

CHRISTIAN HERITAGE SCHOOL

2018 - 2019

Upper School Handbook

Grades 6-12



575 WHITE PLAINS ROAD TRUMBULL, CT 06611

TEL. 203 - 261 - 6230

FAX 203 - 452 - 1531

www.kingsmen.org

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

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

ACADEMICS

Academic Accountability at CHS

A sequence of escalating levels of accountability has been arranged to properly notify the student and the parent when a student's academic performance falls below expectations. It is the school's desire that this system aid students in improvement of academic standing when necessary. It is the school's responsibility and calling to equip and hold students to account for being their best. Grades will be reviewed four times annually. The student's academic counselor will monitor the status level and progress and be in communication with the student and parents about expectations necessary to remain eligible for involvement in extracurricular activity. The administration may determine that a student's academic performance merits a rapid escalation of the accountability status (e.g., failing more than 2 academic subjects, or being in danger of not meeting graduation requirements). The school reserves the right to place students on academic accountability status or review for school dismissal when these standards have not been met.

Guidance counselors keep specific documents that outline student expectations. Students who fail an entire class required for graduation, but do not fall under the contract guidelines, must attend a credit recovery meeting with the academic counselor.

The guidance department keeps records and progress reports for students. Students who are placed on the third level of academic accountability are not allowed to participate in extracurricular activities at the school. Extracurricular activities include student leadership, sports, drama productions, praise band, and clubs that meet outside of the school day. This privilege is revoked for the sake of giving these students necessary time to prioritize their academic progress.

Advanced Classes at CHS

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

Links to Course Catalogues

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

[Upper School Course Offerings](#)

[CHS Website](#)

Course Credit

One-half credit is awarded for the successful completion of semester courses at CHS. Some semester courses meet every other day during the duration of the entire year. Others meet during the first or the second semester of the year.

One full credit is awarded for the successful completion of daily year-long courses at CHS. CHS does not award half-credits for half-finished courses.

Due to amount of workload outside of class, a few honors courses carry a higher weighting than is equivalent to seat time in the classroom.

A minimum of 25 earned credits is needed for graduation from High School. Students who fail classes necessary for graduation must retake those classes. This number does not include community service credit.

Dropping Classes

Non-required courses (electives or honors courses) may be dropped under the following circumstances:

- Before the first two weeks of the course had been completed (no record on transcript)
- After the first two weeks of the course has been completed (“W” on the transcript)
Honors courses that are dropped for non-honors versions to the same courses will have entire GPAs computed based upon non-honors policies.

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

Extra Credit

In effort to ensure that grades accurately reflect what they are meant to reflect, teachers in the Upper School at CHS must have principal permission before giving extra credit assignments.

Grade Point Average (GPA)

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

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

CHS uses a “4 point” scale (an A=4, B=3, C=2, D=1, F=0) that is weighted up for honors-level coursework (see Grade Scale). All grades are assigned “grade points” which are multiplied by the course credit (see Course Credit) to arrive at a course’s “quality point” total. These course totals are added together to arrive at a “cumulative quality point total” which is then divided by the total credits attempted for a “cumulative GPA.” GPA is officially calculated at the end of semesters.

CHS maintains a policy under which middle school students are at times qualified to and allowed to take high school courses while students are at CHS. CHS does not award credit toward graduation for such courses.

Final Grade Computation

For full-year (2 semester) courses the final grade for the course is calculated by averaging the Semester 1 and Semester 2 grades.

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

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

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

Grade Scale

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

GPA SCALE

Grade	%	Standard	Honors	AP, DC
A+	97 – 100	4.34	4.67	5.34
A	93 – 96	4.00	4.34	5.00
A-	90 – 92	3.67	4.00	4.67
B+	87 – 89	3.34	3.67	4.34
B	83 – 86	3.00	3.34	4.00
B-	80 – 82	2.67	3.00	3.67
C+	77 – 79	2.34	2.67	3.34
C	73 – 76	2.00	2.34	3.00
C-	70 – 72	1.67	2.00	2.67
D+	67 – 69	1.34	1.34	1.34
D	63 – 66	1.00	1.00	1.00
D-	60 – 62	0.67	0.67	0.67
F	0 – 59	0.00	0.00	0.00

Graded Work Policy

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

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

- On a normal schedule, a quiz given on Monday would be returned and recorded by that Friday, assessments given on a Tuesday would be returned no later than the next Monday.
- Assessments such as tests or projects worth up to 15%, and given on a Monday, for example, would be graded and uploaded no later than the Thursday of the following week. If they were given on a Tuesday, they would be returned no later than the Friday of the following week.

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

Note: Students and parents have the right to expect clear explanation for any point deductions that exist.

Graduation Requirements/Diplomas

DIPLOMAS AT CHRISTIAN HERITAGE SCHOOL		
Standard Diploma	Advanced Diploma	
	Given to students who take the requisite number of junior and senior-year honors and college-credit courses and who maintain at least a 3.7 GPA will earn an advanced diploma. (It should be noted that some college-credit courses are completed in 1 semester, and others are completed in 1 year of study0.	
Course requirements		
Science (3) Math (4) English (4) Social Studies (4) World Language (2) - both courses taken in HS Bible (4) - one per year at CHS PE (0.5) - or two years of varsity sports Fine Arts (0.5) – beginning with the class of 2021 Health (0.5)	In concert with Standard Diploma requirements, students must take 11* or 13** of the 25 honors/EU/AP courses available to juniors and seniors.	
	HUMANITIES	STEM
	UConn US Hist 1	UConn Physics 1
	UConn US Hist 2	UConn Physics 2
	SHU Am Lit 1	UConn Mechanics
	SHU Am Lit 2	UConn Bio 1
	UConn Philosophy	UConn Bio 2
	Syracuse Speech	AP Chem
	UConn Writing	AP AB Calc (UConn C1)
	AP Gov	AP BC Calc (UConn C2)
	H Capstone	H Pre Calc
		H Capstone
		AP Statistics
Other requirements		
Community service or service learning requirements (see specifics under “community service”). * Advanced Diploma = Diploma Requirements + 11 courses (at least 5 humanities/4 STEM) ** Advanced Diploma with Distinction = Diploma Requirements + 13 courses (at least 6 humanities/5 STEM)		

Full-time students should carry a yearly minimum course load of 6.5 credits in grades 9 and 10, and 6.0 credits in grades 11 and 12. Courses completed prior to grade 9 do not count toward the 25.0 credits needed for graduation. However, the courses may be used to determine the student’s placement into advanced High School courses. The Upper School Office must receive all credit and grades for outside courses required for graduation no later than ten (10) calendar days before graduation.

CHS grants High School diplomas to students who meet all academic requirements and are considered full-time – graduating with at least 25.0 credits and taking at least 6.0 credits in their senior year. Students who have not satisfied the requirements for graduation may still participate in the graduation ceremony but only if the student petitions and receives permission from the administration.

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

Guidance Services

Seniors receive academic and college counseling from the High School Counselor. Others in the high school are welcome to drop by the college counselor's office as well. The High School counselor also provides academic guidance for students in grades 9-12.

Middle School students receive academic counsel from the Middle School Counselor, Mrs. Hannibal. All Upper School students with any emotional or non-academic guidance concerns should take those to Mrs. Hannibal. See this link for more details about [Guidance Services](#).

Homework

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

Honor Rolls

High Honor Roll

3.70 or higher weighted grade point average

Honor Roll

3.40 or higher weighted grade point average

- Student grades are assessed at the end of the third quarter of school (see date on published calendars), and annual honor roll qualification is measured based **on the average of those three quarters.**

Honor Society

National Honor Society (NHS) membership is an option for full-time juniors and seniors who have been in CHS at least two semesters and have a cumulative weighted GPA of 3.75. Students who meet these basic qualifications are then evaluated in the areas of scholarship, leadership, service and Christian character. A committee of faculty and administration then makes the final selection based upon input from other faculty members and from personal observation. New NHS members are inducted annually in a special induction ceremony.

Late Work Policy

The high school has a school-wide late-work policy that applies to all classes. Teachers may have different policies regarding points off per day that late work is turned in, but, no matter the situation, students may turn in completed late homework before the end of the term and still earn up to 50% of the credit for the original assignment. While this is not a passing grade, it is a grade significantly higher than a zero that may have otherwise been given.

Learning Center

We are pleased to be able to offer the services of our Learning Center to those students with learning needs. 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 or prior placement at another school. This recommendation along with standardized test results and academic records are reviewed and evaluated. The Learning Center Director and administration makes the final decision regarding admission into the program.

Students are scheduled to come to the Learning Center for 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 should contact the Upper School Principal or consult the school [website](#) for further details.

Make Up Work for Course Failure (Grades 9 – 12)

Upon failing a required course during a school year, a student will be required to make-up the course work in an accredited program the following summer. The make-up course must be equivalent to the course failed. All summer courses must be approved by the Upper School Office prior to the student's registration for the course. Proof of completion must be received before the start of the next school year.

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

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

Online Coursework

- Classes are only guaranteed to grant credit toward graduation if prior administrative approval is given for such before the class is taken by the enrolled CHS student.
- Students may utilize approved online coursework toward meeting requirements at CHS.
- Grades from online coursework are not counted toward the overall GPA.

Participation in Extracurricular Activities

The participating student:

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

Philosophy on the Purpose of Grading

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

Records Request

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

RenWeb

CHS’s online school management software grants parents and students the opportunity to track progress and keep pace with assignments with ease. Parents are responsible for keeping themselves informed regarding the progress of their student(s). RenWeb houses calendars, homework assignments, grades, daily updates, contact information, and other such information. Teachers are responsible for posting or linking to all homework assignments on this one-stop site. Parents are welcome to contact administration with questions about updates.

Required Work for Course Completion

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

ATTENDANCE

Late Arrival

Students are expected to be in school at 7:45 a.m. each day. Students who arrive late to the first period of the day must report to the Main Office to sign in. Late arrivals are only counted as excused (ET) if students are coming from medical appointments. Excessive tardiness will result in progressively greater punishments as they mount. To encourage punctuality, the following tardiness regulations have been instituted:

Punitive measures for accumulated tardies to the day's first class will result as follows:

- On the 5th tardy Student assigned an after-school detention
- On the 10th tardy Student assigned an after-school detention
- On the 15th tardy Student assigned extended detention AND parents/guardians will be called in for a meeting with administration.
- On the 20th tardy Student assigned extended detention AND parents/guardians will be notified and warned of further consequence.
- On the 25th tardy Student will be assigned a Suspension. For every 5 subsequent tardies Student will be assigned a Suspension
- **There will be no reset of the total number of tardies at the beginning of the second semester.**

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

Absences

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

Arrival to School and Before-school Expectations

Upper School students may enter the building through the main lobby or the Middle School wing. Students may report to their locker and wait in the hallways until the 7:35 a.m. bell rings (or the 8:30 a.m. bell on Thursday). A faculty member will monitor the hallways. Students should report to class by 7:45 a.m. (8:40 a.m. on Thursday).

Parental Responsibility for Students Leaving Campus During School Day

All students must have written parental permission to leave campus during school hours and must sign out in the Main Office before leaving campus. Parents who come to school to pick up a student early should report to the Main Office. Students should have parental notes in hand that they may use to be dismissed from classes. Seniors are permitted to leave campus if they have a note on file in the Upper School Office. All students who have pre-planned and excused classroom absences should be proactive about communicating with their teachers about the said absence.

For information on students leaving school due to illness, please see the "Illness During the School Day" section. In the case of a family emergency, we appreciate receiving information

from parents so we can offer support to the student. Our counselors are in place to help facilitate coordination with teachers in such cases.

After regular school hours

Students in grades 6-8 are to remain in approved areas of campus, which include the Upper School Library and the Student Life Center (the “Barn”), until they are picked up by their parent or their parents’ designee. The school provides no overarching adult supervision of Middle School students after school. Hence, parents agree to assume all responsibility for their Middle School students who remain on the school campus once school has dismissed for the day. Students in grades 6-8 are not permitted to cross White Plains Road at any time.

It is the student’s responsibility to check with his/her teachers regarding missed work, and this contact should be made on the day they return from an absence. In general, a student will have as many school days to make up work as they were absent for an illness or emergency; however, students should be prepared to take any previously announced quizzes or tests on the day they return unless direct communication with the teacher guarantees otherwise.

All absences will be recorded and become part of the student’s permanent record.

Excessive Absences or Tardies

Students who miss too much school run the risk of losing credit in classes. CHS keeps class period attendance. The school utilizes a point system to calculate whether students have missed too much of given classes. Tardies are valued at 1 point. Absences are valued at 2 points. Obtaining 50 points in a year-long class or 25 in a semester-long class is grounds for losing credit i.e. if a student has 20 tardies and 15 absences in a year-long course, that student will become subject to loss of a credit.

Pre-Arranged Absences

We strongly encourage families to plan their family trips when school is not in session. Unnecessary travel (vacationing or visiting friends or family), particularly absences contiguous with holidays, should only be scheduled for days when school is not in session. When such absences are not avoidable, they may result in the student having to turn in all missed work on the day that the student returns to school after the trip. Prior notification to the Upper School Office is required to arrange for assignments to be given in advance. Teachers may be asked to give assignments for up to five (5) school days in advance. If the trip is longer than five (5) days, only general assignments may be given. It is important to note that the assignments given cannot include the benefit of the teacher’s lectures and activities used to enhance the understanding of the lessons.

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

to the class previously. Similarly, students who are not present on the day a major assignment is due will have points deducted from that assignment. These students must apply in the same manner to the Upper School Principal for an excuse that will authorize the student's instructor to remove the late penalty.

Students should work ahead to acquire approval for planned absences to assure that they are excused prior to travel arrangements and that they have arrangements with teachers regarding make up work related to the planned absence. A pre-arranged excused absence form must be obtained and completed two (2) days before the absence. Please follow the guidelines:

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

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

Assessments While Absent

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

Homework During Planned Absences

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

Illness and School

In the interest of everyone's health, students should not attend classes within 24 hours of having a fever. During the school day, to be excused from classes for illness, a student must report to the Nurse's Office. Unless it is an emergency, the student should report to class before seeing the nurse in the Nurse's Office and should seek permission to go to the nurse. The school nurse will call parents in the event an early dismissal is necessary for health reasons. If a student leaves school due to illness without approval from the Nurse's Office, the absence will be considered the same as one in which classes were skipped without authorization.

General Make-up Work

When students are absent from school, they are responsible for gathering the make-up work from teachers and completing the assignments. Any work not made up or not excused by the teacher in advance may eventually result in a loss of credit. For each excused (pre-arranged) day of absence, the student will be given one day to make up missed work to receive full credit. If the student is absent for one day, work must

be turned in/assessments must be taken on the day the student returns to school. Unless otherwise noted ahead of a given absence, students are required to make up all assignments. Further credit will be lost if work is not completed in a timely manner. Pre-announced assignments are due on the date announced or immediately upon return to school.

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

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

Tests and Projects: If an unexcused absence causes a student to miss a test, the student may not be allowed to retake the test and would in that case receive a reduced grade. Even if absences are excused, any make-up test given will vary from the original in content covered. Students should know test dates and times at least one week in advance and should work very hard to avoid missing tests. If a student is at school during any point during a day in which the student has a test or an assignment due in a class, it is the responsibility of that student to check in with their teacher, turn in the assignment, take the test, or make alternate arrangements on that same day--not doing so may result in loss of credit for the test or assignment.

Participation in Extracurricular Activities

The full-time student:

- Must arrive to school before 11:30 a.m. on the day of the event (e.g. a concert or athletic match).
- Must be at school by 7:45 a.m. on the day of overnight trips (ex. athletic training trip) that depart before the end of the school day.
- Who has missed class due to illness should check into school through the nurse's office.

Skipping Class

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

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

GENERAL

Books

All textbooks must have the student's name and the school year (i.e. 2018-2019) clearly printed on the inside cover.

Cafeteria

A breakfast sandwich is generally available for purchase up to 5 minutes before class begins on all days other than Tuesday. Students who are late to class due to waiting for a sandwich are still late to class.

Rules for lunch shifts for students:

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

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

Community Service

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

Field Trips

Since field trips are planned as an integral part of the curriculum, attendance requirements are the same as for any other class days. Requests for exceptions for unavoidable and important circumstances should be submitted in writing to the Upper School Principal. School guidelines for proper dress and behavior apply to field trips. Electronic equipment is permitted on field trips with specific restrictions as directed. Field trips are included in the school's tuition rates; however, this does not include the senior class trip in the spring, special optional trips like a spring break trip to Europe, or summer mission trips.

Food Delivery

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

Items Left At Home

Parents may leave items in the Main Office and Upper School students may pick up items between classes.

Library

Upper School Students:

- Most books may be signed out for two weeks and may be renewed.
- A 25-cent fine will be levied for each school day the book is overdue.
- Overdue notices will be sent to both the student and Administration.
- If books are not returned, he/she will not be permitted to check out more books until books are returned.

All Students:

- Magazines are to be used only in the library.
- Should a book be lost or damaged beyond repair, one should let the librarian know. The borrower is responsible for the replacement fee.

Students will not be charged fines for days on which they were absent from school or for days there is no school.

Students who remove books and other materials from the library that are not to be checked out, or who remove other books without checking them out, may be charged with theft and disciplined accordingly.

Lockers

School lockers are the property of Christian Heritage School. They are provided to students for the temporary storage of personal belongings and school related textbooks, supplies, and materials. CHS reserves the right, protected by law, to search lockers and other school property available for student use. School lockers may be inspected in the interest of maintenance, health and safety. For safety and security reasons, personal belongings should never be left unattended. Students should not bring large sums of money or valuable personal belongings to school.

Lockers are assigned to students in Grades 6-12. Students are expected to keep their lockers neat and clean. No writing on or in lockers is permitted. Tape and stickers are not to be placed in or on locker surfaces. Magnets or sticky tack can be used to attach schedules or photos to the inside of the lockers. Any pictures or posters put up inside should be in keeping with the spiritual goals of the school. CHS is not responsible for student property that is stored in the lockers. Locks are not required, but are recommended. Only locks purchased at CHS may be used. The CHS administration reserves the right to remove any pictures, signs, decoration or other items from the outside of the locker without notification.

Lost and Found

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

Parking

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

RenWeb Student Information System

RenWeb is our 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.

Senior Privileges

- The senior class may be granted privileges during the school year. Privileges may be granted to all, none, or any number in between and may be revoked when the class or the individual does not meet the standards that merit the privileges granted.
- Seniors may be exempted from taking final exams during the second semester of a non-ECE/AP course if they have a non-weighted 90 average coming into the exam. Exempt students may not have had more than eight absences in any full-year class in which they are exempted from taking an exam. Students may also be exempted from final exams at the end of one-semester classes that are taken during the first semester of senior year.
- Senior may receive food deliveries to the barn during their free periods. Delivered items may not be shared with other students. Other students may not receive food deliveries on campus without permission from administration

Snow Days

CHS builds five snow days into the school calendar. These first five snow days in any academic year will not be made up. Upon the sixth snow day, CHS will either reclaim Easter Monday as a school day, or CHS will begin offering Digital Days (teachers send assignments 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 year.

Student Writing

MLA Standards for all writing assignments

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

Use of TurnItIn.com for all typed writing assignments

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

Parents and students need to allow 10 school days to turn around transcript requests.

CONDUCT

CHS places a great deal of emphasis upon spiritual matters because of our belief in biblical truth and teachings. The following are guidelines for behavior at Christian Heritage School.

- An attitude of respect for those in authority and a spirit of cooperation are to be maintained by all students. Insubordination, persistent noncompliance, or open defiance of the authority of any administrator, teacher, or person assigned to supervise the student, including verbal abuse, will not be tolerated. Discipline may include detention, suspension, or expulsion review.
- Students will be considerate and respectful of other students and adults. Students are expected to show good manners at all times. Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.

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

Alcohol, Controlled, and Non-Controlled Substances

Alcohol, controlled and non-controlled substances, as defined by Connecticut law, may not be possessed, used, sold, distributed, or brought onto school property (including buses) or to any school activities on or off campus. Students may not be under the influence of any illegal drug at any time, including non-school hours, and may not carry or distribute drug paraphernalia.

- Students who violate these regulations and are using, in possession of, or under the influence of alcohol or other controlled drugs may receive immediate suspension and an expulsion review. Students who violate these regulations may also be required to participate in assessment and supportive services beyond any disciplinary action. Intervention, monitoring and/or referral will follow identification of the drug or alcohol-involved student to the appropriate agency or counselor.

- Sale or distribution of alcohol or drugs will result in an immediate suspension and a recommendation for expulsion. The school will notify the appropriate law enforcement agency of the alleged sale or distribution.
- All medications, whether prescription or non-prescription, must be taken to the nurse's office and held there during the school day. Students are not to be in possession of medication of any sort while at school.

Chewing Gum

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

Criminal Behavior

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

Phones and Electronic Devices

Students are not to misuse the school's computers or violate the school's internet policies. All students and parents must sign an Acceptable Use Policy regarding computer usage in order to access school computers.

- **Computer usage** – Personal computers or internet connected devices may only be used with permission and must be easily visible to the supervising faculty or staff member. Restrictions on use may be made at the discretion of the administration including type of access and location of use.
- **Phone usage in classroom** – Students must have expressed and explicit permission of the classroom leader to use phones. Unless the classroom leader gives permission in advance, phones should not be seen, heard or used.
- **Phone usage during classroom assessments** – Phones seen, heard, or used during assessments in class will be confiscated and the student may receive a "0" on any test or assessment in progress.
- **Phone usage in common areas** – In common areas, between 7:45 a.m. and 2:35 p.m., students may use phones, but only to text or to makes calls. In these areas students may not use headphones or earbuds.
- **Senior Privileges do not affect any of the above policies.**

Ethical Academic Conduct and Cheating

Students attending CHS are provided many opportunities to develop independent study skills. One of the school's educational goals emphasizes the importance and value of a student being able to develop skills relative to "academic investigation" and independent work. It is with this philosophy in mind that the following policy was written and adopted.

All work submitted by a student should be a true reflection of his/her effort and ability. If the work that is submitted to a teacher is not, then the student has violated this policy and the biblical principles concerning the importance of honesty and integrity.

Cheating is considered the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as the student's own; or having prior access to specific questions

that a student will be held accountable for on a test, exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless permission by the teacher has been given.

Acts of cheating include, but are not limited to, the following:

- Claiming credit for work that is not the product of a student's own honest effort,
- Gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others,
- Surreptitiously using or hiding materials for information,
- Plagiarism (copying anything without giving credit to the original source),
- Using old tests, exams, quizzes, projects or answer keys to copy or memorize specific questions and answers,
- Using study aids not permitted by the classroom teacher,
- Providing information to, or seeking information from, another student regarding the material that is on a test, exam, quiz, or project,
- Submitting school work that does not reflect a student's own work, to include homework, papers, or projects downloaded from the internet,
- Forging notes or parent's signatures or altering grade reports,
- Knowledge of or tolerating any of the above.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to the educational process at Christian Heritage School. Students who cheat will be subject to the following policy. Cheating incidents are cumulative in grades 6-8 and then in grades 9-12.

1. The first time a student is caught cheating, the classroom teacher will notify the parents, a zero will be given for the work, a detention will be given, and a letter is placed in the student's file.
2. The second time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, and a one-day suspension will be assigned. The student will also be placed on probation and a letter will be placed in the student's file.
3. The third time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, a one-day suspension will be assigned, a letter will be placed in the student's file and the student will be placed on a higher level of probation. Expulsion review will be initiated.

Tests are the property of the classroom teacher and Christian Heritage School and are to be considered as such when issues concerning their possession and use are brought up. However, if a teacher returns a test to a student and does not require that the test be returned back to the teacher, that test then becomes the property of the student.

Fighting

Fighting or the use of physical force against another person that is not reasonably necessary for self-defense is prohibited and may result in a suspension. All parties involved in fights are subject to suspension. Subsequent offenses may result in an expulsion review. In addition to the school consequences, alleged criminal infractions will be reported to the police or other officials by the school administration.

Harassment, Bullying, or Hazing

Harassment, bullying or hazing will not be tolerated. Harassment is defined as creating an unpleasant or hostile situation by uninvited or unwelcome physical contact or verbal communication, including the intentional use of words or pictures through internet services. Any unwanted sexual or other behavior that places formal or informal power over another will not be tolerated. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, will not be tolerated. Disciplinary options may include warning, detention, suspension, probation, and possible expulsion. Students who believe they are being hazed or harassed or who have witnessed cases of such behavior should report verbally or in writing to a teacher or member of the administration; this may occur either directly or through parent communication. The school administration reserves the right to respond even if an incident takes place off campus or during non-school hours. The CHS disciplinary response will depend on the specific circumstances.

Property Damage

Students must respect school property and other students' property. Any damage to school property is the responsibility of the student and the student's family.

Sexual Purity

Christian Heritage School's aim is to be in partnership with parents in order to help students live lives that are representative of the life and teachings of Jesus Christ. On occasion, the beliefs within a particular home may be contradictory to the lifestyle of a Christian as described in the Bible that is endorsed by the school, particularly in the area of sexuality. Thus, it is important for the school to communicate clearly its beliefs and convictions in this area. While the school aims at reconciliation of differences where they occur, it is possible for differences between school and home, and held convictions in this area, to persist and to be seemingly irreconcilable. In the case that a student's or family's actions are perceived to directly undermine the school's stated position, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. It is important to note that this is true of any issue wherein a student or family engages in active disregard for or opposition to the school's policies. This should not be confused, however, with students or families being in disagreement with the school's policies. Christian Heritage School desires to be a place where respectful dialogue and civil disagreement is encouraged.

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

1. Homosexuality: Every reference to homosexual behavior in both the Old Testament and the New Testament is noted to be sin (Gen. 19:4-11; 1 Pet. 2:6-7; Jude 7; Lev. 18:22; 20:13; Judges 19:22-25; Rom. 1:24-27; 1 Cor. 6:9-11). CHS will teach that homosexual behavior is sin.
2. Gender: We believe that the gender of each student is reflective of the wonderful, immutable creation of God; each person, created male and female, (Genesis 1:26-27). The school's belief in the importance of this binary understanding of gender as expressed in Scripture, compels it to oblige each student to present as a member of the gender of their birth * while enrolled as a student at Christian Heritage School. This includes but is not limited to activities

involving dates to Christian Heritage School functions such as dances or banquets, bathroom use, and general patterns of dress appropriate for males and females.

3. Marriage: We believe that marriage is a covenant relationship created by God for a man and a woman. Sexual intimacy is a gift from God and has its proper place only within the context of monogamous, heterosexual marriage. (Genesis 2:24, Matthew 5:28, Hebrews 13:4, I Thessalonians 4:3-5). Homosexual marriage thus represents a departure from the Biblical definition.

Important Note:

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

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

Christian Heritage School retains the right to refuse enrollment to, or to expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who supports or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Public displays of affection are prohibited while on campus and at any school sponsored activity or event.

Children are gifts from God, so we want to be clear in our dealing with pregnant students that we are not confusing the immoral act with the value of the child (Psalm 119:13; Psalm 127:3-4). We believe in the sanctity of life for both mother and child. Therefore, our Christian community is called to offer genuine support to those students who are facing the prospect of pregnancy and parenthood at such a young age.

We also recognize the tension created by the fact that parenthood is designed for adults and our high school classrooms are designed for adolescents. Therefore, the following guidelines will be followed in such cases:

1. Pregnancy cases will be evaluated on a case-by-case basis for the involved female and male.
2. Student pregnancy will result in a modified academic program (off campus) for both the pregnant young lady and the father of the child. This alternative program will commence at the time of the pregnancy notification and will continue until at least the end of the semester in which the child is born. The new mother and father may then petition the high school office for re-enrollment in regular classes for the beginning of the next full semester after the birth of the child.

3. Counseling and support will be available for the students to assist them in the completion of their high school diploma. The counseling will include assistance with individualized academic help, college guidance, and the identification of available resources.
4. If the student(s) enter the modified academic program (leading toward graduation from Christian Heritage School), they will be required to participate in professional counseling (mutually agreed upon between the parents and the school). They will also select a member of the school faculty or staff to serve as their advocate through graduation, and will meet with this advocate at least every other week throughout their enrollment at CHS.
5. The students will agree to remain under the authority of their parents through graduation.

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

Tobacco, e-Cigarettes, and Vaping

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

Weapons

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

DISCIPLINARY ACTIONS

The consequences for not fulfilling responsibilities or for inappropriate behavior are varied, as follows:

Detention and Extended Detention

In-school detention may be assigned during students' non-scheduled time by the administration. After school detention is held at the end of the school day in an assigned classroom for a time determined by the administration. Students who violate any school rule may be assigned to after-school detention by either the administration or a teacher. Generally, 24-hour notice is provided to the student. Work or extracurricular activities are not acceptable excuses for non-attendance in these detention assignments. Non-attendance or failure to follow detention rules at detention is cause for further discipline.

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

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

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

Suspension

Suspension is the removal of a student from all school activities by an authorized member of the administrative staff for a specific and limited amount of time. The student shall be given the opportunity to make up work missed during the suspension period. Parents will be notified of all suspensions per policy and may be asked to confer with the administrator before and after suspension regarding conditions for readmission. A record of a student's suspension will be placed in the cumulative educational record. This notice will be removed from the permanent educational record when the student graduates from High School or is promoted from grade 8 to grade 9. The administration will determine, in consult with parents, whether this suspension is in school or out of school.

Removal From School

CHS retains the right to immediately remove a student for 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. Upon receipt of a notice of expulsion, parents have five (5) days to initiate an expulsion review. A review will begin upon receipt of a written request to the Head of School.

Note: A student who has a discipline record or engages in behavior judged to be extreme may face more severe sanctions up to and including expulsion.

The faculty and administration uses policy, practice, professional knowledge, experience, and discretion when making disciplinary decisions. It is the right of the administration to determine the degree of consequence in each case within the school policy. Our expectation is that the students will behave with respect, responsibility, and thoughtfulness. As the Lord's model for discipline in Hebrews 12 reminds us, the result of discipline should be to reflect on the behavior, examine its consequences and ultimately cause us to grow spiritually, drawing into closer relationship with the Lord. It is our hope that when faced with decisions that could result in harmful or negative consequences, students will be aware of the possible impact and will then act in a way that will bring honor and glory to Christ.

DRESS CODE

Polo Shirts – short or long sleeve

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

Oxford Shirts

- White or light blue, without logos, or with logos smaller than 2" diameter; (shirts must remain buttoned to one less than the top button throughout the day)

- Straight cut and tucked in for boys
- Grade 12 –shirt/any solid color (flannel shirts are not oxfords and are not part of the dress code for Seniors.)

Pants/Shorts/Capris

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

Sweaters

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

Outerwear

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

Shoes

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

Hair

- Natural color, neat in appearance
- Boys – hair length should be modest. No extreme hair styles.
- Boys – are to be clean-shaven

Jewelry

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

Chapel Day (Tuesday)

- White or light blue oxford shirts – tucked in (no polo shirts)
- Boys must wear a tie

Kingsmen Day – Every Friday

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

Dress Down Days

- No torn or frayed jeans or pants.
- Shorts must be within 5" of the knee
- Properly fitting shirts – shirts must have sleeves, CHS "mission appropriate" messages allowed
- Properly-sized pants or jeans (not sagging, not tight fitting, and no visible undergarments)
- No leggings or jeggings
- No flannel or pajama pants
- Reserved and modest necklines
- No skirts or dresses

Never Allowed

- Hats, outdoor type jackets or coats
- Ripped, frayed or soiled clothing. Clothes should not have holes in them.
- Skirts, skorts, jumpers or dresses
- Visible tattoos or visible undergarments

Special Information Regarding Dress Code

Birthdays:

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

Monday, September 10-- August, and September birthdays

Monday, October 1 – October birthdays

Monday, November 5 – November birthdays

Monday, December 3 – December birthdays

Monday, January 7 – January birthdays

Monday, February 4 – February birthdays

Monday, March 4 – March birthdays

Monday, April 1 – April birthdays

Monday, May 6 – May birthdays

Monday, June 3-- June and July birthdays

Field Trips: Students should plan to dress in standard school dress code for all field trips unless specified otherwise by the school administration and the sponsoring teacher. If students are allowed to dress down, they must comply with the "dress down" guidelines in the uniform "Dress Code" policy.

Paid and Free Dress Down Days: Dress down days will be announced at least three days in advance. Information regarding the specific benefit or organization assisted through **paid** dress down days will be provided prior to the specific day scheduled.

Dress Up and Special Event Dress: Girls are permitted to wear dresses with reserved and modest features. Dresses and skirts must be proper in style and material and not be tight fitting (questions and concerns should be addressed in advance by having the dress or ensemble approved by Upper School Office staff, administration or class sponsors). Neckline and hem length, including dresses and skirts with slits, should be in keeping with proper decorum for the event. As a specific standard, hem length and any visible skirt or dress opening should be no higher than 3" above the knee; necklines must be no lower than 3" inches below the collarbone; back openings must be at least 3" above the waist.