

CHRISTIAN HERITAGE SCHOOL

2018 - 2019

Lower School Handbook Grades K-5



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

CURRICULUM

For a description of the curriculum at each grade level in Lower School, go to the CHS website at www.kingsmen.org. Select Academics, then Lower School, and finally, the grade level in which you are interested.

ACADEMIC ASSESSMENT

Christian Heritage School seeks to provide academic assessment and evaluation through multiple methods and types with the goal to promote academic success in our students.

Grades K-2

In Kindergarten through Second Grade, a standards-based report card is used. Standards are specified learning goals applied to all students and provide consistent targets for students to meet. A standards-based report card emphasizes “learning” over “earning”. Each quarter provides students multiple opportunities to practice, attain, and demonstrate proficiency; not simply the grading and averaging of tests and quizzes.

Through the identification of clear benchmarks, a student’s knowledge and skills are measured on a continual basis, stretching students to perform at their highest level of potential. Teachers collect evidence of a child’s achievement through careful observations, the examination of the student’s work, discussions, projects, performance tasks, quizzes, and tests. Teachers record information about each child’s progress on a frequent basis, analyze and compile that information, and finally use the data to evaluate each child’s progress.

The following rubric is used to assess student progress in relation to content standards in the areas of Language Arts, Writing and Mathematics and the rating rubric reflects a child’s progress towards meeting the given standard.

Standards Rating Rubric:

3	Meeting the grade level standard and producing quality work.
2	Progressing toward the standard with assistance & support.
1	Beginning to develop the standard.

Numbers reflect growth and skills taught during the current marking period.

For Grades 1 and 2, in the areas of Science, Social Studies, Handwriting, Music, Art, Physical Education and Mandarin students receive an S+, S or S- based on class participation, teacher observation and written tests and quizzes.

Conduct/Skill Area Grades:

Each student also receives grades in the areas of social/work habits and skill development. The scale is as follows:

+	plus (+) indicates commendable progress
S	indicates satisfactory progress
I	indicates improvement shown
N	indicates need for improvement

Grades 3-5

Christian Heritage School uses letter grades on report cards in grades 3-5 in the academic areas of Language Arts, Mathematics, and Bible. In grades 4 and 5 the areas of Science, Social Studies and Handwriting also receive letter grades based on class participation, teacher observation and written tests and quizzes.

The following is a percentage grading scale reflecting performance on assignments, homework, tests and quizzes.

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

In grade 3 the areas of Science, Social Studies and Handwriting receive either S, S+ or S- based on class participation, teacher observation and written tests and quizzes. In grades 3-5 grades for Mandarin are S+, S or S- based on class participation, class work, and teacher observation. The following grades are also used for Art, Music and Physical Education in grades 1-5.

- S+ Above average
- S Satisfactory
- S- Below average

Effort Grades:

In addition to the letter grade, each student receives an effort grade. This grade indicates the amount of effort being exerted by the student. The scale is as follows:

1. Above average
2. Satisfactory
3. Below average

Conduct/Skill Area Grades:

Each student also receives grades in the areas of social/work habits and skill development. The scale is as follows:

+	plus (+) indicates commendable progress
S	indicates satisfactory progress
I	indicates improvement shown
N	indicates need for improvement

RELEASE OF RECORDS

Christian Heritage School will not release records until the family's financial account is current.

HOMEWORK

In order to assure quality homework, it is assigned for the following reasons:

- To increase self-reliance and self-discipline.
- To reinforce and extend classroom learning.
- To provide practice in skills and problem solving.
- To provide opportunities for special projects, such as book reports, compositions, and special research projects.

Suggested Amount of Homework Per Night:

Grades 1-3:	as needed (no more than 45 min. by end of Gr. 3)
Grades 4-5:	45 min. to 1 hour

This is actual work time and does not include preparation to start homework, etc. It must be remembered that a slower student will take more time to complete the work assigned. These suggested times are based on the work of an average student.

Assignments are to be complete, on time, and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note from a parent stating an emergency which prevented homework from being done. The faculty and administration retain the right to evaluate the nature of the excuse. Not all explanations will be considered excused.

Occasionally, homework not turned in on time, with no acceptable excuse, will be completed in school during recess or specials. Teachers may take off points for it being late. Homework not turned in on time will result in a 0 grade. However, students may turn in late homework before the end of the quarter and earn up to 50% of the credit for the original assignment.

To promote good partnership between home and school and to develop personal responsibility and organizational skills, students in grade 5 are expected to record all short and long-term assignments in their student planners each day. Teachers will instruct students in the procedure for doing this and will also notify parents regarding expectations for regular checking and signing of planners.

There may be limited homework on holidays, vacation weeks, or long weekends, typically in the form of long-term assignments that were assigned weeks ahead.

ABSENCES AND MAKE-UP WORK

Real time absentee reporting is available to parents via their RenWeb account.

Make-Up Work for Absences:

After an absence, the parent and/or student must check with the classroom teacher on the day of return to school to see what assignments were missed in order to get them completed for full credit.

A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work not given prior to an absence. If a long-term illness occurs, special consideration will be given for a make-up schedule. Teachers will give zeros for work not turned in, and loss of credit will occur for work turned in late.

Family Educational Trip/Vacation: These should be kept to a minimum. It is the responsibility of the student and/or parent to check with the teacher about all make-up quizzes, tests and assignments. Teachers will be available, upon request, for reasonable periods of time after school to assist students but cannot be expected to re-teach material missed during the trip.

- It is strongly recommended that you plan your family trips around the school calendar. If at all possible, do not plan trips when school is in session.
- Prior notification to the Lower School Principal or teacher is required to arrange for assignments to be given in advance.
- The teacher may be requested to give up to five (5) school days of assignments in advance. These assignments may or may not be available before the last day of attendance dependent on the individual teacher's advanced planning schedule.
- If the trip is longer than five (5) school days, only general assignments can be made. The teacher cannot be responsible for planning more than one week in advance.
- It is important to keep in mind that the assignments given cannot include the benefit of the teacher's lectures and special activities used to enhance the understanding of the lessons.
- Unless other arrangements are made with teachers ahead of time, the work assigned prior to a trip is due the day the student returns. The student should be ready to make up any tests or quizzes on pre-assigned work on the day of return, unless other prior arrangements have been made.

REPORTING SYSTEM

The Lower School reporting system is on a quarter schedule. Report cards are produced at the end of each nine-week period. Teacher conferences are scheduled in October and March.

Report cards are available online through RenWeb.

RENWEB STUDENT INFORMATION SYSTEM

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

STANDARDIZED TESTING PROGRAM

Standardized testing is done in the spring for all students in grades 3-5. We administer the Otis-Lennon School Ability Test and the Stanford Achievement Test. Printouts of the results and explanations are mailed home to parents later in the spring.

LEARNING CENTER

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

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

Services may include the following:

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

Parents with inquiries about the Learning Center may contact the Learning Center Director or the Lower School Principal.

ACADEMIC ACCOUNTABILITY

Good communication regarding progress in all areas is essential to our partnership with parents in the education of their students. Teachers automatically increase communication whenever a problem becomes apparent. If students are still unable to maintain minimum academic or behavioral standards, then the following policies take effect.

Disciplinary Probation Policy

If regular disciplinary procedures do not result in a student maintaining a minimum standard of behavior, he/she will be placed on disciplinary probation. This policy communicates to parents and student that a serious discipline problem exists. It is the school's desire that this policy will bring about a positive change in that behavior.

A student is placed on disciplinary probation at the recommendation of the teacher and administration. The reasons for disciplinary probation include any of the following:

- Continued deliberate disobedience.
- Rebellious behavior which is unchanged after much effort by teachers.
- A continued negative attitude toward other students.
- Committing a serious breach of conduct inside or outside school which is contrary to Christ-like behavior.

Timeline for Disciplinary Probation:

- A parent/teacher/administrator conference will be held to review the scope of the problem, to develop realistic goals for the student to attain and to produce suggested strategies to meet these goals, using faculty, administration, and parental support.
- The probationary period will be from one to three marking periods, depending on the circumstances. The length will be set by the teacher and administrator at the conference. During the probationary period, the teacher will monitor the student's behavior and conference with the parent regarding progress.
- At the end of the assigned probationary period, a decision will be made: to end probation because goals have been met, to continue probation, or to expel from the school due to lack of sufficient progress.
- Important to note: a decision to expel may be made before the end of the assigned probationary period if this is in the best interest of the school or the student.

Transition into Middle School Program

If a grade 5 student is on behavioral probation at the end of the second marking period, a letter will be sent to the parents to notify them that the student may not be invited to transition to Middle School unless significant progress is made in the area(s) of deficit before the end of the present school year. The parent will be notified of the final decision in June either by letter (if significant progress has been made and the student is off probation) or in a meeting (if significant progress has not been made). If a meeting is scheduled it will involve the parents, the division principal and the grade 5 teacher.

STUDENT CONDUCT EXPECTATIONS

Throughout the school day, both on and off campus, we endeavor to nurture and promote Christ-like character in all students. The conduct of students in school has an important effect on school achievement. While the ultimate responsibility for student behavior rests with the parents and the students themselves, CHS has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision.

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom expectations in accordance with Christian principles as set forth in Scriptures.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the child. Parents will be contacted as soon as any behavioral problems become evident to foster good communication and facilitate partnering in promoting godly character.

The following are guidelines for behavior at Christian Heritage School:

- An attitude of respect for those in authority is to be maintained by all students. The title of Mr., Miss, or Mrs. should be given respectfully regardless of time or place.
- Students will be considerate and respectful towards other students and adults and students should show good manners at all times, and use the words, "thank you", "please", and "excuse me".

- Students will be considerate and respectful of different cultural backgrounds and experiences. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, are inappropriate behaviors.
- In keeping with spiritual standards maintained by CHS, behaviors such as physical violence, gambling, use of tobacco, alcoholic beverages, drugs, and the unauthorized use or possession of a controlled substance are prohibited on and off campus. If at any time a student's influence in these areas is considered harmful, or his/her presence in the school is regarded as undesirable, the school reserves the right to require his/her withdrawal.
- Students will respect school property and other students' property. Any damage to school property must be paid for by the student(s) responsible.
- Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.
- Students are to be punctual for school.
- Students will do their own work.
- Homework is to be completed and handed in on time.
- Students will maintain a spirit of cooperation in all areas of the school program.
- Students are asked to give polite attention to the Chapel program since this is to be viewed as a time of spiritual growth.
- Profanity is prohibited. This includes the phrase, "Oh, my God!"
- Food and beverages will be consumed only in the lunchroom, except with special permission, or during teacher-supervised snack times or class parties.
- There will be no chewing of gum during the school day.
- The Main Office phone is to be used only with permission.
- Students will abide by all guidelines above while on school-sponsored trips away from CHS.
- Criminal behavior on or off campus will result in immediate suspension and an expulsion review.

Harassment, Hazing, and Bullying Policies

Harassment, hazing or bullying will not be tolerated. All three terms are defined as creating an unpleasant or hostile situation by repeated uninvited or unwelcome verbal or physical contacts that place formal or informal power over another. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, are inappropriate. This includes intentional use of words or pictures through internet services. Disciplinary options can include a verbal reprimand, removal from the situation (recess, gym class, locker room or other activity or location of action), suspension, probation or possible expulsion. The discipline response will depend on the specific circumstances. Students who feel they have been the victim of such actions should report it to a teacher or administrator immediately either directly or through a parent.

Bathroom and Locker Room Use

Each student at CHS is required to use the bathroom and locker room that matches the student's gender at birth.

Suspensions

As a result of a serious misbehavior or a pattern of disobedience, a student may be given an in-house suspension in the Lower School Principal's Office for part or all of the school day, or be suspended from school. During an in-house suspension, the student will work on assignments from the teacher. Work will be sent home for an out-of-school suspension. Before returning to class, the student will meet with the Lower School Principal and teacher. Credit for work completed will be given at the discretion of the teacher and Principal.

Expulsion

CHS retains the right to immediately remove a student for a period of one semester, one year, or permanently for a significant violation of school policy or guidelines. Grounds for expulsion can be a pattern of discipline problems or a single significant discipline violation.

Cell Phone and Electronic Devices Policy

Cell phones, iPods, and any other electronic devices are allowed in the Lower School with explicit permission from the teacher or the Lower School Principal. They are to be kept in the student's backpack during the school day. Unless permission is given in advance, neither phones nor electronic devices should be seen, heard, or used while a student is in class, in the hall, in the cafeteria, or in Kingsmen Kids. If any of these devices are in school without permission, they may be confiscated, and the parent will need to come into school to retrieve them. If a Lower School student uses a cell phone or PDA to photograph, record, and/or video while on campus, the administration has the right to view and/or confiscate the content before returning the device to the parent. In such cases, disciplinary action will be taken with the student.

ARRIVAL/DISMISSAL SCHEDULES

Regular Day (M, T, W, F) with Staggered Dismissal:

Lower School Begins:	7:50 a.m.
Upper School Begins:	7:45 a.m.
Staggered Dismissal:	2:20 p.m. (Kindergarteners with no Lower or Upper School siblings)
	2:30 p.m. (K-5 Trumbull Bus Students)
	2:35 p.m. (K-5 Students with no Upper School siblings)
	2:45 p.m. (Upper School Students and their Lower School siblings)

Thursday's TE@CH Time Arrival with Staggered Dismissal

Lower School Begins	8:40 a.m.
Upper School Begins	8:40 a.m.

Delayed Opening Arrival with Staggered Dismissal

90 Minute Delay

Lower School Begins:	9:20 a.m.
Upper School Begins	9:15 a.m.

2 Hour Delay

Lower School Begins:	9:50 a.m.
Upper School Begins:	9:45 a.m.

2.5 Hour Delay

Lower School Begins:	10:20 a.m.
Upper School Begins:	10:15 a.m.

Half Day/Early Dismissal Arrival with Staggered Dismissal

Lower School Begins:	7:50 a.m.
Upper School Begins	7:45 a.m.
Staggered Dismissal:	11:20 a.m. (Kindergarteners with no Lower or Upper School siblings)
	11:30 a.m. (K-12 Trumbull Bus Students)
	11:35 a.m. (K-5 Students with no Upper School siblings)
	11:45 a.m. (Upper School Students and their Lower School siblings)

ATTENDANCE

Arrival

In order for your student to gain the most from his/her school experience, regular attendance is important. Our school day begins at 7:50 a.m. for grades K-5. It is important that your child be in school on time, but not earlier than 7:20 a.m. Students who arrive between 7:20 and 7:40 a.m. will be supervised by a faculty member in the gym. At 7:40 a.m. students will be picked up from the gym by their teachers. Requests for arrival earlier than 7:20 a.m. must be submitted in writing to the Lower School Principal for approval. On Thursday mornings the faculty has professional development from 7:20 a.m. – 8:25 a.m. The school day for students starts at 8:45 a.m. and we provide childcare for students in Grades K-5 from 7:30 a.m.-8:45 a.m.

Christian Heritage School recognizes that daily classroom attendance is an integral and essential component of the learning process for the following reasons:

- A devotional time is held each day
- The teacher clarifies, interprets and supplements information given in textbooks and other instructional resources.
- The classroom environment lends itself to planned, as well as to impromptu discussions, which are educationally enriching and impossible to make up.
- The classroom affords the opportunity for a student's social skills to develop. Responsibility and commitment to others form an essential part of a student's education.

All students must enter and exit the building through the main entrance. All other doors will be kept locked for safety reasons.

Tardiness

Any student in grades K-5 who is not in his/her room at 7:50 a.m. is considered tardy and should report directly to the front desk.

Dismissal

To help with reducing our overcrowded parking lot situation, we ask that you follow this staggered dismissal schedule when picking up your child(ren). All students can be picked up in the traffic circle outside the main entrance.

Kindergarten students will be dismissed at 2:20 p.m. If they have other Lower School siblings or are riding home with another Lower School student they will be dismissed at 2:35 p.m. If they are riding home with Upper School siblings or students, they will be dismissed at 2:45 p.m.

All Trumbull bus students K-12 will be dismissed at 2:30 p.m.

Students in grades 1-5 will be dismissed at 2:35 p.m. If they have Upper School siblings they will be dismissed at 2:45 p.m.

Students who are not picked up by 2:55 p.m. will be sent to Kingsmen Kids by their teacher and the regular Kingsmen Kids fee will apply. If your child is in Kingsmen Kids you may pick them up in the cafeteria.

If your child(ren) are staying for an after school activity please pick up your child(ren) promptly at the end of that activity.

Our half-day dismissal time is 11:30 a.m. Children should be picked up no later than 11:45 a.m. on half-days.

In addition, please note the following:

- Lower School students must be under adult supervision at all times. They are not allowed to wait with Upper School students or siblings after dismissal. They must be with the duty teacher or in Kingsmen Kids.
- Students are not permitted on the playground after school without parent supervision.
- No student may climb on Pulpit Rock at any time, whether school is in session or not.
- No student may leave the sidewalk to walk to a car parked in the lot. If you are not picking up your student in the circle, you must park in the lot and walk to the sidewalk to get your child.
- No student may leave school property unless accompanied by a parent or designated adult.
- No student may go to the Student Life Center (the “Barn”) without an adult.

Early Dismissal

Lower School students who must leave school before dismissal are required to bring a note from their parents or guardian requesting early dismissal. This note is to be given to the teacher before 8:10 a.m. Please include the time and reason on the request. We suggest trying to schedule as many appointments, etc. as possible after school or perhaps on Thursday mornings before our late start at 8:45 a.m.

Parents must sign out their children in the Early Dismissal Book in the Main Office. Students will remain in class until the parent arrives at the office and the staff notifies the teacher.

Snow Day Make Up Policy

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

CAFETERIA

Rules for lunch shifts for students include:

- Students are not to sit on the tables or put their feet on tables.
- Lunch shifts will have adult supervision; students are expected to keep the cafeteria clean.
- Students are required to utilize trays and remove trays and trash to the designated areas.
- No games of any kind are allowed in the cafeteria.

LOCKERS

School lockers are the property of Christian Heritage School. They are provided to students in classrooms without coat racks for the temporary storage of personal belongings and school related textbooks, supplies and materials. CHS reserves the right, protected by law, to search lockers and other school property available for student use. School lockers may be inspected in the interest of maintenance, health and safety. For safety and security reasons, personal belongings should never be left unattended. Students should not bring large sums of money or valuable personal belongings to school.

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

FIELD TRIPS

Since field trips are planned as an integral and exciting part of the curriculum, attendance is required. Requests for exceptions for unavoidable and important circumstances should be submitted in writing to the Lower School Principal. School guidelines for proper dress and behavior apply to field trips. Electronic equipment is permitted on field trips with specific restrictions as directed. Continued inappropriate behavior in class may result in a student not being allowed to attend a field trip. Field trips are included in the school's tuition rates however, on special occasion, teachers may add a field trip in which parents will need to incur a portion of the cost.

FORGOTTEN ITEMS

We cannot interrupt classes to have students come to the office for forgotten items. You may, however, leave items in the office and they will be brought to your child's Lower School classroom.

LOST AND FOUND

The Lost and Found is located in the hallway outside of the cafeteria. Students should check it regularly. Parents may check the Lost and Found any time they are at school. K-2 students are not able to adequately check without parental assistance. All items with a student name will be returned to the student. Articles with no names that are not claimed are given away at the end of each month. Please mark all items with student's name and encourage daily responsibility in the children.

CHAPEL

Chapel is held for all classes once a week and attendance is required. Board members, administrators, faculty, area pastors, visiting missionaries, and other ministry leaders serve as speakers.

LIBRARY

- Lower School library books will be checked out for one week.
- There will be no library fines charged in the Lower School. If books are not returned, he/she will not be permitted to check out more books until books are returned.
- Students will return books in designated bins in their classrooms, not in the library.
- Magazines are to be used only in the library.

- Should a book be lost or damaged beyond repair, let the librarian know. The borrower is responsible for the replacement fee.

ILLNESS DURING THE SCHOOL DAY

During the school day, in order to be excused from classes for illness, a student must report to the Nurse's Office. Unless it is an emergency, the student should report to class before seeing the nurse in the Nurse's Office. The school nurse will call parents in the event an early dismissal is necessary for health reasons. Students should not attend classes within 24 hours of having a fever. If a student leaves school due to illness without approval from the Nurse's Office, all subsequent absences will be unexcused and the student will be held accountable for leaving campus without authorization.

LOWER SCHOOL DRESS CODE

Tops:

- Polo Shirt – short or long sleeve, navy blue or white (Shirts may be untucked.)
- Cobalt blue Kingsmen-logo shirts from Lands' End are also acceptable.
- Oxford Shirt – short or long sleeve, light blue, navy blue or white
- Blouse – short or long sleeve, collared, navy blue or white

Bottoms and Jumpers:

- Jumpers/skirts/skortts – knee length, navy blue or khaki
- Pants/shorts – mid-rise, knee length, navy blue or khaki – no cargo style, denim, corduroy, or sweat pants

Footwear/Legware:

- Shoes – sneakers recommended for daily use, sneakers a requirement for gym class, no flip-flops or open toe shoes
- Socks – socks are to be matching and solid blue or white
- Tights/Leggings – solid blue or white, leggings to be worn under a skirt or jumper only

Outerwear:

- CHS sweatshirts or CHS fleeces (not oversized) permitted while in the building
- Sweaters (white or navy blue) – must be worn over a dress code shirt or blouse.

Other:

- Hair – natural color, neat in appearance, boys' hair must be neat. Extreme hair styles are not permitted.
- Jewelry – girls may have pierced ears
- Gym Uniforms – Students will no longer be changing for gym
- Ripped, frayed or soiled clothing is not allowed. Clothes should not have holes.

Kingsmen Fridays:

- Students may wear blue jeans and any CHS t-shirt or CHS collared shirt.
- All students will be given a CHS t-shirt at the beginning of the year.
- Blue jeans, dress code pants or dress code shorts. Blue jean shorts are not permitted.
- Regular dress code attire is fine as an alternative.

****All clothing must be of modest fit.*

DRESS-DOWN AND DRESS-UP DAYS

During the course of the school year students will have the opportunity to "dress-down" or "dress-up". On these special days students may wear non-uniform clothing. However, on these days the expectations of neatness and appropriateness still hold. Although it is impossible to remark on every outfit that a student may wear, please consider the "tone" of our uniform policy when making decisions on what your child chooses for these days.

- No tattered, ripped or tight clothing, or inappropriate sayings or pictures are allowed.
- Dress, skirt, or short lengths should be in line with uniform standards.
- Shoes/sandals should be in line with uniform standards as a safety precaution for play. No flip flops or other slip-on shoes.

Special Note:

Students may not wear hats during school hours unless specifically permitted by the administration. Girls may not wear tank tops. Modesty is the goal.

AFTER SCHOOL

Co-curricular Activities

Co-curricular activities are limited to allow students time for family and play. Occasional optional clubs or sports are made available and advance notice of such activities is sent home to parents. There is an additional cost for these programs.

Kingsmen Kids After School Program

After school care is available at an additional cost through our Kingsmen Kids After School Program. Additional information can be obtained through the Main Office or on the CHS [website](#).

Eligibility for Participation in Upper School Plays

Periodically, there are opportunities for Lower School students to participate in the Upper School plays. While this opportunity is seen as a beneficial growing experience for a talented student, there is also a concern that the rigorous practice schedule does not adversely affect his/her academic progress. The following requirements need to be met for a Lower School student to participate in an Upper School play:

- The student must not be on behavioral probation at the time of the selection.
- The student must complete assignments thoroughly and on time during the course of the play practice and performance.

MONEY TO SCHOOL

There are very few occasions when money needs to be brought to school. All students are asked NOT to bring money to school unless absolutely necessary.

Grades K-3:

Money should be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount and purpose
3. Teacher's name

Grades 4 and 5:

Money should be in an envelope or a small change purse with child's name on the outside.

PARTY INVITATIONS

Party invitations may not be distributed (or verbalized) in school unless there is an invitation for each child in the class (or to all the boys or all the girls, as appropriate). Notes from parents are required for students being transported to parties in other than regular transportation arrangements. When invitations are issued privately which exclude some boys or some girls in the class, we request that the school is not involved in the transportation arrangements, and that presents and other items for the party not be brought to school. This will avoid hurt feelings.

PARTIES IN SCHOOL

We would like the focus of all parties to be an activity, craft or performance. Food can certainly be a small part of the party; but in order to encourage your children to choose healthy foods we ask that for class parties you bring healthy choices for children such as fruit, vegetables and snack items rather than cakes, muffins and cupcakes. We ask that no food items are brought into the classrooms without first coordinating with the classroom teachers. As always, we thank you for respecting the needs of children with allergies by not bringing any items with nuts to school.

Revised 7/12/18