

CHRISTIAN HERITAGE SCHOOL

2014 - 2015

UPPER SCHOOL

INFORMATION

MIDDLE SCHOOL GRADES 6 - 8
HIGH SCHOOL GRADES 9 - 12



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NOTE: The Christian Heritage Board of Directors and Administration reserve the right to change any policy or procedure at any time at their sole discretion after reasonable notice to constituents

STATEMENT OF MISSION

Christian Heritage School exists to partner with parents and churches in fulfilling their God-given responsibilities to teach children that “In (Christ) are hid all the treasures of wisdom and knowledge” (Colossians 2:3, [KJV](#)) and to provide its students with an education of spiritual and academic excellence with which to serve God.

COURSE OFFERINGS

You may click on these links for curriculum and information about Middle and High School courses:

[Middle School Course Offerings](#)

[High School Course Offerings](#)

[CHS Website](#)

HIGH SCHOOL GRADUATION REQUIREMENTS

The following is a list of minimum requirements for graduation from CHS:

Bible	4.0 credits <i>(1.0 credit for each year of High School as a full-time student)</i>
English	4.0 credits
History	3.5 credits
Science	3.0 credits
Mathematics	4.0 credits
World Language	2.0 credits (must finish Level 3)
Physical Education/Health	1.5 credit*
Community Service	1.0 credit <i>(.25 credit – [20 hours] for each year of High School)</i>
Electives	<u>3.0 credit*</u>
Total	26.0 credits

* Beginning with the class of 2016, students need 1.0 physical education/health credit and need an extra 0.5 credit as an elective (3.5 credits in full).

All full-time students must carry a course load of at least 6.5 credits in grades 9 and 10, and 6.25 credits in grades 11 and 12. Any courses completed prior to grade 9 do not count toward the 26.0 credits needed for graduation. However, the courses may be used to determine the student's placement into advanced High School courses. The Upper School Office must receive all credit and grades for outside courses required for graduation no later than ten (10) calendar days before graduation.

CHS grants High School diplomas to students who meet all academic requirements and are considered full-time – graduating with at least 26.0 credits and taking at least 6.25 credits in their senior year. Students who have not satisfied the requirements for graduation may still participate in the graduation ceremony but only if the student petitions and receives permission from the administration.

As of 2014-15 the physical education credit (0.5) may be earned through participation on high school sports teams.

Attendance at the chapel and activity period on Wednesday is required of all Upper School students.

GRADING

A+ 97 – 100	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69	F ≤ 59
A 93 – 96	B 83 – 86	C 73 – 76	D 63 - 66	
A- 90 – 92	B- 80 – 82	C- 70 – 72	D- 60 - 62	

GPA COMPUTATION

	1 st Qtr	2 nd Qtr	Exam	3 rd Qtr	4 th Qtr	Exam
	Grade	Grade	Grade	Grade	Grade	Grade
Year Course	20%	20%	10%	20%	20%	10%
	Quarter Grade	Quarter Grade	Exam Grade			
Sem Course	40%	40%	20%			

If no midterm or final exam is given, the GPA computation will be adjusted accordingly to reflect 100%.

Weighted Grade Point Average (GPA):

Cumulative GPA is simply the average of a student’s “end of course” grades, starting with grade 9. Only coursework taken at CHS is considered however the transcript of work completed at another school will be attached to the CHS transcript as part of the permanent record. Sevenstar Academy online coursework is included, as is approved summer school work, for make-up or retaken courses for improvement. CHS uses a “4 point” scale (an A=4, B=3, C=2, D=1, F=0) that is weighted up for honors level coursework. All grades are assigned “grade points” which are multiplied by the course credit to arrive at a course’s “quality point” total. These course totals are added together to arrive at a “cumulative quality point total” which is then divided by the total credits attempted for a “cumulative weighted GPA.” GPA is calculated at the end of the 2nd, 4th, 6th and 7th semesters. The 7th semester calculation will reflect the exact place in class only for those who are ranked #1 (Valedictorian) and #2 (Salutatorian). Only coursework completed at CHS will be considered for determining this placement. A student must be in attendance at CHS for a minimum of three (3) semesters including the junior year to receive this honor.

GRADE POINT VALUE

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.34	4.0	3.67	3.34	3.0	2.67	2.34	2.0	1.67	1.34	1.0	.67	0.0

AP / UCONN ECE - HONOR WEIGHTING

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
5.0	4.67	4.34	4.0	3.67	3.34	3.0	2.67	2.34	2.0	1.67	1.34	0.0

HONOR ROLL (GRADES 6 – 12)

High Honor Roll

3.65 or higher grade point average
No grade below a B-

Honor Roll

3.35 or higher grade point average
No grade below a C+

NATIONAL HONOR SOCIETY

National Honor Society (NHS) membership is an option for full-time juniors and seniors who have been in CHS at least one semester and have a Cumulative GPA of 3.75. Students who meet these basic qualifications are then evaluated in the areas of scholarship, leadership, service and Christian character. A committee of faculty and administration then makes the final selection based upon input from other faculty members and from personal observation. New NHS members are inducted annually in a special induction ceremony.

COURSE WITHDRAWAL POLICY (GRADES 9-12)

A student may withdraw from an elective or an honors/ECE course:

- Before 25% of the course is completed with no record of the course on their transcript
- After 25% and before 50% of the course is completed with a grade of "W" on their transcript

Note: No course may be dropped after 50% of the course has been completed. Courses may be added to a student's schedule at any point during the first 25% of the course.

MAKE-UP WORK FOR COURSE FAILURE (GRADES 9-12)

Upon failing a required course during a school year, a student will be required to make-up the course work in an accredited program the following summer. The make-up course must be equivalent to the course failed. All summer courses must be approved by the Upper School Office prior to the student registering for the course. Proof of completion must be received before the start of the next school year.

HOMEWORK AND ASSIGNMENT GUIDELINES FOR TEACHERS

Posting of student work

- Teachers are expected to post all assignments in Renweb at least five days in advance of due dates.
- Teachers are expected to have assignments upcoming or ongoing clearly marked in Renweb with dates in MM/DD/YY format.
- Teachers are expected to post assumed minutes of work for the daily homework in Renweb.

Grading of assignments

Teachers are expected to have all assignments other than written papers graded and recorded on RenWeb within five calendar days of the date that students are required to submit those assignments. Written papers should be returned and grades posted within two weeks of student submission.

Teachers will have daily homework posted which is helpful for students (and parents) when a student is absent, as well as giving clarity and connection to the homework assignment and material covered in class.

LEARNING CENTER

We are pleased to be able to offer the services of our Learning Center to those students needing additional accommodations. The purpose of the Learning Center is to provide assistance to students who are struggling academically because of minor learning issues. Students are considered for participation in the Learning Center through teacher recommendation or prior placement at another school. This recommendation along with standardized test results and academic records are reviewed and evaluated. The Learning Center Director and administration makes the final decision regarding admission into the program.

Students are scheduled to come to the Learning Center one to five sessions per week, depending on student need, center availability, and classroom schedules. The content of Learning Center lessons is based on classroom work, teacher input, and student needs. Parental consent is required and parents are charged an additional fee for this service.

Services may include the following:

- Intervention/accommodation to build basic skills in reading/math to help prevent further problems in later grades.
- Identification and implementation of effective techniques/modifications that allow students to operate more successfully in the general classroom program.
- Tutorial remediation to help the student maintain acceptable progress.
- Advice, ideas, techniques, or modifications offered to the teacher to assist students in the classroom.

If you think your student would benefit from the Learning Center, please contact the Upper School Principal.

GUIDANCE SERVICES

See this link for details about [Guidance Services](#).

RENWEB STUDENT INFORMATION SYSTEM

RenWeb is our enhanced student information system. Logging into RenWeb gives parents and students the ability to view grades, records, and upcoming assignments and has many other helpful features. Login information is provided for parents at Back to School nights and continued support will be available throughout the school year. A link to RenWeb is available on the home page of the CHS website at www.kingsmen.org.

FIELD TRIPS

Since field trips are planned as an integral and exciting part of the curriculum, attendance is required. Requests for exceptions for unavoidable and important circumstances should be submitted in writing to the Upper School Principal. School guidelines for proper dress and behavior apply to field trips. Electronic equipment is permitted on field trips with specific restrictions as directed. Field trips are included in the school's tuition rates; however, this does not include the senior class trip in the spring, special optional trips like a spring break trip to Europe, or summer missions trips. On special occasions, teachers may add a field trip in which parents will need to incur a portion of the cost.

CO-CURRICULAR AND ATHLETIC ACTIVITIES

The participating student:

- Must not be on Probation I or II,
- Must be a full time student (part-time students may receive special permission from the administration),
- Must arrive to school before 11:00 a.m. on the day of the event (for ex. a concert or athletic match),
- Students must be at school by 7:45 a.m. on the day of overnight trips (ex. athletic training trip) that depart before the end of the school day.

ARRIVAL TO SCHOOL AND BEFORE SCHOOL CONDUCT

Upper School students may enter the building through the main lobby or the Middle School wing. Students may report to their lockers and wait in the hallways until the 7:35 a.m. bell rings (9:00 a.m. on Thursdays). A faculty member will monitor the hallways. Students should report to class by 7:45 a.m.

PARENTAL RESPONSIBILITY FOR STUDENTS LEAVING CAMPUS

The school's policy regarding students on campus during the school day and after school hours is as follows:

All students must have written parental permission to leave campus during school hours and must sign out in the Main Office before leaving campus. Parents who come to school to pick up a student should report to the Main Office and have their student called to come and meet them. Seniors are permitted to leave campus if they have a note on file in the Upper School Office.

After regular school hours:

- Students in grades 6-8 are to remain in approved areas of campus that include the Upper School Library and the Student Life Center (the "Barn") until they are picked up by their parent or their parents' designee. The school provides no overarching adult supervision of Middle School students after school. Hence, parents agree to assume all responsibility for their Middle School students who remain on the school campus once school has dismissed for the day. Students in grades 6-8 are not permitted to cross White Plains Road at any time.
- The school provides no overarching adult supervision of High School students after the dismissal bell each day. Hence, parents agree to assume all responsibility for their High School students after dismissal each day. This includes a student decision to cross White Plains Road after the school day is over.

ATTENDANCE

The school day begins at 7:45 a.m. It is important that your child be in school on time but not earlier than 7:20 a.m.

Students who arrive to school after the start of the first period of the day should report to the Upper School Office to sign in. Tardiness is defined as arrival to class after the bell has rung and prior to the halfway point of class. After the halfway point the student will be marked as unverified.

Due to our status as an attendance based accredited program, there are attendance requirements that must be maintained in order for a student to remain enrolled in a course. Students will accrue non-attendance points for absences and tardies. If the maximum non-attendance points are exceeded, the student will automatically be withdrawn from the course. Absences incurred while a student is participating in a school-sponsored activity will not count toward the total.

The attendance requirements are as follows:

Course Credits	Maximum Attendance Points Allowed
1	50
½	25

Absence = 2 attendance points
 Tardy = 1 attendance point
 (Note: tardiness after the halfway point of a class period counts as an absence)

Course Credits	Warning Notice Sent Home After	Phone Call To Parents After	Maximum Attendance Points	Loss of .25 credit or course withdrawal
1	30 points	40 points	50 points	51 points and greater
½	15 points	20 points	25 points	26 points and greater

For example: A student enrolled in a one (1) credit course, who is absent 13 days and tardy 11 days would have accrued a total of 37 non-attendance points (13x2 + 11x1). A student who has been withdrawn from a course for non-attendance may appeal the withdrawal to the administration.

ABSENCES

Real time attendance reporting is available through the student's RenWeb account.

Students leaving school during the school day must sign out in the Upper School Office and parent verification by signed note, email or fax is required. For information on students leaving school due to illness, please see the "Illness During the School Day". In the case of a family emergency, we appreciate receiving information from parents so we can offer support to the student.

It is the student's responsibility to check with his/her teachers regarding missed work, and this contact should be made on the day they return from an absence. In general a student will have as many school days to make up work as they were absent for an illness or emergency; however, students should work ahead to prepare for absences.

If a student has been absent from school due to an illness for five (5) or more consecutive school days, then an additional note from the student's physician is needed stating that the student is well enough to return to school. All absences will be recorded and become part of the student's permanent record.

We strongly encourage families to plan their family trips when school is not in session. Prior notification to the Upper School Office is required to arrange for assignments to be given in advance. Teachers may be asked to give assignments for up to five (5) school days in advance. If the trip is longer than five (5) days, only general assignments may be given. It is important to note that the assignments given cannot include the benefit of the teacher's lectures and special activities used to enhance the understanding of the lessons.

It is the responsibility of the student and/or parent to check with the teachers about make-up quizzes, tests, and assignments. Unless other arrangements are made with the teacher, the work assigned prior to the trip is due the day the student returns. The student should attain clarification about expectations before departure.

ILLNESS DURING THE SCHOOL DAY

During the school day, in order to be excused from classes for illness, a student must report to the Nurse's Office. Unless it is an emergency, the student should report to class before seeing the Nurse in the Nurse's Office. The school Nurse will call parents in the event an early dismissal is necessary for health reasons. If a student leaves school due to illness without approval from the Nurse's Office, the absence will be unexcused and the student will be held accountable for leaving campus without authorization.

LIBRARY

Upper School Students:

- Most books may be signed out for two weeks and may be renewed.
- A 25-cent fine will be levied for each school day the book is overdue.
- Overdue notices will be sent to both the student and Administration.
- If books are not returned, he/she will not be permitted to check out more books until books are returned.

All Students:

- Magazines are to be used only in the library.
- Should a book be lost or damaged beyond repair, let the librarian know. The borrower is responsible for the replacement fee.

Students will not be charged fines for days on which they were absent from school or for days there is no school.

Students who remove books and other materials from the library that are not to be checked out, or who remove other books without checking them out, may be charged with theft and disciplined accordingly.

CAFETERIA SERVICES

Rules for lunch:

1. Students are not to sit on the tables or put their feet on tables.
2. Gaming or use of cell phones or other electronics devices is prohibited.
3. Students are expected to clean up after themselves
4. All students are encouraged to utilize trays and must remove trays and trash to the designated areas.
5. Seniors may take their lunches to the Student Life Center (the "Barn") or the courtyard.

FORGOTTEN ITEMS

Students will not be dismissed from class to obtain forgotten items. You may, however, leave items in the Main Office and Upper School students may pick up items between classes.

LOST AND FOUND

Articles that are found should be brought to the Upper School Office or Main Office. Students who lose an article should check at the lost and found area located outside of the Cafeteria. When possible, books will be returned to the respective department.

BOOKS

All textbooks must have the student's name and the school year (i.e. 2014-2015) clearly printed on the inside cover.

LOCKERS

School lockers are the property of Christian Heritage School. They are provided to students for the temporary storage of personal belongings and school related textbooks, supplies, and materials. CHS reserves the right, protected by law, to search lockers and other school property available for student use. School lockers may be inspected in the interest of maintenance, health and safety. For safety and security reasons, personal belongings should never be left unattended. Students should not bring large sums of money or valuable personal belongings to school.

Lockers are assigned to students in Grades 6-12. Students are expected to keep their lockers neat and clean at all times. No writing on or in lockers is permitted. Tape and stickers are not to be placed in or on locker surfaces. Magnets or fun tack can be used to attach schedules or photos to the inside of the lockers. Any pictures or posters put up inside should be in keeping with the spiritual goals of the school. CHS is not responsible for student property that is stored in the lockers. Locks are not required, but are highly recommended. Only locks purchased at CHS may be used. The CHS administration reserves the right to remove any pictures, signs, decoration or other items from the outside of the locker without notification.

STUDENT CONDUCT EXPECTATIONS

The conduct of students in school has a significant effect on school achievement. While ultimate responsibility for student behavior rests with the parents and the students themselves, CHS has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision. While seeking not to isolate specific behaviors held in comparison to others, there are certain behaviors that cause a negative effect on life and learning. These are addressed in this section of the handbook.

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in accordance with Christian principles as set forth in Scriptures and stated school policy. Parents and teachers are encouraged to cooperate with one another. Parents will be contacted as soon as any behavioral problems become evident to foster good communication and facilitate partnering in promoting godly character.

CHS places a great deal of emphasis upon spiritual matters because of our belief in biblical truth and teachings. The following are guidelines for behavior at Christian Heritage School.

- An attitude of respect for those in authority and a spirit of cooperation are to be maintained by all students. The title of Mr., Miss, Mrs., and Coach are expected to be used respectfully regardless of time or place. This includes all adults – faculty, staff members, and parents. Insubordination, persistent noncompliance, or open defiance of the authority of any administrator, teacher, or person assigned to supervise the student, including verbal abuse will not be tolerated. Discipline may include detention, suspension, or expulsion review.
- Students will be considerate towards other students and adults. Students are expected to show good manners at all times. (i.e., using the words, “thank you”, “please”, and “excuse me.”) Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior. Students must respect school property and other students’ property. Any damage to school property is the responsibility of the student and the student’s family. Respect for personal property would prohibit behavior that would include but not be limited to the following:
 - Possession of stolen goods or theft
 - Vandalism
 - Unlawful acts on or off campus
- Use of electronic devices for game playing is prohibited during school hours except with permission and in designated areas.
- Behaviors such as physical violence, gambling, sexual immorality, use of tobacco, alcoholic beverages, drugs, and the unauthorized use or possession of a controlled substance are prohibited on and off campus, including non-school hours, twelve (12) months of the year. Additionally, if at any time a student’s influence (including but not limited to supporting or encouraging others to participate in these behaviors) is considered harmful, undesirable, or otherwise detrimental to the student body or school community as a whole, CHS reserves the right to require the student’s withdrawal.
 - Students using or in possession of any tobacco products may be suspended for up to three (3) days. A second offense will result in an expulsion review by the administration.
 - Alcoholic beverages or controlled drugs, as defined by Connecticut law, may not be possessed, used, sold, distributed, or brought onto school property (including buses) or to any school activities on or off campus. Students may not be under the influence of any illegal drug at any time, including non-school hours, and may not carry or distribute drug paraphernalia.
 - Students who violate these regulations and are using, in possession of, or under the influence of alcohol or other controlled drugs may receive immediate suspension and an expulsion review. Students who violate these regulations may also be required to participate in assessment and supportive services beyond any disciplinary action. Intervention, monitoring and/or referral will follow identification of the drug or alcohol-involved student to the appropriate agency or counselor.
 - Sale or distribution of alcohol or drugs will result in an immediate suspension and a recommendation for expulsion. The school will notify the appropriate law enforcement agency of the alleged sale or distribution.

- Students are prohibited from the possession of weapons anytime on campus, and at any school related functions off campus. Weapons include but are not limited to guns, knives (this includes pocket knives, switchblades, etc.), box cutters, and bombs or explosive materials. Weapon facsimiles are also prohibited such as BB guns, Airsoft™ guns, or paintball guns. Violation of this policy will result in immediate suspension and an expulsion review.
- Criminal behavior on or off campus will result in immediate suspension and an expulsion review.
- Harassment or hazing will not be tolerated. Harassment is defined as creating an unpleasant or hostile situation by uninvited or unwelcome physical contact or verbal communication, including the intentional use of words or pictures through internet services. Any unwanted sexual or other behavior that places formal or informal power over another will not be tolerated. Disciplinary options may include detention, suspension, probation, and possible expulsion. Students who believe they are being hazed or harassed should report it to a teacher or member of the administration immediately. The school administration reserves the right to respond even if an incident takes place off campus or during non-school hours. The CHS disciplinary response will depend on the specific circumstances.
- Fighting or the use of physical force against another person that is not reasonably necessary for self-defense is prohibited and may result in a suspension. All parties involved in fights are subject to suspension. Subsequent offenses may result in an expulsion review. In addition to the school consequences, alleged criminal infractions will be reported to the police or other officials by the school administration.

Sexual Purity

CHS seeks to teach and encourage our student body to live a God-honoring lifestyle that reflects His holiness and goodness to the world (Matthew 5:13-15). With that in mind, we teach our students God's standards for personal and relational responsibility, standards that, when lived out, lead not to a life of oppressive rule-keeping, but to a life of true freedom and abundance (Proverbs 3:1-2; John 8:31-32; John 10:10). We believe that God most clearly reveals these gracious guidelines through the Bible (Psalm 119:9-11, 105). The Scripture reveals that sexuality is a gift from God to be enjoyed within the context of marriage between a man and a woman (Genesis 2:22-25), and when this gift is abused and God's standards ignored, the Bible calls this "sexual immorality" (1 Corinthians 6:18-20; Ephesians 5:1-3). When students engage in sexual immorality, we will partner with parents to address inappropriate behavior in a way that best serves the family and honors God, and we believe that God is honored when relationships are reconciled – relationships with Him, with fellow students and family members (2 Corinthians 5:18-20). Ultimately, the school reserves the right to respond to inappropriate student sexual conduct with any combination of discipline and accountability that leads toward reconciliation of these relationships (Hebrews 12:7-11). However, in some cases sexual immorality may result in a student's dismissal from Christian Heritage School.

Christian Heritage School retains the right to refuse enrollment to, or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who supports or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Public displays of affection are prohibited while on campus and at any school sponsored activity or event.

Pregnancy Policy

Children are gifts from God, so we want to be clear in our dealing with pregnant students that we are not confusing the immoral act with the value of the child (Psalm 119:13; Psalm 127:3-4). We believe in the sanctity of life for both mother and child. Therefore, our Christian community is called to offer genuine support to those students who are facing the prospect of pregnancy and parenthood at such a young age.

We also recognize the tension created by the fact that parenthood is designed for adults and our high school classrooms are designed for adolescents. Therefore, the following guidelines will be followed in such cases:

1. Pregnancy cases will be evaluated on a case-by-case basis for the involved female and male.
2. Student pregnancy will result in a modified academic program (off campus) for both the pregnant young lady and the father of the child. This alternative program will commence at the time of the pregnancy notification and will continue until at least the end of the semester in which the child is born. The new mother and father may then petition the high school office for reenrollment in regular classes for the beginning of the next full semester after the birth of the child.
3. Counseling and support will be available for the students to assist them in the completion of their high school diploma. The counseling will include assistance with individualized academic help, college guidance, and the identification of available resources.
4. If the student(s) enter the modified academic program (leading toward graduation from Christian Heritage School), they will be required to participate in professional counseling (mutually agreed upon between the parents and the school). They will also select a member of the school faculty or staff to serve as their advocate through graduation, and will meet with this advocate at least every other week throughout their enrollment at CHS.
5. The students will agree to remain under the authority of their parents through graduation.
6. If the above guidelines do not or could not result in reconciliation, then the student(s) may be dismissed from the school.

COMPUTER ACCEPTABLE USE POLICY

Students are not to misuse the school's computers or violate the school's internet policies. All students and parents must sign an Acceptable Use Policy regarding computer usage in order to access school computers. Personal computers or internet connected devices may only be used with permission and must be easily visible to the supervising faculty or staff member. Restrictions on use may be made at the discretion of the administration including type of access and location of use.

ELECTRONIC DEVICES* POLICY

*** ALSO INCLUDES ALL CELL PHONE TYPE DEVICES**

Students may use cell phones in school to communicate with family members when necessary. Under no circumstances may cell phones and other electronic devices be seen, heard, or used while a student is in class without the expressed and explicit permission of the classroom teacher. Cell phones seen, heard, or used during class time will be confiscated and the student will receive a "0" on any test or assessment in progress. *First offense:* Cell phone will be held by the Upper School Office or parent for five (5) school days plus the student will serve a one (1) hour detention. *Second offense:* Cell phone restriction from campus for the remainder of the quarter marking period and the student will serve two (2) hours of detention. *Subsequent offenses:* Review for cell phone restriction for the remainder of the school year and possible behavioral suspension.

Under no circumstances may an electronic device be used to photograph, record, and/or videotape while on campus without the parental permission of those photographed, recorded or videotaped. In addition to disciplining students for violation of this policy, faculty and administration have the right to confiscate and view content. The device may be returned at the end of the school day or held for further review. Violations of this policy, depending on severity, may result in immediate suspension. The administration reserves the right to accelerate the probation status for serious offenses up to and including recommendation for expulsion. CHS administration, faculty, and staff are required to notify law enforcement authorities and/or protective services regarding cell phone activity that is deemed profane, threatening, or contains images which are harmful (to the student or others), offensive, or potentially unlawful.

STUDENT ACADEMIC PROGRESS AND ACCOUNTABILITY

As school and home, teacher and parent, we desire to partner for the good of our students – your children – and the glory of God. In fact, our definition of success is to pursue cultivation of the fullness of God's created intent for each child. As teachers and parents communicate well, we find this provides the most fertile ground for student flourishing.

One vital area – among many – for effective communication is the academic progress and success of our students. Sometimes this means being clear about ways a student is not meeting the appropriate standards or expectations. To pursue their highest good means holding them accountable for progress toward that goal.

There is very current, ongoing information about student achievement and progress available on the RenWeb online system with assignments, grading and other communication offered continuously. As is common for schools, we do have specific grading periods – four quarters in the year with two quarters per semester – when student milestones will be measured. At these times and at any point along the way, we want to encourage you to inquire on anything that is unclear. You can also expect that teachers, counselors and administrators will be contacting you to assure solid communication.

Standards for passing and failing grades are outlined elsewhere in this handbook. If a student is not meeting those standards, we will be partnering with you to help and hold accountable the children whom we love and are responsible for. In addition to personalized improvement plans, a few objective markers are as follows:

A student is placed on Probation 1 for failing an English, History, Math, Science, World Language, or Bible class. At the next grading period, that Probation will be removed if the student is progressing appropriately. If a student is failing more than one class or fails to remedy an initial Probation, restriction of student participation in co-curricular and extra-curricular activities will be enforced. While we don't want to remove incentives for student progress, we do want to communicate clearly that progress is expected and standards will be maintained.

On rare occasions when these measures do not remedy achievement problems, we will evaluate whether we remain the best educational environment for a particular student. We work to see all of our students succeed, motivated by our love for them, our partnership with you as parents, and our fidelity to God's own call in our ministry of Christian education.

ETHICAL ACADEMIC CONDUCT

All work submitted by a student should be a true reflection of his/her effort and ability. If the work that is submitted to a teacher is not, then the student has violated this policy and the biblical principles concerning the importance of honesty and integrity.

Cheating is considered the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as the student's own; or having prior access to specific questions that a student will be held accountable for on a test, exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless permission by the teacher has been given.

Acts of cheating include, but are not limited to, the following:

- Claiming credit for work that is not the product of a student's own honest effort
- Gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others
- Surreptitiously using or hiding materials for information
- Plagiarism (copying without giving credit)
- Using old tests, exams, quizzes, projects or answer keys to copy or memorize specific questions and answers
- Using study aids not permitted by the classroom teacher
- Providing information to, or seeking information from, another student regarding the material that is on a test, exam, quiz, or project
- Submitting school work that does not reflect a student's own work, to include homework, papers, or projects downloaded from the internet.
- Forging notes or parent's signatures or altering grade reports
- Knowledge of, or tolerating any of the above

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to the educational process at Christian Heritage School. Students who cheat will be subject to the following policy. Cheating incidents are cumulative in grades 6-8 and then in grades 9-12.

1. The first time a student is caught cheating, the classroom teacher will notify the parents, a zero will be given for the work, a detention will be given, and a letter is placed in the student's file.
2. The second time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, and a one-day suspension will be assigned. A letter is also placed in the student's file.
3. The third time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, a one-day suspension will be assigned, a letter is placed in the student's file. An expulsion review will be initiated.

Note: The administration reserves the right to increase or accelerate the penalties listed above. The school's response will be based on the number of times a student violates this policy while he/she is enrolled at CHS.

Tests are the property of the classroom teacher and Christian Heritage School, and are to be considered as such when issues concerning their possession and use are brought up. However, in the event that a teacher returns a test to a student and does not require that the test be returned back to the teacher, that test then becomes the property of the student.

DISCIPLINARY ACTIONS

The consequences for not fulfilling responsibilities or for inappropriate behavior are varied, as follows.

Detention

Detention may be assigned by the administration during students' non-scheduled time. Work or extracurricular activities are not acceptable excuses for non-attendance in these detention assignments. Non-attendance or failure to follow detention rules at detention is cause for further discipline.

Suspension

Suspension is the removal of a student from all school activities by an authorized member of the administrative staff for a specific and limited amount of time. The student shall be given the opportunity to make up work missed during the suspension period. Parents will be notified of all suspensions per policy and may be asked to confer with the administrator before and after suspension regarding conditions for readmission. A record of a student's suspension will be placed in the cumulative educational record. This notice will be removed from the permanent educational record when the student graduates from High School or is promoted from grade 8 to grade 9. The administration will determine, in consult with parents, whether this suspension is in school or out of school.

Expulsion

CHS retains the right to immediately remove a student for a period of one semester, one year, or permanently for a significant violation of school policy or guidelines. Grounds for expulsion can be a pattern of discipline problems or a single significant discipline violation. Upon receipt of a notice of expulsion, parents have five (5) days to initiate an expulsion review. A review will begin upon receipt of a written request to the Head of School.

Note: A student who has a discipline record or engages in behavior judged to be extreme may face more severe sanctions up to and including expulsion.

The faculty and administration uses policy, practice, professional knowledge, experience, and discretion when making disciplinary decisions. It is the right of the administration to determine the degree of consequence in each case within the school policy. Our expectation is that the vast majority of students will behave with respect, responsibility, and thoughtfulness. As the Lord's model for discipline in Hebrews 12 reminds us, the result of discipline should be to reflect on the behavior, examine its consequences and ultimately cause us to grow spiritually, drawing into closer relationship with the Lord. It is our hope that when faced with decisions that could result in harmful or negative consequences, students will be aware of the possible impact and will then act in a way that will bring honor and glory to Christ.

SENIOR PRIVILEGES

Seniors will be assigned to study hall and be expected to stay within the main school building during the school day unless eligible to participate in “open campus.” Students will be eligible only when the “Open Campus Form” is completed in the parent’s Renweb account.

Open Campus Policy

Eligibility - Seniors Must:

- Maintain co-curricular eligibility in order to take advantage of this privilege
- Be students in good standing through compliance with stated rules and policies
- Have a completed Open Campus Permission form on Renweb
- Be up-to-date with all expected forms and submissions (i.e., Yearbook letters, pictures, etc.)

Permission to Leave Campus

- The senior must sign out each time he/she leaves the building during the school day, and sign back in when returning.
- If a senior does not have an Open Campus Permission form completed, the student must provide a parent note to the Upper School Office for each requested leave. This note must be specific to the day and period the student will be signing out.

Unassigned Periods

- All seniors who do not have a completed Open Campus Permission form will be assigned to study halls for free blocks.

Waiver for Final Exams

- This policy is in effect for seniors enrolled in a full year or a second semester course. The senior must have a 90 or higher at the point of review and have no more than three (3) missed classes or six (6) tardy marks for the previous marking period.

PARKING

Due to limited availability of parking on campus, students may not park on campus during the school day.

CHRISTIAN HERITAGE SCHOOL



2014-2015

Upper School (Grades 6-12)

DRESS CODE

Revision 8/6/14

Polo Shirts

- White, navy blue, gray or burgundy button front with collar
- Logos must be smaller than 2" diameter
- Loosely-fitted, hip-length, no visible midriff or camisoles – tucking optional
- Grade 12 – Collared shirt-any color or pattern

Oxford Shirts

- White or light blue, with logos smaller than 2" diameter
- Loosely-fitted, straight cut, and **must be tucked in**
- Grade 12 – Oxford shirt/any color or pattern

Pants/Shorts/Capris

- Khaki or navy blue – no cargo style
- Properly sized (no sagging, not tight, and no visible undergarments)
- Shorts must be knee-length

Sweaters

- Worn over uniform shirt
- May be crew neck, v-neck, or cardigan only
- Solid color and knit – navy, burgundy, gray, white
- Not cropped
- Grade 12 – any color or pattern

CHS Sweatshirts/Fleeces/Athletic Wear

- Only CHS purchased and approved wear with CHS logo permitted
- Must be properly fitted – not oversized
- Hooded CHS logo sweatshirts may be worn on Fridays **only** with hoods down
- Team uniforms on approved days only
- Must be worn over uniform shirt

Outerwear

- Coats, scarves, hats, mittens, etc. are to be kept in lockers

Shoes

- Clean and neat
- No slippers or rubber/shower-type flip-flops
- No work-style, high top boots or boots with waffle treading

Hair

- Natural color, neat in appearance
- Boys – hair length must be above eyes, ears, and shirt collar
- Boys – are to be clean-shaven

Jewelry

- Boys – earrings and body piercing are not permitted
- Girls – piercing is to be limited to the ears, with a maximum of two earrings per ear

Chapel Day (Wednesday)

- White or light blue oxford shirts – tucked in (no polo shirts)
- Boys must wear a tie
- Grade 12 – any color oxford – tucked
- No sweatshirts or jackets

Designated Athletic and Jersey Days-All Teams

- Boys – shirt and tie
- Girls – guideline to be set by athletic office
- Jerseys worn with dress code pants – no sweats or jeans
- CHS appropriate attire under jersey

Dress Down Days -

- No torn or frayed jeans or pants
- Shorts must be appropriate in length
- Properly fitting shirts – shirts must have sleeves, CHS “mission appropriate” messages allowed
- Properly sized pants or jeans (not sagging, not tight fitting, and no visible undergarments)
- No leggings or jeggings
- No flannel or pajama pants
- Reserved and modest necklines
- No skirts or dresses

Never Allowed

- Headphones or ear buds
- Hats, outdoor type jackets or coats
- Ripped, frayed or soiled clothing
- Skirts, skorts, jumpers or dresses
- Visible tattoos or visible undergarments

Please Note: The dress code is a guideline for students and parents. Clothing or accessories are not to promote products or make statements which may be viewed contrary to the CHS mission statement. All judgments regarding specific clothing items will be made by the administration. This code is in effect on campus between the hours of 7:00 am and 3:30 pm on school days.

Special Information Regarding Dress Code

2014-2015 School Year

- **Birthdays**
 - **Students and teachers may take a dress down day on his or her birthday.** Students and teachers with summer birthdays will be allowed one dress down day to be applied as follows – July birthdays may be taken in May or June and August birthdays may be taken in September. Students and teachers with birthdays that fall on the weekend, during a school vacation break, day of illness or on the day of a school-wide dress down may take a personal dress down day within two weeks of the actual birthday. Please notify the Upper School office before first block of the day when the dress down will be taken.
- **Field Trips**
 - Students should plan to dress in standard school dress code for all field trips unless specified otherwise by the school administration and the sponsoring teacher. If students are allowed to dress down, they must comply with the “dress down” guidelines in the uniform “Dress Code” policy.
- **Paid and Free Dress Down Days**
 - Dress down days will be announced at least two weeks in advance. Information regarding the specific benefit or organization assisted through **paid** dress down days will be provided prior to the specific day scheduled.
- **Dress Up and Special Event (Banquet) Dress**
 - Girls are permitted to wear dresses with reserved and modest features. Dresses and skirts must be proper in style and material and not be tight fitting (questions and concerns should be addressed in advance by having the dress or ensemble approved by Upper School Office staff, administration or class sponsors). Neckline and hem length, including dresses and skirts with slits, should be in keeping with proper decorum for the event. As a specific standard, hem length and any visible skirt or dress opening should be no higher than 3” above the knee; necklines must be no lower than 3” inches below the collarbone; back openings must be at least 3” above the waist.
 - Boys may wear neck ties or bow ties and may wear a suit or suit jacket.