



Lower School Parent & Student Handbook

Revised December 2017

*“so that He Himself might come to have first place in everything.”
Colossians 1:18*

CHS PURPOSE AND DIRECTION

OUR MISSION: *“Educating Children to Serve Christ”*

OUR CORE VALUES:

1. Active Faith

Our educational model seeks to develop in young minds the ability to discern Truth from error. The Bible is taught at every grade level and permeates all that we do. II Timothy 3:16. But, learning doesn't end with the acquisition of knowledge. James 1:22. It is through obedience that we begin to see life from God's perspective. The cultivation of a Biblical worldview is a necessary component to serving Christ effectively. However, the study of faith in isolation from its application leads inevitably to unbelief. The demise of many Christian institutions testifies to this reality. George Barna's research reveals that the American Church is growing people, in increasing numbers, who say one thing and do another. His research has revealed a profound disconnect between what people say they believe and the choices they make. CHS is committed to reversing that trend by putting feet to their faith by:

1. leading our students to a saving knowledge of Jesus Christ;
2. equipping our students for good works Ephesians 2:10;
3. recognizing their God-given talents as they discover His call to ministry Psalm 139: 13-16;
4. demonstrating God's love by serving people in need Matthew 25:40;
5. participating in His redemptive work in culture and creation.

Lives are changed through renewing the mind, engaging the heart, and applying the will to God's purposes. It flows out of a simple formula: information plus application equals transformation.

2. Biblical Worldview

Six critical questions have been plaguing mankind from the beginning of time. Every single young person longs to know the answers for their own life. “Where did I come from? Who am I? Where am I going? What does it all mean? How can I tell right from wrong? What happens when I die?” The tragedy today is that in every single public school in our country, it is illegal to answer truthfully any one of those questions. A Biblical worldview addresses issues of origins, identity, purpose, meaning, and destiny! In a public school, a student is taught that there are two kinds of living organisms: plants and animals. Ask a student which he or she is and he will inevitably respond: “an animal.” If you are taught you are animal, how do you think you will ultimately behave? A Biblical worldview teaches that a student is created in the image of God with a unique purpose and an eternal destiny.

The cultivation of a Biblical worldview is a necessary component to serving Christ effectively. This means that the Bible is taught at every grade level and permeates all that we do. But, learning doesn't end with the acquisition of knowledge. It is critical that we live what we know – to do the truth. James 1:22. It is through obedience that we begin to see life from God's perspective.

3. Community of Grace

CHS is not a public school, a private school, or a perfect school, it is a Christian school. Christian education, rightly understood, draws its strength from a community of grace! Faculty, parents, students, and staff are on each other's team, not on each other's backs. It is not about doing it all right, but about how you handle life when you do it all wrong. Encountering Christ in a community of grace is the heart

and soul of our Christian school. In fact, the genius of Christian education doesn't even show up until we mess up. "For though a righteous man falls seven times, he rises again, but the wicked fall and do not get up." Proverbs 24:16. The difference between the righteous and the wicked is not that one falls and the other doesn't; they both fall, but the wicked don't get back up. Our goal is to create a safe learning environment where our students can mess up and discover the grace to get back up. A student's life message grows out of his area of greatest weakness, where he has discovered and applied God's provision at the point of his need, then, shares the results with their world.

OUR MODEL

The authority for governing a school reveals much about the school's educational philosophy. For instance, a public school is controlled by the government; an elite private school by the wealthy and influential; and a church school by the denomination. The CHS model derives its authority from the scriptures. Our understanding of the school's role is informed by the Biblical mandate (Deuteronomy:4-8; Proverbs 22:6; and Ephesians 6:1-4) giving parents the authority and responsibility to educate their children. Parents may delegate their authority to a school, but not their responsibility. Therefore, CHS encourages parental involvement at every level of school life. Every parent enters into an agreement with the school to support our mission, philosophy, and behavioral standards.

PREPARED TO MAKE A DIFFERENCE: *A CHS graduate should have a heart for God and their neighbor, possess a Biblical worldview, and be able to effectively communicate their life message.*

OUR SCHOOL GOALS

1. To give our students a strong Biblical Foundation

- viewing the Bible as the inspired and the only infallible, authoritative Word of God, thus developing attitudes of love and respect toward it. (II Timothy 3:15-17; II Peter 1:20-21)
- understanding the basic doctrines of the Bible. (Titus 2:1)
- providing opportunities for the student to confess Christ as Savior and Lord. (Romans 10:9-10)
- knowing and obeying the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17)
- imparting an understanding of each Christian's place in the body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Ephesians 4:12; I Corinthians 12:1-31; Matthew 28:19-20)
- helping the student develop a Christian worldview by integrating life and all studies with the Bible. (II Peter 1:3)
- hiding God's Word in his heart through memorization and meditation. (Psalm 119:11; Psalm 1:1-3)
- knowing how to study God's Word. (II Timothy 2:15)

2. To give our students a proper self-image

- seeing himself as a unique individual created in the image of God and attaining his full potential. (Psalm 139:13-16)
- teaching Biblical character qualities and providing opportunities for the student to demonstrate those qualities. (I Samuel 16:7; Galatians 5:22-23)
- developing in him/her the mind of Christ toward godliness. (Philippians 2:5; I Timothy 4:7)

- encouraging the student to develop self-discipline and responsibility from God's perspective. (I Timothy 4:7; I Corinthians 9:24-27)
- teaching respect for and submission to authority from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
- developing habits of good physical fitness, good health habits, and wise use of the body as the temple of God. (I Corinthians 6:19-20)

3. To enable our students to develop healthy relationships

- by treating everyone with love and respect as unique individuals created in God's image. (Philippians 2:1-4; Ephesians 5:21)
- becoming a contributing member of his society by realizing his need to serve others. (Galatians 5:13; Romans 12:10)
- teaching Biblical skills for personal and social relationships. (Psalm 119:9; Ephesians 4:12)
- teaching the Christian view of dating, marriage, and the family. (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33)
 - that it is God's desire for young women to marry (except those with a special gift of singleness), love their husbands, bear children, love them, manage the household (I Timothy 5:14; Titus 2:4-5), using all her skills as the virtuous woman of Proverbs 31 did, teaching these to her children.
 - that young men should marry, (except those with a special gift of singleness) love their wives as Christ loved the church, be the primary spiritual trainer of his wife and children and take proper oversight of the whole household and be the primary provider. (I Corinthians 7:2; Ephesians 5:25-31; Timothy 5:8)

4. To give our students broad academic abilities

- to understand and use fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics.)
- to use good study skills and habits. (II Timothy 2:3-7)
- to research and reason logically from a Biblical perspective. (Hebrews 5:14; Romans 12:2)
- to think creatively and critically based upon the proper use of Biblical criteria of evaluation. (II Timothy 3: 14-17)
- to appreciate the Fine Arts.

5. To enable our students to become good citizens and stewards in the world

- teaching Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31)
- teaching the student good citizenship through an understanding and appreciation of our Christian and American Heritages (home, church, nation). (I Corinthians 10:11; Romans 13:1-7)
- using current affairs in all areas, teaching the student how they relate to God's plan for man.
- understanding and appreciating God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use, and preserve it properly. (Psalm 8:6; Hebrews 2:6-8)

6. To partner with parents for student success and development

- To help the parents understand the school's purpose and program.
- To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7; Proverbs 22:6)

In addition, in working with the homes from which the students come, the school aims to bring those whom we find are not Christians to the saving knowledge of Jesus Christ. (II Peter 3:9; I Timothy 2:4)

OUR STATEMENT OF FAITH

A. The Bible

The Holy Scripture is the only sufficient, certain and infallible rule of saving faith and obedience. The Bible is the inspired and inerrant Word of God.

II Timothy 3:16; II Peter 1:20-21; Matthew 5:17-18; I Thessalonians 2:13; I Corinthians 14:37

B. The Trinity

The God of the Bible is one essence yet revealed in three Persons, the Father, the Son, and the Holy Spirit. These three Persons are the same substance, equal in power and glory. God is our Creator, Ruler, Redeemer, and Judge.

Matthew 28:19; II Corinthians 13:14

C. The Father – First person of the Trinity

God, the Father, is the first Person of the Godhead. He is eternal, infinite Spirit and the Sovereign Ruler over all creation, both visible and invisible.

Genesis 1:1; Exodus 3:14; Psalm 24:1; John 8:28-29; Ephesians 1:3-11

D. The Son – Second Person of the Trinity

Jesus Christ is the second Person of the Godhead, co-equal and co-eternal with the Father. He was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary death and was raised bodily from the dead. He ascended into Heaven and is seated at the right hand of God the Father as King of kings and Lord of Lords. Isaiah 7:14; Luke 1:34-35; John 10:29-33; Phillipians 2:6-7

E. The Holy Spirit – The Third Person of the Trinity

The Holy Spirit is the third Person of the Godhead, co-equal and co-eternal with the Father and the Son. The Holy Spirit is given to every believer at conversion as the Indwelling Comforter, Guide, and Helper.

Genesis 1:1-2; John 14:16-17; John 15:26-27; John 16:7-11; Romans 8:9; Titus 3:5

F. The Fall

Man was created in a state of sinlessness, but he voluntarily broke God's law, and both sin and death entered the world. As a result, every person lives under bondage of sin and the threat of eternal separation from God. No one is able to save himself. Consequently, without saving faith in Jesus Christ, everyone is under condemnation.

Genesis 3:1-3; Psalm 51:5; Romans 3:23; Romans 5:12; Ephesians 2:1; Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6 Romans 3:21-26

G. Salvation

Through His mercy and grace, God provided redemption in the work of Jesus Christ, who in His death took upon Himself the guilt and condemnation of His people and in His resurrection broke the power of sin and death. Only through His finished work can man be justified by faith, adopted into the family of God, and assured of eternal life. Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6; Romans 3:21-26

H. Christian Life

God's requirement for every believer is to live by loving God and consistently obeying His commands. John 14:21; John 15:5; I Peter 1:13-19; I John 2:4-6

I. The Gospel

The Gospel is the Good News of Jesus Christ that He lived a sinless life, died an atoning death, and was raised bodily from the dead to redeem sinners from the guilt of sin and fear of death. This redemption causes the sinner to be born again. He trusts Jesus Christ alone for his salvation, receives a new spiritual nature, and is assured of eternal life. I Corinthians 15:1-9; John 3:3; Romans 5:1-2; I Peter 3:18

J. The Church

Jesus Christ has a body on this earth which is His church. She is made up of His people. He is the Head of the Church and has commissioned her to make disciples from all nations. Matthew 16:18; Colossians 1:18; Ephesians 3:10; Matthew 28:19; Ephesians 4:4-16

K. Return of Christ

Christ will personally return in glory to execute final judgement. The unrighteous will be condemned to endless punishment in Hell and the righteous will enter into endless joy in Heaven. John 14:3; I Thessalonians 4:13-18; Revelations 19:11-16

School, Home, and Community

The school and community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

Christian Heritage School believes that:

1. Students are gifts of the Lord and belong to their parents, not to the state or to Christian Heritage School.
 - a. Parents are responsible for the conduct of their children.
 - b. The school derives its educational authority from the parents and stands in "loco parentis" during the school day.
2. Christian Heritage School encourages parental participation in as many programs and activities as possible by:
 - a. Serving as volunteer aides in day to day activities.
 - b. Attending/participating in the special programs and activities of the school.
3. Student files are open to parents for review according to the Family Education Rights and Privacy Act Policy.

At Christian Heritage School, parents play an important part in the educational process. The Bible teaches that parents are responsible for the nurture, training, and education of their children. (Deuteronomy 6:7; Proverbs 19:18, 22:6; Ephesians 6:4) Schools like CHS serve as a tool to help them fulfill their responsibility. Parents should remember that their part in their children's education is very important. Their role is to be more than homework monitors, carpool drivers, and PTSF helpers.

NON-DISCRIMINATION POLICY

CHS does not discriminate on the basis of race, color, socioeconomic factors, national or ethnic origin in the administration of its admissions policies, hiring policies, educational policies, financial aid programs, athletic and other school administered programs. CHS reserves the right to refuse admittance to any family it believes may cause disruption to the community spirit that exists among the families currently involved in the school.

PARENTS/VISITORS

All parents/visitors must enter through the front MAIN entrance. All other entrances will be secured at 8:00am. Please notify the office of your visit, sign in, and pick up a visitor identification tag. Also, parents/visitors must receive permission from the appropriate administrator and teacher in charge before visiting classes. Security gates are kept locked throughout the day for our children's safety.

PARENT/TEACHER/STUDENT COMMUNITY

The mission of the PTSC is to act as a communication hub for parents, teachers, students, and administration. In order to share across multiple platforms the needs, celebrations, events, and volunteer opportunities of Christian Heritage School. Through which an overarching community, in and of Christ, will be created for the well being of the school, and ultimately the lives of those involved in Christian Heritage.

Parents are encouraged to get involved in the PTSC by going to <https://lifeofalion.org/>

General Information

AFTER SCHOOL CARE

CHS offers an after school program for students in kindergarten through 5th grade. It is open to all CHS students on full school days only and is available on a drop-in basis when needed, as well as long-term. Any elementary student who is not picked up by 3:30 will be taken to the After School Care program until the responsible person comes to pick them up. When parents plan for an older sibling to pick up their younger child, those children will be taken to After Care as well at no charge to the parents. We ask that in that case the families be put on our list, and that the older sibling pick up the younger one no later than **3:45pm**.

After Care is offered Monday through Friday, 3:30 p.m. – 5:30 p.m.; **not on half days or school holidays**. This is available to students, Kindergarten through 5th grade. Drop-ins are allowed with minimal notice.

The afternoon schedule:

3:30-4:00	Check-in, snack time, free play time
4:00-4:30	Homework/Reading time
4:30-5:30	Free play time

To register your child go into RenWeb and click on the Web Forms tab. Complete the registration form entitled, *After Care Enrollment Form*. Your statements will be available to you through Renweb just like tuition statements. You will be able to view them there as a separate line entitled, *Child Care*. If you choose the monthly rate or the family rate, please make your payments at the beginning of the month. If you choose the daily rate, then make your payments at the end of the month. We will charge the daily rate as specified, but not to exceed the monthly rate. You may drop After Care payments in the tuition box or send them in red folder in an envelope marked After Care. Please mark your checks for After Care so it doesn't get mixed up with other payments.

Cost:1 Daily Rate: \$10 per day
Monthly Rate: \$120 per month per child
Family Rate: \$200 per month for multiple children

Late charges: \$5 in 5 minute increments after 5:30 p.m.

ATTENDANCE

Attendance at CHS is based on the premise that children will grow most effectively if they faithfully participate in the school program. The teacher, the students, and the class are penalized by the absence of any student. The school reserves the right to judge the validity of an excuse as given by the parent or guardian. The family of each absentee should contact the school as soon as possible regarding the child's absence.

Absences

When an absence is beyond the control of a child or parent, it will be excused only with a written excuse or a phone call from the parents to the teacher. To be counted present for the day, the student must arrive by 11:45 a.m. and remain at school the rest of the day. Students must attend the entire time to be counted present on half days.

If a student has **20 absences for the school year of any kind**, the student will not be promoted to the next grade until all class work is made up and a review packet of essential skills is satisfactorily completed. The student will be responsible for the cost of the review packet. If a student's absences negatively affect his performance, retention must be considered. Excessive tardies are converted to absences according to policy and are counted in this total.

Early Dismissal from School

Students who must be excused early from school for any reason (except for emergencies) must receive permission via a written note or phone call from their parents. It should indicate the reason for the early dismissal and who will pick up the student. The person who picks them up must sign them out from the school office, and the receptionist will page the student from class. A student must attend class until 11:45 a.m. to be counted present for the day. A student who must remain in the nurse's station until that time will be counted absent.

Make-Up Work

Students are responsible for getting their assignments from their teachers and completing them in the allotted time that is determined by the teacher.

Tardiness

Students are tardy after 8:00 a.m. Three unexcused tardies or 3 unexcused checkouts will equal one unexcused absence. Fifteen unexcused tardies may cause your child to be retained or required to complete the summer review packet.

AWARDS

Perfect Attendance – Student attends a minimum of 3 ½ hours of every school day with fewer than 3 unexcused tardies

Alpha-Omega Club – Students who attend CHS from Kindergarten through high school graduation

Accelerated Reader 1000 Point Club – Students who earn 1000 points in Accelerated Reader.

2000 Point Club - Students who earn 2000 points in Accelerated Reader.

3000 Point Club - Students who earn 3000 points in Accelerated Reader

BOOKS, SUPPLIES AND FEES

Textbooks will be provided by the school. Damage beyond normal use to a student's books will result in a "damage fee" to the student. Lost or destroyed books must be replaced at the student's expense. Each classroom teacher will issue a supply list for their students on or before the first day of school.

BOARD OF TRUSTEES

Christian Heritage School (CHS) is a legal corporation, incorporated in the state of Georgia and managed by its chief executive officer, the Head of School, under the authority of the CHS Board of Trustees. All parents and guardians of children attending the school maintained by the corporation who, by their signature, agree to all of the statements in the Christian Heritage School's philosophy and doctrinal statements are members in the corporation, along with all Community Trustees. The corporation shall hold one regularly scheduled, annual meeting of its members each school year, the place and time to be set by the Head of School, who will also prepare the agenda.

The board will maintain a size of 7 to 15 elected members called Trustees. A maximum of 3 Parent Trustees will serve on the board, along with a maximum of 12 Community Trustees. Parent Trustees serve three-year, staggered terms, such that one Parent Trustee is elected by the corporation annually. Community Trustees serve indefinite, three-year terms and are elected by the board.

The purpose of the board of Trustees, on behalf of God as the Ultimate Owner, and as fellow-stewards of our corporate community clearly committed to the Ends of CHS, is to ensure that CHS (1) achieves appropriate results for appropriate recipients at an appropriate cost or priority (as specified in board Ends policies), and (2) avoids unacceptable actions and situations. The board's Ends policies are as follows:

“Students are Christian scholars who thrive academically, spiritually, and relationally at a cost justifiable by the results.

1. Students receive a rigorous Christian education
 - 1.1 Average ACT/SAT scores will meet or exceed the 75th percentile
 - 1.2 The average score for every grade tested will meet or exceed the 75 percentile on nationally standardized tests
 - 1.3 Students demonstrate competency in communication, collaboration, critical thinking, and creativity
 - 1.4 Each child reaching his maximum potential.
2. Students receive an integrated, biblical worldview
 - 2.1 Students acknowledge God's truth and pursue God's calling in their life
 - 2.2 Students understand today's culture and positively affect it.
3. Students have a global perspective that encourages compassion towards others and a heart to serve
4. Enrollment exhibits racial, ethnic, and economic diversity.”

CHAPEL

Chapel is held throughout the year on Fridays at 9:00am in the MPR for lower school students. Parents are always welcome to attend. Occasionally guest speakers will be invited from the area pastors and qualified laymen. We welcome your suggestions for chapel speakers. Please direct them to the school staff or contact the school office.

COMMUNICATION

CHS e-mails a weekly newsletter every Tuesday to inform CHS families and friends of school activities. Hard copies of it are also available in the front office upon request.

A student's grades are available to the student and his/her parents at all times through RenWeb. Parents will receive information about using the services at the time of enrollment.

Conferences

Parents are urged to talk to their child(ren)'s teachers on a regular basis. Parent-teacher conferences are scheduled at specified times once a year - after the first nine weeks. Either the parents or the teacher may request other conferences at any time as needed. Both parents and teachers are expected to comply when such a request is made. Conferences are to be scheduled with teacher in order to coordinate with teacher's school schedule. We ask that parents not call teachers during class hours to discuss a problem. We also ask that parents respect the teacher's home/family time and not call the child's teacher at home, unless the individual teacher indicates that to be acceptable.

CONDUCT AND DISCIPLINE GUIDELINES

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (I Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Christian Heritage School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. At school we teach the students to obey and submit to their parents, at home parents uphold and teach the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. Please be aware that the administration reserves the right to make discipline decisions on an individual basis.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Christian Heritage School, both on and off campus, so that we might all live and work happily together.

The general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and I Thessalonians 5:12-13.)
3. Children are expected to come to class prepared to work. This preparation includes having a pencil or pen, paper, appropriate textbooks, and completed homework. Having proper rest and diet also is a part of this preparation.
4. Leave all disruptive or dangerous items of any type at home.

8. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. Avoid plagiarism. The definition of *plagiarism* is “the use of another writer’s ideas or words without giving the writer credit for them.”
9. No gum is allowed on campus. All food containers should be taken home daily.
10. All school rules apply on all field trips and on all school-sponsored events.
11. CHS reserves the right to dismiss or refuse enrollment to any family who causes disruption within the school body.

In cases where misbehavior occurs and little or no self-correction is evident, teachers will administer disciplinary action. Self-correction is shown by true sorrow for misconduct and in genuine desire, through God’s strength, to redirect action according to God’s will. The teacher has the authority to maintain discipline within his or her own class as outlined in his/her classroom management procedures. Any chronic or serious infraction of classroom rules shall be promptly reported to the administrator and parents. The principals have the authority to issue detentions and suspend a student from classes with an in-school or out-of-school suspension. The head of school and principals have the authority to expel a student from the school.

Disciplinary Procedures

CHS is systematic in its approach to discipline. The steps outlined below are typical when responding to a situation where a student fails to follow the primary expectations of a CHS student. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including suspension and expulsion at their sole discretion. Additionally, certain offenses (e.g. cell phones in class, cheating/plagiarism, campus wear violations) have separate and specific response guidelines outlined elsewhere in this handbook.

Step 1: CHS faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy. The CHS faculty or staff member will record the offense and response in RenWeb.

Step 2: Repeated or more serious issues will be referred to the grade-level dean. Parents will be notified when students are referred to the dean.

Step 3: Continued, willful disregard for the community guidelines at CHS will result in a referral to the Upper School Head. At this point, offenses are considered to be very serious, and may result in suspension or expulsion.

Suspension

A student may be assigned an in-school suspension by an administrator for repeated classroom misconduct or for a particular serious offense. A student may be suspended from school with an out-of-school suspension by the administrator or the Student Affairs Committee for serious offenses. Teachers will work with the student to make up any missed tests, quizzes, or other major assignments. A suspension is considered an absence in any missed class. Any student who is suspended from school (either in-school or out) is also suspended from extracurricular activities during the suspension.

Expulsion

Expulsion may be recommended by the school administration in extreme cases. Any student expelled may only be reinstated by the administration. Reinstatement may be on restriction or probation.

A student who has been dismissed or withdrawn will be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the administration.

Redemptive Discipline

Redemptive discipline is described as coming alongside a student in his time of failure and walking him through to success. When dealing with major discipline issues involving violations of a moral or honors nature, Christian Heritage School desires to assist parents to correct the behavior and restore the student. Therefore, we will develop a plan of redemptive discipline on an individual basis keeping the following issues in mind:

- Repentant heart of the student and parents (willing to do whatever is required to continue enrollment at CHS)
- Attitudes of the family and student
- Arrangement for counseling
- Discipleship training for the student
- A continued attitude of repentance during the disciplinary assignment

Redemptive Discipline only works with students and parents who will face the problem, admit their faults, and be willing to work with the school in the restorative process. The plan will involve strict to severe consequences. The balance between justice and mercy is a tightrope that must be walked out by the student, parent, and school.

Bullying

Bullying is the abusive behavior by one or more students against a victim or victims. Bullying can be a direct attack – teasing, taunting, threatening, stalking, name calling, hitting, coercion, and/or stealing – or it may be more subtle, through malicious gossiping, spreading rumors, and/or intentional exclusion. It is repeated actions by one or more students to cause the victims to be socially rejected and/or isolated. Any student or group of students who initiate or persist in any form of harassment or bullying will be subject to immediate discipline by administration.

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information or allowing another student to use your information as his own. Plagiarism is one form of cheating. Other examples include (but are not limited to):

- submitting work done by another student, in part or in whole, as one's own work
- submitting assignments received from commercial firms or any other person or group
- aiding another student in cheating or plagiarizing

Consequences for a student caught cheating in the lower school will involve:

- A conference between the teacher and student to determine the child's level of understanding
- The student will receive a zero on the assignment.
- Referral to the administrator for a conference with the student
- Administrator and parent conference with appropriate action taken

- Repeated offenses could result in in-school suspension or actions of a more serious nature. Any student knowingly allowing or aiding another student to cheat should expect a similar consequence.

Drug or Alcohol Abuse

We believe that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances, or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle. Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthy lifestyles and avoidance of harmful indulgences and excesses. Furthermore, since drug involvement is specifically defined and prohibited under Georgia and Federal Criminal Laws, its avoidance is implied by the biblical injunction to be subject to our governmental authorities.

As a matter of policy, Christian Heritage School will investigate fully any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the Head of School and Board of Trustees. Crime is committed when drugs are sold or in some cases possessed. The official position for CHS is to report the sale or distribution of illegal drugs to the local law enforcement agencies, as well as consider what action that we as an institution must take in reference to that student's future at CHS.

Weapons

Christian Heritage School does not permit students to be in possession of any weapon, or any items commonly used as a weapon, on school property or at school events. This includes items on the student's person, in lockers, in cars, in the parking lot, on buses, or any other place or property owned by the school. This includes not only school-time activities but also all events sponsored by the school, sporting or fine arts events participated in by the school, or any other events in which the school has supervisory responsibility.

When a weapon is found at school the administration will immediately:

- Confiscate it and call the student's parents or guardians immediately.
- Place the student in in-school suspension.
- Depending on the circumstances, call the police.

If the confiscated weapon is a gun or bomb, the student will be placed in immediate in-school suspension until the administration is able to carry out an appropriate investigation. Generally students found in possession of a gun will be expelled from school for a minimum of one year. If it becomes clear that the weapon was purposefully brought to school, some suspension time will occur, and expulsion can follow depending upon the results of the investigation. The police may also be called in to investigate.

CONFLICT RESOLUTION POLICY

At CHS we believe that it is the responsibility of the administration to address reasonable concerns expressed by parents, staff members, and friends of the school. The following procedure is designed to help the administration address such issues and make a final determination.

Individuals who raise concerns must abide by the stated biblical procedure. The process is based on the principles of conflict resolution found in Matthew 18. We encourage everyone to bring any suggestions or concerns to the school administration using the following format.

Step one. Contact the person most closely responsible for your area of concern. Please do not discuss the situation with others. If you do not get the problem resolved, wait 24 hours before proceeding. If the problem needs to be considered further, then go to step two.

Step two. If your initial contact did not achieve the desired result then bring *a witness* along with you to meet with the person most closely responsible again.

Step three. If the first two meetings did not resolve the issue, you and your witness need to take your concern to the next person in the chain of command. If the issue is still unresolved, please wait 24 hours before proceeding to step four.

Step four - Presentation to the Board. If the area of concern involves an issue of school policy, overall school direction, or school financial activity, the CHS Board of Trustees will be happy to address the concern once all other avenues for resolution have been exhausted. Please assist the board by providing a written account of your attempts to solve the issue, any applicable research, and other pertinent information for their review.

DRESS CODE

Policy Principles

Realizing the diversity of personal preferences among families in the school, we have adopted a uniform dress code that contributes to a Christian atmosphere and an academic quality that glorifies God.

All students are required to follow the UNIFORM DRESS CODE. The dress code of Christian school students should demonstrate Biblical principles of decency and modesty and also should enhance overall academic excellence in the classroom.

a. *“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – His good, pleasing and perfect will.”*

Romans 12: 1,2

b. *“So whether you eat or drink or whatever you do, do it all for the glory of God.”* I Corinthians 10:31

c. *“I also want women to dress modestly, with decency and propriety. . . .”* I Timothy 2:9

d. *“For your beauty should not come from outward adornment, such as braided hair or the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”*

I Peter 3:3, 4

Keeping these Biblical principles in mind, the CHS dress code is founded on five general principles to be used in making clothing decisions.

- a. Modesty and decency
- b. Moderation

- c. Tastefulness
- d. Neatness
- e. Consideration (not distracting to others)

In determining propriety regarding a student's or faculty member's dress the school administrators will use these principles as guidelines to make final decisions.

General Guidelines

- Clothing should be neat, clean, and modest (not too tight, too loose, or too short, and without holes).
- Sloppiness is prohibited, i.e. torn, excessively wrinkled, tattered, frayed, taped, or stapled clothing will not be permitted.
- These guidelines apply to ALL school dress whether for regular uniform, Spirit Fridays, field trips/class trips or special dress days.
- All uniforms must be purchased from a pre-approved uniform source. Polo shirts, sweatshirts, and jackets must have the CHS logo.

Pre-approved Uniform Sources:

- | | | |
|----|----------------------|-----------|
| 1. | Dennis Uniforms | Online |
| 2. | CHS Uniform Exchange | in Dalton |

Requirements & Options:

K – 5th:

- Required
 - Polo shirt with CHS logo (long or short sleeve) - white, black, gray, or cardinal
 - Uniform shorts, pants or skirt - khaki, gray, or plaid(girls)
 - Belts (except for kindergarteners) – any solid color
 - Shoes – tennis shoes, sandals with heel straps, NO clogs or flip flops
 - Tennis shoes are required for P.E.
 - Socks Tights and Leggings (for girls) – solid: white, gray, black, or natural
 -
- Your Choice:
 - Jackets – black fleece or rain jacket with CHS logo
 - Sweatshirts – gray or black with CHS logo
 - Sweaters (cardigan) – cardinal or black with CHS logo

Additional Guidelines

- Hair should be neatly groomed and out of the eyes.
- Extreme styles or colors are not permitted (mohawks, initials or numbers shaved into the head, etc.).
- Undershirts must be white and have no writing or pictures that can be seen through the outer shirt.
- Clothing must cover the midsection.
- No tight fitting clothing (including pants and shirts).
- NO hats are to be worn in the building by girls or boys without special permission.

- Body piercings (except for girls' earrings) and tattoos are not allowed in plain view.
- Girls' makeup should be moderate and tasteful.
- Only sweaters, cardigans, vests, jackets, sweatshirts, and coats from approved uniform companies.

School Spirit Day (Friday's) Dress

- T-shirts/sweatshirts that promote CHS school spirit which have been purchased from the Spirit Store, or received through a CHS extracurricular activity may be worn. *T-shirts do not have to be tucked in unless it is obvious that they would hang below a back pocket line of a normal fitting pair of uniform pants.* (No sleeveless shirts or tank tops are permitted. No homemade shirts allowed.)
- Jeans, shorts/skorts, skirts or capris may be worn.
- No overalls or cutoffs.
- Jeans should not have holes or rips in them or writing on them.
- Jeans should be modest in their fit (pants should not be skin tight or baggy such as those that don't fit around the waist and/or have a long hanging crotch).
- Pant length should not drag the floor and width should not cover the entire shoe.
- Students may wear normal uniform dress.
- **Students who violate these guidelines will lose the privilege to participate in school spirit day.**

Uniform Sale

The Uniform Sale is available to all CHS families. The Uniform Sale provides CHS families opportunity for substantial savings. The money collected from the uniform sales is sent back to the family who is selling the item(s) or donated to CHS. There will be announcements in the newsletter before each sale.

Special Dress Days

- Guidelines will be given by teachers or administrators.
- Non-uniform jackets are permitted on special dress days and class trips but not on school spirit days.

After-school Activities

- Compression shorts or spandex may not be worn alone, but must be accompanied by a pair of loose fitting shorts.
- Shorts that are shorter than school-approved length must be accompanied by compression shorts that extend to the appropriate length.
- Practice jerseys that have not been issued by the coach must be modest. They must cover the midsection at all times. No spaghetti straps or visible undergarments are allowed.

Disciplinary Procedure for Dress Code

If a student comes to school wearing clothes that do not meet the dress code standards described above, he/she may be required to leave class and not be permitted to return until he/she is wearing proper clothing. If necessary, the student may be required to call home and wait in the office until proper clothes

can be brought to school for him/her. Absences or tardies for each class or partial class missed will accrue for students who must leave class due to campus wear violations.

Multiple violations of the dress code will result in additional disciplinary steps as outlined in “Disciplinary Procedures.”

FIELD TRIPS

Field trips are planned and designed to enhance the learning in the classroom. Teachers provide educational field trips throughout the school year. They organize class and field trip experiences that are interesting and fun, but also contain spiritual or academic value. All field trips are approved through the administrator.

Any CHS sanctioned field trip must have a Release of Liability form completed for each child for each trip. If this form is not on file, the child cannot attend that particular field trip. Attempts will be made to have two adults in each car during field trips, if there are enough volunteers.

Field Trip Driver and Chaperone Instructions

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate your taking the time to support your child’s school and its activities. To be an approved driver, please fill out the [Volunteer Driver Application Form](#) and submit it to the front office. **If you are not an approved driver, you are not allowed to drive any student other than your own child.** The following are guidelines that we ask our drivers and chaperones to follow:

General Instructions:

- The classroom teacher will be in charge of the field trip and will direct volunteers as to what is expected of them.
- Act as a positive role model for our students by demonstrating maturity in actions, attitudes, and dress. No movies, shows, or games should be shown in a chaperone’s vehicle during a field trip unless it has been pre-approved by the teacher.
- Only children enrolled in the class or activity may go. Guests or siblings may not attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited.
- Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should remain with the students for whom they are responsible.
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Exceptions can be made only by an administrator or the sponsoring teacher.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher in charge.

Additional Instructions for Driver Chaperones:

- Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school at least fifteen minutes before departure time.
- Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
- Please obey all traffic laws including maintaining acceptable speed limits.
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.

FINANCES**Financial Aid**

Because of the sacrificial giving of families in our community, Christian Heritage has the privilege of awarding financial aid to families based on demonstration of need. Financial aid applicants must reapply each year, and awards are offered in graduated amounts depending on the needs of the family and the funds available. Financial aid awards do not cover the total cost of the student's attendance; therefore, parents or guardians must remit the remaining balance.

All CHS financial aid is offered solely on demonstrated need. In compliance with the Georgia High School Association (GHSA) regulations, CHS provides no merit-based scholarships. To ensure compliance, the GHSA may require CHS to provide financial aid information for those students who compete in GHSA sanctioned activities such as athletics, drama, and music. Awards are granted on a year-by-year basis, with priority given to current CHS financial aid recipients. If the opportunity exists, current CHS families (who are not currently on financial aid) and then, newly accepted families are considered.

Christian Heritage School uses School and Student Services (SSS) sponsored by the National Association of Independent Schools (NAIS) to process financial aid applications. Based on the financial information provided in the Parent's Financial Statement (PFS), SSS analyzes your information which is a starting point to help us make fair and objective financial aid decisions based on ALL of the financial information we receive. For further information, go to www.chslions.com and click on the Admissions tab at the top of the page.

Past Due Accounts

No report cards will be issued, online access to RenWeb will be blocked, and no transcripts will be sent at the end of any nine-week period or the end of the school year until all required payments have been received in full. If tuition payments are sixty days past due, the office will contact the family.

Tuition Refund Policy

Based upon signed financial agreements with our families, we hire teachers and purchase textbooks and supplies for the next school year. When a student leaves CHS before the end of the year, this could result in a significant loss of income that was committed for teacher salaries and supplies. Another family may

have also been prevented from enrolling their child due to a shortage of space. Therefore, upon withdrawal (or dismissal) for any reason, full tuition is owed for all of any semester in which the student is enrolled. Example: A student who withdraws in October, owes the full amount for the first semester, but will be refunded the monies for the second semester. Partial refunds will be considered only for families moving more than 50 miles away.

FINE ARTS PERFORMANCES

The fine arts are an important part of CHS from Kindergarten through Upper School. Children at the lower school level have many opportunities for musical expression, both within their classrooms and in choral performances for their parents and friends. When a group is performing every student in the group is required to attend unless the parent has submitted a valid excuse in writing.

FUNDRAISING GUIDELINES

Christian Heritage School has developed fundraising guidelines to protect the school, students, parents and the community from being burdened by multiple fundraisers and to maintain the integrity of all fundraising activities. Therefore, all fundraisers must be approved through the CHS Office of Development.

HEALTH SERVICES

Illness/Allergies

Illnesses that occur during school hours should be reported immediately to the teacher. Parents will be contacted if their child is too sick to attend class, or with other medical concerns. No over the counter medication will be given to a student without parental consent being given. Medical consents and health concerns were filled out in the enrollment information, and can be updated through the front office.

Under no circumstances should a student be in possession of, or share any medication with another student.

Under no circumstances should a student leave the building because of illness without signing out from the front office. In case of emergency, transportation will be provided, if necessary, to take a student to the hospital.

Christian Heritage School recognizes that some children suffer from health problems that range in degree of severity from mild to life threatening (including, but not limited to, hay fever, bee stings, exposure to tree nuts, exposure to peanuts and peanut products, diabetes, lupus, anorexia, bulimia, etc.). All parents are placed on notice that Christian Heritage School is not equipped, either medically, financially, or facility wise, to deal with such problems. Please note that if you choose to enroll, re-enroll or to allow your child to continue to attend Christian Heritage School any difficulties with regard to such health issues shall be the sole responsibility of the parents. By accepting this policy you are acknowledging that Christian Heritage School, its staff, and personnel are not equipped, educated, or trained in the area of healthcare, and therefore, the responsibility for your child's health problems or condition falls upon you as their parent(s). By enrolling, re-enrolling, or continuing to allow your child to attend Christian

Heritage School, you are deemed to have accepted this policy; and you have agreed to accept any risk, responsibility, and liability resulting from any health related issues, exposures, or needs of your child while on the premises of Christian Heritage School or while participating in any activity or field trip sponsored by Christian Heritage School. Also, by accepting this policy, as set forth above, you are deemed to have assumed all risk to the health of your child and you hereby release Christian Heritage School from any and all liability in that regard. Further by accepting the terms of this policy you agree to indemnify and hold harmless Christian Heritage School from any expenses, damages, or other exposure against said school in regard to your child's health related condition.

Infectious Diseases

CHS will work cooperatively with the local, county, state, and Federal agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of infectious diseases in their school.

The administrators will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program to provide for preventable infectious disease control. The administrators may exclude students and/or personnel from school who are suspected or diagnosed with an infectious disease, or whose exposure to an infectious disease may threaten the well-being of that individual. All reportable infectious disease will be referred to the Public Health authorities by the administrators.

Because we are interested in the health of all of our children we would ask that children exhibiting the following symptoms please stay home until the symptoms are either treated or resolved:

1. **Fever:** Temperature greater than 100.4. Child may return to school when they have been fever free for 24 hours without the use of fever reducing medication.
2. **Vomiting/Diarrhea:** Should not return to school for 24 hours following last episode
3. **Cough:** Continual cough with phlegm, or accompanied by sore throat or wheezing
4. **Eye Infection (Conjunctivitis):** "Pink Eye" or drainage of mucus or pus will require 24 hours of antibiotic treatment before return to school
5. **Lice:** Parent will be notified and child sent home with live bugs or nits (lice eggs). Treatment(s) must be given with no live lice present before returning to school. It may be necessary to remove nits or eggs with a fine tooth comb. Students will need to check in with the nurse before returning to class with future re-checks as needed. Other students who have had close contact with the child may also need to be screened.

Medication

For the safety of your child and the effectiveness of our teachers and staff, only the medications that are absolutely needed, will be given during school hours. Students are not allowed to carry medication while at school. Any medication should be left in the nurse's office and should be labeled and in the original container. Conditions, medications, allergies, etc. can be addressed in RenWeb and referenced through the school year.

Over the Counter Medication

In order for your child to have ibuprofen, acetaminophen, antacids, or diphenhydramine (Benadryl), consent must be entered in RenWeb. No medication will be given without this consent. If you have

specific over the counter medication you wish your child to receive, you may leave that with the nurse with instructions.

Prescription Medication

Prescriptions must be in their original labeled container with the student's name. These will need to be brought in by the parent and left with the nurse or office. When leaving a prescription medication, a Medication Authorization Form addressing the reason for the medication, the dosage, and the time to be given will need to be filled out. If the prescription changes **in any way or is discontinued**, you will need to update the form or speak with the nurse. This applies to both daily and short term prescriptions. It is the responsibility of the parent to provide the refills as needed.

The school nurse or designated staff will be responsible for giving any medication. No other staff or volunteer should give any of the scheduled medication unless specified by the school nurse. Medication to be given on an "as needed" basis will be given according to the authorization or order received by the nurse.

CHS will not be responsible for any medications left at school at year end. Medications not picked up by the end of the school year will be disposed of.

INSTRUCTIONAL PROGRAM

Since Christian Heritage School seeks to strengthen families in the education of their children, the curriculum that is used in each grade reflects the following priorities:

1. It is based on God's Word.
2. It promotes parental involvement.
3. It emphasizes application to everyday life situations.
4. It teaches reading phonetically.
5. It is rigorous to promote educational pursuits beyond high school graduation.

Kindergarten – Pre-first Philosophy

Our Kindergarten and pre-first programs combine developmental learning with academic readiness for first grade. We encourage hands-on experiences to reinforce learning, including regular field trips, and creative expression through art, music, and unit themes. We believe play should be a part of the learning experience with a blend of free play, simple games, and directed play.

Elementary School Philosophy (Grades 1-5)

CHS seeks to strengthen families in the education of their children. The curriculum is designed to give children the academic foundation they need to continue schooling beyond the elementary school. Reading is taught phonetically. The following subject areas are included within the curriculum: Bible, Heritage Studies, Language Arts, Mathematics, Science, Art, Music, P.E. and Health.

Grading

Students are evaluated in their work to provide an understanding of their achievement. Parents are invited to discuss their children's grades with their teachers. Report cards are issued every nine weeks and include observations of attitude, class behavior, course work, etc.

An incomplete (I) may be given at the discretion of the teacher for work not completed. In order to receive credit, all work usually must be completed within two weeks of the end of a grading period. Any incomplete grade remaining beyond that time will normally result in a failing grade.

Communication is important. A student's grades are available to the student and his/her parent at all times through RenWeb. If you have a question about the evaluation, please contact the teacher for further explanation.

Grading System

Kindergarten – Pre-first – The grading system for kindergarten is as follows:

/ Introduced to concept
X Mastered concept

Elementary – 1st through 5th grades

A = 90 – 100 Excellent
B = 80-89 Acceptable
C = 73-79 Needs Improvement
D = 70-72 Unsatisfactory
F = Below 70 Unacceptable

E = Excellent
S = Working at grade level
N= Needs improvement
U = Unsatisfactory

Report Cards

Report cards are issued every 9 week period and will be available via RenWeb. Parents should check RenWeb regularly to monitor their student's progress. Quarterly reminders will be sent via email.

Academic Probation

Students in first through fifth grades are expected to complete all courses with an average of 70 or above. If a student falls below the 70 average in one class a Student Support Team meeting will be called to consider ways to help the child succeed. If a student completes the year with a composite average below 70 in two or more classes, the student will not be allowed to promote to the next grade level at CHS unless a plan for significant intervention is developed.

Testing

Standardized achievement tests will be administered at least annually to all CHS students. Even though we attempt to teach more than standardized tests can measure (i.e. world and life view, attitudes, etc.) and even though we recognize the limitations of standardized tests, we believe that the proper analysis of such

tests can serve to benefit the students. Achievement testing measures the academic achievement of the student against both independent and national norms.

LIBRARY

The CHS librarian depends on volunteers to assist her in the ongoing work of the library. The students enjoy checking out books, participating in reading incentive programs throughout the year, and using the resource materials to assist in classroom assignments.

The media center is opened for patron use Monday, Tuesday, Thursday, and Friday from 7:50 a.m. until 2:00 p.m.

Elementary classes are scheduled to visit the media center once a week for thirty to forty-five minutes. During this time students check out or renew materials, enjoy story time, and at times conduct research. Students are welcome to come to the library anytime during the school day when they have permission from a teacher **and** when another class is not in session.

The media center has over 12,000 books, magazines, videos, and reference materials. Library Safari, the computerized card catalog, can be accessed by students and teachers on computers in the school and through a link on the school website. **Grades K-1** students may check out one book for 1 week. (After 1st grade starts Accelerated Reader, they may get 2 books.) **Grades 2-12** students may check out a maximum of 4 books. Checkout privileges will be suspended once 4 books are out or there are accumulated fines of \$10. Overdue notices will be sent out periodically via email. Fines of \$.10 per day (excluding weekends) will be charged for overdue items. Lost books must be replaced by the patron at the replacement price indicated on the item record. Final report cards will be held pending payment of fines or replacement costs.

In addition to the selection of books in the CHS library, the Accelerated Reader program is also available. Lower school teachers are encouraged to utilize this program for reading development and enjoyment. For a listing of available AR tests, please visit www.arbookfind.com. In order to assist you in choosing books, the following guidelines are given to direct you to the appropriate book level. For students in grades K-4, please follow the book level given in AR. These will almost always be given an **LG** interest level. For students in 5th-12th grades, please follow the interest level when choosing books. **MG** is appropriate for students in grades 5-8. **UG** and most **MG+** is appropriate for students in grades 9-12.

The CHS library strives to provide students and teachers with a wide-range of resources: non-fiction and fiction books, reference materials, DVDs, Bible study courses, and teacher resources. An effort is made to carefully select materials that are wholesome and informative as we seek to guide students to “serve Christ effectively.” Every book in the library cannot be individually screened, and from time to time a book’s content may be challenged. In that event, the library has a process in place to review a book or video and determine whether or not the item will remain in the library.

LUNCHROOM POLICIES

Complete the [Lunch Order Online](#) each month to pre-order your student’s lunches. Please review your lunch plans with your student each morning so he/she is aware of the order.

Students are issued an **ID card** with a barcode that is scanned as they come through the lunch line. Lower school students will turn in their ID card at the lunch line, and ID cards will be returned to their teacher for the following day. Lower school teachers will check with the students each morning to see who has ordered on that day. If your student does not bring or order a lunch, you will be notified. If unable to bring the student a meal, Food Services will supply your student with food. Payment is due within 10 days. ***This is only allowed up to 3 times a month.*** Once all pre-ordered meals have been picked up, extras meals and sides, if available, will be sold for ***CASH ONLY, or charged if parent has set up credit in the account and cleared it with Mrs. Carrie.***

Account Balances

If any account goes unpaid more than one semester, lunch charge privileges are revoked. A notice will be sent home, and the student must bring a lunch until the account is paid.

Lunch Credits

Lunch credits will be made weekly. When a student is absent he/she will be credited for that day. If a class goes on a field trip or a sports team leaves before lunch, the student's account will automatically be credited for that day. If a student leaves early or chooses not to eat the pre-ordered lunch he will only be credited if Food Services are notified by 9:00 a.m. that day. If no notification is made to Food Services, the account will still be charged. Once a lunch has been cancelled it is not available for another student, staff, or sibling to eat. Drinks are included in lunch prices and credit will not be given if a student brings his/her own drink.

Lunch Warmer, Cooler, and Freezer

No food or drinks are allowed in the lunchroom warmer, cooler, or freezer during Food Service hours. If you bring your student his/her lunch you will have to make arrangements to bring it at the proper lunch time. Elementary school is served at 11:00 a.m. daily.

No drinks or food for projects, testing week, or class events will be allowed in the cooler or warmer during Food Service hours. Arrangements will need to be made with teacher responsible to use the Concession area, or parents should bring the food at the time of the event.

Room Mothers and Party Planners

It will be your responsibility to supply plates, napkins, paper towels, serving pieces, silverware, and cups in the event of a birthday, class party, or class project, etc. Food Services ***does not*** provide these items. Paper products are purchased with monies made on the sale of lunches, snacks, and ice cream and are ordered based on the number of lunches ordered.

No one is allowed in Food Service areas during Food Service hours. Students, staff, and athletics are not allowed to use the ice machine in the Food Service area (kitchen). Ice must be collected from the Concession area in the Gym. Food Services will provide cups of ice each day starting at 10:30 am through Food Service hours. Food Service Hours are 8:30 am to 1:30 pm.

Parent Visits

We invite parents to visit during lunchtime and have an enjoyable meal with your child. Parents must sign in and get a visitor pass from the office before having lunch with your child.

PHYSICAL EDUCATION

Physical education is important to the development of good physical and mental health. A P.E. curriculum has been developed for each grade level and is implemented by the P.E. and classroom teacher. All activities are planned in the interests of a child's safety.

Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not to participate. If such a note is received, the student will be excused from P.E. class until a note from the physician indicates otherwise. A student may be excused for not more than three days at a time with a note from a parent. This may be done in cases of minor injury and/or sickness from which the student is recovering. No student will be excused more than 3 days unless there is a note from an attending physician.

Students are asked to wear gym shoes which have non-marking soles for P.E. classes.

THE PINNACLE ACADEMY OF CHS

Pinnacle seeks to improve academic areas by working hand in hand with teachers using periodic student updates and developing accommodations within the classroom to better benefit the student in identified deficit areas while intervention is taking place. Parental involvement and student cooperation are keys to the success of the program. Diligence and regularity in completion of Pinnacle classwork and homework is an essential component.

Pinnacle consists of several interventions that can be used separately or together to support student learning and strengthen deficit areas of learning. Interventions include NILD (National Institute for Learning Development) Educational Therapy, NILD Rx for Reading, NILD TEACH, Interactive Metronome, Subject Specific Instruction, and Subject Specific Coaching and Mentoring. Interventions are two - four days each week, depending on the student's needs. The majority of therapy sessions take place during regular school day hours.

Need for Pinnacle services is determined by student struggles, teacher/parent recommendation, and diagnostic testing. The referral process can begin once the parents agree to have contact with the Pinnacle director. A psycho-educational battery of testing is required before a student is accepted into Pinnacle. This consists of a cognitive and an achievement test administered by an outside agency. Additional tests may be administered by a qualified examiner at Christian Heritage School.

SCHOOL AND OFFICE HOURS

The school building opens at 7:30 a.m. School office hours are from 7:30 a.m. until 4:00 p.m. weekdays. The normal school day runs from 8:00 a.m. until 3:20. On designated half-days, elementary school will dismiss at 12:00 and upper school will dismiss at 12:10

SCHOOL CLOSING

In the event of inclement weather, CHS will announce its own closings and reopenings. You will receive a phone call via RenWeb. Tune in to radio stations WBLJ (AM 1260) OR WMBW (FM 88.9) or TV stations Channel 3, 9, or 12 for closing and opening information.

TECHNOLOGY - ACCEPTABLE USE POLICY

Christian Heritage School is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of CHS in providing access to students is to promote educational excellence by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be in support of education and research consistent with the school's educational objectives.

CHS believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the future. All users of the computing facilities must act responsibly and maintain the integrity of these resources. CHS reserves the right to limit, restrict or suspend computing privileges and access to its resources. Library and Technology Services should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks. The user community is expected to cooperate with Library and Technology Services in its operation of computer systems and networks as well as in the investigation of misuse or abuse.

We want our students to be responsible and ethical users of technology. In an effort to clarify what that means in a 1:1 technology environment, we have created an **Acceptable Chromebook Use Policy (AUP)** to define how we expect our students to use their Chromebook and the Internet. Prior to students receiving a Chromebook, this form must be signed by the student and a parent/guardian.

Access to the Internet is made available only under supervision of CHS faculty and/or staff. Students are not permitted to access computers without adult supervision in the room.

Permission is not transferable from one student to another and may not be shared. To remain eligible as users, students' use must be consistent with the educational objectives of the school. Students will display school-appropriate conduct pleasing to God when using the computer equipment or network and shall maintain an environment conducive to learning.

All students have been issued a Google Apps account through CHS. Students may save their work to Google Drive using this account, or can provide their own USB drive. Students are not allowed to save work to CHS computers.

Internet Access:

The community of technology users must understand that the Internet is a global, fluid community which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. CHS believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which blocks access to a large percentage of inappropriate sites. It should **not** be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Prohibited Uses:

Students and employees who violate school policies, rules or regulations governing the use of the school's technology and network resources may have their network privileges suspended or revoked and will be subject to administrative rules applying to employee and student conduct including, for students, the provisions of the appropriate Code of Conduct. Ethical use of technology prohibits the following activities by all users:

1. Accessing, sending, creating, or posting material or communication that is:
 - a. Damaging
 - b. Abusive
 - c. Obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic
 - d. Threatening or demeaning to another person
 - e. Contrary to the school's rules on harassment and/or bullying.
2. Posting anonymous or forging electronic communications.
3. Engaging in any activity that wastes, monopolizes, or compromises the school's technology or other resources, or which unfairly monopolizes resources to the exclusion of others. These acts include but are not limited to creating unnecessary multiple jobs or processes, or attaining unnecessary output of printed material (e.g. printing multiple copies of documents.)
4. Illegal activity, including but not limited to copying or downloading copyrighted software, music or images, or violations of copyright laws.
5. Using the school network for downloading music or video files or any other files that are not for an educational purpose or teacher-directed assignments.
6. Participation in any online communication that is not for educational purposes or for students that are not specifically assigned by a teacher.
7. Using school technology resources to gain unauthorized access to another computer system whether on or off school property (e.g. "hacking").
8. Attempting to or disrupting school technology resources by destroying, altering, or otherwise modifying technology including, but not limited to, files, data, passwords, creating or spreading computer viruses, worms, or Trojan horses; engaging in DOS attacks; or participating in other disruptive activities.
9. Bypassing or attempting to circumvent data protection schemes or uncover security loopholes, virus protection, network filtering, or policies.
10. Using or attempting to use the password or account of another person, utilizing a computer while logged on under another user's account, or any attempt to gain unauthorized access to accounts on the network.
11. Attempting to obtain access to restricted sites, servers, files, databases, etc.
12. Using the name of Christian Heritage School or link to the CHS website on web pages without administrative approval.

Consequences for Unacceptable Use of Computer Resources:

Violation of the AUP can result in consequences ranging from temporary loss of computer access privilege up to suspension or expulsion. The severity of the consequence will depend on the nature of the offense, and is at the discretion of administration.

Cell Phones

While we understand that technology is a vital tool in today's world, and that ubiquity of access to technology is a reality that can be used in very powerful ways, we also desire for CHS to be a place of genuine community. It should be a place where members of the community can and do greet one another with ease as we move around the campus. It is with this in mind that our cell phone policy has been developed.

Students may have a cell phone in their backpacks during school hours. However, cell phone use is only allowed with teacher permission, and should in general only be for the purpose of brief communication with a parent. During class, phones should be silent and out of sight unless the teacher has given specific instructions to use the phone.

Violation of the policy will result in the phone being confiscated and kept in the office until the end of the school day. Multiple offenses may result in a parent having to come to the office to retrieve the phone or other disciplinary actions as deemed appropriate by the administration.

Social Media

The same expectations that apply to direct, face-to-face communication also apply to digital communication and social media. Misuse of digital communication by CHS students will be addressed.

WITHDRAWAL

Withdrawal from school must be made by the parent or guardian, in person, in the office. Academic transcripts and/or final report cards for the year will not be released until all outstanding bills are paid.