

# College Heights Christian School

*Student Handbook  
2010-2011*



Since 1983

*College Heights Christian School glorifies God  
through excellence as a Christ-centered learning  
environment that produces servant-leaders  
with a Biblical worldview*

**4311 East Newman Road  
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[www.collegeheights.org](http://www.collegeheights.org)**



Since 1997

## HISTORY OF COLLEGE HEIGHTS CHRISTIAN SCHOOL

College Heights was established in 1978 as a private, nondenominational, not-for-profit school serving grades K-8. Beginning with the 1979-80 school year, one high school grade was added annually until the first senior class graduated in 1983.

The facility has been enlarged four times. In 1980 the first addition was completed offering seven classrooms, a library, offices, and the gymnasium. By August 1990 the church expansion was completed making available to the school four high school classrooms, kindergarten space, and more offices. In January 1994 students moved into three new classrooms and a science lab. To meet the continued need for Christian education, two modular buildings containing four classrooms were placed east of the building in the summer of 1994 and an additional modular building was purchased in the spring of 1995. In January 1998, an expansion, which included kindergarten space, high school classes, a computer lab, a band room and a choir room was completed to address our continued growth and improved curriculum provisions. We continued to expand to meet our growing needs in the fall of 2003. The Lord again blessed us with the addition of 6 new classrooms and a conference room as well as an additional parking lot.

Enrollment has increased over the years from 78 in grades K through 8 to over 550 in preschool through twelfth grade. This increase shows that a Christ-centered educational program was needed in the community. We are very pleased that College Heights Christian School has been able to meet that need.

A preschool program for students three and four is offered as well as an all day kindergarten program and an extended day program. The elementary curriculum has expanded to include enrichment programs and certified teachers in the areas of music, art, physical education and library. As part of a college prep curriculum, the high school offers a College Prep, University Prep, and Honors diplomas, as well as daily Bible classes. In addition, the CHCS Cougars have enjoyed successful athletic, fine arts, and academic competitions with public, Christian and private schools in the four-state area.

School board members, faculty and staff come from area churches represented by our student body. It has been a great advantage to have so many from the community dedicate their time and services to Christian education.

## ORGANIZATION AND GOALS

College Heights Christian School is a private, non-denominational, non-profit school, organized and governed under the auspices of the College Heights Christian Church. College Heights Christian School was founded in 1978 by a group of individuals concerned about equipping their children with the necessary tools to stand for God and to become a vital part of this society.

**School Board:** All of the various ministries of the College Heights Christian Church, including the Christian School, are under the authority of the elders of the congregation. In regard to the school in particular, new school board members are appointed via recommendations from the school board on an annual basis by the elders to assist them with the general oversight and operation of the school.

The following are presently serving on the School Board: (as of August 2010)

Mr. Frank Buchanan  
Mrs. Theresa Calandro  
Mr. Kelly Chenoweth  
Mr. David DeSonier  
Mr. Robb Good  
Mrs. Aileen Gronewold  
Mr. Jim Guhr  
Mr. Steve Lett  
Dr. Blake Little  
Mr. Rick Massey  
Ms. Marie Moeller  
Mr. Dale Harrington

The School Board conducts its regular business once a month. The school board meetings are open to parents. However, if a parent wishes to speak to the board, he or she should notify the Superintendent one week in advance so that the item might be placed on the agenda.

**Personnel:** We believe that the only way to ensure having a strong and exceptional school is to have a strong and exceptional staff. All of our teachers are professional Christian educators who hold degrees from accredited institutions of higher learning. Everyone serving the school in a leadership or staff position must be committed to the Lordship of Christ and to the divine inspiration and authority of His Word - the Bible.

**Accreditation:** The elementary and secondary programs of CHCS are accredited by the North Central Association of Colleges and Schools. The North Central Association is a regional accrediting agency concerned about the development and maintenance of high standards of excellence in universities, colleges and schools. CHCS has been a member of the Association of Christian Schools, International (ACSI) since 1997.

## THE MATTHEW 18 PRINCIPLE

A Christian school is made up of people - parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrong doing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another (John 13:34-35)."

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape (Proverbs 11:9)."

Two: Keep the circle small. "If your brother sins against you go and show him his fault, just between the two of you." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

Three: Be straightforward. "...go and show him his fault..." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Wounds from a friend can be trusted... (Proverbs 27:6)."

Four: Be forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "...if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

Most school problems are resolved at the two people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of the discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be "...take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Eighty percent of school problems can be solved at the two people level. Another 18% of school problems are solved at the three and four people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter will be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4.) Forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian School is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate.

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

## Admission Policy

Attendance at CHCS is a privilege; students attend at the will of the CHCS Board and are enrolled for one academic year at a time.

CHCS desires for all students to succeed in our program. Thus, application for enrollment of each student will take into consideration academic competence, information gained from interviews, references, previous records and assessments.

Because CHCS does not have the personnel or resources to work with children who might have a significant learning disability and/or those who have a history of social or behavioral problems, we are unable to accept these students. This is not intended to be a reflection on the student but to keep the school from enrolling students whose needs the school cannot meet.

CHCS does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. CHCS welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. Final admission will be based on the policies stated above, classroom availability, and the enrollment procedures listed below.

### Procedure for Admission

- I. Forms: Each potential enrollee must complete the following forms in applying for admission.
  - a. Enrollment application accompanied by a non-refundable application fee.
  - b. Immunization records and medical history.
  - c. Authorization for medical treatment.
  - d. Transfer of records request.
  - e. Copy of the Birth Certificate
  - f. Financial contract for tuition payment.
  - g. Parent and school partnership commitment form
  - h. MS/HS student life sheet
  
- II. Admission Assessment
  - a. A personal interview with a member of the administrative staff is required of each prospective student and parents.
  - b. Those desiring to enroll in kindergarten must be five years old before August 1<sup>st</sup>. Those desiring to enroll in 1<sup>st</sup> grade must be six before August 1<sup>st</sup>.
  - c. All kindergarten students will take a readiness assessment to check such items as language development and motor skills.
  - d. All 1<sup>st</sup> grade new enrollees to CHCS will take a readiness assessment to determine reading proficiency.
  - e. New students enrolling in grades 2-12 may be administered a *Wide Range Achievement Test*. This is used to evaluate the child's academic potential.
  
- III. Admission acceptance
  - a. The school administration will evaluate all admission information and reach a decision concerning acceptance.
  - b. Each student's admission or rejection will be by written notification. Students are not enrolled until official notification has been received.
  - c. CHCS believes that student behavior and academic performance are best when they are under the direct supervision of a parent or guardian, therefore, students must live in the home or be living with a guardian(s) in order to become or remain enrolled at CHCS.

**Late Enrollment:** Tuition cost will be pro-rated according to the time of year a student enrolls after the school term has begun.

**Withdrawals:** If a student is withdrawn from school and tuition has been paid in advance then a refund will be given from the day of withdrawal.

# Diploma Choices

## College Preparatory

- 26 total credits consisting of
  - 4 credits in Bible
  - 4 credits in Literature & Composition
  - 3 credits in Social Science
    - 1 credit in US History
    - 1 credit in World History
    - ½ credit in Government
  - 3 credits in Mathematics
  - 3 credits in Natural Science
  - 1 credit in Foreign Language
  - 1 credit in Practical Arts
  - ½ credit in Speech
  - 1 credit in Fine Arts
  - 1 credit in Physical Education
  - 4 ½ credits in other electives courses

## Honors

- 26 total credits consisting of
  - 4 credits in Bible
  - 4 credits in Literature & Composition
  - 3 credits in Social Science
    - 1 credit in US History
    - 1 credit in World History
    - ½ credit in Government
  - 4 credits in Mathematics
  - 3 credits in Natural Sciences
  - 2 credits in the same Foreign Language
  - 1 credit in Practical Arts
  - ½ credit in Speech
  - 1 credit in Fine Arts
  - 1 credit in Physical Education
  - 2½ credits in other electives courses

### *Honors Requirements*

The student must have a CGPA of 3.5 and a "B" or better (both semesters) in four Honors courses, one of which must be an AP course.

### **Honors Courses:**

Trigonometry/Math Analysis	AP Literature
Anatomy	AP Biology
Physics	AP Calculus
Honors US History	

**Class Standing:**

Freshman- A student who has completed the eighth grade and has less than six high school credits will be given the freshman class ranking.

Sophomore- A student who has completed at least six, but less than twelve, high school credits by the beginning of the fall semester will be given the sophomore class standing.

Junior- A student who has completed at least twelve, but less than eighteen, high school credits by the beginning of the fall semester will be given the junior class standing.

Senior- A student who has completed eighteen or more high school credits by the beginning of the fall semester will be given the senior class standing.

**Dropping or Adding a Class:** Schedule changes will only be during the first two weeks of a semester. A student wishing to request a schedule change should obtain a drop/add form from the guidance office. The student will be required to obtain signatures from parents, the teacher, the Principal, and the guidance counselor. No class change can be made without proper signatures and all paperwork turned in to the guidance office.

Please be aware of the following when dropping a class:

1. First two weeks of the semester: students may drop a class without penalty.
2. Beginning with week three of a semester, students will not be allowed to drop a class without an "F" being posted to the transcript.

**Graduation:** Students who have completed all of the requirements for graduation established by the CHCS School Board will be eligible to receive a diploma. This includes attendance both semesters of the senior year and receiving credit in each of the core areas including Bible and foreign language. For students to be considered for graduation they must have been in attendance for four complete school years at CHCS or another High School program.

A senior who is within one credit of the total credits required for graduation may participate in the graduation ceremony, but will not receive a diploma until all the requirements are met. The graduation ceremony at CHCS is a privilege. A student may be omitted from participation because of a violation of school policy or mission.

**High School Courses Taken in Middle School:** Any high school courses taken in middle school may fulfill individual class requirements if the student makes a grade of a "B" or above, but it will not count toward the total number of credits needed for graduation, nor will the course appear on the high school transcript. The purpose of taking high school courses in middle school is to provide opportunities for students to advance in a particular subject area.

**Christian Service Requirement:** All students (gr. 6-12) will be required to do twenty hours of Christian (community) service per year. A minimum of ten of these service hours need to be completed by the end of the first semester. The Bible teachers at each grade level will provide each student with detailed information. The completion of the Christian service hours will be a part of each semester's Bible grade and be due 7 days prior to the end of each semester.

**Bible Class Requirement:** All students must be enrolled in a Bible class each year in attendance at College Heights. A unit of credit is given for any class that meets five days a week for an entire school year.

**College and Vocational Classes:** Juniors and Seniors have the opportunity to take classes in various vocational areas at local vocational technical training centers, as well as classes for college credit at local colleges and universities. Students leaving the CHCS campus during the normal school day for a college class must be enrolled in a minimum of four credit classes at CHCS and must be meeting all high school graduation requirements.

**Work Permit:** Seniors who are successfully meeting graduation requirements may schedule a work program with the counselor. Students in a work program must be enrolled in 5 classes at CHCS.

**Physical Education:** Physical education is a part of our regular school curriculum at all levels. All students will normally be expected to participate. A note from a medical doctor will be required if the student is to be excused from physical education over an extended period of time. All middle school and high school students will be expected to dress for physical education classes. Boys and girls will wear modest gym shorts, tee shirts, and tennis shoes.

**School Records:** Material in each student's cumulative file shall be treated as confidential and shall be accessible to the student's parents or guardians, a court of competent jurisdiction or such other persons as the parent, guardian or administration may authorize. Disciplinary records are not retained as a part of the student's cumulative record. Seniors under the age of 18 years must have a signed parental authorization in their school file before requesting transcripts sent to any college or university.

**Standardized Tests:** Standardized tests serve as one type of measurement of a student's academic progress and potential in relationship to others in the school and to national norms. All students in grades 6 – 11 are required to take a standardized test each year at CHCS. The following tests are administered:

- Stanford 10 (all 6<sup>th</sup> – 8<sup>th</sup> grades)
- EXPLORE (9<sup>th</sup> grade)
- PLAN (10<sup>th</sup> grade)
- ASVAB (11<sup>th</sup> grade)
- PSAT (9<sup>th</sup> – 11<sup>th</sup> grade)

**College Entrance Examinations:** All students will be given the opportunity to prepare for and take both the ACT and the SAT tests. Colleges/Universities use these tests to help determine entrance qualifications at their institution.

**Credit Recovery:** Although a failing grade is recorded on the student's permanent record and cannot be removed from grade point calculation, a student can remediate a failed course in the following ways:

1. Retake course at CHCS – the new grade will also be calculated in the student's GPA
2. CHCS Virtual Classroom – pass/fail credit only
3. Correspondence Course – pass/fail credit only (Must be AdvancEd accredited)
4. Summer School – pass/fail credit only

A limitation of 4 credits can be earned in options 2, 3, and 4 for a student enrolled at CHCS.

**Enrichment/Acceleration:** Students may enroll in courses not offered in the CHCS curriculum. The grade earned can be transferred to the student's CHCS transcript. The following options are available:

1. CHCS Virtual Classroom
2. Correspondence Course from an AdvancEd accredited program
3. Local AdvancEd accredited high school program

#### **Grading Reports:**

Grade cards will be distributed to all students on a nine-week basis. The grading scale is as follows:

- 100 – 90% = A
- 89 – 80% = B
- 79 – 70% = C
- 69 – 60% = D
- 59 - 0% = F

P for passing, S for satisfactory, and U for unsatisfactory, may be used in some classes.

All students who do not have email will receive a mid quarter Progress Report. Grade cards are issued each nine weeks. High school students will receive a semester grade at the end of each semester. This will be the average of each nine-week grade and any grade received on a final exam. The semester grade is recorded on the permanent record.

**Promotion and Placement:** Occasionally, it is recommended by the administration that a student be retained in a class for a second year. Such a recommendation is only made after careful evaluation of the student's academic performance, ability and social development, along with their age-grade placement.

**Home School Credit:** CHCS will consider granting credit for home school courses where assessments were graded by an accredited third party. Credit for other home school courses will be dependent on instruction and assessments being conducted by a certified teacher. Final decision for credits will be at the discretion of the administration.

## GUIDANCE SERVICES

The overall vision of the guidance counseling department is to help students grow into mature, Godly adults by guiding them in the areas of decision making, social and personal adjustment, and academic growth. Services are available in four major decision making areas: personal counseling and student development, parent and teacher education and communication, career and college guidance, and academic testing.

**Procedures for Accessing Counseling Services:** Students may obtain counseling services by making an appointment with the school guidance counselor or stopping by the school guidance office when the student has free time. This may be in between classes, during a free hour, during lunch, before school, or after school. In cases of emergency, students may also ask a teacher if they may leave class to talk with the school guidance counselor. In addition, the school guidance counselor will at times, request appointments with students and/or parents. Parents may access counseling services by calling, e-mailing, or stopping by the guidance office.

**Confidentiality Policy:** Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents who consult with guidance staff. Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest.

A free exchange of information may take place within the guidance department when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent or legal age student.

## STUDENT HONORS AND AWARDS

**Honor Roll:** In grades 7-12, an honor roll, a high honor roll, and an academic excellence roll are recognized for all full time students. Students earning all A's and B's will be placed on the honor roll. Those earning all A's and B's along with a 3.7 GPA will be placed on the high honor roll. Those earning all A's for the entire year will be placed on the academic excellence roll. All students who achieve honor roll status during the quarter will receive recognition for the quarter. Those who maintain honor roll status for a semester will receive recognition for that as well.

**Outstanding Student Departmental Awards:** Each year high school teachers will nominate the outstanding student in their departmental area to be honored. The Academic departments will include Science, Math, Social Studies, English, Bible, Foreign Language, Choral Music, Instrumental music, Business, and Art. The qualifications for selection are as follows:

1. Overall G.P.A. of 2.80.
2. Outstanding performance in the departmental area.
3. Evidence of application of the expertise outside of school (contests, Science fair, volunteer work, etc.)
4. An individual cannot be recognized in more than two areas each year.
5. Selection is based on teacher nomination and comes from the junior or senior class who are enrolled full time.

**National Honor Society:** The National Honor Society is a national organization which recognizes scholastic achievement and good citizenship. A student in grades 10-12 who has achieved the required grade point average is eligible for nomination. A candidate's character, leadership, and service are additional considerations in his/her nomination to membership. The induction ceremony into the National Honor Society will be held each fall. Senior Honor Society students will be presented a gold cord to wear at the graduation ceremony. A Junior National Honor Society is available to students in grades 7-9.

**Christian Character Award:** The Senior student demonstrating the most outstanding Christian character is recognized. Since May of 1993, this award has been in memory of Matthew J. DeWelt. Each senior will be given the opportunity to nominate a candidate for this award in written form with rationale for nomination. From the written nominations, a committee of faculty and administration will prepare a ballot of nominees. The senior high school students will then select the recipient from the ballot by voting and writing their rationale as well. The recipient will have an opportunity to speak at Baccalaureate.

**Valedictorian and Salutatorian:** Each student who completes the requirements for the Honors Diploma and has a 4.0 grade average will be considered a Valedictorian. If no student reached these criteria, the student with the highest grade point average will be Valedictorian, and the student with the second highest grade point average will be Salutatorian. The GPA to determine these awards will be calculated on the Friday before the academic awards ceremony. Each may present an address on a relevant subject as a part of graduation exercises. A student must be in attendance at CHCS for both their junior and senior years to be considered for these honors.

## Middle School Bell Schedule

### Class Schedule

1st hour	55 min	8:05	to	9:00
2nd hour	50 min	9:05	to	9:55
3rd hour	50 min	10:00	to	10:50
4th hour	50 min	10:55	to	11:45
Lunch	25 min	11:50	to	12:15
5th hour	50 min	12:25	to	1:15
6th hour	50 min	1:20	to	2:10
7th hour	50 min	2:15	to	3:05

### Chapel Schedule

1st hour	43 min	8:05	to	8:48
Chapel	48 min	8:53	to	9:41
2nd hour	42 min	9:46	to	10:28
3rd hour	42 min	10:33	to	11:15
4th hour	42 min	11:20	to	12:02
Lunch	25 min	12:07	to	12:32
5th hour	42 min	12:37	to	1:19
6th hour	48 min	1:24	to	2:12
7th hour	48 min	2:17	to	3:05

### Class Meeting Schedule

1st hour	47 min	8:05	to	8:52
2nd hour	43 min	8:57	to	9:40
3rd hour	43 min	9:45	to	10:28
4th hour	43 min	10:33	to	11:16
Class Meeting	24 min	11:21	to	11:45
Lunch	25 min	11:50	to	12:15
5th hour	50 min	12:25	to	1:15
6th hour	50 min	1:20	to	2:10
7th hour	50 min	2:15	to	3:05

### Pep Rally Schedule

1st hour	55 min	8:05	to	9:00
2nd hour	50 min	9:05	to	9:55
3rd hour	50 min	10:00	to	10:50
4th hour	50 min	10:55	to	11:45
Lunch	25 min	11:50	to	12:15
5th hour	50 min	12:25	to	1:15
6th hour	40 min	1:20	to	2:00
7th hour	40 min	2:05	to	2:45
Pep Rally	15 min	2:50	to	3:05

## High School Bell Schedule

### Class Schedule

1st hour	55 min	8:05	to	9:00
2nd hour	50 min	9:05	to	9:55
3rd hour	50 min	10:00	to	10:50
4th hour	50 min	10:55	to	11:45
5th hour	50 min	11:50	to	12:40
Lunch	30 min	12:45	to	1:15
6th hour	50 min	1:20	to	2:10
7th hour	50 min	2:15	to	3:05

### Chapel Schedule

1st hour	43 min	8:05	to	8:48
Chapel	48 min	8:53	to	9:41
2nd hour	42 min	9:46	to	10:28
3rd hour	42 min	10:33	to	11:15
4th hour	42 min	11:20	to	12:02
5th hour	42 min	12:07	to	12:49
Lunch	25 min	12:54	to	1:19
6th hour	48 min	1:24	to	2:12
7th hour	48 min	2:17	to	3:05

### Class Meeting Schedule

1st hour	47 min	8:05	to	8:52
2nd hour	43 min	8:57	to	9:40
3rd hour	43 min	9:45	to	10:28
4th hour	43 min	10:33	to	11:16
Class Meeting	24 min	11:21	to	11:45
5th hour	50 min	11:50	to	12:40
Lunch	30 min	12:45	to	1:15
6th hour	50 min	1:20	to	2:10
7th hour	50 min	2:15	to	3:05

### Pep Rally Schedule

1st hour	55 min	8:05	to	9:00
2nd hour	50 min	9:05	to	9:55
3rd hour	50 min	10:00	to	10:50
4th hour	50 min	10:55	to	11:45
5th hour	50 min	11:50	to	12:40
Lunch	30 min	12:45	to	1:15
6th hour	40 min	1:20	to	2:00
7th hour	40 min	2:05	to	2:45
Pep Rally	15 min	2:50	to	3:05

## Miscellaneous Parent information

**Change of Address:** Please notify the secretary in the school office if you change your address, email address or telephone number (business or home).

**Conferences:** A formal parent/teacher conference is scheduled at the end of the first quarter for all students. Conferences may also be requested by parents or staff when needed. Please contact the instructor or school office to schedule conferences as needed.

**Debts and Fines:** Students may be fined for damage to, or loss of, school property (ex. textbooks, athletic uniforms) and/or violations of library regulations. Saturday detention payments are due in cash or check at the time the detention begins or it cannot be served. No transcripts will be released until all debts are paid.

**Field Trips:** Teachers will notify parents of field trips in advance. All school conduct and dress standards are in effect on field trips except where a specific exception has been made by the instructor. Field trips are part of required course participation and are not optional.

**Homework:** The assignments given as homework are designed to develop initiative, responsibility, and independent learning skills. Homework provides an opportunity to further practice and apply concepts learned within the classroom. Homework assignments must be completed on time in order to receive full credit, unless the teacher has announced a specific exception. At the discretion of the teacher, the completion of an overdue assignment without credit may be required.

Homework will be sent home for an extended absence of three days or more, upon request. A one-day notice is required so that we may prepare the homework to be picked up. Responsibility for this rests upon the student. In the case of extended leave, students will need to communicate the assignments they will need at least five (5) school days before the event. Homework will be due upon return from the extended leave or as arranged by the teacher.

CHCS high school students should plan for an average of one to two and one-half hours of homework each day, although students taking more difficult classes may incur more. Middle School students should plan on one to two hours of homework each day. Because of Wednesday evening church services, teachers are strongly discouraged from giving homework on Wednesdays.

**Library:** The library is open according to the published schedule in order that students may learn the joy of good reading and that they may develop skills in research. Books will be checked out on a 2-week basis. A fee of five cents per school day may be assessed for late books. Report cards may be withheld (grades 6-12) until library books are returned and all overdue fines are paid.

**Lunches:** Students in 6th through 12<sup>th</sup> grade may purchase a hot lunch which is served every day. A menu is sent home with elementary students and is posted in the high school office and on our website monthly. Students may bring a lunch from home. Microwaves are available for grades 3-12. Drinks and snack items are also available for purchase. Lunch account payments should be made through the business office.

**Parent/Teacher Fellowship:** PTF is an organization dedicated to supporting and assisting administration, staff and teachers at CHCS. Regular meetings are held monthly.

**Students Missions Opportunities:** CHCS strongly believes in our Biblical call to missions in Matthew 16:15. We believe that giving students an opportunity to express and share their faith with others is essential. Each year CHCS middle school students are divided into teams that go out and minister within the community for two days within the school year. CHCS high school students have an opportunity to minister locally, out of state or internationally during our mission's week each spring.

The middle school mission's days and high school mission's week are a required part of the school curriculum. Therefore, tardiness and attendance will be recorded and absences will require students to make up time missed.

**Transportation:** Travel to and from school must be furnished by parents or guardians. The school will try to assist parents who are interested in setting up car pool arrangements in their immediate area. For all official school events, in the interest of child safety, school busses will be the primary form of transportation.

## DISCIPLINE

### Guiding Principle

Respect is the guiding principle for the CHCS discipline policy. God's law aims to bring about reconciliation between God and man and harmony among believers. It is essential that proper respect is maintained in the relationships within the school to promote an environment conducive to learning. Student discipline issues normally arise when students fail to show the proper respect either to those in authority, to classmates, to themselves, or to property.

### Policy Limits

College Heights Christian School may discipline its students for infractions of the behavioral expectations regardless of whether they occur on or off school grounds, before, during, or after school hours; and whether or not they occur at school functions. CHCS students should model a Christ-like lifestyle on and off campus. Students are subject to all policies and procedures of the school regardless of age.

### General Procedures

1. Before a teacher refers a student to the office for minor classroom problems, the teacher may contact the student's parents to gain assistance in correcting the misbehavior.
2. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral.
3. The principal or his designee will weigh each offense and consider the offense on its own merit. The principal or his designee will discipline students on an individual basis after considering all the facts of the incident. He will also take into consideration the nature as well as the intent of the offense.

### Student Expectations

1. Students shall respect the authority of all CHCC and CHCS employees and the rights and property of others.
2. An authorized sponsor must accompany all student organizations that meet in the school.
3. Movement in the corridors, whether between classes or during classes, must be done quietly and in an orderly fashion.
4. Any student leaving a room during class time must have his/her student planner signed as a pass from that teacher stating the destination, date and time.
5. The use of school property for any unsanctioned activity is prohibited.
6. School vending machines may only be used before and after school, and at lunch.
7. HS students arriving; before 7:30 should report to the gym, from 7:30-7:55 should report to the lunch room.
8. Elementary and MS students arriving before 7:55 should immediately report to the gym unless they go to the cafeteria to eat breakfast.
9. Students are not allowed to eat, or drink anything but water, in the hallways or in the classrooms without teacher permission.
10. All lockers are to be properly closed when not being used.
11. Students are not to have personal electronic devices out or on during school. If such devices are seen or heard after 7:55, the device will be confiscated and taken to the principal. **1<sup>st</sup> Offense:** The student may pick up the device from the principal's office after school and will serve a school detention. **2<sup>nd</sup> Offense:** The student's parent(s) may pick up the device from the principal's office after school and the student will serve a two hour Saturday detention. **3<sup>rd</sup> Offense:** The student's parent(s) may pick up the device from the principal's office after school and the student will serve a two day ISS. **4<sup>th</sup> and subsequent offenses:** Out of school suspension.

### Student Disciplinary Offenses

**Class I Offenses** — (These offenses typically warrant detention)

- a. Excessive distraction of other students – any conduct or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- b. Violations of rules concerning use of candy, or other food items, including bringing food onto campus for other students.
- c. Non-conformity to dress code.
- d. Inappropriate public display of affection at school or school sponsored events.
- e. Unauthorized possession of radios, tape players, or other electronic devices (including tapes, CD's, etc.). These will be confiscated and must be picked up by the parents.
- f. Incomplete or missing homework.
- g. Off limits. (Being in any unauthorized location on campus).
- h. Possession of matches, lighters, or similar devices.
- i. Use or possession of skateboards or roller blades on campus. These items are subject to immediate and permanent confiscation if found at school at any time or at school-sponsored events.
- j. Any other violation, which the principal or his designee may reasonably deem to fall within this category.

**Class II Offenses** – (These offenses may warrant suspension from school from one (1) to ten (10) days).

- a. Defiance of authority – any verbal or non-verbal refusal to comply with a lawful directive or order of a School Board employee.
- b. Intentionally providing false information to a School Board employee, including, but not limited to, student information data and the concealment of information directly leading to school business.
- c. Assault upon a student or fighting
- d. Fighting.
- e. Unjustified activation of a fire extinguisher or fire alarm system.
- f. Disruption on a school bus, van, or other vehicle.
- g. Use of obscene manifestations (verbal, written, or gesture) toward another person.
- h. Inciting student disorder.
- i. Malicious mischief.
- j. Unauthorized absence from school or class (truancy).
- k. Use of profane or obscene language.
- l. Using telephones on the CHCS campus to call 911 in an improper manner.
- m. Cheating.
- n. Gambling – any participation in games of chance for money and/or things of value. Student visits to casinos are strictly prohibited.
- o. Possession of a pocketknife or similar device.
- p. Students may be disciplined for accompanying those who are committing infractions.
- q. Excessive tardiness – repeatedly reporting late to school or class. See *"Tardiness" under Attendance Policy*.
- r. Any other offense, which the principal or his designee may reasonably deem to fall within this category.

**Class III Offenses** – (These offenses will typically result in immediate suspension and may warrant dismissal from College Heights Christian School without warning)

- a. Drugs – unauthorized possession, transfer, use or sale of tobacco, drugs or alcoholic beverages anywhere at any time. This includes counterfeit drugs, diet pills, etc. These are subject to immediate permanent confiscation.
- b. Arson – intentional setting of a fire on or to school property (includes setting fire in a trashcan).
- c. Directing obscene or profane language or gestures toward a school board employee.
- d. Assault and/or battery upon a school board employee.
- e. Possession of any lethal weapon on or near school grounds, or at or near any school functions. This includes an object that could be used as a weapon (e.g. air guns, paint guns, ammo, and laser devices). This also includes any look-alike weapons. These are subject to immediate and permanent confiscation.
- f. Possessing and/or igniting fireworks, or explosives of any type.
- g. Theft of property.
- h. Possession of stolen property with the knowledge that it is stolen.
- i. Sexual misconduct, anywhere at anytime. (Also see student pregnancy guidelines)
- j. Refractory conduct (habitual misconduct).
- k. Vandalism.
- l. Any serious violation of city, state, or federal ordinances.
- m. Mocking and/or scoffing the spiritual or academic mission of CHCS.
- n. Threatening any student or school personnel in written or verbal form.
- o. Any other offense which the principal or superintendent may reasonably deem to fall within this category.

### **Student Pregnancy Guidelines**

The following policy will guide the school administration when a female student who is enrolled College Heights Christian School becomes pregnant.

1. Although the school is saddened if and when one of our students becomes pregnant, it is the wish of the school, the staff and the School Board that any actions taken by the school will not discourage the student from allowing the pregnancy to reach its natural and full term. It is the desire of the school that the student inform school leadership as early as is possible so that the school may offer the appropriate support throughout the pregnancy.
2. The pregnant student will be allowed to continue attending College Heights until the time the pregnancy becomes a significant distraction to the learning and spiritual environment for her fellow students. The school administration, with the input of staff, the student and her parents/guardians, will make the determination when this has occurred.
3. Once that determination has been made, the pregnant student will be placed on home bound status. She will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit.

4. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activity or represent the school at any function.
5. The student may return to regular school life upon the medical approval of her physician. She will be allowed to return to classes full-time and participate in extra-curricular activities.
6. Having an infant or small child at school will likely be disruptive to the normal school environment. Therefore, the child's attendance at school will not be allowed other than at feeding times, if nursing is the selected feeding option. Feeding will occur in a room that is agreeable to both the mother and the school. Following the feeding the child will return to its day-care provider and leave the building or activity.
7. Because of potential distractions and unwanted attention, attendance at after-school events of a child of a College Heights student is discouraged and will be allowed only with the consent of the school administration. Any such request must be made directly to the administration at least one day in advance of the event.
8. The student would be dismissed from school if a second pregnancy occurs during her time at College Heights.

The following policy will guide the school administration when a male student who is enrolled at College Heights Christian School fathers a child. The young lady may or may not be a student at College Heights.

1. It is the position of the school that the young man be held to the same level of accountability as the pregnant student. It is understood that the control and any discipline or restrictions placed on the student is dependent upon both students being enrolled at College Heights.
2. The male student will be allowed to continue attending College Heights. However, he will be placed on home bound status at the time when the pregnant student is placed on home bound status. If the pregnant girl is not a student at College Heights, the school administration will make the decision when such status is warranted.
3. He will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit while on home bound status.
4. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activities or represent the school at any function.
5. The young man may return to regular school life upon the return to school of the pregnant student. He will be allowed to return to classes full-time and participate in extra-curricular activities. If the pregnant student is not enrolled at College Heights, then the school administration will determine the date in which the young man may return to regular school life.
6. Failure to notify the school that he is the male partner in a pregnancy will lead to more severe disciplinary action. The degree and severity of the discipline will be at the discretion of the school administration.
7. The student will be dismissed from school if he fathers a second child during his time at College Heights.

### **Disciplinary Options**

1. Work Detention – Supervised activities related to the upkeep and maintenance of school facilities.
2. Lunch Detention – A student must eat lunch from home in the office away from other students.
3. Before-School Detention — Detention under supervision of the principal or his designee taking place for a length of 45 minutes immediately before school hours. Parents will be notified prior to student's serving detention. Times and days will be set by the principal or his designee.
4. Saturday Detention — Detention under supervision of the principal or his designee taking place from one to three hours. Parents will be notified prior to the student's serving of detention. Each hour of Saturday detention will cost \$5.
5. In-School Suspension — ISS is defined as separation from all school activities where interaction with other students occurs, including: classes, extracurricular activities, lunch, class breaks, before and after school, and restroom breaks. ISS will take place on the school campus during school hours and fifteen (15) minutes prior to, and fifteen (15) minutes after school. Students serving ISS will be placed in the Detention Center and will be responsible for all assignments due at the time of the suspension plus any additional assignments made by teachers for the duration of the suspension. Students will receive full-credit for work assigned for ISS. In-School Suspension is considered an unexcused absence from class. Parents will be informed of ISS before the student serves.
6. Out of School Suspension — Out-of-School Suspension may take place for Class II or Class III offenses as described earlier in this section. The principal or his designee has the authority to evoke suspension after examining and evaluating all pertinent facts. The principal or his designee may suspend the student for not more than ten days. Suspended students may not attend classes or any other school activity, including home or away athletic events. Students will always have an opportunity to express their side of the issue prior to suspension. Out-of-school suspension is considered an unexcused absence and missed assignments would not be made up for credit.

7. Academic and Behavioral Probation - Near the end of each semester the secondary faculty and administration will review the performance of students during the semester with a view as to which students fail to adequately meet the academic and behavioral standards of the school. Upon the recommendation of 70% of the faculty who find a student deficient, the administration may put a student on academic or behavioral probation for the following semester. During a student's first probation, no extra-curricular activities are denied to the student. At the end of the probationary period the teachers will meet to decide upon the following options for a student currently on probation:

- Removal from probation. Student is placed back in good standing.
- Continued probation. Another quarter is given for change and all leadership positions and representation of the school in extracurricular activities are denied. A student will be reviewed every quarter while on continuing probation
- Recommendation to not allow re-enrollment or for dismissal.
- This does not supersede administrative discipline.

8. Dismissal — Dismissal from school occurs at the discretion of the superintendent.

### **CHCS Secondary Dress Code**

We employ a dress code to ensure modesty, respect, and safety. We desire that students honor others above themselves (respect) and not become a stumbling block for others (modesty). Ultimately, we want to bring glory to Jesus Christ. We expect the attitudes, actions, and appearance of our students to reflect these goals; accordingly, appropriate dress is required at all school activities. Proper student dress, in compliance with the guidelines below, is the responsibility of the parent and student. Compliance should not be dependent upon enforcement by school personnel.

These guidelines summarize our expectations; they are not exhaustive because it is impossible to address every possible clothing choice. Definitions of "modest" or "respectful" vary; the final decision regarding specific clothing will rest with the administration.

#### **Monday through Friday: This is a prescribed dress code – only these items are allowed**

- Shirts:** A polo shirt (with buttons and collar) or CHCS-issued T-shirt.  
Manufacturer logos will be no larger than one inch in height or width.  
CHCS-issued hoodies or sweatshirts may be worn over a polo or CHCS T-shirt.  
Sweaters may not be worn except as a cover for warmth over a proper polo or CHCS T-shirt.
- Pants or Shorts:** Slacks, Capri or crop pants, or plain jeans. Walking style, carpenter, cargo, or jean shorts. No frayed hems, holes, uneven dyes, or bleached areas. No athletic or sport shorts.
- Shoes:** All types that are clean, neat, and in good condition are permitted.

#### **Gender specific options:**

- Girls**            **Skirts or Dresses:** Modest in front, back, top, and bottom; buttoned appropriately. Denim skirts are allowed
- Boys**            **Button up shirts:** A tucked-in button-up dress shirt. Ties, belts and suit coats are optional

#### **General Guidelines**

**Modesty:** Girls' dresses must cover the shoulders and back, and possess a modest neckline. Girls may wear any modest, attractive dress. Girls who cannot handle such responsibility will be restricted to polo shirts or T-shirts.

Dresses and skirts (including the slit) must be no shorter than the top of the knee while standing upright. No cleavage, midsection, or undergarment may show at any time (e.g. with arms lifted overhead, when leaning forward or bending over, when seated, etc.).

**Other:** Hats and head coverings may not be worn in the building.  
Appropriate coats and jackets may be worn.  
Earrings (no more than three per ear) are acceptable for girls, but not for boys.  
No visible body piercing or tattoos.  
Boy's hair length should not exceed the top of the eyebrows, the collar, or bottom of the earlobe.  
Hair will be a natural color and style. Facial hair is not permitted.  
Clothing must fit properly; not too tight or form-fitting, but also not too baggy.

### **Penalties for Dress Code Non-Compliance**

1. 2-3 — School detention (45 minutes)  
– On a third modesty issue, students will be limited to t-shirts or polos as well as a detention
2. 4-5 — Saturday detention 1 Hour (Cost of \$5 per hour per student)
3. 6-7 — Saturday detention 3 Hour (Cost of \$5 per hour per student)
4. 8 or more — Suspension for each offense  
(The previous penalties will be assessed for each student per year)

### **ATTENDANCE POLICIES**

College Heights Christian School supports the philosophy that the instructional program is a vital part of a formal education. We further believe that it is necessary to require that students attend school a maximum number of days for instructional purposes during each school year. Students are required to maintain a level of attendance that enables them to meet their requirements as learners. Students and their parents/guardians hold the main responsibility for school attendance and for following the attendance policy. The Board asks for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible. **Parents are discouraged from taking students out of school for any reason other than family emergencies.**

#### **Attendance Requirements**

1. All students are expected to attend school and assigned classes at all times when school is in session. A student's absence from school must have parent/guardian approval and must be considered valid by school authorities, or the student will be considered truant and in violation of attendance policies and the laws of the State of Missouri. It is the responsibility of the parent/guardian to see that:
  - the student is in attendance at school.
  - the school office is notified the morning the student is going to be absent for all, or part of, the school day.
  - a student needing to leave campus during the day has a dated, written permission slip to do so.
2. Absent: Whenever a student is not in class and has not been excused for a school related/sanctioned activity (such as sports, field trips, choir tours, Mission trips); the student will be considered absent, regardless of the reason.
3. Notification of Absence: When no telephone contact has been made concerning an absence, students must bring a note to the office upon their return in order to obtain an Admit Slip. Students will be considered truant until parent/guardian notification is made to the office.

Tardy: A student late to 1<sup>st</sup> hour will be considered tardy, unless there are unavoidable circumstances. The principal or his designee determines unavoidable circumstances. Students arriving after the tardy bell in the morning should report directly to the MS/HS office. A student arriving to class after the bell has rung is considered tardy and will not be admitted to class until the student has a pass from another teacher or from the high school office. Students arriving in class more than 10 minutes after the bell has rung are considered tardy and absent. Penalties for tardiness will be as follows:

- 4-5 — School detention (45 minutes)
  - 6 — Saturday detention 1 Hour (Cost of \$5 per hour per student)
  - 7 — Saturday detention 2 Hour (Cost of \$5 per hour per student)
  - 8 — Saturday detention 3 Hour (Cost of \$5 per hour per student)
  - 9 — 2 days of ISS
  - 10 — 2 days of OSS
  - 11 — Review for Behavioral probation
- (The previous penalties will be cumulatively assessed for each student per semester.)

5. **Audit Status:** When a student exceeds ten (10) absences (that are not school-approved functions) in a class, the student may be placed on "Audit Status." He/she will be required to continue attending the class, but may not receive credit for the class.
6. **Preplanned Absences:** Parents may preplan absences with the principal or his designee for the following reasons: medical, family related, etc. The principal may grant school permission for the absence based upon reason for the absence, student grades, and student attendance record, and student behavior. Students should notify their teachers when an extended absence is planned for any reason (medical, family-related, etc.) in order to obtain assignments or other work to be done prior to leaving or to turn in upon return.
7. **College Days:** Students will be allowed two college days in each of their junior and senior years. College visits must be pre-approved by the high school principal. Written confirmation from the college visited must be submitted to the attendance secretary upon return.
8. **Truancy:** A student is truant from an individual class or from the school day when he is absent without parent/guardian approval. Students who are truant will be referred to the principal or his designee for disciplinary measures.
9. **Suspension:** When a student is suspended from school, the number of days of suspension required by the school will be counted in the student's total absences.
10. **Parental Notification:** Parents will be notified by email on the 8<sup>th</sup> absence and notified by email on the 10th absence.
11. **Administrative contact** with the student, parent, and counselor will continue as long as an absence problem exists. Personal conferences will be conducted, when it is deemed necessary, by the student, parent/guardian, counselor, and administrator.
12. **Homework Make-Up and Test Make-Up:** Students, who have been absent, will have one school day for each day missed, up to a maximum of five days, to complete make-up work and tests. Students missing school for various school activities (choir, athletics, etc.) must make prior arrangements with the teacher for make-up work and tests. (If prior arrangements are not made, a grade reduction or a "0" for the assignment may be recorded.)
13. **Leaving Campus During the Day:** Students may leave campus for lunch only when accompanied by their own parent/guardian. Students desiring to go off campus for lunch with the Youth Pastor, an older adult sibling, or a teacher may do so with prior, written permission from their parent/guardian by 8:00 a.m. that same day. Students who leave without signing out or without permission are considered truant.

If a student needs to leave campus for any reason during the day, parents shall check the student out through the high school office. Students who drive themselves and need to check out of school during the day must have parental and school authorization to do so. Students who leave campus without signing out or without permission are considered truant.

**After-Event Pick-up:** Coaches and teachers are required to remain with students after ball games or after returning from trips until parents have arrived. We ask, therefore, that parents pick up their children at the time designated by their supervisors.

**After-School Dismissal:** Parents should pick up students from the designated areas as soon as possible after dismissal. Parents should be sure that they have picked up their child from school no later than 3:25 p.m. Any elementary students who have not been picked up by 3:25 p.m. will be sent to the extended day care program. The parents are responsible for payment at that time. MS and HS students who have not been picked up by 3:25 will be sent to the gym lobby. Teachers are released from their supervisory responsibilities at that time and are no longer responsible for the welfare of students who remain within the vicinity of the school.

**Emergency School Closing:** In case of extreme bad weather, listen to the local TV stations for school closing announcements.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are viewed as a privilege and a tool to be used in addition to the rest of our program to develop the complete student. We must be careful that we do not allow any extra-curricular activity to assume a role or a position that compromises our priorities and puts an over-emphasis in any given area. We feel that the teaching of striving to compete and win is a proper and necessary goal of all of our extra-curricular activities, but we feel that individual ability, alone, is not the main criteria in participation. Along with ability, we are directing our staff to consider leadership, scholarship, attitude, and citizenship in deciding who will or will not participate. It is important that all of us not lose sight of the fact that participation in any extracurricular activity is a reward and not a right.

When our young men and women participate in competition, in any extra-curricular activity, we want them to represent our Lord and our school in a manner that sets the right example for the world to follow.

**Organizations:** The organization of clubs, groups, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor.

**Eligibility:** Positions of leadership such as student council, class officers, cheerleading and athletics warrant demonstrated responsibility and ability. Students may be declared ineligible to participate in extra-curricular activities because of social behavior even though they are meeting academic requirements.

College Heights Christian School (6-12 grades) recognizes academic achievement and spiritual growth as the top priorities of all students. The following requirements and guidelines are established only as a minimum standard and do not preclude an individual sponsor (with principal approval) from setting higher academic criteria for participation in a selected group.

### Standards

As a member of the Missouri State High School Activities Association (MSHSAA) CHCS must follow its academic standards for eligibility.

- MSHSAA standards – must have passed 6 classes the preceding semester. If a student is ineligible he/she is ineligible to participate for the entire semester.

### Procedures of Accountability

- Sponsors of each extracurricular activity (play, musical, cheerleading, athletics, etc.) will check each student's academic progress at the end of each semester.
- Students who become ineligible for extracurricular activities may, at the discretion of the sponsor and principal, be required to fulfill additional requirements to remain in the organization on an ineligible basis. These requirements may include, but are not limited to, study hall outside normal school hours, assignment sheets, weekly progress reports, etc. These extra requirements are intended to provide additional academic supervision, accountability, and motivation for the student to eliminate poor academic performance and regain eligibility for extracurricular activities.
- Students who have been declared ineligible at the end of the second semester may regain their eligibility for the first semester of the following year by meeting all requirements of MSHSAA during the summer through accredited courses as described in the MSHSAA and CHCS handbooks.

**Academic Teams:** The opportunity to participate on an academic team is available to middle and high school students. It is possible for high school students to "letter" in academics. The criteria for academic lettering are as follows:

- \* Minimum of three competitions during the academic year
- \* Practice regularly with the team
- \* A member of the team who starts and completes the year
- \* Coach's selection as significant contribution to the team's achievement

**Athletic Lettering:** Middle School/High School athletes receive a certificate of participation and senior high athletes are recognized for their contribution to the team. Varsity letters will be given to athletes selected by their coaches who have made a significant contribution to their team's achievements. **Information on athletic policies may be found in the Athletic Handbook**

**Band and Outreach:** Students in grades 5-12 have the opportunity to participate in a band program. High school students (grades 9-12) may choose to participate in the CHCS choir, Outreach. High school students have the opportunity to "letter" in music if the following criteria are met:

- The student must be a member of a large ensemble group such as band or Outreach.
- The student must perform as a solo or ensemble at contest and achieve a rating of 1 or 2
- The student must perform in one additional performance i.e., chapel or church solo or ensemble.

**Fundraising:** Student activities to raise money must be approved by the administration. It must be done through an organized school group and be led by an adult sponsor. The rule of thumb for fundraising is that it must be done in a non-solicitation manner.

**Math League:** CHCS will participate against other schools in Math League competitions. Students in grades 9-12 are selected on the basis of their academic background in math. Opportunities for math competitions are also available at the middle school level.

**Student Council:** A student council will exist for grades 6-12. It will consist of students who have gone through an election process and possess a Christ like character, maturity, academic, and leadership qualities. The following are qualifications for holding office in the Student Council: The President and Vice-President must be a Junior or Senior. The Chaplain must be a sophomore, Junior, or Senior. Students must maintain a grade point average of 2.8 (students must maintain this average with no "D's" or "F's"). Candidates must have written recommendations from two teachers. A middle school student council exists to promote and develop leadership in grade 6-8.

## MISCELLANEOUS

**Chapel and Assemblies:** Chapels and assemblies for grades 6 - 12 are scheduled each Thursday throughout the school year to promote the spiritual and educational development of the students. Careful attention and respect should be given to those who are leading in chapel. **Students are required to bring their Bibles to chapel each week.** No food, drink, or candy shall be taken to chapel. Students who are disruptive or distracting may be asked to leave chapel.

**Homework:** Homework assignments must be completed on time in order to receive full credit, unless the teacher has announced a specific exception. At the discretion of the teacher, the completion of an overdue assignment without credit may be required. In the case of extended leave, students will need to communicate the assignments they will need at least five (5) school days before the event. Homework will be due upon return from the extended leave or as arranged by the teacher. Homework is to be done independently unless otherwise specified by the teacher.

CHCS high school students should plan for an average of one to two and one-half hours of homework each day, although students taking more difficult classes may incur more. Middle School students should plan on one to two hours of homework each day.

**Lockers:** Students in grades 6-12 are assigned lockers. Each student is to maintain his/her locker in a neat, clean and orderly fashion. Regular locker inspections will be conducted to assist students in this responsibility.

**Lost and Found:** The school's lost and found articles will be placed in a prominent place. All unclaimed articles will be displayed at various times throughout the school year for the students and their parents to check. Any articles not claimed will be discarded or donated to charity on a regular basis.

**Lunches:** Students in 6th through 12<sup>th</sup> grade may purchase a hot lunch which is served every day. A menu is sent home with elementary students and is posted in the high school office and on our website monthly. Students may bring a lunch from home. Microwaves are available for grades 3-12. Drinks and snack items are also available for purchase. Lunch account payments should be made through the business office.

**Medicine:** All medication is to be turned in to the office. No medication, including Tylenol, is to be kept in a student's locker, personal belongings or on their person. We will be glad to assist your child with the taking of his or her medicine in accordance with your or a doctor's written instructions; however, school personnel cannot be responsible for locating students to administer medication. **Tylenol will be dispensed to students when parents send Tylenol with daily written or phone authorization.**

**Music Policy:** We believe that God created music for His pleasure (Rev. 4:11) and that it is meant to glorify Him (Ps. 145-150). Students will be encouraged to be consistent with this standard at school and away from school. The administration or teaching staff has the right to determine what music may be played at school functions or on school trips.

**Public Display of Affection:** Students are not to participate in hand holding or close physical contact with the opposite sex during the school day or while attending a school-sponsored activity. We expect all boy-girl related conduct to be in accordance with the highest Christian ideals and principles.

**School Visitation:** CHCS alumni are welcome on the CHCS campus at public events. CHCS alumni may visit campus at other times with 24 hours prior permission from the administration as long as they are within dress code and classes are not interrupted. Parents are welcome anytime. All visitors must register in the high school office. A one-day visit is permissible at certain times in the school year for a prospective student. Visiting just for the sake of visiting, however, is not permitted because of interruptions to learning and space considerations.

**Student Driving Regulations:** We have an obligation to ourselves and others around us to drive carefully, cautiously, and safely at all times. We have therefore instituted the following driving regulations pertaining to any student who may be driving a car to school:

1. All students are to park in designated parking areas in the Northeast (HS) parking lot.
2. Seniors may park in the far west parking lot.
3. All students are to drive slowly at all times while entering and leaving the school parking lot. The parking lot speed limit is 5 miles per hour.
4. Spinning of wheels, speeding, squealing of tires, or reckless driving will not be tolerated.
5. Horns are not to be used in a careless manner.
6. Students are not to leave school grounds with their car at any time other than regular dismissal times unless they have special permission from the office.
7. Those students who drive cars to school should not transport other students to or from school unless the parents of all parties involved are aware and have given permission. However, parents, and not the school, are responsible for any emergencies involving transporting students to and from school.
8. Students are not to go to their cars during the school day without teacher permission.
9. All student cars driven to school on a regular basis need to be registered in the office with a car description, copy of the driver's license, and parent permit to drive form.
10. Failure to follow these regulations may result in forfeiture of driving privileges as well as other disciplinary action.

**Telephone:** If an emergency arises where a student must reach their parent, the school office phone may be used. No student will be taken out of class to respond to a phone call unless the request is made by the child's parent and is urgent in nature.

**Textbook Care:** Students are required to cover all soft back books with clear contact paper. Hardback texts should be covered with book covers.

**It is the policy of CHCS to admit 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. CHCS will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance policies, athletics and other school administered programs.**

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# CHCS Handbook and Code of Conduct Parent and Student Signature page

## CHCS Code of Conduct

Students enrolled at CHCS are representatives of the school and its purpose as well as the Lord Jesus Christ. As such, all students are expected to exemplify their respect for and support of the principles and objectives of CHCS at all times. In addition, it is assumed that each student will do his/her utmost to exert a positive influence on the attitudes and behavior of his fellow students. Students found to be out of harmony with the CHCS principles and objectives may be removed whenever the general welfare of the student body demands it.

### Parents:

We have received a copy of the CHCS Parent/Student Handbook. We have read the policies on pages 11-19, including the attendance, discipline and dress code, and understand that the policies will be strictly enforced.

We have read, understand, and agree that our child will abide by the CHCS code of conduct at all times while enrolled at CHCS.

Today's Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

### Student:

I have received a copy of the CHCS Parent/Student Handbook. I have read the policies on pages 11-19, including the attendance, discipline and dress code, and understand that the policies will be strictly enforced.

I have read, understand, and agree that I will abide by the CHCS code of conduct at all times while enrolled at CHCS.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Name Printed \_\_\_\_\_