

Dear CHCS Family,

Welcome to the 2009/2010 school year at College Heights Christian School. We are looking forward to serving you this year. Our goal is to give your children a God-centered education in a loving environment.

The following handbook is designed to answer as many questions as possible concerning the operation of our school. It will be referred to throughout the year. Please read it carefully.

Communication between parents and school is vital to your child's education, and parent involvement is one of the best forms of communication. This is also a way your child can be more encouraged to reach his/her full potential. Please make every effort to be as involved as you possibly can this year. We are looking forward to working with you.

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**Proverbs 22:6**

Train up a child in the way he should go; and when he is old, he will not depart from it.

**Psalms 119:9,11,12**

How can a young man cleanse his way? By taking heed according to Your Word.

Your Word have I hidden in my heart, that I might not sin against You. Blessed are You, O Lord: teach me Your statutes.

**Isaiah 40:31**

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; they shall walk, and not faint.

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**Daily Schedule**

7:00 A.M. - 7:30 a.m.	Extended Daycare
8:00 A.M. - 3:00 p.m.	School Hours
3:00 P.M. - 5:30 p.m.	Extended Daycare

Extended Daycare phone number from 3:30 - 5:30 PM: 658-1632.

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## **PHILOSOPHY**

Colossians 2:3 “Seeking Christ Himself, in whom is hidden all the treasures of wisdom and knowledge.”

Education is the search for truth and all truth ultimately derives from God, especially through the Bible. The very essence of “Christian” education therefore is to equip students to reach their God ordained potential both academically and spiritually and to commission them to use their gifting and education to further the Kingdom of God. The Christian school and its students and staff should be known for its character training and spiritual vitality as well as its commitment to academic excellence.

For education to be “Christian” it must rely on the Bible as its source of absolute truth, and all learning must emanate from a Biblical worldview. The Christian teacher carries the responsibility and privilege of impartation through word and action, modeling Christ-like character in all areas of life.

“Christian” education is in itself an opportunity to share the Gospel of Christ with each student on a daily basis. For the Christian educator, each day holds the opportunity to answer the call to “go into all the world” by leading a student, parent, family member or friend to Christ, the highest call of Christian educator.

## **VISION and MISSION**

CHCS exists to support the home and church in the impartation of Godly instruction, emphasizing spiritual growth, academic excellence, integrity, and a sense of personal responsibility built on a relationship with Jesus Christ, the knowledge of the Word of God, and an uncompromising belief in its truth. CHCS will graduate students who will impact their community as scholar servants for God’s glory.

## **PURPOSE and OBJECTIVES**

The purpose of CHCS is to partner with parents to guide, educate, discipline and equip kindergarten through eighth grade students through the implementation of a well designed academic program, founded on a Biblical world-view taught in an atmosphere of Christian love and care for the individual. The objectives of CHCS call for development in the following areas:

- Spiritual – To educate students to see Christ as the center of all learning. To integrate Scriptural principles into their total life.
- Intellectual – To provide an academic climate for learning. To encourage the learning of skills required for meaningful participation in society. To nurture excellence in communication skills, research skills, and mature decision-making.
- Social – To provide students with opportunities for growth in social skills and the application of Christian principles required for harmonious relationship in society.
- Cultural – To promote appreciation for the many forms of art. To encourage students to understand and appreciate cultural diversities.
- Physical – To provide opportunity for learning and improving physical skills necessary for healthy living.
- Patriotism – To enable students to adequately understand and appreciate the privileges and responsibilities of living in a republic. To instill in students a sense of gratitude for the freedoms initiated by the foundational belief that all men are created equal, and to encourage a loyalty to the fundamental purposes and guiding principles, which the Constitution of the United States is meant to serve. To display allegiance to the government of the United States of America and our commitment to assist it in every way morally consistent with our faith.

## **STATEMENT of FAITH**

The Worship Center and College Heights Christian School are bonded in unity and accordingly share in the belief of the following truths:

- **The Bible** We believe the Bible to be the perfect and infallible Word of God and that we are to work diligently on building every part of our lives, families, businesses and church on the revelation of the Scriptures.
- **The Father** We believe God is a good God who loves His people and wants to save them, help them and bring them into His heavenly family. As our loving Heavenly Father, He desires to bless us and give us good things as we walk in obedience to His will and proclaim His good news.
- **Jesus** We believe that Jesus is the Son of God and God the Son. He is fully God and fully man. He came in obedience to the father and gave his life to redeem all people. He rose from the dead, and is in the highest place to intercede for us and to receive our worship.
- **The Church** We believe that Jesus is building His church throughout the whole earth, and that our particular church family is a part of the Body of Christ worldwide and also a unique expression of His grace in this city.
- **Giving** We believe that God is generous to us and we in turn are to be generous in giving of tithes and offerings for the support of the local church and the spreading of the Gospel in the entire World.
- **The Holy Spirit** We believe the Holy Spirit's gifts are available to all believers. They are displayed in our lives as individuals and as we come together as a family of believers.
- **Praise and Worship** We believe in worshipping the Lord with all our hearts and with all of the means revealed in the Bible, showing our love with expression, and demonstrations of thanksgiving, joy and praise with music and dancing.
- **Salvation** We believe that salvation is not by works but by accepting that Jesus died for us, believing that He is now alive, and by making Him Lord of our lives. We believe in total immersion water baptism of the believer.
- **Marriage** We believe that marriage, as described in the Bible, is ordained of God and is between one man and one woman.
- **All People** We believe that people of every race, age and background are made in God's image and thrive when they are loved, pastored and presented with God's good news.

## GENERAL INFORMATION

### Attendance

School hours are 8:00 a.m. to 3:00 p.m.. Regular attendance is absolutely essential to successful schoolwork. Please try not to schedule vacations during the regular school calendar.

If a student is to be picked up by someone other than anyone on the pick-up list, notify the school office **in writing**.

If it is necessary to withdraw a student during the school day, please report to the office to sign them out; do not go directly to the classroom.

We suggest that doctor and dental appointments be made for after school hours as much as possible? It is very difficult for students to "catch up" when classroom work is missed.

If a student shows symptoms of illness, do not send the student to school. If a student becomes ill after arriving at school, **the child must be picked up as soon as possible**. A parent or other responsible person who can be reached will be notified immediately. We must have an emergency number in the office in order to reach a parent for illness or accident. If a child is sent home with a fever, he/she may not return to school until their temperature is normal, **without medication**, for a 24-hour period.

Students are to stay within the school grounds and within the areas of supervised play and classrooms at all times. Permission cannot be granted for a child to leave the school premises during the school day unless it is requested in writing by the parent. School phones are to be used by students in emergencies only.

### Absences/Tardies

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up". For this reason, failure of a student to attend class will be seen as a serious problem.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused.

An **excused** absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved family trips, medical or dental appointments, court appearances, or absences due to providential hindrance. When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers at least one week in advance, and secure the class assignments for that period of time. Please call the office by noon for pick-up after 2:00 PM of same day. All course work and homework assignments for that period are due on the day the student returns to

class. Any make-up exams must be scheduled by the teacher within (3) school days after the student returns. Failure to meet this requirement will result in an unexcused absence for the days missed. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence. The authority for determining the legitimacy of an absence rests with the school administration. All other absences are unexcused.

If a student receives an **unexcused** absence, all course work and homework assignments are due. After nine unexcused absences in a nine-week grading period, the letter grade of the course will be dropped one letter grade. For every unexcused absence after the ninth, the letter grade will be dropped one letter grade per unexcused absence. Excessive unexcused absences may result in dismissal from school

When a student is absent from school and a phone call has not been received from the parent, then:

A phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).

1. First phone call will be made to the home.
2. Second phone call will be made to the place of work of person(s) responsible.
  - a. Reasonable attempts will be made to notify the person responsible, of the student' absence by phone.
  - b. If the parent does not respond verbally or by note to the attendance monitor within 3 school days of the absence, the absence will be considered as an unexcused absence and will result in the consequences that come with unexcused absences.

It is required that parents send a dated note to the office even if a telephone call was made to the office when a student has been ill informing the school of the nature of that illness.

All students who have been absent must report to the office with their written note of excuse prior to returning to their classroom.

Students arriving after 8:00 are **tardy**. Students will line up in the courtyard or parking lot at 7:55. Tardy students must report to the school office first. A tardy slip will be furnished to the student for presenting to the teacher. The teacher will mark tardy in the attendance folder.

Tardies interrupt the flow of the study in the classroom. In an effort to encourage punctuality, there is a consequence for excessive tardies.

Early departures have the same effect on the student as being tardy, therefore, the same weight will be considered for both.

- Excessive tardiness will result in a lower Citizenship grade.
- All tardies will appear on report cards.

## **Bicycles**

Students may ride bicycles to school with parent's approval. Bicycles must be parked during school hours in the area designated. All bicycles shall be locked to the bike rack during school hours.

Students may not ride bicycles in the parking lot, courtyard area, between buildings, or church entrance during school hours. Mount and dismount at driveway aprons only. Bicycles are to be walked from driveway aprons to bike rack.

## **Chapel**

All students will take part in Chapel services at College Heights Christian School. Chapel schedules will be published at the beginning of the school year and may be modified to accommodate special activities or assemblies. Students are to enter and exit the chapel auditorium quietly and in an orderly fashion, accompanied by a staff member or designated adult. No students are allowed to be in the church building without supervision. See specific class rules brought home by your child.

## **DayCare**

Daycare is available from 7:00 AM to 7:30 AM and from 3:00 PM to 5:30 PM

Students should be picked up immediately after 3:00 PM unless arrangements have been made for Daycare services. No students will be allowed to linger on or around the school parking lot before 7:30 or after school (3:10) unless involved in a supervised, school activity--for example: sports, bake sales...etc. Students not picked up by 3:15 PM must go to child watch, and will be charged the normal rate charged at Daycare. **If the student is to walk somewhere else after school, a signed note from a parent is required.** Middle school students, 7th and 8th graders, must have a signed waiver form filed in their permanent folder allowing them to walk home from the campus on a daily basis.

Caring for your child before and after school is charged on a half-hour basis of \$1.50 per half-hour for each child.

It is the responsibility of the parent to sign the child out when picking the child up from Daycare. **Any child not signed out will be charged until 5:30 PM.** The child will not be released to any other person, unless listed on authorized pick-up list or a parental permission note is sent to the school office before 2:00 PM of the release day. If you need to contact the Daycare service after 3:30 PM, you may phone 658-1632.

Children are to be dropped off after 7:00 AM and picked up from Daycare no later than 5:30 PM. A charge of **\$1.00 per minute** will be charged and payable at time of pick-up for children left before 7:00 AM or after 5:30 PM.

Students will **not** be given access to classrooms after teachers have left. They must be sure to take needed materials with them when they are dismissed at 3:00 PM.

### **Emergency / Disaster Plan**

The CHCS staff has been trained in CPR, First Aid, and Disaster Responses. Each staff member is assigned a part to play in rescuing all people from the church and school. A team has been trained to handle Search and Rescue in case of a devastating earthquake, flood or fire.

Emergency instructions are given in the classrooms or during special assemblies.

All students will be kept on campus until released to a parent or designated adult. Please notify the office immediately if your address or phone number changes.

### **Feedback**

CHCS is always open to receive constructive suggestions or criticism concerning ways in which the school might be improved or problems may be solved. It is the policy of the school that problems, criticism, or suggestions be first taken up with the teacher. If satisfaction is not achieved, then the problem should be presented in writing to the Principal/Administrator.

### **Graduation**

There will be a graduation ceremony for both K5 and 8th grade. Caps and gowns are an integral part of the ceremony. See individual class list supplies for cost.

### **Harassment Policy**

It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, marital status, sex or age in application of any policy, practice, or regulation. Any form of harassment is absolutely prohibited. A copy of the school's Harassment Policy is available for review upon request.

### **Hot Lunch Program**

We offer hot lunches and drinks on each day for students and staff. Menus and prices are published each month. Hot lunch must be purchased in advance.

### **Insurance (Student Accident)**

Our school carries supplemental student accident insurance for each student enrolled.

### **Lunch & Snack**

The students are to bring (sack/lunch pail) lunch each day. Students also need to bring a snack each day, regardless if they have hot lunch or not. Students will eat by shifts and will be properly supervised at all times.

We request that the children bring a self-contained snack like fruit, finger vegetables, crackers and cheese, etc. **We do not heat food items.** Please have students bring ready-to-eat lunches.

Absolutely no glass containers are allowed on campus.

Students must strictly adhere to times of dismissal for lunch and dismissal for recess. Stragglers will not be allowed.

If lunch is brought for a student, please drop it off at the school office. The office will have it picked up by the student.

### **Eating Area Rules**

1. Remain at seat until excused by supervisor.
2. Clear own eating area, dispose of trash after dismissal. Do not leave area until it is cleaned up.
3. No food or drink anywhere other than eating area, especially not in restrooms and on the parking lot.
4. Raise hand for help with food items or spills.
5. Use of kitchen facilities, i.e. microwave, is not allowed.
6. Students are not allowed in the kitchen or staff areas without an adult for ANY reason.

### **Lost and Found**

Lost and found is located in the Daycare room. Students are reminded regularly to check lost and found for misplaced items. Any items left in lost-and-found over one month will be donated to charity. **PLEASE LABEL ALL ARTICALS!**

### **Medication**

Prescription medication must be either in the original container or accompanied by the prescription and left in the care of the school office for administering. This includes over the counter medication as well.

### **Milk and Juice**

Milk and juice are available for those who desire it. Milk and juice cards may be purchased in the school office either before or after school for \$12.00. Each card will provide 25 beverages. If the beverage is purchased separately, each will cost \$.50. The teacher keeps the cards for the students and notifies the parents of the need for a new one. The choices are Low Fat Milk, Low Fat Chocolate Milk, and Orange Juice. Chocolate Milk will be served on Tuesdays and Thursdays at snack time only.

**Orientation Night** will be conducted on each year before school begins. This is an opportunity to see your child's new classroom, meet the teachers and staff, and give us a chance to meet you.

### **Parent hours**

Each family is requested to donate 20 "Parent Hours" to the school. Sign up sheet will be in each registration packet. Please note if you're available for your child's particular classroom or for the school as a whole. Time can be donated during the day or the evening.

### **Parking Lot Rules**

**Observe the 5 mph limit!!!** (See map section)

To alleviate congestion, parents are encouraged to drop students off early. The closer to 7:30 AM the better.

Obey the EXIT and ENTRANCE signs.

**Do not park in red curb areas on Robin St. Do not park inside coned off areas.**

Respect and follow the directions of the parking lot supervisors.

Cars should not be left unattended unless parked in a regular parking space. All cars must be parked in a regular parking space if left unattended or if you're visiting with a friend on the parking lot.

All the students will line up for class when the bell rings at 7:55 A.M. and wait for their teacher.

For safety reasons, there will be no running or playing with balls in the parking lot before or after school while parents are picking up and dropping off students.

### **School Pictures**

Pictures will be taken annually, at the beginning of the school year. Picture packages must be paid in advance. This will be a non-uniform day; we ask that children dress as neatly as possible; "Sunday Best". Brochures will be sent out in advance for times and costs. Pictures for team sports participants will also be available at various times throughout the school year.

### **Playground/Courtyard/Bathroom Rules**

1. Fighting (pushing, shoving, tripping, hitting, etc.) is not permitted and will be grounds for suspension. Play fighting is also not permitted.
2. No running, playing, or loud noises and talking in hallways.

3. No name calling or using any derogatory language anywhere on school or church grounds.
4. Guns, knives, radios, MP3 Player/IPODS, CD players, radio controlled vehicles, electronic items, tools and explosives are also not allowed on campus.
5. If balls go over the fence, into the street, or on peoples' properties, it must be reported to the playground supervisor. Students may not go after balls without proper supervision.
6. No hard balls or wooden bats allowed.
7. No skateboards or roller-skates on parking lot or in courtyard except at designated times.
8. Toys or other belongings brought for share time are the student's responsibility and should not be taken out for recess play. CHCS is not responsible for lost or damaged items.
9. Animals may be brought for share time only if they are caged, or in the case of dogs, can be brought on a leash onto campus by the parent for share time and then immediately taken home. No other pets or animals are allowed out of cages in classrooms or at recess. Arrangements must be made with the Teacher ahead of time.
10. No one is allowed between school office building and block wall.
11. No one is allowed in planters without permission.
12. Students must have permission to leave play area for any reason.
13. Students must move in quiet lines from one location to another.
14. No food or drinks in the bathrooms.

### **Property-Church/School**

Damaging school/church property will be treated as a serious offense and the offender will be required to correct the damage or pay for the cost of having it done.

### **Property-Personal**

Cell Phones – Students need to give cell phones to their teachers first thing in the morning and it will be returned to them at the end of the day. Students are not allowed to use the cell phone at anytime on campus.

Electronics – No palm pilots, cameras, camcorders, discmans, ipods, MP3 type music players or other expensive electronics are allowed. The school is **not** responsible for personal property left in the buildings or on the premises. Please do not bring valuables, breakables or precious items to school. The student is responsible for all personal items brought onto the campus and if loaned to classmates. All personal items should be well marked with the student's name and grade. **PLEASE MARK ALL UNIFORMS, PE CLOTHES, COATS, SWEATERS, AND LUNCH PAILS.**

Video Games – Students are allowed to bring electronic hand held video games provided the games have a G or E rating and are played before or after school, or during designated times under their teacher’s supervision. All personal games are the responsibility of the student in the event that the game is lost or broken.

Toys – No toys weapons, sinister/evil character toys or toys depicting witchcraft or the occult are allowed on campus at any time.

### **Sports**

Any student who desires to participate in an extracurricular sports activity must maintain a “C” average or better in all subjects. If a student is failing any subject or drops below a “C” average in all subjects, they will be suspended from the sport until their grades are brought back up to the standard. The athlete will be notified of the suspension weekly, usually on a Thursday. The athlete will be notified immediately, upon raising their average, of their eligibility to continue in their particular sports program.

### **Transportation for School Activities**

Transportation for field trips or other school activities will be arranged by teachers or school administration. In order for these trips to be successful and meaningful for the students, we need parent participation and assistance. **Current child restraint laws must be observed in all cases.** All field trips are covered through our school insurance. The school office needs to have a photo copy of your Driver’s License and current proof of insurance if you wish to transport children other than your own.

Free dress will be allowed only under special circumstances. It is not automatic.

### **Visitors**

CHCS is a closed campus. Parents must check in to the school office before entering the classroom. All other visitors must check in the school office and receive a visitor pass.

### **Withdrawal from School**

Parents of students moving away/enrolling in another school should notify the office of such plans at least one week in advance. The tuition paid for the month of withdrawal will not be refunded.

## CHCS FINANCIAL INFORMATION

There is a 5% discount available on tuition fees (not including testing and registration) if these fees are paid in full by August 15th. Otherwise, tuition may be paid in twelve, eleven, or ten equal installments, payable on the tenth day of each month, June, July or August through May.

Payments not made by the twentieth of the month are delinquent and a late fee of \$25.00 will be added to the past due account. If an account is not up-to-date by the end of any two month payment period, the child(ren)'s enrollment will be suspended until the balance is paid in full along with a \$50.00 reinstatement fee. The following procedure will be followed for delinquent accounts:

Due:	10th
Delinquent:	20th
\$25 late fee added:	20th

### **Tuition**

	YEARLY	MONTHLY	Note: The multiple child,
	1 payment	10 payments	tiered tuition plan may be
1st child:	\$3795.00	\$379.50	applied to siblings living in
2nd child:	\$3595.00	\$359.50	the same household only
3rd child:	\$3350.00	\$335.00	and must be attending CHCS
4th child:	\$1700.00	\$170.00	at the same time.

The cost of tuition is per year and is divided into 10 (as shown), 11, or 12 payments for the convenience of the payer.

### **Discounts**

5% discount on tuition paid in full by August 15, 2008.

### **Books**

The yearly non-refundable book fee is \$200 and is due on July 31, before school starts. If a student terminates during the school year, he/she will retain possession of all consumable books.

### **Refunds**

Registration fee, book fee and Smart Tuition fees are non-refundable and non-transferable. If a student's enrollment is terminated during the regular school year, the tuition fees for the month of termination are non-refundable.



## **Holiday Daycare**

CHCS offers Daycare on many days when school is closed (holidays and summer) depending on parent response. There is a separate pre-registration fee and form for these days. Holiday Daycare must be paid in advance to allow for adequate planning and supervision.

## **DISCIPLINE INFORMATION**

At College Heights Christian School we are not only interested in a child's academic achievement, but in their spiritual and social development as well. With this in mind, our standards for behavior do not tolerate profanity, obscenity in word or action, dishonor to God or to the Word of God, disrespect to the personnel (including students) of the school or to the established policies of the school.

**Every** student will begin each year with a 30-day evaluation period (as stated in the contract) to determine if the student will be able to adequately adjust and benefit from attending College Heights Christian School.

Discipline for violations of school policies, etc., are administered at two levels:

1. Classroom: Teachers may assign writing assignments, detention, a combination of both, or whatever discipline they deem necessary for changing the behavior displayed, NOT including corporal punishment. Parents will be notified by the teacher via either a note sent home or by a telephone call as to any consistent or serious negative behavior.
2. Administration: Certain violations are handled immediately at the administrative level, i.e., disrespect or disobedience to a teacher, etc. A lack of response to classroom level discipline will also warrant administrative level discipline. The Principal and/or a representative of the Principal will administer the necessary discipline, NOT including corporal punishment.

Discipline may consist of: lengthy writing assignments, trash and grounds clean up, detention, suspension, or expulsion, depending on the severity of the infraction. Upon our recommendation, parents will be called in to remove the child from the school grounds.

It is our desire that when a pattern of negative behavior occurs, a solution will be found to change the behavior to positive. Consistent negative behavior will be handled by:

1. Conference with the teacher and parent.
2. Conferences with administration (each designed to help understand and correct the behavior).
3. Suspension.
4. Expulsion (this school has no provision for a child with serious behavioral problems).

The above steps do not have to be taken in the listed order, and the administration reserves the right to expel a student at any time due to attitude, behavior, etc. Physical violence will be grounds for automatic suspension or expulsion.

### **Probation Policy**

In order to deal more effectively with problems that are not immediately resolved, a student may be placed on an academic or behavioral probation period, up to thirty days, at the recommendation of both the teacher and the principal. Grounds for initiating a probation period will be any persistent problem such as disruptive behavior, inability to progress academically, a consistent failure to complete required work on time, **a repeated failure to comply with the school's absence, tardy, uniform, or other policies**, and/or the inability of the parents and administration to work together constructively for all concerned.

When any of the above situations arise, the following procedure will be implemented:

1. Conference with student, parents, teacher, and principal to discuss the problem and possible solution.
2. Every five school days thereafter, the principal will call parents to discuss progress or lack thereof.
3. Each Friday, the student will be responsible for bringing home a written evaluation from the staff members concerned, and bringing it back with parent's signature on Monday.
4. At any time during the probationary period that it is deemed no change or correction is being achieved, the student may be expelled.
5. At the end of probationary period, if satisfactory progress is evident, the student will be released from probation.

The probationary period is not mandatory. The administration (Principal/Administrator and School Board) reserves the right to expel a student at any time.

### **Discipline/Behavior Notices**

In an effort to keep communication lines open, a call to the parents will be attempted before discipline/behavior notices are sent home. These notices require a parent's signature and must be signed by the parent before the student will be allowed back into class.

Students returning to school without the required signature will be sent to the office and the parent will be notified of the situation.

CHCS reserves the right to declare any conduct that disrupts or upsets any classroom, office, staff or school activity as unnecessary, unsatisfactory or unbecoming and therefore, will require action to accomplish change.

## STUDENT CONDUCT

College Heights Christian School is dedicated to the training of boys and girls in a program of Christ-centered study, activity and living. Those in authority realize that good behavior cannot be legislated, but that compulsion to obey must come from the heart. Nevertheless, to maintain good Christian standards for our school, students, and parents, the following standards apply:

1. Students are required to address all adults on campus by title and last name. Disrespect toward teachers, staff members, adults or other students will not be tolerated.
2. Students are not to enter rooms unless authorized to do so. Students will not be allowed in classrooms without teacher or authorized adult supervision. Classrooms are locked at 3:15 PM. There is no admittance after that time.
3. Permission to go to the office must be obtained from the teacher or supervisor.
4. There is to be no shoving or pushing in lines.
5. Students are not allowed to possess or chew gum on school grounds.
6. Students bringing, sharing, reading or looking at pornographic or otherwise immoral materials will face expulsion. If a student knows of pornographic material anywhere on the school grounds he/she should report it to the office or a teacher immediately without touching or reading the material.
7. Drugs (non-prescription) and weapons (all inclusive) are not allowed on campus.
8. Cheating on exams, copying schoolwork, and stealing may result in mandatory suspension along with other possible consequences.
9. No students are allowed to play on the parking lot after 3:10 PM without supervision. Those not picked up must go to Daycare. Students waiting for coaches must wait in Daycare area unless supervised by a staff member or authorized adult.
10. CHCS does not tolerate any swearing, \*bullying or mean behavior toward students, staff or visitors.
11. References to drug and alcohol related activities and sexual, racial or otherwise inappropriate talk are not permitted.
12. Students are responsible to follow the rules and guidelines in the General Information Section.

**\*Bullying:** Bullying is when someone, or a group of people, upset or create a risk to another person's health or safety (either psychologically or physically) or their property, reputation or social acceptance on more than one occasion. Types of bullying include

- Direct physical bullying e.g. hitting, tripping, pushing or damaging property.
- Direct verbal bullying e.g. name-calling, insults, or verbal abuse.

- Indirect bullying – harder to recognize and often carried out behind the bullied student’s back. Designed to harm social reputation or cause humiliation includes
  - Lying or spreading rumors
  - Mean jokes meant to embarrass or humiliate
  - mimicking
  - encouraging other to socially exclude
  - damaging one’s social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages, or chat rooms to humiliate or cause distress.

## **ACADEMIC INFORMATION**

### **Kindergarten Readiness**

**Jr. Kindergarten:** Junior Kindergarten is geared toward children, approximately 4 years-9 months of age or older, who are not quite ready for the rigorous academic program of our regular Kindergarten class.

Junior Kindergarten lays the foundation and develops the skills needed for success in our Kindergarten, thus completing our Kindergarten program. Once a child has completed the program the child will be recommended for advancement.

Occasionally, after school starts, it may become evident that a student will need to be reassessed and with the possibility of being placed in our Kindergarten. Our goal is to place our students in a setting that will be a challenge and set them up for success.

**Kindergarten:** All prospective Kindergarten students must be tested for school readiness and maturity. 4 years 9 months is used as a starting point for age readiness but many students are not ready at this age.

CHCS presents a challenging Kindergarten program which builds on the skills learned in Junior Kindergarten. Occasionally, after school starts, it may become evident that a , due to social maturity or skills development, will be recommended for placement in our Junior Kindergarten class. In most cases, the final decision will be left to the parent; however there may be cases where, in the best interest of the student, he/she will not be allowed to continue in Kindergarten.

### **Homework**

Homework is a vital part of a child's education and provides opportunities for regular interaction between student and parent. Parents are given the satisfaction of monitoring and observing their child's development and growth in academic and spiritual maturity. This is accomplished through parents **daily** reviewing the materials covered in class,

preparation for tests, extended writing assignments, projects, and drills. Because children work at different rates, some children will have to complete some of the daily assignments at home; those completing their daily assignments in class will need to review that day's assignments with parents. Daily work or tests may require a parent's signature at the teacher's discretion. Additional homework may be assigned to strengthen certain skills or to fill learning gaps.

<b><u>Grading Scale:</u></b>	93-100	A
	84-92	B
	75-83	C
	68-74	D
	0-67	F

If a student receives an average grade of D (74 or below), they are eligible for retention (See Policy under Retention)

### **Retention**

In some cases, in spite of appropriate intervention, retention will be necessary. The principal will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and principal. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective. Generally, the school will not retain a student without parental consent. However, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student. **The academic standard that is the basis for determining if a student is to be retained is the inability to attain an average grade of "D" or better for all four quarters.** Since this standard can be charted throughout the year, the student and the parents will be notified at the first sign of the possibility of retention.

### **Parent Conferences**

We have two scheduled Parent/Teacher Conferences during the year. Parents are encouraged to schedule other conferences with the teacher. Often teachers will request conferences with parents in an effort to keep them informed of classroom circumstances, which need attention. Parents need to schedule conferences ahead of time so as not to be in conflict with other teacher obligations. Please refrain from conducting impromptu conferences anywhere on the campus.

Any parent, who desires a conference with a teacher or the principal, must make those arrangements in advance. A problem should first be discussed with the teacher, then with the principal.

**NOTE: If you feel there is a problem, arrange to discuss it with your teacher as soon as possible by appointment before it becomes a greater matter of concern.**

Teachers are available at the school from 3:00 PM to 3:30 PM, Monday-Thursday and on one day each week until 4:00 p.m. for student tutoring. (The teacher will decide which day of the week to offer this service.)

Administration requests that parents not call the teachers at home unless subject matter is of vital importance. Please phone the school office or send notes with students to request information or set up a teacher conference.

### **Report Cards**

The school year is divided into four periods of nine weeks each. At the end of each of those periods a grade card indicating the student's progress is prepared for the parents. The report cards are to be signed by at least one of the parents and returned promptly to the teacher. A \$5 fee will be charged for lost report cards.

Interim progress reports may be sent to the parents as necessary to keep them informed of student progress. Students will not be allowed to return to class if the reports are not signed as specified. No report cards are given at the end of the school year until financial accounts are paid in full.

### **Visiting Classes**

Although we welcome parents and visitors in the classrooms, **it is required that all visitors check in at the school office first.**

**All parents must come through the school office if they wish to visit their child. School policy mandates that parents shall not visit the classrooms before or during school hours the first two weeks of school in order to allow the children time to adjust.**

If parents desire to observe during class time, arrangements must be made in advance and please limit the time to a maximum of 30 minutes. We encourage parents to visit their children during snack or lunchtime.

### **Awards**

College Heights Christian School likes to honor students for their achievements and to encourage them to keep pressing on. We do this with various awards.

## UNIFORM AND GROOMING INFORMATION

Uniforms are required at CHCS and are an additional cost to the parents.

We have a contract with Dennis Uniforms to provide our uniforms, and we recommend that you purchase the garments from them to assure compliance with the dress code. Their address is:

Dennis Uniform Manufacturing Co.

20920 Victory Blvd.

Woodland Hills, CA 91367

Phone (818) 887-5376 Fax (818) 887-2391

[www.dennisuniform.com](http://www.dennisuniform.com) DENNIS SCHOOL CODE: SH00DN

### **Dennis Uniform Company will be here before school begins in the fall.**

Please order the proper uniforms for your child, as well as enough uniforms so that your child comes to school each day in a neat and clean uniform. Uniforms must be kept in good repair. Please adhere strictly to uniform code, no exceptions. Parents will be notified to bring a change of clothes if their children's clothes have holes, are ragged or do not meet dress code.

It is required that the dress skirt hem be no shorter than 5" from the floor when the girl kneels on her knees. Allow for your daughter's growth throughout the year. A pair of shorts (bicycle type is acceptable) is also required under the skirt or jumper for all girls to insure modesty during play times. Pants and shorts are to be worn at waist height. No low-riding or sagging pants or shorts are allowed. Uniforms will be as listed on the uniform information sheet with no exceptions.

### **Shoes**

Closed shoes with rubber soles are required to be worn for playground safety. Sports type shoes are recommended. For safety reasons, students will not be allowed to wear sandals or any open-toed or open-heeled shoes. Shoes must be totally enclosed from the sole to the top of the shoe. Shoes must be primarily one solid color. Small accents are acceptable. **No Characters** on shoes. Only socks of solid colored navy blue, black, or white will be allowed. Also, the height of heels shall not exceed an inch and a quarter. These rules apply on free dress days also, unless otherwise instructed. CHCS reserves the right to reject any footwear that compromises the uniform code as judged by the administration.

## **Outerwear**

Sweaters, zip-up or button-up, or pullover sweatshirts, square-tailed jack-shirts, jackets and coats will be allowed. But, they must all be one solid color, navy blue or black. Denim jackets are not acceptable. No additional shirts or blouses (other than the white undershirts described below) will be allowed under or over the uniform shirts or blouses. No hooded sweatshirts allowed.

CHCS sweatshirts and jackets may be ordered at the Dennis Uniform sale held in the summer. These sweatshirts will also be allowed over the uniforms. Other than CHCS and the student's name, no other writing is allowed on outerwear, including logos, slogans, or patches.

Sweatpants are never allowed.

Students may wear white, short-sleeved undershirts under their shirts (no 3/4 sleeve shirts or colored pullovers). PE shirts may not be worn under uniform.

Cleanliness of uniforms (especially PE) should be stressed.

**No hats, caps or scarves.** (Exceptions are made when the weather is cold and they are being worn for warmth.)

Only College Heights Christian School and/or your first name or initials at the usual nametag location, will be allowed on any uniforms or outerwear. All other exposed writing will not be allowed.

## **Cold Weather**

No pants, sweats or leg warmers are allowed under jumpers or skirts.

Tights are allowed under long-legged pants, skirts, and jumpers. Only navy blue, black or white opaque tights are allowed. Tights may not be worn with shorts.

The Administration reserves the right to make decisions regarding current styles that may conflict with our Christian philosophy. If in doubt, please call the school office first.

## **P.E. Uniforms**

The function of the P.E. uniform is for wearing during P.E. only. Students will not be allowed to wear P.E. uniforms during any other school activities.

## **Free Dress Code**

Periodically, throughout the year the students will be allowed to wear regular street clothes when accompanied by a "Free Dress Pass" (to be turned in to the administrator). Free dress will be the dress code for some field trips (your teacher will inform you). Modesty must always be considered. Please observe the following:

- No midriff showing, no low-cut blouses, no tank tops, no sleeveless top, or spaghetti straps.
- No short-shorts. (Bermuda/walking length only)
- No baggy or “grunge” clothes.
- No undergarments may be exposed.
- No low riding pants or shorts allowed. Pants must be worn at waist area.
- No bike shorts, exercise type pants or sweat pants.
- Closed shoes must still be worn.
- Torn clothing is never appropriate.
- Only Christian or sports appropriate brand logos may be displayed.
- The administration reserves the right to judge if modesty standards have been met.

### **Grooming**

Students are required to exercise moderation in grooming and dress. The administration reserves the right to judge between “extreme” and “moderate”.

Girls must wear their hair neatly groomed at all times. Boys must be neat, clean and out of the eyes. No shaved portions of the head are allowed.

Avoid extreme hair fashions.

Light makeup is allowed for middle school girls only. No eyeliner, eye shadow or other dark colored or heavy makeup. Girls coming to school with heavy makeup or nail color will be required to remove it in the office.

Girls are allowed to wear light colored nail polish. No black, or other dark colors. Unacceptable nail polish will need to be removed before the student is allowed to return to class.

Boys are not allowed to wear earrings. Girls are allowed to wear small earrings, but not dangle or be deemed unsafe for wear during playtimes. Hoop earrings may not be any larger than a student’s small finger to go through.

Body art is not allowed.

Body piercing, other than girl’s earlobes, is not allowed.

Sunglasses may be worn outdoors only. Staff must be able to see eyes through glasses.

**CHCS reserves the right to determine whether certain grooming or clothing is appropriate.**

### **Handling of Dress Code Infractions**

Please note that we will be enforcing strict adherence to the uniform dress code.

A two-week grace period exists for all students at the beginning of the year and for all new students starting after school has commenced. **After that, parents will be called to bring proper clothing to school for their children.**

If any part of the uniform is modified (lowered, cut-off, etc.), that article of clothing will be unacceptable.

Uniform inspections will be conducted randomly in the classroom, in chapel, or any other school activity.

Note: All new students waiting for uniforms will be advised by the office as to appropriate attire. Any questions regarding uniform policy should be referred to the school office

## CLASSROOM SUPPLY LISTS

### For All Grades

**Please send only the items required on these lists, no additions or substitutions.** Supplies will need to be replenished as needed. Please note brand names on certain supplies.

It is imperative that students acquire and maintain all items needed for classroom use. Citizenship grade may be affected by not having the proper school supplies.

**Please no super heroes depicting darkness or evil on backpacks or lunch boxes. No writing or insignias symbolizing or suggestive of gangs, crime, sex, or profanity is allowed on any item at school.**

### K-4

**Please label each and every item with permanent ink and bring them to Orientation Night.**

- 1 Backpack (**large** enough to carry work folder, lunch box and rest blanket, no backpacks on wheels)
- 1 Rest blanket (**beach towels** or small blankets work well)
- 1 Hairbrush or comb
- 1 Folder (with **horizontal** pockets) to carry work to/from home
- 1 Chapstick
- 2 Packages baby wipes (**scented**)
- 2 Boxes tissues
- 1 Container disinfecting wipes
- 1 Package crayons (**primary** size, **Lakeshore** or **Crayola**)
- 1 Box **Crayola brand** washable markers (Primary size, not skinny)
- 1 Box **Crayola brand** colored pencils.
- 1 Glue stick (washable)
- 1 Aleene's Original Tacky Glue (found at Michael's)

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## K-5

Please label each and every item with permanent ink and bring them to Orientation Night.

- 1 box of 12 colored pencils – **Lakeshore Item #LA797**
- 1 Pair **Fiskars** brand children’s scissors - **Lakeshore**
- 1 12 pkg Red Easy Grip Triangular pencils – **Lakeshore Item #TRX-REX B21**
- 1 12 pkg Large Crayons (not jumbo) - **Lakeshore Item #VX274** ( Large size, 12 package includes pink and gray)
- 1 Box of Crayola watercolor paints (8 pallet count) - **Lakeshore**
- 1 10 pkg **Lakeshore** washable fine–tip markers – **Lakeshore Item #LL133** or 8 pkg # **U438**
- 2 Large thick pink erasers
- 4 Jumbo size glue sticks
- 2 Large containers of Lysol wipes
- 1 Folder for daily homework and schoolwork (2 pocket style, sturdy paper or plastic)
- 1 Small crib size blanket with a large reusable plastic storage bag with name in permanent ink on bag (no pillows or bed-sized blankets)
- 1 Backpack big enough to carry lunch box, folder, and blanket, to and from school (no roller backpacks)
- 1 Pump dispenser of hand **sanitizer**. (not soap)
- 1 Large box tissue
- Car seat/booster seat with the child’s name visible for field trip days.
- \$9.00 for field trip T-shirt
- \$30 for graduation

Please: Write separate checks for last 2 items.

Put use permanent ink for name on each and every item.

Keep a set of like markers, scissors, pencils, colored pencils, glue sticks available at home for homework.

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## **First Grade**

**Please label each and every item with permanent ink**

- 1 NLIV Adventure Bible for Early Readers (publisher Zonderkidz)
- 1 Container baby wipes (80 Count)
- 6 Pencils with erasers (sharpened)
- 3 Pink gum erasers (no shapes or funny faces)
- 1 Fiskars children's scissors
- 2 Glue sticks
- 1 Small glue bottle
- 1 12" ruler with metrics\_(clear/see through)
- 1 Supply box – small or plastic zippered pouch
- 3 Two-pocket folders to carry papers home
- 1 Box of crayons (24 count **NO NEON COLORS or BOLD COLORS**)
- 1 Set of colored pencils (12 count)
- 1 Set of washable fat markers, 8 count (**NO NEON or BOLD COLORS**)
- 1 Steno pad
- 2 Large box tissues
- 1 Box of water paints
- 1 Spiral bound notebook wide rule
- 1 Composition book (wide ruled)
- \$8.00 for fieldtrip T-Shirt

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## **Second Grade**

**Please label each and every item with permanent ink**

- NKJ or Precious Moments Bible
- Backpack (no rolling packs)
- 6** Pencils (number 2, sharpened)
- 2** Red pens
- 2** Chunk erasers (standard pink or brown)
- 1** Box of crayons (24 count only)
- 1** 4 oz. White school glue (no glue sticks)
- 1** Pair of Fiskars Children's scissors (pointed end)
- 1** 12" ruler with metrics
- 1** Box tissue (large)
- 3** Folders (Pee-Chee style) for carrying work to and from school
- 1** Supply box, (plastic, 5"x 8" size only)
- 1** Steno tablet (100 sheets or more)
- 1** Box Crayola colored pencils (12 count)
- 1** Box watercolor paints (small)
- 1** Box baby wipes (80 Count)
- 1** Composition book
- \$8.00 for field trip t-shirt

**(NO COLORED MARKERS OR BINDERS)**

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

### **Third Grade**

**Please label each and every item with permanent ink**

- The NIV Adventure Bible for Young Readers  
(Publisher: Zonderkidz, purple cover, used in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>)
- 1 Backpack
- 2 Dry erase markers
- Wide-rule notebook paper
- 1 6" ruler with inches and metric
- 12 Sharpened pencils w/eraser
- 1 Pencil pouch
- 1 Pkg. of eraser tips for pencils
- 1 Chunk eraser
- 1 Tub baby wipes
- 1 Box of crayons (16 or 24 count only)
- 1 Two-pocket folder
- 2 Regular size boxes of tissue
- 4 Green colored pens
- 1 Children's scissors
- 1 Pencil sharpener
- 1 Highlighter
- 1 Package Colored Pencils

### **ART SUPPLIES**

- 1 Small bottle of Elmer's school glue
- 1 Jumbo glue stick (1/27 oz.)

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## **Fourth Grade**

**Please label each and every item with permanent ink**

- The NIV Adventure Bible for Young Readers (Publisher: Zonderkidz, purple cover, used in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>)
- Pencils and small sharpener (not battery operated)
- Erasers (pink pearl or cap)
- 2 Packs 8 ½" X 11" lined paper (not spiral bound)
- 2 Pocket folders
- Highlighters
- 1 Red pen
- 1 12" ruler with inches and centimeter markings
- 1 Zip pocket (8" x 4") for pencils, pens, and highlighters
- 1 Box of tissues (large, 250 count)
- 1 1½" Binder with dividers for class work
- 1 2" binder for California history
- 100 plastic sheet protectors
- Disinfectant wipes or baby wipes

## **ART SUPPLIES**

- 1 Set of colored markers
- 1 Pair of scissors (pointed, not rounded)
- 2 Boxes colored pencils (1 for school, 1 for home)
- 1 Small plastic box for art supplies
- 1 Bottle white school glue
- 2 Glue sticks (large)

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## **Fifth Grade**

**Please label each and every item with permanent ink**

- NIV Adventure Bible for Young Readers (publisher: Zonderkidz purple cover, used in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>)
- 2 Kleenex (large box)
- 2 Mechanical pencils with lead or No. 2 pencils
- 2 Pkg. of pencil top erasers, chunk style or clicker
- 2 Blue or black pens (may be erasable) no milky pens
- 4 Red pens – a must
- White lined paper College ruled (no spirals)
- 1 Large pencil pouch (not a box)
- 2 Pocket folders (Pee-chee style) solid colors,  
One each yellow, red, brown, blue, green, purple, pink, black.
- 1 2" binder
- 1 Combination lock
- 1 Daily assignment book (buy in office for \$5)
- 1 Elementary dictionary
- 1 Thesaurus
- Backpack: big enough to carry all books ( wheels OK)
- Note cards 3 x 5 (Optional) Not used until 3<sup>rd</sup> quarter
- 1 6" standard/metric ruler
- PE uniform(s) (Available from Dennis Uniform Co.)
- 1 Pair School Scissors
- 2 Rolls scotch tape
- 2 Journal/notebook
- 4 Highlighters (multi colors)
- 1 set Thin dry erase markers

## **ART SUPPLIES**

- 1 Set of colored pencils
- 1 Soft zippered pouch to hold art supplies
- 1 Box oil pastels
- Pencils 1 each HB, 3B, 6B
- Erasers 1 each - pink pearl, kneaded, art gum
- 1 Pack of markers
- 1 Drawing pad

**Reminder: No super heroes depicting darkness or evil on backpacks or lunch boxes.**

## Sixth, Seventh, and Eighth Grade

Please label each and every item with permanent ink

- 1 New King James Bible with concordance (**only NKJ**)
  - 1 Agenda (\$5.00) **must be purchased from CHCS**
  - 1 Compact dictionary
  - 1 Compact thesaurus
  - 1 Multi-color pack highlighters
  - 2 Boxes of Kleenex (large box)
  - 2 Container of Lysol wipes
  - 1 Combination lock
  - 1 Backpack or book bag (must fit in locker, no roll around bags)
  - 1 Large package college ruled note book paper (**NO SPIRAL BOUND**)
  - 6 Folders (one for each subject)
  - 1 Plastic pocket or pencil box able to hold the following:
    - 1 Package pencils (No.2) sharpened (mechanical ok, but not as a substitute
    - 2 Black or blue pens (**No gel pens or other colors to be used**)
    - 2 (or more) red pens
    - Erasers
    - 2 pack of 3x5 index cards
    - 1 6 inch ruler (English and Metric)
    - 1 small box colored pencils (8-10 count)
    - 1 pad 1/4 inch graph paper
- PE uniform(s) (Dennis Uniform Co.)  
Elective Classes may require additional supplies or fee.

**Reminder: Writing or insignias symbolizing or suggestive of gangs, crime, sex, racism, profanity or otherwise inappropriate behavior is NOT PERMITTED on any item at school.**

**8<sup>th</sup> Grade** Graduation Package - \$130 (includes Cap & Gown, Magic Mountain, Graduation Night, Graduation Pictures, and yearbook. Save \$5.00 & pay at Orientation, otherwise this fee must be paid in full by 3/01/07.