

**CHRISTIAN HILLS SCHOOL
PARENT HANDBOOK
2018 – 2019**



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WELCOME

From the pen of Pastor Michael McCartney

Dear Parents and Students,

I am excited about the upcoming school year. I want to welcome you to Christian Hills School. As a church, we feel blessed to offer you Christian Hills School. We want you to know how pleased we are to have you as part of the school. Our school is a ministry of our church and it is financially and spiritually supported by the church's membership. The truth is, the school would not be in existence if it were not for the avid support of Christian Hills Church.

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

In His Service,
Pastor Michael McCartney

From the Principal's Desk

Dear Parents and Students,

We are glad that you are here as part of our community. We look forward to providing you the education, experiences, and challenges that will allow you to fulfill God's plan for your life - to become the person that He created you to be. We encourage you to make your Christian Hills experience a rich and valuable one by taking full advantage of the various opportunities available to you as a Christian Hills student. The purpose of this handbook is to acquaint students and parents with the organization, policies, and procedures of Christian Hills School. It is the responsibility of each student and parent to be knowledgeable of the contents of this handbook so that we can all live in peace and harmony as a community. As a school, we will do our best to administer these guidelines with fairness and consistency. As students, we ask that you honor and respect these guidelines, doing your best to follow them as written. As parents, we simply ask for your support as we strive to educate your child and help them grow closer in their walk with Christ. We trust that you will utilize this book as questions arise at home during the school year. Please do not hesitate to contact the school office if you need further information or clarification. We are grateful to God for what He has given us here at Christian Hills School: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. We are so glad that you have chosen to follow the Lord's calling by being a part of our school family. The success of our school is a direct reflection of you.

Blessings,
Mrs. Gayle Bergstrand, Principal

FOUNDATION OF CHRISTIAN HILLS SCHOOL

1) Aims and Objectives

The aims and objectives of Christian Hills School are:

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

2) Mission

The mission of Christian Hills School is to assist parents in their God-given responsibility to nurture, discipline, and instruct their children. (Ephesians 6:4) It is our desire to assist the Church in building up the body of Christ by helping to equip its youngest members for Christian service through a personal commitment to Jesus Christ.

(Ephesians 4:12-13) In this regard, we recognize that each student has unique gifts and abilities given to him or her by God; thus, we desire to help each child in the positive expression and stewardship of those talents.

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

3) **School Committee**

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

4) **Spiritual Life**

a) **Biblical Morality Statement**

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

b) **Chapel**

All students will attend scheduled chapels unless otherwise stipulated. Chapel services incorporate praise and worship, Scripture, object lessons and prayer. Lessons are Bible-based and reflect the beliefs as stated in the Statement of Faith. Students are asked to wear dress clothes (e.g. business casual) on chapel days. Dress jeans may be worn, but should not have tears or holes.

Parents are welcome to attend chapel service but must leave the building immediately after chapel services are ended. At no time should the sanctuary be used for socializing after chapel. In consideration of the sanctity of our chapel time, all cellular phones need to be turned off during chapel. Parents bringing younger children to chapel need to keep these children with them during chapel. Please do not allow them to run around in the sanctuary or in the foyer area.

c) Prayer

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

5) Statement of Faith

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

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God. (John 16:13, 2 Timothy 3:15-17, 2 Peter 1:21, I Thessalonians 2:13)
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Isaiah 43:10-11, Matthew 28:19, Luke 3:22, John 14:16)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:11, Matthew 1:23, Luke 1:35, Hebrews 4:15, 7:25, 9:12, John 2:11, 11:25, Ephesians 1:7, Colossians 1:14, Acts 1:11, Revelations 19:11-16)
4. We believe that justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man. (Romans 3:24-25, John 3:3-7, 5:11-13, Ephesians 2:1-16, Revelations 5:9, Acts 4:12, I Corinthians 6:1)
5. We believe in the present ministry of the Holy Spirit which includes: the baptism in the Holy Spirit as an experience distinct from regeneration, His indwelling, by which the Christian is enabled to live a Godly life; His supernatural gifting and empowering of the Church for its work, life and worship. (Luke 24:29, Acts 1:4-8, 2:1-4, 10:46, 1 Corinthians 12 & 14)
6. We believe in the return of Jesus Christ, to consummate His kingdom in the resurrection of both the saved and the lost, those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29, Mark 14:62, II Thessalonians 1:7-10, Revelations 1:5-7, 20:4-5, 11-12)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:11, 21-23, Romans 12:4-5, Ephesians 4:11-16)

6) Vision

Our purpose is to provide a stimulating and focused curriculum that will benefit the child and will meet his or her individual needs in all areas of life; intellectually, spiritually, emotionally, physically, and socially; thus, enabling us to meet the needs of the total child.

“Train up a child in the way he should go; and when he is old, he will not depart from it”.
(Proverbs 22:6)

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

Admissions

Christian Hills School has a high standard of excellence. Certain students that may have learning difficulties or that have trouble following directions may have difficulty in meeting Christian Hills School’s standards. Enrollment in Christian Hills School follows the guidelines listed below. Priority enrollment is given to the children that are current students in good standing.

1) Admissions Guidelines:

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

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

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

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

1. Having been expelled from their previous school or having withdrawn to avoid such action.
2. Enrolling under false pretenses.
3. Providing false information.
4. Withholding significant information.

2) **Registration Guidelines:**

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

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

Other considerations:

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

STAFF QUALIFICATIONS

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

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

1. Have a relationship with Jesus Christ as their personal Savior.
2. Support the Statement of Faith as stated in this Handbook.

3. Hold a Bachelor's Degree in Education (or related degree) with a teaching certificate or a Bachelor's Degree in Education from a Christian college.

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

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

ACADEMIC INFORMATION

1) Academic Watch/ Probation

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

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

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

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

Students on academic probation must attend help sessions when offered by a teacher. Students may be removed from academic probation and placed on academic watch based on teacher observation and when academic improvement has been shown for one full quarter and a parent/teacher conference has taken place. Failure to make academic improvement may result in retention.

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

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

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

2) **Curriculum**

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

3) **Early Childhood Development (K3 and K4)**

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

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

4) **Elementary and Middle School**

The elementary school consists of Kindergarten through 4th grade. Middle school is comprised of 5th through 8th grade. All of our students are expected and encouraged to achieve mastery of required skills.

We utilize an interdisciplinary curriculum. The higher order thinking requires students to integrate knowledge from a variety of disciplines. Our students are well groomed in the traditional academic disciplines as well as co-curricular fields. Teachers work in teams assisting students on projects which may cross traditional subject and grade lines. Students

are encouraged to participate in additional events which may include art exhibits, spelling bees, writing contests and speech meets.

The academic subjects include Reading, English, Mathematics, Social Studies, Bible, Science and Spelling. The enhancement subjects may include Art, Drama, Computer, Music, Physical Education, Library, and Band.

Each day in the classroom begins with prayer, praise and Scripture, followed by the pledges to the American flag, the Bible, and the Christian flag. (See Appendix for Pledges)

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

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

5) **Extracurricular Activities**

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

6) **Grading System**

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

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

7) **Homework Policy**

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

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

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

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

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

8) **Honor Roll**

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

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

High Honor Roll (1st – 8th): A grade point average of 3.6 to 4.0 in core subjects and all 3's or 4's in Conduct, Work and Study Habits or Penmanship. Also a minimum of S in each enhancement/additional subject for 1st – 4th grades, and a minimum of B- in all subjects including Enhancements for grades 5th – 8th.

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

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

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

9) **Midterm Reports**

Midterm reports are issued for K5 through 8th grade students each quarter (four times per year) as an assessment of how the student is progressing, and to facilitate communication between the teacher and parents. It allows the parents to see the current strengths and weaknesses of their child's performance before formal grades are issued. These also require the parent's signature.

10) **Monthly Recognition Awards**

Christian Hills School will be teaching Christian character traits and then recognizing students monthly who exemplify the trait of the month.

11) **Promotion/Retention**

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

12) **Report Cards**

Report cards are issued four times during the school year. They are the formal written assessments of the student's progress. All parents are required to conference with the child's homeroom teacher after the first and third quarterly report card. Conferences may be requested with teachers in other subject areas, if necessary. Report cards must be signed and returned to the classroom teacher as an indication that the parents have seen and discussed the assessment with their child. Signatures do not necessarily denote approval. K3 and K4 report cards are issued after the first and third marking periods.

13) **Standardized Testing**

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

DISCIPLINE CODE

Introduction

Christian Hills School's students are required to reflect a positive attitude, to perform consistently and with careful thought. The discipline offered at Christian Hills School is motivated by love with the goal of moving students toward the molding of a Christlike character. According to Hebrews 12:6, the Lord disciplines those He loves and He punishes everyone that He accepts as a son.

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

The Christian Hills School Code of Conduct is designed to eliminate inappropriate behavior while it is a means of instructing students on acceptable behavior. The assessing of consequences is left up to the discretion of the teacher and the Principal.

1) **Behavior Watch/Behavior Probation**

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

Behavior Watch:

A student will be placed on Behavior Watch if it is determined by the Administration in consultation with the teacher that a student's behavior interferes with his/her academic progress or the student is disruptive to the learning environment of the class. Disrespect to any pastor, administrator, teacher, or staff member, or any student receiving more than one detention for misconduct will automatically cause that student to be placed on Behavior Watch.

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

Behavior Probation:

Students on Behavior Watch who show no improvement based on teacher observations or who receive a suspension will be placed on Behavior Probation. Students who are placed on Behavior Probation are not allowed to participate in extracurricular or reward activities. Students will be placed back on Behavior Watch when conduct has improved for one full quarter and after a parent/teacher/administrator conference has taken place. At this point the student would be allowed to participate in extracurricular or reward activities.

When a student is placed on either Behavior Watch or Behavior Probation, parents will receive written notification from the Principal's office.

2) **Bullying/Harassment Policy**

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

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

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

The Bullying Policy includes, but is not limited to:

- a. On school ground, at any time during the day.
- b. Off school grounds at a school-sponsored activity, function, or event.
- c. Traveling to or from school or a school-sponsored activity, function, or event.
- d. Using property or equipment provided by the school.
- e. By way of any means of social media.

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

Classroom teachers are at liberty to add classroom rules that are specific to their classroom or subject.

3) **Classroom Discipline and Consequences for K3 through 3rd Grade**

Consequences of inappropriate behavior will encompass the following methods:

- Verbal correction
- Communication report
- Elimination of privileges
- Parent contact
- Time outs
- Visit to the Principal's office

- Parent/Teacher/Child meeting
- Detention
- Suspension
- Expulsion

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

K3 through K5:

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

1st through 3rd:

- Green for a good day
- Yellow for minor infractions
- Then orange and red if they have other infractions

NOTE:

1. First infraction, students will have a verbal warning from the teacher.
2. Second infraction, students will be given a communication report sent home to parents.
3. Third infraction, students will be sent to the office to receive a detention.

4) **Classroom Discipline and Consequences for 4th through 8th Grade**

Category I

Communication Reports

1. Talking without permission
2. Failure to follow staff directions
3. Failure to follow classroom rules
4. Gum chewing
5. Using profanity or foul language, including four-letter slang words
6. Failure to respect property of others
7. Failure to respect other's personal space (six-inch rule)
8. Inappropriate clothing

Category II

Detention

1. Severe disruption
2. Minor vandalism or defacing of school/church property
3. Disrespect

4. Possession of electronic devices without permission
(Electronics will be confiscated and must be picked up by the parent)
5. Referral to the Principal's office
6. Cheating or plagiarism
7. Repeated violations of Category I rules
8. Failure to return signed Communication Report
9. Three Communication Reports during one quarter

Category III

Suspension/Parent Conference

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

Category IV

School Committee Hearing/Expulsion

1. Possession of a weapon such as guns, knives, or anything that could be used as a weapon.
2. Gross disobedience or misconduct.
3. Repeated violation of any one or more of the above categories.

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

5) **Cheating/Plagiarism**

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

6) **Code of Conduct**

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

Responsibility to Authority (Hebrews 13:17)

1. Always be obedient and respectful to all adults or authority figures.
2. Whenever any adult enters a classroom, you are to remain quiet and stay seated.
3. Never leave your classroom without permission.
4. No running, jumping, screaming, pushing, or shoving in the building.

5. Talking should be kept to a minimum in all hallways.
6. Do everything to the best of your abilities.

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

1. Fighting play or real will not be permitted.
2. Profanity, swearing, or bad language will not be tolerated.
3. Courtesy to fellow classmates (respecting feelings, property, and personal space) is expected.
4. Physical or verbal intimidation, threats of harm, or peer pressure are not allowed.

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

1. Keep the classrooms, restrooms, and hallways clean by keeping your things neat and orderly.
2. Complete all assignments and come prepared to learn and work.
3. Comply with the established dress code.

Classroom teachers are at liberty to add classroom rules that are specific to their classroom or subject.

7) Detentions

Students who are given afterschool detentions will receive a written notice informing the parents of the misconduct requiring this action. This notice must be signed and returned to school the following day. If the student fails to return the signed detention notice, they will receive two consecutive days of detention. Detentions will be served every Tuesday with no exceptions. Students in detention will be required to either do community service or to write a report depending on the reason for their detention.

The report will be as follows:

1. What happened in the incident.
2. What should have happened in the incident.
3. Include at least three Scriptures that support what should have happened.
4. What they will do next time.

8) Dress/Hair Code

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

- A dress policy helps create an orderly environment for behavior and learning. Students who are clean and neatly dressed position themselves for success. (1 Corinthians 14:40)
- A dress policy helps students to avoid defrauding each other through immodesty. Students will be able to maintain the appropriate focus, which is learning. (I Thessalonians 4:3-6)
- A dress code gives the school a standard other than personal taste to judge when a student dresses in order to shock or offend.

General Guidelines:

- Jeans may be worn if they have no holes or tears.
- Shorts and skirts may be worn if they are no shorter than two inches above the knees. This includes shorts for boys, also.
- No tank tops or halter tops may be worn. No backs or midriffs should be exposed. Sleeveless shirts must hit the shoulders.
- Tunic length top that covers the buttocks when wearing leggings.
- No oversized clothing should be worn (sagging pants and shorts).
- No writing is allowed on the back of pants.

No clothing may be worn that depicts ungodly attitudes. Examples would be jewelry and clothing that promote/depict tobacco, alcohol, drugs, gangs, or the occult/illuminati. Messages on shirts that have derogatory sayings regarding siblings or other individuals or make light of school will not be allowed.

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

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

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

Chapel Dress:

Since we consider our weekly chapel the most important time of the week spiritually, we ask that our students dress up for chapel. We ask that students not wear t-shirts, athletic shorts, sweat pants, or yoga pants. Skirts and dresses should be at least two inches above the knees or longer. Jeans may be worn if they have no tears or rips. Dress shorts may be worn if the weather is extremely hot.

9) **Prohibited Items**

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

10) **Suspensions**

In-School Suspension:

Students will attend school but will be separated from their class for the length of the suspension as determined by the Administrator/School Committee. Work/tests covered in class during the suspension must be completed.

Out-of-School Suspension:

Students will be prohibited from attending school for the length of the suspension as determined by the Administrator/School Committee. All work/tests missed during the suspension must be completed by the student. The students will receive a zero on all work that needs to be completed during their out-of-school suspension, including their tests.

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

GENERAL INFORMATION

1) **ACSI**

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

2) **Additional School Payments**

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

3) **Aftercare/Late Pick-Up Policy**

Any student not picked up by 3:35 p.m. will be placed in aftercare and parents will be charged accordingly. Parents may not call the office to request a student be held in the office to avoid an aftercare charge.

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

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

Failure to pick up your child/children by 6:30 p.m. will incur a late fee of \$15.00 for every fifteen minutes after 6:30 p.m. (according to cell phone clock time). This amount should be paid immediately on the day of the late pick up or will be applied to your FACTS account immediately.

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

Aftercare bills that are delinquent will forfeit your child's privilege to use aftercare until your bill is made current.

4) **Athletic Program**

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

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

a) **Academic Requirements:**

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

If an athlete has been determined to be academically ineligible, they will be notified of their athletic suspension by Friday at 3:00 p.m. The athletic suspension will begin on the following Monday. For the next week, the athlete will not be able to dress or participate in any practices or games. He/She will be required to report to their teacher for tutoring and assistance in the class that is below the requirement. Their athletic suspension will be

re-evaluated the following Friday during the eligibility check. After three weeks of ineligibility, the athlete will be told that they are no longer allowed to participate on that team.

b) **Behavior /Sportsmanship**

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

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

5) **Attendance Policies**

a) **Absence**

The State of Illinois requires that students attend school on a regular and punctual basis unless there is a sickness or other legitimate reason. Academic problems occur when students continually miss school. It is important that a student be at school every day; however, circumstances occasionally prevent this and students do miss from time to time.

If a student is going to be absent, please notify the school office on the day of the absence. Parents are required to notify the school office by 8:30 a.m. if your child will be absent due to illness at **708.349.7166**. The school will call to verify the absence if the parent has not reported the absence. The parent must indicate the reason for the child's absence, including any information regarding illness. Excused absences are: illness, bereavement, sports tournaments, and ACSI Regional events. Siblings accompanying students that participate in sports tournaments and ACSI Regional events are not excused from their absence.

If homework is requested due to an absence, the office also needs to be notified no later than 9:00 a.m. and the work will be ready for pick up no sooner than 3:00 p.m. Missed work needs to be completed in a timely manner. If the student misses one day, they have one day to make it up. If they miss two days, they have two days to make it up, etc. If a student is absent for more than three days due to illness, a doctor's note is required.

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

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

b) **Tardy Policies**

It is the responsibility of the parents to have their children to school on time. School begins promptly at 8:25 a.m. Students are to have their backpacks unpacked, coats hung up, and be in their classroom at their desk at 8:25 a.m. Parents can drop their children off as early as 8:05 a.m. without being charged for before care. Anything before 8:05 will be billed as before care. Tardiness is unfair to your child, to the other students in the classroom and the classroom teacher, as this interrupts the morning lesson.

Tardy fees will apply according to the following per quarter:

- a. \$25 after three tardies
- b. \$50 after four tardies, and a student meeting with the Principal
- c. A Saturday detention after the fifth tardy and a \$100 fee
- d. A parent meeting with the Principal

Tardy fees will be applied to your FACTS account automatically. Calling the school to inform the office that your student will be arriving late for **ANY** reason does not automatically excuse the tardy.

Partially attended days will be recorded as follows:

- Students arriving after 10:30 a.m. will be considered tardy and absent a half day
- Early dismissal before 12:30 p.m. will be considered absent a half day
- Late arrivals and early dismissals should not be misused by parents
- Dismissal prior to 3:22 p.m. is highly discouraged and misuse will warrant a meeting with the Principal

NOTE: Frequent late arrivals are not to be used to avoid being marked as tardy.

Excessive tardiness will affect grades and will be a factor in determining whether children will be considered for re-enrollment.

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

c) **Perfect Attendance/Punctuality**

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

d) **Vacation Policy**

It is important that students attend school on a daily basis. Please plan your vacations during the school breaks reflected on the current year's school calendar. If you plan to take a vacation during the school year, you will need to fill out an application at least two weeks prior to the vacation. The instructional staff will provide make-up work for the time missed during the vacation on the day they return from vacation. **Teachers will not prepare work beforehand.** The student will then have the same number of days missed to make up all of the work and any tests. Any make-up work not completed in the said time frame will be

given a zero. (For example, a student misses five days of school; the student will have five school days to make up all of the work and any tests.) Any vacations taken during the school year are considered unexcused by the State of Illinois.

6) **Birthday Parties**

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

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

7) **Communications Policy**

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

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

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

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

The School Committee will set the following goals:

- Have a clear understanding of the problem
- Offer a solution or solutions for resolving the problem

- Give reproof and correction if necessary
- Facilitate forgiveness and move forward

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

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

8) **Computer and Technology Use Policy**

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

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

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

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

a) **Technology as a Privilege**

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

b) Privacy

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

c) Purposes and Use Expectations for Technology

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

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

d) Personal Responsibility

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

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

e) Computer Settings and Computer Labs

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

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

f) Cyber-bullying

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

g) Unacceptable Uses of Technology

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

- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited
- Circumventing any system security measures
- Using obscenities or inflammatory dialogue
- Using another user's accounts
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- Accessing blocked Websites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery

h) Downloads

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

i) Personally-Owned Devices

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

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

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

j) **School Liability**

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

k) **Consequences for Policy Violations**

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

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

9) **Discount Policies**

a) **Church Membership Discount**

To become a member of Christian Hills Church, attendance and completion of the church membership class and approval by the Church Board must be made. Upon approval and completion of the membership class, you must regularly attend church, tithe, and volunteer for 12 months before the church membership discount is given. A Church Membership Discount contract also needs to be signed.

If the above requirements are not adhered to, the membership discount will be relinquished at the time the Church Board deems appropriate. Payment of the difference of the 25% discount will also need to be made.

b) **Referral Discount**

A 10% discount is given to anyone who has referred a new family that has enrolled in Christian Hills School. The discount is given after the new family has attended for one full year. The discount is only given on the funds they have paid.

c) **Pastoral Discount**

The Pastoral Discount is as follows:

- 50% discount to paid full-time, ordained or licensed lead pastors only

Proof of license and/or ordination must be submitted. Approval by the School Committee or the lead pastor will be made before the discount is given.

10) **Emergencies**

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

11) **Field Trips**

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

Field Trip Chaperone Guidelines

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

- a) All chaperones are representing Christian Hills School; there should be no smoking, alcoholic beverages/drinking, profanity, or other inappropriate behavior.
- b) If transportation has seat belts, everyone in attendance needs to be buckled.
- c) All chaperones are responsible for their assigned group of children. They must stay with the group at all times. No electronic devices or cell phone usage is allowed without a teacher's permission.

- d) For no reason are chaperones to purchase any food or souvenirs for their group of children.
- e) No siblings are allowed on field trips at any time. Chaperones, please make arrangements for your other children. They will not be allowed on field trips.
- f) Spending money is not allowed on field trips.
- g) Permission slips for field trips must be returned and signed by the designated date. Under no circumstances will telephone permission be granted.
- h) Each teacher has the option of disallowing a student to accompany his/her class on a field trip for either academic or behavioral reasons.
- i) Discipline matters will be handled by the teacher. Please let the teacher know immediately if there are any discipline problems. Under no circumstances is a parent to touch another child.
- j) Women who are pregnant cannot be chaperones without a doctor's permission.

12) **Health Policies**

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

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

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

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

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

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

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

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

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

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

a) **Contagious Diseases**

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

b) **Medication**

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

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

c) **Immunizations**

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

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

13) **Insurance**

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

14) **Lockers**

Each student in 3rd through 8th grade will be assigned a hall locker. Periodic inspections will be made by teachers to see that lockers are kept neat and orderly. Combinations are

to be kept confidential. Pasting or taping in lockers is prohibited but magnets are allowed. Defacing lockers will result in disciplinary action. The school is not liable for any items left in lockers.

15) **Lunch Schedule**

Christian Hills School offers lunches to its students. Monthly forms are sent out if parents wish to participate in the hot lunch program. Well-labeled lunches brought in by parents must be taken to the school office (not to the classroom) within the lunch period time for that student. If an extra hot lunch is available and provided for students without a lunch, parents will be charged \$4.50. **For safety reasons, no outside deliveries will be accepted.**

16) **Mandatory Reporting**

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

17) **Non-Discrimination Policy**

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

18) **PACHS**

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

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

19) **Recess and Playground Rules**

No one is allowed on the playground without adult supervision. After school playground use is limited to aftercare students only. Specific rules available upon request. See classroom teacher.

Slide Rules:

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

Tag Games:

- No capture games
- Any running or tag games must be outside of fenced-in area (except K3 through Kindergarten)
- No pulling on clothes

Swing Rules:

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

Additional Rules and Regulations:

- No one may sit or climb across the top of the monkey bars
- Balls are not allowed in fenced-in area of playground
- Coats, hats, and mittens must be worn during recess unless teachers decide they may be removed. They may not be hung on the fence. Containers are provided for lower grades
- Do not throw rubber
- Do not antagonize the neighbor's dogs
- Stay out of neighbor's lawn – teacher will retrieve balls from neighbor's lawns
- No one chases balls into the street (teachers will do all ball retrieval for K3 through 4th grade)
- No fighting

Consequences:

- No verbal warnings: teachers will cover the rules with classes the first week of school
- First offense: Five-minute time out
- Second offense: time out for remainder of recess
- Verbal fighting: time out (amount determined by teacher on duty)

- Physical fighting: all involved go to the Principal's office
- Profanity or bad language: Principal's office

20) Safety Drills

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

21) School Closings

If there is a school closing due to inclement weather or some other determined reason, parents will receive an automated phone call on **ONE** phone number of their choice. You can also visit emergencyclosingcenter.com and search for Christian Hills School to find out if our school has reported a school closing during times of inclement weather.

22) School Transfer Procedure

a) Entering

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

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

b) Leaving

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

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

23) **Security**

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

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

24) **Tuition Reduction Incentive Program (TRIP)**

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

25) **Telephone Usage**

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

26) **Transportation**

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

27) **Tuition**

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

28) **Tuition Assistance Program**

Parents can apply for Tuition Assistance through our website, chschool.net, and clicking on the FACTS icon on the home page. New families cannot apply for Tuition Assistance due to the initial 25% New Family Discount. They are, however, permitted to apply the following school year if needed. Assistance is granted on an individual basis determined by the School Committee and Church Board.

29) Weather Policy

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

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

30) Drop-off and Pick-up Procedures

- All school parents should use the first driveway entrance into the **WEST** Parking Lot. **The speed limit for the parking lot is 5 MPH.** Please drive along the outer edge of the lot; other cars will be parking here.
- Stay to the **right** when driving in front of the church building. Please follow the arrows in the picture.
- Stop in front of the **NORTH** (159th Street side) entrance to drop your child off, (three cars should be able to unload at one time). **Do not attempt to pass any cars in the line.**
- The North entrance will open at 8:05 and close at 8:25 a.m. for children not in the before care program.
- All children must exit the car from the right-hand side. **Under no circumstance can they exit on the left-hand side, or walk to the building.** This is a safety issue.
- **No one should open trunks** to get out backpacks. They should already have them in hand when exiting the car. The purpose for this is to run smoothly, quickly, and safely. If you need to, go to the west parking lot, get backpacks and re-enter the line.
- No parent should exit their car in the line. No visitation of parents will be done in the line. If you need to, park in the WEST parking lot, then walk to the office where you can be assisted.
- No adults should be consulting with any staff in the line. Please call and make an appointment for after school or leave a message for the teacher in the office.
- If you bring your child before 8:05 a.m., you will be charged the before care fee. **No exceptions.**
- If you arrive after 8:30 a.m., please park your car in the south or west parking lot and escort your child to the school office. Your child must have your signature on their tardy slip. If a child is dropped off at the door, the parents will be called to come back and sign the tardy slip. Their child will wait in the school office until they return to sign the tardy.

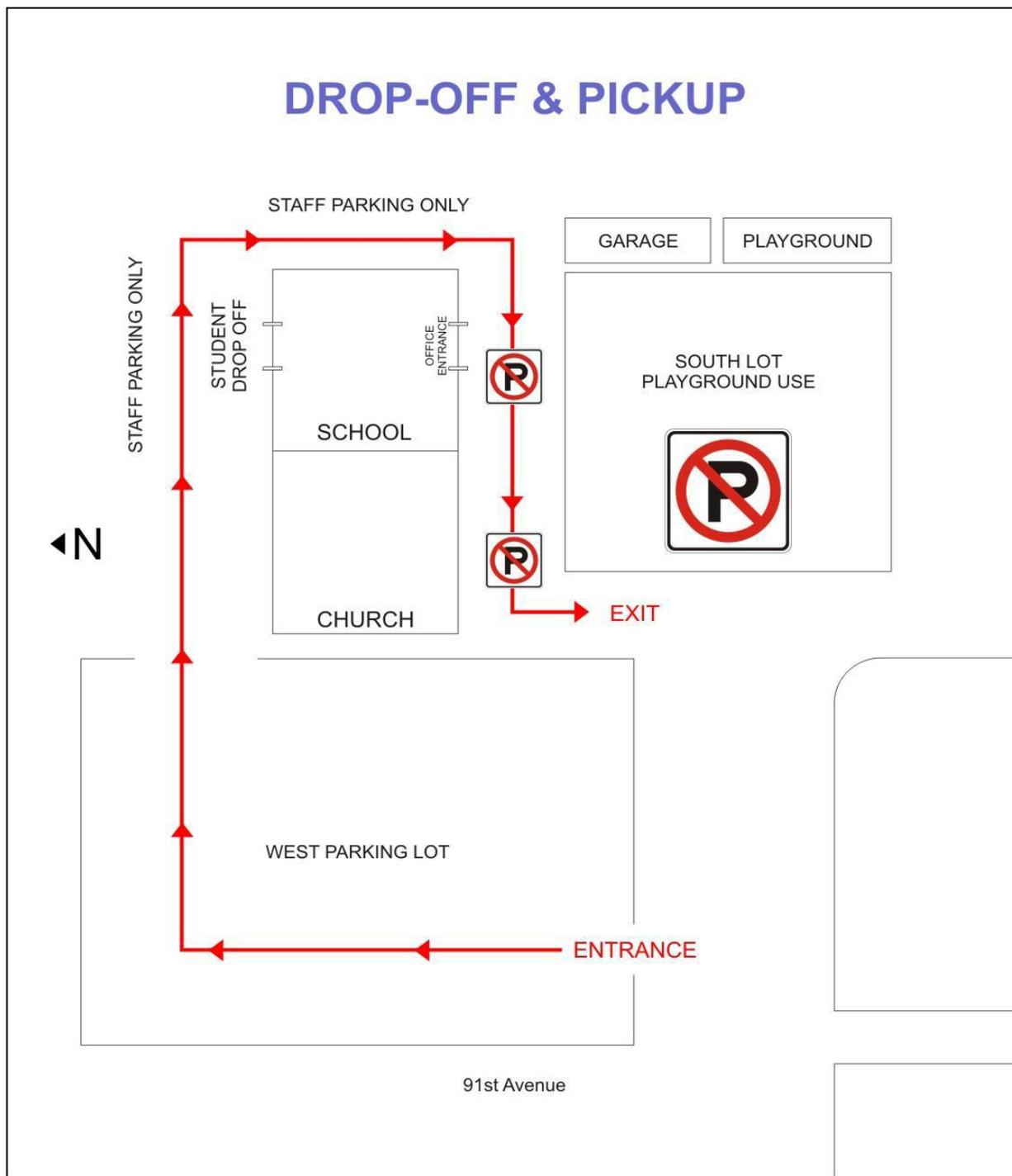
- Parking is never allowed in the UPPER Parking lot (by the playground). Recess is held there throughout the day. Please do not park in the handicapped area without a permit and reserved staff parking areas.
- When exiting the parking lot, please be aware of other cars turning in and out of the WEST parking lot.
- Under no circumstances can a student be dropped off at the south doors before 8:25 a.m. Students will not be permitted in the building.
- No parking is permitted on any yellow curbing areas. Orland Hills Police will issue tickets to offenders.
- Parents are not allowed in the building.
- If you must speak to the office, we will be open at 8:15 a.m.
- Once children enter the building, they will proceed immediately to their classroom.
- On occasion, if an unusual situation may arise when this procedure won't work for us, you will be notified. Your child's safety, as well as your convenience, is of the utmost importance to us. We ask you to abide by these rules so everyone can remain safe and orderly. Thank you for your help in this matter. If you have any questions, please call the school office.

31) **After School Pick-up Procedures**

- Please park in south or west lot and walk into the building by the school office.
- All parents will pick up their children from their classrooms.
- No one will be permitted in the building until the school dismissal bell rings at 3:15 p.m. Please cooperate with this rule for the safety of your children and adults.
- Please limit your cell phone usage to outdoors during this time.
- No conferences or discussions with classroom teachers during dismissal. Please schedule appointments with teachers for a time after 3:30 p.m.
- Children will not be dismissed to anyone other than those on the pick-up list parents fill out at the beginning of the year. Parents must make changes to that list in writing.
- Any student not picked up by 3:35 p.m. will be placed in afterschool care and the parents will be charged accordingly.
- No children may be picked up earlier than the dismissal time of the school, unless there is prior approval (medical or critical situation) from the school office.
- On occasion, an unusual situation may arise when this procedure must be modified for a day. You will be notified.
- We feel that, with our limited space, this is the most efficient way to run these procedures. We know it's not perfect for every situation, but it is the best for all concerned.

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

DROP-OFF & PICKUP



APPENDIX

Pledge to the Christian Flag

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

Pledge to the Bible

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

Pledge to the American Flag

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