



CAPS High School Policies

OVERVIEW

CAPS is a wonderful and supportive place to springboard motivated students for success in whatever that means for them as individuals. We are here to support the students where they are, and to help them become the best versions of themselves as both students and as global citizens and we are always looking forward to seeing what that means for all of our incoming and current high school students.

All rules and decisions we make are with the best interest of the student or the school community in mind. We are a preparatory school and we are doing our utmost to try and PREPARE our students for what they will face as they move past high school and into the next phases of their lives. As students enter high school and prepare for university/college and beyond, we need to give them greater responsibility and ownership of their work and their actions. While we offer continual and appropriate levels of support both academically and socio-emotionally, we are failing to prepare students if we do not give them sufficient opportunities to show their independence and giving them room and opportunities to make mistakes and grow from those mistakes.

Integrity, sense of community, and responsibility are key components of student success here and in the wider world. We think it is essential that we instill these traits in our students and it starts with leveling up the expectations for student work in the transition into high school, holding them accountable for their actions, including when they arrive to school/class, how they choose to dress and act in school, and how they treat their peers and wider school community members.

High school is currently a student's "job", and they need to approach it in that way. In a profession, employees are expected to arrive on time, do what is asked of them (or more if they want to be promoted), adhere to the rules of the company, and have a professional appearance. We expect the same of our students and it is imperative that parents support this by expecting and facilitating the same standards.

Academics

CAPS students are expected to be accountable for their own learning, to manage their time and to work in a responsible way. Students who do not achieve a passing grade each semester will not receive credit for that class and will have to re-take that class online at an extra expense. Students are responsible for checking their CAPS assigned email and Google classes daily to ensure they have a clear understanding of what work they need to do and by when. Students are also responsible for turning in their work and completing exams by the required deadline and in the format requested by each teacher.

Academic Integrity/Plagiarism

We expect CAPS students to maintain the highest standard of academic integrity. This includes ensuring that all work they submit is their own original work and that any work used by additional sources is properly acknowledged and cited. Failure to do so is considered plagiarism and will result in disciplinary action. Students who commit plagiarism and/or who otherwise cheat on their work (including but not exclusive to the use of Artificial Intelligence) will be given a zero for that work with no chance to resubmit.

Attendance

Students are expected to arrive at school (and for their classes) on time and prepared. Students should be in their seats in their homerooms BY 7:55 am, after that time they are considered late to school. Dismissal is at 3:00pm Monday – Thursday and at 1:20pm on Fridays. Students may be allowed to leave between 12:30 – 12:40 (at lunch) on Fridays if CAPS receives a signed permission form from their parents/guardians to do so. If a student knows they will be absent from school for an appointment, illness, or other reason, they should send an email including the high school principal and their teachers, making them aware of the absence. Students (parents) should try to schedule any appointments outside of school hours or during a lunch time or independent work period if that is not possible. Students who consistently arrive late to school or class will be liable for consequences.

Late Work

CAPS' late work policy states that students may submit late work up to 1 week past the initial deadline, however 10% from the final grade will be deducted daily, up to a maximum deduction of 70%, after which the work will no longer be accepted (unless in case of a medical or personal emergency).

Chromebooks (Use of technology)

CAPS issues Chromebooks for the students to use throughout the school year. Students and parents/guardians must sign a Chromebook contract to ensure that a student is responsible for their assigned device and liable for any damage to that device. Students will be assigned the same Chromebook for the remainder of their time at CAPS (or until the life of the Chromebook expires, whichever comes first). Chromebooks are NOT allowed to be used outside during lunches and/or breaks. They should NOT be brought to the playground / PE court / lunch area in student backpacks and should instead remain in classrooms on the high school side.

Headphone Use

Unless allowed by the teacher, students should not wear headphones during a taught class, but may use them during their independent work time. Students who abuse the headphone policy will no longer be allowed to use headphones or will have these confiscated by CAPS.

Cell Phones

When students arrive at school, they should turn in their phones to their homeroom teachers. They are not allowed to use their phones during the school day, unless express permission is given by a teacher. If a student needs to call a parent, they should do so through the CAPS high school or main office. Please ensure CAPS has a working number for parents/guardians in case of any emergencies.

Uniforms

CAPS students are required to wear either a CAPS polo shirt or CAPS PE shirt with school appropriate bottom attire. Students may wear shorts or skirts as long as the length is appropriate and they are not too tight. Midriffs should not be exposed; this includes during any free dress days. Students are not allowed to wear ripped jeans, flip flops or slides, and should wear athletic footwear for PE. If students wish to wear a hoodie at CAPS, only CAPS hoodies will be allowed (or a fully black hoodie without any additional logos). Students are not allowed to wear hats or other head coverings on school premises, unless for religious reasons.

Visitors

Unless for a special event, visitors to the CAPS campus need to first sign in at the main office or the high school office. This ensures for the safety of all of our CAPS community.

Food

Students are able to purchase a debit card through the CAPS high school office to purchase food from the CAPS cafeteria and/or to bring food from home to eat during their morning or lunch break times. Students are not allowed to order food during the school day to be delivered (unless for a special event/occasion). Students should bring a reusable water bottle to school that may be refilled with water as needed.

Arrival / Dismissal

CAPS high school is located at Erosweg #63, and high school students should arrive and dismiss from that location. Parents/guardians need to park either in the appropriate spots on the Erosweg OR drive INTO the gates of the high school building. Please DO NOT park on the sidewalk or wait on the Erosweg calling students to your cars. This is dangerous for the other drivers and the students and is also considered illegal road use. Students may not leave the CAPS campus without permission to do so. If a student must leave early, they need to let a CAPS staff member know they are leaving and sign out from the MAIN school office. If they return to CAPS they need to sign back in. It is very important for our fire safety protocol that we know where all students are on campus.

Scooter / Car Use

Students who drive themselves to school through the use of a scooter or car need to inform CAPS.