

**CHRISTIAN HILLS SCHOOL
STUDENT AND PARENT
HANDBOOK
2010 – 2011**



**A Ministry of
Christian Hills Church
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WELCOME

From the pen of 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 part of the school. Our school is a ministry of our church and it is financially and spiritually supported by the church's membership.

The truth is the school would not be in existence if it were not for the avid support of Christian Hills Church. 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

Dear Parents and Students,

Welcome to Christian Hills School. We are looking forward to the 2010-2011 school year to begin. There are many new and exciting avenues we are looking at to better educate your children. We are striving to achieve academic excellence in every subject area. We also believe a solid Christian foundation is so important in training up a child in the way they should go.

Let us all join together in praying God's blessings on our children, the staff, and the school as a whole. God loves our children. It is our desire to best serve each child through love and proper guidance in every area of their lives.

Pastor G. Thomas

Principal

FOUNDATION OF CHRISTIAN HILLS SCHOOL

1) Aims and Objectives

The aims and objectives of Christian Hills School are:

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)

2) Mission

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)

3) **School Committee**

Christian Hills School is under the direct authority of Christian Hills Church and is not a separate identity 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

4) **Spiritual Life**

Biblical Morality Statement

Christian Hills School's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like 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)

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 should wear dress clothes (e.g. business casual) on chapel days. No jeans, sports wear, t-shirts, or sweats are permitted on chapel days.

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.

5) 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, 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)

6) 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 Board 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 21:1, 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, 1Corinthians 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)

ADMISSIONS PROCEDURES

To enroll your child in Christian Hills School:

1. Complete and return an application with the registration fee.
2. Sign and return acknowledgement by parents and students of Discipline Code (5th through 8th grade).
3. Ask your pastor to complete the pastor's recommendation form. Your church may return it to the school office.
4. 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. All currently enrolled K4 students must take and pass the K5 entrance exam.
5. An interview (with the parents and child) will be scheduled with members of the School Committee upon receipt of the application, Pastor's recommendation form, and completion of the placement test.
6. Sign and return acknowledgement by parents of the Communication Policy.
7. The registration fee is refundable only if admission is denied.

Your child's original birth certificate must be presented at the time of registration for K-3, K-4, and Kindergarten.

- Children must be 3 before September 1st to enter K-3.
- Children must be 4 before September 1st to enter K-4.
- Children must be 5 before September 1st to enter Kindergarten.
- Children must be 6 before September 1st to enter first grade.

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

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

Other considerations:

1. Any application received after the designated priority registration period will be considered along with those currently received.
2. 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.
3. Before any re-enrollment is accepted, any currently enrolled family must have all school fees, including tuition, paid up-to-date.

STAFF 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 kindergarten 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

1) Academic Watch/ 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 SAT tests, students who consistently are late with homework assignments, students whose academic performance is below 2.6 g.p.a. in grades 1st – 4th, or below 2.3 g.p.a. 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 or F on a progress report or Report Card, students whose academic performance is below 2.0 g.p.a. in grades 1st – 4th, or below 1.6 g.p.a. 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 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.

2) Behavior Watch/ Probation

In an effort to monitor the behavioral progress of Christian Hills students in 1st – 8th grade, Behavior Watch/Behavior Probation will be applied to students in the following categories:

Behavior Watch: This will be determined by the teacher/administration if a child's behavior interferes with his/her academic progress or is disruptive to the learning atmosphere of the class. Disrespect to any pastor/teacher/staff/administration/or school committee member; or any student receiving a detention for misconduct will be automatically placed on Behavior Watch.

Students will be removed from behavior watch based on teacher observation and when conduct has improved for one full quarter.

Behavior Probation: Students on Behavior Watch who show no improvement in behavior or attitude or any student who has received a suspension for misconduct is automatically placed on Behavior Probation.

Students may be removed from behavior probation and placed on behavior watch based on teacher observation and when conduct has shown improvement for on full quarter and a parent/teacher conference has taken place.

When a student is placed on Behavior Watch or Behavior Probation, parents will receive written notification.

3). Curriculum

Christian Hills School curriculum includes, but is not limited to, A BEKA, Bob Jones, and ACSI, Saxon and Shurley 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.

4) Early Childhood Development – K3 and K4

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. A curriculum guide is available upon request.

5) Elementary and Middle School

The elementary school consists of kindergarten through fourth grade. Middle school is comprised of fifth through eighth 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 math olympics, science fairs, 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, Computer, Drama, Music, Physical Education, Library 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 P.E. 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.

6) Extra Curricular Activities

There are various opportunities for students to participate in group activities which may include athletic activities, choir, fine arts and drama, student council, newspaper staff, and Lion's Watch.

7) Grading System

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

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	

8) Homework Policy

Homework is an integral part of academic achievement and requires the active participation of students who are committed to their own success. The formation of good study habits is one of the ways to achieve academic mastery. The school recognizes its responsibility to teach students ways to increase their learning ability and improve their study habits and techniques. Homework completion is mandatory.

The following are some general guidelines for homework assignments; however, homework assignments are based on the teacher's discretion and the needs of their students:

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 amount of time spent on homework each night will depend upon the grade level, work habits and ability of the student. If a student is not doing assignments or is wasting time in class, class work and homework may take extra time. If you are concerned with the amount of time it takes your child to complete assignments, discuss this matter with your child's teacher.

It is the child's responsibility to write down homework assignments correctly, as they are given in class. Homework must then be turned in by **8:35a.m.** and in an acceptable form. Students who fail to complete assignments or consistently turn in unacceptable assignments will be subject to a penalty in accordance with the policy for that classroom.

9) **Honor Roll**

Honorable Mention: 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 (grades 1st through 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 (grades 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: A student achieving Principal's Award all four quarters.

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

10) **Midterm Reports**

Midterm reports are issued for K-5 through 8th grade students after the fifth week of 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. These also require the parent's signature.

11) Monthly Recognition Awards

Each month “Doer of the Word” and “Student of the Month” awards are presented to K5 through 4th grade students. Students in 5th through 8th grade are presented with

“Certificate of Achievement” and “Christian Character Awards”. The “Doer of the Word” and “Christian Character” awards are given to the students showing conduct exemplifying Christian character and the “Student of the Month” and “Certificate of Achievement” awards are given for academic achievement. Teachers and Administrators may offer other awards and incentives as deemed appropriate.

12) Promotion/ 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 teacher’s recommendation, students may be placed on Academic/Behavior Watch or Academic/Behavior Probation for the following school year.

13) Report Cards

Report cards are issued at the end of the 9-week grading period, four times during the school year. They are the formal written assessments of the student’s progress. 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. Report cards must be signed and returned to the classroom teacher as an indication that the parents have seen and discussed the assessment with their child. Signatures do not necessarily denote approval. K-3 and K-4 report cards are issued after the first and third marking periods.

14) Standardized Testing

Christian Hills School administers standardized tests each year to K-5 through 8th grade students. Those 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 curricula. The Otis-Lennon School Ability Test is administered to grades 3, 5, and 7 only.

DISCIPLINE CODE

Christian Hills School's students are required to reflect a positive attitude, to perform consistently, and with careful thought. According to Hebrews 12:6, the Lord disciplines those He loves, and He punishes everyone He accepts as a son. The discipline offered at Christian Hills School is motivated by love. The discipline moves the student toward the ultimate goal...the molding of a Christ-like character. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have trained by it." (Hebrews 12:11)

Christian Hills School's staff desires to teach students to respond to the authority of God by teaching them to respond to the authority of parents and teachers. Proper discipline will build a character that is pleasing to God without stifling creativity or self-expression.

Discipline is directed toward the elimination of inappropriate behavior and it is also aimed toward establishing and promoting acceptable behavior. The assessing of penalties is left to the discretion of the teacher and Principal.

1) Behavior Watch/Behavior Probation

In an effort to monitor the behavioral progress of Christian Hills' students in 1st – 8th grade, Behavior Watch/Behavior Probation will be applied to students in the following categories:

Behavior Watch: This will be determined by the teacher/administration if a child's behavior interferes with his/her academic progress or is disruptive to the learning atmosphere of the class. Disrespect to any pastor/teacher/staff/administration/ or school board member; or any student receiving a detention for misconduct will be automatically placed on Behavior Watch.

Students will be removed from behavior watch based on teacher observation and when conduct has improved for one full quarter.

Behavior Probation: Students on Behavior Watch who show no improvement in behavior or attitude or any student who has received a suspension for misconduct is automatically placed on Behavior Probation.

Students may be removed from Behavior Probation and placed on Behavior Watch based on teacher observation and when conduct has shown improvement for on full quarter and a parent/teacher conference has taken place.

When a student is placed on Behavior Watch or Behavior Probation, parents will receive written notification.

2) Code of Conduct

The basic Code of Conduct expected from all students, whether on the school property, at athletic events on field trips, or at any school-sponsored or school-related function, include, but are not limited to the following (Proverbs 20:11, James 1:22):

Discipline in the classroom is generally carried out by the teacher and generally is as follows:

- Warning
- Classroom Consequence (such as time out or written assignment)
- Classroom Consequence (with parent signature)
- Parent-Teacher Conference (by telephone or in person)
- Office referral (student may be referred to the office at the teacher's discretion for severe or habitual classroom disruption at anytime)

For discipline to be effective there must be parental support. Discipline at school that is undermined in the home becomes ineffective.

Responsibility to Authority (Hebrews 13:17)

1. Always be obedient and respectful to your teacher, as well as other authority figures.
2. Whenever any adult enters your classroom, you are to remain quiet and stay seated.
3. Do not leave the classroom without permission.
4. No running, jumping, screaming, pushing or playing in the building.
5. Talking should be kept to a minimum.
6. Do everything to the best of your ability.

Responsibility to Others (Romans 12:18, Ephesians 4:29, I Thessalonians 5:15)

7. Fighting and/or bad language will not be permitted or excused.
8. Courtesy to fellow classmates (including respecting their personal property and personal space) is expected. Remember; always treat others the way you want to be treated—no teasing or hurting other individual's feelings.
9. Physical or verbal intimidation, threats of harm or abuse, personal pressure or revenge are not allowed.

Responsibility to Property (Proverbs 18:9, Proverbs 12:24, Colossians 3:23-24)

10. Keep the classroom, restroom, and hallways clean by keeping your things neat and orderly.
11. Complete all your assignments and return them to school by 8:35 a.m. along with all required school supplies and come to school prepared to learn and work.
12. Comply with the established Dress Code.

Classroom teachers are at liberty to add specific classroom rules to the already established basic Code of Conduct.

3) Classroom Discipline and Consequences for K-3 through 4th Grade

Consequences of inappropriate behavior will encompass the following methods:

- Verbal correction
- Communication report
- Elimination of privileges
- Parental contact
- Extra but profitable work
- Time outs
- Visit to Principal's office
- Parent-Teacher-Child meeting
- Principal-Parent-Teacher-Child meeting
- Detention
- Suspension
- Expulsion

4) Classroom Discipline and Consequences for 5th – 8th Grade

Category I

Communication Reports

1. Constant talking
2. Disruption
3. No gum
4. No food or beverage (except water) in classrooms or hallway except for snack and lunch time.
5. No out-of-control laughter
6. No foul language
7. No invading personal space (6 inch rule)
8. Keep hands off other people's things including lockers
9. Inappropriate clothing
10. All the above and any other offense at the teacher's/
Administrator's discretion.

Category II

Detention

1. Severe disruption
2. Bullying

3. Gum misuse; putting on/under/in things, playing with, etc.
4. Inappropriate clothing
5. Disrespect

6. Electronics will be confiscated and sent to the office to be picked up by the parent
7. Sent to the principal's office
8. Three communication reports in one week
9. Frequent and repeated violations of Category I rules
10. Failure to return communication report by assigned day
11. Cheating
12. Any other offense at the teacher's discretion

Category III

Possible Suspension/ Parent Conference

1. Bullying/threatening
2. Physical violence
3. Further inappropriate touching
4. Frequent and repeated violations of electronics rule
5. Any drugs, alcoholic beverages, tobacco, weapons (such as guns, knives, or anything that could be used as a weapon)
6. All the above and any other offense to a person or property that the principal/School Committee deems necessary of such disciplinary action

5) Cheating

All forms of cheating, including, but not limited to copying others work, or others doing your work will result in a detention and a zero on the assignment/test. Repeat offenses will result in more severe consequences.

6) Bullying Policy – see above –Responsibility to Others #7 – 9

Christian Hills School, in accordance with ACSI Standards, does NOT tolerate ANY type of bullying behavior. The punishment will be determined by the Principal/School Committee.

7) Detentions

Detention periods are held after-school from **3:30 p.m. to 4:30 p.m.** Students will not be allowed to do homework during this hour. Appropriate work may be assigned to the student relating to the infraction. Students who are given a detention will receive notice informing the parents of the misconduct requiring this action. This notice must be signed by the parent and returned to school the following school day.

If the student fails to return the signed detention notice the student will serve two consecutive days of detention. Any inconvenience experienced by the parents will be a matter to be settled outside of school between the student and parent.

8) Dress/Hair Code (I Thessalonians 5:22, Leviticus 19:28)

A dress policy in a Christian school advances three important Biblical goals:

1. A dress policy helps create an orderly environment for behavior and learning. “But everything should be done in a fitting and orderly way.” (I Corinthians 14:40) Students who are clean and neatly dressed position themselves for success.
2. A dress policy helps students to avoid defrauding each other through immodesty. “It is God’s will that you should be sanctified: that you should avoid sexual immorality, that each of you should learn to control his own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God, and that in this matter no one should wrong his brother or take advantage of him. The Lord will punish men for all such sins, as we have already told you and warned you.” (I Thessalonians 4:3 – 6) Students will be able to maintain the appropriate focus, which is learning.
3. A dress policy gives the school a standard other than personal taste by which to judge when a student dresses in order to shock or offend.

General Guidelines;

- ~ Chapel dress (see page 3&4)
- ~ Jeans must not have holes or tears in them
- ~ Moderate length shorts and skirts may be worn (when kneeling they may not be shorter than 5 inches from the floor for 4th – 8th graders;3 inches from the floor for K-3rd graders)
- ~ Jewelry may be worn in moderation
- ~ No body piercing or tattoos are allowed (girls only may have pierced ears)
- ~ Clothing which depicts ungodly attitudes is prohibited. This includes any attire, jewelry, pins, or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, worldly musical groups, sex, or profanity. Messages on shirts that have derogatory sayings regarding siblings or other individuals or make light of school will not be allowed.
- ~ Shoes or sandals are required at all times. For safety purposes, shoes must have a back strap. Tongs, flip flops, or any type of shoe without a back is not allowed. Students do not need to wear socks.
- ~ Winter garments (coats, hats, scarves, etc.) are not allowed in the classroom. No hats or caps may be worn in the building.
- ~ Colored hair (hair that is not a natural color) or outlandish haircuts or hair styles are not appropriate. Hair should not be in the eyes and must be cut above the eyebrows.

- ~ Students may not be dressed inappropriately for their gender.
- ~ Oversized pants/clothes are not acceptable

Girls:

- ~ Girls must exercise good judgment on the length of skirts and shorts. A guideline is that all shorts and skirts should be no shorter than 5” above the knee for 4th – 8th graders and 3 inches above the knee for K-3rd graders. Slits must not be revealing. However, some skirts and shorts that are longer than this may still be deemed inappropriate if they are distracting. Girls in kindergarten – third grade must wear shorts under their dresses or skirts.
- ~ Pants with writing on the back are not acceptable
- ~ Make-up may not be worn by students during the school day. Exceptions may be made for older girls at special events only.
- ~ Necklines and backs of dresses or shirts must be modest with midriffs and chests covered. Midriffs may not be exposed at any time a student is standing, sitting, or raising hands above their head. Backs also need to be covered at all times. Be careful when bending forward. No sleeveless tops may be worn. Undergarments must not be visible. No visible cleavage. Extremely tight tops will not be permitted.
- ~ Girls may wear pierced earrings, but no body piercing other than earrings are allowed.

Boys:

- ~ Boys may not have any piercing including earrings.
- ~ Boys hair length should be representative of godliness and should be cut in a traditional man’s hair style. Hair should not cover eyes. (I Corinthians 11:14) No outlandish hair cuts or hair styles such as Mohawks, fauxhawks, or designs cut into hair.
- ~ No facial hair will be allowed.
- ~ Boy’s shirts should be modest. No oversized shirts, sleeveless shirts, or tank tops will be allowed.

Those appearing to be in violation of the Dress/Hair Code will be issued a communication report and sent to the office. Parents will be called to bring in appropriate clothing. Students will be issued an item of clothing (e.g., a robe, smock, etc.) to wear until such time as their parents bring in appropriate clothing. If excessive jewelry is worn, students will be instructed to remove it.

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

9) **School Suspensions**

In School Suspension: Students will attend school but will be separated from their class for the length of the suspension as determined by the administration/School Committee. Work/tests covered in class during the in school suspension must be completed. All work/tests from this period will be credited at 50%.

Out of School Suspension: Students will be prohibited from attending school for the length of the suspension as determined by the administration/School Committee. Work/tests covered during an Out of School Suspension must be completed by the student. No credit will be given for this work.

In either type of suspension, a report of the suspension will be placed in the student's file. Class work/tests covered during the suspension time must be completed.

Students will not be allowed admittance to any school related activities, including sports events, on the day(s) the suspension is in effect.

10) **Prohibited Items**

Inappropriate materials should not be brought to school. This includes any time students are on school property, at athletic events, on field trips or any school sponsored or school related functions. Examples include, but are not limited to the following; secular magazines, items related to the occult, such as horoscopes, radios, CD players, MP3 players, I-pods, chewing gum, pagers, cell phones, game boys, weapons, etc. No electronic devices should be brought to school. Other inappropriate items will be determined at the discretion of the administration/School Committee. Any prohibited items will be confiscated by authorities. If there is a doubt about the appropriateness of any item, please leave them at home.

GENERAL INFORMATION

1) ACSI

Christian Hills School is a member of the Association of Christian Schools International (ACSI). Through this association we participate in sports and academic competitions with other schools to give our students a broad range of experiences.

2) Athletic Program

Christian Hills School offers the following athletic opportunities for 4th through 8th grades: Girl's Volleyball (4th – 8th), Boy's and Girl's Basketball (4th – 8th), Co-Ed Soccer (4th – 8th), and Girl's Cheerleading (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.

a) Academic Requirements:

In the core subjects, our athletes must carry at least a C- average (73%). If an athlete falls below a C- average (73%) in any one subject, he or she will be placed on academic warning for a two-week period. During this time the athlete must show improvement by bringing his or her grade back up to a C- average (73%) or higher. If

there has not been an opportunity to raise the grade but the teacher/Athletic Director /Administration is satisfied with the athlete's efforts and sees improvement, the teacher may release the athlete from the warning period. During the two-week academic warning period, parents will be notified either by letter or telephone call by the Athletic Director. The student may continue to participate in athletic events during the warning period.

If the athlete has not raised his or her grade or has shown no signs of improvement at the end of the two-week academic warning period, the student will be placed on probation. During this probation period the following will occur:

1. The teacher will inform the Athletic Director who will inform the student and the parent (by letter or phone call).

2. The student will not be able to participate in any athletic activity (this includes practice, playing in games/competitions or dressing in the uniform and sitting with the team during any game/competition until grade is raised or the teacher is satisfied that improvement is being made. The student should use this time for studying or being tutored in the subject (s) needing improvement.

3. The student will be re-evaluated by the teacher at the next two week period or report card period (which ever comes first). This re-evaluation will continue to occur in two (2) week increments to determine if the student can be taken off probation. The teacher determines the student's academic availability and the Athletic Director determines the student's athletic appropriateness for game/competition participation.

4. A student may be off probation because of academic performance but still unable to play due to the requirements for playing a game (e.g., missing practice). Thus the Athletic Director will determine if a student can play even if the student has met the academic requirement necessary to be eligible.

b) 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 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 and parents and affected school personnel will be notified.

3) Attendance Policies For K-3 through 8th Grade

Perfect Attendance/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.

An Honorable Mention will be given for students who have no more than 4 tardies or ½ day absence for the entire school year. Early dismissal before 1:30pm. will be considered absent ½ a day.

a) **Absence**

Illinois State law requires that students attend school on a regular and punctual basis unless there is sickness or other legitimate reason. After ten (10) absences during any one school year, the student and his/her parents are required to meet with the Principal. Absences totaling 15 days or more may necessitate a corrective academic plan of action. Each case will be reviewed on an individual basis at the direction of the teacher, Principal and School Committee.

If a child is absent for any reason, the parent should call the school office by 8:45 a.m. 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. All class work must be made up. Homework policy for missed days is dependent upon the number of days missed. For example: if one (1) day of school is missed then the student has one (1) day after he or she returns to complete the work missed; if two (2) days are missed, then the student has two (2) days to complete the work missed, and so forth.

Homework requests must be made by 9:00a.m. Parents may collect class work from the office after 3:15p.m.

Partially attended days will be recorded as follows:

- ~ students arriving after 10:00a.m. will be considered absent ½ day.
- ~ early dismissal before 12:30 will be considered absent ¼ day.
- ~ Late arrivals and early dismissals should not be misused by parents.
- ~ Dismissal prior to 3:15 is highly discouraged.

b) **Tardy**

It is the responsibility of the **parents** to have their children at school and in the classroom before the 8:30 bell rings. **Parents** whose students arrive late to school will incur an assessment fee as follows:

1. A \$5.00 fee will be charged after the 5th tardy. (6th – 10th tardies)
2. A \$10.00 fee will be charged after the 10th tardy. (11th tardy +)

If an additional tardy occurs, fees will increase and a conference will be necessary with the principal in which parents will be required to show cause for their child/children's continual tardiness.

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.

4) Aftercare/Late Pick –Up Policy

Any student not picked up by 3:30 p.m. will be placed in extended care and parents will be charged accordingly.

Children must be with an adult after dismissal and will not be permitted to use school facilities (including hallways, playground, parking lot, or gym). No student will be allowed to wander around on school/church campus before or after school hours.

Failure to pick up your child/children by 6:30 p.m. will incur a late fee of \$1.00 per minute after 6:30 p.m. (according to cell phone clock time). Preferably this amount should be paid immediately on the day of the late pick up but must be paid **NO LATER THAN THE END OF THE NEXT SCHOOL DAY**

• Failure to comply with any of the above aftercare policies will forfeit privileges of aftercare services and school attendance as determined by the School Committee.

5) Birthday Parties

Birthday parties at school are not permitted, but if a parent wants to bring a treat (e.g., cookies or cup cakes) on the child's birthday, this may be done at lunchtime. Please contact the child's teacher in advance and bring the treats to the office in time for lunch hour. All class parties 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.

If parents wish to have a surprise birthday celebration for the teacher, permission must be received from the Principal.

6) Communications

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 communications policy on the foundations of Matthew 18:15-17:

- ✓ 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 procedures have been followed:

- a. Parents have discussed concerns with the appropriate school staff member. If concerns are not resolved then:
- b. Parents have discussed concerns with the appropriate school staff member and the Principal together. If concerns are not resolved then:
- c. 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 10 days prior to the monthly board meeting. Items received after that date will be agenda items for the following month. School Committee mailboxes are currently set up in the school and church to receive any correspondence pertaining to the School Committee.
- d. 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 at orientation. 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.

7) 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., parent's travel out of town).

8) 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, 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 without a teacher's permission.
- 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) No spending money is allowed on field trips.
- g) Permission slips for field trips must be returned 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 fieldtrip 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.

9) Health Policies

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 be allowed to 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.

Allergies: If your child needs epinephrine at school for severe allergic reactions, please provide us with an Epi-Pen.

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 (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, 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/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.

a) **Contagious Disease**

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.

b) **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 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.

Other, non-prescription drugs cannot be given by the staff. If there is a need for a non-prescription drug, parents or legal guardians may come to the school and administer these to their child.

c) **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.**

10) Insurance

The school's liability insurance policy is secondary to your own insurance coverage; consequently, it will pay for those costs not already covered up to \$1,000.

11) Lockers

Each student in 5th 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.

12) Lunch Schedule

Christian Hills School offers lunches to its students. Monthly forms are sent out if parents wish to participate in the hot lunch program. Well labeled lunches brought in by parents must be taken to the designated spot in the school (not to the classroom) not less than **10 minutes** before the lunch period. For security reasons, no outside deliveries will be accepted.

13) 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.

14) Recess and Playground Rules

No one is allowed on the playground without adult supervision. After school playground use is limited to extended care students only.
Specific rules available upon request (see classroom teacher).

Slide Rules:

- Slide down sitting on bottom
- Do not climb up or stand on the slides
- Slide down and get off- no stopping on the end of the slide
- Do not sit at the top of the slide, blocking others
- Do not shimmy (climb up sides of the slide)
- Do not climb up the outside railing on slide (to go to vertical bars)

Tag Games:

- No capture games or growling
- Any running or tag games must be outside of fenced in area
- (except K-3 through Kindergarten)
- No pulling on clothes

Swing Rules:

- One person per swing
- Sit on swings and swing in a forward motion only
- Do not climb up swing poles
- If swings are occupied make a waiting line along fence
- Do not jump off of swings when they are in motion
- Time limit of 5 minutes if there is a waiting line

Additional Rules and Regulations:

- No one may sit or climb across top of monkey bars
- Balls are not allowed in fenced in area of playground
- Coats, hats, and mittens must be worn during recess unless teachers decide they may be removed. They may not be hung on the fence – containers are provided for lower grades.
- Do not throw rubber
- Leave dogs alone
- Stay out of neighbor's lawn – teacher will retrieve balls from neighbor's lawns
- No one chases balls into the street (teachers will do all ball retrieval for K-3 through 4th)
- No fighting

Consequences:

- No verbal warnings: teachers will cover the rules with classes the first week of school
- First offense: 5 minutes time out
- Second offense: time out for remainder of recess
- Verbal fighting: time out (amount determined by teacher on duty)
- Physical fighting: all involved go to the principal's office
- Profanity or bad language: Principal's office

15) 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.

16) M & M's (Parent Volunteers)

The Parents Volunteers of Christian Hills School (M &M's) was formed to act as a fundraising and fellowship organization. Parents of enrolled students are automatically members of the M & M organization and are expected to participate in various events sponsored by M & M.

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 and field trip chaperone. **All** parent volunteers must report to the office before proceeding to the classroom.

Practical work by parents assisting in the mission at Christian Hills School is a significant contribution that is highly valued.

17) Safety Drills

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

18) School Closings

If you have text messaging on your cell phone, you are encouraged to sign up on our web site for text alerts. That will be the first way that we will alert you to snow days or any emergency information. You will also be issued a "Snow Tree" for your child's class. It will have a list of names and phone numbers of students in your child's class. The teacher will start by calling the first name on the list. You will receive a call from the parent prior to your name on the list. You will then call the name immediately below yours on the list. If you don't speak to a parent, leave a message and call the next name. It is imperative that each family keep the tree working so all students receive the message regarding school closings.

19) School Transfer Procedure

a) Entering

Students transferring to our school from another school must have previous school records transferred along with health immunization and birth records. Transfer students are tested to assure proper academic placement. All parents of new students are required to interview with members of the School Committee.

b) **Leaving**

For students transferring out of our school, all records and transcripts will be forwarded to another school when tuition is paid to date. **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.**

20) Security

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. Children will meet their parents at the office; parents should not come to classroom.

21) Tuition Reduction Incentive Program (T.R.I.P)

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 and processed by the T.R.I.P. coordinator for distribution the following week. This is an excellent way to reduce costs. Detailed information about this program is available in the office.

22) Telephone Usage

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

23) 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.

24) Tuition

The school has contracted with F.A.C.T.S. Tuition Management services to manage tuition collection. All tuition other than start up fees should be paid through them.

25) Tuition Assistance Program

Members of Christian Hills Church who need tuition assistance can apply for it through the Church.

26) Weather Policy

Our policy for allowing students to enter the building BEFORE SCHOOL and 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.
- 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.

DROP OFF AND PICK- UP PROCEDURES
FOR THE ENTIRE SCHOOL

- 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 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 8:30 a.m. for children not in the before care program. If you are not at the entrance before 8:28 a.m., you must park in the WEST parking lot by following the traffic pattern.
- 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 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 we can assist you.
- 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 8:30a.m., please park your car in the WEST parking lot and escort your child to the school office. Your child must have your signature on their tardy slip.
- 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.
- Parents are not allowed in the building.
- If you must speak to the office, we will be open at 8:15a.m.
- Once children enter the building they will proceed immediately to the gym and line up with their class.
- On occasion, 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.

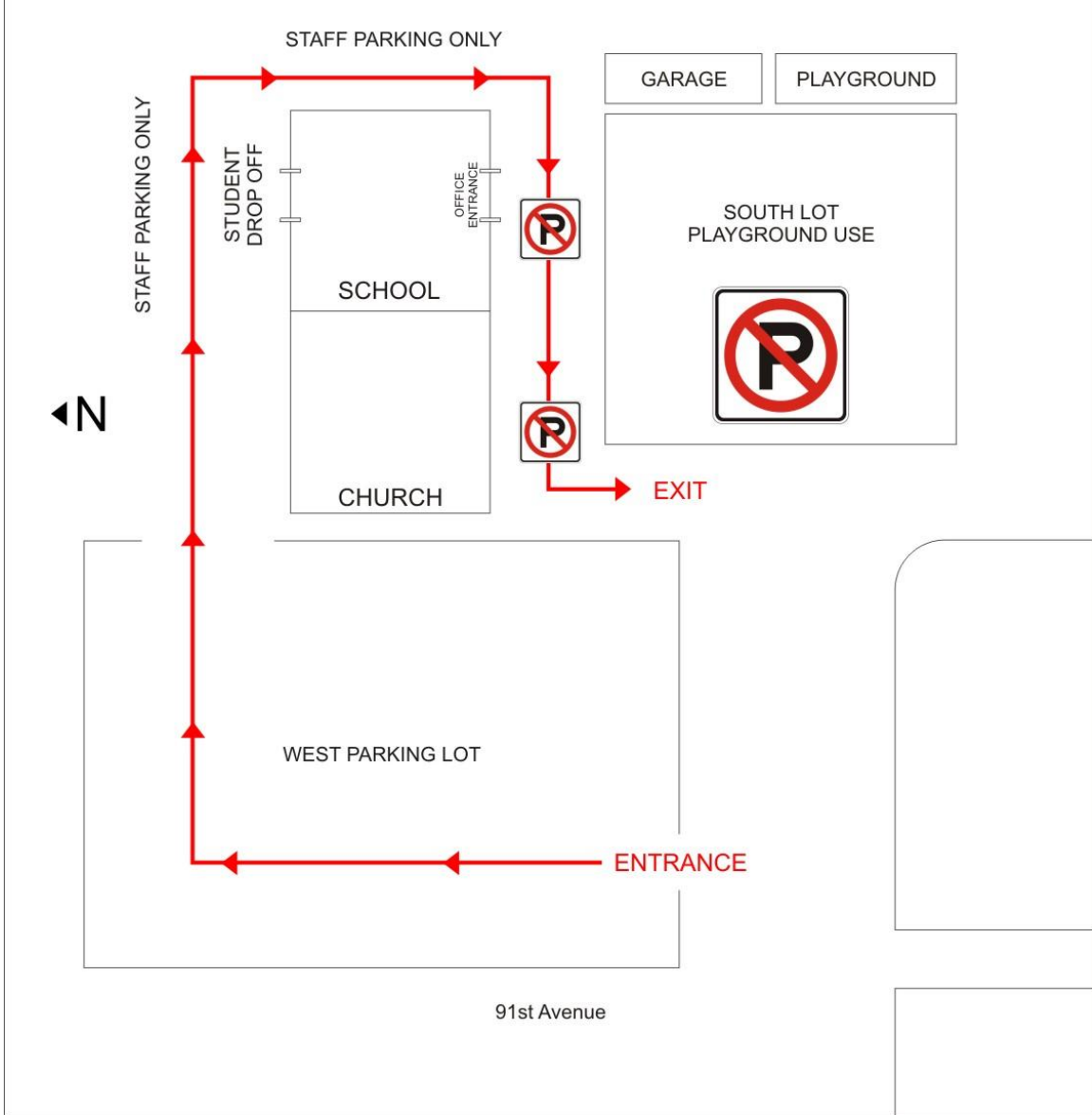
BEFORE SCHOOL K-3 THROUGH 8TH GRADE

- Children should arrive between 8:15 a.m. and 8:20 a.m. each morning.
- Please do not bring children any earlier than 8:15 a.m. as the doors will not be open.
- Upon arrival you must park in the **WEST** parking lot. Parents are responsible to bring their children to the school entrance.
- **PARKING IS NEVER ALLOWED IN THE SOUTH PARKING LOT.** It will not be open to cars.
- Parents are not allowed in the building.
- If you must speak with the office, we will be there at 8:15 a.m. **Parents will only be allowed in the foyer by the office before school.**
- Once children enter the building they will proceed immediately to the gym and line up with their class.
- If your child arrives after the 8:30 a.m. bell has rung, you must bring them to the office and sign a tardy slip.

AFTER SCHOOL PICK-UP FOR FULL DAY K3/K4 THRU 8TH GRADE

- Please park in West lot and walk into the building by the school office.
- All parents will pick up their children from their classrooms.
- 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 limit your cell phone usage to outdoors during this time.
- No conferences or discussions with classroom teachers during dismissal. Please schedule appointments with teachers for a time after 3:30 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 3:30 p.m. will be placed in after school 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 seems to be best for all concerned.

DROP-OFF & PICKUP



APPENDIX

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

Pledge to the American Flag

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands one nation under God, indivisible with liberty and justice for all.