission to leave campus without specific authorization from the Head of School or Dean of School.

Make-up Work

In the case of a short absence from school (a day or two), students are expected to make up their work promptly upon their return to school. **In particular, a one-day absence on the day before a scheduled test does not necessarily exempt the student from the test.** In the case of longer absences for more serious illnesses, the School allows proportionally longer time for making up a test. It is the student’s responsibility to arrange a schedule with the professor for any make-up work, including tests.

A student who comes to school after the period in which a test was given is typically required to take the test on that day and will be referred to the Honor Council if this becomes a pattern of conduct. Students who exhibit a pattern of missing school on test days will also be referred to the Honor Council.

Students who have been absent for longer than three days and have missed assignments during their absence must make arrangements with their professors on the day of their return to complete the assignments. Students must meet with each professor individually to determine when the class assignments are to be completed.

Faculty members are willing to help students devise an appropriate schedule for making up missed work; however, completing the assignments in a timely manner is the student’s responsibility.

Discipline: Policies and Procedures

Expectations Regarding Student Conduct

Expectations regarding student conduct are set for the goal of training in life and godliness. Professors and administrators at Cambridge are as committed to their students’ character development as to their academic competencies and thus view themselves as mentors, not police or best friends. Occasionally, students make decisions that (1) interfere with their own and others’ learning, (2) cause physical or emotional harm, and/or (3) willfully flout established policies and guidelines. Students will be held accountable for such decisions and appropriate consequences will be assigned.

Each student is expected to conduct him or herself in a manner that exemplifies honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable for behavior that violates these principles. Proper conduct is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the standards of conduct expected by the School may not be invited back the following year.

Parents and students are expected to support and uphold school standards of conduct and discipline. Without this cooperation and support, a double standard exists between the home and school that is detrimental to the student’s development and the Cambridge community.

The goal of all Cambridge discipline is to address the heart of the student(s) in the context of discipleship.

Classroom Conduct

Upon entering the classroom, students shall remain standing until their professors invite them to be seated. The atmosphere is to be one of respect and professionalism, where inquiry and deep learning occur continuously and where close relationships are fostered. Minor classroom disturbances or infractions are handled by the classroom professor. When students need more than simple re-direction to the tasks at hand, professors may remove them from the classroom.

Realistic behavioral limits are set for the good of the students and are carefully explained and enforced. Discipline is necessary when behavior violates one or more of the following general guidelines:

1. Any action that interferes with learning
2. Any action that could cause physical or emotional harm
3. Any action in violation of a school rule
4. Any act of willful disrespect

Community Standards of Conduct

1. Students shall conduct themselves in a respectful and orderly manner.
2. Students shall not talk back or argue with faculty members in a disrespectful manner.
3. Students shall endeavor to keep the campus clean.
4. Students shall attend class with appropriate books and materials and turn in assignments.
5. Students and parents must make restitution for any damaged or defaced property. Actual replacement or repair costs will be assessed by the administration.
6. Students shall not use profanity or hurtful and demeaning language.
7. Students shall not bring to school or to a school activity articles such as pornography, alcohol, drugs, or tobacco.
8. No weapons, including knives, guns, or explosives, may be brought onto the campus or to any school function, either on campus or off. Using any object in a threatening manner as a weapon also will be held to be a violation of the Cambridge weapons policy. Furthermore, the School forbids having facsimile weapons at school, such as toy guns or plastic swords or knives.
9. Students shall not engage in public displays of affection, such as holding hands or kissing, at school or school functions.
10. Students shall notify designated school personnel before leaving the campus during school hours.

Academic Pledge

All papers, tests, and exams must have written and signed on the cover page the following Academic Pledge. Violations of the Pledge will be considered a major offense and submitted to the Honor Council for review.

“I pledge before God and The Cambridge School of Dallas community that this work reflects my own intellectual effort and that no unauthorized help has been given or received.”

Sexual or Racial Harassment Policy

The Cambridge School of Dallas, as a Christian institution preparing men and women for leadership roles both in the church and in the world, desires to establish an environment of mutual edification, trust and respect between members of the faculty, parents, administration, student body, and guests. In furtherance

of these ends, it is the policy of Cambridge not to condone, allow, or disregard incidents of sexual or racial harassment, or to permit or condone unlawful discriminatory conduct.

Sexual Harassment

Sexual harassment is defined as any conduct, act, or comment carrying an inappropriate sexual innuendo. Such conduct is particularly inappropriate where it has the purpose or effect of interfering with or infringing upon an individual's work, study, or scholastic activities, or upon extracurricular activities related to Cambridge. As a Christian institution, Cambridge supports and requires adherence to biblical standards of conduct, including treating members of the opposite or the same sex with due respect and avoiding sexually oriented activities, jokes, references, remarks, matters of dress, behavior, or personal appearance. No such conduct, regardless of its manner or form, will be tolerated.

Discrimination

Neither will the School tolerate discriminatory conduct on any other inappropriate or unlawful basis, including race, age, veteran status, national origin, ancestry, disability, sex, or any other legally prohibited basis.

Racial Harassment

Racial Harassment is defined as any conduct, act or comment carrying an inappropriate racial innuendo. Such conduct may be intended to intimidate, manipulate, take advantage of, or demean persons who belong to a particular race. This includes verbal and non-verbal behavior, including (but not limited to) racial slurs, demeaning remarks and jokes, impeding or interfering with the actions of another, or creating or displaying racially derogatory posters, cartoons, or drawings. Any and all such conduct is prohibited.

Procedure

If you or any member of the faculty, student body, parents, or administration of Cambridge becomes aware of any act of sexual or racial harassment or any inappropriate harassing or discriminatory conduct involving any member of the Cambridge community, you should report this incident to the Head of School or other member of the administration as soon as possible. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated in as confidential a manner as possible. If it is determined that such conduct has occurred, the School will take immediate and appropriate action related to the behavior which has taken place, which may include suspension or termination and, where appropriate, reporting the same to the appropriate outside authorities. If a student reports inappropriate contact by a professor, the Head of School will investigate the complaint in a manner that is intended to protect the confidentiality and privacy of all parties to the fullest extent possible, and any improper conduct will be dealt with both swiftly and appropriately.

Minor Conduct Offenses

Minor conduct offenses are typically handled by the instructor or staff member who is immediately involved with the student(s). Students are expected to respectfully obey and submit to the authority placed over them in the school community. Minor conduct offenses may result in a conference with the instructor by the student and/or parents, instructor enforced detention, or other consequences. Detentions may be imposed before school, after school or during certain school hours. The Honor Council may be involved in the process of helping address minor conduct offenses.

Major Conduct Offenses

The following behaviors are considered major community conduct offenses and could result in the suspension or expulsion of the student as deemed appropriate by the Honor Council and/or Head of School.

1. Fighting or bullying, including at athletic activities
2. Plagiarism, cheating, stealing or other violation of the Academic Pledge
3. Verbal abuse, profanity
4. Leaving the campus without permission during school hours
5. Possession of inappropriate articles on campus (e.g., weapons, pornography, alcohol, drugs, tobacco)
6. Use of illegal substance (e.g., alcohol, drugs, or tobacco)
7. Vandalism
8. Reckless or intentional action that may result in physical injury
9. Lying
10. Sexual immorality
11. Engaging in, or enticing others to engage in, sexual activity
12. Active promotion of sexual immorality as described in Leviticus 18
13. Reckless driving in the parking lot or surrounding neighborhood
14. Repeated minor offences (e.g., uniform violations)

Consequences of Major Conduct Offenses

Major conduct offenses may require a meeting between the parents, student, and the Head of School. Only the Head of School has decision-making authority regarding suspension/expulsion, although the Honor Council may forward the results of their review and a recommendation to the Head of School for decision. The goal of discipline is to address the heart of the student in the context of discipleship.

Disciplinary Probation

A student is placed on disciplinary probation for a serious breach of discipline or for persistent minor breaches. A student on disciplinary probation may be denied the right to participate in any activities or interscholastic play or to hold any office in the School. Disciplinary probation is to be interpreted as a warning that any further breach of discipline is reason for suspension or expulsion.

Suspension

A suspended student will be removed from the school community for a designated period of time, from one to five days. A suspended student may not attend or participate in any school-related function during the period of suspension. The student must complete and turn in all classroom assignments missed. The highest possible grade for all completed assignments during a suspension may be reduced at the discretion of the instructor. The suspension may be noted on the official student record. Only the Head of School and the Dean of School have the authority to suspend a student.

Expulsion

The decision to expel a student rests with the Head of School alone. Forgiveness and restitution are fundamental to a discipline policy, yet do not necessarily mitigate the consequences of certain actions that violate the purpose and integrity of the Cambridge community. Should an expelled student desire to be readmitted to the School at a later date, the Head of School will make the decision.

Drug Policy

It is the policy of the School to maintain a safe environment for all students. The abuse of drugs as defined below in the school setting, and the influence of illegal or controlled substances on students during school hours or at school-related functions, are contrary to good health, effective learning, school policy, and state and federal law. Students who possess, use, or are under the influence of such drugs while enrolled as a

student at Cambridge are in violation of the Drug Policy and are subject to disciplinary action.

For the purpose of the Drug Policy, drugs include all substances which have mind- or function-altering effects upon the human body or that impair one's ability to learn or conduct him- or herself appropriately. These substances include, but are not limited to, all over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, steroids, all "synthetic" or "designer" drugs, all "look alike" drugs, alcohol, and all substances illegal under federal or state law as defined in the Texas Controlled Substance Act, and can include prescription medication. Because the use of alcohol by a minor, defined as anyone under age of 21, is illegal, alcohol also falls under the guidelines of the Drug Policy. The distribution, manufacture, possession, sale, or use of above substances by students is not condoned, excused or permitted by the School.

If the Head of School suspects drug use by a student, he or she may ask the student to get an outside professional drug test. The student's parents will be required to sign an informed consent statement acknowledging that they understand the student is being tested for drug use. Refusal to be tested or to give informed consent indicates an unwillingness to abide by school policy, which is cause for disciplinary action. Such actions may result in dismissal.

Prescription Medications

Prescription medications, when taken as directed by the student's physician, are not included within the definition above of the term "drugs." Prescription medication to be administered during the school day must be submitted to and dispensed by the Receptionist.

Academics: Policies and Guidelines

Students and their families choose The Cambridge School of Dallas because they long for a school marked by a culture of achievement and a passion for Jesus Christ, which is to say, the pursuit of Truth. Expectations are high for everyone—students and faculty—and the environment in which those expectations are held is one that makes possible and likely the achievement of those expectations. Thus, despite the rigor, students who exercise reasonable and consistent diligence rarely fail; rather, they discover abilities they hardly knew they had and achieve at levels beyond expectations. The following section of the Handbook is intended to inform, not intimidate, and to provide information parents and students need in order to experience academic success at Cambridge.

Report Cards

Report cards are posted on Education Management at the end of each quarter (parents will be notified via email). [If your tuition is late by more than 60 days (based on your signed contract), your student's report card may be withheld until such time as the tuition payment is current]. **Report cards and transcripts are not released until financial obligations to the School are met. This includes final transcripts (and diplomas) for graduating seniors.** Faculty will regularly post grades on Education Management. Professors will personally contact the parents of each student in danger of a failing grade in their course. Parents are encouraged to take an active role in the education of their child by tracking the student's academic progress on Education Management. Parents should contact their student's professors (or House Advisor) if they have questions or concerns about their student's progress. At the parents' and/or Advisor's request, a conference with the professors may be scheduled.

Graduation Requirements

To graduate from Cambridge, all Upper School students must earn the following course credits by achieving

a passing grade of 60 or higher. Additionally, a cumulative GPA of 2.0 must be maintained and 4 AP courses completed (two English, one history, and one of their choosing). See Curriculum Guide for more explanation of academic credit requirements; see athletic handbook (Appendix B: Athletic Handbook) for more on athletic requirements.

English	4 Credits
History/Government	4 Credits
Mathematics	3 Credits
Science	3 Credits
Classical/Foreign Language	3 Credits
Fine Arts (Art or Music)	2 Credits
Theology	2 Credits
Senior Tutorial	1 Credit
Electives	3 Credits
Athletics (four seasons)	2 Credits

Total: 27 Credits

Theology must be taken each year a student is enrolled. For Upper School students, all Advanced Placement (AP) and core courses are weighted an additional 0.6 when calculating a student’s GPA.

Transient and Transfer Credits

No graduation requirement may be met by taking courses at other institutions unless the course is not offered at Cambridge and arrangements have been made and **pre-approved** by the Registrar and Dean of School via the Transfer Credit Agreement (form available from the Registrar). Transfer courses must be passed with a transcribed grade of 70 or higher in order to receive Cambridge credit (a transcript must be provided in order to receive credit for the course). For students transferring into Cambridge, credit may be awarded for courses from other schools. Each case is handled individually by the Registrar and Dean of School. Transfer students in their junior year who have not begun a foreign language are not required to have three years of a foreign language to graduate but must complete two years. **Transfer and transient courses are given Cambridge credit on a pass/fail basis and are not included in the calculation of GPA.** Cambridge does not recalculate GPA to include transfer or transient course grades.

Grading Periods and Exams

Quarter 1:	Aug. 18-Oct. 13
Quarter 2:	Oct. 17-Dec. 12
Semester Exams:	Dec. 13-Dec. 16
Quarter 3:	Jan. 4- Mar. 10
Quarter 4:	Mar. 20- May 18
Semester Exams:	May 22-May 25

Grade Reporting

All academic grading at The Cambridge School of Dallas will use a criterion-reference base for evaluation. The student’s work will be evaluated against an objective standard in each class.

The School operates on a semester system; each semester consists of two quarters. Only semester and final

grades appear on a student’s academic transcript. Additionally, each student’s Grade Point Average (GPA) is calculated at the end of each year. For Upper School students, the GPA is weighted. Every numeric grade is converted to a “grade point”, with all core and AP courses weighted an additional 0.6 (see grading scale above). No weighting of grades is done in Middle School. The School does not rank its students. The following four point scale with weighting is used in every class:

Percentage	Grade	Grade Point	Grade Point Weighted	Meaning
100-97	A+	4.3	4.9	Exceptional
96-93	A	4.0	4.6	
92-90	A–	3.7	4.3	
89-87	B+	3.3	3.9	Commendable
86-83	B	3.0	3.6	
82-80	B–	2.7	3.3	
79-77	C+	2.3	2.9	Satisfactory
76-73	C	2.0	2.6	
72-70	C-	1.7	2.3	
69-67	D+	1.3	1.9	Passing/Unsatisfactory*
66-63	D	1.0	1.6	
62-60	D-	0.7	1.3	
<60	F	0	0	Failing
	I	0	0	Incomplete

*Should a grade of D+, D, or D- be the final grade in a math or language course, the student must complete remedial work before the new school year begins in order to prepare for the next level. See *Re-Admission Policy*

A student’s yearly GPA is calculated by totaling the “grade point” value resulting from the final grade in each individual course and then dividing the total number of points by the total number of credits. Sports, transfer, and transient credits are graded on a pass/fail basis and are not included in the calculation of GPA. In addition, a cumulative GPA is calculated at the end of each academic year by averaging the cumulative point values by the cumulative credits. Further explanation on how Cambridge calculates GPA’s is available from the Registrar.

Academic Probation

If a student’s grade in any course is below 60 or in any two courses is below 68 (determined by end-of quarter or semester grade reports), the student will be put on academic probation during the next quarter. Students whose grades from the previous academic year (quarter, semester, or yearly) would qualify them for probation in the first quarter of the new academic year will be monitored, and may be placed on academic probation at the midway point of the first quarter. Students with marginal grades (but not on probation) or those with an established history of academic difficulties will be monitored and may be placed on probation during a quarter if necessary. Parents will receive notice from the Head of School or Dean of School if their child has been placed on academic probation.

Academic probation includes the following, unless the Head of School or Dean of School chooses to consider mitigating circumstances:

- Weekly grade status report to be provided to the Dean of School by all instructors

- Removal from school leadership for the remainder of the year
- Loss of senior privileges

If the weekly grade status report does not demonstrate improvement, a student on Academic probation may face the following additional consequences:

- Mandatory before- or after- school study hall
- Ineligibility for participation in any co-curricular activities (such as sports, drama, and field trips)
- No credit awarded for participation in Cambridge or non-Cambridge athletics

Further, students who are on probation more than once in an academic year will be automatically ineligible for participation in any co-curricular activities, and/or will be placed in a mandatory study hall during club period.

If the student's grades are 70 or above in every course at the end of the next quarter, the student will be removed automatically from academic probation status. The academic probation policy is monitored and enforced by the Head of School and Dean of School.

Advisors

Faculty members serve as House Advisors. Their role is partly to assist students in their academic achievement and life at Cambridge, especially as the first point of contact when a student is struggling in multiple courses.

Accommodations Policy

Families of students with learning differences should discuss the student's needs with the Registrar and complete the appropriate paperwork required by the College Board. This includes a full Psycho-Educational Evaluation completed by a qualified Educational Professional that is current within 3 years.

Because The Cambridge School of Dallas is an intentionally small school, often with single sections of courses, with a small faculty and staff, and because Cambridge is a college-preparatory school committed to an honors and AP-track curriculum in which non-AP-terminus courses are taught with the same honors rigor, Cambridge may be unable to offer all accommodations for which students in public schools may be eligible.

However, Cambridge is committed to offering as many accommodations as is reasonably possible given the limitations of time, staff, and curriculum. It is our desire to assist students in learning at every possible turn, and thus to foster a love of learning within all students, even those with special learning needs.

The following is a list of accommodations which Cambridge is prepared to offer to students who have documented needs on a psychoeducational evaluation. *Please note: Cambridge is not equipped to administer such evaluation.

- ✦ Extended time (50% or 100%) on timed tasks, tests, and standardized tests
- ✦ Extra breaks "as needed" during testing
- ✦ Testing in a quiet space, free from distractions (small-group testing)
- ✦ Reader on standardized testing only
- ✦ Provide tests one page at a time
- ✦ Use of 4-function calculator for all testing involving mathematics
- ✦ Use of a laptop for all written assignments and tests, as well as taking notes during class

- ✦ Preferential seating in class
- ✦ Approval to audio/video record classes (requires professor's agreement)
- ✦ Providing instructions in written format rather than simply oral
- ✦ Use of phone to take a photo of assignments written on the board AFTER class
- ✦ Assistance with notes
- ✦ Approval of audio book use for all reading, if available

Additional accommodations may be considered, if requested.

Note: Cambridge will not offer accommodations that require modified tests (e.g., adding a word bank for multiple-choice) or modified curriculum/graduation requirements. Collecting class work and homework assignments for a course, copying notes for a course, and maintaining a current grade log are not considered approved accommodations by the College Board and are therefore not granted by Cambridge, but instead are the responsibility of the student. Certain accommodations for proctoring exams may incur a fee.

Note: The ACT and College Board (PSAT, SAT, AP) have strict guidelines for approving accommodations, and require early submission of an accommodations request in order for a decision to be made. The process is different for each organization. Just because Cambridge grants certain accommodations does not mean they will be approved for standardized testing. See the Registrar for details about submitting accommodation requests to the ACT and College Board.

Book Policy

Since many textbooks are paperback, students must purchase a large portion of their books. Students must have books with them for the first day of class.

In those courses where books are provided, textbooks must have protective covers. Students will be charged up to the full price of a new book for lost or seriously damaged texts.

Classrooms

Classrooms are to be kept neat, clean, and orderly to encourage learning and facilitate the best academic environment. Food, chewing gum, and drinks are permitted in the classroom only by explicit permission of the teacher. Fidget spinners are not permitted in class and may be confiscated by the professor.

Contacting Faculty/Scheduling Conferences

Parents are free to make contact with the faculty regarding any concerns you may have. The best way to contact faculty is via email (see listing on p. 9). If you have any concerns related to your child's classes, you should make contact with the faculty member. If the concerns are unresolved through contact with the faculty member, parents should at that point make contact with the Faculty Coordinator (see p. 9 for a full description of the proper line of communication). Professors will respond to emails within 24 hours whenever possible. In order to respect the faculty's privacy, please refrain from calling them at home, unless a professor has specifically invited you to do so.

Course Information

Registration

Registration in the Spring semester allows accurate estimates of faculty needs for the following year. Registration for elective courses helps determine if an elective will be offered. Course selection is made available to all students enrolling in grades 9-12 in early 4th quarter. All students take at least five courses

each semester.

Dropping and Adding

Course changes may be made when possible prior to the beginning of school in the fall. Students may not add or drop a core course after the course has begun. Elective courses may be added or dropped without consequence in the first two weeks of school, unless dropping the elective would result in the course's cancellation. Electives dropped after that point will result in a withdrawal pass/fail (WP/WF) on the student's transcript.

Incomplete Courses

A student will be given an "I" (Incomplete) in a course when, at the end of the grading period, there is work outstanding due to illness or other circumstances beyond the student's control. The responsibility for completing the work rests with the student. When the work has been completed, the professor must notify the Registrar in writing that the work has been completed so that the student's file may be updated. If an "Incomplete" is filed as the final grade, the student, the professor, and the Dean of School will negotiate a deadline for completing the course. If the work is not completed by the deadline, the "Incomplete" will be converted to an "F."

Homework & No Assessment Policy

The School requires a homework load appropriate to the demands of its curriculum. If students have trouble managing their homework load, they should work constructively with the specific professors, and only when necessary refer the matter to their Advisor. Faculty will work to stagger tests by subject throughout the week so that students do not have more than two major tests/seminars/essays in a day or four major tests/projects (i.e., tests, papers, seminars) in a given week.

As a matter of policy, no homework (except Senior Tutorial and Declamation) may be assigned over Thanksgiving, Christmas, or Spring Break, or the weekends between quarters. Homework (see below for clarification) and tests/quizzes will not be assigned on a school day that immediately follows a late schoolnight required event, such as Convocation, Open House, the Faith & Culture Lecture, Men's Cookout, and Senior Tutorial Finals. The rationale for this policy is to give students some breaks from what can be unremitting pressure of homework assignments. No tests or quizzes (other than those that are completely review in nature) are to be given during *the last three days* of class prior to the semester or final exams so that students will have adequate time to prepare for end-of-semester and end-of-year exams. Professors should use a portion of this time to review for exams; students will be expected to do the homework associated with the normal preparation for class.

What is a "No Assessment Day"?

Students often have misconceptions about what actually constitutes a "No Assessment Day".

On No Assessment Days, typically because of events the previous evening, no major tests or quizzes which would *require* study the previous day are to be administered.

The *misconception* is that a No Assessment Day means a no homework day, understanding "no homework" in the following odd way – that classes should not require preparation OF ANY SORT. This of course is not true.

What it *does* mean is no assignment is given that can *only* be completed by doing work the actual day of the event, whether in preparation for class or for an assessment (for example, assignments given the day

before the event which cannot be reasonably completed in one day, or assignments given the day of the event without any previous notice).

On the whole the matter is fairly simple. We want to encourage our students to participate in certain events in the school community, and we don't want their schoolwork to hinder that participation. No student should be *forced* by the school to decide between attending an important school event and studying for a test or preparing for class or some other kind of assessment (certainly they may be forced into these decisions in other ways – by not doing work they've been given well in advance, for example).

Events after which there is typically a No Assessment Day:

- Convocation
- All-School Retreat
- Open House
- Thanksgiving Break
- Christmas Holiday
- Declamation
- Men's Cookout
- Faith & Culture
- Spring Break
- Easter Holiday
- Senior Tutorial Finals

Bottom line – “no assessment” does NOT mean “no homework”!

Weekly Schedules

Faculty will provide a Weekly Schedule for every class, outlining topics of discussion and assignments/quizzes/tests. The individual faculty member will decide whether the Weekly Schedule covers a single week, a whole month, or even the entire semester. The Weekly Schedules will be posted on each Education Management course page.

Testing

Examinations

With few exceptions, each course at Cambridge has a 2-hour midterm and/or final examination given during the last week of each semester. Semester exams count for 10% in grades 5-8 and 20% in grades 9-12 of the semester course grade.

Advanced Placement and Final Exam Policy

1. Criteria for taking an AP exam in an AP course with the School's recommendation:
 - a. A course average above an 83 by the end of the 3rd quarter.
 - b. Register for the exam prior to the School submitting the order in November.
2. Criteria for spring semester final exam exemption in an AP course (students must meet all for exemption):
 - a. No more than 4 tardies in that class during the semester.
 - b. No more than 4 absences in that class during the semester.
 - c. A course average of 83 or above.
 - d. Take the AP exam with the School's recommendation.
3. Criteria for spring semester final exam exemption in a non-AP course, seniors only (students must meet all for exemption):

- a. No more than 4 tardies in that class during the semester.
- b. No more than 4 absences in that class during the semester.
- c. A course average of 87 or above.

Note: College Board procedures require students to register for AP exams in early 2nd quarter. This does not change the policy for final exam exemption listed above.

ERB Achievement Test

The ERB CTP-5 Achievement Test is taken each spring by students in grades 5–7 to assess that the School and student are maintaining their academic standards and progress.

PSAT 8/9

Each spring, Cambridge administers the PSAT 8/9 to students in 8th grade. The PSAT 8/9 establishes a baseline measurement of college and career readiness. Each student receives a personalized online score report including detailed information about strengths and areas for growth, enabling them to identify areas of needed development in order to be ready for the PSAT, SAT, and ultimately for college.

PSAT/SAT/ACT

Each fall, Cambridge administers the PSAT test (a preparatory test for the SAT) to freshmen, sophomores, and juniors. For juniors, this test also serves as a qualifying exam for National Merit recognition. The SAT, SAT subject tests, and ACT are taken by students on various dates determined by the College Board; these tests are not typically administered by the School.

Tutoring/Academic Assistance

Academic assistance is available for students who require extra help (**up to one hour per week**) with class material or have missed class due to illness or other extenuating circumstance. Professors will list their available times on their course syllabi.

Outside tutoring may be recommended by a professor or Advisor if a student exhibits specific skill deficiencies.

General Information and Policies

Admissions

Admissions Policy

The Cambridge School of Dallas admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally made available to all students at the School. Cambridge does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational and admissions policies, scholarship programs, or athletic and other school administered programs. The School does seek to maintain a balance between male and female students in every grade.

The School reserves the right to request the withdrawal of any student who does not meet academic requirements or of a student or family who fails to actively support its rules and regulations.

Tuition Refund Policy

The School makes financial and contractual arrangements with faculty, staff, and vendors before the beginning of the school year. These obligations make it mandatory that the School require families to commit themselves financially for the entire school year during the re-enrollment timeline. To assure a place for the next school year, an enrollment contract is to be signed at re-enrollment time by the financially responsible party. Each family which commits (returning families) is responsible for the full tuition of that student.

Without exception, tuition is not refunded once a contract is signed. No portion of the tuition will be refunded in the event that a student is either dismissed or withdraws for any reason, and the financially responsible party is liable for any outstanding balances due.

Readmission Policy

In order for a student to be readmitted to the School each year, he or she must: (i) earn a passing grade in each required course in the curriculum and (ii) if an Upper School student, maintain a minimum overall grade point average of 2.0. Should a student's final grade in a math or foreign language be less than 70, the student must obtain remedial assistance over the summer before the new school year begins in order to prepare for the next year. A student on academic probation, one who has a pattern of violating Community Standards of Conduct, one who has demonstrated an unwillingness to be at the School or one who has maintained a consistent negative attitude toward the School may not be invited back at the end of any given School year as determined by the Head of School in his or her sole discretion. In addition, the children of parents who have been abusive toward faculty or unreasonably demanding may not be invited back as determined by the Head of School in his or her sole discretion. A reenrollment letter will be sent in February to students selected for readmission. The Head of School will personally notify parents of students not being invited to return.

Tuition/Fee Collection

Tuition Deposit. Each student must make a tuition deposit in accordance with the following policies.

1. All returning students who are not applying for financial aid are to return the re-enrollment contract and non-refundable tuition deposit of \$2,000 by February 15.
2. All returning students who are applying for financial aid are to return the completed reenrollment contract and non-refundable tuition deposit of \$500 by February 15.

3. All new students who are not applying for financial aid are to return the enrollment contract and non-refundable tuition deposit of \$2,000 by the March deadline for accepting the School's offer of admission.
4. All new students who are applying for financial aid are to return the enrollment contract and nonrefundable tuition deposit of \$500 by the March deadline for accepting the School's offer of admission.

Tuition/Fee Payment. Tuition and fees shall be paid in one of the following ways (for students admitted after May 15, tuition may be paid in one payment or in monthly installments as set forth below):

Option #1 – Payment in full by check, wire transfer, or online via the school's tuition management program, Smart Tuition, on the 16th of the month signed.

Option #2 – Payment in two equal installments by check, wire transfer, or online via the school's tuition management program, Smart Tuition, through a payment plan option selected within the enrollment contract online through Blackbaud Education Management

Late Tuition/Fee Collection. The following process is to be followed in the collection of late tuition or fees:

1. In the event tuition or fees are not received within the first five (5) calendar days after the due date thereof, a written notice may be sent to the student's parents.
2. In the event tuition or fees are not received within fifteen (15) calendar days after the due date thereof, a second notice may be sent to the student's parents.
3. If tuition or fees are not received within thirty (30) calendar days after the due date thereof, a third written notice may be sent to the student's parents, a \$50 fine will be imposed, and the Head of School or a delegate will personally contact them.
4. If tuition or fees are not received within sixty (60) days after the due date thereof a fourth written notice may be sent by certified mail, returned receipt requested and a \$150 fine will be assessed. The student will not be permitted to participate in co-curricular activities. The student will not receive grades and his or her transcript will not be sent until payment is made or a payment arrangement is established with the Head of School. This will appear on further tuition statements. The student will be subject to immediate suspension or dismissal at the discretion of the Head of School.
5. If tuition or fees are not received within ninety (90) days after the due date thereof, a fifth written notice will be sent by certified mail, returned receipt requested notifying the family that the student must withdraw immediately from the School. The student will not receive grades, and transcripts will not be sent until payment is made or a payment arrangement is established with the Head of School.
6. If a student's account is in arrears at the end of the School year, the student may not participate in Class Night or Commencement, receive a transcript, or begin the next School year until the account is brought current.
7. The assessment of any of the fines and penalties set forth above may be suspended or waived by the Head of School in his or her sole discretion if the parents of the student whose tuition or fees are delinquent enter into an agreement providing for an alternative payment schedule. The terms of any such agreement shall be determined by the Head of School in his or her sole discretion. Should payment of tuition or fees not be received in accordance with the terms of any such agreement, the fines and penalties set forth above shall be reinstated until the student's account is brought current.
8. Smart Tuition may assess their own late fees, paid directly to Smart Tuition. These are assessed at their discretion and per the enrollment contract signed.

Deadlines. If any deadline regarding payment of fees or tuition falls on a holiday, Saturday, or Sunday, the due date will be the next business day.

Tuition Refund. If a student is expelled or withdraws from the School for any reason after an enrollment or reenrollment contract is signed, tuition will not be refunded, nor will any unpaid tuition due or coming due under the terms of the student's enrollment or reenrollment contract after expulsion or withdrawal be forgiven or prorated. No exceptions shall be made.

Announcements

Cambridge Letter

Those wishing to include an announcement in the weekly *Cambridge Letter* must submit it via email by 4:00 p.m. on Wednesday to Director of Development and Communications. Announcements pertaining to groups not connected with Cambridge will not be accepted.

Signs, Posting, Banners

The Director of Student Life must approve any sign, banner, or notice before it is posted on campus. Once approved, they are only to be posted on specified bulletin boards. Nothing is to be taped or fixed on any other school surfaces.

Car and Parking Policy

In accordance with the School's commitment to the surrounding neighborhoods, all vehicles driven by Cambridge students must display a Cambridge sticker prominently on the back window. During the first two weeks of school, student drivers must register their cars with the Business Office and put on their cars a Cambridge decal. The registration fee is \$20. Cambridge drivers are restricted to certain parking spots designated by Fellowship Church. Students must park in the north parking lot behind the poles, leaving the first three spaces empty.

Cell Phones/Personal Technology

Phones and other personal technology may not be visible or used on campus during the school day (8am-3pm). This includes dumb phones, smart phones, smart watches, tablets, etc. Personal technology must be turned off completely and kept safely in a backpack or locker (do not simply silence your phones). Using a phone or other device during the school day (whether during class, a passing period, or another break), carrying a device with you without permission, or failing to turn a device off completely will result in temporary confiscation. Confiscated technology may be redeemed at the end of the school day for \$25. Flagrant disregard of the personal technology policy will result in disciplinary action by the Honor Council.

Chapel

We expect all students and faculty to attend the School's chapel services (normally held on Wednesdays), which are an integral part of the school life. Parents are welcome to attend as well. Skipping chapel or arriving late is equivalent to skipping class and will be handled accordingly.

We expect all students and visitors to maintain a quiet atmosphere, recognizing that chapel is a time of worship. The outside chapel speakers are guests of the School and are entitled to courteous attention. Disruptive or discourteous behavior during a chapel address will receive consequences.

Chapel space should be left neat and clean at the conclusion of each service. No materials other than a Bible and the chapel program are to be brought into the chapel service. Food and drink are prohibited in the chapel at all times.

Computer/Technology Standards

Computer resources of the school are to be used expressly for academic purposes that support the curriculum of the school. Examples (not a comprehensive list) of policy violations:

- Gaming and accessing social media
- Obtaining, possessing, using or attempting to use someone else's password regardless of how the password was obtained and/or using another's computer account and password to look at their personal information
- Using illegally obtained licensed data/software or using licensed data/software in violation of their licenses or purchasing agreements
- Any action which disrupts the normal operation of the network

Repeated violations of this policy will be addressed by the Honor Council.

Emergency School Closings

During hazardous weather conditions, school-closing announcements will be sent via text message, posted on the school website and social media, and Education Management, and reported to TV channels 4, 5 and 8, no later than 6:45 a.m. Closings occurring during the school day for any reason will be posted on Education Management and communicated to families via text message and email by the school administration.

Food and Drink Deliveries

If a student needs food or drinks delivered during the school day, such deliveries must arrive during lunch time (11:50am-12:30pm). The receptionist will accept deliveries and students may pick them up at the front desk during lunch. If the delivery arrives earlier or later, the receptionist will not interrupt classes to bring food to students. Since it can be difficult for the receptionist to track down students who are not expecting a delivery, students are encouraged to arrive at school with their food and drink for the day.

Health

Sick or injured students are to report to the Receptionist. Parents will be contacted to pick up any student too ill to remain in school. The School requires parents to provide all requested medical information, as well as the names and phone numbers of people to be contacted in the case of emergency. If a student must take a prescription medication during school hours, the parents must leave this medication with the Receptionist to administer as ordered unless otherwise arranged. Authorization to administer medication must be denoted on the student's emergency form. Parents should inform Cambridge as soon as is possible if their child is diagnosed with a contagious illness such as COVID-19, measles, chicken pox, hepatitis, mumps, flu, etc.

Lockers

During our time in the Fellowship Church facilities we will not be able to provide lockers for the students.

Lost & Found

Books, papers, and articles of clothing left in the Student Hall, classrooms, hallways, or library will be placed in the Lost & Found. Any item in the Lost & Found may be redeemed via the Receptionist.

Morning Drop-off / Afternoon Pick-up

Students are not to be dropped off at school before 7:30 am, unless prior arrangements have been made to meet with a professor. Students are not supervised until 7:30. During afternoon carpool, students will not be permitted to leave the building until the faculty supervisor informs them that their ride is waiting. Please do not text your child to let them know you are almost to the school.

For safety reasons, students not in a supervised activity are expected to be picked up by 3:30 p.m. Please make arrangements beforehand if you know you will be late. The School assumes no responsibility for providing after-school day-care or supervisory services, except for scheduled athletic events or after-school programs. The school recommends services such as Bubbl Rides which provides sustainable, safe, and supervised transportation through off-duty police officers. Any student who remains at the school after 4:30 p.m. will be required to have a ride through parent-arranged carpool, Bubbl, or some other parent approved pick-up service.

School Socials / Class Events

For all school socials which non-Cambridge students will attend, the Cambridge “escort” must register the guest with the Director of Student Life prior to the event (i.e. school dances, etc.) by completing the “Outside Guest Form” (available in the teacher workroom). Cambridge standards of conduct apply to Cambridge social events, both on and off campus. Students are expected to be appropriately modest in their attire for School sponsored events.

School-Sponsored Events

Students at School-sponsored events must meet the same standards of conduct as required during School hours. School-sponsored events are activities that are organized by professors or staff acting in their official capacity, events approved by the Head of School and organized by the Prefect Council, events encouraged in School communications, or events that receive financial support from the School.

1. School-sponsored events should be consistent with the goals of Cambridge.
2. School-sponsored events require the attendance of a faculty or staff member of Cambridge or a designated parent.
3. School-sponsored activities are generally limited to students who are currently enrolled at Cambridge. The Head of School may grant exceptions.
4. School-sponsored activities must be communicated in a timely manner to parents.
5. Field trips must have a signed written waiver by the parents limiting the School from liability. Additional authorization for medical treatment may be required.
6. Only School-sponsored activities will be placed on the School calendar.
7. The Head of School must approve School-sponsored activities.
8. Only School-sponsored activities will receive financial support from the School.

Senior Privileges

Seniors are given special privileges only with signed parental permission (form provided in summer mailer). After signing out, they may leave campus during lunch as well as during their study halls. Seniors must leave a cell phone number or a number where they can be reached in the event of an emergency on campus. If on campus during the study period, seniors stay in the senior study area. Seniors may use personal laptop computers on campus, but only for Senior Tutorial or college applications. Though seniors are given special privileges, they are to lead the student body in actions and attitudes reflecting virtue. They are not to flaunt their status as seniors or lord it over other students. Privileges can be revoked.

Visitors

Occasionally, parents may want to visit their child's class, and the School wants parents to feel welcome. That said, frequent or spontaneous visits can cause interruptions that are distracting for students. Further, unauthorized visitors can create safety issues. All classroom visitors, including parents, must make arrangements in advance with the Head of School, or another appropriate administrator, and sign in with the Receptionist upon arrival. Visitors are required to be considerate of the teacher's time and be aware that their presence affects the classroom environment. Activities such as recording, photographing, and filming in a class are prohibited. Students and faculty should report suspicious individuals to the Receptionist or an administrator.

Traditional School Events

There are certain events which are crucial to the tradition and mission of the school. Student participation is required in these events as noted below.

All-School Retreat – an annual retreat generally off campus early in the school year for the purpose of inducting new students and faculty into the school community, discussing class and school goals, and promoting spiritual growth —**STUDENT ATTENDANCE IS REQUIRED**

Athletic Recognition Nights – a seasonal awards ceremony to honor athletic achievement

Cambridge Fine Arts Show - an annual exhibit of the best student-produced art work and performances by the Cambridge music department

Cambridge Coffee Haus – a spring talent show hosted by the junior class

Junior-Senior Prom – a spring dance sponsored by the Parent Fellowship for the Junior and Senior classes

Class Night and Moving-Up Ceremony – an awards program for academic and character contributions to school life, which ends with a ceremony during which each class moves up to the next grade level —**STUDENT ATTENDANCE IS REQUIRED**

Convocation – an all-school and family gathering at the beginning of each school year to review the state of the school, discuss policy changes, introduce new faculty, staff, and students, and renew the community spirit —**STUDENT ATTENDANCE IS REQUIRED**

Declamation Contest – a part of the Faith and Culture series, which is the culmination of a school-wide declamation contest—**STUDENT ATTENDANCE IS REQUIRED**

Drama Productions – periodic theatric or operatic productions

Fall College Trip – an annual tour of four to six colleges over the course of four days, which is open to a limited number of students

Faith & Culture Series – guest lecturer who addresses topics of interest to the Cambridge community which are relevant to the School's Guiding Principles —**STUDENT ATTENDANCE IS REQUIRED**

Graduation – a ceremony during which the seniors are awarded their high school diplomas and the community celebrates their commencement into the next stage of their lives —**STUDENT ATTENDANCE IS REQUIRED**

Junior-Senior Luau – a banquet in honor of seniors and their parents hosted by the junior class

Ladies Tea – a tea in honor of Cambridge senior girls

Men's Cookout – a gathering of the men of the Cambridge community to fellowship

Open House – an evening gathering in which the Cambridge mission and vision are introduced to prospective students and parents, who then have the opportunity to interact with faculty, administration, current students, and parents —**STUDENT ATTENDANCE IS REQUIRED**

Parent Mini-School – an evening orientation for parents which takes them through their student’s class rotation and introduces them to the instructor and syllabus

Senior Leadership Retreat – taken by seniors in the early fall to challenge them to become servant leaders among the student body. The Senior Retreat is mandatory for all seniors as its purpose is to unite the class and provide leadership training

Senior Tutorial Finals – the culmination of a Cambridge education. Seniors present and defend a research paper before an audience and a panel of judges —**STUDENT ATTENDANCE IS REQUIRED**

Honors and Awards

The following awards are chosen by the faculty and recognized on Class Night.

Cambridge Academic Awards

- Middle School Fine Arts Award - for the outstanding middle school student in fine arts
- Middle School Humanities Award - for the outstanding middle school student in humanities
- Middle School Math/Science Award - for the outstanding middle school student in math and science
- Rembrandt Award – for the outstanding student in art
- Bach Award – for the outstanding student in music
- Austen Award – for the outstanding student in literature
- Hesiod Award – for the outstanding student in Greek
- Herodotus Award – for the outstanding student in history
- Vergil Award – for the outstanding student in Latin
- Pythagoras Award – for the outstanding student in mathematics
- Mendel Award – for the outstanding student in the life sciences
- Newton Award – for the outstanding student in physical sciences
- Plato Award – for the outstanding student in philosophy
- Augustine Award – for the outstanding student in theology
- Cervantes Award – for the outstanding student in Spanish
- Lewis Award – for the outstanding student in apologetics
- Publius Award – for the outstanding student in government

Cambridge Student Community Awards

- New Middle School Student Award – for the new middle school student who has made the best adjustment to Cambridge
- Outstanding Middle School Student Award – for the middle school student who has best exemplified the characteristics central to CSD
- New Upper School Student Award – for the new upper school student who has made the best adjustment to The Cambridge School of Dallas
- Community Service Award – for the upper school student who has made the greatest contribution within the larger Dallas community serving others
- Virtue Award – for the upper school student who has most actively demonstrated an enthusiasm for Christ by exhibiting the cardinal and theological virtues

- Servant Leadership Award – for the upper school student who has best exemplified the characteristics of Christian leadership within the school
- Declamation Award – recognition of the middle school and upper school winners of the Declamation contest
- Trivium Award – cash awards for the winner and finalists of the Senior Tutorial in recognition of the successful demonstration of the rhetorical goals of a Cambridge education
- Headmaster’s Award – a small cash award recognizing character and witness which explicitly manifest the mission of the Cambridge School of Dallas
- Cambridge Service Awards – recognition of individuals who have contributed significantly to the life of Cambridge
- Cambridge Cup – recognition of the house who has earned the most points over the course of the entire year

Community Service Recognition

- Faculty Service Recognition – recognition of faithful service to Cambridge in increments of five years
- Master Teacher Award – a cash award for one full-time faculty member who has demonstrated excellence in teaching and contributed significantly to the mission of Cambridge
- Parent Fellowship President Service Award – for faithful service as the president of Parent Fellowship for the current academic year
- Robbie and Nancy Briggs Family Community Service Award – for a Cambridge family who has made significant contributions to the life of Cambridge

Valedictorian and Salutatorian

The Valediction and Salutatorian are the two seniors with the highest cumulative grade point averages in the Upper School, subject to the following eligibility criteria:

1. The student must have attended Cambridge for grades 9-12.
2. The student must have taken all core classes at Cambridge.
3. The student can have no suspensions in grades 9-12.
4. The student must positively reflect the mission of the School.
5. The student must be in good financial standing with the School.

Only grades earned at Cambridge are counted toward a student’s GPA.

Appendix A Cambridge School Uniform

Cambridge's uniform provider is Academic Outfitters (700 Alma Drive, Suite 112, Plano). Contact information is listed below. You can order online or in person. The Cambridge Crest must be visible on the school uniform at all times. **Optional** items are so listed. Contact Barb Isbell (Registrar, bisbell@cambridgedallas.org) with questions.

Cambridge Women, grades 5th-12th:

- ✚ **Dress Shirt:** Long sleeved white button-down collared oxford with Cambridge crest (**MUST BE WORN AT ALL TIMES, EVEN WHEN COVERED WITH A SWEATER/FLEECE**)
- ✚ **Cambridge Colors Plaid Skirt:** Women's skirts come to their knee or not far above the knee; anticipate growth during the year
- ✚ **Shoes:** "Classic Saddle" black and white Oxford, white laces (no writing on shoes) OR brown Sperry Original Boat Shoe (Sahara Leather only). Shoes must be worn correctly with un-broken backs.
- ✚ **Socks:** **Solid white, visible, between ankle and knee**, no emblems, logos, or colors
- ✚ **Tights (Optional):** Black, solid (**no reflective logos**)
- ✚ **Outerwear:** Black or Red ¼ Zip Sweater with Crest, Black Sweater Vest with Crest, Black Long-Sleeved Sweater with Crest, or Black Fleece with Crest (Optional)
- ✚ **Scarf (Optional):** Solid red or black scarf, no logos or patterns
- ✚ **Black Blazer with Cambridge crest on outer pocket (12th Grade Only)*:** Blazers are typically ordered in January-March for students in their junior year to receive on Class Night in May
- ✚ **Student ID/Lanyard**

Cambridge Men, grades 5th-12th:

- ✚ **Dress Shirt:** Long sleeved white button-down collared oxford with Cambridge crest (**MUST BE WORN AT ALL TIMES, EVEN WHEN COVERED WITH A SWEATER/FLEECE**)
- ✚ ****Khaki Slacks:** Flat front or pleated (no cargo pants)
- ✚ ****Shoes:** Solid black or brown, polishable, non-athletic, and in good condition
- ✚ **Socks:** **Solid black**, visible, between ankle and knee, no emblems, logos, or colors
- ✚ **Belt:** Black leather
- ✚ **Tie or bowtie:** Required for grades 9-12; optional, grades 5-8.
- ✚ **Outerwear:** Black ¼ Zip Sweater with Crest, Black Sweater Vest with Crest, Black Long-Sleeved Sweater with Crest, or Black Fleece with Crest (Optional)
- ✚ **Scarf (Optional):** Solid red or black scarf, no logos or patterns
- ✚ **Black Blazer with Cambridge crest on outer pocket (12th Grade Only)*:** Blazers are typically ordered in January-March for students in their junior year to receive on Class Night in May
- ✚ **Student ID/Lanyard**

*Blazers must be worn by seniors during the school day.

**Men's khaki pants and black shoes are not required to be purchased at Academic Outfitters, but must fit the conditions listed above.

Athletic outerwear (e.g. basketball jackets) and spirit-wear items (purchased from the spirit store or through the athletic program) are NOT considered a part of the Cambridge school day uniform and may NOT be worn between the hours of 8am – 3pm except on House Dress days or with express permission from the Head of School.

972-509-0010

DM Uniforms (formerly Academic Outfitters) Shop Online: www.dmuniform.com

APPENDIX B The Cambridge School of Dallas Policy Abuse / Harassment of Student

The Cambridge School of Dallas (“the School”) adopts this policy to safeguard students from physical, emotional or sexual abuse.

This policy and its provisions shall apply to all School employees, and to volunteers who have contact with students outside the presence of a School employee. A covered person shall be provided a copy of this policy and shall receive information to understand and implement this policy.

Definitions

- 1. Sexual Abuse** means a chargeable offense of physical conduct of a sexual nature, sexual touching or contact, or sexualized behavior.
- 2. Sexual Harassment** is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.
- 3. Physical Abuse** is any act or omission that unreasonably endangers a person’s physical or mental health, including non-accidental physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the person’s age or condition.

Employee Screening

1. Prior to employment, each prospective employee must complete an application, authorization for background check, and provide a list of references.
2. Administration will perform an appropriate background check.
3. The appropriate administrator shall request and verify information provided by the applicant.
4. If any of the reports and/or references raise questions about the fitness of an applicant, either the applicant will be refused employment, or further investigation will be pursued.
5. Any conviction of a crime against children shall disqualify the applicant.
6. Screening results shall be kept confidential.

Training

The School will provide training produced by Ministry Safe for covered employees and volunteers.

Supervision

Whenever reasonably possible, a team approach should be used with students, avoiding one-on-one interactions. If the necessity arises for a one-on-one interaction with a student, the interaction should occur in an unenclosed, public area, with other adults nearby. Employees will accompany volunteers in student activities whenever reasonably possible.

Reporting Incidents

All incidents should be reported in a timely manner to a School supervisor or administrator, and an incident report should be filed. Persons who have knowledge of an employee violation of this policy should report to a School supervisor or administrator. The School will take appropriate action in investigation and response.

Procedures for Investigating, and Resolving Allegations and Violations

1. The administrator receiving an allegation will inform the Head of School, who will then determine the appropriate action including notice to law enforcement, legal counsel, and insurance representative.
2. The parents or legal guardian of a student involved in an incident will be notified.
3. The person against whom an allegation has been made will be notified, with appropriate action that may include restriction of duties and privileges or administrative leave.
4. In consultation with the School's legal counsel, the Head of School shall initiate an investigation into the allegation and establish the process to use including whether a separate investigator is appointed to conduct part of the investigation.
5. Statements will be obtained from persons who report the alleged violation, participants, and witnesses.
6. Any results of the investigation, as well as final decisions in light of the investigation, will be made known to the student's parent(s)/guardian(s), the accused, and any other appropriate person or agency. All documents resulting from the allegation and subsequent investigation shall be retained in a confidential file.
7. The School endeavors to provide supportive care and a just outcome to both the student and the accused, and to restore them to wholeness and, when possible, foster reconciliation. This can include alternative dispute resolution, arbitration, mediation, counseling referrals, as well as the procedures of the criminal justice system.

BULLYING AND HARASSMENT

CSD prohibits any type of bullying or harassment activity among our students. The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), or emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, emails, camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable School environment.

All School employees are required to report, in a timely manner, any bullying or harassment activity among the students to the administration. Failure to make such a report could result in disciplinary action against the employee. When the School administration becomes aware of any actual or planned bullying, or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of bullying/harassment, or suspected activity of these sorts.

APPENDIX C

The Cambridge School of Dallas Social Media Policy

Students should not possess, send, forward, post, access or display social media posts or electronic messages such as emails or text messages that are illegal, abusive, lewd or obscene, threatening, harassing or damaging to another's reputation including but not limited to students, families, faculty and staff.

Use of social media or electronic messages inconsistent with the guidance outlined above or to threaten or harass others, i.e. cyberbullying, may be addressed by CSD in the event of disruption to the educational environment.

CSD students should conduct themselves at all times in a manner that honors Christ and does not reflect negatively on the students, faculty and staff at CSD.

APPENDIX D

The Cambridge School of Dallas Part Time Students

The Cambridge School of Dallas makes allowances for certain students to attend the school part time. A part time student at Cambridge will take no more than three credits per year and will not receive a diploma. Tuition and fees for part time students will be prorated at the discretion of the Board and Head of School. Typically, part time students would take courses appropriate for freshman and sophomores, but exceptions may be made for upper class students interested in taking an advanced elective or AP course.

Part time students are generally not eligible to participate in Cambridge athletics, per TAPPS guidelines as enforced by the Athletic Director.

Part time students are allowed to participate in other Cambridge extracurricular and social activities such as clubs and dances at the discretion of the Director of Student Life, Dean of School, and Head of School. Part time students are allowed but not required to participate in the Cambridge House System. Students who opt in to the House System would be expected to attend regular House meetings and other House functions.

Part time students will not be eligible for student leadership positions at Cambridge, nor will they be eligible for Cambridge-specific awards.

Part time students will be held to all of the behavioral, academic, admission, and other relevant standards of a full time Cambridge student as outlined in the Student/Parent Handbook. Discipline for part time students will be handled on a case by case basis, much like all other students. Part time students are expected to abide by all the policies and procedures outlined in the Student/Parent Handbook and are subject to the same disciplinary measures as any Cambridge student, including detentions, suspensions, etc., governed by individual professors, the Honor Council, and the Head of School.

Registration for courses by part time students is subject to availability and an open spot in the course as determined by the Registrar, Dean of School, and Head of School. Part time students are not to loiter at the school. They should be present when classes or other activities dictate that they be present. It is the parents' or guardians' responsibility to ensure that part time students are dropped off and picked up from the school at appropriate times.

Part time students at no time will comprise more than 10% of the Cambridge student body, nor typically will they comprise more than 20% of any Cambridge grade.



CAMBRIDGE
Athletic Handbook
2022-2023

www.cambridgedallas.org

9330 North Central Expressway
Dallas, Texas 75231

Phone 214.357.2995

Introduction

The purpose of The Cambridge School of Dallas Athletic Handbook is to provide an understanding and appreciation of the athletic program, as well as enhance communication among the coaches, athletes, and parents. This handbook contains policies and regulations that govern extracurricular athletics at The Cambridge School of Dallas (CSD). The athletic department, in coordination with the Head of School, sets policies and procedures that govern the spirit of competition and uphold the traditions and standards of The Cambridge School of Dallas. The policies of this handbook have been approved by the school administration.

Athletic Procedures

The Cambridge School of Dallas is a small school with a clearly defined academic mission. It also has a strong commitment to a carefully defined athletic program. Participation in sports is an integral part of a student's educational experience, and CSD attempts to provide athletic opportunities for each student who wishes to participate. The School competes in those sports that are conducive to our size and mission. It provides the highest quality coaching for its teams and consequently fields highly competitive teams. Its varsity teams may practice up to five days a week outside of school hours for two hours each day. The appropriate forms must be completed and signed for students to participate.

A Physical Education class is required for all 5th and 6th grade students.

Prior to a student participating in any sport at CSD, both student and the parent/guardian must sign and have on file in the school office the following forms:

- Emergency Medical Form
- CSD Conduct Pledge
- CSD Athletic Pledge
- TAPPS Physical Evaluation/Medical History Form • TAPPS Acknowledgement of Rules Form

All forms are to be completed via RankOne. Access will be provided by the Athletic Director before the start of the school year..

Participation Requirements

Students in grades 5-8 are required to participate in three athletic seasons (over the course of the three years) and students in grades 9-12 are required to participate in four athletic seasons (over the course of four years). These requirements may be adjusted depending on the student's year of admission.

All students participating on an athletic team are expected to attend all scheduled games. If a student misses a game for reasons not cleared by the coach or the Athletic Director, the coach has the right to treat the failure to attend the game as an unexcused absence, which could result in not playing the next game or a part thereof. Being a member of a team is an obligation to others both on the team and to competitors. Team membership is a privilege that is not superseded by one's personal schedule or academic demands. Excessive unexcused absences can result in the loss of one's sports credit.

Students in grades 5-12 are eligible to participate in at least one sport during each of the three seasons. Individual and team sports may incur additional fees. CSD offers the following sports pending student interest:

	Girls	Boys
Fall	Cross-country Volleyball Soccer	Cross-country Soccer
Winter	Basketball Swimming*	Basketball Swimming*
Spring	Tennis Track and Field Golf	Tennis Track and Field Golf 7 Man Football (MS Only)

*Swimming requires previous competitive experience. The team only competes a post-season schedule and there are no organized practices.

CSD offers **up to** three levels of team sports:

1. Middle School (5th – 8th grade)
2. Junior Varsity (9th – 11th grade)
3. Varsity (9th – 12th)

Athletic Equivalencies

At the discretion of the Athletic Director and Registrar, athletic equivalency can be arranged for special after-school activities such as ballet, select soccer, diving or swimming. A prearranged equivalency requires a signature from the responsible coach or instructor and a comparable number of hours. It is the responsibility of the student to ensure their equivalency has been approved by the athletic director

Athletic Department Philosophy

Overview

The Cambridge athletic program serves the purpose of providing students a Christian environment in which to participate in competitive athletics, which could also be lifelong activities. The program not only helps athletes develop their skills, but also builds character and sportsmanship, while encouraging Christian principles such as self-discipline in all facets of competition. Cambridge athletes develop lifelong leadership skills and God-honoring service. The program is based on the principle set forth in Colossians 3:23: “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” This program is here to honor God by instilling in young men and women the skills they need to be the people that God has called them to be.

Athletic Code of Conduct

Sportsmanship of Players and Coaches

Cambridge athletes display admirable sportsmanship when they

- accept the calls or reprimands of the coach or referee without protest
- use language seasoned with grace
- respect their sport, coach, teammates, and competition
- give maximum effort
- refrain from speaking disparagingly about their opponents
- guard the safety of their opponents
- recognize the good play of others

Sportsmanship of Fans

Parents and other fans display sportsmanship when they

- manage their young children at a game
- avoid distracting all players on the court or field
- cheer with positive expressions
- honor and respect the opposing team's players, coaches and fans

The goal of The Cambridge School of Dallas is to be known as a school that has contagious enthusiasm for fair play and courtesy toward the opposing school's fans and players. The reputation of the School, and of Christ, is at stake in the behavior demonstrated by Cambridge players and fans at every game.

Guidelines

Middle School

5th - 6th grade

Students will participate in a Physical Education class during the school day. Middle school students should participate on three sporting teams throughout their middle school career in order to meet the minimum requirement of three sports credits.

7th - 8th grade

Middle school students should participate on three sporting teams throughout their middle school career in order to meet the minimum requirement of three sports credits.

Time Requirements

Middle school athletic practices will be conducted 2-4 days per week for approximately 1.5-2 hours. Practices may be before or after school. There will be no more than four days of activity per week.

It is the philosophy of The Cambridge School of Dallas that middle school students should participate in a variety of extra-curricular activities. These activities should be developmental in nature and less competitive.

Upper School

9th - 12th grade

Time Requirements

All students are required to earn a total of four sports credits between 9th and 12th grade.

Upper school athletics practice will be conducted 4-5 days per week for approximately 2 hours before or after school. There will be no more than three games per week. Summer/off season workouts are highly recommended.

Varsity (9th – 12th)

1. Varsity athletic eligibility will be determined by the Texas Association of Private and Parochial Schools (TAPPS) manual and CSD athletic director (**NO 8th grade student shall play at the Varsity level during district games**).
2. Assuming there is a junior varsity team, coaches will form the most competitive varsity teams through a system of “trying-out” determined by each head coach.
3. Students first, winning second. Wins are important in varsity athletics, but do not stand alone in determining the success of a season. The amount of team unity, strong work ethic and sense of pride that develops over the course of the season are all factors in determining success at the varsity level.
4. Since personal development involves learning what is required for success, including winning in competition, the coaches will exercise discretion to play the athletes necessary to win the game.

Junior Varsity (8th – 11th)

1. Prepare athletes, through an appropriate level of competition, for participation in the varsity program.
2. Emphasizes the development of fundamental skills, game strategies and team unity, realizing success is not measured only in terms of wins and losses on the junior varsity level.
3. Allow playing time in practice and games over the course of the season to foster maturity in athletes. Junior Varsity student athletes who are on the active roster will have playing time appropriate to skill level.

Note: All students who “sign up” for athletics are placed on a team roster unless issues of safety, health, supervision, space or facilities become prohibitive. In that event, the Athletic Director and/or CSD administration may decide to limit roster sizes and/or number of teams.

Safety and Eligibility

Safety

Safety is paramount with athletics and the Athletic Department continually strives to provide students a safe and enjoyable environment in which to participate. Accordingly, all coaches and administrative personnel have a responsibility to reduce and/or eliminate all potential safety hazards. It is vital to understand that participation in athletics involves inherent risks.

Coaches and administrative personnel are obligated to act in a prudent manner in order to prevent foreseeable accident and injuries. They should respond to unexpected circumstances according to guidelines set forth by the school's safety procedures.

Insurance and Athletics Physicals

Adequate medical insurance for an athlete is the responsibility of the parent or guardian.

As a minimum requirement, the TAPPS **Physical Examination Form** must be completed annually prior to any athletic participation. Additionally, any student transferring to CSD must have this form on file before participating in any athletic activity.

In addition, the **Medical History Form** must be completed *annually* by parent (or guardian) and student before the start of school.

Student Emergency Information & Medical Release Form will be copied and issued to coaches to carry with them to all practices and games. Copies will also be kept on file in the Athletic Office. This form must be completed before participation in any athletic activity.

Eligibility Requirements

TAPPS Eligibility

Please refer to the Texas Association of Private and Parochial Schools (TAPPS) Eligibility requirements in the TAPPS Manual (www.tapps.biz). A student/athlete must not have reached 19 years of age prior to September 1 of the current school year.

CSD Eligibility Policy and Guidelines

If a student's grade in any course is below 60 or in any two courses is below 68 (determined by end-of-quarter or semester grade reports), that student will be put on academic probation during the next quarter. A student on academic probation may be ineligible for participation in co-curricular activities. Athletic eligibility will be revoked by the Dean of School if weekly grade status reports do not demonstrate improvement, in which case, the student will not receive credit for participation in Cambridge or non-Cambridge athletics for the quarter (see Student/Parent Handbook, p. 22-23). Students are automatically ineligible to participate in co-curricular activities if they are on disciplinary probation, suspended, or fail to attend at least four classes in a given day (unless considered a pre-arranged absence; see Student/Parent Handbook, p. 15).

Additional Policies and Procedures

Holiday Practices

Practices and tryouts for the Fall athletic season will start in the month of August. Parents and students should note these dates on their summer schedule and be available for practice and/or tryouts in August. The Winter season is interrupted by Winter Break. During the Winter Break, teams are not allowed to practice during exam week through December 26. However practice/tournament play may resume on December 27. Holiday and Sunday practices are prohibited. Practice during Spring Break is optional.

Cancellation of Practices/Games

Cancellation of games and/or practices due to inclement weather will be normally made before 2:00 PM. Rescheduled dates will be publicized as soon as they are made available. Student athletes should always come to school prepared to play or practice that afternoon. Please do not assume a cancellation based on the weather in the morning. Decisions about cancellations after 3:00 PM will be made at the game/practice site by officials or the Athletic Director.

Emergency School Closings

See Student Handbook (p.30).

No School, No Practice or Games!

Transportation

All team members will travel to and from games with designated CSD transportation.

- Parents are allowed to transport their child under written/verbal agreement with the coach
- Parents are not allowed to transport other team members without written approval by a parent and consent from a coach
- Student drivers may be permitted to transport themselves to local practice/contest venues. The Athletic Director's approval must be obtained before the event
- It is the responsibility of all athletes to follow van guidelines as set forth by their coach. In addition, the athletes must maintain van cleanliness
- All drivers must have a copy of their driver's license and driving insurance on file with the Business Manager.

Van reservations are made by the athletic director. If special circumstances exist, coaches should make arrangements through the athletic director. If a van is not available, the coach must coordinate with the Team Parent to arrange appropriate transportation to the contest.

Van keys can be picked up in the Business Manager office the day of your departure.

Athletic Uniforms

All Cambridge athletes are required to compete in school-approved athletic uniforms. Practice clothes will consist of sport appropriate attire and shoes. The School will in most cases provide competition uniforms. Athletic attire may not be worn to school without approval of the Athletic Director, Dean of Students, or the Head of School.

Athletes must return team uniforms to their designated coach in satisfactory condition, **no later than one week** after the final athletic contest for the season. Parents of athletes will be financially responsible for uniforms not returned after the one-week period. When uniforms are lost or not returned, it creates undue burdens and complications for future teams. In most cases, uniforms cannot be replaced and the sets will be short until new sets of uniforms are ordered. Uniforms are typically used for a minimum of four years.

Class Attendance

To practice or participate in an athletic contest, students must attend a minimum of four classes that day. Any student leaving school due to illness will not be able to participate that day in after school sports. The Athletic Director may grant exceptions on an individual basis. The student or parent should request an exception as early as possible, preferably no less than one day in advance.

Selection of Teams

Prior to any athletic season, the Varsity and Junior Varsity coaches will decide whether to hold separate or combined tryouts to select members for the Varsity and JV teams. When combined tryouts are held, players are considered for either the Varsity or the JV team and the coaches will work together to decide on which team each player will play. When separate tryouts are conducted for the Varsity and JV teams, students are informed that they may be selected to play at the Varsity or JV levels, based on the number of athletes for each tryout.

Playing for Other Teams/Participating in Conflicting Activities

CSD expects athletes to play only for the school team because playing for another team or participating in other activities might create conflicts with school practices or games. The **recommendation** to allow athletes to participate in conflicting sports or other activities is submitted to the Athletic Director by the student prior to the first practice or tryout. After considering factors such as team sport vs. individual sport, if team cuts are made, and the number of conflicts (missed practices and games), a decision will be made. In order to come to a mutual decision before the team is selected, student athletes are required to discuss with the coach their intention to participate on another team or activity **during or before tryouts**.

The Athletic Director will make the decision to allow athletes to remain on the CSD team, and that decision will be based largely on the coach's recommendation. Participation on more than one team in the same season is permitted in unusual circumstances with prior approval from the Head of School and/or Athletic Director. If other school events, such as field trips, classes, or drama activities conflict with games or practices, the Head of School will resolve the conflict with the benefit of recommendations from the Athletic Director and the sponsoring faculty member. Student and parent wishes will also be considered.

Playing Time

Playing time is a privilege and must be earned. Players are expected to attend all scheduled practices. Every effort should be made to notify the coach in advance when a student will miss practice(s). Coaches will follow these playing time guidelines:

Middle School Coaches are **expected** to play all eligible players in each game during the regular season.

Junior Varsity Coaches are **encouraged** to play all eligible players in each game during the regular season.

Varsity Coaches should play as many players as feasible. Playing time at the Varsity level is based on coaching decisions made during practice and the contest.

Exceptions to the above guidelines (on all levels) include:

1. Missing team practice(s)
2. Attitude and effort
3. Violation of team rules
4. End of season Tournament Games

Lines of Communication

Please adhere to the following steps whenever important information regarding any aspect of the athletic program – including concerns, grievances, or questions – must be communicated:

1. Players/Parents must first speak to their coach.
2. Assistant Coaches must speak to the Head Coach in their sport.
3. The Head Coach must take his/her concerns to the Athletic Director.
 - * If any PLAYER, PARENT, or ASSISTANT COACH approaches the Athletic Director, they will be referred to the Head Coach.
4. The Athletic Director communicates to the Head of School.
 - * If any PLAYER, PARENT, or ASSISTANT COACH approaches the Head of School, they will be referred to the Head Coach.
5. The Head of School addresses the CSD Board of Trustees.

Supervision of Athletes

All athletic areas in use must be supervised by a qualified adult. These areas include the gym, weight room, and all athletic fields. Athletes may not work out by themselves or participate in any unsupervised activity. Coaches have a duty to supervise the members of their team. This involves always being physically present at practice. Coaches must remain with players until their transportation needs are met after all practices and games. All athletes must be properly supervised during practice and while traveling to and from athletic events or games. For all-day or overnight tournaments, coaches must plan an itinerary that will ensure the proper supervision of the students at all times. **Every athletic trip must be supervised by at least one qualified chaperone.**

Athletic Awards

Season Awards

Season awards will be presented yearly during each respective sports seasonal banquet.

Special Season Awards

For each season, each athletic team will receive three special individual awards. This will include Varsity, Junior Varsity, and Middle School sports. The yearly awards are:

1. MVP: Most Valuable Player
2. Coach's Award: The athlete who displays spiritual maturity and is a leader on and off the playing court or field. This should be a team leader displaying sportsmanship and citizenship among fellow students and athletes.
3. Most Improved: The athlete who has shown the most growth with the season.

**Additional Special awards could possibly be awarded upon the Athletic Director's approval.*

Yearly Awards

The Yearly Awards will include:

A. Middle School & High School Athlete of The Year

1. 1 boy & 1 girl (per middle school and high school)
2. Exemplary season in 1 or more sports.
3. Good academic standing.
4. Recommended by Coach, Athletic Director and/or Head of School.

B. Lion Blanket Award

1. Presented yearly at the Annual Class Night Ceremony (Seniors only).
2. The Lion's Blanket is for athletes who maximize their sports participation at Cambridge, show commitment to the sports' teams, demonstrate good character and excellent sportsmanship.
3. Athletes must have participated in at least 8 sports seasons on a Cambridge team.

C. Hallway of Honor

1. Presented yearly at Class Night (Seniors or Alumni only).
2. This award is presented to athletes who have made an outstanding contribution to the Athletic program at Cambridge and have exemplified the model student/athlete. Special consideration will be given to those students continuing their athletics at the collegiate level. Generally no more than one boy and one girl will be selected each year.
3. Award winners will have their names added to the Hallway of Honor Plaque.

D. Bates-Miersma Lion Heart Award

1. The Lion Heart will be given at the sole discretion of the Athletic Director as achievements merit.
2. The purpose of the award is to recognize selfless commitment, dedication, and/or achievement of the highest standards by a member of the Cambridge community (student, teacher, coach, volunteer, or parent).

3. The award is named after Cambridge Alumni Jesse Bates & Michael Miersma (class of 2006), who won the school's first national championship.
4. The first recipient was Coach Pat Hamner (crew), awarded at the May 2007 Sports Banquet.
5. Award winners will have their name added to the trophy and receive a monetary prize.

E. Coach of the Year Award

1. Presented annually to the coach who has had the greatest impact on their team and the school. Ideally, this coach has impacted athletes inside and outside of sports.
2. Coach must exemplify the philosophy of "excellence without excuse" and have been employed with Cambridge for at least one full season.
3. Award is selected by the athletic director.

***If no student meets the above criteria for any of the yearly awards, that award may not be given out for that year.**