

# CHRISTIAN HERITAGE SCHOOL

**2020 - 2021**

Upper School Handbook

Grades 6-12



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*Christian Heritage School admits students of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, athletic programs or other school-administered programs.*

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*NOTE: The Christian Heritage Board of Directors and Administration reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents. Any such changes would be added to a dated and amended version of the handbook that is publicly posted for the CHS community's viewing.*

# ACADEMICS

## Academic Accountability at CHS

Academic Accountability has been arranged to properly assist the student and the parent when a student's academic performance falls below expectations. Grades are reviewed at the end of each semester.

Students are placed on academic probation if they receive one or more Fs or two or more Ds at the end of a semester. Students on probation will also be put on an academic probation contract and will need to meet all contract terms to participate in extracurricular activities and remain eligible for junior/senior privileges. (Extracurricular activities include student leadership, sports, drama productions, praise band, and clubs that meet outside of the school day.)

## Advanced Classes at CHS

Subject-area departments work together to set criteria necessary for students to enter all advanced courses. Students in the Upper School will be admitted to advanced courses based on their meeting the set criteria. Families may request meetings or appeals of departmental decisions.

## Course Catalogue Links

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

[Upper School Course Offerings](#)

[CHS Website](#)

## Course Credit

A minimum of 25 earned credits is needed for graduation from High School. Students who fail courses required for graduation must retake those courses. Most students earn beyond the minimum number of credits.

## Dropping Classes

Non-required courses may be dropped.

- Before six class meetings (no record on transcript)
- After six class meetings ("W" on the transcript)

Note: Students are allowed to drop honors courses for non-honors versions of the same courses after deadlines by departmental approval. In such cases, entire GPA is computed based upon non-honors course credit.

No course may be dropped after 25 class meetings. The school administration reserves the right to determine when circumstances may necessitate an exception to this policy. Students must maintain the required course load (6.5 credits for freshmen and sophomores, 6.0 credits for juniors and seniors) unless administration approval dictates otherwise.

A course may not be dropped after 50% of the course has been completed. The school administration reserves the right to determine when circumstances may necessitate an exception to this policy.

## Extra Credit

In effort to ensure that grades accurately reflect academic progress, teachers in the Upper School at CHS must have the principal's permission before giving extra credit assignments.

## Grade Computation

For high school courses that give an end-of-semester exam, that exam is included in that semester grade and counts as 15% of the semester grade.

For middle school courses that give an end of semester exam, that exam is included in that semester grade and counts as 5% of the semester grade.

Some dual credit courses have distinctive requirements regarding the weighting of exams.

## Grade Point Average (GPA)

A student's Grade Point Average (GPA) is based on the average of a student's grades for each academic semester. The student's Cumulative Grade Point Average is reported on a student's transcript and is calculated only based upon CHS courses.

The Cumulative GPA is the average of a student's "end of course" grades, starting with grade 9. The transcript of work completed at another school attended prior to CHS or while at CHS will be attached to the CHS transcript as part of the permanent record.

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 (see Grade Scale). All grades are assigned "grade points" which are multiplied by the course credit (see Course Credit) to arrive at a course's "quality point" total. These totals are added together to arrive at a "cumulative quality point total" which is then divided by the total credits attempted for a "cumulative GPA." GPA is officially calculated at the end of semesters.

CHS maintains a policy that at times allows middle school students to take high school courses. CHS does not award credit toward graduation for such courses. Some courses are offered in a pass/fail capacity. As a rule, such courses do not impact the overall GPA.

## Grade Scale

Pluses (+) and minuses (-) are used to calculate grade point averages. CHS uses the following grade scale.

## GPA SCALE

Grade	%	Standard	Honors	AP or DC
A+	97 – 100	4.34	4.67	5.34
A	93 – 96	4.00	4.34	5.00
A-	90 – 92	3.67	4.00	4.67
B+	87 – 89	3.34	3.67	4.34
B	83 – 86	3.00	3.34	4.00
B-	80 – 82	2.67	3.00	3.67
C+	77 – 79	2.34	2.67	3.34
C	73 – 76	2.00	2.34	3.00
C-	70 – 72	1.67	2.00	2.67
D+	67 – 69	1.34	1.34	1.34
D	63 – 66	1.00	1.00	1.00
D-	60 – 62	0.67	0.67	0.67
F	50 - 59	0.00	0.00	0.00

### Graded Work Policy

Grades exist to give feedback, and timely feedback is more meaningful feedback. The graded work policy is designed to facilitate timely returns of assessments, but also to provide flexibility for the teachers when the size or difficulty of thoroughly grading major assessments needs to be considered.

All assessments that are worth less than 5% of the semester grade should be graded and uploaded into FACTS SIS by the third class meeting following the assessment; all assessments worth 10% or more of the semester grade should be graded and uploaded by the sixth class meeting following the assessment.

The fact that outstanding work exists for some other students in a class does not provide exception for this guideline.

Note: Students and parents should expect clear explanation for any point deductions that exist.

Graduation Requirements/Diplomas

DIPLOMAS AT CHRISTIAN HERITAGE SCHOOL		
Standard Diploma	Advanced Diploma	
	Given to students who take the requisite number of junior and senior-year honors and college-credit courses and who maintain at least a 3.7 GPA will earn an advanced diploma. (It should be noted that some college-credit courses are completed in 1 semester, and others are completed in 1 year of study0.	
Course requirements		
Science (3) Math (4) English (4) Social Studies (3.5) World Language (2) - both courses taken in HS Bible (4) - one per year at CHS PE (0.5) - or two years of varsity sports Fine Arts (0.5) – beginning with the class of 2021 Health (0.5)	<b>In concert with Standard Diploma requirements, students must take 11* or 13** of the 25 honors/EU/AP courses available to juniors and seniors.</b>	
	HUMANITIES	STEM
	UConn US Hist 1	UConn Physics 1
	UConn US Hist 2	UConn Physics 2
	SHU Am Lit 1	AP Chem
	SHU Am Lit 2	AP AB Calc
	UConn Philosophy	H Pre Calc
	Syracuse Speech	H Capstone
	AP Gov	
	H Capstone	
	AP English Lit	
	H Spanish 3	
	H Spanish 4	
	UConn Spanish	
	H Chinese 3	
	H Adv Chinese 3	
Other requirements		
Community service or service-learning requirements (see specifics under “community service”). * Advanced Diploma = Diploma Requirements/11 courses (at least 5 humanities/4 STEM) ** Advanced Diploma with Distinction = Diploma Requirements/13 courses (at least 6 humanities/5 STEM)		

Full-time students must carry a yearly minimum course load of 6.5 credits in grades 9 and 10, and 6.0 credits in grades 11 and 12. Courses completed prior to grade 9 do not count toward the 25.0 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 25.0 credits and taking at least 6.0 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.

*Note: All seniors must submit at least one college application.*



## Guidance Services

Young Kwon ([ykwon@kingsmen.org](mailto:ykwon@kingsmen.org)) is the College Counselor and Upper School Academic Advisor. More information about counseling services exists on the website.

## Homework

- Parents are not to do homework for their students.
- Students should expect no more than thirty minutes of homework per night per class. Particular assignments may require much more than thirty minutes per night, but those assignments should be given well in advance of due dates, thus allowing for students to work ahead and budget the time they spend over a period of several nights.
- Teachers measure the amount of time that assignments take for students who are focused on doing the work without distractions like music, Facebook, or phones nearby.
- Teachers regularly address with students the nature and scheduling of individual or group assignments.
- Only AP/DC courses may assign homework over Christmas, Easter, or Thanksgiving holidays. AP/DC classes may require up to two hours of work per night.
- All homework assignments should be centrally posted on Google Classroom.
- Whether digital or not, homework postings should be reliable and visible and should not change once a student leaves a classroom.
- Students should expect at least a one-week notice on any assignment that will in the end equate to more than ten percent of their semester grade.
- Students should expect that no single assignment filling only one spot in the grade book equates to more than 15% of the semester grade.

## Honor Rolls

### **High Honor Roll**

3.70 or higher weighted grade point average

### **Honor Roll**

3.40 or higher weighted grade point average

- Student weighted grade point averages grades are assessed at the end of the semester and annual honor roll qualification is measured based **on the average of those two semesters**.

## Honor Society

National Honor Society (NHS) membership is an option for full-time juniors and seniors who have been in CHS at least two semesters and have a cumulative weighted 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.

## Late Work Policy

The Upper School does not have a school-wide late-work policy that applies to all classes. Teachers may have different policies regarding points off per day that late work is turned in.

### 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's registration for the course. Proof of completion must be received before the start of the next school year.

### Make-Up Work for Transfer Students (Grade 10 – 12)

In rare instances CHS covers the cost of coursework that new CHS students must take to meet CHS curricular requirements before graduation. CHS only covers such costs when the course taken is finished with a grade of C or higher.

### Online Coursework

- Classes are only guaranteed to grant credit toward graduation if prior administrative approval is given for such before the class is taken by the enrolled CHS student.
- Students may utilize approved online coursework toward meeting requirements at CHS.
- Grades from online coursework are not counted toward the overall CHS GPA.
- Students must provide official transcripts to the Upper School Office within two weeks of course completion.

### Participation in Extracurricular Activities

The participating student:

- Must be a full-time student or be a tiered association student who has received special permission from the administration
- The participating student must be in good academic standing. See "academic accountability" for details about what disqualifies students from good academic standing.
- See "attendance" section for details about extracurricular requirements regarding attendance.

### Philosophy on the Purpose of Grading

The purpose of grading is to describe how well each unique student has achieved specific learning expectations based on evidence gathered from an assignment, assessment, or other demonstrations of learning. Grades are intended to inform parents, students, and others about learning successes and to guide improvements when needed rather than to compare students with one another.

### Records Request

All requests for records, whether Lower School or Upper School, must first be cleared for release through the CHS Business Office. This includes both Lower School and Upper School students. Please complete the [Records Request Form](#) and mail or fax it to the address on the bottom of the form.

### Remote Learning Guidelines

1. Know your schedule. It's important that you take initiative to check your schedule in Google Classroom, make sure your technology is ready, be present at the right place at the right time. Be responsible.

2. Establish a good workplace. It's important that you have a good place to do your work. Work from a table or a desk, rather than a couch or a bed. Find a quiet place with a good internet connection, access to power, and freedom from distraction.
3. Attend class when in class. When you are in a class, you must actively participate in that class. Take initiative and ask questions. Keep your cameras on unless your teacher specifically asks you to turn them off.
4. Maintain your integrity. Make sure your work is your work. Unless a teacher specifically tells you to work with peers, it is a violation of policy to do so.
5. Mute your microphone when you are not to be speaking.

### Required Work for Course Completion

To receive credit for course completion at CHS, students must not only receive passing grades in the course, but also sufficiently complete all major assignments that are parts of given courses. For instance, eighth graders and juniors must complete science projects; all English classes require completion of major writing assignments. The term "sufficiently" here means that the work receives a passing mark. Specific departments may use some discretion in the interpretation of what is or is not major, but generally, major assignments account for at least 10% of the semester grade. While work on such assignments may be completed beyond the end of the semester, work completed at that time does not impact the grade in the course.

### Student Academic Support (SAS)

Parents with inquiries about the SAS should contact our academic liaison, Mrs. Kim Haggerty ([khaggerty@kingsmen.org](mailto:khaggerty@kingsmen.org)). Parents may also consult the school [website for further details](#).

## **ATTENDANCE**

### Late Arrival

Students are expected to be in class at 7:45 a.m. each day. Students who arrive late to the first period of **the day must report to the Security Desk to sign in**. Late arrivals are only counted as excused (ET) if they come with written or in-person parent notification regarding medical appointments.

To encourage punctuality, the following tardiness regulations have been instituted: Punishment for accumulated tardies to the day's first class will result as follows:

- On the 5th tardy Student assigned an after-school detention
- On the 10th tardy Student assigned an after-school detention
- On the 15th tardy Student assigned an extended two-hour detention
- On the 20th tardy Student assigned two-hour detention; a parent meeting will be set up.
- On the 25th tardy Student will be assigned a Suspension. For every 5 subsequent tardies student will be assigned another Suspension.

Note: There will be no reset of the total number of tardies at the beginning of the second semester.

With parent permission students in grades 9 - 12 need not arrive to school for the **beginning-of-day study hall**. However, such students must still arrive on time for and report directly to their second block classes. On the other hand, if such students are on campus, they are expected to be accountable for their whereabouts, just as they would be expected to be in any other class. Similarly, students may leave school early with **written or in-person parent permission** when they have end-of-day study halls and check out through the Security Desk.

## Tardiness Versus Absence

Whether beginning of day or within school day, tardiness to class becomes absence to class 10 minutes after the class has begun.

## Absences

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

### **Excused Absences**

Parents are required to provide appropriate documentation for any student absences. Consecutive days of absence would require written documentation that includes an explanation for each day of absence. Acceptable reasons for absences are only for any of the following reasons:

- a. Student illness
- b. Student's observance of a religious holiday
- c. A death in the family or other emergency beyond the control of the student or his family
- d. Extraordinary educational opportunities pre-approved by a school administrator
- e. Absence due to the requirement to quarantine.

### **Unexcused Absence**

Absences not meeting the above-described definition of excused absences are unexcused absences. CHS tracks both full-day and class-period attendance. Seniors should note that the total number of absences affects potential exam exemption and free periods in all classes.

### **Absent but Able to be Present Remotely**

While live face-to-face education is far and away always the best option, students who are unable to be present at school, but whose parents have communicated about their absence from school, may attend hybrid classes virtually and be counted as present for those classes. We will code these absences as follows:

Excused absence and hybrid presence (remote present) RP-E

Unexcused absence and hybrid presence (remote present, absent without parent communication) RP-U

Excused absence and not present (ordinary absence) A

Unexcused absence and not present (ordinary absence, but no parent communication) A-U

Present on campus (P)

### **Arrival to School and Before-school Expectations**

Upper School students may enter the building through the main lobby or the Middle School wing. Students may enter the building at 7:20 a.m. (or 8:35 a.m. on Wednesday) and should go to lockers and then directly to class. A faculty member will monitor the hallways. Students should report to class by 7:45 a.m. (9:00 a.m. on Wednesday).

### **Parental Responsibility for Students Leaving Campus During School Day**

All students must have written parental permission to leave campus during school hours and must sign out at the Security Desk before leaving campus. Parents who come to school to pick up a student early should report to the Security Desk. Seniors are permitted to leave campus if they have a note on file in the Upper School Office. Seniors must always sign out and indicate where they are going when they

depart **from campus**. All students who have pre-planned and excused classroom absences should be proactive about communicating with their teachers about the said absence. For information on students leaving school due to illness, please see the "Illness During the School Day" section. In the case of a family emergency, we appreciate receiving information from parents so we can offer support to the student. Counselors are in place to help facilitate coordination with teachers in such cases.

Students in grades 6-8 are not permitted to cross White Plains Road at any time. It is the student's responsibility to check with 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 be prepared to take any previously announced quizzes or tests on the day they return unless direct communication with the teacher guarantees otherwise. **ALL** absences will be recorded as a part of the student's permanent record.

### **Pre-Arranged Absences**

We strongly encourage families to plan their family trips when school is not in session. Unnecessary travel (vacationing or visiting friends or family), particularly absences contiguous with holidays, should only be scheduled for days when school is not in session. When such absences are not avoidable, they may result in the student having to turn in all missed work on the day that the student returns to school after the trip. 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 activities used to enhance the understanding of the lessons.

High school students who miss midterm or final exams for family trips will be required to take all such assessments immediately prior to their departure. Those in UConn and other college classes taught at CHS must follow external university policies which do not allow students to make up tests and exams except in extreme circumstances. Students who miss a test or exam will automatically receive a zero for that test or exam. A student who is prevented by sickness or other unavoidable causes from attending a scheduled exam or test must apply to the Upper School Principal for an excuse that will authorize the student's instructor to give a makeup. Students should bring documentation related to their absence such as a doctor's note or funeral prayer card when they apply for an excused absence. Students approved for a makeup test or exam will generally be given a different test or exam than the one given to the class previously. Similarly, students who are not present on the day a major assignment is due will have points deducted from that assignment. These students must apply to the Upper School Principal for an excuse that will authorize the student's instructor to remove the late penalty.

Students should work ahead and communicate clearly about anticipated absences to assure that work is excused prior to making arrangements. A pre-arranged excused absence form must be obtained and completed (2) days before the absence. Please follow the guidelines:

1. Parent submits a written note indicating the date of and explanation for the proposed absence at least two (2) school days prior to the planned absence.
2. Student obtains a pre-arranged absence form from the office at least two (2) days in advance and get assignments from teachers for work so that, prior to the absence, there is clarity for all parties about when what work is due.

Note: Pre-arranged absence forms for student-athletes or club members who miss more than a day of school for school-sponsored events should be distributed by and returned to the event coach/chaperone/sponsor. Such forms give students all they need to be fully responsible for knowing what assignments need to be turned in upon return, what should be turned in before departing, and what time limits may be granted for make-up work. Without pre-arranged absence forms, it is quite challenging for teachers to assist students to the extent that they otherwise may be able to do so.

### Assessments While Absent

If students will miss assessments while out, they should proactively make arrangements with teachers regarding make-up dates for those assessments on their return to school. For such absences students may be granted several make-up work days equal to the time of the school-related absence, i.e. students attending a cross country meet and missing two days of school will be given at least two school days to make up missed work upon return. If any problems or conflicts arise, these should be brought to the attention of the administration prior to the planned absence.

### Homework During Planned Absences

Students missing classes for school-related activities are expected to turn homework in early or on time so long as, prior to their departure, absent students possess necessary knowledge to complete that homework.

### Illness and School

In the interest of everyone's health, students should not attend classes within 24 hours of having a fever. During the school day, 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 and should seek permission to go to the nurse. 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 considered the same as one in which classes were skipped without authorization.

### General Make-up Work

When students are absent from school, they are responsible for gathering the make-up work from teachers and completing the assignments. Any work not made up or not excused by the teacher in advance may eventually result in a loss of credit. For each excused (pre-arranged) day of absence, the student will be given one day to make up missed work to receive full credit. If the student is absent for one day, work must be turned in/assessments must be taken on the day the student returns to school. Unless otherwise noted ahead of a given absence, students are required to make up all assignments. Further credit will be lost if work is not completed in a timely manner. Pre-announced assignments are due on the date announced or immediately upon return to school.

When returning after an illness, it is the student's responsibility to arrange for the make-up work with the teacher. The appropriate time to arrange for the make-up work is always on the day of the return to school. If a student does not take the initiative to make up the work at the appropriate time, then the teacher bears no responsibility and records a zero for the work.

Homework and projects are counted as on time at the beginning of the class period within which they are to be submitted. Late grade penalties will begin to be assessed from that point in time.

Tests and Projects: If an absence is unexcused and causes a student to miss a test, the student may not be allowed to retake the test and would in that case receive a reduced grade. Even if absences are excused, any make-up test given will vary from the original in content covered. Students should know

test dates and times at least one week in advance and should work very hard to avoid missing tests. If a student is at school during any point during a day in which the student has a test or an assignment due in a class, it is the responsibility of that student to check in with their teacher, turn in the assignment, take the test, or make alternate arrangements on that same day--not doing so may result in loss of credit for the test or assignment.

### Participation in Extracurricular Activities

The full-time student:

- Must arrive to school before 11:30 a.m. on the day of the event (e.g. a concert or athletic match).
- 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.
- Who has missed class due to illness should check into school through the Nurse's Office.

### Skipping Class

It is important that students attend class and other required gatherings to ensure the highest quality of education. Because attendance is so important, students who skip a portion of and/or an entire class or any other required event risk being suspended. Leaving campus during the school day without checking out at the Security Desk results in an automatic suspension.

Attendance at the chapel or flex period is required of all Upper School students. Skipping chapel or flex period is equivalent to skipping class and is treated in the same way.

## **GENERAL**

### Books

All school-owned textbooks must have the student's name and the school year (i.e. 2020-2021) clearly printed on the inside cover.

### Cafeteria

Rules for lunch shifts for students:

1. Students are not to sit on the tables or put their feet on tables.
2. Students are expected to keep the cafeteria clean.
3. Students are encouraged to utilize trays and must remove trays and trash to the designated areas.
4. Seniors may take their lunches to the Student Life Center (the "Barn").

The CHS cafeteria is a nut-free zone. Students may not bring outside food that may contain any form of nut products.

### Community Service

Community service at CHS is considered a part of the curriculum and a valuable piece of the education that we provide. In the High School there is a community service requirement for each semester of study. Details about these requirements are available on the [website](#). Students must complete and submit 10 hours per semester at CHS before receiving a diploma at CHS. Note: Exception will be made for the 2020-2021 school year.

## FACTS SIS (Student Information System)

FACTS SIS is our student information system. Logging into FACTS SIS gives parents and students the ability to view grades, attendance 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 FACTS SIS is available on the home page of the CHS website at [www.kingsmen.org](http://www.kingsmen.org).

## Field Trips

Since field trips are planned as an integral part of the curriculum, attendance requirements are the same as for any other class days. 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 mission trips.

## Food Delivery

Seniors may have food delivered in the Barn and only in the Barn. They should consume that food there. No other students may have food delivered during the regular school day.

## Immunizations

All CHS students must be up to date with immunizations (per the State of Connecticut guidelines) to attend classes at CHS. Parents can apply for religious and health-related exceptions through the CHS Nurse's Office. Religious exemptions for immunizations will not meet the school's immunization requirement for travel outside the continental United States. Additionally, students with medical exemptions for immunizations will be required to produce written clearance from their family doctor if they wish to travel internationally on a school-related trip. By administrative approval, students who have not been fully immunized may petition to attend an international school trip if at least one of the student's parents participates in the trip. This policy addresses mission trips, Europe trips, student exchanges or any other student experience outside the continental United States.

## Items Left At Home

Parents may leave items at the Security Desk and Upper School students may pick up items between classes.

## 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, students 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, one should 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 when 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.

### 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. No writing on or in lockers is permitted. Tape and stickers are not to be placed in or on locker surfaces. Magnets or sticky 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 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.

### Locker Room

Whether it be during or after the school day, students should only be in locker rooms if they are required to be there for physical education classes or to change for sports practices. Locker rooms are not places for students to loiter.

### Lost and Found

Articles that are found should be brought to a school office. Students who lose an article should check at the lost and found area located outside of the Cafeteria.

### Mask Wearing Guidelines

Students are responsible for bringing their own masks to school and would be required to purchase masks from the school if masks are lost or left at home. Connecticut state guidelines stipulate guidelines for when students are required to wear masks and for when students do not necessarily have to wear masks. Guidelines may change through the school year, and CHS will follow said guidelines at all times.

### Parking

Due to limited availability of parking on campus, students may not be allowed to park on campus during the school day. Annual policies will be announced.

### Senior Privileges

- The senior class may be granted privileges during the school year. Privileges may be granted to all, none, or any number in between and may be revoked when the class or the individual does not meet the standards that merit the privileges granted.
- A common privilege is that of having "free's" instead of study halls. Five tardies to the class following any free results in being assigned to a study hall during that free.

- Seniors may be exempted from taking final exams during the second semester of a non-ECE/AP course if they have a 90 average coming into the exam. Exempt students may not have had more than a total of more than 8 school-day absences and may not have been tardy more than 7 times to the given class. Students may also be exempted from final exams at the end of one-semester classes that are taken during the first semester of senior year. In such classes exempt students may not have had more than a total of more than 4 school-day absences and may not have been tardy more than 4 times to the given class. Seniors may take up to 4 pre-arranged and pre-approved college visit days that do not count against this total.
- Seniors may receive food deliveries to the barn during their free periods. Delivered items may not be shared with other students. Other students may not receive food deliveries on campus without permission from administration.

### Snow Days

CHS builds five snow days into the school calendar. These first five snow days in any academic year will not be made up. Upon the sixth snow day, CHS will either reclaim Easter Monday as a school day, or CHS will begin offering Distance Learning Day (teachers send assignments to all K-12 students, to be completed at home) that will count as regular days of school. Distance Learning Days are generally perceived as better options than losing Spring Break days or adding school days to the end of the academic year. In the very rare case that more than eight snow days are called in any academic year, CHS will plan to add school days to the end of the year.

### Student Writing

#### **MLA Standards for all writing assignments**

In an effort to standardize expectations and to eliminate confusion regarding what standards are required in what classrooms, all teachers expect students to use the same formatting guidelines for written assignments. These guidelines can be found on The OWL (online writing lab) at Purdue (<http://owl.english.purdue.edu/>).

#### **Use of TurnItIn.com for all typed writing assignments**

Teachers and students at CHS all have access to Turnitin accounts. Teachers who assign any typed writing assignments will expect students to turn in these assignments through their Turnitin accounts. Turnitin enables students to verify that their work is not plagiarized and allows teachers to grade papers digitally if they so choose.

Parents and students need to allow ten school days to turn around transcript requests.

### Winterim

Winterim is a required part of the CHS school year. Daily attendance is taken within each session and is recorded as on regular school days.

#### Basic policies:

- For a clear understanding of what constitutes an excused/unexcused absence for Winterim, please refer to the Attendance section of the handbook. The same policies hold for Winterim.
- If fees exist for Winterim sessions, those fees cannot generally be refunded based on last-minute absences.
- Winterim classes are not meant to add any academic stress. Courses result in pass/fail grades based on criteria that will be established for each course offered.
- At least 60% of a Winterim course must be attended for a student to achieve a passing mark. Grades in classes are given on a pass/fail basis.
- Students who are absent from the Winterim session will be required to engage in coursework that is commensurate with that which they miss.

# CONDUCT

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. 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 and respectful of other students and adults. Students are always expected to show good manners. Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.

Continual reoccurrence of given misbehaviors may result in CHS's requirement of student withdrawal.

## Alcohol, Controlled, and Non-Controlled Substances

Alcohol, controlled, and non-controlled substances, 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.
- All medications, whether prescription or non-prescription, must be taken to the Nurse's Office and held there during the school day. Students are not to be in possession of medication of any sort while at school.

## Chewing Gum

Teachers have the authority to prohibit gum chewing in their classrooms. Gum must be disposed of properly in a trash container.

## Criminal Behavior

Criminal behavior on or off campus will result in immediate suspension and an expulsion review.

## Phones and Electronic Devices

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.

- **Computer usage** – 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.

- **Phone usage in classroom** – Students must have expressed and explicit permission of the classroom leader to use phones. Unless the classroom leader gives permission in advance, phones should not be seen, heard, or used.
- **Phone usage during classroom assessments** – Phones seen, heard, or used during assessments in class will be confiscated and the student may receive a “0” on any test or assessment in progress.
- **Phone usage in common areas** – In common areas, between 7:45 a.m. and 2:35 p.m., students may use phones, but only to text or to makes calls. In these areas students may not use headphones or earbuds.
- **Senior Privileges do not affect any of the above policies.**

### Ethical Academic Conduct and Cheating

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.

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 anything without giving credit to the original source),
- 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 schoolwork 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 through grades 6-8 and then again 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. The student will also be placed on probation and a letter will be 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 will be placed in the student's file, and the student will be placed on a higher level of probation. Expulsion review will be initiated.

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, if 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.

### Fighting

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.

### Harassment, Bullying, or Hazing

Regardless of where the behavior occurs, harassment, bullying and hazing are not acceptable behaviors for CHS students. Harassment is defined as creating an unpleasant or hostile situation by uninvited or unwelcome physical contact or communication. This policy includes communication which is oral, digital, or in form of pictures. Any unwanted sexual or other behavior that places formal or informal power over another will not be tolerated. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, will not be tolerated. When it is determined that any of these things has occurred, parents of offended and offending parties will be contacted. Mediation and resolution is a primary goal for the children and the school. Disciplinary actions may include attempt to resolve the conflict, detention, suspension, probation, loss of privilege, and even expulsion.

At the sole discretion of the school administration, some cases of harassment, bullying, or hazing could be referred to the local police or to the state's Department of Children and Families. Students who believe they are being hazed or harassed or who have witnessed cases of such behavior should report verbally or in writing to a teacher or member of the administration; this may occur either directly or with the assistance of parents. The school administration reserves the right to respond even if an incident takes place off campus or during non-school hours. Harassment, bullying, and hazing can exist in varying forms and to varying degrees. Hence, the CHS disciplinary response will be determined at the sole discretion of the school administration and will be dependent on the specific circumstances of any individual case.

### Property Damage

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.

### Sexual Purity

Christian Heritage School's aim is to be in partnership with parents in order to help students live lives that are representative of the life and teachings of Jesus Christ. On occasion, the beliefs within a particular home may be contradictory to the lifestyle of a Christian as described in the Bible that is endorsed by the school, particularly in the area of sexuality. Thus, it is important for the school to communicate clearly its beliefs and convictions in this area. While the school aims at reconciliation of differences where they occur, it is possible for differences between school and home, and held convictions in this area, to persist and to be seemingly irreconcilable. In the case that a student's or family's actions are perceived to directly

undermine the school's stated position, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. It is important to note that this is true of any issue wherein a student or family engages in active disregard for or opposition to the school's policies. This should not be confused, however, with students or families being in disagreement with the school's policies. Christian Heritage School desires to be a place where respectful dialogue and civil disagreement is encouraged.

The following is a set of beliefs and convictions drawn from the Christian Scriptures that are, in turn, taught in CHS curricular and extra-curricular programs and are used as a primer in decision making for the school as an institution in this area. The Scriptures have much to say about sexual behavior, from the beautiful affirmations of the Song of Songs to the clear prohibitions found throughout the Bible (e.g., Rom. 13:13-14; 1 Cor. 5:1-2; 6:9-10, 15-18; Gal. 5:16-21; 1 Thess. 4:3-8).

1. Homosexuality: Every reference to homosexual behavior in both the Old Testament and the New Testament is noted to be sin (Gen. 19:4-11; 1 Pet. 2:6-7; Jude 7; Lev. 18:22; 20:13; Judges 19:22-25; Rom. 1:24-27; 1 Cor. 6:9-11). CHS will teach that homosexual behavior is sin.
2. Gender: We believe that the gender of each student is reflective of the wonderful, immutable creation of God; each person, created male and female, (Genesis 1:26-27). The school's belief in the importance of this binary understanding of gender as expressed in Scripture, compels it to oblige each student to present as a member of the gender of their birth \* while enrolled as a student at Christian Heritage School. This includes but is not limited to activities involving dates to Christian Heritage School functions such as dances or banquets, bathroom use, and general patterns of dress appropriate for males and females.
3. Marriage: We believe that marriage is a covenant relationship created by God for a man and a woman. Sexual intimacy is a gift from God and has its proper place only within the context of monogamous, heterosexual marriage. (Genesis 2:24, Matthew 5:28, Hebrews 13:4, 1 Thessalonians 4:3-5). Homosexual marriage thus represents a departure from the biblical definition.

**Important Note:**

As school beliefs in the areas of homosexuality, gender identity, and marriage are presented, it is important to note that while the school holds firmly to the understanding of biblical truth that homosexual behavior is sin – and thus not a proper or condoned expression of sexuality – it does not hold that simply having feelings of same-sex attraction is itself sin. Therefore, in cases where students acknowledge a tension between said personal attractions and the biblical mandate of proper sexual expression between a man and a woman, the student should expect understanding, support, and guidance to be offered by the school. The same is true for a student dealing with issues surrounding gender identity. Operating in grace, understanding, and love is the desired posture of relationship between the school and students.

*\*While we believe firmly that it is the general pattern of human development to have gender be clear and biologically determinable at birth, we also recognize that in certain rare cases children are born with some measure of gender ambiguity which transcend normal binary understanding of the sexes. In such rare biological cases, it would be the school's desire to support and work with parents and children.*

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.

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 re-enrollment 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.

If the above guidelines do not or could not result in reconciliation, then the student(s) may be dismissed from the school.

### Tobacco, e-Cigarettes, and Vaping

Students using or in possession of any tobacco or e-cigarette products, and students engaged in vaping, may be suspended for up to three (3) days. A second offense will result in an expulsion review by the administration.

### Weapons

Students are prohibited from the possession of weapons at any time on campus, and at any school-related functions off campus. Weapons include but are not limited to guns, knives (including pocket knives, switchblades, etc.), box cutters, and bombs or explosive materials. Weapon facsimiles, such as BB guns, Airsoft™ guns, or paintball guns are also prohibited. Violation of this policy will result in immediate suspension and an expulsion review. In addition, toy guns, knives, and other such items should remain at home.

# DISCIPLINARY ACTIONS

## Detention and Extended Detention

In-school detention may be assigned during students' non-scheduled time. After-school detention is held at the end of the school day in an assigned classroom for a time determined by the administration. Students who violate any school rule may be assigned to after-school detention by either the administration or a teacher. 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.

Families will be billed \$10 per hour that students are assigned detention. The school is required to place a proctor in charge of managing detention hours. The money that is collected is for the sake of paying that individual for his/her time. Such fees will be billed directly through SmartTuition.

Extended detention has been established as a consequence for repeated behaviors of truancy, missing assigned detention, etc. Rules of conduct during these detentions are the same as for other detentions.

- Students will be given assignment regarding when to arrive and are responsible for speaking with the proctor, prior to the detention, about inability to be at assigned detention.
- No late entries or early dismissals will be allowed.
- No food, beverages, or electronic devices are allowed.
- Students will comply with the supervisor's directions and posted guidelines.

## 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.

## Removal From School

CHS retains the right to immediately remove a student for an appropriate period of time for a significant violation of school policy or guidelines. Grounds for removal might be a pattern of discipline problems or a single significant violation or a situation that involves the safety of others. Upon receipt of a notice of removal, parents have five (5) days to initiate a 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 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.

## **DRESS CODE**

### **Polo Shirts – short or long sleeve**

- Single-colored white, navy blue, gray or black – button front with collar
- Cobalt blue with Kingsmen logo from Lands' End also permitted
- Logos smaller than 2" in diameter
- Loosely-fitted, hip-length – tucking optional
- Grade 12 – Collared polo of any solid color

### **Oxford Shirts**

- White or light blue, without logos, or with logos smaller than 2" diameter; (shirts must remain buttoned to one less than the top button throughout the day)
- Straight cut and tucked in for boys
- Grade 12 –shirt/any solid color (flannel shirts are not oxfords and are not part of the dress code for Seniors.)

### **Pants/Shorts/Capris**

- Khaki, black, or navy blue – no cargo style
- Properly sized (not sagging, not tight, and no visible undergarments)
- Shorts must be no more than 5" above the knee

### **Sweaters**

- Worn over uniform shirt
- Crew neck, v-neck, or cardigan
- Solid color and knit – navy, burgundy, gray, white, or black

### **Outerwear**

- Non-CHS coats, hats, mittens, etc. may be worn to school, but are to be kept in lockers during school day
- Only CHS purchased and approved outerwear with CHS logo permitted in class during the school day. These items can be purchased during the school year, through the Parent Teacher League, or can be acquired through the athletic department.
- Other than on Wednesdays, Kingsmen outerwear distributed through the athletic department is permitted in class.  
CHS hoodies are permitted only with hoods down.
- All outerwear must be properly fitted – not oversized

### **Shoes**

- Clean and neat
- No slippers or rubber/shower-type flip-flops
- Socks are to be matching and solid blue, brown, black, or white in color

## Hair

- Boys and girls – No extreme hairstyles or colors, neat in appearance
- Boys – Hair should be neat, well-groomed and clearly off the collar. Headbands are not allowed. Boys are to be clean-shaven.

## Jewelry

- Boys – earrings and body piercing are not permitted
- Girls – visible piercing is to be limited to the ears

## Kingsmen Day – Every Friday

- Any CHS issued t-shirt, collared shirt, fleece, hoodie, jacket may be worn. (This includes shirts from past spring musicals, school trips, Model Congress competitions, CHS athletics, etc.)
- Any student wearing jeans on this day must at all times be wearing visible Kingsmen apparel.
- Blue jeans, dress code pants or dress code shorts. Blue jean shorts are not permitted.
- All students will be given a CHS t-shirt at the beginning of the year.

## Dress Down Days

1. Shorts must be within 5” of the knee and must not be athletic shorts
2. Properly fitting shirts with sleeves (CHS “mission appropriate” messages allowed)
3. Properly-sized pants or jeans (not sagging, not tight fitting, no visible undergarments, not torn or frayed)
4. Leggings allowed for girls so long as backsides remain covered at all times.

## Never Allowed

1. Hats, outdoor type jackets or coats
2. Ripped, frayed or soiled clothing. Clothes should not have holes. This includes jeans.
3. Flannel, pajama pants, joggers, jeggings, or sweat pants
4. Visible tattoos or visible undergarments
5. Clothing or accessories that may potentially create division.

Note: Taking advantage of Kingsmen Days or Dress-down Days may result in group or individual loss of the privilege.

## Special Information Regarding Dress Code

### Birthdays

**Students and teachers may take a dress down day on designated Mondays during the school year.**

**Monday, September 14--** August, and September birthdays

**Monday, October 5** – October birthdays

**Monday, November 2** – November birthdays

**Monday, December 7** – December birthdays

**Monday, January 4** – January birthdays

**Monday, February 1** – February birthdays

**Monday, March 1** – March birthdays

**Monday, April 5** – April birthdays

**Monday, May 3** – May birthdays

**Monday, June 7–** June and July birthdays

**Field Trips** Students should plan to dress in standard school dress code for 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 three days 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 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). 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.

8/25/20