



**CINCINNATI HILLS
CHRISTIAN ACADEMY
UPPER SCHOOL
GRADES 7-12
Student and Family Handbook**

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2021-2022

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CHCA'S FOUNDING PRINCIPLES

Vision

Cincinnati Hills Christian Academy will unleash each student's God-given gifts through Christ-centered academic excellence. We are devoted to developing the whole person, and instilling a lifelong passion for learning, leading and serving.

Motto

Cincinnati Hills Christian Academy...Unleashing a passion
To learn
To lead
To serve

Mission

Cincinnati Hills Christian Academy is a Christ-Centered, Non-Denominational, College Preparatory Academy that exists to:

Prepare students intellectually and spiritually for success in higher education and to impact and influence the world according to their unique gifts and talents. This will be accomplished by:

1. Creating an environment that encourages students, faculty, staff and families to develop and live out their relationship in Jesus Christ.
2. Developing a passion for lifelong learning that leads to thoughtful, effective service through excellent, intentional curriculum and extra-curricular offerings.
3. Empowering outstanding Christian faculty and staff to fully use their passions and expertise to create engaged critical thinkers.
4. Fostering an exceptional environment that develops students' gifts and talents in the arts, athletics, leadership, and additional extra-curricular opportunities for God's purposes.
5. Building an engaged school community – encompassing faculty, staff, students, families, alumni, and donors – that reinforces the school's vision, mission, and core values.

Core Values

We believe in:

1. Christ-Centeredness
2. Academic Excellence
3. The Whole Person
4. Servant Leadership
5. Outreach/Service
6. Stewardship
7. The Value of Each Person
8. A Vibrant Sense of Community
9. Accountability
10. A Joyful Spirit

Statement of Faith – Article II of the CHCA Constitution

The basis of this Association is the Bible, the infallible Word of God. The school is a part of the church at work with a focus of biblically based education as spelled out in Article IV. We believe that the following Statement of Faith summarizes the essential truths of the Bible:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Purpose of Christian Education – Article III

The purpose of Cincinnati Hills Christian Academy is to establish and maintain a school or schools for the daily instruction of our children. The ultimate goal is to provide academic excellence in a Christ-centered environment. Cincinnati Hills Christian Academy seeks to maintain itself by fostering those ideals and standards that are consistent with an understanding and acceptance of the Lordship of Jesus Christ. Our educational instruction will be in accordance with Articles II, IV, and V of the Constitution.

Objectives of Christian Education – Article IV

- A. Cincinnati Hills Christian Academy introduces the student to those areas of learning to which every well-educated Christian should be exposed. These include:
 1. Knowledge of God and the Scriptures, including a meaningful personal faith in Jesus Christ and a personal commitment to the values and lifestyle which such a relationship produces.
 2. Knowledge of oneself.
 3. Knowledge of one's own culture and others.
 4. Knowledge of natural order.
 5. Knowledge in depth of specific academic disciplines.
- B. Cincinnati Hills Christian Academy proposes to assist the student in developing general abilities and transferable skills expected of every competent citizen of a contemporary society. These include the ability to:
 1. Think rationally, critically, and creatively.
 2. Read, write, and speak effectively.
 3. Exhibit mathematical competency.
 4. Employ scientific methodology.
 5. Render discerning ethical judgment.
 6. Develop aesthetic appreciation.
 7. Apply the above abilities concretely.
- C. Cincinnati Hills Christian Academy encourages development of the whole person, including the academic, social, physical and spiritual dimensions of life through:

1. Classroom learning and field experience.
2. Encouragement in each student's self-worth to God and the community.
3. Worship of God.

Foundational Principles of Education – Article V

Cincinnati Hills Christian Academy approaches education from within the framework of Christian faith, which provides a coherent perspective on life and the world. We believe that God, as manifested in Jesus Christ, has revealed to His people principles of education; and we commit ourselves to the following educational principles:

GOD

That all proper knowledge has its source in God, as manifested in Jesus Christ. That scripture is the source of the organizational structure and fundamental principles of each field of knowledge.

MANKIND

Man, being created in God's image and enlightened by the Holy Spirit, is able to gain knowledge of God and God's creation. Because the God-given spiritual nature of man is inseparable from his emotional, intellectual and physical nature, the school is committed to the total development of its students.

FAITH AND LEARNING

All truth is from God, who has chosen to reveal Himself and His truth to us. Knowledge of God is the proper setting for all understanding. Reason exercised in the framework of a faith commitment to God will nurture our faith and expand our knowledge. For the Christian, faith and learning are inseparable.

CHRISTIAN CALLING

The Christian purpose in life is to glorify God; to be stewards of His creation; to serve God and others; to bear witness to the Lordship of Jesus Christ; and to influence society, culture, and the church by supplication of Christian thought and service in all dimensions of human endeavor. God has given different abilities to each person, and He expects a student to perform in proportion to his abilities.

ACADEMIC PURSUIT

God's eternal Word is the ultimate source and foundation of all truth. Since we recognize that all truth comes from God, we can confidently encourage sincere intellectual exploration of diverse views. Both students and teachers may raise honest questions and seek answers to them without reluctance.

PARENTS AND CHURCH

The responsibility for the educational and Christian development of each child belongs to the parents. It is, therefore, the fundamental responsibility of the family to train and educate the child. The Christian school should function as an extension of both the Christian home and the Christian church. It is, therefore, the school's role to supplement and complement the home and church - never to supplant, subvert, or replace them.

THE CHRISTIAN SCHOOL AND TEACHERS

The authority of the teacher in discipline and character training is derived from the fact that he/she stands in “loco parentis”, and the teacher derives authority in subject matter from his/her faithfulness to the laws of God. The school, being a body of Christian believers, possesses freedom to function in education in total and voluntary submission to Christ. The day to day activities in the Christian school should reflect the Body of Christ at work.

COMMUNICATIONS

General Communication Guidelines and Information:

➤ Addressing School Questions and Concerns

Generally, concerns or questions regarding school issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher. Parents should avoid disrupting the educational process during the school day. If questions remain after meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the Principal. Should the issue continue unresolved, the parent is encouraged to contact the Head of School’s office to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

➤ Don’t Know Where to Go?

“The Help and Head’s Up” button located on <http://www.chca-oh.org/my-all-school/help-heads-up> is designed to help parents get clear direction on how to resolve concerns if unsure how to address your concerns.

➤ Communicating with the Teacher

- The best way to contact a teacher is through email. We ask that teachers respond to email within 24 hours if possible – weekends, holidays, and summer break not included.
- Teachers do not always have time during the school day to access email so if there is an emergency or a concern, calling the school office to leave a message is more effective.
- Meetings with teachers need to be scheduled in advance. Drop-in attempts to meet with a teacher, just before or after school, may seem like a good idea, but these are actually times when teachers do a lot of their set-up and class preparation.
- Notifying a teacher via email or the school building office is the best way to communicate rather than having a student responsible for giving a written note to the teacher.

➤ Changes at Home Affecting Child’s Behavior at School

Parents are urged to let the school know about things at home that may affect a child’s behavior at school so adjustments can be made.

➤ **Keeping it Private**

Parents should refrain from speaking with other parents about a teacher, an administrator, other parents or students. Often these issues are addressed as “prayer requests”, but would be more appropriately kept confidential. Unresolved issues should be discussed only with those involved.

➤ **Building Connections**

This is a newsletter designed to be a targeted, once-weekly read on important building specific announcements and events, as well as campus-wide events. It will be delivered via email. The school assumes that parents are reading the information and considers the communication accomplished once it is emailed. Parents should notify the school of email address changes to ensure continued delivery of this valuable newsletter.

➤ **CHCA Website**

The CHCA Website (www.chca-oh.org) is the best venue for school information as it is updated regularly. Parents complete the majority of school business (e.g. checking grades, making payments or registrations, completing forms, etc.) online via links from the myCHCA webpages.

➤ **Canvas**

Canvas is CHCA's learning management system, an online tool to provide parents, students, and teachers a secure environment to interact with students' academic information. It is linked from the myCHCA webpages. Class pages on Canvas include course calendars, assignments, syllabuses and available handouts, as well as a running view of grades and feedback. While end-of-quarter report cards and transcripts will continue to be available in NetClassroom, Canvas is the central source of academic information, regular grade updates, and daily student progress for Grades 4-12. CHCA's Canvas course pages are also accessible on your mobile device via the Canvas app. Grades K-3 will continue to report grades in NetClassroom or on separate grade cards as in prior years.

➤ **Email**

The school uses email as a means of communication with parents for school news. At the elementary level, take-home folders may also serve as a form of specific communication.

➤ **Phone Messaging System**

Families will be called, emailed and/or receive a text via a phone messaging system for school closings, emergencies, reminders and notice of important upcoming events. If you have any contact changes, please notify the School Registrar at registrar@chca-oh.org so you do not miss any important messages from the school.

➤ **Parent Meetings with the CHCA Board**

There are two meetings for parents with the Board – one in the fall and one in the spring. Please make the time to attend these meetings (see the website calendar for the specific dates).

➤ **CHCA Annual Publications**

Eagles' Eye Magazine is an annual publication created to share the stories, impact, and accomplishments from within our CHCA community. It is typically delivered to CHCA families'

homes in the late summer. CHCA's Annual Report is typically distributed to all families and key stakeholders within our community in December. Both publications are posted on www.chca-oh.org.

➤ **Advertising Non-School Sponsored Activities**

Advertising events that are not CHCA sponsored events have to be approved by the Principal or their designee. School bulletin boards and take-home folders are reserved for school matters only.

➤ **Representing CHCA**

Parents and students should remember that when they are publically representing the school, behavior is a reflection on the entire CHCA community. Caution should be taken to note that actions and speech are a testament to CHCA and the Lord. This is particularly necessary at sporting events, when wearing CHCA clothing, or when driving with CHCA decals on vehicles.

GENERAL INFORMATION - ALPHABETICAL

After School Event Attendance: If a student is staying after school for an event, the student should be where that event is taking place. Students are not to wander throughout the buildings or campuses after school. Students may attend after school events at any CHCA building if under the supervision of a teacher, parent or school-appointed student/adult.

Building Use: In order to use a school building and/or classroom for any school-related event or activity, reservations should be made through the appropriate school office. If it is needed for a non-related school event or activity, the request should be made through the appropriate school office or Head of School's office. Usage of a school building for any non-related school events will require a Certificate of Insurance and payment of a usage fee charge.

Campus Access: In an effort to maintain and ensure a peaceful and secure environment that will promote Christian values, learning and the safety and well-being of Cincinnati Hills Christian Academy students and faculty, the school's administration has the authority, within its sole discretion, to restrict access to the campus any and all persons who the administration deems inappropriate for contact with students and/or staff.

Confidentiality of Records/Transcripts: It is important that CHCA always has current information about students. The School Registrar (registrar@chca-oh.org) should be notified immediately of changes in name, address, phone number, and parental contact information, etc. If for some reason a name is changed, original documentation authorizing the change should be provided.

Student records and transcripts of student performance, conduct or attendance at CHCA will not be released to students, parents/guardians/families, or other academic institutions without the express consent of the parents or guardian or otherwise permitted by FERPA.

Students and parents will be allowed to review their own records and transcripts at any time, but a request for release of records and transcripts will be denied if there is a hold on the account.

Due Process in Expulsion: Expulsions are typically recommended by the Principal to the Head of School. The Head of School confers with the Principal regarding the details of the incident and ultimately decides to accept the recommendation or deny the recommendation and provide an alternative response to the incident or behavior. The school at its discretion may indicate the expulsion on the student's permanent record.

If the Head of School supports a recommendation from the Principal for expulsion, the student and his/her legal guardian(s) may appeal to the Head of School that decision, which will be brought before an Appeals Committee comprised of two teachers who are not currently teaching the student and two Board members, all selected by the Head of School. The student and his/her legal guardian(s) are notified in writing of the time and place for the appeal. The Head of School's office will provide to the Committee a written explanation of the facts of the incident in addition to the selected rationale for the ultimate decision. After reviewing this information, the Committee will hear the appeal first from the legal guardian(s) and student and then from the Head of School and the Principal. After hearing the appeal, the Committee may support the recommendation, deny the recommendation, or recommend other responses. In any case in which an Appeals Committee is formed and recommends an expulsion of a student or overturns the recommendation for expulsion, the Head of School will notify the Board President of their decision. The student, his/her parent(s) or legal guardian(s), or the Head of School may appeal (in writing) the Committee's decision to the Executive Committee of the Board of Trustees. The Executive Committee may or may not choose to have the full Board of Trustees hear the appeal. If the Executive Committee chooses not to have the full Board hear an appeal, the Appeals Committee's decision will be final.

Emergency Drills: Emergency drills such as fire, tornado, shelter in place, and lockdown/active shooter are held annually according to state guidelines. All students, teachers, staff, parents, and visitors in the building at the time of the emergency drill are expected to participate.

If a tornado warning siren goes off at dismissal time, students will be sent to the designated tornado areas of the building and cannot leave the building, even if a parent has come to get them, until the warning has passed. During the warning, if parents want to come into the building for safety, they may do so. Faculty and staff will remain with the students at all times during the duration of the warning. If the students are outside the building in mid-dismissal and a tornado warning siren goes off, all of the students who can be reached will be instructed to go back into the building to a secure area.

If students are on the CHCA athletic fields when a tornado warning siren goes off, they will be directed where to go to seek shelter by the CHCA coach and/or the Athletic Director as they are designated as the final authority in the evacuation of the athletic fields. Spectators are welcome to come in and find shelter, but all regular secure areas should be kept free for students from CHCA and the opposing teams.

Extracurricular Behavior Expectations: Students choosing to participate in extracurricular activities act as *de facto* ambassadors of CHCA and an example of Christ-like behavior to the larger community. When a CHCA student participates in any extracurricular activity – academic, leadership, community service, fine arts, or athletics – it is expected that they behave in a manner consistent with the expectations of their behavior during the school day. This includes dress and behavior, positive attitude toward and affirmation of fellow competitors, scholars and performers, and a demonstration of leadership and positive Christian values. If transportation to and from practices and events is provided by the school, student participants are expected to ride in the school-provided transportation to the practice or event unless approved beforehand by the faculty or

coach in charge and with parental permission. If no school transportation is provided, it is strongly recommended that students do not drive teammates or other students in their personal vehicles at any time.

FERPA Compliance: CHCA is FERPA compliant. Please see <http://www.chca-oh.org/my-all-school/academic-links> for further information.

Lost and Damaged School Property: Damage to school property, included, but not limited to, tampering with fire alarms, fire extinguishers, defacing lockers, tables, and desks, or school vandalism will result in the student being required to pay for any expenses associated with the damage done. Repeated offenses could lead to suspension or expulsion. Students will also be assessed the replacement cost of lost or damaged books, which should be paid prior to issuance of final grades. A hold will be put on your account until full payment is received.

Lost and Found: All school buildings maintain a lost and found. Parents and students should check the lost and found areas regularly. At the end of each quarter, all items remaining in the lost and found will be given to a charitable organization.

Parent Code: As a parent of a Cincinnati Hills Christian Academy student, I am making an investment in my child's academic and spiritual education. In so doing, I commit myself to the following:

- Adhering to and promoting the Mission, Vision and Core Values of CHCA
- Cooperating with the educational function of CHCA by respecting and supporting the faculty, staff, and administration
- Paying my financial obligations on time
- Supporting the school's fundraising activities designed to offset tuition and fees to the best of my ability
- Investing my time and talents to support the school community by undertaking volunteer opportunities and attending meetings and parent functions
- Seeking to resolve any dissatisfaction with the school by discussing the matter only with the person(s) directly involved, maintaining a positive approach for the most effective communication
- Recommending CHCA to other mission fit families in a natural and compelling manner

Parent/Teacher Conference Schedule: Parent-Teacher conferences are scheduled twice a year (see website calendar for specific dates). If at any time you have questions regarding your student's performance, you may contact the teacher via email.

School Building Entry Procedures: When entering a school building during school hours, you should first report to the front desk located in each of the school building lobbies in order to sign in and receive a visitor's badge. Upon leaving, you should sign out at the front desk and return your visitor's badge. If you need assistance in such procedures as tardy slips, early dismissals and directions to other areas of the school, assistance will be given to you at the front desk.

School Building Office Locations and Addresses:

- Administrative Offices, which include the Head of School's Office, Admission Office, Communications Office, and Development Office, are located at 8283 East Kemper Road, Cincinnati, Ohio 45249. The Business Office is located at 8247 E. Kemper Road 45249, and the Director of Fine Arts Office is

located at 11525 Snider Road 45249. The phone number for the Administrative Offices, including the Business Office and Fine Arts Office, is 247-0900.

- The Otto Armleder Memorial Education Center is located at 140 West Ninth Street, Cincinnati, Ohio 45202 and the phone number is 247-9944 ext. 400.
- The Blake Lindner Thompson Early Childhood Learning Center is located at 11312 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 101.
- The Lower School Grades K-Prep-3 is located at 11312 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 101.
- The Lower School Grades 4-6 is located at 11300 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 232.
- The Upper School Grades 7-8 is located at 11300 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 269.
- The Upper School Grades 9-12 is located at 11525 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 300.

For a listing of faculty and staff, see www.chca-oh.org.

School Bus Transportation Information: Public school districts that provide bus transportation for CHCA families are listed on the school's website (<http://www.chca-oh.org/my-all-school/transportation>). If you live in a public school district that provides bus transportation to CHCA, you are responsible for arranging your child's transportation with that district and being aware of the district's schedule as it may not coincide with CHCA.

School Calendar: The school calendar is posted on the school's website. Any questions concerning the calendar should be directed to the Head of School's Office.

School Closings/Delays: If the school is closed or delayed for any unplanned reason such as inclement weather, parents will receive a phone call through CHCA's school messaging system. If school is closed, all after-school activities are cancelled unless notified otherwise. The Blake Lindner Thompson Early Childhood Learning Center (PK2-PK4) is open for care at 8:00 a.m.

If the school is on a delayed opening, classes will begin two hours from the normal start time at your student's building. The Blake Lindner Thompson Early Childhood Learning Center students (PK2 through PK4) can begin arriving at 8:00 a.m. for care, but classes will begin at 9:00 a.m.

If you need to check the exact start time for the two hour delay, the information is posted on <http://www.chca-oh.org/my-all-school/inclement-weather>.

School Colors, Motto & Mascot: The school colors on the official school seal are purple and green; the school motto is "Learn, Lead, and Serve"; and the school mascot is the Eagle.

School Directory: A directory of those enrolled in the school is prepared exclusively for the use of parents, students and personnel of CHCA. It is not to be used for circulation or promoting a personal business, and should not be passed onto anyone not connected with the school. In addition, families within the school are not to be solicited for sales other than those approved by the Board of Trustees.

Solicitations: Parents and students are only permitted to sell things at school that are directly related to school-sponsored activities. Solicitation in person or electronically associated with church projects, community projects, or personal business are not permitted.

Student Contact Information: Accurate student information regarding home address, business address, telephone numbers, and the name and phone number of the person to be called in case of emergency help us keep your child safe and provide you with timely information. Each summer, please complete the online annual Information Update and Authorization for Emergency Response sent via email. Once school starts, send updated information to registrar@chca-oh.org.

Student Withdrawal Policy: The Enrollment Contract and the Re-Enrollment Contract clearly state upon enrollment (or re-enrollment), the family is assuming the responsibility for the entire year's tuition payment. The obligation becomes binding on June 15 for the following school year. Withdrawals made after enrolling/re-enrolling, but prior to June 15 for the following school year forfeit the enrollment deposit or re-enrollment fee, but are released from the obligation of the following school year's tuition payment. Withdrawals made after June 15 require the family to pay the tuition balance in full, with the exception of students enrolled in the Blake Lindner Thompson Early Childhood Learning Center, whose withdrawal terms are stated in the student's enrollment contract. School records/transcripts are not released until full payment is received. **Notification of intent to withdraw should be in writing. Such written notice should be postmarked or emailed to admissions@chca-oh.org Letters delivered in person must be handed directly to an Admissions Office employee.**

Substance Abuse: CHCA is committed to being a drug and alcohol free environment. Substance abuse will be dealt with in a serious and aggressive manner at the complete discretion of the school administration. Distribution of illegal or prescriptive drugs and/or alcohol on school property or at a school-related activity will result in a mandatory recommendation for expulsion.

Technology Responsible Use Policy (Agreed to by all Families in the CHCA Enrollment Contract and posted on <http://www.chca-oh.org/my-all-school/byod>):

Cincinnati Hills Christian Academy ("CHCA") offers access to its students, faculty, staff, administrators or anyone else authorized to use the CHCA resources to interconnected computer systems within CHCA and to the Internet, which provides both various means of accessing significant educational materials and opportunities and is an excellent research tool for life-long learning. CHCA has established parameters for this use in the spirit of the Christian mission and CHCA's core values.

So that CHCA can continue to make its computer network and Internet access available, all students, faculty, staff, administrators or anyone else authorized to use the CHCA resources, must take responsibility for appropriate and lawful use of this access. In particular, students must understand that one student's misuse of the network and Internet access may jeopardize all other students' ability to enjoy such access. While CHCA's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, student cooperation is critical in exercising and promoting responsible use of this access.

Below is CHCA's Acceptable Use and Internet Safety Policy ("Policy") and the Data Acquisition Site that provides Internet access to CHCA. Upon the parents'/legal guardians' reviewing and agreeing to this Policy as part of executing the CHCA Enrollment Contract, each student is bound by the Policy and will be given the opportunity to enjoy Internet access at School. CHCA cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to CHCA as part of executing the CHCA Enrollment Contract.

Listed below are the provisions of your agreement regarding computer network and Internet use. Please contact Kris Gilbert, the Director of 21st Century Learning, and/or the appropriate Division Administrator (principal, assistant principal) with any questions about these provisions. If any user violates this Policy, the student will be subject to disciplinary action, including denial of access to the network and/or school devices, or other consequences as deemed appropriate by the school administration.

I. PERSONAL RESPONSIBILITY

By signing your CHCA Enrollment Contract, you have agreed not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal). Misuse means any violations of this Policy or any other use that is not included in the Policy, but can harm others or their property.

II. TERMS OF THE PERMITTED USE

Students who are enrolled are permitted to have computer network and Internet access while they are actively taking courses only.

III. ACCEPTABLE USES

Educational Purposes Only. CHCA provides equipment and access to its computer networks and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of 21st Century Learning and/or the appropriate division administration to help you decide if a use is appropriate.

IV. UNACCEPTABLE USES

A. Some unacceptable uses that violate this Policy are:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by CHCA's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using their access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Unauthorized commercial transactions. Except when conducting school-related activities (i.e. updating lunch cards, purchasing items from Spirit Shop or Leaning Eagle, etc.), you should not give others private information about you or others, including credit card numbers and social security

numbers. Unless authorized by faculty for a class activity or other educational purpose, students and others may not use the computer network or devices for online gaming or gambling. If you have any questions regarding what constitutes an unauthorized commercial transaction under the Policy, please contact the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal).

5. Uses which violate school fraternization policies or uses which promote undue familiarity between those in a faculty/student or superior/subordinate relationship. For example, students who are currently taking classes with faculty becoming online “friends” with such faculty on a social networking site.
6. Use of any personal devices on campus which violate any policy (for example, sexting using a personal cell phone).
7. Social Media. Student use of social media during school hours or using school computer networks, internet, or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, Internet, or devices are subject to the Policy. Any social media activity that is directed at the CHCA community (including administration, teachers, and students) and violates this CHCA Policy shall result in discipline.
8. Sexting. In keeping with the school's responsibility to provide a safe learning environment for all students, we take sexting very seriously. Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment.

B. Netiquette. All users must abide by rules of network etiquette, which include:

1. Remember the “Golden Rule”. Be polite and treat others the way you would like to be treated. Do not send abusive messages to others. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
2. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent, or threatening language are prohibited.
3. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
4. Don’t assume that the sender of a message gives you their permission to forward or redistribute the message to third parties or to give their information to third parties. This should only be done with permission or when you know that the individual would not object.
5. Be considerate when sending attachments (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.
6. Sending or forwarding “chain letters” is a misuse of the system and may result in the loss of the user’s account.

7. Curricular use will take precedence over independent use.

V. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users.** In compliance with applicable federal and state laws and for our students' protection, Internet access at CHCA is filtered. However, even using network filters, all users and their parents/guardians are advised that access to CHCA's network may include the potential for access to materials inappropriate for school-aged pupils. All users must take responsibility for their use of CHCA's computer network and Internet and stay away from these sites. Parents of minors are the best guides in deciding what materials to avoid. Any student that finds that other users are visiting offensive or harmful sites should report such use to the person designated by CHCA.
- B. Personal Safety.** Be safe. In using CHCA's computer network and the Internet, do not reveal personal information such as your full name, date of birth, home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use CHCA's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, without the student's permission. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers or Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** CHCA, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering technologies designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. CHCA will also monitor students' online activities, through direct observation and/or technological means, to help prevent users from accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects when appropriate.

VI. SCHOOL PROVIDED DEVICES

When using CHCA-provided technology devices, students must responsibly use the devices. Use of school provided devices is a privilege which may be revoked at any time. Violation of these policies will be subject to normal disciplinary action.

- A. Content and Software** – School equipment is to be used for educational purposes. Music, videos, games and software must be school approved and installed.

- B. Configuration** – Students may not alter the configuration of the device or install passwords on screensavers, BIOS settings menus, or deletion of files or folders. Deletion of some files may also result in a computer failure and may interfere in the ability to complete classwork, directly impacting grades.
- C. Equipment Repairs** – If the computer fails while in use, CHCA will investigate and determine whether the failure was due to the equipment, or due to improper use. If the failure is due to improper use, the student or parent may be held liable for the cost of repairs and/or replacement.
- D. Loss or Damage** – If equipment is issued to the student, and the property is damaged, lost or stolen, the student or parent is responsible for the cost or repair or replacement based upon the fair market value at the date of loss. Loss or theft of property must be reported to CHCA within one business day, and a police report must be filed within 48 hours of the occurrence if applicable.
 - a. If the equipment is stolen:**
 - i. File a police report within 48 hours of the occurrence
 - ii. Notify the Principal immediately, or no later than one business day after the theft
 - b. If the equipment is lost:**
 - i. The student or parent will be responsible to pay CHCA the total costs associated with replacing the equipment.
 - c. Students or parents will be charged for the equipment’s replacement or repair if the equipment was deliberately damaged or vandalized.**

VII. PERSONAL DEVICES

If personal electronic devices are used on CHCA’s network or on school property, use of the personal device must be consistent with the Policy. Internet access on CHCA’s network is recorded, and misuse of personal devices, on or off CHCA’s network while on school property, will be subject to normal disciplinary action.

- A. Cell phone Use.** Personal cell phones on campus will be set to “silent” or powered off during class unless they are being used for educational purposes as defined by the instructor. During non-class time, the regulations of the family/student handbook define how they may be used, so long as they are not disruptive and such uses comply with this Policy. Any misuse will be subject to normal disciplinary action.
- B. Other devices.** Use of other personal devices (such as laptops, tablets, iPods, MP3 players and other personal devices) on CHCA’s campus or network must comply with this Policy; misuse will be subject to disciplinary action.
- C. No Expectation of Privacy.** CHCA reserves the right to monitor, inspect, copy, review and store information contained on student’s personal devices while these personal devices are used on school property. Students recognize that they have no expectation of privacy in their own personal devices while on school property.

VIII. PRIVACY

Network and internet access is provided as a tool for your education. **CHCA reserves the right** to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain CHCA’s property and no user shall have any expectation of privacy regarding such materials or devices.

Specifically, students shall have no expectation of privacy in any email, instant message, documents, text message, or other electronic communication sent, received, or stored by or through CHCA's computers, computer network, electronic messaging systems, or other devices. Students must not consider these communications to be private or confidential. All student emails, instant messages, documents, text messages, and other information that is accessed, stored, created, received, or sent by or through any of CHCA's computers, computer network, electronic messaging systems, and other devices that are CHCA's property. Authorized CHCA personnel may view student files, communications, data, or any other electronic communication at any time for any reason.

IX. FAILURE TO FOLLOW POLICY

Use of CHCA's computer network and Internet is a privilege, not a right. Any user who violates this Policy, shall at a minimum, have their access to CHCA's computer network and Internet suspended or terminated, which CHCA may refuse to reinstate for the remainder of the student's enrollment at CHCA. A user violates this Policy by their own actions and may in certain circumstances violate the Policy by failing to report violations by other users that come to their attention. Further, a user violates this Policy if they permit another to use their account or password to access CHCA's computer network and Internet, including any user whose access has been denied or terminated. CHCA may also take other disciplinary action in such circumstances.

Any violations of this Policy may also result in other behavioral consequences as listed under behavior/conduct guidelines published in CHCA's Family Handbook. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Violations could result in expulsion.

X. WARRANTIES/INDEMNIFICATION

CHCA makes no warranties of any kind, either express or implied, in connection with providing access to and use of its computer networks and the Internet. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or their parent(s) or guardian(s) arising out of use of its computer networks or the Internet under this Policy. By signing this Policy, users take full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) agree to indemnify and hold harmless CHCA, the Data Acquisition Site that provides the computer and Internet access opportunity to CHCA and all of CHCA's administrators, teachers, and staff from any and all loss, costs, claims or damages resulting from the user's access to CHCA's computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with CHCA if CHCA initiates an investigation of a user's use or access to its computer network and the Internet, whether that use is on a CHCA computer or on another computer outside CHCA's network.

XI. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information, for example, to reflect developments in the law or technology. Such information must be provided by users (or their parents or guardian) if they wish CHCA Registrar to receive such information.

XII. EDUCATION, SUPERVISION AND MONITORING

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

CHCA's Director of 21st Century Learning, program media specialists, as well as classroom teachers or his designated representatives will provide age-appropriate training for students who use CHCA's internet facilities. The training provided will be designed to promote CHCA's commitment to:

- The standards and acceptable use of internet services as set forth in this Policy.
- Student safety with regard to: (1) safety on the internet; (2) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and (3) cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

MEDICAL INFORMATION

Emergency Medical Authorization: Parents should submit the Authorization for Emergency Response form prior to the first day of school to the building nurse. The form is sent electronically every summer to the family's "Email 1 Preferred". On line-submissions are strongly preferred, but paper copies are available from the building nurses after August 15 of each year. Ohio Revised Code 3313.712 mandates that emergency authorization be collected by schools annually and in cases of emergency, may present this form to a hospital or practitioner rendering treatment. Students may be excluded from class time after the first day of school should forms not be on file in the Building Nurse's office.

Determination When to Send Sick Child to School: Parents should not send a student to school or to an extra-curricular or athletic activity who:

- Has a fever of at least 100 degrees. Should be fever-free for at least 24 hours without the use of any medication 24 hours before returning to school.
- Has thrown up or had three or more watery or loose diarrhea stools any time in the last 24 hours.
- Has an upper respiratory infection with uncontrolled nasal drainage, coughing or sneezing that may infect others.
- Was sent home from school the previous day or same day with a fever.
- Has a significant rash that has not been diagnosed by a physician.
- Is complaining of substantial pain for a significant duration until a physician has examined the student.
- Is taking prescription-strength medication, which impairs their ability to stay awake/alert and safely navigate stairs and hallways.

If a student becomes ill during school hours, the nurse or office staff will call the parents. Health Services will not release any student to a passenger service (Taxi, Uber, etc.) for transportation. If the school is unable to reach the parents, names listed on the emergency medical authorization form will be contacted. Ill or injured students cannot be kept in the nursing clinic for **more than one hour**.

Illnesses Requiring Doctor's Note for Re-Entry: The Building Nurse may require a written statement from the physician for reentry into school following an illness. Illnesses for which a note may be required include, but are not limited to the following:

1. Measles

2. Chicken Pox
3. Mumps
4. German Measles(Rubella)
5. Whooping Cough (Pertussis)
6. Streptococcal Infections (strep throat/scarlet fever)
7. Conjunctivitis (pink eye)
8. Impetigo
9. Scabies
10. Tinea Capitis/Corporis(ringworm of scalp/body)
11. Enterobius Vermicularis (seatworms or pinworms)
12. Cimex Lectularius (bed bugs)
13. Pediculosis Capitis (head lice) - Students may be readmitted to school only if the student's hair has been treated with an approved lice shampoo and found by the school nurse to have no live lice or nits (lice eggs) attached to hair shafts within 1/4" of scalp. This treatment should be performed by the parents before seeing the Building Nurse for approval to return to school.

Immunization Requirements: Ohio State Law 3313.671 requires that a record of the exact dates (month/day/year) of immunizations of each student be on file at the school. By law, a student may be excluded from school on the 15th day of the school year if the school has not received written proof of the required immunizations. For specific grade level immunization requirements, please refer <http://www.chca-oh.org/my-all-school/medical-forms>. Medical Exemptions cover students who present a written statement signed by a physician that immunization is objectionable for religious reasons.

First Aid: The teacher, office staff, administrator or nurse may administer minor first aid. The parent is usually called for advice if the injury is more serious, and 911 will be called in the case of an emergency. All students are required to have a current Emergency Release Form on file in the Building Nurse's Office.

Medication Administration: The administration of medication to a student during school hours may be deemed necessary by your physician. Ohio State Law Revised Code 3313.173 states that no medication either prescription or over the counter medication such as cough drops or Tylenol can be dispensed by CHCA personnel without a consent form signed by parent/guardian and by your physician/dentist. The following procedure should be followed in requesting the assistance of school personnel to give medication:

- An authorization slip should be filled out completely and should include the name of medication, dosage, time and duration of medication.
- The authorization slip should be signed by the physician to authorize the medication and the parent to authorize the school personnel to administer the medication. This slip may be faxed by the doctor to the school.
- The physician's address and phone number should be listed on the authorization slip.
- The parent should bring the medication enclosed in a container that is labeled with the student's name, name of the medication, the dosage, the route, the time to be given, and the physician's name.
- The authorization slip (School Medication Permission Form K-12 or Preschool only version) should be completed prior to sending any medication to the school and can be obtained from the school office or the <http://www.chca-oh.org/my-all-school/medical-forms> webpage.

Please Note: The administration of any prescription or over-the-counter drug in the school without the order of a physician and the permission of the parent or guardian is prohibited by CHCA school policy and Ohio

Revised Code with the exception of select topical ointments including Petroleum Jelly (Vaseline) and sunblock.

Tuberculosis Policy: All students new to CHCA from outside the Continental USA and from a TB prone area should be tested within 60-90 days after their first day of school at CHCA. Current students with extensive time spent in travel out of the country or domestic prone TB areas may require TB testing at the discretion of the Building Nurse and in accordance with Hamilton County Public Health Department.

Severe Life Threatening Allergies: Food and other allergens can trigger severe reactions leading to potentially serious health consequences or anaphylaxis (Food Allergy & Anaphylaxis Network, 2010). Accidental exposure to allergens can happen anywhere, anytime, including the school environment.

Because parents/guardians know a student's medical history better than anyone else it is imperative that parents/guardians, work closely with their private health care provider to provide the school pertinent, timely information about a student's level of sensitivity and their type and severity of reactions (Ohio Revised Code 3313.719). To foster the safest possible environment, it is the responsibility of parents to:

- Submit the Authorization for Emergency Response form, the Permission for Medication Administration form, the Severe Allergy Action Plan, and the Parent Allergy letter prior to the first day of school (all of these forms are found on the school's website).
- Request a meeting with the Building Nurse to establish a plan of care prior to the first day of school.
- Provide safe snacks for classroom breaks, field trips, class parties and any extra-curricular or athletic events and communicate with all extra-curricular staff and coaches about your student's treatment plan.
- Deliver Epi-pens and Inhalers to the Building Nurse prior to the first day of school. For older students in grades 7-12 who may plan to carry their own Epi-Pen, a second Epi-Pen should be provided to the Building Nurse per Ohio Revised Code 3313.718. It is strongly recommended a second Inhaler also be provided.
- Per House Bill 296, enacted by the 2014 General Assembly, CHCA now stocks unlicensed Epinephrine in each building for emergency use during the regular school day while students are on campus. The availability of stock Epinephrine pens is not intended to replace a student's own prescription. The primary use of the unlicensed Epinephrine is to treat first time, previously undiagnosed anaphylaxis.

BOARD POLICIES

Creation: The creation of the universe, the earth, and mankind, is one of the mighty acts of God. At Cincinnati Hills Christian Academy we believe that every word of the autographs (originals) of Scripture are without error in any way, and that valid and reasonable interpretations of relevant Scripture passages can argue either for a very ancient creation or a more recent one.

IN THE CHRISTIAN COMMUNITY THERE IS A LEGITIMATE DIVERSITY OF THOUGHT AS TO THE TIME AND PROCESS BY WHICH CREATION OCCURRED. WE RESPECT SERIOUS BIBLE SCHOLARS WITH VARYING POINTS OF VIEW, AS LONG AS THOSE SCHOLARS: (A) HOLD TO AN ABSOLUTE BELIEF IN GOD'S CREATION OF THE UNIVERSE, THE EARTH, AND MANKIND; (B) HOLD TO REASONABLE EXPLANATIONS FOR THEIR CONVICTIONS; (C) AS LONG AS THEIR CONVICTIONS ARE BASED ON BELIEF IN THE INERRANCY OF SCRIPTURE. DURING THE COURSE OF A STUDENT'S EXPERIENCE AT CHCA, THE STUDENT WILL BECOME ACQUAINTED WITH AN ARRAY OF VIEWPOINTS ON CREATION ON AN AGE-APPROPRIATE BASIS.

CONTROVERSIAL ISSUES: INSTRUCTION, INFORMATION, DISCUSSION, AND MATERIALS WHICH PERTAIN TO THOSE ISSUES OF SUCH NATURE THAT THEY ARE THE CENTER OF LEGITIMATE DISCUSSION WITHIN THIS (CHCA) CHRISTIAN COMMUNITY WILL BE PRESENTED, OR RESPONDED TO, BY TEACHERS AND ADMINISTRATORS WITHIN THE FOLLOWING GUIDELINES: (1) WITH AN EDUCATIVE INTENT; (2) WITH AS MUCH OBJECTIVITY AS POSSIBLE; (3) ON AN AGE-APPROPRIATE BASIS.

“WITH EDUCATIVE INTENT” IMPLIES THAT THE PURPOSE OF THE PRESENTATION OF CONTROVERSIAL MATERIAL IS TO INFORM AND EDUCATE, NOT TO PROSELYTE TO A SPECIFIC VIEW. OBVIOUSLY, THE SHARING OF DIVERSE VIEWS HELD SACRED WITHIN THE CHRISTIAN COMMUNITY IS TO BE DONE “WITH AS MUCH OBJECTIVITY AS POSSIBLE” IN ORDER TO PROTECT EDUCATIVE INTENT AND TO PROTECT THE SCHOOL FROM DENOMINATIONALISM. THE FOLLOWING ARE AGE-APPROPRIATE GUIDELINES:

GRADES K-6: A RESPONSE BASED UPON LITERAL BIBLICAL STATEMENTS WILL BE GIVEN TO QUESTIONS WHICH STUDENTS RAISE IN THESE GRADES. NOTHING SHOULD BE IMPLIED BEYOND WHAT THE SCRIPTURE STATES. SPECIFIC CURRICULAR-BASED MATERIAL WILL NOT BE DEVELOPED TO ADDRESS THE CONTROVERSIAL ASPECT(S) OF AN ISSUE. THE FOCUS DURING THESE GRADES IS UPON THE CHARACTERISTIC “CONCRETE” THINKING OF THE CHILDREN; THEREFORE, TEACHERS WILL RESPOND “CONCRETELY” TO SPECIFIC QUESTIONS.

GRADES 7-8: IN THE 7-8 UPPER SCHOOL THE CURRICULUM WILL NOT ADDRESS THE CONTROVERSIAL ASPECTS OF ANY ISSUE. QUESTIONS WHICH MAY BE GENERATED BY CLASS DISCUSSION SHOULD BE ANSWERED FROM A BIBLICAL BASE WITH APPROPRIATE EXPLANATION (FOLLOWING THE ABOVE MENTIONED GUIDELINES) REGARDING THE DIVERSITY OF THOUGHT WITHIN THE CHRISTIAN COMMUNITY.

GRADES 9-12: FOR 9-12 UPPER SCHOOL STUDENTS THE CURRICULUM WILL INCLUDE A DISCUSSION OF THE DIVERSITY OF VIEWS, WITHIN THE CHRISTIAN COMMUNITY, ON CONTROVERSIAL ISSUES. BECAUSE STUDENTS AT THIS AGE TEND TO BE ABLE TO DEAL WITH ABSTRACTION, QUESTIONS AND DISCUSSIONS WILL ALLOW FOR A FULL DISCUSSION OF THE CONTROVERSIAL ASPECTS OF ISSUES, KEEPING IN MIND THE GUIDELINES THIS DOCUMENT PUTS IN PLACE.

QUESTIONS REGARDING CONTROVERSIAL ISSUES WILL CERTAINLY ARISE. IT IS ALWAYS APPROPRIATE TO REFER THE STUDENT TO HIS/HER PARENTS AND PASTOR FOR FURTHER DISCUSSION OF THE ISSUE.

Diversity within CHCA Community: Diversity among CHCA constituents was a central concept set forth by the founding Board of Trustees. As a philosophic cornerstone, diversity is to be expressed through several significant characteristics of our school families, including socio-economic standing, church membership and denominations within the Christian community, ethnicity, academic ability of the students, and the spiritual development and spiritual maturity of the students.

Non-Discrimination Policy: Cincinnati Hills Christian Academy admits students of any race, color, national and ethnic origin, and guarantees all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, tuition assistance, and athletic and other school-administered programs.

PARENT INVOLVEMENT WITHIN CHCA COMMUNITY: CHCA OPERATES UNDER THE SUPERVISION OF A BOARD OF TRUSTEES, WHOSE MEMBERSHIP IS PRIMARILY COMPRISED OF PARENT MEMBERS OF THE SCHOOL ASSOCIATION,

AND ELECTED BY THE ASSOCIATION MEMBERSHIP. THE EDUCATIONAL PROGRAM OF THE SCHOOL IS DIRECTED BY AN ADMINISTRATION COMPRISED OF PROFESSIONAL EDUCATORS; THE ADMINISTRATION IS RESPONSIBLE TO THE BOARD OF TRUSTEES.

IN ADDITION TO ITS SUPERVISORY FUNCTION WITH RESPECT TO ALL CHCA ACTIVITIES, THE ADMINISTRATION PROVIDES INFORMATION TO, AND SERVES AS A PRIMARY MEANS OF COMMUNICATION WITH CHCA PARENTS.

Involvement Opportunities

An opportunity for parental involvement is through membership on the many committees which assist the Board in creating policy and providing oversight of the total school program. Examples of these committees include the Enrollment Committee, Advancement Committee, Finance Committee, Education Committee, Athletic Committee, Staff/Faculty Search Committees, the Parent Teacher Fellowship, etc. Also, parents serve as volunteers and paid aides serving under the direct supervision of the classroom teacher and the administration.

Involvement Guidelines

- **School Authority.** Despite their personal and unique perspectives, CHCA parents must ultimately recognize their accountability to procedures established by the Board and the Administration.
- **Respecting Classroom Flow.** Parents who exercise their privilege to be part of CHCA must avoid disruption of the educational process.
- **Respecting Boundaries.** While parent views are important and influential upon school policies, it is vital that these views be expressed and carried out, as appropriate, through constitutionally mandated procedures and, most often, through the established committee structure.
- **Confidentiality.** From time to time, parents may become aware of personal information related to the school, staff, students or other parents. Please keep all information of a personal nature confidential.
- **Respecting Participation Requests.** From time to time, the school administration will ask volunteers to follow guidelines or perform duties as a condition of their involvement (i.e. sign forms, submit to finger printing, sign disclosures, etc.).

UPPER SCHOOL INFORMATION

Includes all students in Upper School Grades 7-12

SCHOOL AND OFFICE HOURS

Upper School 9-12 School Day: 8:00 - 3:05
Upper School 7-8 School Day: 8:00 - 3:05
Upper School 7-12 Office Hours: 7:30 - 3:30

CHRIST-LIKE CONDUCT

Cincinnati Hills Christian Academy is a community of Christians which patterns life after the teachings of Jesus Christ. We look within the pages of Scripture to understand God's expectations for this community. As we learn, work, serve, play, and live together our goal is to be centered in Christ. Each member of the faculty, administration, staff, and student body is expected to pattern his or her life after the example of Jesus. Love for God and love for others should define the experience of those in the classroom, at sporting events, during school social activities and surrounding any activity with which Cincinnati Hills Christian Academy is engaged.

Our desire is for each person in the community to grow spiritually, morally, intellectually and socially. To that end, behavior which does not reflect a willingness to follow the teachings of Scripture as it relates to personal conduct or is not conducive to a spiritually healthy learning or social environment will be vigorously discouraged.

To be Christ-centered is not simply a slogan posted in each room. It is our honest, prayerful desire. The faculty and administration will follow our God-given responsibility to hold students and each other honestly and humbly accountable to this core value.

Being Christ-centered is a total life experience. It cannot be reduced to a few behavioral guidelines. However, Scripture does define some of the ways to which followers of Christ are to conform. In particular, CHCA asks that students not participate in the viewing of pornography, engaging in pre-marital sex or any form of homosexual behavior, drinking alcohol, using illegal drugs or tobacco, or using any other addictive substances. It is clearly expected that students follow the laws of the land regarding drug, alcohol, and tobacco use. Modesty is also expected in dress, dance, and interactions between students.

Integrity, including academic integrity, is to be maintained at all times. All students are expected to respect those in authority and respect other students. Fighting, gossip, slander and lying are unacceptable.

It is out of our gratitude to God for His love, empowered by the Holy Spirit, informed by the instruction of the Word of God that we seek to walk in the steps of Jesus and follow His example.

I. ACADEMIC INFORMATION

Guidance Overview

The underlying mission of the Upper School Guidance Department is to provide an environment of individualized support that encourages and strengthens each student's ability to make positive choices in his/her life, both from an academic as well as a personal perspective. The counselors seek to challenge the students to extend themselves beyond their comfort levels in order to grow into young men and women of strong Christian faith, of high academic achievement and of moral responsibility. Students are assigned to counselors according to last name, alphabetically.

Working with students during each of the six upper school years, the Guidance Counselor and then the College Counselor provide individualized and small group meetings. Goals stressed in these meetings include the development of decision-making skills that honor Christ and serve to grow the student's faith, the pursuit of the most rigorous academic curriculum manageable, an ongoing evaluation of academic progress and plans for improvement, and strategies for gaining access to the most select colleges and universities suited to each student's individual interests and needs.

The CHCA Counselors: assist students in choosing courses; monitor academic progress and extracurricular involvement; provide personality assessment and career counseling; and educate students and parents on the necessary steps to find the ideal college match.

The college counseling program at CHCA is an important and individualized process that begins in grade nine and continues through the end of the senior year. Students are counseled and provided the tools to navigate the increasingly competitive and complicated college search process.

Course of Study

The Upper School Course of Study Guide contains course descriptions, sequences in each content area, the vision statement of what a student will now be able to do and value in that area, and standards, the content and processes students learn. This is revised regularly and distributed to each family early in the school year.

Each teacher prepares and distributes to students a course syllabus which shows on a timeline the units of study for the year and the resources used in instruction. For more information about our curriculum and graduation requirements, please see our Course of Study book. [CHCA Curriculum and Course of Study](#)

Student Transcript Request

Requests for student transcripts which are to be sent to specific colleges or honors programs must be processed through the Guidance Office. These requests will be processed in the order in which they are received by the Guidance Office. Allow five working days for processing of each request. To request a 9-12 transcript, please contact the Upper School Counseling Office.

Class Registration

During registration, students receive detailed information regarding course content, requirements, and program needs. In addition, students are counseled by the Guidance Department in the selection of courses for the upcoming year. After these choices are made, and course requests are considered, the student has the option to discuss any changes.

College Prep (CP) and Vertical Team (VT) Course Changes

When changing from a VT class to a CP class during a quarter the VT weighting for that quarter will not be given. When moving from a CP class up to a VT class VT weighting will only be realized if the transfer occurs before end of the mid-period.

Dropping/Adding Classes

Students are strongly discouraged from dropping classes. Dropping a course after the drop/add period will result in the grade of “withdraw fail”. A course may not be dropped before the end of a grading period just because a student does not like the grade that they have earned.

Dropping courses after this time is only permitted in the following circumstances:

1. Completion of a make-up course in summer school
2. Student does not meet the pre-requisite of the class
3. It is discovered that a class does not meet graduation requirements.
4. School made an error in the student’s schedule
5. Level change (only when approved by the teacher, counselor and principal)
6. Extraordinary circumstances requiring individual consideration by the administration

Process of Adding/Dropping Course

1. Action for course to be dropped must be discussed initially with the student’s counselor as a first step.
2. A drop/add request form (with reasons) must be completed and signed by the student, parent, and teacher when submitted to the counselor.
3. When appropriate, a conference for the student and teacher will be arranged by the counselor in an effort to resolve the need to drop the course.
4. Student must remain in current class until student receives a new schedule and teachers are notified.

Valedictorian and Salutatorian Selection

The valedictorian and salutatorian will be selected from the senior class using class rank. The following criteria will be used as a guideline:

Valedictorian will be selected from the highest class rank position of qualifying students.

Salutatorian will be selected from the highest class rank after the valedictorian position of qualifying students.

Valedictorian or salutatorians who tie for class rank will share the title.

GPA and class rank will be determined from a student's cumulative CHCA grade 9-12 transcript and records.

All students will be ranked according to GPA, but those with less than two years attendance at CHCA Upper School will not be eligible for the valedictorian or salutatorian award.

Homework Expectations

CHCA’S Upper School curriculum consists of a rigorous college preparatory program. Students in grades 7-12 should expect homework commensurate to such a program. Parents should encourage students to complete all assignments on time and to meet the expectations and requirements of each course.

Intersession

Upper School 9-12 January Term/May Term

This interim period is a two week term in January or May when our regular curriculum is suspended, and each student experiences a single course. This unique term generally occurs in January with every third year rotating to a May term right after exams.

Winter/May-Term enables students in grades 9-12 to engage in intensive learning: to study one subject in depth. The intensive format allows CHCA students to take advantage of the community's resources, to experiment with different places and styles of learning, allows the school to be responsive to student needs and interests,

and to offer serious independent study or mission opportunities. It allows students to carry our core values into new learning situations.

Each student will spend the Winter/May-Term taking one course or will be involved in one independent study project on a full-time basis. This course or project is part of the CHCA academic program, appears on the transcript, and carries .25 credits. Some courses will meet at the school while others will meet at various off-campus locations.

Courses: See CHCA Website at www.chca-oh.org

Upper School 7-8 Service Intersession

7-8 Service Intersession: Each fall CHCA 7-8 students take a week out of their normal routines to learn in unique ways and serve their community. 7th grade students experience opportunities to serve locally as a class while learning about personal character strengths. 8th grade students select from a variety of service experiences either local, domestic, or international.

Academic Honesty Policy

CHCA's purpose is to foster academic excellence in a Christ-centered environment. An essential element in the learning climate is honesty. Academic honesty is compatible with the CHCA philosophy; therefore, cheating in any form is unacceptable behavior.

Academic Dishonesty is defined as follows

- Copying or getting answers from another student on homework, class work, quizzes, labs, or tests; anything where individual credit or grades are given.
- Misrepresenting the work of others as one's own. Helping another student understand a concept is different than just helping them find a fill-in-the-blank answer which is just a short cut. Once a concept is understood the student must express it in their own words not in the identical verbiage of another student.
- Using on-line resources such as teacher's editions and solutions guides, without the permission of the teacher.
- Downloading internet material without proper referencing
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution, without prior approval.
- Any form of cheating connected to test taking; looking on another student's paper, using a "cheat sheet", using unauthorized information stored in a calculator, computer, or phone.
- Taking pictures of tests, quizzes, etc. for the personal benefit, sharing with others or any other reason.
- Aiding a fellow student to misrepresent the work of others as his/her own.
- Group work while a collaborative effort is to include an honest participation from each group member.
- Violating authorized guidelines established by instructors for individual assignments and collaborative work.
- Using computers, calculators, cellular telephones and other forms of technology in unauthorized or inappropriate ways to obtain or complete work, assignments, or examinations.

Academic, Behavioral, Social Contract

The contract is to provide an opportunity for a student to correct a special problem. Specific guidelines for improvement will be clearly communicated in the contract. The contract will last for a quarter. If the student does not improve to a satisfactory level, he/she may be asked to withdraw from CHCA or the contract may be continued for one additional quarter.

Three types of contracts may be administered:

- **Academic Contract** - A student must perform at an expected minimum level.
- **Behavioral Contract** – A student must cease disruptive/destructive behaviors.
- **Social Contract** - A student is prohibited from participating in activities such as athletic teams, school trips, music groups, etc.

Specific Student Responsibilities

The student will:

- assume all work is to be done individually unless specifically stated
- not “work together” on assignments to be graded individually
- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work: do not lend or borrow homework
- fully participate and contribute to group work
- learn how to attribute work properly by citation, footnote, and bibliography
- not look at another’s test to allow his/her test to be seen
- not talk during a test or about the test until all class sections have taken it
- not represent as his own the work of any family member, or anyone else
- not change a test item in any way when the test is returned for review

Consequences of Academic Dishonesty

First Offense:

- Student will receive a “0” on the assignment, test, or quiz.
- Parents will be contacted.
- Saturday detention
- A documenting letter will be placed in the student’s discipline file.
- If on the National Honor Society, the matter will be presented to the NHS Faculty Council for disciplinary action.
- Student will lose eligibility to be selected for NHS for one year.

Second Offense:

In addition to all of the above consequences, the student’s grade for the course in which the infraction took place will be lowered to a maximum of 50% for that quarter.

II. ATTENDANCE POLICIES

Absences

1. Upper School 9-12

Please call the Attendance Line, 247-9944 x 802 or email the front desk by 8:30 a.m. on the day your student is absent from school and give the reason for the absence.

Upper School 7-8

Please call the Attendance Line, 247-9944 x 803 by 8:30 a.m. on the day your student is absent from school and give the reason for the absence.

2. Make-up Assignments

If a student is absent, they are responsible for make-up assignments. If a student does not have an excused absence, they will not be allowed to make up work.

3. Homework Requests

Requests will be processed for an absence of three or more days. Please allow at least 24 hours to obtain assignments. These requests should be made through the Guidance Office at 247-0900, ext. 345.

4. **Early Dismissal**

Students should bring a note from a parent to the front desk before first bell indicating the reason and time for early dismissal. Students will receive an early dismissal slip to leave class at the designated time. If a student returns to school before the end of the day, they should sign in at the front desk and will receive a pass to class.

5. **Extended Absence**

When planning an extended absence from school for more than three days, please request an “Extended Absence Form” from the office at least one week prior to the absence. Complete the form and return it to school. More than 3 consecutive absences will not be excused without completion of this form.

6. **Excused Absences**

CHCA defines an excused absence as the following:

- Temporary or extended illness or injury (if absence exceeds three days, a doctor’s note is needed)
- Medical or dental appointments
- Family Emergencies
- Family vacation
- Academic, Athletic, and Fine Arts Competitions

7. **Unexcused Absence**

If a student has an unexcused absence they will not be allowed to make up work from those bells or that day and will receive a zero on any quizzes or tests administered that day.

8. **Missing Class to Do Homework**

Students who miss class to do homework will be considered unexcused absent.

9. **Absences and After-School Activities**

Students who are absent from school all day are not permitted to attend or participate in school activities that same day or evening, including athletic practices or games. In order to be eligible to participate in after-school activities, students must be at school in class *by 12:00 noon* and must remain at school and in class for the remainder of the day.

10. **Truancy from Class (on campus)**

NO credit will be given for work missed by a student who skips class. In addition, the student will be assigned:

- First Truancy - Saturday Detention
- Second Truancy - In-School Suspension

11. **Truancy from School (off campus)**

No credit will be given for work missed by a student who skips school. In addition, the student will be assigned:

- First Truancy - In-School Suspension
- Second Truancy – Out of School Suspension

Tardies

1. **Tardy to First Bell**

A student is considered tardy if they are not in their first bell class when the bell rings. Students who arrive late should report to the front desk for a Tardy Slip. The Tardy Slip is to be presented to the teacher for admittance into the classroom. A student who misses more than half of any bell will be marked absent from that bell.

- The Attendance Policy allows students to be tardy to their first bell class up to four times per quarter without consequence. These four tardies are intended to take care of emergency situations.
- For the 5th tardy, a 30 minute Detention will be assigned.
- For the 6th tardy, a 60 minute Detention will be assigned.
- For the 7th tardy and beyond, a Saturday Detention will be assigned for each occurrence.
- Students and parents should be aware that tardies and attendance are strongly considered when determining eligibility for AP classes and for National Honor Society.

2. Tardies to Bells 2 through 8

Detention for tardies will begin at the third tardy in each quarter. A student is considered tardy if they are not in the classroom when the bell rings. A student who misses more than half of any bell will be marked absent for that bell.

Missing Classes Due to Extended Tardiness

If a student is more than 30 minutes late they will be required to make up their time. Scheduling is done through the Upper School office and the time must be made up within a week. While there may be times that parents and students decide that extra sleep is in the best interest of the student's health, CHCA sets a "professional responsibility" expectation that requires students to make up the time that was missed due to oversleeping or other reasons. The philosophy behind this practice is simply that many professional jobs would expect that work time missed for that reason would be compensated with additional time worked.

Making Up Work

When students have an Excused Absence, it is the student's responsibility to make up the work missed. For any absence up to three days, students will be given two days after their return to make up work unless other arrangements are made with the teacher. For any absence longer than three days, make-up work must be arranged with the teacher. Work assigned prior to an absence should be submitted upon return, and assigned tests should also be taken upon return unless student brings a note from a parent.

Student Directed Learning (SDL) - Upper School 7-8

During SDL, students can work in quiet rooms or in collaboration spaces. They also have the option of seeing a teacher for help or one of their peers in the NJHS tutoring room. The goal of this time is for students to learn to manage their study time and get assistance when needed. This time also prepares students for PRT at the 9-12 level.

Personal Responsibility Time (PRT) – Upper School 9-12

During periods when a student does not have a class scheduled they are responsible for how they utilize this time. The goal is time management training for learning to make wise decisions before students experience the freedom of the college campus. There are certain parameters students must follow for PRT. It is not "do whatever you want to do" time. All students must stay on campus except seniors with parental permission provided they return punctually for their next class. **Underclassmen, grades 9-11, may not leave campus** but may enjoy the following options on campus:

- Utilize the Library for research, study, reading, etc.
- Conference with a teacher who does not have a class.
- Populate the Cafeteria for study, conversation with a friend, eating, etc.
- Use the Gym or Theater Commons if they need a study break or exercise. **(Lunch may not be eaten in this area.** Eat first or come play a game and then go eat lunch. Students may study up on the balcony in the Theater Commons but may not bring any food onto the stairs or balcony).
- Quietly study in **designated areas in the Miracle Commons** being sensitive to the business that takes place in this area. **Lunch may not be eaten in this area.**
- Meet with a counselor in the guidance office.
- **Food is only allowed** in the cafeteria, senior hallway, SOS Room (if having a meeting), and outside on the picnic tables. Responsible people do not litter; throw away bottles and all trash.

PRT students may not be in the hallways during any class time except to get something quickly from their lockers alone. There is to be no gathering outside of classrooms.

Students who are failing a class or have under a 2.0 average at the end of a quarter grading period need more time concentrated on their studies. **Since PRT is a privilege, any student who receives a failing grade or is below a 2.0 GPA for a quarter is required to report on time to the library during their PRT for the entire next quarter.** This privilege will be restored at the beginning of the following quarter if their grades have sufficiently improved.

Senior Privileges: Attendance and Final Exams

Senior privileges do not automatically apply. Each year early/late arrival and open campus privileges do not commence until announced by the administration.

Early Dismissal - Students granted the privilege of Early Dismissal may leave the school at the end of seventh bell.

Late Arrival - Students granted the privilege of Late Arrival are not required to be at school until the start of second period.

Senior Late Arrival Tardies - Grade 12 Students granted the privilege of Late Arrival should arrive to Second bell on time. Consequences for tardies begin with the 3rd tardy, just as they do for periods 2 through 7. For Late Arrival students, the 7th tardy will result in loss of the Late Arrival privilege for the remainder of the quarter, requiring the student to report to the school office by 8:00 a.m.

Open Campus Senior Privilege - Seniors who turn in a permission slip signed by a parent are allowed to go off campus during their lunch period and scheduled study hall. Students must provide their cell phone number to the school office. Students are responsible to sign in and out of the school when coming and going from the school building. Students may not leave during Chapels, Assemblies, or any normal scheduled class times. Seniors must maintain a minimum of a 2.0 grade point average in order to exercise the privilege. This privilege may be revoked at any time by the Administration. If a senior uses or is in possession of drugs or alcohol at any time, they will lose their open campus privilege for the remainder of the year.

III. STUDENT BEHAVIOR GUIDELINES

General Behavior Guidelines

It is nearly impossible to have an exhaustive list of all of the rules of the school and each classroom. Simply stated, a student must obey the duly constituted authorities in the school, i.e., administrators and teachers. Ultimately, most rules will be summed up in the following statement: **Students may not harm themselves or others, damage property, or disrupt any aspect of the learning process.** While this general statement sets the tone for appropriate behavior, there are certain behaviors which demand specific attention. Listed below are several such behaviors. Violation of any of the following rules related to the specific behaviors is regarded as a serious offense.

Discipline Measures

Detention Upper School 9-12 - Detentions are assigned in 30 or 60 minute increments and are served after school on Tuesdays and Thursdays. Serving a detention takes precedence over athletic practices, jobs etc. Detention notices are emailed electronically to parent preferred one email and student CHCA email. Parents must reply confirmation of receipt of email prior to the scheduled detention. Failing to serve on the assigned date will result in another detention double the time of the original detention.

Detention Upper School 7-8 – Detentions are served from 7:15-7:45 a.m. on Tuesdays and Thursdays.

Multiple Detentions - After a student receives three Detentions during a quarter, the fourth Detention will result in an additional Saturday Detention.

Saturday School - Saturday Detentions are held from 8:00am to 12:00pm on select Saturdays. Students are to bring study materials to the room assigned. Late arrival will result in another Saturday Detention. Failing to appear will result in an In-School Suspension.

Suspensions - This measure of discipline will be administered for offenses which the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing.

In-School Suspension - When an ISS is assigned, student will report immediately to the office and will be given class work that must be completed in isolation. Class work assigned or tests given on days a student is suspended are to be completed for full credit. The suspension carries the penalty of having one (1) point deducted from the student's quarter grade in each subject for each day suspended. This is not to exceed a deduction of ten points in one nine-week period. When suspended, students may not participate in any extra-curricular activities for that day.

Out-of-School Suspension - Students who are removed from school for a period of time should realize they are one step away from expulsion. Parents are advised to supervise the student and use this time to help their student work through their problem. The same academic penalty will result as in the ISS, except that all work will have to be made up once they return. Reasons for assigning an OSS include: repeated serious offenses, failure of a student to comply with disciplinary actions of the school, when a student's presence is deemed a threat to safety or major interruption to classroom instruction, other violations of school policy which specifically list an OSS as a consequence.

Expulsion - A student must leave school and may not re-enroll. For the complete process see the Family Information Guide.

Categorized Offenses

The below are guidelines used by the Administration, however they have complete discretion in all matters. Repeated offenses in any category may result in a more serious consequence.

Level I Offenses: The violation of any Level I offense will result in an After School Detention.

Dress Code Violation - See Dress Code section of the Handbook for a complete description of the dress code policy.

Disrespect/Classroom Disruption

Parking Violation - Students must register their vehicle in the high school office and receive a parking pass in order to park on any CHCA lot. Students must park in their assigned parking lot and space. Students who park on campus without registering for a parking pass will receive a detention and a \$50 fine. **Students who have a pass, but park in a lot or space not assigned to them will lose parking privileges for one week on the first offense and for one month on the second offense.** The third offense will result in a loss of parking privileges for the remainder of the year.

Cell Phone Use

- **Upper School 7-8:** Cell phones may not be used during school hours unless allowed by a teacher for educational use.
- **Upper School 9-12:** Cell phone use in class is left to the discretion of the classroom teacher. Teachers are to collect all phones when proctoring tests or exams.

Hallway/Lunchroom/Study Hall Behavior - Students are expected to conduct themselves responsibly. This includes general daily behavior, not leaving books or belongings in the hallway, not littering and not misusing a pass during class time.

Public Display of Affection - Discretion should be used in all physical contact between students on the CHCA campus and at any school sponsored event. Public Display of Affection beyond hand holding is not permitted.

Backpacks - In order to minimize the crowded conditions in hallways, stairways, classrooms and to promote safety, students are asked not to carry backpacks to class. Backpacks should be stored in the student's locker or on the space on top of the student's own locker. Any student with a temporary doctor's orders to be able to carry a book bag due to medical reasons, may only take books for a single class in the backpack. They still will be required to return to their locker in between classes. Once in class the backpack should be stored underneath the student's desk.

Headphones - Headphones may only be used in PRT Time or classes with teacher permission.

Level II Offenses: The violation of any Level II offense will result in a Saturday School. Repeated violations could result in a School Suspension or recommendation for an expulsion.

Failure to serve an After School Detention - Students are expected to attend detention on the date they were assigned. Students must receive permission from the Administration to make any changes to the date.

Skipping/Leaving Class Without Permission

Inappropriate Communication - Cursing, swearing, or other inappropriate communication is not allowed. This includes; offensive gestures, racial slurs, vulgar language, suggestive or offensive clothing, taking the Lord's name in vain or general inappropriate conversation. This includes both verbal and written communication.

Parking Off Campus during School Hours

Possession of Fireworks - Possession of fireworks on campus or at any school sponsored event without permission from the Administration is expressly forbidden.

Tobacco Products - The possession or use of tobacco products on school property is forbidden. This includes cigarettes, cigars, chewing tobacco, snuff, smokeless tobacco, hookah, electronic cigarettes, vapor cigarettes or any other product intended to be inhaled or otherwise ingested.

Level III Offenses: The violation of any Level III offense will result in an In School or Out of School Suspension. Repeated Behavior may also result in a recommendation for expulsion.

Failure to serve a Saturday School

Fighting

Stealing - Stealing another person's property is expressly forbidden. Taking food from the cafeteria without paying or falsifying identification information to cafeteria personnel is considered stealing.

Pornography - The possession or use of any pornography is strictly forbidden and may lead to Suspension or Expulsion.

Leaving School Grounds - Students may not leave the school grounds during school hours, for any reason, without a written request by the parents submitted to, and approved by the school office.

Leaving a School Sponsored Event - Students may not leave school sponsored events including, but not limited to, dances, field trips, and class outings before scheduled dismissal without a written request by parents submitted to, and approved by, event sponsors, teacher, or building Principal.

Level IV Offenses: The violation of any Level IV offense will result in a 5-10 day school suspension and a discretionary recommendation for expulsion.

Substance Abuse - The possession, use, or being under the influence of illegal drugs or alcohol is forbidden while on campus or at any school sponsored activity, including intersession. This includes prescription drugs (no prescription) and legal substances (including over the counter medication) that are used in an illicit manner.

First Offense:

1. Suspension for a minimum of five days.
2. Removal from leadership positions for the remainder of the quarter.
3. If a member of National Honor Society, the matter will be presented to the NHS Faculty Council for disciplinary action.

Second Offense:

Recommendation for Expulsion.

K-9 Resources Policy - In an effort to assist the school in providing a safe and drug free environment that truly fosters learning the school has enlisted the professional services of the K-9 Resources Company. This organization provides a confidential Safe School Tip Line which is 866-TipLine (866)847-5463. Random unannounced inspections may be performed to aid in enforcing school policy and providing a deterrent to unwanted items, substances and activity. Trained contraband canines and metal detectors may be used in this process.

Responsibility to Report - Every individual within the school environment (students, faculty, staff, parents, visitors) has a responsibility for the safety and security of the school and people in it. Each person must immediately report (to school administrators or the Safe School TipLine) any information concerning any act, intention, discussion or thought by any person pertaining to any past, present or future actions of unwarranted item, or substance or activity on school property or at a school function or which may have adverse effect on any person, place or thing.

Any student or staff having any knowledge of any item, substance or activity which is considered to be a violation of school policy (or law) must immediately report such information to any school official. Failure to do so may result in disciplinary action for being complicit in the act.

Vandalism - Students who willfully vandalize school property at CHCA or at other schools will be subject to serious consequences. Drawing vulgar images on school property is considered vandalism. Suspension and/or expulsion from school could result from this type of behavior as well as requiring restitution.

Level V Offenses: The violation of any Level V offense will result in an immediate 10 day suspension and a mandatory recommendation for expulsion.

Firearms or Other Weapons - The possession or use of a knife, gun or other deadly weapon is prohibited.

Explosives -The possession, use or threat of bombs or any explosive device is prohibited.

Distribution of Drugs - Distribution of illegal or prescription drugs and/or alcohol on school property or at school related activities is prohibited.

Engaging in Sexual/Intimate Activity with a Willing Partner - Engaging in sexual or intimate activity with a willing partner on school property or at a school related activity is prohibited.

Sexual Crimes - This includes but is not limited to forced sexual contact or sexual imposition according to the Ohio Revised Code. Local authorities will be contacted. Charges may also be filed by the local authorities.

Level VI Offenses: The following offenses are very fact-dependent and can result in a variety of consequences including expulsion.

Bullying: Drawing from a significant variety of expert resources, CHCA defines bullying as a written, verbal, electronic or physical act that is intentional, repeated, pervasive, malicious, sufficiently severe, and targeted toward another student which causes mental or physical harm. While other negative behaviors will continue to be corrected with appropriate discipline, not all such behavior shall be considered “bullying” unless it consistent with this definition.

Sexting - Sexting is the act of sending sexually explicit or suggestive messages, photos, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion and in the notification of local law enforcement. School discipline will be dependent on the seriousness of the offense, taking into consideration: 1) what was sent (sexual language, sexually suggestive images and/or video, sexually explicit images and/or video, and whether images and/or video are generic or of CHCA community members), 2) to whom the material was sent (sexual content exchanged between willing participants, an unwilling participant, to third parties about another person), and 3) the intent (engaging another student sexually, harassing/aggressive behavior against another student, defaming/slandering another student to third parties). Students are required to immediately report any such activities to a teacher or a school administrator.

IV. STUDENT INFORMATION

Automobile Registration - To receive a parking pass, a student must complete an Automobile Registration Form, present a valid driver’s license, and pay a \$40.00 or \$60 parking fee. **Seniors may park on the main**

campus in their assigned space only and must hang their parking tag from the rearview mirror. Underclassmen must park in the Snider Road parking lot and must display their parking sticker in their front windshield. Students may not give their parking pass or assigned space to another student. The administration may revoke the privilege at any time for reasons including, but not limited to, unsafe driving on school grounds and disobeying any rules related to the use of the car.

Work Permits - The procedures for applying for a work permit are as follows:

1. Pick up an application outside the Guidance office, paperwork cabinet
2. Complete all areas pertaining to the student.
3. Take the form to prospective employer for them to complete their portion (Note: the employer must provide their EIN# in order to process your application – effective 9-1-02)
4. You must obtain a physical and your physician must fill out the “Physician’s Certificate for Minor Work Permit” form.
5. Return ALL COMPLETED FORMS to the CHCA Upper School Office, along with a copy of the student’s birth certificate or driver’s license, for final processing and issuing of a work permit. Allow 24-48 hours for the processing of the application and obtaining the actual permit.

Messages and Deliveries - Messages and deliveries from home are relayed through the Upper School office. **They are to be kept to a minimum.** Calls should be made by **12:00 noon** so there is adequate time to distribute messages by afternoon dismissal.

Student Lunches - Lunch is available daily in the cafeteria, Great Thymes Foodservice takes cash, credit cards and has available a prepaid pin account (parent must arrange with cafeteria to put money into account first; jenny.tippett@chca-oh.org).

Textbooks - Students will be given a number of consumable workbooks. All other textbooks are borrowed from the school. On the day of issuance, the name of the student should be written inside the front cover of all textbooks and in the teachers' record book. Books are to be handled with care and kept in good condition. Any damage and/or replacement costs must be paid prior to issuance of final grade reports.

Field Trips - Teachers are encouraged to take students on field trips to learn firsthand some of the lessons which are also being studied in the classroom. Such trips are carefully planned in advance by teachers. Behavior on buses or on field trips is expected to be the same as in-school behavior. Parents are always notified of planned trips. All students participating in a field trip must return permission slips from their parents.

Chapel Conduct -

1. Students should not put their feet on the back of chairs in front of them.
2. No talking during presentations.
3. Stand when directed to do so by the Worship Leader.
4. No food or beverages are allowed during chapel.
5. No studying during chapel.
6. No phones can be used in any way during chapel unless directed otherwise.

Pregnancy Policy - While we are first and foremost an academic institution, CHCA is also a Christian community. Our intention is to be a community that extends love and grace in an appropriate way. We evaluate each situation with a sincere desire to find a Christ-honoring solution that is best for both the student and the entire community. The administration will evaluate each situation to determine the best course of action for both the male and female students involved in the pregnancy as it relates to school attendance and coursework.

Internet Policy - Items placed on Facebook, YouTube, Twitter, Instagram, Snapchat, and other social media internet sites by students who in any way identify themselves as a CHCA student must reflect Christ-like conduct as outlined in this Handbook. As representatives of CHCA, students should not submit anything to a site that includes objectionable content or that reflects negatively on others, including the school or negatively affects the learning or social environment of the community. Violation of these policies may result in:

- Detention and parent contact
- In-School Suspension
- Suspension
- Expulsion

Health Services and Medications - A registered nurse is available on campus from 8:00 a.m. to 3:00 p.m. on regular school days. The Upper School 9-12 nurse can be reached at (513) 247-9944 X 309; the Upper School 7-8 nurse can be reached at (513) 247-9944 X 209.

Students who have been ill should not return to school until they are:

- Fever-free for 24 hours without aid of Tylenol, Advil, etc.
- No vomiting episodes for 6 hours.

Students are not allowed to have medications (prescription or nonprescription) on their person, in their backpacks, cars or lockers. The only exceptions to this rule are asthma inhalers and Epi-pens, which must have a physician and parent order on file in the clinic. A completed School Medication Permission Form must be on file with the Nurse before any medication can be administered to a student during school hours. Students are not permitted to self-administer any medications except asthma inhalers or Epi-pens. Medication forms are available on the CHCA Website, the HS app or from the office.

Elevator - This building has an elevator for students who are unable to use the stairs for the reason of an injury or handicap. One non-injured person may travel with an injured student if they are assisting them by carrying books or other items needed in class. Students not in this category are prohibited from using the elevator. Violations of this policy will result in disciplinary action.

Lockers - Each student is assigned a locker. These lockers are the property of the school and may be inspected by school officials to maintain health and safety or to investigate suspected storage of dangerous, unauthorized, or illegal items. Locker contents are subject to search by Administration/designee at any time, with or without reason. CHCA cannot be responsible for theft or damage to items stored in student lockers. Students are urged to lock their lockers and leave valuables at home. Students may not deface lockers. Decorating lockers is limited to items that are adhered with a magnetic or sticky tack and should be in line with the school's Christian values. Students may not share lockers. Students are responsible for keeping lockers clean, free of food (except for that day's lunch). Students are responsible for all items in their lockers and they must be kept closed and locked.

Extra-Curricular Activities -

1. **Absences and After-School Activities** - In order to attend an extracurricular function or participate in a sport, a student must follow the protocol set by the department overseeing that activity.
2. **Dances** - Students must arrive within an hour of the starting time and are not permitted to leave until one hour before the end of the dance. Once a student leaves the event, he/she will not be permitted to return. (Parents will be notified of any infraction.) Guests may not be a Middle School student, must currently be enrolled in high school and may not be over the age of 19. The only exception is for Prom, where guests must be no younger than 10th grade and may not be over the age of 20. Please see the Dress Code Guidelines for Upper School 9-12 for the Dance Dress Code Policy.
3. **Non-CHCA Students** – Students who do not attend CHCA must have a completed Permission Slip on file in the office before attending any event, except athletic events. (Alumni will be expected to have a Permission Slip on file in the office for events other than Homecoming.)
4. Students must present tickets at the door at which time their attendance will be registered.
5. All school rules will be enforced at extracurricular activities. Any infraction will result in parent notification and possible penalty. All guests are expected to abide by the same rules.
6. **Personal Profit** – **No personal profit is permitted for students selling school related t-shirts, athletic wear/gear, or any other products.**

Dress Code -

We have developed a community standard for dress code expectations at the Upper School. While we are not determining the morality of specific articles of clothing, we are setting a community standard which all of our students are to abide by. The dress code allows student to express their individuality while also reflecting that they are young people of influence whose input and contribution should be taken seriously. Students are to dress in clothes conducive for learning and for who they are becoming. They are scholars and leaders in training. Like many things with teenagers, at times there is a need for redirection. The spirit of the dress code is to help them remember 1) Who they are in Christ 2) How they represent themselves affects how they are perceived by others 3) Their dress should communicate that they are worthy of the respect they deserve. We partner with parents in this and ask that parents ensure that their students are in compliance with our community standards for dress code as they leave for school each morning. This is first and foremost the parent's responsibility as they oversee the purchase of clothing items for their children and send them off to school. We are committed to partnering with you in the enforcement of these standards. On the occasion where a student arrives to school not in compliance with these standards, the student will be subject to standard disciplinary procedures as outlined in Dress Code Enforcement.

To assist CHCA families in understanding and enforcing the dress code, please read the following examples:

- No sleeveless tops or tops that reveal the midriff when sitting, standing, or bending over
- No open back shirts
- Yoga pants must be worn with a long top.
- No pajamas
- No tops that reveal any cleavage when sitting, standing, or bending over
- No hats, hoods, sweatbands, bandanas except on special spirit days
- Piercings are limited to small holes, no gauges or expanders. Nose studs may be worn but no rings, chains, etc...

- No jewelry, clothing, or other items with obscene, violent, gang, tobacco, drug, alcohol related or degrading messages or images
- No clothes that reveal undergarments when sitting, standing, or bending over
- No blankets
- Shorts, skirts, and dresses must fall below mid-thigh when sitting, standing, or bending over.
- Pants must be worn no lower than the hip bone and must not drop below when sitting, standing, or bending over.

Dance Dress Code Policy - Boys must wear a dress shirt, dress pants, shoes, and a tie; sports coat is suggested but optional. Boys may not wear shorts. Baseball hats and head bands are not appropriate.

For girls, no split two-piece dresses are allowed. The back of the dress may be cut out above the hip bone, but no midriff or sides may be exposed. Tight, short dresses are not to be worn. Tops of dresses should adequately cover the student. Girls may not wear shorts.

Consequences For Breaking Dress Code -

1. Students will be immediately required to change into something appropriate. They will wait in the office for a parent to bring them a change of clothes or drive home if they have permission from a parent.
2. If the student misses class, it will be counted as an unexcused absence.
3. A second offense will result in a 60 minute detention, as well as being required to change.

Food and drink restrictions - In order to maintain a clean and neat facility, food and beverages must be handled responsibly. No trash should be left around the floors, tables and chairs. Bottles, wrappers and other trash must be placed in trash receptacles. Teachers will set classroom guidelines in order to maintain optimal efficiency for participation and safety in the classroom. Students are to use the designated periods to eat lunch (not during regular classes). **All students must eat their lunches in the cafeteria or outside where picnic tables are located.** Seniors may be the only ones with special privileges to eat elsewhere.

Lunch and cafeteria behavior - During lunch all food items are to remain in the cafeteria or the designated areas for eating outside. Students are expected to throw away all their trash and to take pride in keeping the building and campus litter free.

CHCA Computer Guidelines

For computer guidelines, please click [here](#) to view the CHCA technology page which includes the *Responsible Use and Internet Safety Policy*.

V. GRADES 9-12 COMMUNITY SERVICE

Community Service Hour Requirements

Graduation requirements include 120 hours of Community Service. Any hours submitted after the current school year must be approved by the Outreach Office before submitting for credit.

- We believe the spirit of community service at CHCA ought to reflect our commitment to follow Christ. In Christ's teachings and examples, we see that he placed special emphasis upon serving those less fortunate, i.e. the poor, widows, children, etc.
- We believe that our students would benefit greatly by learning about the real needs and issues of our world by experiencing different populations of people in need.

- We believe students and society would benefit greatly from direct involvement with people versus task-oriented jobs.

What DOES count - Community Service may be defined as unpaid work performed to benefit the community-whether emotional, material or spiritual. *Community service is to be completed through a non-profit agency or event or to a person in the community who would be considered disadvantaged.*

What does NOT count - Please keep in mind that service completed for *profit-making businesses/services, individuals who can afford to pay for services rendered, and for family members* (including family owned businesses) are not considered community service.

Requirements:

1. Students are to donate 50% or more of their community service hours in direct service to disadvantaged people groups. These hours will be recorded as “needy” service hours. Disadvantaged people groups may be defined as the poor, elderly, handicapped, the widow, orphan or stranger (homeless). Direct service involves students engaging with people. Preparation for service is essential, but is not included within the 60 “needy” hours (50% of the 120 total hours) of the service requirement.
2. Inclusive to the 120 hours of community service hours, students are to complete two mission projects. If the student enters CHCA in 9th or 10th grade, one of which must be a CHCA Mission Project. Students are to complete one mission project by the end of their sophomore year and a second mission project by the end of the first semester of their senior year. If the student enters CHCA as a junior or senior, only 1 mission trip is required. Non-CHCA Missions must be pre-approved by the Outreach Office.
3. Mission project hours counted are those in which the student is engaged in direct service/ministry. Hours not counted are: training, travel, sleeping, eating, social time, and recreation.
4. Students lacking 30 hours of service for each academic year (and at least 1 mission project by the end of the sophomore year) will not be eligible for extra-curricular activities until hours are completed and documented in the Outreach office.
5. Hours are to be completed outside of normal school hours.

Questions and forms should be directed to Karen Hordinski- High School Outreach Coordinator, karen.hordinski@chca-oh.org.