



PARENT HANDBOOK
2015-2016

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WELCOME

Greetings Parents and Teachers of Christian Hills School;

Christian Hills Church is excited to announce that we have hired a new principal for Christian Hills School, Mr. Laurence Beadle. Mr. Beadle started on May 2, 2011 as the principal of Christian Hills. He comes to us with 35 years experience in education. He taught junior high students Science for 13 of those years. Then for twenty two of those thirty-five years he was both an assistant principal of Glenside Junior High School and the principal of Americana Intermediate School in Glendale Heights, Illinois.

He retired from the public school sector 3 years ago at the age of 58. He has for the last 3 years been an adjunct professor for Olivet Nazarene University in Bourbonnais, Illinois. He has recently been teaching classes at Olivet in the areas of school law, classroom management systems, and school reform. He is a member of the Illinois Principals Association of Illinois and a member of ASCD.

He has a Bachelors of Science in Education from Northern Illinois University and a Master's of Science in Education also from Northern Illinois University.

Larry and Cheryl are proud parents of two adopted girls from China; Lin-Li age 9 and Jade age 15.

Mr. Beadle is excited about becoming the leader of Christian Hills School and is eager to become involved in hands on education again with the kids and parents of Christian Hills School. Mr. Beadle comes with great recommendations and a servant leader's heart. He is so excited to be leading an organization that honors the Lord Jesus Christ and provides a Biblical base to its teaching of academics.

Sincerely in Christ;

Pastor Michael McCartney

From the Desk of the Principal

Dear Parents, Guardians, and Students;

I would like to welcome both our returning families and our new families to Christian Hills School. This year marks a new beginning for all of us at Christian Hills School as we begin to look to the future for this educational ministry. On June 2 of this year, the staff and I began a process of reviewing all aspects of our curriculum, our policies, materials and resources, and our students' academic achievement. This will be an ongoing process with the ultimate goal of making Christian Hills School a force in Christian education in our community. The School Committee, the Staff, and I pledge to keep parents informed as we go through this process and welcome your input.

Let us all join together in praying for God's blessing on our families, students, and staff. We ask for his protection and guidance, so that all of our students will experience success in every area of their lives.

Laurence B. Beadle

Principal

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)

Vision

Our purpose is to provide a stimulating and focused curriculum that will benefit the child and will meet his or her individual needs in all areas of life; intellectually, spiritually, emotionally, physically, socially ... thus, enabling us to meet the needs of the total child. "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6)

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

Statement of Faith

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

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God. (John 16:13, 2 Timothy 3:15-17, 2 Peter 1:21, I Thessalonians 2:13)
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Isaiah 43:10-11, Matthew 28:19, Luke 3:22, John 14:16)

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

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)

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.

School Committee

Christian Hills School is under the direct authority of Christian Hills Church and is not a separate entity. The School Committee has authority to oversee all daily operations and acts in an advisory capacity to the Board of Christian Hills Church. The Church Board reserves the right to make major decisions in the areas of fiscal responsibility, spiritual and doctrinal policies, and legal liabilities.

Spiritual Life

Biblical Morality Statement

Christian Hills School's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or

are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school.

(Leviticus 20:13, Romans 1:27)

Chapel

All students will attend chapel services every Wednesday morning at 8:35 a.m. Chapel services include praise and worship, Scripture, object lessons and prayer. 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 join us for this service.

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.

Staff Qualifications

The principal and School Committee prayerfully and meticulously selects staff members. Teachers at Christian Hills School are certified by the State of Illinois and have a relationship with Jesus Christ as their personal Savior. They are expected to reflect and uphold the excellence of holiness, the goal of righteousness and the attitude of Christ-like servitude to effectively impact the spiritual atmosphere of the school and the students' Christian walk.

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.

Curriculum

The Christian Hills School curriculum is Biblically integrated at all levels and is selected to meet our students' spiritual and educational needs. In order to provide the best education available, the School Committee and school staff are committed to reviewing our curriculum on a yearly basis. We continually search for relevant materials and the means to expose our students to the latest in technological advances as we strive to prepare our students as future leaders and informed citizens.

Early Childhood Development – K3 and K4

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

The students receive exposure to academics in a structured setting that incorporates creativity and socialization. Bible stories, prayer and praise are included. A curriculum guide is available upon request.

Elementary and Middle School

The elementary school consists of kindergarten through fourth grade. Middle school is comprised of fifth through eighth grade. All of our students are expected and encouraged to achieve mastery of required skills.

We utilize an interdisciplinary curriculum. The higher order thinking requires students to integrate knowledge from a variety of disciplines. Our students are well groomed in the traditional academic disciplines as well as co-curricular fields. Teachers work in teams assisting students on projects which may cross traditional subject and grade lines. Students are encouraged to participate in additional events which may include math olympics, science fairs, art exhibits, spelling bees, writing contests and speech meets.

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

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

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

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

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	

Midterm Reports

Midterm reports are issued for students in K5 through 8th grade after the fifth week of each quarter. These reports are a current assessment of your child's progress before formal grades are given. A parent's signature is required to acknowledge receipt.

Report Cards

Report cards are issued four times during the school year and represent formal assessment of your child's progress. Parents are required to conference with staff at the end of the first and third quarters. However, parents should feel free to ask for a conference at anytime they feel necessary. K3 and K4 report cards are issued twice yearly at the end of the first and third marking periods.

Honor Roll

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

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

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

Principal's Scholar Award: A student achieving Principal's Award all four quarters.

Promotion/ Retention

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

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.

Attendance Policy for K3 through 8th Grade

The State of Illinois requires that students attend school on a regular and punctual basis unless there is a sickness or other legitimate reason. If your child will be absent you are required to contact the office at **(708)349-7166**. After ten unexcused absences, students and their parents may be required to meet with the principal to develop a plan of action.

Homework may be requested by 9:00 a.m. and will be ready for pick-up at 3:22 p.m. All missed class work is expected to be made up.

Tardiness

It is the responsibility of the parents to have their children to school on time. Students with chronic tardiness will be required to make up the time with their teacher or the principal.

Vacation Policy

It is important that students attend school on a daily basis. While we realize that parents may have to take their vacations during the school year; these absences are considered unexcused by the State of Illinois. The instructional staff will provide make-up work for the time missed during a vacation, but the work will not be graded or count against the student's performance for the quarter.

Lunch Schedule

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

School Closings

If you have text messaging on your cell phone, you are encouraged to sign up on our web site for text alerts. That will be the first way that we will alert you to snow days or any emergency information. You will also be issued a "Snow Tree" for your child's class. It will have a list of names and phone numbers of students in your child's class. The teacher will start by calling the first name on the list. You will receive a call from the parent prior to your name on the list. You will then call the name immediately below yours on the list.

Inclement Weather Policy

As a general rule, we try to take the students outside daily for recess. If the wind chill is less than 25 degrees or there is precipitation, students will be kept inside for recess. Please make sure that your children dress appropriately for the day's weather.

Tuition

The school has contracted with F.A.C.T.S. Tuition Management services to manage tuition collection. All tuition other than start up fees should be paid through them. Parents always can opt to pay tuition in full ahead of the school year.

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

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

Telephone Usage

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

Tuition Assistance Program

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

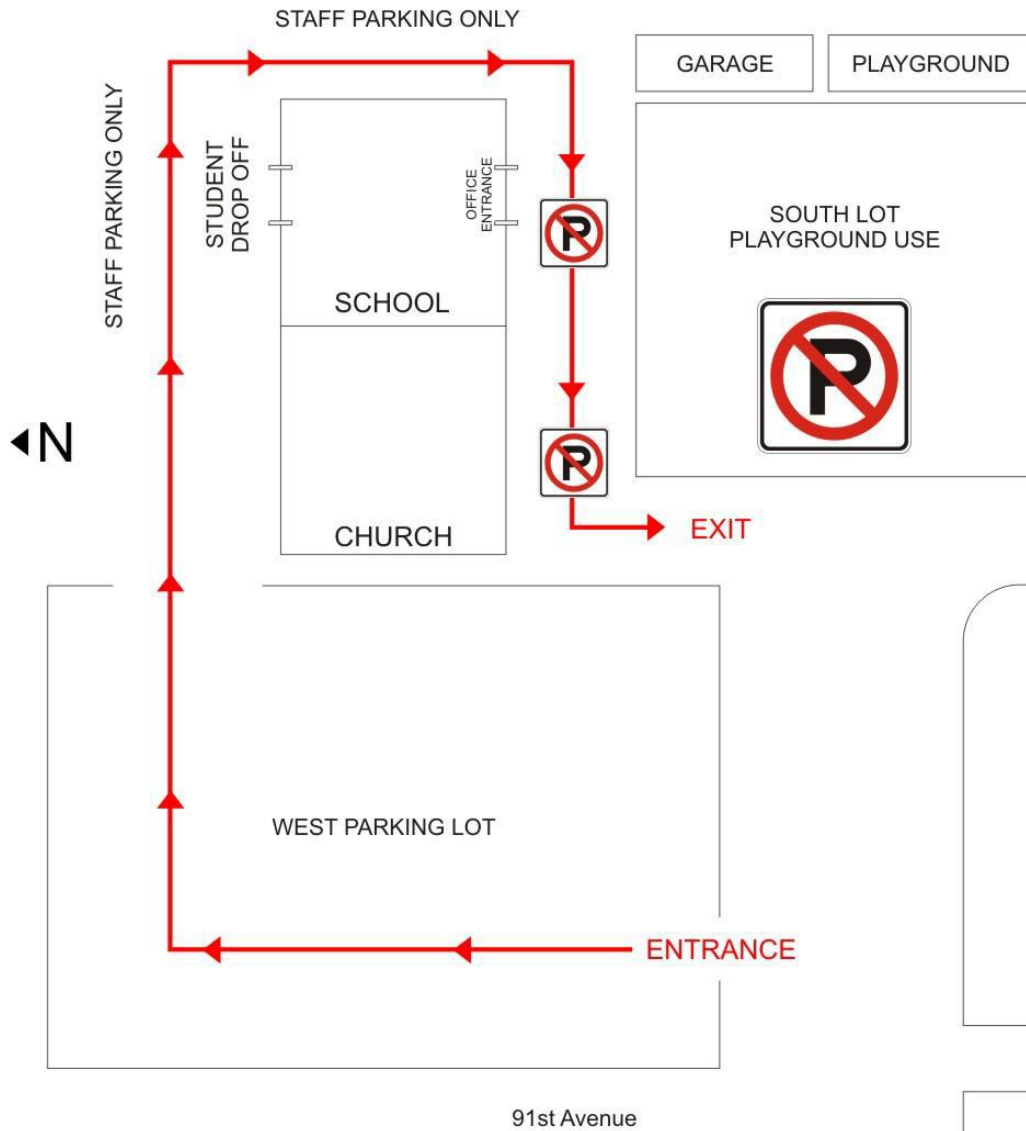
Drop Off Procedures

- Parents should enter the west end of the church parking lot and head towards the road in front of the main church entrance.
- Parents should remain in their vehicle when they drop off students at the North door. We will unload three cars at a time.
- Students should have their backpacks with them and exit their vehicle only on the right side. **This is for the safety of the children.**
- In cases of heavy rain or snow, parents will be directed by a sign to go to the south door. We will unload students under the overhang, one vehicle at a time.

Pick Up Procedures

- Parents may park in the South or West lots.
- Parents will be allowed to pick up their children after 3:22 p.m. If you arrive before that time, we will ask you to wait in the lobby.
- If anyone other than the parent picks up their child, the office must be notified in advance. For safety reasons, teachers will be asking for a picture ID.

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.

