

CHRISTIAN HERITAGE SCHOOL

2020 - 2021

PARENT-STUDENT HANDBOOK

ALL SCHOOL POLICIES AND PROCEDURES



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.

Table of Contents

Statement of Mission	3
Statement of Faith	3
Statement of Cooperation.....	4
Memberships	4
Photo/Video Policy	4
Communications	5
Confidentiality	5
Student Records	5
Student Health and Safety	5
Bathroom and Locker Room Use.....	6
Consent of Release of Information	6
Drop Off and Pick Up	7
Start Times and Staggered Dismissal.....	7
Traffic and Parking	7
Transportation	8
Fundraising and Solicitation	8
Health Services.....	9
Immunizations.....	9
Medications	9
Physical Examinations	9
School Closings/Delayed Openings/Early Dismissals /Snow Day Make-Up Policy	10
Late Tuition Policy.....	10
Technology.....	11
Computer Acceptable Use Policy	11
Computer Use Terms and Conditions.....	12
FACTS SIS Student Information System	13
Social Media Policy	13
Textbook Ordering.....	13
Visitors	13
Volunteering.....	14
Miscellaneous.....	14
Asbestos Management Plan	14

STATEMENT OF MISSION

Christian Heritage School exists to partner with parents and churches in fulfilling their God-given responsibility to teach children that, "In (Christ) are hid all the treasures of wisdom and knowledge" (Colossians 2:3, KJV) and to provide its students with an education of spiritual and academic excellence with which to serve God.

STATEMENT OF FAITH

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life. *II Timothy 3:16; II Peter 1:21*

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. *Matthew 28:19; II Corinthians 13:14*

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate. *John 1:1; Luke 2:35; I Corinthians 15:3, 4*

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service. *John 15:26; John 16:8*

We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. *Genesis 1:27; Romans 5:12*

We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds of justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers. *John 3:3; John 1:12; John 3:16*

We believe that water baptism for the believer and the Lord's Supper for the believer (Communion) are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation. *Matthew 28:19; I Corinthians 11:23-26*

We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been born anew by the Holy Spirit and are united together in the body of Christ of which He is the Head. *I Corinthians 12:12-14*

We believe in the personal and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer. *I Thessalonians 4:13-18*

We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment. *I Corinthians 15:51-54*

STATEMENT OF COOPERATION

Since the first year of our existence, CHS has enjoyed a unity that clearly contributes to the unique school community we have today. As an interdenominational school with many different churches and communities represented in our student body, the unity we have is truly from God. We desire that CHS continue to be a place where the Body of Christ can join together, putting aside things that divide and concentrating on the power that unites.

We ask that parents and students cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the educational programs. We agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement with both our CHS families and our faculty and staff. Matthew 18 requires direct communication with the persons involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter.

Our admissions contract states:

1. In making application for my/our child, it is our desire to have him/her complete the entire school year. It is our understanding that the policy of the school is to make no refunds on application and registration fees.
2. The faculty and administration will have our full cooperation in the discipline of our child.
3. The administration has full responsibility for placing our child(ren) in the proper grade level.
4. Our cooperation is expected in: a) regular tuition payments, b) practical help, c) faithful prayer, d) special gifts
5. Christian Heritage School's mission is to be in partnership with the parents in order to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be contradictory to the biblical lifestyle the school believes Scripture teaches. The school is opposed to practices of sexual immorality. We believe the Bible teaches that sexual conduct should be limited to heterosexual couples within the confines of marriage. Conversely, the school teaches that lesbian, gay and bisexual practices are against biblical teaching on sexuality. (For a position statement on these matters, please click [here](#).) In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

MEMBERSHIPS

Christian Heritage School is an approved school in the State of Connecticut and is fully accredited by the New England Association of Schools and Colleges. Both were renewed a fourth time for ten years, beginning in the spring of 2016 and extending through 2026.

Christian Heritage School holds memberships with the College Board and the National Alliance of Concurrent Enrollment Providers (NACEP).

PHOTO/VIDEO POLICY

Christian Heritage School reserves the right to use photo or video images taken of all people on the premises, including students, for use in press releases, brochures, advertisements, school website, social media, and in other school publications as they see fit. All enrolled families/employees/visitors hold CHS harmless from any liability which may result from the use of photos and videos.

If a parent does NOT give permission or would like to make any modifications to the use of photos and videos, please complete the Photo/Video Policy form and send to the Advancement Office.

COMMUNICATIONS

CHS makes every effort to communicate effectively with parents and inform the school community of events and other news. Regular CHS updates are sent out via email to CHS families using FACTS SIS, our student information system. Other communications and announcements for individual divisions, grades, classes, athletic teams, etc. are also sent as needed. Email is the primary vehicle of communication; however voicemail messages and text messages may also be used. To receive communications from the school you must have current contact information (valid home, work, and cell phone numbers along with email addresses) entered into FACTS SIS. It is the parent's responsibility to keep this contact information up to date. Failure to maintain accurate and current information in FACTS SIS will prevent parents from receiving notifications. Periodic reminders will be sent by CHS to parents encouraging them to check and update their contact information as needed so not to miss any important correspondence.

The school website – www.kingsmen.org – is also a valuable source of information and contains a calendar of school events, a faculty and staff directory, athletic team pages for practice and match schedules, an archive of CHS updates sent to parents, and various forms that can be downloaded or printed.

CONFIDENTIALITY

Student Records

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy, "student record" means any item of information related to an identifiable student, other than directory information, which is maintained by the school or required to be maintained by an employee in the performance of his duties whether recorded in handwriting, print, tapes, film, microfilm, or other means. Student records include information relative to an individual student gathered within or without the school and maintained within the school, regardless of the physical form in which it is maintained. Any information maintained for the purpose of review by a second party is considered a student record.

When a graduate has attained eighteen (18) years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student.

Student Health and Safety

General Principle of Privacy and Respect for Confidentiality:

CHS is interested in protecting the privacy of students wherever possible and is particularly concerned to maintain confidentiality in respect to matters relating to the health and safety of students. Students and parents can expect that information given in confidence will be treated in a confidential manner except in instances where the health and safety of the student or others could be negatively affected. CHS personnel have a responsibility as mandatory reporters in specific circumstances. Hence, no faculty or staff member can assure complete confidentiality in a conversation with a student or 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.

CONSENT OF RELEASE OF INFORMATION

Annual Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and *emancipated students over 18 years of age ("eligible students") certain rights with respect to the student's education records. **Given the stated CHS mission "to assist parents", enrolled students at Christian Heritage School will be considered as non-emancipated minors for purposes of determining rights and responsibilities afforded under FERPA to parents and responsible guardians.* They are:

1. The right to inspect and review the student's education records within 45 days of the day Christian Heritage School receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Christian Heritage School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Christian Heritage School decides not to amend the record as requested by the parent or eligible student, Christian Heritage School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information pertaining to the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Christian Heritage School as an administrator, supervisor, instructor, or support staff member (including guidance, health or medical staff); a person or company with whom Christian Heritage School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Christian Heritage School discloses education records without consent to officials or school districts in which a student seeks or intends to enroll.

DROP OFF AND PICK UP

Start Times and Staggered Dismissal

Start Times:

Lower School

M, T, Th, F – 7:50 a.m.

W – 9:00 a.m.

Upper School

M, T, Th, F – 7:45 a.m.

W – 9:00 a.m.

Staggered Dismissal Times:

2:20 p.m. – Kindergarteners with no Lower or Upper School siblings

2:28 p.m. – K-12 Trumbull Bus Students

2:29 p.m. – 1-5 Students with no Upper School siblings
Varsity and JV Athletic Teams for practices and games

2:40 p.m. – Upper School 6-12 Students and their Lower School siblings
Middle School Athletic Teams for practices and games

NOTE: For early dismissals due to inclement weather, parents will be notified of dismissal times and procedures.

Traffic and Parking

Please think about traffic safety and a smooth traffic flow:

1. Traffic on and off school property flows in one direction only and at no more than five (5) miles per hour.
2. Cars may not pass a stopped school bus if lights are flashing and/or bus is loading or unloading.
3. Cars should be pulled up to the end of the designated drop-off zone to allow other cars to come behind.
4. Parents who need to get out to open a trunk or to remove books, etc., in the morning should park in the lot to avoid traffic backup and walk children (grades K-5) to the sidewalk.
5. Please do not leave cars unattended in the traffic lane.
6. Parking is never permitted on the circle (a designated fire zone).
7. Students may not be discharged on the left side of the traffic circle.
8. Make sure children are well away from your vehicle before pulling up or away. Be alert.
9. Cars may not stop on White Plains Road. If the right hand lane of the entrance is backed up, pull into the left hand lane and into the parking lot or Upper School drop off zone.
10. Faculty and staff are on duty to aid with both arrival and dismissal procedures. Please recognize that they are there to promote safety and comply with their instructions.
11. There are several reserved spots in the CHS parking lot – for Admissions guests, auction winners and also for the handicapped. Please do not park in any of these spots at any time, not even “for a minute.”

TRANSPORTATION

School bus service is provided free for residents of the town of Trumbull.

Parents who reside in surrounding communities are responsible for transporting their child to and from school, and many families have organized car pools with one another. Non-Trumbull students are not permitted to ride a Trumbull bus for any reason.

If you wish for your Lower School student to be transported other than usual, please send a note to the classroom teacher. If a student is going to another student's home, notes are required from both families. If notes are not received from both families, the students will not be permitted to change plans.

Trumbull Bus Rules:

The following is a list of bus rules necessary for good safety and student behavior. Parents are strongly urged to review these rules periodically with their students.

1. Students will take their assigned bus morning and afternoon. When they board the bus they will take their seats immediately and remain in that seat until the bus reaches their designated stop.
2. A Lower School bus student must have a note from a parent if he/she is not to take the bus.
3. Students are assigned to specific bus stops and may be assigned to specific seats.
4. Good conduct will be maintained at every bus stop. Students will stand off the road while waiting for the bus. Generally speaking, students should not arrive at their stops earlier than ten minutes prior to pick-up time.
5. No one, for any reason, may stand while the bus is moving.
6. In the interest of safety, all feet, books, lunch boxes, etc., will be kept out of the center aisle.
7. All parts of the body will remain in the bus. Nothing will be thrown out of the windows. Shouting or gesturing out of windows is forbidden.
8. There shall be no undue noise on the bus. Singing and shouting are not necessary and serve only to distract the driver.
9. Students will remain under control at all times.
10. Students are not to carry potentially dangerous items on the bus such as baseball bats, scissors, glassware, or other sharp instruments.
11. Students will not play with the Emergency Door on the bus. Windows may be opened only with permission.
12. Students will keep hands off all operable parts of the bus.
13. Students will cooperate in keeping the bus clean and will abstain from damaging it.
14. Students will obey the driver cheerfully.
15. Students who disregard these rules will be reported to the principal and the parents will be notified. If it becomes necessary to suspend the student from riding the bus, the parents will be responsible for arranging alternative means of transportation.

FUNDRAISING AND SOLICITATION

Students and parents who wish to solicit funds for private purposes, or advertise for-profit or charitable services or functions, must have permission from the Head of School. The CHS Directory may not be used for solicitations or personal mailings and should not be given to or shared with any organizations or businesses, or persons outside the immediate CHS family community. Students and parents are strictly prohibited from selling items on school property without the expressed written permission of the Head of School. They are also prohibited from putting fundraising materials in faculty and staff mailboxes or asking members of the CHS faculty and staff to distribute materials on their behalf via email or other means. CHS prohibits students from doing any type of fundraising door-to-door on behalf of the school.

HEALTH SERVICES

Our health services, including health records and hearing and vision screening, are under the direction of the Trumbull Public Health Nurses. A nurse is on duty every day from 7:45 a.m. to 3:00 p.m. Any minor problems may be handled by the office staff. CHS follows Trumbull Public Schools' health policy, which requires immunization for school attendance and physicals in grades 3, 6 and 9.

For the well-being of our students, it is strongly recommended that parents notify the School Nurse whenever a child is found to have a potentially communicable disease. This includes students infected by the human immunodeficiency virus (HIV) which may cause the Acquired Immuno-Deficiency Syndrome (AIDS), or students testing positive for presence of antibodies to this virus.

All allergies and/or significant medical conditions are to be reported directly to the School Nurse on or before the first day of school.

Immunizations

All CHS students must be up to date with immunizations (per the State of Connecticut guidelines) to attend classes at CHS. Parents can apply for religious and health-related exceptions through the CHS Nurse's Office. Religious exemptions for immunizations will not meet the school's immunization requirement for travel outside the continental United States. Additionally, students with medical exemptions for immunizations will be required to produce written clearance from their family doctor if they wish to travel internationally on a school-related trip. By administrative approval, students who have not been fully immunized may petition to attend an international school trip if at least one of the student's parents participates in the trip. This policy addresses mission trips, Europe trips, student exchanges or any other student experience outside the continental United States.

Medications

Prescription:

All prescription medication must be delivered to the school nurse in the original container and accompanied by written permission from the parent and a note from the doctor. This medication will be administered under the supervision of the School Nurse, or, in her absence, a Main Office staff member.

Non-Prescription:

Non-prescription medication must be delivered to the school nurse accompanied by written permission from the parent indicating dosage and intervals between doses. This medication will be taken under the supervision of the school nurse or, in her absence, a Main Office staff member.

Students are not permitted to be in possession of any prescription or non-prescription medication (on their person, in their backpack, in their car or locker) at any time. This policy holds for both on campus and CHS off campus events.

Physical Examinations

Physical examinations are required for all pupils in grades 3, 6, and 9. Examination forms may be returned to the School Nurse before the end of the school year. All immunizations must be up-to-date.

Kindergarten pupils and new students must have a health assessment by their personal physician before the first day of school. Immunization against diphtheria, tetanus, whooping cough, mumps, measles,

rubella, chickenpox and polio is required. No student will be permitted to attend classes at CHS without completed immunization records on file in the nurse's office.

All students in grades 6-12 interested in co-curricular sports programs must have an annual physical on file with the School Nurse before the first day of involvement. Physicals are valid for one year, based on the date of the exam.

SCHOOL CLOSINGS/DELAYED OPENINGS/EARLY DISMISSALS /SNOW DAY MAKE-UP POLICY

The closing, delayed opening or early dismissal of school due to inclement weather will be announced as soon as possible. Typically these types of announcements are made in the morning but in some cases can be made the evening before.

CHS is usually on the same schedule as the Trumbull Public School system, but not always, so please do not assume our schedules are the same. CHS could have school when Trumbull does not (or vice-versa) and you will receive notification directly from CHS regarding our status.

School closings, delayed openings, and early dismissal announcements will be sent via voice message and email. The CHS website – www.kingsmen.org – will be updated.) TV stations (WTNH Channel 8, NBC 30, News 12 Connecticut, WCBS Channel 2, and WFSB Channel 3) will be contacted.

If Trumbull schools close or have a delay, but CHS remains open, there may or may not be bus service. This decision is made by the Superintendent of Trumbull schools. If you are a Trumbull family, we ask that you have an alternative plan in place to get your children to school.

Your family's safety is our priority! While we do our best to make decisions for our school community as a whole, we are aware that CHS families come from nearly 40 different towns. We understand that some of you may live in an area that restricts you from traveling to school. In our commitment to partner with parents, we respect and defer to your judgment to choose the safest decision for your family. If your child(ren) will not be able to get to school due to weather, we will work with you so your child(ren) will not fall behind academically. In the case of an early dismissal, a CHS staff member will stay with your child(ren) until you arrive at CHS to pick them up.

If school is closed, all sports and activities are cancelled for the day unless you are notified otherwise by the coach or advisor for the activity.

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 fifth 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.

LATE TUITION POLICY

In the event that financial difficulties do arise for your family, it is vitally important that you communicate your individual circumstances with the CHS Finance Office. We will work with you to create a manageable payment schedule for your family. Lack of communication regarding non-payment of tuition could adversely affect your student's continued enrollment.

- Tuition is due in full at the beginning of the school year. For your convenience, tuition may be paid annually, quarterly, or on a ten-month plan.
- Parents who register after August 20 must remit their first payment directly to CHS before students are permitted to begin school.
- Tuition payments may be made via check, credit card, money order, wire or electronic funds transfer from your bank account and must be remitted directly to SMART Tuition (“SMART”).
- Payments are due on the 1st or the 15th day of the month, depending on the plan selected. A five (5) day grace period is provided. A payment will be considered late if not received within this time. Payments must be received by SMART on or before the due date (not mailed by that date) in order to avoid the late fee assessment. Payments received after the late date will automatically be assessed a \$45 late fee.
- In the event that a tuition check is returned to SMART or to CHS or if an automatic deduction is refused by your bank due to insufficient funds, an additional \$30.00 will be assessed to your tuition account. Returned checks will not be redeposited and once refused, automatic draws cannot be reassessed. A replacement payment must be made.
- If necessary, SMART will include the past due and current due amounts on the next bill. If tuition payments and/or late fees are outstanding for 60 days or more as reported to CHS by SMART, the student may not be allowed to attend classes until tuition is paid in full, or a partial payment plus written payment plan is submitted to and approved by the Director of Finance. In the event of any default on the written plan, the child may not be allowed to attend classes until the default is corrected.
- All tuition and late fees for a previous school year must be paid in full before a student will be permitted to enter CHS for a new school year.
- All registration fees and student activity fees for the new school year must be paid in full before students will be permitted to enter CHS.
- All tuition and fees owed to CHS for seniors must be paid in full before students will be permitted to graduate or be awarded a CHS diploma. Transcripts will also be withheld for non-payment.
- CHS reserves the right to not allow students to attend co-curricular activities (including field trips) if tuition is delinquent. Payments for co-curricular activities will be applied to delinquent tuition first.

TECHNOLOGY

Computer Acceptable Use Policy

The CHS Computer Acceptable Use Policy is as follows:

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. Use of the school’s computers, Internet access and network is a privilege, not a right. This privilege may be revoked at any time.

The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. These guidelines are subject to change as necessary. If a user violates any of these provisions, future access will be denied in accordance with the rules and regulations in this document and within the discipline guidelines of the school.

Users should not expect that files stored on school computer resources will always be private. Network administrators may review files, Internet activity and communications to maintain system integrity and insure that users are using the systems responsibly. Messages related to or in support of illegal activities may be reported to the authorities.

Christian Heritage School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees,

nor for any damages a user may suffer. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Computer Use Terms and Conditions

- Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while using the systems.
- Students must request permission to upload any files onto the computers.
- Users are responsible for good behavior on the school computer network, just as they are in a classroom or school hallway. General school rules for behavior and communications apply.
- Computers are provided for students to use as tools in learning, and for conducting research related to school assignments. They are only to be used for educational purposes. Students must have an educational goal when using the Internet.
- Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying or political campaigning.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Students and parents should read and understand the prohibited actions and consequences listed below.

The following actions are prohibited on school owned devices or while using the school's internet access.

- Instant messaging
- Using Facebook, or other personal social media
- Transmitting, receiving, submitting or publishing any defamatory, inaccurate, offensive, or illegal material
- Using obscene language
- Harassing, insulting, or attacking others
- Making deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means
- Tampering with, modifying or changing any computer system's software, hardware or wiring, or taking any action to violate the school system's security
- Damaging computers, computer systems, or computer networks physically or electronically
- Violating copyright laws
- Logging into other student accounts
- Knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit or violent material and/or sexually explicit or violent language.
- Posting private information about themselves or another person or posting personal contact information about themselves or other persons including, but not limited to: addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords
- Trespassing in others' folders, work, or files
- Intentionally providing false or otherwise fraudulent information
- Any other action that is prohibited by school rules and/or city, state, or federal law

Sanctions:

Violations of the above will result in a loss of access. When applicable, additional disciplinary action may be determined at the school level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

FACTS SIS Student Information System

FACTS SIS is our school student information system. Logging into FACTS SIS 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 FACTS SIS is available on the home page of the CHS website at www.kingsmen.org.

Social Media Policy

Christian Heritage School has a Social Media Policy for its faculty and staff. We offer the following two excerpts relating to parents and students:

1. Employees of Christian Heritage School are required to maintain appropriate professional boundaries with students and other members of the CHS community. With this in mind, CHS employees are prohibited from initiating or accepting “friend” requests from current students of the school. Professional discretion should be used when “friending” CHS alumni, parents of former, current, or prospective students, and all non-CHS students under the age of 18. Note: Employees may be “friends” with their own children.

2. If an employee of Christian Heritage School wishes to use a Social Media site to communicate announcements, meetings, activities, etc. for a CHS based “club” (including, but not limited to, after school programs, athletic teams, drama, missions trips, etc.) the employee must comply with the following guidelines:

- The employee must set up the “club”, etc. as a group list which will be closed and moderated.
- Members of the “club” will not be established as ‘friends’ but as members of the group list.
- Any person desiring to join the group may only do so by invitation of the Christian Heritage School employee responsible for the group. Access to the site may only be permitted for educational purposes related to the “club”, activity, athletic team, etc.
- Parents shall be permitted access to any Social Media site that their child has been invited to join. Parents will also be notified when their child is invited to join a school-sponsored Social Media site.
- The employee responsible for the site will monitor it regularly.
- The administrator to whom the employee reports shall be granted access to any site that is established for a school-related purpose.

TEXTBOOK ORDERING

Textbooks may be purchased from many potential sources. In an effort to simplify and improve book purchasing efforts, book lists by grade and subject, including ISBN numbers and teacher notes, have been created for your use and can be obtained from the CHS website [here](#). One option for textbook purchasing is the Follett Online Bookstore, which can be visited [here](#).

When making book purchases from any source be sure that the ISBN numbers match. To help you avoid ordering duplicate books, the textbook lists posted on the CHS website include a "special notes" column for parents and indicate if a textbook is used for more than one year or one course. On occasion, books for certain grades or classes may be available for purchase at CHS and this information will be communicated to you. Students need all textbooks by the first day of school.

VISITORS

For security purposes, all adult visitors are required to check in at the main entrance and acquire a visitor’s badge. Visitors’ badges must be visible at all times. Passes will be issued to alumni who have an appointment with a specific administrator, faculty member, or staff person. Parents who would like to meet

with a faculty member may do so during a time at which the teacher is not actively teaching. Hence, it is best to schedule an appointment with the teacher by calling the Lower or Upper School Office. CHS administrators have an open door policy, but it is recommended that parents set appointments in advance to meet with school leaders. Visitors must adhere to all school policies and must enter and leave through the main entrance.

Student visitors are welcome on campus, but are asked to make an appointment for their visit. Parents of prospective students who wish to visit CHS should call the call the Admission's Office at 203-261-6230 ext. 555.

VOLUNTEERING

Parent participation is welcome and encouraged at CHS. There are many ways to get involved and numerous needs that parent volunteers can fill which enhance and enrich our school community. While opportunities to volunteer in the classroom are limited, there are many other ways to help through the Parent Teacher League and the Admissions and Development Offices. When volunteering in the main school building, all volunteers are required to sign in at the main entrance and acquire a visitor's badge which must be visible at all times. Volunteers are not permitted to be one-on-one with students unless they have been background checked and cleared by CHS. All volunteers must also adhere to all school policies.

MISCELLANEOUS

Asbestos Management Plan

Federal and state asbestos-in-schools regulations require that written notice be made annually to the occupants of Christian Heritage School that it has an Asbestos Management Plan (AMP) for the safe control and maintenance of asbestos-containing building materials (ACBM) known to exist in the building. This plan is available for review by anyone at the administrative offices during normal business hours.

Inspections of the known ACBM take place twice each year to check for changes in its condition. Additionally, the building is re-inspected every three years and the AMP is updated. The last re-inspection was performed in 2016.

All known ACBM is identified in the AMP. There are no plans to remove any ACBM during the current school year.

Any questions regarding ACBM can be directed to John Naeher at 203-261-6230 x512.