

CHRISTIAN HERITAGE SCHOOL

2021 - 2022

Lower School Handbook Grades K-5



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CURRICULUM

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

ACADEMIC ASSESSMENT

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

Grades K-3

In Kindergarten through third grade, a standards-based report card is used. Standards are specified learning goals applied to all students and provide consistent targets for students to meet. A standards based report card informs parents about their child's progress towards achieving specific learning standards. It expands each subject area into a list of skills and knowledge our students are responsible for learning.

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

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

Standards Rating Rubric:

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

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

For grades 1 - 3, in Science, Social Studies, Handwriting, Music, Art, Physical Education, and Spanish, students receive an S+, S, or S- based on class participation, teacher observation, and written tests and quizzes.

Conduct/Skill Area Grades:

+	Indicates commendable progress
S	Indicates satisfactory progress
I	Indicates improvement shown
N	Indicates need for improvement

Grades 4-5

Christian Heritage School uses letter grades on report cards in grades 4-5 in the academic areas of Language Arts, Mathematics, Bible, Science and Social Studies.

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

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

In grades 4-5 grades for Spanish, Art, Music, Band and Physical Education are S+, S, or S- based on class participation, class work, and teacher observation.

S+ Above average

S Satisfactory

S- Below average

Effort Grades:

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

1. Above average
2. Satisfactory
3. Below average

Conduct/Skill Area Grades:

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

+	Indicates commendable progress
S	Indicates satisfactory progress
I	Indicates improvement shown
N	Indicates need for improvement

RELEASE OF RECORDS

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

HOMEWORK

Homework is assigned for the following reasons:

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

Suggested amount of homework per night:

Grades 1-3: as needed (no more than 45 minutes by end of Grade 3)

Grades 4-5: 45 minutes to 1 hour

This is actual work time and does not include preparation to start homework, etc. These suggested times are based on the work of an average student. Parents are encouraged to make the teacher aware if their child is consistently spending more than the suggested time to complete assignments.

Assignments are to be complete, on time, and written properly. Parents should email if their child was unable to complete a homework assignment due to illness or a family emergency. On occasion, homework not turned in on time, with no acceptable excuse, may be completed during recess. Teachers may take off points for late work.

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

ABSENCES AND MAKE-UP WORK

Absences should be reported either via email to our school nurse and your child's teacher or called in to our Absentee line at ext. 606.

Make-Up Work for Absences:

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

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

Family Educational Trip/Vacation: If at all possible, do not plan trips when school is in session. It is the responsibility of the students and/or parent to check with the teacher about all make-up quizzes, tests, and assignments. Teachers will be available, upon request, for reasonable periods of time after school to assist students but cannot be expected to re-teach all the material missed during the trip.

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

REPORTING SYSTEM

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

Report cards are available online through FACTS.

FACTS STUDENT INFORMATION SYSTEM

FACTS is CHS's enhanced student information system. Logging into FACTS gives parents and students the ability to view grades (in grades 4 and 5), attendance records, and many other helpful features. Support will be available throughout the school year. A link to FACTS is available on the home page of the CHS website at www.kingsmen.org.

STANDARDIZED TESTING PROGRAM

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

ACADEMIC ACCOUNTABILITY

Good communication regarding progress in all areas is essential to CHS's partnership with parents in the education of their students. Teachers generally increase communication whenever an academic problem becomes apparent.

DISCIPLINARY ACCOUNTABILITY

Disciplinary Probation Policy

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

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

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

Timeline for Disciplinary Probation

- A parent/teacher/administrator conference will be held to review the scope of the problem, to develop realistic goals for the student to attain, and to produce suggested strategies to meet these goals, using faculty, administration, and parental support.
- The probationary period will be from one to three marking periods, depending on the circumstances. The length will be set by the teacher and administrator at the conference. During the probationary period, the teacher will monitor the student's behavior and conference with the parent regarding progress.

- At the end of the assigned probationary period, a decision will be made to end probation because goals have been met, to continue probation, or to expel from the school due to lack of sufficient progress.
- Important to note: A decision to expel may be made before the end of the assigned probationary period if this is in the best interest of the school or the student.

STUDENT CONDUCT EXPECTATIONS

Throughout the school day, both on and off campus, CHS endeavors to nurture and promote Christ-like character in all students. The conduct of students in school has an important effect on student achievement. While the ultimate responsibility for student behavior rests with the parents and the students themselves, CHS has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision. Each teacher maintains classroom expectations in accordance with Christian principles as set forth in Scriptures.

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

The following are guidelines for behavior at Christian Heritage School:

- An attitude of respect for those in authority is expected. The title of Mr., Miss, or Mrs. should be given respectfully regardless of time or place.
- Students will be considerate and respectful towards others. Students should demonstrate good manners, and use the words, “thank you,” “please,” and “excuse me.”
- Students will be considerate and respectful of different cultural backgrounds and experiences. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, are inappropriate behaviors.
- Students will respect school property and the property of other students.
- Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.
- Students are to be punctual for school.
- Students will do their own work and complete homework on time.
- Students will maintain a spirit of cooperation in all areas of the school program.
- Students are asked to give polite attention during Chapel.
- Profanity is prohibited. This includes the phrase, “Oh, my God!”
- Food and beverages are to be consumed in the lunchroom, classroom, or other teacher designated areas.
- There will be no chewing of gum during the school day.
- Students will abide by the above guidelines while on school-sponsored trips.

Harassment, Hazing, and Bullying Policies

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

Suspensions

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

Expulsion

The school retains the right, at the sole discretion of the Lower School Principal, to discontinue enrollment 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.

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.

Cell Phone and Electronic Devices Policy

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

ARRIVAL/DISMISSAL SCHEDULES

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

Lower School Begins:	7:50 a.m.
Upper School Begins:	7:45 a.m.
Staggered Dismissal:	2:20 p.m. (Kindergarteners with no Lower or Upper School siblings)
	2:28 p.m. (K-5 Trumbull Bus Students)
	2:35 p.m. (1-5 Students with no Upper School siblings)
	2:40 p.m. (Upper School Students and their Lower School siblings)

Thursday's TE@CH Time Arrival with Staggered Dismissal

Lower School Begins:	8:55 a.m.
Upper School Begins:	8:55 a.m.

Delayed Opening Arrival with Staggered Dismissal

90 Minute Delay

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

2 Hour Delay

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

2.5 Hour Delay

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

Half Day/Early Dismissal Arrival with Staggered Dismissal

Lower School Begins:	7:50 a.m.
Upper School Begins:	7:45 a.m.
Staggered Dismissal:	11:20 a.m. (Kindergarteners with no Lower or Upper School siblings)
	11:28 a.m. (K-12 Trumbull bus students)
	11:35 a.m. (K-5 students with no Upper School siblings)
	11:40 a.m. (Upper School students and their Lower School siblings)

Lower School students can be picked up in the circle outside the main entrance. Cooperation in following the staggered dismissal guidelines is appreciated as it helps each the congestion in the traffic circle. Lower School students not picked up by 2:55 p.m. will be sent by their teacher to Kingsmen Kids, and the regular Kingsmen Kids fee will apply. Students staying for an after-school activity should be picked up promptly at the end of that activity. In addition, please note the following:

- Lower School students must always be under adult supervision. They are not allowed to wait with Upper School students or siblings after dismissal. They are to be with the duty teacher or in Kingsmen Kids.
- For safety reasons, students are not permitted on the playground after school without parent supervision, and students may not climb on Pulpit Rock at any time, whether school is in session or not.
- Parents who are not picking up their student in the circle are requested to park in the lot and walk to the sidewalk to get their child.
- Lower School students may not leave school property unless accompanied by a parent or designated adult.
- Lower School students may not go to the Student Life Center (the “Barn”) without an adult.

ATTENDANCE

Absences should be reported to our Absentee Line at ext 606.

At CHS we believe that regular school attendance is essential for effective learning and the continuity of learning experiences. We recognize that students may occasionally miss school for entirely legitimate reasons and will be excused. Absences that are unexcused will warrant appropriate follow-up action by the school.

Excused Absences

Parents are required to provide appropriate documentation for any student absences. Consecutive days of absence would require written documentation that includes an explanation for each of absence.

Acceptable reasons for absences are only for any of the following reasons:

- a. Student illness
- b. Student’s observance of a religious holiday
- c. A death in the family or other emergency beyond the control of the student or his/her family
- d. Extraordinary educational opportunities pre-approved by a school administrator

Unexcused Absence

Absences not meeting the above-described definition of excused absences are unexcused.

CHS will comply with Connecticut State Statutes related to school attendance. Any student who has four (4) unexcused absences in one month, or ten (10) unexcused absences in one year will be considered truant and will require a parent meeting with a school administrator to determine a plan of action.

Tardiness

Any student in grades K – 5 not in his/her classroom by 7:50 a.m. is considered tardy and should report directly to the Main Office. Late arrivals are only counted as excused if they come with written or in-person parent notification regarding medical appointments. Repeated tardies will require a parent meeting with a school administrator to determine a plan of action.

Early Dismissal

Parents or guardians of Lower School students who leave before the close of the day are required to notify the teacher before the start of the school day. Please include the time and reason in the notification.

Snow Day Make-Up Policy

CHS builds five snow days into the school calendar. These first five snow days in any academic year will not be made up. Upon the sixth snow day, CHS will offer Remote Learning Days that will count as regular days of school.

CAFETERIA

CHS is grateful for the delicious food prepared by Chef Walter and his staff, as well as for the adults who supervise the cafeteria during the lunch shifts. In order for lunch to be an enjoyable social time for all the students, the following guidelines have been established.

- Students are to sit properly at their assigned tables and engage in conversation with those around them.
- Students will help keep the cafeteria clean by placing their trays and trash in the designated areas.
- Games will not be brought into the cafeteria.

LOCKERS

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

Students are always 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 fun tack can be used to attach schedules or photos to the inside of the lockers. Any pictures or posters put up inside should be in keeping with the spiritual goals of the school. CHS is not responsible for student property that is stored in the lockers. The CHS administration reserves the right to remove any pictures, signs, decoration, or other items from the outside of the locker without notification.

FIELD TRIPS

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

HEALTH INFORMATION

Questions about immunizations should be directed to the school nurse at ext. 503.

FORGOTTEN ITEMS

Parents may leave any items forgotten by their student at the Security Desk. Those items will be taken to the child's Lower School classroom.

LOST AND FOUND

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

CHAPEL

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

LIBRARY

- Lower School library books will be checked out for two weeks.
- There will be no library fines charged in the Lower School. If books are not returned by the student, he/she will not be permitted to check out more books until the books are returned.
- Students will return books in designated bins in their classroom.
- Magazines are to be enjoyed in the library.
- Should a book be lost or damaged beyond repair, please inform the librarian. The borrower is responsible for the replacement fee.

STUDENT ILLNESS

Should a student become ill during the school day, the student may request to see the nurse. The school nurse will call the parents if an early dismissal is in the best interest of the student for health reasons. If a student has a fever, the student may not return to school until he or she has been free of fever for 24 hours.

LOWER SCHOOL DRESS CODE

All clothing must fit modestly.

Tops:

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

Bottoms and Jumpers:

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

Footwear/Legwear:

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

Outerwear:

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

Other:

- Hair – natural color, neat in appearance, boys’ hair must be neat. Extreme hair styles are not permitted
- Jewelry – Girls may have pierced ears.
- Ripped, frayed or soiled clothing is not allowed. Clothes should not have holes.

Kingsmen Fridays:

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

DRESS-DOWN AND DRESS-UP DAYS

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

- No tattered, ripped or tight clothing, or inappropriate sayings or pictures are allowed.
- Length of dresses, skirts, or shorts should be in line with uniform standards.
- Shoes/sandals should be in line with uniform standards as a safety precaution for play. No flip flops or other slip-on shoes.
- Students may not wear hats during school hours unless specifically permitted by the administration. Tank tops may not be worn.

AFTER SCHOOL

Co-curricular Activities

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

Kingsmen Kids After School Program

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

Eligibility for Participation in Upper School Plays

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

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

MONEY TO SCHOOL

There are very few occasions when money need to be brought to school. Students are asked not to bring money to school unless absolutely necessary.

Grades K-3:

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

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

Grades 4 and 5:

Money should be in a small purse or wallet containing the child's name.

PARTY INVITATIONS

Party invitations may not be distributed (or verbalized) in school unless there is an invitation for each child in the class (or for all the boys or all the girls, as appropriate). A note is required from parents who are giving permission for their student to be transported to the party by someone else. When invitations are issued which exclude some boys or girls in the class, CHS requests that the school not be involved in the transportation arrangements, and that presents and other items for the party not be brought to school. This will avoid hurt feelings.

PARTIES IN SCHOOL

Classroom party plans are at the discretion and approval of classroom teachers and school administrators. Teachers will contact room mothers/parents to plan after communicating with school administrator(s). Special arrangements should be made with your child's classroom teacher and school administrator(s) if you wish to send a special treat to school on the day of your child's birthday. Due to increasing concerns regarding allergies among school age children, we ask you to consider the following when planning school parties and celebrations:

- Please avoid sending in cupcakes, cakes, cookies, or snacks high in sugar and fat content.
- Please consider sending treats such as Happy Birthday pencils, erasers, or other non-food items.
- Please check with your child's teacher regarding classmates with specific dietary needs or food allergies prior to sending any food item to school.
- All food items brought into the school to be shared with children will be checked by the classroom teacher and school nurse for ingredients that could be harmful to other students.