

# **CHRISTIAN HILLS SCHOOL PARENT/STUDENT HANDBOOK**



**A Ministry of  
Christian Hills Church**

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## ***From the Senior Pastor: Michael McCartney***

Dear Parents and Students,

I am excited about the upcoming school year. I want to welcome you to Christian Hills School. As a church, we feel blessed to offer you Christian Hills School. We want you to know how pleased we are to have you as a part of the school. Our school is a ministry of our church, and it is financially and spiritually supported by the church's membership.

We are looking forward to working with you in an effort to provide a quality Christian learning environment for your children. We are excited about this new upcoming school year. It is our goal at Christian Hills to provide the very best education from a Christian perspective. With all of us working together, we can reach this goal. We ask that you pray daily for our school and for our staff. We firmly believe that if the school and the home are in one accord, together we will help each child fulfill all that God has for them.

In His Service,  
*Pastor Michael McCartney*

## ***From the Principal's Desk: Gayle Bergstrand***

Dear Parents and Students,

We are glad that you are here as part of our community. We look forward to providing you the education, experiences, and challenges that will allow you to fulfill God's plan for your life – to become the person that He has created you to be. We encourage you to make your Christian Hills experience a rich and valuable one by taking full advantage of the various opportunities available to you as a Christian Hills student. The purpose of this handbook is to acquaint students and parents with the organization, policies, and procedures of Christian Hills School. It is the responsibility of each student and parent to be knowledgeable of the contents of this handbook so that we can all live in peace and harmony as a community.

As a school, we will do our best to administer these guidelines with fairness and consistency. As students, we ask that you honor and respect these guidelines, doing your best to follow them as written. As parents, we simply ask for your support as we strive to educate your child and help them grow closer in their walk with Christ. We trust that you will utilize this book as questions arise at home during the school year. Please do not hesitate to contact the school office if you need further information or clarification. We are grateful to God for what He has given us here at Christian Hills School: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. We are so glad that you have chosen to follow the Lord's calling by being a part of our school family. The success of our school is a direct reflection of you.

Blessings,  
*Mrs. Gayle Bergstrand*

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# Introduction

## Our Purpose and Goals:

1. To glorify God in every area of school life. (I Corinthians 10:31)
2. To uphold the Bible as man's final authority for faith and practice, and its inerrancy as the foundation of all truth. (John 17:17)
3. To acquaint students with the person of Jesus Christ, and the truth of the full gospel – that Jesus is the same yesterday, today and forever. (Hebrews 13:8)
4. To teach each student to think critically, to evaluate other views, and to hold to his or her own convictions in the face of pressure. (Acts 17:11)
5. To teach students to work both independently and cooperatively. (I Corinthians 12:4-11)
6. To teach students to persevere in their work and fulfill personal responsibilities. (II Timothy 4:7)
7. To encourage and foster student creativity. (I Corinthians 12:4-11)
8. To develop each child's communicative skills. (Romans 12:6-9)
9. To develop in students an appreciation of the fine arts. (Philippians 4:8)
10. To encourage student participation and discretion in wholesome mental and physical recreation. (I Timothy 4:8)
11. To teach our American heritage from a Christian perspective. (Hebrews 12:1)
12. To communicate to the students their inherent responsibilities as Christian citizens of our nation and the world. (Romans 13:1-7)

### Mission Statement:

The mission of Christian Hills School is to assist parents in their God-given responsibility to nurture, discipline, and instruct their children. (Ephesians 6:4) It is our desire to assist the Church in building up the body of Christ by helping to equip its youngest members for Christian service through a personal commitment to Jesus Christ. (Ephesians 4:12-13) In this regard, we recognize that each student has unique gifts and abilities given to him or her by God; thus, we desire to help each child in the positive expression and stewardship of those talents.

We believe that education involves both the learning and living truth, and that the fear of the Lord is the beginning of knowledge. (Proverbs 1:7) Because Jesus is the Way, the Truth, and the Life (John 14:6), we present Him as our example in conduct, character, and in the desire to know and do the will of the Father. We desire that every student might increase in wisdom (mentally and emotionally), stature (physically), and in favor with God and man (spiritually and socially). (Luke 2:52)

### Our History:

45 years ago, in September of 1978, Loretta and Bror Malmgren felt the Lord leading them to fill a need in the community and church. They started a preschool in the basement of Christian Hills Full Gospel Church. At this time Loretta became the first principal and teacher at the school. Feeling there was a further need, daycare was added in 1979. In 1980, a Kindergarten class was added when a number of parents expressed interest in expanding the school. Shortly thereafter, a committee was formed and raised money needed to expand the school by adding a building attached to the church. By 1982, architect Maury Lindstrom drew up plans and broke ground for the main two floors of Christian Hills Church School. From 1982 until the year 1990 classes were slowly added and fulfilled. By the year 1990, the school was finally completed with 221 students ranging from pre-school through 8<sup>th</sup> grade.

In June of 1991, our 1<sup>st</sup> student graduated at Christian Hills Church School. By this time, there were 240 students. The Lord was truly blessing the school, church, and the community. Besides regular classes, students enjoyed enhancement classes, extracurricular activities, sports, musicals, field trips, chapel, and so much more! In June 1994, after many years of hard work and dedication, Principal Loretta Malmgren retired. Since the retirement of Loretta Malmgren, the school has had 6 principals until the fall of 2018 when Mrs. Gayle Bergstrand became the 7<sup>th</sup> principal after having previously served as the school administrator from the years 2002-2008.

In 2003, Christian Hills Church School shortened its name to Christian Hills School. There have been many faithful teachers and staff who have kept the inner workings of the school running smoothly throughout the years. Our little “school on the hill” has been such a blessing to so many individuals and families in Orland Hills and numerous surrounding communities. We are very proud of all the blessings and amazing students the Lord has brought through the doors over the past 45 years! Our graduates have gone on to become Pastors, parents, doctors, nurses, teachers, zoologists, artists, musicians, financial and business associates, and so much more. Go Lions!

### Vision:

Our purpose is to provide a stimulating and focused curriculum that will benefit the child and will meet his or her individual needs in all areas of life; intellectually, spiritually, emotionally, physically, and socially; thus, enabling us to meet the needs of the total child. "Train up a child in the way he should go; and when he is old, he will not depart from it." (Proverbs 22:6)

We at Christian Hills School endeavor, by God's grace, to acquaint students with the person of Jesus Christ and the truth of the full gospel believing that Jesus is the same yesterday, today and forever. (Hebrews 13:8)

## **Spiritual Life:**

### Biblical Morality Statement:

Christian Hills School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity, promoting such practices, or being unable to support the moral principles of the school. (Leviticus 20:13, Romans 1:27)

### Statement of Faith:

Christian Hills School was founded upon the basic fundamental principles of the Word of God, and it upholds the historic Christian view of life as presented in the Bible. Every School Committee member and employee holds the following statements of faith and beliefs.

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God. (John 16:13, 2 Timothy 3:15-17, 2 Peter 1:21, I Thessalonians 2:13)
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Isaiah 43:10-11, Matthew 28:19, Luke 3:22, John 14:16)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:11, Matthew 1:23, Luke 1:35, Hebrews 4:15, 7:25, 9:12, John 2:11, 11:25, Ephesians 1:7, Colossians 1:14, Acts 1:11, Revelations 19:11-16)
4. We believe that justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man. (Romans 3:24-25, John 3:3-7, 5:11-13, Ephesians 2:1-16, Revelations 5:9, Acts 4:12, I Corinthians 6:1)

5. We believe in the present ministry of the Holy Spirit which includes: the baptism in the Holy Spirit as an experience distinct from regeneration, His indwelling, by which the Christian is enabled to live a Godly life; His supernatural gifting and empowering of the Church for its work, life, and worship. (Luke 24:29, Acts 1:4-8, 2:1-4, 10:46, 1 Corinthians 12 & 14)
6. We believe in the return of Jesus Christ, to consummate His kingdom in the resurrection of both the saved and the lost, those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29, Mark 14:62, II Thessalonians 1:7-10, Revelations 1:5-7, 20:4-5, 11-12)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:11, 21-23, Romans 12:4-5, Ephesians 4:11-16)

### Chapel:

All students will attend scheduled chapels unless otherwise stipulated. Chapel services incorporate praise and worship, Scripture, object lessons and prayer. Lessons are Bible based and reflect the beliefs as stated in the Statement of Faith. Students are asked to wear dress clothes (e.g. business casual) on chapel days. Dress jeans may be worn, but should not have tears or holes. Parents are welcome to attend chapel service but must leave the building immediately after chapel services are ended. At no time should the sanctuary be used for socializing after chapel. In consideration of the sanctity of our chapel time, all cellular phones need to be turned off during chapel. Parents bringing younger children to chapel need to keep these children with them during chapel. Please do not allow them to run around in the sanctuary or in the foyer area.

### Prayer:

Prayer will be implemented in the classroom daily for purposes of thanksgiving, petition, and the privilege of communicating with the true and living God.

## **Policies and Procedures**

### **Governance and Policy Making:**

Christian Hills School is a ministry of Christian Hills Church and is not a separate entity by itself. The school is owned and operated by the Church. The Church Board has given the School Committee the authority to implement all decisions for the daily operation of the school. The Church Board reserves the right to make major decisions affecting the church and school. Therefore, the School Committee will be accountable to the Church Board in areas of fiscal responsibility, spiritual and doctrinal compatibility, and legal liabilities.



## **Communication:**

### Phone:

708.349.7166

When you receive a call from Christian Hills School, for most situations, you will be speaking with a live individual. There are sometimes, however, when we may call you with a recorded message. Please take the time to listen to such messages as they will be few and far between and will contain vital information.

The school office phone is a business phone and is to be used by a student only in an emergency.

### E-mail:

[office@chschool.net](mailto:office@chschool.net)

We never want you to fill your inbox with unnecessary correspondence, so rest assured that anything we send you will be of the utmost importance.

### Website:

[www.chschool.net](http://www.chschool.net) is a fantastic resource for everything from enrollment, school calendars, downloads, hot lunch, and whatever else you may need.

### Social Media:

Facebook: You can “Like” CHS on Facebook or at [Facebook.com/ChristianHillsSchool](https://www.facebook.com/ChristianHillsSchool).

Instagram: You can also follow us on Instagram with this user handle: @christianhillsschool.

Liking these pages are a great way to stay up to date with school announcements, pictures of student life, and spiritual encouragement from God’s Word.

### Weekly Newsletter:

CHS sends home a weekly newsletter almost every Friday. This is to help build a connection between the school and parents on important dates and activities that will be occurring in the near future.

### School Closings:

Severe weather or another emergency may require school to be closed. A decision to close school is generally made by 6:00 AM and is made one day at a time. When the school has been closed, the information will be communicated through a recorded phone call, school website, and will be posted on [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

### Parent-Teacher Conferences:

As the school is intended to be an extension of the home, we recognize the importance of the home and the school working together to obtain spiritual and academic growth for the student. Therefore, scheduled times in October and February have been set aside for parents and school personnel to meet in order to discuss the needs of the student. Parent-teacher conferences may

also be necessary throughout the school year in order for parents to know first-hand their child's progress. The school asks that all students and parents participate as needed in these beneficial conferences.

## **Admissions:**

### **Enrollment:**

To enroll your child in Christian Hills School, you must do the following:

1. Complete and return enrollment forms to the school office along with copies of your child's immunization records (including dates) and/or up-to-date health records and a birth certificate as required by the State of Illinois.
2. Your child's original birth certificate must be presented at the time of registration for K3, K4, and Kindergarten.
  - Children must be 3 before September 1st to enter K3.
  - Children must be 4 before September 1st to enter K4.
  - Children must be 5 before September 1st to enter Kindergarten.
  - Children must be 6 before September 1st to enter first grade.
3. Students must be tested and pass the entrance exam for the prospective grade they are applying for. A date will be set for placement testing of your kindergarten through eighth grade student. **Bring a copy of your child's current report card and achievement test scores** with you to the test. A separate fee is charged for this test.
4. Parents must meet with the School Committee/Pastoral Staff for a Family Interview. An interview will be scheduled upon receipt of the application, Pastor's recommendation form, and completion of the placement test.
5. Christian Hills School requires all parents to read the Student Handbook. Parents must sign the form agreeing to cooperate with the Policies and Procedures outlined in the Handbook. This must be turned in with the enrollment forms.
6. An acceptance letter or a phone call will be used to notify parents of their student's acceptance.

**NOTE: All paperwork must be completed, and all enrollment fees must be paid by the due dates listed on the Tuition and Fees Schedule and enrollment in FACTS must be completed before a student can begin to attend Christian Hills School.**

**All new students are admitted on a nine-week probationary standing. Once the student demonstrates Christian character, academic competence, and self-discipline, the probationary standing will be dropped.**

Students can be denied enrollment based upon any one of the several factors below. These include, but are not limited to:

1. Having been expelled from their previous school or having withdrawn to avoid such action.
2. Enrolling under false pretenses.

3. Providing false information.
4. Withholding significant information.

### Non-Discrimination Policy:

Christian Hills School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

### Registration:

Registration will take place in the order below according to the following priority schedule:

1. Currently enrolled families and Christian Hills Church members having children in K3 through 8th grades will have first opportunity to re-enroll or register any of their children in K3 through 8th grade.
2. Currently employed teaching staff and current School Committee members may register their new student in K3 through 8th grade.
3. Registration will be open for all new families.

### Other considerations:

Any application received after the designated priority registration period will be considered along with those currently received.

1. A waiting list will be created for students desiring placement in filled classes. This list will be created in the order in which the family has applied. After the first day of school, the waiting list will become void. Families may inquire throughout the year, should an opening become available.
2. Before any re-enrollment is accepted, any currently enrolled family must have all school fees, including tuition, paid up to date.

### Withdrawal:

Withdrawals from school must be made in writing through the school office. It is understood that the tuition is due and payable until the official withdrawal form has been completed and delivered to the school office. Textbooks and other school-owned materials are to be returned at the time of withdrawal.

### Transfer Students:

#### **Entering:**

Students transferring to our school from another school must have previous school records transferred along with health immunization records and a birth certificate. Transfer students are tested to assure proper academic placement. A Release of Students Records form is available in the school office.

All parents of new and transfer students are required to have a Family Interview with members of the School Committee, submit a Pastor Recommendation letter, pay all fees listed on the Tuition and Fees Schedule, be tested for the appropriate grade level, have school records transferred to Christian Hills School, enroll online in FACTS, sign the Student Application, Statement of Faith, Statement of Parent or Guardian, Biblical Morality Statement, and the Parent Handbook before they can be enrolled into Christian Hills School.

#### **Leaving:**

For students transferring out of our school, all records and transcripts will be forwarded to another school when tuition is paid to date and a Release of Students Records form is received by the school the student is being transferred to. **Academic records will not be released until all outstanding balances have been paid in full. If payment is made by check, the records will be released after the payment has been processed by the bank.**

Under Illinois State law, Christian Hills School is not permitted to give student records to parents personally.

### Additional School Payments:

Any other school fees; for example, aftercare, hot lunch, registration, and curriculum fees, etc. that are returned NSF will need to be paid in the office by credit card or cash **ONLY**, and a 4% fee will incur, and any future payments will need to be made by cash or credit card. Aftercare fees that are delinquent will immediately void permission for a child to use aftercare until all fees are paid in full.

### Confidentiality:

We recognize that there is a potential for misunderstanding, disagreement, and wrongdoing to occur. However, it is God's will that we work in harmony and be of one accord. We have based our Confidentiality Policy on the foundations of Matthew 18:15-17, as follows:

- Keep the matter confidential
- Keep the circle as small as possible
- Be straightforward
- Be forgiving

The School Committee and Administration will only become involved in parental concerns after the following protocol have been followed:

1. Parents have discussed concerns with the appropriate school staff member.

2. Parents have discussed concerns with the appropriate school staff member and the Principal together.
3. Parents have submitted a written concern and reason for lack of resolution to the School Committee. The School Committee will review the matter as an agenda item as long as it is received ten days prior to the monthly committee meeting. Items received after that date will be agenda items for the following month.
4. Concerns will be addressed at the School Committee meeting immediately following the receipt of said concern and a written response will be prepared and issued to those parties involved. No meeting with the School Committee will be held with a parent or group of parents unless called by the School Committee.

The School Committee will set the following goals:

- Have a clear understanding of the problem
- Offer a solution or solutions for resolving the problem
- Give reproof and correction if necessary
- Facilitate forgiveness and move forward

The names of current School Committee members will be published and made available to all parents of current students in the student handbook. It is the desire of the School Committee to uplift Christ at any school function or meeting.

We believe in the Biblical principle of respect for authority. The School Committee, Church, and Administration fully support the teachers and staff members.

## **Health:**

### Records:

All required health records are due by the beginning of school. If they are not submitted by November 1<sup>st</sup>, a student may lose his/her privilege to attend Christian Hills School.

### Medication:

Medication should be administered at home. If there is a need for medication to be administered at school, the following procedure will be followed:

1. A School Medication Authorization Form, available in the office, must be completed and signed by a physician.
2. A properly labeled medication bottle with the child's name, doctor's name, pharmacy's name, prescription number, current date, medication name, dosage and time of administration **must** accompany the completed form.
3. The school will review the request and make arrangements to administer the medication.

### Physical Exam:

Students entering Kindergarten and 6<sup>th</sup> grade are required by the State of Illinois to have a current physical examination within one year prior to starting that grade level. Transfer students

must meet the same requirements. Before participating in the sports program, a student must have a physical exam within one year of the start of the specific sport.

### Immunizations:

All students must have proof on file of conformance to the immunization requirements of the State of Illinois. Failure to comply will result in suspension from school until the requirements are met. **This is State Law.**

For a religious exemption, an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations form must be filled out, signed by your physician, and provided to the school office. Forms are available in the school office.

### Illness or Injury:

Regular attendance at school is extremely important. However, the health of the classroom should never be jeopardized by a contagiously ill child. A child who is legitimately sick should remain at home and receive proper medical attention. The Illinois Department of Public Health recommends:

A child should stay home for 24 hours after any of the following have occurred:

1. A fever of 100 degrees or above
2. Vomiting or diarrhea
3. Being placed on antibiotics by the doctor

The 24-hour period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

**Emergency Contacts:** It is essential that the telephone numbers on file in the office are kept current and only people who are readily available should be listed.

**Asthma:** Inhalers should be kept at school for any child with an asthma condition and parents must fill out an Illinois Department of Public Health Asthma Action Plan and a School Medication Authorization Form provided by the school office.

**Allergies:** If your child needs epinephrine at school for severe allergic reactions, parents must provide us with an Epi-Pen and fill out a School Medication Authorization Form provided by the school office.

**Rashes:** Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a doctor's note stating the diagnosis before the child can return to school. This is required by the health department – as some serious illnesses (e.g., scarlet fever, measles) are accompanied by rash and need to be reported.

**Pink Eye (Conjunctivitis):** This condition can also be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, and drainage from the eyes) will need a doctor's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on them for 24 hours before returning to school.

**Excuses from Gym:** If your child has an illness or injury that will keep him or her out of gym class, please have your doctor write a note including the diagnosis and length of time the child will need to be excused from gym.

**Contagious Diseases:** Should your child contract a contagious illness (chicken pox, mumps, strep throat, etc.) please consult your physician and do not allow your child to return to the classroom until all danger of the contagious disease has passed.

### Emergencies:

In the event of an emergency, each emergency number provided by the parents will be called until someone is reached. **It is important that all numbers and medical information are kept current.** In an extreme emergency, students will be transported, by ambulance, to the hospital determined by the EMT staff. Parents must inform the school office, **in writing**, when they will be unavailable and the child will be placed in another's care (e.g., parents travel out of town).

### Grievance Policy:

#### **Policy:**

Christian Hills School is committed to helpful communication during the process of resolving concerns, complaints, or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

#### **Rationale:**

Christian Hills School is composed of many people and from time-to-time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly, and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

#### **Scope:**

These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Christian Hills School. This includes students, parents, staff, volunteers, administration, and committee. It is understood that if any disputes arise which are not covered by this policy, the head of school will decide what procedures to follow based on those procedures established by this policy.

#### **Definition:**

A grievance is an unresolved problem. More specifically it would be a formal objection or

complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

**Goal:**

The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

**General Guidelines:**

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or head of school if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication, and resolution.
- Decisions by the committee are final. No further appeal will be granted.

**Grievance Resolution Process:**

Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the student's/parent's satisfaction, the parents should appeal the decision to the head of school in writing. The head of school will speak with parties involved, investigate as appropriate, and make a final determination to resolve the matter while observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Christian Hills School Committee within two weeks of the head of school's determination requesting a review of the school's determination.

**Athletes/Parents to Coaches:**

1. Follow the process outlined in the Athletic Handbook.
2. If there is no satisfactory resolution, then refer to step #3 and #4 in Student/Parents to teachers process above.



**Parents to Administrator:**

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the head of school. Complaints at this level and above are documented by the head of school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Christian Hills School Committee within two weeks of the head of school's determination requesting a review of the school's determination.
4. This procedure applies to committee members who are acting in their capacity as parents and not as representatives of the committee.

**Staff to Administration:**

1. All concerns about the school must first be presented to the appropriate principal. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the head of school. The head of school will schedule a meeting to discuss the matter. Complaints at this level are documented by the head of school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is not a satisfactory resolution, the staff member may appeal to the committee in writing within two weeks of the head of school's final determination. The appeal should be submitted to the head of school to be submitted to the committee. The committee will not entertain requests until steps 1 & 2 have been completed.

**Volunteers to Staff/Administration:**

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the head of school. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The head of school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If the resolution is unsatisfactory, the volunteer may appeal to the committee in writing within two weeks of the head of school's final determination. The request will be passed

on to the head of school. The head of school is required to pass the request on to the committee.

## **Safety:**

### **Visitors:**

We respectfully require parents and all visitors (including former and non-enrolled students) to follow dress and discipline code while on campus. All parents and visitors must check in at the school office upon entering the building. Students arriving late or leaving prior to regular dismissal time must be signed in or out by a parent or person picking them up who is listed on the pick-up list. Children will meet their parents at the office. Parents are not allowed to go to the classroom.

Parents waiting in the foyer for the end-of-day pick up are not permitted to enter past the foyer doors before the 3:22 PM bell.

### **Classroom Interruptions:**

Please be sensitive to not enter classrooms during instructional time unless previous arrangements have been made with the teacher. Lunches, musical instruments, and any other items being dropped off for your child should be left in the office.

### **Safety Drills:**

The safety of students and staff is most important; therefore, fire, tornado, earthquake, and threat lockdown drills are held regularly during the school year. Procedures for these drills are communicated to students and posted in each classroom.

### **Transportation:**

It is the parents' responsibility to transport their children to and from school. Upon request, the school will provide information for carpool contacts; however, the school is not responsible for the carpool's operation.

### **Mandatory Reporting:**

In accordance with State law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Financial Information:**

### **Tuition:**

The school has contracted with FACTS Tuition Management Services to manage tuition collection and other outstanding fees. All tuition, other than start-up fees, should be paid through them. If payments are returned, NSF will still need to be paid in the office by cash or credit card **ONLY**, and a 4% fee will incur. Any future payments will need to be made by cash or credit card. Students will not be allowed to attend class until the NSF is rectified.

### **Tuition Assistance Program:**

Parents can apply for Tuition Assistance through our website, [chschool.net](http://chschool.net), and clicking on the FACTS icon on the home page. Assistance is granted on an individual basis determined by the School Committee and Church Board.

### **Tuition Reduction Incentive Program (TRIP):**

The Tuition Reduction Incentive Program is an opportunity for all school families to have monies credited to their school account by purchasing gift certificates (i.e., grocery, gas, department stores). Orders are placed in the office every Monday morning and processed by the TRIP coordinator for distribution every Wednesday. This is an excellent way to reduce costs. Detailed information about this program is available in the office.

### **Payments:**

Christian Hills School receives its income from tuition and fees and does not receive any federal funding. For this reason, parents are asked to pay their tuition and fees when due. Delinquent payments may even be cause for dismissal. 10 monthly payments are due in the months of July through April with our FACTS program. A 50 dollar late fee will be charged for each bounced check if the payment is not replaced within 3 business days.

### **Donations:**

#### **Sponsorship Program:**

The Christian Hills Fund makes it possible to provide inspiring education and fulfill the mission of Christian Hills School through vital giving. There are several sponsorship programs for Christian Hills School. Select the program you're interested in finding out more about, praying for or donating to.

You will experience many blessings when you support the Lord's work, whether it be for this school or any area of serving the Lord and fulfilling the Great Commission of spreading His Word to all the earth. Through inspiring education, Christian Hills is equipping the future with exceptional pastors, businessmen and women, journalists, engineers, computer programmers, lawyers, artists, journalists, doctors, and athletes who are also prepared to be effective citizens, Christ-focused parents, and everyday prayer warriors.

Your support provides tuition assistance, classroom, and facility upgrades and equipment, teacher and staff compensation, and meets other areas of greatest need. Since tuition and fees

alone do not cover the full cost of Christian Hills School operational expenses and needs, regular support from friends of the school is always needed.

### **Building Needs:**

- Ceiling tiles need to be replaced
- Stair treads need to be upgraded
- Replacement of some classroom floors
- More STEM activities

### **Faculty and Staff:**

The staff and faculty work tirelessly to keep the school running and provide Christ-centered training and instruction to reach the next generation. We would love to bless them with bonuses to show appreciation for their servant hearts.

### **Students:**

Tuition assistance allows as many families as possible to experience a Christian Hills education. Our tuition assistance budget is an important part of our school's finances. Your gift directly helps individual students and the school.

Gifts to support the Christian Hills Fund can be made by:

- One-time cash donations
- Monthly giving
- Purchase of specific items
- And more

Help us meet our most pressing needs, partnering with Christian Hills to provide inspiring education, exceptional opportunities, and excellent services for all of our students.

### **Fundraisers:**

**PACHS:** The Parents Association of Christian Hills School (PACHS) was formed to be a fundraising organization and an avenue of fellowship and communication among parents, teachers, and Administration.

Parents of students at Christian Hills School are encouraged to volunteer throughout the school year. They can serve in various capacities, such as teacher helper, hot lunch helper, field trip chaperone, etc. **ALL** parent volunteers must report to the office and sign in before proceeding to the classroom or designated volunteer location. Practical work by parents assisting in the mission at Christian Hills School is a significant contribution that is highly valued.

## Student Life:

### Field Trips:

The purpose of field trips is to enhance and enrich classroom learning. Educational field trips are mandatory and will be included as a grade in the appropriate subject. The child's grade will reflect his/her participation in that field trip. Each family will be allowed to furnish a chaperone for one field trip per school year. Please understand that occasionally additional help will be needed. Chaperones that have adhered to all the chaperone guidelines on their initial field trip may be asked to act as chaperone again if needed. We are always limited as to how many people are allowed at each field trip. To be fair to all students, please do not ask for special consideration or exceptions, as none will be given. Each chaperone will be required to read and sign a copy of the field trip guidelines prior to the field trip.

### Field Trip Chaperone Guidelines:

The purpose of field trips is to enhance and enrich classroom learning. For this reason, the following guidelines are to be observed by all parents and students:

- a) All chaperones are representing Christian Hills School; there should be no smoking, alcoholic beverages/drinking, profanity, or other inappropriate behavior.
- b) If transportation has seat belts, everyone in attendance needs to be buckled.
- c) All chaperones are responsible for their assigned group of children. They must stay with the group at all times. **No electronic devices or cell phone usage** is allowed for students or chaperones without a teacher's permission. Chaperones should not be distracted while entrusted with students on the field trip.
- d) For no reason are chaperones to purchase any food or souvenirs for their group of children.
- e) No siblings are allowed on field trips at any time. Chaperones, please make arrangements for your other children. They will not be allowed on field trips.
- f) Spending money is not allowed on field trips.
- g) Permission slips for field trips must be returned and signed by the designated date. Under no circumstances will telephone permission be granted.
- h) Each teacher has the option of disallowing a student to accompany his/her class on a field trip for either academic or behavioral reasons.
- i) Discipline matters will be handled by the teacher. Please let the teacher know immediately if there are any discipline problems. Under no circumstances is a parent to touch another child.
- j) Women who are pregnant cannot be chaperones without a doctor's permission.

### Lunch Program:

Christian Hills School offers lunches to its students. Monthly forms are available online if parents wish to participate in the hot lunch program. Lunches that a parent chooses to bring in for their child must be properly labeled and taken to the school office (not to the classroom) within the lunch period time for that student. If an extra hot lunch is available and provided for students

without a lunch, parents will be charged \$6.00. **For safety reasons, no outside deliveries will be accepted.**

### **Sports Program:**

Christian Hills School offers the following athletic opportunities for 4th through 8th grades: Girls' Volleyball (4th – 8th), Boys' and Girls' Basketball (4th – 8th), and Boys' Soccer (4th – 8th).

All students participating in athletics must have a current physical exam on file before the season begins. An athletic policy signed by the student and his or her parents must be on file before the student will be allowed to participate. Forms are provided by the athletic department and are available in the school office. An athletic fee is assessed and paid per athlete, per sport.

*Any student not able to fully participate in physical education classes may not be permitted to participate in inter-school sports.*

### **Academic Requirements:**

Athletes are expected to be academically eligible throughout the entire season. Each athlete must maintain a C- average (73%) in all subjects and must be current in homework in all subjects. Academic eligibility will begin the first day of practice. Eligibility will be monitored on a week-to-week basis on Fridays, during the season.

If an athlete has been determined to be academically ineligible, they will be notified of their athletic suspension by Friday at 3:00 p.m. The athletic suspension will begin on the following Monday. For the next week, the athlete will not be able to dress or participate in any practices or games. He/She will be required to report to their teacher for tutoring and assistance in the required class(es) to regain eligibility. Their athletic suspension will be re-evaluated the following Friday during the eligibility check. After three weeks of ineligibility, the athlete will be told that they are no longer allowed to participate on that team.

### **Behavior/Sportsmanship:**

If an athlete's behavior is a concern, it will be dealt with in accordance with the discipline code set forth by the school. If a child's behavior results in a meeting with the Principal, it may be determined by the Principal that removing the privilege of participation in an activity is justified. The coach and/or athletic director have the authority to "bench" an athlete if they see that the athlete displays inappropriate behavior or attitude during a practice session or game. If an athlete receives a detention, they will be suspended for the next game.

If this behavior continues, the coach and/or athletic director may recommend to the Principal that the athlete be restricted from practices and/or games. The Principal will then make a determination based on this recommendation. Parents and affected school personnel will be notified.

## Music/Musicals:

### **Music:**

All students from Pre-3 to 8<sup>th</sup> grade participate in music class during the week. Music consists of singing, playing an instrument, listening, moving, and analyzing. They also develop musical skills at age-appropriate levels while gaining an understanding of music in relationship to other arts, history, and culture.

### **Musicals:**

Students from Pre-3 to 8<sup>th</sup> grade participate in 2 musical performances throughout the year to showcase what they have learned in the classroom.

### **Praise and Worship Team:**

The Praise and Worship Team is an opportunity some students choose that emphasizes ministering to the student body for the glory of the Lord by creating an atmosphere of unified worship.

## Speech Meet/Spelling Bee:

### **Speech Meet:**

The ACSI Elementary Speech Meet gives students in grades 1-8 the opportunity to develop techniques to speak audibly, articulately, expressively, and with poise and confidence. Students demonstrate their ability by delivering a memorized poem, speech, or passage. Participants do not compete against one another, rather, they are judged against an established set of criteria.

### **Spelling Bee:**

The ACSI Spelling Bee is not an exercise in memorization, but in spelling abilities. Proper and confident communication skills are encouraged while students also develop vocabulary and accurate word usage. Grade level competitions are held in individual rooms for all grade levels followed by a spell-off for the top spellers in grades 5-8. The top spellers from the spell-off qualify to compete at the Regional Spelling Bee. Top spellers from that bee will go on to compete at ACSI's National Spelling Bee.

## Birthday Parties:

Birthday parties at school are not permitted, but if a parent wants to bring a treat (e.g., cookies or cupcakes) on the child's birthday or half birthday, this may be done at lunchtime. Please inform the child's teacher in advance and bring the treats to the office in time for lunch hour. Inform classroom teachers of what treat is being brought in advance so that they can notify the parents of other students with food allergies. All class treats must have the approval of the teacher.

If some parents do not want their child to participate in birthday celebrations or to eat food prepared by others because of allergies, the parent should have a written note on file in the office and in the classroom.

## Arrival and Attendance:

### Drop-off/Pick-up:

#### **Drop-Off:**

- All school parents should use the first driveway entrance into the **WEST** Parking Lot. **The speed limit for the parking lot is 5 MPH.** Please drive along the outer edge of the lot; other cars will be parking here.
- Stay to the **right** when driving in front of the church building. Please follow the arrows in the picture.
- Stop in front of the **NORTH** (159th Street side) entrance to drop your child off, (three cars should be able to unload at one time). **Do not attempt to pass any cars in the line.**
- The North entrance will open at 8:05 and close at 8:25 a.m. for children not in the before care program.
- All children must exit the car from the right-hand side. **Under no circumstance can they exit on the left-hand side, or walk to the building.** This is a safety issue.
- **No one should open trunks** to get out backpacks. They should already have them in hand when exiting the car. The purpose for this is to run smoothly, quickly, and safely. If you need to, go to the west parking lot, get backpacks, and re-enter the line.
- **No parent should exit their car in the line.** No visitation of parents will be done in the line. If you need to, park in the WEST parking lot, then walk to the office where you can be assisted.
- No adults should be consulting with any staff in the line. Please call and make an appointment for after school or leave a message for the teacher in the office.
- If you bring your child before 8:05 a.m., you will be charged the before care fee. **No exceptions.**
- If you arrive after 8:25 a.m., please park your car in the south or west parking lot and escort your child to the school office. Your child must have your signature on their tardy slip. If a child is dropped off at the door, the parents will be called to come back and sign the tardy slip. Their child will wait in the school office until they return to sign the tardy.
- Parking is never allowed in the UPPER Parking lot (by the playground). Recess is held there throughout the day. Please do not park in the handicapped area without a permit and reserved staff parking areas.
- When exiting the parking lot, please be aware of other cars turning in and out of the WEST parking lot.
- Under no circumstances can a student be dropped off at the south doors before 8:25 a.m. Students will not be permitted in the building.
- No parking is permitted on any yellow curbing areas. Orland Hills Police will issue tickets to offenders.
- Parents are not allowed in the building, unless going to the office.
- If you must speak to the office, we will be open at 8:15 a.m.
- Once children enter the building, they will proceed **immediately** to their classroom.
- On occasion, if an unusual situation may arise when this procedure won't work for us, you will be notified. Your child's safety, as well as your convenience, is of the utmost importance to us. We ask you to abide by these rules so everyone can remain safe and



orderly. Thank you for your help in this matter. If you have any questions, please call the school office.

#### **Pick-up:**

- Please enter the west lot at the farthest west entrance.
- All parents will line up in rows according to numbers on cones.
- At 3:15 the first row will proceed to the north school doors and wait for pick up to begin.
- No one will be permitted in the building until the school dismissal bell rings at 3:15 p.m. Please cooperate with this rule for the safety of your children and adults.
- Please do not use your cell phone during dismissal.
- No conferences or discussions with classroom teachers during dismissal. Please schedule appointments with teachers for a time after 3:35 p.m.
- Children will not be dismissed to anyone other than those on the pick-up list parents fill out at the beginning of the year. Parents must make changes to that list in writing.
- Any student not picked up by 3:35 p.m. will be placed in afterschool care and the parents will be charged accordingly.
- No children may be picked up earlier than the dismissal time of the school unless there is prior approval (medical or critical situation) from the school office.
- On occasion, an unusual situation may arise when this procedure must be modified for a day. You will be notified.
- We feel that, with our limited space, this is the most efficient way to run these procedures. We know it's not perfect for every situation, but it is the best for all concerned.

#### **Before Care:**

Teachers will be on duty at 8:05 a.m. each school day. Students arriving before 8:05 a.m. must sign up for extended care and make the appropriate financial arrangements in the school office. The early morning extended care room opens at the north doors at 6:30 a.m. **Students should not arrive prior to that time.**

#### **Late Stay:**

Students who remain at school after the regular dismissal time 3:35 p.m. must be involved in an official extracurricular activity or be enrolled in the after school extended care program. No student is to be in the school building, playground, or parking lot without adult supervision.

#### **After Care:**

Christian Hills School provides extended care service for our students in preschool through 8<sup>th</sup> grade. Extended care hours are from 6:30 a.m. to 6:30 p.m. Rates are available online and in the school office. For each 15 minutes after 6:30 p.m., **according to the cell phone clock time**, a rate of \$15.00 will be charged to the parent or guardian picking up a child late from afternoon extended care.

**No electronics are allowed in aftercare.** A list of expectations and rules for aftercare will be submitted to parents.

### Attendance/Absence:

The State of Illinois requires that students attend school on a regular and punctual basis unless there is a sickness or other legitimate reason. Academic problems occur when students continually miss school. It is important that a student be at school every day.

If a student is going to be absent, please notify the school office on the day of the absence. Parents are required to notify the school office by 8:30 a.m. if your child will be absent due to illness at **708.349.7166**. The school will call to verify the absence if the parent has not reported the absence. The parent must indicate the reason for the child's absence, including any information regarding illness.

Excused absences are:

- Illness
- Bereavement
- Sports Tournaments
- ACSI Regional Events

Siblings accompanying students that participate in sports tournaments and ACSI Regional events are not excused from their absence.

Missed work needs to be completed in a timely manner. If the student misses one day, they have one day to make it up. If they miss two days, they have two days to make it up, etc. If a student is absent for more than three days due to illness, a doctor's note is required. It is the responsibility of the student to obtain his/her make-up assignments and complete them by the deadline. This may require his/her meeting with teachers after school. In the case of a younger child, it may be appropriate for the parent to be involved in this process. **Homework may NOT be picked up the day of the absence.**

Students need to attend the complete day of school and not leave early. If they need to leave early for any reason, they need to leave at noon, and it will be counted as a half day absence. **Early dismissals are highly discouraged.**

After five unexcused absences, students and their parents will be required to meet with the Principal to develop a plan of action.

**Regular attendance is required by state law and makes good educational sense.**

### **Leaving School Early or During the Day:**

We understand that it is often difficult to obtain medical/dental/orthodontic and other appointments outside of school hours, and are happy to work with parents when they need to take their children out of school during the day for unavoidable appointments. Please understand, however, that it is very difficult when teachers receive notes and e-mails from parents asking the teacher "to have the child in the office" at a particular time, ready for pick-up. Teachers are busy delivering instruction and interacting with students, not necessarily keeping their eye on the clock to dismiss a student at a particular time. If you need to pick your child up during the day, please follow these procedures:

1. **Prior to 9:30 a.m.**, notify THE OFFICE of the need to pick up your child via **e-mail** ([office@chschool.net](mailto:office@chschool.net)) or **voicemail** (708-349-7166). You may **also** inform the teacher by copying them on the e-mail or sending a separate, hand-written note with your child. **After 9:30 a.m.**, you may still call to speak to someone in the office.  
Please be aware that after 9:30 a.m. e-mail will not be monitored frequently once the day's attendance has been recorded.
2. **Upon your arrival at school**, office personnel will call the classroom and ask for your child to be sent. Please allow at least 5 minutes for your child to complete their task, pack up, and come to the office. **IF YOU ARE RUNNING LATE**, please call the office a few minutes prior to your arrival at school and ask that your child be called to the office.
3. **Please remember to come into the office when picking up your child. Office personnel will not release your child until you sign them out.**
4. If a student returns to school, the parent must sign the student back in.
5. Late arrivals and early dismissals should not be misused by parents. Dismissal prior to 3:22 p.m. is highly discouraged and misuse will warrant a meeting with the Principal.

Students are also discouraged from leaving school early. Parents should consult with the Principal before making any arrangements that will necessitate their student leaving school early on a regular basis.

Note: Frequent late arrivals are not to be used to avoid being marked as tardy. Excessive tardiness will affect grades and will be a factor in determining whether children will be considered for re-enrollment.

The Administration/School Committee will make a determination if some flexibility should be applied due to severe weather conditions or other extenuating circumstances.

### **Unavoidable Absences:**

If your child must be absent, please notify the school no later than 9:00 a.m. via:

- An e-mail to [office@chschool.net](mailto:office@chschool.net)
- Call and leave a message with the office at 708-349-7166

Both methods of absence reporting are available 24 hours a day, 7 days a week. CHS is required by law to account for *every* enrolled student on *every* school day. If you have not informed us of your student's absence and the reason for that absence by 9:00 a.m., *we* will be calling *you*.

### **Perfect attendance and Punctuality:**

Students will be given awards for perfect attendance with no tardies. Perfect attendance constitutes no absences (must be full-day attendance) or tardies the entire school year. Early dismissal before 12:30 p.m. will be considered a half day absence.

### **Vacation Policy:**

It is important that students attend school on a daily basis. Please plan your vacations during the school breaks reflected on the current year's school calendar. There is no substitute for daily attendance. **Grades usually suffer as a result of a prolonged absence.** If you plan to take a

vacation during the school year, you will need to fill out an application at least two weeks prior to the vacation. The instructional staff will provide make-up work for the time missed during the vacation on the day they return from vacation. **Teachers will not prepare work beforehand.** The student will then have the same number of days missed to make up all of the work and any tests. Any make-up work not completed in the said time frame will be given a zero. (For example, a student misses five days of school; the student will have five school days to make up all of the work and any tests.) Any vacations taken during the school year are considered unexcused by the State of Illinois.

### Tardiness:

Being on time to school and ready to learn is important to students and teachers. Tardiness has a negative impact on students and on school culture. Not only does being on time instill an important life habit in students, it allows teachers to connect with students before the school day begins and to start instruction on time. Students who are late are missing an opportunity to get organized for the day. Parents can drop off their children as early as 8:05 a.m. without being charged for before care. Teachers begin the day with devotions and prayer, and tardy students often enter during this time. CHS seeks to partner with parents to reduce the instances of tardiness.

Students are expected to have their backpacks unpacked, coats hung up, and be seated in their homeroom classroom seats by 8:25 a.m. **Any student failing to meet this basic requirement is considered tardy and must sign in at the office and be issued a “Tardy Pass” before proceeding to his/her classroom. Students arriving in classrooms after the bell without a “Tardy Pass” will be sent to the office to sign in and be issued their “Tardy Pass”.** In order to be ready and prepared for instruction, it is highly recommended that students be in their classrooms a minimum of three minutes (8:22 a.m.) prior to the beginning of first period.

Tardies are recorded and reported on report cards and permanent record cards.

**Tardiness due to professional appointments (medical, dental, ortho, physical therapy, etc.) will be considered “excused” if supported by a signed parent/doctor note. This policy will be strictly enforced.**

Students are allowed **four** unexcused tardies to their first period class each quarter without penalty, to allow for unforeseen problems (late carpools, traffic accidents, etc.). Students in K5 – 8<sup>th</sup> grade with more than **four** unexcused tardies in one quarter will serve a 30-minute detention following the fifth (and each subsequent) tardy in that quarter. **Detentions may not be deferred for participation in co-curricular activities.** At the discretion of coaches/activity directors, students may be permitted to participate in that day’s activity after the detention has been served. If a pattern of tardiness is not deterred by the detention, further disciplinary action may be taken which may include student/parent meetings with the Principal.

**Any student arriving after 10:00 a.m. or departing before 1:30 p.m. will be marked as ½ day absent and therefore ineligible to participate in any co-curricular activity that day (unless the absence was due to a professional appointment supported by a signed parent/doctor note).**

**Appointments:**

Parents arriving during class time to pick up students for dental and doctor's appointments, or other excused absences, should report to the receptionist. If a student must leave school early, a written note from the parent is to be brought to the school office before 9:00 a.m.

**Miscellaneous:****P.E. Uniforms:**

Each 4<sup>th</sup> through 8<sup>th</sup> grade student is required to wear a CHS gym uniform. These required uniforms can be purchased at open house.

**Weather Policy:**

Our policy for deciding whether to have INDOOR OR OUTDOOR RECESS is as follows:

1. If the wind chill is 25 degrees or less, the children will be kept indoors for recess.
2. RAIN – children will be indoors.
3. SNOW – children will go outside unless the snow is extremely wet, or the wind chill is 25 degrees or below. **PROPER DRESS IS REQUIRED.** This means boots, hats, scarves, snow pants, and mittens. K3 and K4 do not go out for recess when it requires snow pants.
4. ICE – children will be kept indoors unless there is sufficient playground area free of ice.
5. OTHER – one of the more difficult choices to make is whether there is too much mud or standing water to allow the children to go out. All staff members have the authority to bring the students indoors if it becomes too wet, muddy, or cold outside.

**Standard of Written Work:****Neatness:**

- All assignments must be completed neatly. All written assignments such as reports, themes, and research papers in the upper grades should be written in cursive or typed. Math assignments should be completed in pencil.
- An assignment that is not completed neatly will be returned to the student to be redone.
- Each teacher will make a major emphasis on neatness at the beginning of the school year and enforce it throughout the year.

**Grammar, Spelling, and Punctuation:**

- Correct usage in these areas is expected in all written work.
- The grade will be lowered if there are errors.
- A paper may be required to be rewritten if the errors are excessive.

**Non-School Functions:**

The school is not responsible for any social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations, including dress guidelines, apply for both students and guests.

### Teacher Qualifications:

The School Committee prayerfully and meticulously selects staff members. The credentials and the spiritual life of the candidate are examined prior to employment. The School Committee members recognize the importance of placing the right individuals over the students. Consequently, the responsibility to hire staff and place them accordingly is taken very seriously.

All classroom teachers (meaning homeroom teachers for K3 through 8th grade) must meet the following criteria to be a teacher at Christian Hills School:

1. Have a relationship with Jesus Christ as their personal Savior.
2. Support the Statement of Faith as stated in this Handbook.
3. Hold a Bachelor's Degree in Education (or related degree) with a teaching certificate or a Bachelor's Degree in Education from a Christian college.

The substitute teachers represent a core of caring and professional individuals who are selected to replace our regular staff from time to time. We expect the same respect and cooperation to be afforded our substitute teachers as we do our regular staff.

Christian Hills School requires the administration, faculty, office staff, substitute support staff, and School Committee to reflect and uphold the excellence of holiness, the goal of righteousness, and the attitude of Christ-like servitude to effectively impact the spiritual atmosphere of the school and the students' Christian walk.

## **Academic Information**

### School Hours:

- Extended Care ..... 6:30 A.M. to 6:30 P.M.
- Office Hours ..... 8:00 A.M. to 4:00 P.M.
- School Drop Off ..... 8:05 A.M. to 8:25 A.M.
- Dismissal ..... 3:15 P.M. to 3:35 P.M.

### Pre-School/Pre-K:

Our program is designed to meet the needs of 3- and 4-year-olds. It is believed that the foundations of development occur from the moment of conception through early childhood development. Children's problem-solving styles, abilities and/or desires to interact with others, behavior patterns and personal preferences are established by the time they enter Kindergarten. The education we provide is integrated with the life of the child so that the learning experience and learning goals are relevant. Physical and mental development of each child is encouraged through the mastery of perceptual and fine motor skills. Children's sensory experiences are stimulated by providing an attractive, colorful, comfortable, and child-sized environment. We utilize pre-determined curricula where specific skills are mastered and learning by rote memorization occurs. The students receive

exposure to academics in a structured setting that incorporates creativity and socialization. Bible stories, prayer and praise are included.

### Kindergarten/Elementary School/Junior High:

The elementary school consists of Kindergarten through 5th grade. Junior High is comprised of 6th through 8th grade. All of our students are expected and encouraged to achieve mastery of required skills.

We utilize an interdisciplinary curriculum. The higher order thinking requires students to integrate knowledge from a variety of disciplines. Our students are well groomed in the traditional academic disciplines as well as co-curricular fields. Teachers work in teams assisting students on projects which may cross traditional subject and grade lines. Students are encouraged to participate in additional events which may include art exhibits, spelling bees, writing contests and speech meets.

The academic subjects include Reading, English, Mathematics, Social Studies, Bible, Science and Spelling. The enhancement subjects may include Art, Band, Drama, Computer Science, Library, Music, Physical Education, and Spanish. Each day in the classroom begins with prayer, praise, and Scripture, followed by the pledges to the American flag, the Bible, and the Christian flag. (See Appendix for Pledges)

Classes in physical education are a requirement for all grade levels. For temporary health reasons, parents may request that their child be excused from gym for a period of not more than two days. A longer period of physical education absence will be granted only with a physician's written excuse. All children must wear socks, athletic shoes, and appropriate gym clothes. No jewelry will be worn during gym class. In grades 4th through 8th, students are required to wear a gym uniform.

The educational experience offered at Christian Hills School is designed to enrich the life of each child, not only through instruction, but by example as well. We are committed to the full educational, physical, social, and spiritual development of our students.

### Textbooks:

Textbooks are loaned to students during the year and are checked out by number. Students are responsible for care of these books and will be held accountable for any abuse above normal wear; this may result in book fines. No marks should be made in the textbooks. Hard books shall have book covers on them at all times.

### Curriculum:

Christian Hills School curriculum includes, but is not limited to, ABeka, Bob Jones, Purposeful Design, and Answers in Genesis, and is Biblically integrated at every level. The School Committee and Administration reserve the right to utilize the leading curriculum published in our continued search for relevant material and exposure to the latest in technological advances, and we strive to prepare the students for leadership.

### Report Cards:

Report cards are issued four times during the school year. They are the formal assessments of the student's progress. Grades are displayed on Plus Portals for parents to view "live" as teachers input student scores. All parents are required to conference with the child's homeroom teacher after the first and third quarterly report card. Conferences may be requested with teachers in other subject areas, if necessary. **K3 and K4 report cards are issued after the second and fourth marking periods.**

### Grading Scale:

The grading system for 1st through 8th grade is as follows:

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A+ = 100 to 99	A = 98 to 95	A- = 94 to 93
B+ = 92 to 91	B = 90 to 87	B- = 86 to 84
C+ = 83 to 82	C = 81 to 77	C- = 76 to 73
D+ = 72 to 71	D = 70 to 67	D- = 66 to 65
F = 64 and below		I = Incomplete

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### Enhancement Classes Grading Scale:

K5 – 5 <sup>th</sup> Grades:	S+ Superior Effort	S- Student is not meeting all requirements
	S Good Effort	U- Lack of effort and/or poor attitude

Receiving an S- or U automatically disqualifies students from honor roll on a marking period.

6<sup>th</sup> – 8<sup>th</sup> Grades: Students are graded on the regular grading system.

### Honor Roll:

**Honorable Mention (1st – 4th):** Meets the grade point average requirements of honor or high honor roll (3.0 – 4.0) and has maintained all 3's and 4's in Conduct, but has received one C or S- or a 2 in Work and Study Habits or Penmanship.

**Honor Roll (1st – 8th):** A grade point average of 3.0 to 3.59 in core subjects and all 3's or 4's in Conduct, Work and Study Habits or Penmanship. Also a minimum of S in each enhancement/additional subject for 1st – 4th grades, and a minimum of a B- in all subjects, including enhancements for 5th – 8th grades.

**High Honor Roll (1st – 8th):** A grade point average of 3.6 to 4.0 in core subjects and all 3's or 4's in Conduct, Work and Study Habits or Penmanship. Also a minimum of S in each



enhancement/additional subject for 1st – 4th grades, and a minimum of B- in all subjects including Enhancements for grades 5th – 8th.

**Principal's Award (1st – 8th):** A student achieving all A's and/or A+'s in core subjects and all 3's or 4's in Conduct, Work and Study Habits or Penmanship. Also a minimum of S in each enhancement/additional subject for 1st – 4th grades, and a minimum of a B- in all subjects including Enhancements for 5th – 8th grades.

**Principal's Scholar Award (1st – 8th):** A student achieving Principal's Award all four quarters.

There will not be a Valedictorian or Salutatorian for the 8th grade graduating class.

### Homework:

Homework may be assigned Monday through Friday to strengthen the basic skills by further practice and application. To encourage families to participate in Wednesday evening church activities, no new homework assignments will be given on Wednesday for the following day.

The education of the child is a joint effort between home and school. With this in mind, we ask that a child's homework/schoolwork be a priority. We realize that there are many opportunities outside of the normal school day that require/vie for a child's time. It is our observation that children who are overcommitted do not fare as well in their studies. Please work with your children to develop a good habit/discipline of finding a healthy balance, as well as giving schoolwork its rightful due.

Values of homework include:

- Providing review and practice of skills
- Teaching independence and encouraging self-discovery
- Development of time management and organizational skills
- Logical consequences (may raise or lower grades)
- Fostering of good work habits which will last a lifetime

Homework is a reinforcement of daily work. The teacher may allow the student time in class to begin assigned work. In some cases, work will need to be taken home and finished. Students will need to spend time at home studying for tests, working on projects, reading out loud, memorizing Scripture, etc. Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. When students have more than one teacher, the teachers will endeavor to coordinate the homework schedule.

Students will be expected to complete and turn in all homework assigned by the teacher. It is unacceptable to not complete a homework assignment.

### Make-up Work:

Students who are absent must check with classroom teachers immediately upon returning to school to get all missed assignments. Students are allowed one day for each school day missed to

make up work. Work not made up will go on record as a “zero”. Students are expected to be in school unless ill. No test will be given early so that a student may leave school before the normal dismissal time.

### Progress Reports:

Progress reports are issued for K5 through 8th grade students each quarter (four times per year) as an assessment of how the student is progressing, and to facilitate communication between the teacher and parents. It allows the parents to see the current strengths and weaknesses of their child’s performance before formal grades are issued. Parents and students can view academic grades through the Parent-Student portal as soon as the grades are entered into the teacher’s grade book; therefore, printed “progress reports” will not be issued.

### Promotion and Retention:

The decision to promote or retain a child at the end of the school year will be based on the child’s ability to function adequately at the next grade level and the completion of the course requirements at the child’s present grade level. Excessive absences (15 or more) can also result in retention. For promotion, a student may not receive a final cumulative failing grade in more than one core subject. (Reading, English, Mathematics, Social Studies, Bible, Science and Spelling). All efforts will be made to inform the parents of possible retention no later than the end of the third quarter. Based on performance, testing, and/or the teacher’s recommendation, students may be placed on Academic/Behavior Watch or Academic/Behavior Probation for the following school year.

### Academic Watch/Academic Probation:

In an effort to monitor the academic progress of Christian Hills’ students in 1st – 8th grade, **Academic Watch and Academic Probation** will be applied to students in the following categories:

#### **Academic Watch:**

Progress will be monitored on a quarterly basis for all new students, students who scored below grade level on the Basic Battery of the MAP tests, students who consistently are late with homework assignments, students whose academic performance is below 2.6 GPA in grades 1st – 4th, or below 2.3 GPA in grades 5th – 8th, or students who the teacher/administration deems necessary.

Students will be removed from academic watch based on teacher observation and when academic improvement has been shown for one full quarter.

#### **Academic Probation:**

Progress will be monitored on a bi-quarterly basis. Students who will be placed on academic probation include new students whose entrance exam or permanent records show they need special academic attention, students who have received one or more D’s or F’s on a progress report or Report Card, students whose academic performance is below 2.0 GPA in grades 1st – 4th, or below 1.6 GPA in grades 5th – 8th, or students who the teacher/administrator deems it necessary. Students on academic probation would also include students who are on an EIP/IEP program.

Students on academic probation must attend help sessions when offered by a teacher. Students may be removed from academic probation and placed on academic watch based on teacher observation and when academic improvement has been shown for one full quarter and a parent/teacher conference has taken place. Failure to make academic improvement may result in retention. When a student is placed on Academic Watch or Academic Behavior, parents will receive written notification.

#### **Academic Improvement Program (K5):**

In an effort to monitor the academic progress of Christian Hills' students in K5, and assess readiness to progress on to 1st grade, an Academic Improvement Program will be employed.

Progress will be monitored on a quarterly basis. The teacher will observe each student's social and academic progress. If a child has N reported in the second quarter for phonics and/or math, he/she needs academic improvement to move up to 1st grade. Parents will receive written notice of the child's areas to improve. If the child is still at the N level of progress in phonics and/or math by the third marking period, a placement decision for the following year will be discussed at the third quarter parent/teacher conference. Recommendations will be made for retention in K5, or a summer academic contract will be written.

#### **Standardized Testing (MAP Testing):**

Christian Hills School administers standardized tests each year to 1<sup>st</sup> through 8<sup>th</sup> grade students. These tests give an indication of how our students perform scholastically, both on an individual and a national basis. It is also used by the Administration to evaluate the effectiveness of our curriculum.

#### **ACSI:**

Christian Hills School is a member of the Association of Christian Schools International (ACSI). ACSI is the largest, most influential Christian school association in the world. Through this association, we participate in sports and academic competitions with other schools to give our students a broad range of experiences. They also offer Christian schools assistance and accreditation. Currently Christian Hills School is in the process of obtaining ACSI accreditation.

#### **Computer and Technology Use:**

Christian Hills School Technology Use Policy pertains to all students, faculty, and staff who utilize any of the school's technology resources. The policy applies to all technology resources, including but not limited to: personal laptop computers, school computers, cell phones, video, and audio equipment, copy machines, and information storage devices. Students are expected to use school resources in a considerate, ethical, moral, and legal manner.

The Administration at Christian Hills School (CHS) recognizes the potential educational benefits of using technology and personal computing devices (PCDs) and wants to encourage the use of such as we prepare our students for future endeavors, many of which will undoubtedly involve technology in one form or another. However, this interest is tempered by the potential negative implications.

The Apostle Paul provides us with a good perspective in 1 Corinthians 10 that can be applied to our use of technology: “All things are lawful, but not all things are helpful. All things are lawful, but not all things build up.” (1 Corinthians 10:23) Although there are many good and appropriate uses for technology, not all such uses are appropriate or helpful during the school hours. Also, there are other very inappropriate uses for technology that are completely contrary to our standards and policies as a Christian school. Above all, our desire is in keeping with Paul’s desire near the conclusion of Chapter 10, “So, whether you eat or drink or whatever you do (including the use of technology), do all to the glory of God”.

Due to the ever-changing nature of technology, it is imperative for users to realize that our policies regarding the use of technology in our community will also change as the need arises. We ask all students and employees to utilize their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them.

### **Technology as a Privilege:**

The use of technology resources on school property or at school events is a privilege not a right. This privilege comes with personal responsibilities, and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

### **Privacy:**

The school reserves the right to monitor all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school’s e-mail or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

### **Purposes and Use Expectations for Technology:**

The use of all school-owned technologies, including the school Internet connection, is limited to educational purposes. Educational purposes include, in part, classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities.

- Commercial and recreational use of school technology resources is prohibited.
- Users may not utilize school technology to sell, purchase, or barter any products or services.
- Users may not utilize school technology at any time during school hours to play games, visit social networking websites, and send instant messages or emails.
- Users may not utilize school technology to take part in any activity that is unrelated to the educational purposes stated above.

### **Personal Responsibility:**

We expect our students and employees to act responsibly and thoughtfully when it comes to using technology. Users bear the burden of responsibility to inquire with the technology coordinator or school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

All students and employees are provided with a school email address. All e-mails sent from this account are representative of the school and are subject to school policies regarding appropriate language use, bullying, stalking, and other related school policies.

### **Computer Settings and Computer Labs:**

Students are only allowed to alter, change, modify, repair, or reconfigure settings on school owned computers with the express prior permission of a faculty member. This includes deleting cookies and history and re-setting the time and/or date on the computer.

Food and drink are prohibited from school computer labs. Users may not eat or drink while using any school-owned computers or other technologies.

### **Cyber-Bullying:**

Users may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy other persons. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school community is subject to disciplinary action which may involve a report to law enforcement authorities.

### **Unacceptable Uses of Technology:**

No policy can detail all possible examples of unacceptable behavior related to technology use. Some examples of unacceptable uses of technology are included below. This list is in no way meant to be exhaustive.

- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited
- Circumventing any system security measures
- Using obscenities or inflammatory dialogue
- Using another user's accounts
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- Accessing blocked Websites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment

- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using, or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, or forgery

### **Downloads:**

Students may not download, add, or install new programs, software, or hardware onto school-owned computers unless approved for educational purposes under the direction of faculty, staff or administrator. Downloading sound and video files onto school-owned computers is prohibited without approval.

### **Personally Owned Devices:**

Devices capable of capturing, transmitting, or storing images or recordings may never be used where there is a reasonable expectation of privacy (such as restrooms, locker rooms, etc.)

To protect the safety and well-being of students, employees, and other community members, and to avoid disruptions to the learning environment, school personnel reserve the right to confiscate any personally owned device. The content of the device may be reviewed as part of any investigation of policy violation or other inappropriate, immoral and/or illegal use.

Appropriate actions will be taken, up to and including the notification of local authorities. The school is not responsible for any damage or harm to personally owned devices being held, including but not limited to loss, theft, damage, or destruction of the device or any of its contents.

### **School Liability:**

The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy, or the quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for users' exposure to "unacceptable" information, nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

### **Consequences for Policy Violations:**

Depending upon the particular violation(s), consequence or discipline may include any of the following or a combination thereof:

1. Restricted use of school technologies. Length of restriction to be based on the violation.
2. Confiscation of personal property to be returned at the end of the school day only to the parents, \$25 fine.
3. Contact with law enforcement officers.
4. Other as deemed appropriate by the school's administration.

# Student Expectations

The Christian Hills School Code of Conduct is designed to eliminate inappropriate behavior while training students on acceptable behavior. Consequences are given at the discretion of the teacher and the Principal.

## Code of Conduct:

The Code of Conduct reflects our expectations for all students on school/church property, at athletic events, field trips, or any school-sponsored functions. Student responsibilities are stated below, but should not be considered all inclusive.

### Responsibility to Authority (Romans 13:1)

“Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.”

1. Be punctual and have regular attendance at school.
2. Be obedient and respectful to all adults and authority figures.
3. Remain quiet and stay seated when any adult enters a classroom.
4. Do not enter or leave the classroom without the teacher’s permission.
5. No running, jumping, screaming, pushing, or shoving in the building.
6. Talking should be kept to a minimum in all hallways.

### Responsibility to Yourself and Others (Romans 12:18)

“If it is possible, as far as it depends on you, live at peace with everyone.”

1. Be punctual and have regular attendance at school.
2. Complete all assignments and come prepared to learn and work.
3. Comply with the established dress code.
4. Respect classmates (their feelings and personal space).
5. Fighting, play or real, will not be tolerated.
6. Profanity, swearing, or unwholesome language will not be tolerated.
7. Physical or verbal intimidation, threats of harm, or peer pressure will not be tolerated.

### Responsibility to Property (Colossians 3:23-24)

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

1. Keep the classrooms clean by keeping your things neat and orderly.
2. Keep hallways and lockers clean and free from debris.
3. Respect shared spaces like bathrooms and locker rooms by cleaning up after yourself.

### General Behavior:

Students of all ages are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Students' attitudes are of prime importance. Many problems arise not from what is done, but from how it is done. Because CHS is a Christian school, we expect students to evidence biblical attitudes, respect our Christian beliefs, and abide by our community standards.

In order to provide a consistent framework across the school of what our expectations are for student conduct, the following guidelines have been developed for CHS students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are talking to you, or you are talking to them.
- Don't walk away when someone is talking to you, or you are talking to them.
- Don't interrupt when someone is talking to you.
- Don't interrupt a conversation between other people; wait until they have finished before speaking.
- Don't walk between conversing people.
- Don't argue with an adult.
- Use proper language:
  - Say "thank you" when you are given something
  - Say "please" when asking for something
  - Say "excuse me" when you bump into someone or need to pass someone in close confines.
- During discussions, be respectful of other students' comments, opinions, and ideas.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth. Afterwards, say, "Excuse me."
- When entering a classroom, do so quietly so as not to disturb those who may already be working.
- Treat all property as you would want others to treat your belongings.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.

The teaching and modeling of these guidelines are part of our mission to train and nurture children for godliness and excellence. We recognize, however, the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which one is radically reformed and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2, 2 Corinthians 3:18). While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers, and for our Christian beliefs.

Parents, as our partners in this mission to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children and help us by reinforcing these guidelines at home.



### Dress/Hair Policy:

Our dress policy advances two Biblical goals:

- A dress policy helps create an orderly environment for behavior and learning.  
Students who are clean and neatly dressed position themselves for success.

(1 Corinthians 14:40)

- A dress policy helps students avoid defrauding each other through immodesty.  
Students will be able to maintain the appropriate focus, which is learning.

(1 Thessalonians 4:3-6)

### **General Guidelines:**

- Jeans may be worn if they have no holes or tears.
- Shorts must be at least fingertip length.
- Skirts/dresses may be worn if they are no shorter than 3 inches above the knee and have shorts underneath.  
No tank tops or halter tops may be worn. No backs or midriffs should be exposed.
- Sleeveless shirts are permitted if they are at least 3 fingers wide (including under wide-neck tops).
- No pants should be tight or body shape revealing. Leggings and form-fitting yoga pants are NOT considered pants. They may only be worn under skirts and dresses.
- No sagging pants and shorts.
- No writing is allowed on the back of pants.

**No clothing may be worn that depicts ungodly attitudes. Examples would be jewelry and clothing that promote/depict tobacco, alcohol, drugs, gangs, inappropriate music, or the occult/illuminati. Messages on shirts with derogatory meanings will not be allowed.**

- All shoes and sandals must have backs or straps for safety reasons.
- Hats and hoods should not be worn inside the building.
- No facial hair.
- No body piercings or tattoos are allowed. Girls may have pierced ears.
- Hairstyles must be appropriate and out of the face. Hair must be neatly groomed, combed, clean, and a natural color. Unnatural dye colors will not be permitted. Hair may not be in the face. Mohawks of any style, extreme or sensational hairstyles are not permitted, or hairstyles that draw inappropriate attention.

**If a student's clothing is deemed inappropriate, the school staff will inform the parents, and the parents will be asked to bring appropriate clothing. The students will need to go to the office and "borrow" some clothing from the office until their parents arrive with their clothing. If they miss work or tests during this time, they will NOT be allowed to make it up. If a student's hair is deemed inappropriate, school staff will inform the parents and the student's hair will have to be changed before the student can return to school the next day.**

The school reserves the right to make judgements on any new style of clothing or hair as to its acceptance as the proper dress for school. Any question regarding proper dress may be addressed to the Administration.

**Chapel Dress:**

Since we consider our weekly chapel the most important time of the week spiritually, we ask that our students dress up for chapel. We ask that students not wear t-shirts, athletic shorts, sweat pants, or yoga pants. Students may wear jeans and dress shorts.

**Prohibited Articles:**

Inappropriate materials or electronic devices should not be brought to school, athletic events, field trips, or any school-related activities. Examples include, but are not limited to the following: secular magazines, items related to the occult/illuminati, horoscopes, radios, smart watches, iPods, cell phones, and chewing gum. No electronic devices should be brought to school unless permission has been granted. Examples would be a special day or permission has been given by the coach/supervisor. Inappropriate materials or electronic devices will be confiscated and returned only to the parents. If any of these devices are found in a child's possession, they will be confiscated and turned into the school office. The parents will pay a \$25 fine to have the device returned to them.

**Cell Phone Policy:**

Students must have permission to have a cell phone at school, Before/After Care, field trips, and athletic events. If permission is granted, devices MUST be left in the student's lockers during school hours. Cell phones may only be used for emergencies when involved in an after-school activity. A teacher/coach must grant permission to use a cell phone. Cell phones must not be visible and must remain turned off. Please note that placing a cell phone into silent/vibrate, or text messaging modes is not considered "turned off" and is prohibited. If a student violates this policy, the device is confiscated and turned in to the Administrator. The parents will pay a \$25 fine to have the device returned to them.

**Christian Hills School is not responsible for lost, stolen, or broken cell phones.**

**Lockers:**

Each student in 4th through 8th grade will be assigned a hall locker. Periodic inspections will be made by teachers to see that lockers are kept neat and orderly. Combinations are to be kept confidential. Pasting or taping in lockers is prohibited but magnets are allowed. Defacing lockers will result in disciplinary action. The school is not liable for any items left in lockers.

# Discipline Policy

## Introduction:

Christian Hills students are expected to reflect a positive attitude, perform consistently, and display Christlike behavior. The discipline policy at Christian Hills School is motivated by love with the goal of moving students toward developing Christlike behavior that is pleasing to God. According to Hebrews 12:6, the Lord disciplines those He loves, and He punishes everyone that He accepts as a son.

## Bullying/Harassment Policy:

**Definition of Bullying:** A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Direct bullying includes, but is not limited to hitting, kicking, shoving, spitting, taunting, teasing, degrading racial or sexual comments, threatening, and obscene gestures. Indirect bullying includes, but is not limited to getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, and cyber-bullying.

Any student who believes he or she is a victim of harassment, including bullying by a student, is encouraged to immediately report the alleged harassing act to a teacher or the Principal. All students, parents, and school employees are obligated to report to the Principal or designee any knowledge of violations or potential violations of this policy. Every effort will be made to protect the confidence of anyone who reports incidents of bullying. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

School personnel will investigate all reports of bullying. When bullying is identified, the Christian Hills School discipline plan for disruptive, disrespectful, or inappropriate behavior will be followed. Depending on the severity of the offense(s), bullying behavior may result in detention, suspension, or expulsion.

The Bullying Policy includes, but is not limited to:

1. On school grounds, at any time during the day.
2. Off school grounds at a school-sponsored activity, function, or event.
3. Traveling to or from school or a school-sponsored activity, function, or event.
4. Using property or equipment provided by the school.
5. By way of any means of social media.

In addition, the Principal or School Committee may choose to recommend or require counseling, corrective discipline, and/or referral to law enforcement to change the behavior of the perpetrator. School personnel will take appropriate measures to restore a positive climate and support for the victims and others impacted by the bullying.

Classroom teachers are free to add classroom rules specific to their classroom or subject.

### **Cheating/Plagiarism:**

All forms of cheating, including plagiarism, copying the work of others, or having others do your work will result in detention and a zero on the assignment, quiz, or test. Repeated offenses will result in more severe consequences.

### **Classroom Discipline and Consequences for K3 → K5:**

Consequences of inappropriate behavior will encompass the following methods:

- Verbal correction
- Communication report
- Elimination of privileges
- Parent contact
- Time outs
- Visit to the Principal's office
- Parent/Teacher/Child meeting
- Detention
- Suspension
- Expulsion

**K3 through 3rd Grade uses a flipped card system to help communicate behavior to the parents.**

K3 through K5:

- Smiley for a good day
- Straight line face for minor infractions
- Then yellow and red if they have other infractions

NOTE:

1. First infraction, students will have a verbal warning from the teacher.
2. Second infraction, parent communication from the teacher.
3. Third infraction, students will be sent to the office.

### **Classroom Discipline and Consequences for 1<sup>st</sup> → 3<sup>rd</sup> Grade:**

- The BLUE CARD represents exceeding expectations. "You went Above and Beyond!"
- The GREEN CARD represents good behavior. "You're doing great!"
- The YELLOW CARD represents a warning. "Caution, a change is needed."
- The ORANGE CARD represents continued misbehavior and results in the teacher's discipline step.
- The RED CARD results in a trip to the principal and call home.

## **Category I**

### Card Flip:

1. Talking without permission
2. Failure to follow staff directions
3. Failure to follow classroom rules
4. Failure to respect others
5. Failure to respect the property of others
6. Gum chewing
7. Continued infractions of the dress code

## **Category II**

### Communication Report:

1. Referral to Tier 2 Discipline
2. Severe disruption
3. Using profanity or foul language, including four-letter slang words
4. Minor vandalism or defacing of school/church property
5. Cheating or plagiarism
6. Repeated violations of Category I Rules

## **Category III**

### Detention/Parent Conference:

1. Referral to the Principal's office
2. Failure to return signed Communication Report
3. Three Communication Reports during one quarter
4. Repeated bullying/harassment
5. Fighting (play or real)
6. Stealing

## **Category IV**

### Suspension/School Committee Hearing/Expulsion:

1. Possession of a weapon such or anything that could be used or perceived as a weapon
2. Gross disobedience or misconduct
3. Repeated violation of any one or more of the above categories
4. Repeated offenses of bullying

## **Classroom Discipline and Consequences for 4<sup>th</sup> → 8<sup>th</sup> Grade:**

### **Category I**

#### Communication Reports:

1. Talking without permission
2. Failure to follow staff directions
3. Failure to follow classroom rules
4. Gum chewing

5. Using profanity or foul language, including four-letter slang words
6. Failure to respect property of others
7. Failure to respect other's personal space (six-inch rule)
8. Infraction of the dress code

## **Category II:**

### Detention:

1. Severe disruption
2. Minor vandalism or defacing of school/church property
3. Disrespect
4. Possession of electronic devices without permission (Electronics will be confiscated and must be picked up by the parent)
5. Referral to the Principal's office
6. Cheating or plagiarism
7. Repeated violations of Category I rules
8. Failure to return signed Communication Report
9. Three Communication Reports during one quarter
10. Bullying/Threatening Behavior

## **Category III:**

### Suspension/Parent Conference:

1. Bullying/Harassment
2. Fighting (play or real)
3. Inappropriate touching
4. Repeated violation of the electronics rule
5. Stealing
6. Severe vandalism or defacing of property
7. Possession of tobacco, alcoholic beverages, or drugs
8. Vulgarity, any sexual innuendo, or gestures
9. Three detentions in one quarter

## **Category IV:**

### School Committee Hearing/Expulsion:

1. Possession of a weapon or anything that could be used or perceived as a weapon
2. Gross disobedience or misconduct
3. Repeated violation of any one or more of the above categories
4. Repeated offenses of bullying

**\*Certain offenses could also result in a referral to the police department\***

## **Probation:**

### **Behavior Watch:**

A student will be placed on Behavior Watch if:

- The student's behavior interferes with academic progress
- The student's behavior is disruptive to the learning environment of the class
- The student's behavior is disrespectful to any pastor, administrator, teacher, or staff member
- The student receives more than one detention for misconduct

Students will be removed from Behavior Watch based on teacher observation when a student's behavior has improved for one full quarter.

### **Behavior Probation:**

A student will be placed on Behavior Probation if:

- Student on Behavior Watch shows no improvement after one full quarter
- The student receives a suspension

Students placed on Behavior Probation will not participate in extracurricular or reward activities. Students will return to Behavior Watch status when the conduct has improved for one full quarter and after a parent/teacher/administrator conference. At this point, the student can participate in extracurricular or reward activities.

Parents will receive written notification of Behavior Watch or Behavior Probation.

## **Detentions – See Code of Conduct for Detention Criteria:**

A Detention Form will be sent home and must be signed and returned the following school day. If the student fails to return the signed Detention Form, they will receive two consecutive days of detention. Detentions will be served on the given date with no exceptions.

**All Behavior Detentions will be served in Room 203 from 3:35 – 4:15 P.M.**

**All Tardy Detentions will be served in Room 203 from 3:35 – 4:05 P.M.**

## **Suspensions – See Code of Conduct for Suspension Criteria:**

### **Behavior Suspensions:**

Students will be separated from their class for the length of the suspension as determined by the Administrator/School Committee. Any work or tests covered in class during the suspension must be completed. The students will, however, receive a zero on all work and tests.

A report of suspension will be placed in the student's file. **Students will not be allowed admittance to any school-related activities, including sports events, on the day(s) the suspension is in effect.**

If a student has more than 3 behavior suspensions in a year, that student's behavior history will be reviewed by the school committee for possible further action.

### Tardy Suspensions:

All tardy suspensions will be served out of school for the length of the suspension as determined by the administrator/school committee. Any work or tests covered in class during the suspension must be completed. Any classwork missed will result in a zero. Tests and quizzes will be made up for credit.

If a pattern of tardiness is not deterred by the detention/suspension, further disciplinary action may be taken which may include student/parent meetings with the Principal.

**NOTE:** The Administrator and School Committee reserve the right to change any policy herein at any time at the School's sole discretion, should it be determined that such changes are in the best interest of the School. Changes will be communicated to affected groups and individuals.

