

CHRISTIAN HERITAGE SCHOOL

2022 - 2023

Upper School Handbook
Grades 6-12



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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

ACADEMICS	5
Academic Accountability	5
Advanced Classes at CHS	5
Course Catalogue	5
Course Credit.....	5
Adding/Dropping	5
Extra Credit.....	5
Grade Computation.....	6
Grade Point Average (GPA).....	6
Grade Scale	6
Graded Work Policy	7
Honors, Advanced Placement, Dual Credit	7
Graduation Requirements/Diplomas	7
Homework.....	9
Honor Rolls	9
Honor Society	9
Late Work Policy	9
Course Failure (Grades 6 – 12).....	9
Online Coursework.....	10
Philosophy on the Purpose of Grading.....	10
Records Request	10
Required Work for Course Completion.....	10
Student Academic Support (SAS)	11
ATTENDANCE	11
Arrival to School and Before-school Expectations	11
High School Late Arrival / Early Dismissal for Free Periods	11
Leaving Campus During School Day.....	11
Dismissal and After school Supervision.....	12
Tardiness Versus Absence	12
Absences	12
Pre-Arranged Absences.....	13
Illness and Illness During the School Day	13
Make-up Work while Absent.....	13
Attendance Requirements for Participation in Extracurricular Activities	14
Skipping Class	14
GENERAL.....	14
Participation in Extracurricular Activities.....	14
Books.....	15

Cafeteria / Café / Barn / Outdoor Lunch Tables.....	15
Community Service	15
FACTS (Student Information System)	15
Field Trips	15
Immunizations.....	16
Items Left At Home	16
Library.....	16
Lockers	16
Locker Room.....	17
Lost and Found	17
Parking Privileges	17
Senior Privileges	17
Snow Days.....	17
Student Writing	18
CONDUCT.....	18
Alcohol, Controlled, and Non-Controlled Substances.....	18
Chewing Gum	19
Criminal Behavior.....	19
Phones and Electronic Devices.....	19
Ethical Academic Conduct and Cheating	20
Fighting.....	21
Harassment, Bullying, or Hazing	21
Property Damage.....	22
Sexual Purity.....	22
Tobacco, e-Cigarettes, and Vaping.....	24
Weapons.....	24
DISCIPLINARY ACTIONS	24
Discipline, Communication and Confidentiality	24
Discipline Committee	24
Detention and Extended Detention.....	25
Middle School Discipline Chart.....	25
High School Discipline Chart.....	25
Suspension	26
Removal From School.....	26
DRESS CODE	26
Normal Dress Code.....	26
At All Times.....	27
Kingsmen Dress Down - Every Friday.....	27
Dress Down	28

Dress Up/Special Events..... 28
Special Information Regarding Dress Code..... 28

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. Any such changes would be added to a dated and amended version of the handbook that is publicly posted for the CHS community's viewing.

ACADEMICS

Academic Accountability

Academic Accountability has been arranged to properly assist the student and the parent when a student's academic performance falls below expectations. Grades are reviewed at the end of each semester.

Students are placed on academic probation if they receive one or more Fs or two or more Ds at the end of a semester. The counseling staff will partner with students and parents, along with teachers, co-curricular faculty/staff to best support students on academic probation.

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. Students may complete a course recommendation appeal form to appeal departmental decisions.

Course Catalogue

You may find on the school website the course offerings and curriculum as well as other information about Middle and High School courses.

Course Credit

A minimum of 25 earned credits is needed for graduation from High School. Students who fail courses required for graduation must retake those courses. Most students earn beyond the minimum number of credits.

Adding/Dropping

A course may be dropped with the approval of the counseling office.

Non-required courses may be dropped.

- Before ten class meetings (no record on transcript)
- After ten class meetings ("W" on the transcript)

Note: Students are allowed to drop honors courses for non-honors versions of the same courses after deadlines by departmental approval. In such cases, entire GPA is computed based upon non-honors course credit.

No course may be dropped after 25 class meetings. The school administration reserves the right to determine when circumstances may necessitate an exception to this policy. Students must maintain the required course load (6.5 credits for freshmen and sophomores, 6.0 credits for juniors and seniors) unless administration approval dictates otherwise.

Extra Credit

In effort to ensure that grades accurately reflect academic progress, teachers in the Upper School at CHS may provide extra credit assignments at their discretion.

Grade Computation

For high school courses that give an end-of-semester assessment, that exam is included in that semester grade and counts as 15% of the semester grade but no more than 15%.

For middle school courses that give an end-of-semester assessment, that exam is included in that semester grade and counts as 5% of the semester grade but no more than 5%.

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

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 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 calculated at the end of the 2nd, 4th, 6th and 7th semesters. The 7th semester calculation will reflect the exact place in class only for those who are #1 Valedictorian and # 2 Salutatorian, for specific scholarship purposes only. Only coursework completed at CHS will be considered for determining this placement. Christian Heritage School does not report class rank, except for scholarship determination.

CHS maintains a policy that at times allows middle school students to take high school courses. CHS does not award credit toward graduation for such courses. Some courses are offered in a pass/fail capacity. As a rule, such courses do not impact the overall GPA.

Grade Scale

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

GPA SCALE

Grade	%	College Preparatory	Honors	AP or 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

Pass/Fail courses are not computed into the overall GPA 60 or above

.5 (Honors) vs. 1 (AP/DC)

Graded Work Policy

Grades exist to give feedback, and timely feedback is more meaningful feedback. The graded work 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 10% of the semester grade should be graded and uploaded into FACTS within 7-10 Days, all assessments worth 10% or more of the semester grade should be graded and uploaded within 15 days following the assessment.

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

Note: Students and parents should expect clear explanation for any point deductions that exist.

Honors, Advanced Placement, Dual Credit

Honors – Honors courses are designed to be taught at an accelerated pace with a more comprehensive scope of content.

Advanced Placement (AP) – AP courses follow the syllabi prescribed by CollegeBoard. The content of these courses is commensurate with freshman college-level courses and therefore intended for students who demonstrate the ability and desire for a rigorous curriculum.

Dual Credit (DC) – DC courses are college courses taught by CHS faculty who are also adjunct professors within our partnerships with colleges. Students have the option of earning both high school and college credits simultaneously.

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 study.
Credit requirements	

Science (3)
 Math (4)
 English (4)
 Social Studies (3.5)
 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 units, as part of the PE curriculum

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	OTHER COURSES
UConn US Hist 1	UConn Physics 1	UConn Music 1
UConn US Hist 2	UConn Physics 2	UConn Music 2
SHU Am Lit 1	H Physics	UConn Studio Art
SHU Am Lit 2	AP Chem	H Art
UConn Philosophy	AP AB Calc	
Syracuse Speech	H Pre Calc	
AP Gov	H Capstone	
H Capstone		
AP English Lit		
H Spanish 3		
H Spanish 4		
UConn Spanish		

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)
 Note- Advanced Diplomas and Advanced Diplomas with Distinction will not be offered after 2022-23

Full-time students must carry a yearly minimum credit load of 6.5 credits in grades 9 and 10, and 6.0 credits in grades 11 and 12. Credits completed prior to grade 9 do not count toward the 25.0 credits needed for graduation. However, the courses completed may be used to determine the student’s placement into advanced High School courses. The Upper School Office must receive all credits 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. CHS considers a four-year high school experience (grades 9-12) crucial to the academic, physical, social-emotional, and spiritual development of its students. Each year’s challenges, opportunities, experiences, and accomplishments cannot be replicated, sped up, or condensed. As such, students may not “graduate early” regardless of any early accumulation of graduate credits through online courses, transfer credits, or other means.

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 are encouraged to submit at least one college application.

Homework

- Homework will be posted by the end of the class period on the day assigned.
- Parents are not to do homework for their students.
- Students should expect, on average, 30 minutes (HS) or 20 minutes (MS) per night per class including long term assignments.
- Teachers measure the amount of time that assignments take for students who are focused on doing the work without distractions like music, social media, or phones nearby.
- Only AP/DC courses may assign homework over Christmas, Easter, or Thanksgiving holidays. AP/DC classes may require up to two hours of work per night.
- All homework assignments will be centrally posted on Google Classroom. Students should check Google Classroom on a daily basis.
- Students should expect at least a one-week notice on any assignment that will be more than ten percent of their semester grade.
- No single assignment will be worth more than 15% of the semester grade.
- Homework policies may not apply to AP/DC courses as they are required to follow university and/or College Board syllabi.

Honor Rolls

High Honor Roll

3.70 or higher weighted grade point average

Honor Roll

3.40 or higher weighted grade point average

- Student weighted grade point averages are assessed at the end of the semester and annual honor roll qualification is measured based **on the average of those two semesters.**

Honor Society

Full-time juniors and seniors who have been in CHS at least two semesters in high school and have a cumulative weighted GPA of at least 3.75 qualify to apply for National Honors Society membership. Students who meet these basic qualifications are then evaluated in the areas of scholarship, leadership, service, and Christian character. A faculty council will make the final selection. New NHS members are inducted annually in a special ceremony.

Late Work Policy

High School

The high school division does not have a division-wide late-work policy. Teachers may have different policies regarding points off per day that late-work is turned in.

Middle School

- Students may turn in assignments one day late with a 10% reduction in the final grade.
- Students may turn in assignments two or more days late with a 40% reduction in the final grade.
- Students may turn in all late work by the end of the unit to receive partial credit.

Course Failure (Grades 6 – 12)

Students who finish the school year with more than one F in core academic courses (Bible, Math, English, Social Studies, Science, and World Language) may result in dismissal from Christian Heritage School.

Students who finish the school year with one F in a core academic course will be required to complete one of the following:

High School

- 1) Complete an approved accredited online course 14 days prior to the first day of school. The student/parent/guardian is responsible for successful enrollment, completion, and cost of the course (\$600-1000).
- 2) Complete the course in the following school year. In the case that this causes a schedule conflict, the student would need to enroll in an online course throughout the school year. The student/parent/guardian is responsible for successful enrollment, completion, and cost of the course (\$600-1000). – last option
** CHS approved local/town summer school program.

Middle School

- 1) Complete an approved summer work/tutoring/in-person assessment. The student/parent/guardian is responsible for successful completion of the requirements.
- 2) SAS and/or Math Lab requirement in the following school year. The parent/guardian is responsible for the added cost of SAS and/or Math Lab.

Failure to meet the requirements above may result in dismissal from Christian Heritage School.

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.
- Up to 2 credits of online courses may count toward the graduation requirement.
1 credit – elective; 1 credit – required core course.
- Grades from online coursework are not counted toward the overall CHS GPA.
- Online courses are not listed on the CHS transcript. Students must provide official transcripts to the Upper School Office within two weeks of course completion.

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 Finance Office. This includes both Lower School and Upper School students. Please complete the [Records Request Form](#) and mail, email, or fax it to the address on the bottom of the form.

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

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 sufficiently complete all major assignments/assessments 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.

Required work will be listed in the course syllabus.

Student Academic Support (SAS)

Parents with inquiries about the SAS should contact our Director of Student Academic Services. Parents may consult the school [website for further details](#).

ATTENDANCE

Arrival to School and Before-school Expectations

Upper School students may enter the building through the main lobby or the Upper School wing starting at 7:20 a.m. (or 8:35 a.m. on Thursday) and should go to lockers and then directly to class. At 7:45 a.m. (8:55 a.m. on Thursday), students are expected to be in class and the Upper School wing will be locked. All students arriving after this time must report to the Security Desk to sign in and are considered tardy.

To encourage punctuality, for every 5 tardies, an after school detention will be issued. Subsequent violations will follow disciplinary action (See: Discipline). There will be no reset of the total number of tardies at the beginning of the second semester.

High School Late Arrival / Early Dismissal for Free Periods

With parent permission students in grades 9 - 12 need not arrive to school for the beginning-of-day study hall. However, such students must still arrive on time for and report directly to their next block of classes. Similarly, students may leave school early when they have end-of-day study halls. If such students are on campus, they are expected to be accountable for their whereabouts by letting their study hall teacher know, just as they would be expected in any other class. Students must have a Parental Permission Form signed in advance and must still sign themselves in/out for the specified blocks indicated on the submitted form.

Leaving Campus During School Day

- Parents who need to pick up a student early should report to the Security Desk to sign out their student. Students should wait to be called out of class.
- Seniors or aforementioned late arrival / early dismissal must have parent permission on file in the Upper School Office and must sign themselves out before leaving campus.
- 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 in the middle of the day, we appreciate receiving information from parents so we can offer support to the student. Counselors are in place to help facilitate coordination with teachers in such cases
- Students in grades 6-8 are not permitted to cross White Plains Road at any time.

Dismissal and After school Supervision

All Upper School students must be picked up by 3:15pm or be part of an organized after school activity such as athletics or an adult supervised club. Supervision is not provided past 3:20 for students left on campus.

Tardiness Versus Absence

Whether beginning of day or within school day, tardiness to class becomes absence to class 10 minutes after the class has begun. Consequences for tardiness to individual classes are issued after school detention for every 5 tardies at the discretion of the class teacher.

Absences

At CHS we believe that regular school attendance is essential for effective learning and the continuity of learning experiences. Although we recognize that students may occasionally miss school for entirely legitimate reasons, we urge you to think ahead and to prudently consider each and every potential absence.

The following generally outlines the Connecticut Board of Education Definitions for Truancy:

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;
- B For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1) student illness (Note: must be verified in writing by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2) student's observance of a religious holiday;
 - 3) death in the student's family or other emergency beyond the control of the student's family;
 - 4) mandated court appearances (additional documentation required);
 - 5) the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
 - 6) extraordinary educational opportunities pre-approved which for includes up to 4 days of college visits during senior year.

Unexcused Absences

Any absences in excess of 4 absences in a month (30 consecutive calendar days) or in excess of 10 absences in one school year and are not documented with the above requirements are considered unexcused and will warrant appropriate follow-up action by the school.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

CHS tracks both full-day and class-period attendance. Real time attendance reporting is available through the student's FACTS account. Partnering with parents and knowing that all CHS families have the best educational interests of their children in mind, we have a generous school attendance policy that requires sacrifice from our faculty as they accommodate for student make up work. We work hard to help families through both planned and unplanned absences, but we encourage families whenever possible to plan their schedules appropriate to avoid chronic absences. **ALL absences will be recorded as a part of the student's permanent record.**

Pre-Arranged Absences

We strongly encourage families to plan their family trips when school is not in session. Unnecessary travel (vacationing or visiting friends/family), particularly absences contiguous with holidays, should only be scheduled for days when school is not in session. When pre-arranged absences are unavoidable, parents must fill out the Prearranged Absence Form that can be found on the school website at least a week in advance. The form is automatically sent to the counselor and teachers but students should proactively reach out to teachers (see: Make Up Work while Absent).

Illness and Illness During the School Day

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.

Make-up Work while Absent

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.

Assessments & Projects While Absent

Students will have one day to make up missed written work or homework for every day absent. If a student misses two days of school, they will have two days to make up missed work, etc. If students miss an assessment, students should be prepared to take any previously announced quizzes or tests on the day they return, unless the student missed crucial material or were sick for an extended period of time. The student should proactively make arrangements with the teacher regarding make-up dates for those assessments on their return to school. For prolonged absences of more than 5 days, the student(s) can also meet with the academic counselor to assist (in discussion with teachers) to balance the makeup workload. Please note: If an absence is unexcused and 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 may 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.

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 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 to the Upper School Principal for an excuse that will authorize the student's instructor to remove the late penalty.

Homework While Absent

Students missing classes for school-related activities or for pre-arranged absences 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.

Students missing classes for unanticipated reasons should check with teachers regarding missed work on the day they return from an absence, regardless if that class meets on the day of their return. 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.

In general, a student will have as many school days to make up work as they were absent for an illness or emergency. Any work not made up in a timely manner or not excused by the teacher in advance may result in a loss of credit. Pre-announced assignments are due on the date announced or immediately upon return to school.

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.

Attendance Requirements for 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.
- Excessive absences may result in a review of eligibility in co-curricular activities.

Skipping Class

Students who skip a portion of and/or an entire class or any other required event, or leaves campus without permission, will be brought before the Discipline Committee (See below).

Attendance policies apply to chapel, advisory, field trips, special events during the school day, Study Hall, and flex periods.

GENERAL

Participation in Extracurricular Activities

The participating student:

- Co-curricular program directors/leaders will be making co-curricular eligibility decisions on an ongoing basis, based on student's academic progress and expectations in discussion with the Counselor and MS Coordinator.
- Students participating in Athletics must be full-time students.
- Tiered students desiring to participate in other (non-athletic) extracurriculars will have eligibility determined by co-curricular program directors/leaders in discussion with administration.

- Students may have their right to participate in extracurricular activities revoked by Administration based on their academic standing, behavior, and excessive absences from school.
- See “Attendance” section for details about extracurricular requirements regarding attendance on the day of event or excessive absences.

Books

Students will be assigned a specific number textbook in each class that will need to be returned in good condition at the end of the school year. Families may incur a charge for books that are returned but not in usable condition. CHS recommends students cover the books with paper or store bought book covers to preserve the quality of the textbook. All school-owned textbooks must have the student’s name and the school year (i.e. 2022-2023) clearly printed on the inside cover.

Cafeteria / Café / Barn / Outdoor Lunch Tables

Rules for Cafeteria / Café / Barn / Outdoor Lunch Tables for students:

- Students are not to sit on the tables or put their feet on tables.
- Students are expected to keep all eating areas clean.
- No food is allowed on the Second Level of the Café.
- Students are encouraged to utilize trays.
- Students must remove trays and trash to the designated areas.
- Seniors may take their lunches to the Student Life Center (the “Barn”).
- Middle Schoolers may not use cell phones during the day, even eating outside during lunch.

Only seniors may have food delivered during the regular school day (see: Senior Privileges). CHS is a nut-free zone. Students may not bring outside food that may contain any form of nut products onto campus or on school related off-campus trips.

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.

FACTS (Student Information System)

FACTS is our student information system. Logging into FACTS gives parents and students the ability to view grades, attendance records, behavior notices, 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 is available on the home page of the school website. Parental authorization may be requested via FACTS webform so parents should not share their credentials with their students.

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.

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 medical exemptions through the CHS Nurse's Office. Religious exemptions are no longer accepted in the state of Connecticut unless they were submitted to the Nurse's Office **prior** to April 28, 2021. 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.

Items Left At Home

Parents may leave items at the Security Desk 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 unless otherwise decided.
- Overdue notices will be sent to both the student and administration at the end of each semester.
- If books are not returned by the end of the year, students will be incur a charge for the replacement cost of the book.

All Students:

- 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 when there is no school.
- Students who remove books and other materials from the library without following library procedures will be charged for the cost of the book and be 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. CHS is not responsible for items that go missing from a locker. Locks are not required but are recommended, and 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.

Locker Room

Whether it be during or after the school day, students should only be in locker rooms if they are required to be there for physical education classes or to change for sports practices. No food is allowed in the Locker Room.

Lost and Found

Electronic devices, jewelry, or glasses should be brought to the Main Office or Upper School Office. All other articles can be deposited neatly in the lost and found area located outside of the Cafeteria.

Parking Privileges

Students who have their license should receive a parking pass through the Upper School office. Due to limited availability of parking on campus, students should not park in Visitor spots and administration reserves the discretion to ask students not to park on campus during the school day or on select school days. Parking Privileges is not synonymous with privileges to leave campus during free periods.

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 exempt from taking a final exam during the second semester of a non-ECE/AP course, but must meet all the following (up to 4 pre-arranged or pre-approved college visit days that do not count against this total):*

1.0 Credit Class

- 1) *90 or above going into the exam*
- 2) *8 or fewer absences*
- 3) *8 or fewer tardies*

0.5 Credit Class

- 1) *90 or above going into the exam*
- 2) *4 or fewer absences*
- 3) *4 or fewer tardies*

- Seniors may receive food deliveries to the barn and only the Barn during their free periods. Delivered items may not be shared with other students and should be consumed in the Barn.
- Seniors may leave campus during their free periods (see: [Leaving Campus during the day](#)).

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 consider offering a Distance Learning Day (teachers send assignments to all K-12 students, to be completed at home) that will count as regular days of school. Distance Learning 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 an 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.

CONDUCT

CHS places a great deal of emphasis upon spiritual matters because of our belief in biblical truth and teachings. Members of our community must uphold the standards of the CHS Conduct Code while on campus as well as off campus. Students who violate school policies off campus or during non-school hours may be subject to school discipline. 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 always expected to show good manners. 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.

Logo Usage

The name, seal, and Kingsmen logo are all vital parts of the school brand and image. Consistency in their usage helps to develop, maintain, and protect the brand and lends credibility to CHS endeavors. As such, the name, seal, and Kingsmen logo may not be redrawn, reconstructed, or modified in any way, nor should alternate logos be created to represent official CHS activities or groups.

The logo is the property of Christian Heritage School and decisions regarding how it is to be used rest with the school Marketing Department. Unauthorized use of the school logo is forbidden.

The school's name, seal, and Kingsmen logo cannot be used in any form by any student or student group in connection with a public performance, publication, or social media account except when used directly by the CHS adult leader of an approved school group or athletic team, or when authorization has been explicitly given by the Marketing Department.

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.

High School

- **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/earbuds. Unless the classroom leader gives permission in advance, phones should not be seen, heard, or used. Students may not take or post pictures or record (video or audio) classmates or faculty/staff in the building. Posting pictures taken inside of a classroom during the school day may result in a Discipline Committee referral. Pictures or video taken in community events (dances, athletic contests, etc) may be posted with the permission of those in the picture or video.
- **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., high school students may use phones, but only to text or to make calls. In these areas students may not use headphones or earbuds.
- **Senior Privileges do not affect any of the above policies.**

Middle School

- **Phone, smart watch usage, or ear buds** – Phones, smart watches, or ear buds may not be used during the school day. Students must turn off their devices and put them away during the school day, including study halls and lunch.
1. **First Offense** – Device will be taken by staff member. Student will need to pick up their device by 2:45pm in the Upper School office, otherwise the device may be kept overnight.
 2. **Second Offense** - Device will need to be picked up by a parent by 3:20 in the Main Office/Security Desk or the following day.
 3. **Future Offenses** – In addition to the protocol above, students may be assigned detentions or suspensions. Please see “Middle School Discipline Chart”.

Any student who uses technology to harass, bully, or defame members of the Christian Heritage Community may be subject to disciplinary action. This would include inappropriate texting or posting to social media, posting pictures of students taken without their knowledge or permission in a class or at school event, or any post that defames the school or members of our community.

Ethical Academic Conduct and Cheating

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.

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 schoolwork 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 through grades 6-8 and then again in grades 9-12.

1. **First Offense** – 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. **Second Offense** - 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. **Future Offenses**- 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

Regardless of where the behavior occurs, harassment, bullying and hazing are not acceptable behaviors for CHS students. Harassment is defined as creating an unpleasant or hostile situation by uninvited or unwelcome physical contact or communication. This policy includes communication which is oral, digital, or in form of pictures. 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. When it is determined that any of these things have occurred, parents of offended and offending parties will be contacted. Mediation and resolution is a primary goal for the children and the school. Disciplinary actions may include attempt to resolve the conflict, detention, suspension, probation, loss of privilege, and even expulsion.

At the sole discretion of the school administration, some cases of harassment, bullying, or hazing could be referred to the local police or to the state's Department of Children and Families. 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 with the assistance of parents. The school administration reserves the right to respond even if an incident takes place off campus or during non-school hours. Harassment, bullying, and hazing can exist in varying forms and to varying degrees. Hence, the CHS disciplinary response will be determined at the sole discretion of the school administration and will be dependent on the specific circumstances of any individual case.

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

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

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 are 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).

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 at any time on campus, and at any school-related functions off campus. Weapons include but are not limited to guns, knives (including 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

Discipline, Communication and Confidentiality

The Christian Heritage School community, in general, has a vested interest in student issues including major disciplinary decisions. Often, no information or wrong information compounds communication challenges and results in an unsettled school atmosphere. Therefore, whenever a specific major disciplinary issue and consequence can be communicated, Christian Heritage will do so with the highest degree of care, concern, and professionalism, and only to employees impacted by a discipline decision, i.e. – a teacher or coach of the disciplined student.

There are other times, however, where FERPA or “right to know” may come into play. In such situations, principles of professionalism, confidentiality and family rights will supersede the general community’s right/desire to know. At no time will a discipline decision of a student be shared with another family.

Discipline Committee

A standing committee composed of division employees will exist to provide counsel to the division principal regarding matters of severe offenses and/or major discipline. The committees will be chaired by the principal who will also be responsible for communicating with the parents about the issue. The committee will convene to review the offense and make a recommendation to the principal as to specific consequences appropriate for the offense. Discipline decisions may consider historical precedent, impact to the school community, and past behavior of the student(s) involved. The division principal makes the final determination of the appropriate discipline. If dismissal from school is considered, the Head of School will be the final determiner. Appeals of the decision may be made to the Head of School.

The Committee may use, but is not limited to, the following corrective discipline:

- Lunch Detention for minor offenses
- After School Detention for minor offenses or at the school’s discretion
- In School Separation as determined by the discipline committee
- Out of School Suspension as determined by the discipline committee
- Expulsion Review as determined by the Head of School

When appropriate, restorative opportunities will be afforded the parties involved in conjunction with the principal or school counselors.

Detention and Extended Detention

Students who violate any school rule may be assigned to a detention by either the administration or a teacher. 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.

Students who go for an extended period in between infractions may be afforded amnesty and a reduced punishment for their next minor infraction, as a way to promote practicing habits of good behavior. For example, if a student is able to go 4 school weeks without getting another lunch detention, if they then have another infraction they will just given another lunch detention and would not bumped to an after-school detention as stipulated. In the same way adults need time to improve and recover credit score points from previous mistakes, we feel students need to be afforded the same opportunity to recover behavioral credit. All instances of student behavior that require a discipline response will still be reviewed by administration.

After-school detention is held at the end of the school day in an assigned classroom for a time determined by the administration. Families will be billed \$10 per hour that students are assigned an after school 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.

Rules of conduct during detention:

- Students will be given assignment regarding when to arrive and are responsible for speaking with the proctor, 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.
- Students may not work on school work.

Middle School Discipline Chart

- Step 1 – Warning
- Step 2 – Lunch detention (3)
- Step 3 – After-School detention (3)
- Step 4 – In School Suspension (3)
- Step 5 – Out of School Suspension
- Parent contact with counselor and/or Principal / Discipline Committee Review

Subsequent needs for disciplinary actions will be reviewed by the Discipline Committee.

High School Discipline Chart

- Step 1 – Warning
- Step 2 – After-School detention (3)
- Step 3 – In School Suspension (3)
- Step 4 – Out of School Suspension
- Step 5- Expulsion Review

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 whether this suspension is in school or out of school.

Removal From School

CHS retains the right to immediately remove a student for an appropriate period of time for a significant violation of school policy or guidelines. Grounds for removal might be a pattern of discipline problems or a single significant violation or a situation that involves the safety of others. Students who are removed from CHS due to administrative review will be responsible for any remaining tuition for the school year.

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

Christian Heritage School requires that students dress neatly and appropriately at all times. We urge parents and students to use common sense and sound judgment when it comes to selecting attire. When in doubt, defer to an approach which is modest, represents the school's image, and considers your community and peers. To assist you, here are a few broad guidelines:

Normal Dress Code

Tops – Polos / Oxfords / Sweaters

Long or Short Sleeve Polo Shirts

- Single-colored white, navy blue, gray or black – button front with collar
- Cobalt blue with Kingsmen logo from Lands' End
- Logos smaller than 2" in diameter (may not be larger than an index card)
- Loosely-fitted, hip-length – tucking optional
- Grade 12 – Collared polo of any solid color

Oxford Shirts

- White or light blue (shirts must remain buttoned to one less than the top button throughout the day)
- Logos smaller than 2" in diameter (may not be larger than an index card)
- Straight cut and tucked in for boys
- Grade 12 –shirt/any solid color (no flannels)

Sweaters

- Crew neck, v-neck, or cardigan sweater
- Solid color and knit – navy, burgundy, gray, white, or black

Bottoms - Pants/Shorts/Capris

- Khaki, black, or navy blue (no cargo/athletic/yoga style pants/leggings or joggers)
- Properly sized (not sagging, not tight, no visible undergarments)
- Shorts must be no more than 5" above the knee (no jean shorts/cut off shorts)

Outerwear

- CHS or College Sweatshirts permitted, with hoods down
- Non-CHS coats, hats, mittens, etc. may be worn to school, but are to be kept in lockers during school day

At All Times

Hair

- Boys and girls – No extreme hairstyles or colors, neat in appearance
- Boys – Hair should be neat, well-groomed and clearly off the collar. Headbands are not allowed.
- Boys are to be clean-shaven

Jewelry

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

Never Allowed

1. Slippers/slides/rubber/shower-type flip-flops (eg. should be close-toed)
2. Hats, outdoor type jackets or coats
3. Ripped/torn, frayed or soiled clothing. Clothes should not have holes. This includes jeans.
4. Improperly fitting items (tight or sagging)
5. Flannel or pajama pants
6. Visible tattoos or visible undergarments
7. Clothing or accessories that may potentially create division (including words on clothing)

Kingsmen Dress Down - Every Friday

- Normal Dress Code is always acceptable
- Any CHS issued T-shirt, collared shirt, fleece, hoodie, jacket (includes shirts from past spring musicals, school trips, Model Congress competitions, CHS athletics, etc.).
- Any student wearing jeans on this day must at all times be wearing visible Kingsmen apparel.
- Long blue jeans (non ripped) or school issued sweatpants either through athletics or PTL are permitted.
- All students will be given a CHS T-shirt at the beginning of the year.

Dress Down

- Normal Dress Code is always acceptable
- Sweatshirts and properly fitting T-shirts with sleeves (CHS “mission appropriate” messages allowed)
- Shorts must be within 5” of the knee.
- Properly-sized pants or jeans (see never allowed, above)
- Leggings allowed for girls so long as backsides remain covered at all times.
- Sweat pants/joggers are allowed (see never allowed, above)

Dress Up/Special Events

- **Dresses & Skirts** - 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). Neckline and hem length, including dresses and skirts with slits, should be in keeping with proper decorum for the event. As a guideline, 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.

Special Information Regarding Dress Code

Birthdays

Students and teachers may take a dress down day on a pre-specified day of the month of their birth. (Note: July birthdays are taken in June and August birthdays are taken in September)

Field Trips

Students should plan to dress in standard school dress code for 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 policy as specified by the administration (“Kingsmen Dress Down” or “Dress Down”)

Paid and Free Dress Down Days

Information regarding the specific benefit or organization assisted through paid dress down days will be provided prior to the specific day scheduled.

Consequences

If the student’s outfit does not meet dress code requirements, students will be asked to immediately call a parent bring in a change of clothes, change into a clean used uniform (available at school), or purchase a new clothing item for which the family will incur a charge. Taking advantage of Kingsmen Dress Down Days or Dress Down Days may result in group or individual loss of the privilege.