



CHRISTIAN HERITAGE SCHOOL

MIDDLE SCHOOL (GRADES 6-8)

# PARENT & STUDENT HANDBOOK

2022-2023 SCHOOL YEAR

EDUCATING CHILDREN TO SERVE CHRIST

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# FOUNDATIONAL STATEMENTS & GOVERNING PRINCIPLES

## OUR MISSION

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*Educating Children to Serve Christ*

## OUR PILLARS

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- † Academics that Challenge
  - Providing rigorous academics that create an environment that fosters a passion for learning and achieving while equipping students for college and beyond.
- † Athletics that Build
  - Building men and women of strong faith and deep moral character on and off the field.
- † Arts that Inspire
  - Helping students develop their passions and abilities in the visual and performing arts.
- † Active Faith that Endures
  - Helping students trust God and develop hearts of compassion as they learn to serve Christ.

## OUR STATEMENT OF FAITH

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- † The Bible
  - The Holy Scripture is the only sufficient, certain, and infallible rule of saving faith and obedience. The Bible is the inspired and inerrant Word of God (II Timothy 3:16; II Peter 1:20-21; Matthew 5:17-18; I Thessalonians 2:13; I Corinthians 14:37).
- † The Trinity
  - The God of the Bible is one essence yet revealed in three Persons: the Father, the Son, and the Holy Spirit. These three Persons are the same substance, equal in power and glory. God is our Creator, Ruler, Redeemer, and Judge (Matthew 28:19; II Corinthians 13:14).
- † The Father – First Person of the Trinity
  - God, the Father, is the first Person of the Godhead. He is eternal, infinite Spirit and the Sovereign Ruler over all creation, both visible and invisible (Genesis 1:1; Exodus 3:14; Psalm 24:1; John 8:28-29; Ephesians 1:3-11).
- † The Son – Second Person of the Trinity
  - Jesus Christ is the second Person of the Godhead, co-equal and co-eternal with the Father. He was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary death, and was raised bodily from the dead. He ascended into Heaven and is seated at the right hand of God the Father as Kings of Kings and Lord of Lords (Isaiah 7:14; Luke 1:34-35; John 10:29-33; Philippians 2:6-7).
- † The Holy Spirit – Third Person of the Trinity
  - The Holy Spirit is the third Person of the Godhead, co-equal and co-eternal with the Father and the Son. The Holy Spirit is given to every believer at conversion as the Indwelling Comforter, Guide, and Helper (Genesis 1:1-2; John 14:16-17; John 15:26-27; John 16:7-11; Romans 8:9; Titus 3:5).

- † The Fall
  - Man was created in a state of sinlessness, but he voluntarily broke God's law, and both sin and death entered the world. As a result, every person lives under the bondage of sin and the threat of eternal separation from God. No one can save himself. Consequently, without saving faith in Jesus Christ, everyone is under condemnation (Genesis 3:1-3; Psalm 51:5; Romans 3:23; Romans 5:12; Ephesians 2:1; Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6; Romans 3:21-26).
- † Salvation
  - Through His mercy and grace, God provided redemption in the work of Jesus Christ, who in His death took upon Himself the guilt and condemnation of His people and in His resurrection broke the power of sin and death. Only through His finished work can man be justified by faith, adopted into the family of God, and assured of eternal life (Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6; Romans 3:21-26).
- † Christian Life
  - God's requirement for every believer is to live by loving God and consistently obeying His commands (John 14:21; John 15:5; I Peter 1:13-19; I John 2:4-6).
- † Gender
  - God created mankind in His own image, and He created mankind as male or female. Mankind is not androgynous, nor can male or female be changed from one to another (Genesis 1:27).
- † Marriage
  - God created marriage to be the uniting of one man and one woman in covenant commitment and declared that such marriage should be honored by all (Genesis 1:27; Genesis 2:18; Genesis 21-25; I Corinthians 7:2-4; Hebrews 13:4).
- † The Gospel
  - The Gospel is the Good News of Jesus Christ that He lived a sinless life, died an atoning death, and was raised bodily from the dead to redeem sinners from the guilt of sin and fear of death. This redemption causes the sinner to be born again. He trusts Jesus Christ alone for his salvation, receives a new spiritual nature, and is assured of eternal life (I Corinthians 15:1-9; John 3:3; Romans 5:1-2; I Peter 3:18).
- † The Church
  - Jesus Christ has a body on this earth which is His church. She is made up of His people. He is the Head of the church and has commissioned her to make disciples from all nations (Matthew 16:18; Colossians 1:18; Ephesians 3:10; Matthew 28:19; Ephesians 4:4-16).
- † The Return of Christ
  - Christ will personally return in glory to execute final judgment. The unrighteous will be condemned to endless punishment in Hell, and the righteous will enter into endless joy in Heaven (John 14:3; I Thessalonians 4:13-18; Revelations 19:11-16).

## PARTNERSHIP

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The school and community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

Christian Heritage School believes that:

- † Students are gifts of the Lord and belong to their parents, not the state or Christian Heritage School.
  - Parents are responsible for the conduct of their children.

- The school derives its educational authority from the parents and stands in "loco parentis" during the school day.
- † CHS encourages parental participation in as many programs and activities as possible by:
  - Serving as volunteers in day-to-day activities
  - Attending/participating in the special programs and activities of the school
- † Student files are open to parents for review according to the Family Education Rights and Privacy Act Policy.

At CHS, parents play an important part in the educational process. The Bible teaches that parents are responsible for their children's nurture, training, and education (Deuteronomy 6:7; Proverbs 19:18; Proverbs 22:6; Ephesians 6:4). Schools such as CHS serve as a tool to help them fulfill their responsibility. Parents should remember that their part in their children's education is essential. Their role is to be more than homework monitors, carpool drivers, and volunteers.

## AUTHORITY

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The Board of Trustees has delegated the authority for the day-to-day operation of CHS to the Head of School. In turn, the Head of School has delegated responsibility and authority to divisional directors to handle most behavioral and disciplinary matters. Thus, behavior that requires disciplinary responses such as detentions and suspensions is strictly under the domain of these administrators. Issues that result in recommendations of non-renewal, exclusion, or expulsion, however, will be reviewed by the Head of School. His decision in each case will be final.

## BOARD OF TRUSTEES

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Christian Heritage School is a legal corporation incorporated in the state of Georgia and managed by its chief executive officer, the Head of School, under the authority of the CHS Board of Trustees. All parents and guardians of children attending the school maintained by the corporation who, by their signature, agree to all of the statements in Christian Heritage School's philosophy and doctrinal statements are members of the corporation, along with all community trustees. The corporation shall hold one regularly scheduled annual meeting of its members each school year, the place and time to be set by the Head of School, who will also prepare the agenda.

The Board of Trustees will maintain a size of seven to 15 elected members called trustees. A maximum of three parent trustees will serve on the board, along with a maximum of 12 community trustees. Parent trustees serve three-year, staggered terms, such that one parent trustee is elected by the corporation annually. Community trustees serve indefinite, three-year terms and are elected by the board.

The purpose of the Board of Trustees, on behalf of God as the Ultimate Owner and as fellow stewards of our corporate community clearly committed to the ends of CHS, is to ensure that CHS achieves appropriate results for appropriate recipients at an appropriate cost or priority (as specified in board ends policies) and avoids unacceptable actions and situations.

For additional information regarding the Board of Trustees, including the school's ends statements, please contact Kent Harrison, Head of School, via email at [kharrison@chslions.com](mailto:kharrison@chslions.com).

## NON-DISCRIMINATION POLICY

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CHS does not discriminate on the basis of race, color, socioeconomic factors, national, or ethnic origin in the administration of its admissions policies, hiring policies, educational policies, financial aid programs, athletic, and other school-administered programs. CHS reserves the right to refuse admittance to any family it believes may cause disruption to the community spirit that exists among the families currently involved in the school.

CHS will not accept any behavior that creates an intimidating, threatening, hostile, or offensive educational environment or substantially interferes with the student’s academic performance. Examples may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes.

## DISCLAIMER

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This handbook does not serve to contractually bind Christian Heritage School in any way and is subject to change without notice by the administration or the Board of Trustees.

# SCHOOLWIDE INFORMATION

## ACCREDITATIONS & MEMBERSHIPS

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As CHS continues to flourish and grow as a school of excellence, it is important to maintain academic accountability and credibility in the educational community.

CHS is accredited by the following organizations:

- † Southern Association of Independent Schools (SAIS)
- † AdvancED (formerly SACS)

CHS is a member of the following organizations:

- † Alpha Delta Kappa
- † The American Association of Teachers of Spanish and Portuguese (AATSP)
- † American Council on the Teaching of Foreign Languages (ACTFL)
- † Association of Donor Relations Professionals (ADRP)
- † Atlanta Area Association of Independent Schools (AAAIS)
- † Council for Exceptional Children
- † Education Records Bureau (ERB)
- † Foreign Language Association of Georgia (FLAG)
- † Georgia High School Association (GHSA)
- † Georgia Independent School Association (GISA)
- † Georgia Music Educators Association (GMEA)
- † Interactive Metronome
- † International Association for College Admission Counseling (International ACAC)

- † International Dyslexia Association
- † MISBO
- † National Business Officers Association (NBOA)
- † National Council of Teachers of Mathematics (NCTM)
- † National Education Association (NEA)
- † National High School Strength Coaches Association (NHSSCA)
- † National Institute for Learning Development (NILD)
- † National Science Teachers Association (NSTA)
- † National Strength and Conditioning Association (NSCA)
- † Phi Beta Mu
- † Professional Association of Georgia Educators (PAGE)
- † Southern Association for College Admission Counseling (SACAC)

## BOOKS, SUPPLIES, & FEES

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Textbooks will be provided by the school. Damage beyond normal use to a student's books will result in a damage fee to the student. Lost or destroyed books must be replaced at the student's expense. Supply lists will be posted on the school website.

## CAMPUS OPERATING HOURS

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Both school buildings (North Campus and South Campus) open at 7:30 a.m. each school day. School office hours are 7:30 a.m.-4:00 p.m. on weekdays. Regular school days begin at 8:00 a.m. (Monday, Tuesday, Thursday, Friday), and late-start Wednesdays begin at 9:00 a.m.

Students in grades K-5 are dismissed at 3:10 p.m., students in grades 6-8 are dismissed at 3:20 p.m., and students in grades 9-12 are dismissed at 3:30 p.m.

On designated half days, CHS will dismiss grades K-5 at 11:45 a.m. and grades 6-12 at 12:00 p.m.

## EMERGENCY SCHOOL CLOSINGS

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In the event of inclement weather, CHS will announce its own closings and re-openings. Parents will receive an email from CHS Communications via FACTS SIS in addition to alerts via social media posts.

## FINANCIAL AID

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Because of the sacrificial giving of families in our community, Christian Heritage School has the privilege of awarding financial aid to families based on demonstration of need. Financial aid applicants must reapply each year, and awards are offered in graduated amounts depending on the needs of the family and the funds available. Financial aid awards do not cover the total cost of the student's attendance; therefore, parents or guardians must remit the remaining balance. All CHS financial aid is offered solely on demonstrated need. In compliance with Georgia High School Association (GHSA) regulations, CHS provides no merit-based scholarships. To ensure compliance, GHSA may require CHS to provide financial aid information for those students who compete in GHSA-sanctioned activities such as athletics, drama, and music. Awards are granted on a year-by-year basis, with priority given to

current CHS financial aid recipients. If the opportunity exists, current CHS families (who are not currently on financial aid) and then, newly accepted families are considered.

Christian Heritage School uses School and Student Services (SSS), sponsored by the National Association of Independent Schools (NAIS), to process financial aid applications. Based on the financial information provided in the Parent's Financial Statement (PFS), SSS analyzes your information, which is a starting point to help us make fair and objective financial aid decisions based on all of the financial information CHS receives. For further information, visit [chslions.com](http://chslions.com) and click on the "Admission" tab at the top of the page.

## FUNDRAISING GUIDELINES

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CHS has developed fundraising guidelines to protect the school, students, parents, and the community from being burdened by multiple fundraisers and to maintain the integrity of all fundraising activities. All fundraising activities must be approved by the CHS Development Office.

## GUIDANCE

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The guidance program at CHS is composed of individual and group services designed to support all students in achieving optimal development in spiritual, educational, vocational, personal, social, health, and civic concerns. The guidance and counseling service at Christian Heritage School will consist of the following programs: testing, classroom guidance lessons, individual counseling, group counseling, teacher in-service training, college preparation and scholarship information, and teacher consultation. CHS is not only a "college preparatory" school but also a "calling prep" school. The ultimate desire is that every student leaves CHS with a keen awareness of how God hard-wired them and that they will use their individual gifts, abilities, and passions to advance His Kingdom. The faculty and administration will work jointly in providing guidance for students in spiritual needs, academic needs, and in seeking vocational direction.

## LUNCHROOM POLICIES

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If your family chooses to order school lunches, they must be pre-ordered through MySchoolAccount. MySchoolAccount requires students to be accountable for their own student ID numbers. Each student will receive a lunch card, however, each student also needs to memorize and be able to enter their student ID when they come through the lunch line. Each day, once all pre-ordered meals have been picked up, extra meals and sides, if available, will be sold. Any additional information regarding the lunch ordering process can be accessed on the Lunch page of the CHS website.

Students may bring lunch from home.

### ***Food Delivery Policy***

Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. Please remember that only parents and immediate family members in the computer system can deliver food to students during the school day. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Food delivered to students by outside delivery companies will be confiscated. If a student opens an outside

door to allow an outside food delivery, they will face disciplinary consequences as that creates a security risk.

## **PARENT FINANCIAL RESPONSIBILITY**

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### ***Tuition Refund Policy***

Based upon signed financial agreements with CHS families, the school hires teachers and purchases textbooks and supplies for the next school year. When a student leaves CHS before the end of the year, this results in a significant loss of income that was committed to teacher salaries and supplies. Another family may have also been prevented from enrolling their child due to a shortage of space. If a student withdraws after enrolling, the family agrees to pay and will be charged the full tuition for the remainder of the academic school year. Tuition will be due at the time of withdrawal. Transcripts will be held until full tuition is paid.

### ***Past-Due Accounts***

No report cards will be issued, online access to FACTS SIS will be blocked, and no transcripts will be sent at the end of any nine-week period or the end of the school year until all required payments have been received in full. If tuition payments are 60 days past due, the Business Office will contact the family.

### ***Withdrawal***

Withdrawal from school must be made by the parent or guardian, in person, and in the office. Academic transcripts and/or final report cards for the year will not be released until all outstanding bills are paid.

## **STUDENT SUPPORT SERVICES**

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Student support services are monitored by Pinnacle. Pinnacle seeks to improve academic areas by working hand in hand with teachers using periodic student updates and developing accommodations within the classroom to better benefit the student in identified deficit areas while intervention is taking place. Parental involvement and student cooperation are keys to the success of the program. Diligence and regularity in the completion of Pinnacle classwork and homework is an essential component.

The need for Pinnacle services is determined by student struggles, teacher/parent recommendations, and diagnostic testing. The referral process can begin once the parents agree to have contact with the academic dean. A psycho-educational battery of testing is required before a student is accepted into Pinnacle. This consists of a cognitive and an achievement test administered by an outside agency. Additional tests may be administered by a qualified examiner at Christian Heritage School.

# HEALTH SERVICES

*Please note that due to enhanced health and safety measures in response to COVID-19, CHS's most current health services policies may be accessed by contacting Becky Boyd, School Nurse, via email at [bboyd@chslions.com](mailto:bboyd@chslions.com).*

## ILLNESSES & ALLERGIES

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Illnesses that occur during school hours should be reported immediately to the teacher. Parents will be contacted if their child is too sick to attend class, or with other medical concerns. No over-the-counter medication will be given to a student without parental consent being given. Medical consents and health concerns were filled out in the enrollment information and can be updated through the front office. Under no circumstances should a student be in possession of or share any medication with another student. Under no circumstances should a student leave the building because of illness without signing out from the front office. In case of emergency, transportation will be provided, if necessary, to take a student to the hospital.

CHS recognizes that some children suffer from health problems that range in degree of severity from mild to life-threatening (including, but not limited to, hay fever, bee stings, exposure to tree nuts, exposure to peanuts and peanut products, diabetes, lupus, anorexia, bulimia, etc.). All parents are placed on notice that the school is not equipped, either medically, financially, or facility-wise, to deal with such problems. Please note that if you choose to enroll, re-enroll, or to allow your child to continue to attend CHS, any difficulties with regard to such health issues shall be the sole responsibility of the parents. By accepting this policy, you are acknowledging that CHS, its staff, and personnel are not equipped, educated, or trained in the area of healthcare, and therefore, the responsibility for your child's health problems or condition falls upon you as their parent(s). By enrolling, re-enrolling, or continuing to allow your child to attend CHS, you are deemed to have accepted this policy; you have agreed to accept any risk, responsibility, and liability resulting from any health-related issues, exposures, or needs of your child while on the premises of Christian Heritage School or while participating in any activity or field trip sponsored by the school. Also, by accepting this policy, as set forth above, you are deemed to have assumed all risk to the health of your child, and you hereby release CHS from any and all liability in that regard. Further, by accepting the terms of this policy, you agree to indemnify and hold harmless Christian Heritage School from any expenses, damages, or other exposure against the school in regard to your child's health-related condition.

## INFECTIOUS DISEASES

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CHS will work cooperatively with the local, county, state, and federal agencies to enforce and adhere to the state health codes for the prevention, control, and containment of infectious diseases within the school. Administrators will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions, including the necessary Immunization Assessment Program to provide for preventable infectious disease control. Administrators may exclude students and/or personnel from school who are suspected or diagnosed with an infectious disease, or whose exposure to an infectious disease may threaten the well-being of that individual. All reportable infectious diseases will be referred to the public health authorities by the administrators.

Because CHS is interested in the health of all students, children exhibiting the following symptoms should stay home until the symptoms are either treated or resolved:

- † Fever: The student has a temperature that is greater than 100.4. The child may return to school when they have been fever-free for 24 hours without the use of fever-reducing medication.
- † Vomiting/Diarrhea: The student should not return to school for 24 hours following the last episode.
- † Cough: The student should remain home if he/she has a continual cough with phlegm or accompanied by a sore throat or wheezing.
- † Eye Infection (Conjunctivitis): “Pink Eye” or drainage of mucus or pus will require 24 hours of antibiotic treatment before a student may return to school.
- † Lice: A parent will be notified, and the child will be sent home with love bugs or nits (lice eggs). Treatment(s) must be given with no live lice present before returning to school. It may be necessary to remove nits or eggs with a fine-tooth comb. Students will need to check in with the nurse before returning to class with future re-checks as needed. Other students who have had close contact with the child may also need to be screened.

## MEDICATION

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For the safety of your child and the effectiveness of CHS teachers and staff, only the medications that are absolutely needed will be administered during school hours. Students are not allowed to carry medication while at school. Any medication should be left in the nurse’s office and should be labeled and in the original container. Conditions, medications, allergies, etc. can be addressed in FACTS SIS and referenced through the school year.

- † Over the Counter Medication
  - For your child to have ibuprofen, acetaminophen, antacids, or diphenhydramine (Benadryl), consent must be entered in FACTS SIS. No medication will be given without this consent. If you have a specific over-the-counter medication you wish your child to receive, you may leave that with the nurse with instructions.
- † Prescription Medication
  - Prescriptions must be in their original labeled container with the student’s name. These will need to be brought in by the parent and left with the nurse or office. When leaving a prescription medication, a Medication Authorization Form addressing the reason for the medication, the dosage, and the time to be given will need to be filled out. If the prescription changes in any way or is discontinued, you will need to update the form or speak with the nurse. This applies to both daily and short-term prescriptions. It is the responsibility of the parent to provide the refills as needed.

The school nurse or designated staff will be responsible for giving any medication. No other staff or volunteer should give any of the scheduled medication unless specified by the school nurse. Medication to be given on an “as needed” basis will be given according to the authorization schedule or order received by the nurse. CHS will not be responsible for any medications left at school at year-end. Medications not picked up by the end of the school year will be disposed of.

CHS follows the Official Code of Georgia Annotated regarding service animals and assistance animals.

# TECHNOLOGY

## ACCEPTABLE USE POLICY (AUP)

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Christian Heritage School is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of CHS in providing access to students is to promote educational excellence by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be in support of education and research consistent with the school's educational objectives.

CHS believes that technology and its utilization enhance the quality and delivery of education and is an important part of preparing children for life in the future. All users of the computing facilities must act responsibly and maintain the integrity of these resources. CHS reserves the right to limit, restrict or suspend computing privileges and access to its resources. Library and technology services should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks. The user community is expected to cooperate with the library and technology services in its operation of computer systems and networks as well as in the investigation of misuse or abuse.

CHS wants its students to be responsible and ethical users of technology. In an effort to clarify what that means in a 1:1 technology environment, an Acceptable Use Policy (AUP) has been created to define how CHS students are expected to use their devices and the Internet. Access to the Internet is made available only under the supervision of CHS faculty. Lower school students are not permitted to access computers without adult supervision in the room. Permission is not transferable from one student to another and may not be shared. To remain eligible as users, students' use must be consistent with the educational objectives of the school. Students will display school-appropriate conduct pleasing to God when using the computer equipment or network and shall maintain an environment conducive to learning.

Violation of the AUP can result in consequences ranging from temporary loss of computer access privilege up to suspension or expulsion. The severity of the consequence will depend on the nature of the offense and is at the discretion of the administration.

## INTERNET ACCESS

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The community of technology users must understand that the Internet is a global, fluid community that remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. CHS believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device that blocks access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. While CHS's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## PROHIBITED USES

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Students and employees who violate school policies, rules, or regulations governing the use of the technology and network resources may have their network privileges suspended or revoked and will be subject to administrative rules applying to employee and student conduct including, for students, the provisions of the appropriate code of conduct. Ethical use of any technology, including cell phones, prohibits the following activities, at any time, by all users:

- † Accessing, sending, creating, or posting on any social media platform material or communication that is:
  - Damaging.
  - Abusive.
  - Obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic.
  - Threatening or demeaning to another person.
  - Contrary to the school's rules on harassment and/or bullying.
- † Posting anonymously or forging electronic communications.
- † Engaging in any activity that wastes, monopolizes, or compromises the school's technology or other resources, or which unfairly monopolizes resources to the exclusion of others. These acts include but are not limited to creating unnecessary multiple jobs or processes or attaining unnecessary output of printed material (e.g. printing multiple copies of documents).
- † Illegal activity, including but not limited to, copying or downloading copyrighted software, music, or images, or violations of copyright laws.
- † Using the school network for downloading music or video files or any other files that are not for an educational purpose or teacher-directed assignments.
- † Participation in any online communication that is not for educational purposes or for students that are not specifically assigned by a teacher.
- † Using school technology resources to gain unauthorized access to another computer system whether on or off school property (e.g. "hacking").
- † Attempting to or disrupting school technology resources by destroying, altering, or otherwise modifying technology including, but not limited to, files, data, passwords, creating or spreading computer viruses, worms, or trojan horses, engaging in DOS attacks, or participating in other disruptive activities.
- † Bypassing or attempting to circumvent data protection schemes or uncover security loopholes, virus protection, network filtering, or policies.
- † Using or attempting to use the password or account of another person, utilizing a computer while logged on under another user's account, or any attempt to gain unauthorized access to accounts on the network.
- † Attempting to obtain access to restricted sites, servers, files, databases, etc.
- † Using the name of Christian Heritage School or link to the CHS website on web pages without administrative approval.

## SOCIAL MEDIA POLICY

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The purpose of the social media policy at CHS is to establish guidelines and expectations for appropriate social media behavior. These guidelines include:

- † Students may not misrepresent the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.
- † Students may not photograph, film, or make audio recordings of students, faculty, or administration without their consent.

- † Students may not post threatening or inappropriate material about the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.
- † Students may not post explicit or inappropriate photographs, videos, or inappropriate material concerning the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.

Students who do not abide by the guidelines and expectations of this policy are subject to disciplinary consequences including detention, suspension, or expulsion for their actions, even for the first offense. The severity of the punishment will be determined by the administration.

## VIRTUAL LEARNING

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Christian Heritage School believes that students learn best in a traditional classroom setting. CHS also believes that technology plays a major part in student learning and is used to enhance instruction. In grades K-5, CHS provides devices for students to use while in grades 6-12, students supply their own devices. CHS uses Google Classroom and Google Apps for Education as the main learning platform for blended learning experiences. CHS also uses other online resources such as Georgia Virtual School, when needed.

Recent experience has shown that in-person instruction may not always be possible due to situations outside of human control. In the event of such an emergency, the Head of School can make the determination to move the entire school to a virtual learning model. Virtual learning will not be offered to individual students. CHS classrooms are equipped with ViewSonic Boards and/or OWLs (360° video, microphone, and speaker system) to migrate to virtual learning if the need arises. If the decision is made to go to a virtual model, all applicable school policies, such as attendance, academic integrity, internet appropriate use, etc. are still in effect.

# STUDENT PERSONAL RESPONSIBILITY & EXPECTATIONS

## DRUG & ALCOHOL ABUSE

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CHS believes that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances or material is generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle. Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthy lifestyles and avoidance of harmful indulgences and excesses. Furthermore, since drug involvement is specifically defined and prohibited under Georgia and Federal Criminal Laws, its avoidance is implied by the Biblical injunctive to be subject to our governmental authorities.

As a matter of policy, Christian Heritage School will fully investigate any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the Head of School. Crime is committed when drugs are sold or in some cases possessed. The official position of CHS is to report the sale or distribution of illegal drugs

and paraphernalia to the local law enforcement agencies, as well as consider what action is taken as an institution in reference to that student's future at CHS.

Christian Heritage School is a drug, alcohol, and smoke-free campus. The term "smoke-free" includes but is not limited to cigarettes, e-cigs, vapes, vape products, and any and all nicotine products. CHS reserves the right to search any property, both personal and private, on school grounds, including vehicles.

## **PUBLIC DISPLAYS OF AFFECTION**

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Inappropriate displays of affection on school grounds will be treated as discipline problems. Kissing and inappropriate closeness are not acceptable.

## **STUDENT PERSONAL RESPONSIBILITY**

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Christian Heritage School is a school that has a discipleship program for students who want the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. CHS wants to teach all of God's nature – holiness and purity along with love, forgiveness, and restoration. CHS also wants to teach personal responsibility. The school does not condone any type of immoral behavior and believes abortion to be against God's law. Pregnancy itself is God's gift, and the administration wants to be clear in dealing with it and that the act of sexual immorality is not confused with the value of the child. Jesus abhorred the sin but loved the sinner (John 8:1-11). Christians must do the same. Certain privileges may necessarily be denied, but pregnancy in and of itself will not automatically exclude a student from completing his or her coursework at Christian Heritage School. The policy governs both male and female students.

## **WEAPONS**

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Christian Heritage School does not permit students to be in possession of any weapon, or any items commonly used as a weapon, on school property or at school events. This includes items on the student's person, in lockers, in cars, in the parking lot, on buses, or any other place or property owned by the school. This includes not only school-time activities but also all events sponsored by the school or any other events in which the school has supervisory responsibility. If any student is thought to be or found to be in possession of a weapon, the administration must be informed immediately and will take immediate action with a zero-tolerance mindset.

# MIDDLE SCHOOL

**GRADES 6-8**



# GENERAL INFORMATION

## AFTER-SCHOOL CARE

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CHS offers an after-school care program for K-5 students from 3:30-5:30 p.m. and for middle school students from 3:45-5:30 p.m. After-school care is available on FULL school days at the rate of \$10 per day. After-school care is not available on half days. If you have questions, please contact Lauri Gray, After-School Care Coordinator, via email at [lgray@chslions.com](mailto:lgray@chslions.com).

## ARRIVAL

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The building opens for students and parents each school day at 7:30 a.m. All 6-8 students should be dropped off in the carpool line between 7:30-8:00 a.m. Parents who need to enter the building with their child(ren) should park in the designated parking spaces in front of the building and wait until traffic has been stopped by a staff member to ensure a safe crossing. A student should never be dropped off in the front parking lot unless the parent is walking the student into the building. To keep the drop-off line running efficiently, we ask that students are ready to exit the vehicle immediately upon arrival. Should your child(ren) need more time to exit the vehicle, we ask that you pull over to a parking space and walk your child(ren) inside. As CHS continues to grow, so does the drop-off line. The administration understands that the backup on Martin Luther King Jr. Blvd. can happen quickly. The earlier your family arrives on campus, the better chance your family has to avoid accumulating tardies. Please refer to **TARDY/ EARLY CHECKOUT PROCEDURES** in the **ATTENDANCE REQUIREMENTS** section for more information.

## DISMISSAL/CARPOOL

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School dismisses at 3:20 p.m. for all middle school students at the designated pick-up area at the pods. A CHS staff member will be supervising pickup in the afternoon. Supervised afternoon carpool is from 3:20 p.m. until 3:35 p.m. Parents are asked to remain in their vehicle while students walk to the appropriate vehicle.

## FIELD TRIPS

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Any CHS sanctioned field trip must have a Release of Liability Form completed for each child for each trip. If this form is not on file, the child cannot attend that particular field trip. CHS will utilize school vehicles for all field trips. Parents may choose to drive but may only transport their own child. Occasionally, parents will be asked to chaperone trips. The number of chaperones will be limited by need and transportation. Chaperone training will be mandatory.

### **General Instructions for All Divisional Field Trips**

- † The classroom teacher will be in charge of the field trip and will direct chaperones regarding their expectations.
- † Chaperones should act as positive role models for CHS students by demonstrating maturity in actions, attitudes, and dress.
- † Only children enrolled in the class or activity may attend the field trip. Guests or siblings may not attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited.

- † Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher. Do not allow inappropriate, dangerous, or disrespectful behavior on the trip. Chaperones should remain with the students for whom they are responsible.
- † Know exactly how many students are in your small group. Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- † Chaperones should refrain from purchasing special treats for the children they supervise unless all the children in the class benefit equally.
- † If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher in charge.

## PARENTS & VISITORS

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All parents and visitors must enter through the front portico entrance of South Campus (Lower and Middle School). All other entrances will be secured at 8:00 a.m. Please notify the office of your visit, sign in, and pick up a visitor identification tag. Parents and visitors must receive permission from the Director of Middle School and the teacher in charge before visiting classes.

## SCHOOL/OFFICE HOURS

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South Campus (Lower and Middle School) will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday, unless the campus is closed for a holiday or for inclement weather.

# ACADEMICS

## ACADEMIC OVERVIEW

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CHS seeks to serve the Christian community by providing a Christ-centered, college preparatory education of the highest quality with an emphasis on excellence in the schools four pillars: *Academics*, *Athletics*, *Arts*, and *Active Faith*. The entire academic program at CHS is designed to prepare students for college and career. A high-quality academic program demands a rigorous preparation experience. Thus, a wide variety of academic challenges and learning experiences are at the core of the middle school program. A successful academic experience at Christian Heritage School requires all students to be very familiar with academic policies and procedures, most of which are outlined in the sections that follow.

## ACADEMIC PROBATION

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Students are expected to complete all courses with an average of 70 or above. If a student falls below the 70 average in one area, a Student Support Council meeting will be called to consider ways to help the child succeed. If a student completes the year with a composite average below 70 in two or more classes, the student may not be promoted to the next grade level at CHS unless a plan for significant intervention is developed.

## GRADING & REPORT CARDS

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Students are evaluated on their work to provide an understanding of their achievement. Parents are encouraged to discuss their child's grades with their teacher(s). Report cards are issued every nine weeks and include observations of attitude, class behavior, coursework, etc. Report cards are issued via FACTS SIS. Quarterly reminders will be sent via FACTS SIS. Parents are highly encouraged to check FACTS SIS regularly to monitor their child's progress.

Communication is important. If you have a question about the evaluation, please contact the teacher for further explanation.

### **Grading System**

- † Grades 6-8
  - A = 90-100                      Excellent
  - B = 80-89                      Above Average
  - C = 70-79                      Average
  - F = below 70                      Unsatisfactory

## LATE ASSIGNMENTS & MAKE-UP WORK

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It is imperative that assignments are turned in by the deadlines set by the teacher. Creating good habits of timeliness will help students as they grow and mature. Each teacher will send out their rules for accepting late assignments and the penalties that may go with it. Please check the class syllabus for each class.

## MIDDLE SCHOOL ACADEMIC AWARDS

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- † Duke Tip Participant Award: Students who had qualifying test scores and chose to take either the SAT or ACT as a seventh grader for the experience and to qualify for important summer programs through Duke.
- † National Junior Honor Society
- † Honors: minimum GPA of 3.75
- † High Honors: minimum GPA of 4.0

## PARENT/TEACHER CONFERENCES

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Parent/teacher conferences are scheduled any time during the school year. You may request one with the teacher, counselor, or the division director by contacting the school for an appointment.

## STUDENT SUPPORT COUNCIL (SSC)

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The Student Support Council (SSC) is a group of key staff members who meet to discuss concerns about a student's academic progress or social, emotional, and/or behavioral needs. The SSC collaboratively problem solves ways to offer support to the student in addition to what the teacher has implemented in the classroom.

## TESTING

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Formal assessments are a critical component of the college preparatory program at CHS. The goal is for students to understand how God has uniquely designed and hard-wired them to better understand a plan and purpose for their life. They may not leave CHS knowing all the answers, but they will leave asking themselves the essential questions.

CHS uses MAP Growth Assessments for students in grades K-8. MAP Growth is an untimed computer adaptive test that takes around an hour to complete per test. K-2 will be taking a math and reading test, and grades 3-8 will be taking math, reading, and language. The test will adapt itself as your child takes the exam by giving more difficult questions when your student gets a question right or an easier question if they provide an incorrect response. These results provide the school with information on what your child knows and is ready to learn.

MAP Growth is taken by millions of students across the nation each year and the results are normed so that teachers can see how each child is performing versus the average student in their grade level. Learning goals will be set based on your child's performance and track your child's academic growth over time.

## ACADEMIC DISHONESTY

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The definition of academic dishonesty is any attempt to gain academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but is not limited to:

- † Copying, or allowing the copying of, graded or ungraded work.
- † Collaborating with others beyond what the classroom teacher (authorized) allows.
- † Gaining unauthorized prior knowledge of assessments or providing such knowledge to others.
- † Transmitting or receiving information (texting, Facebook, Instagram, Snapchat, Twitter, etc.) related to the content of graded or ungraded work.
- † Misrepresenting situations for academic gain, including as a means to receive additional time to complete graded or ungraded work.
- † Falsifying data or sources in graded or ungraded work.
- † Manipulating the system to gain an unfair advantage.
- † Altering a grade, whether on an individual assignment or in student records.
- † Failing to comply with the instructions of the proctor or other members of the school's staff responsible for the conduct of the evaluation.
- † Impersonating another candidate.
- † Stealing examination papers.
- † Using an unauthorized calculator during an examination.
- † Violating the rules of school-sponsored academic competitions or assignments.
- † Plagiarism (the stealing or using of others' words, original ideas, or work without crediting the original source. Examples include, but are not limited to:
  - Using others' words, phrases, or work without giving accurate documentation.
  - Downloading information from the Internet in part or in whole (global plagiarism) and inserting it into one's work without giving proper credit to sources.
  - Copying the structure and organizational pattern created by another writer.

As members of the CHS community, all teachers, students, administrators, and parents have the responsibility to work together to ensure the Academic Integrity Policy is followed and upheld and that the purpose of education is the development of knowledge, skills, and habits—not just the accumulation of points for a grade.

Teachers have the responsibility to:

- † Enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, and represents a violation of the policy.
- † Hold themselves to the same standards of integrity that they expect of their students.
- † Provide expectations regarding student work in the course syllabus.
- † Give rigorous, relevant, and equitable assignments and assessments.
- † Respond sensitively and in a timely manner to student and parent inquiries regarding course content and expectations.
- † Refer students to resources or provide help when asked or when it is apparent that students are struggling in the course.
- † Keep accurate records of student performance.
- † Use plagiarism detection software, when appropriate.

Students have the responsibility to:

- † Read and understand the Academic Integrity Policy, including their own teachers' expectations as set forth in those teachers' syllabi.
- † Clarify with the appropriate teacher any questions they have about whether a particular action is acceptable before taking that action.
- † Take an active role in their own education, to choose classes at appropriate levels, to seek help when they need it, and to avoid placing themselves in situations that make unacceptable behavior tempting.
- † Report to a staff member any violations of the Academic Integrity Policy a student observes (student's identity will remain confidential).

### ***Consequences for Academic Dishonesty***

Students involved in any form of cheating will receive:

- † A zero on the assignment.
- † A referral to the administration which will likely result in disciplinary action.

A second incident of cheating during a student's time at CHS will result in more serious consequences which could include suspension, loss of credit for the semester, or expulsion from CHS. Any CHS student knowingly allowing or aiding another student to cheat should expect a similar consequence.

# ATTENDANCE REQUIREMENTS

## A STATEMENT OF BELIEF

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CHS can best serve students and their families when the students are in the classroom. Therefore, it is expected that students will be on time and in class when school is open. Proverbs 22:6 tells us to “train a child in the way he should go...” We have the best opportunity to “train” our students when they are in the classroom being taught a Christian worldview. The importance of CHS’s view of classroom attendance is stressed in the attendance policies that follow.

## PURPOSE OF THE ATTENDANCE POLICY

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The purpose of the CHS Attendance Policy reflects the school’s desire to have each student arrive on time and attend all classes. Students and parents should familiarize themselves with the procedures of the attendance and absence policies. It is expected that parents will support the intent of the policies and encourage their children to have good attendance while attending CHS.

## INSTRUCTIONAL HOURS (6-8)

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- † Monday, Tuesday, Thursday, Friday | 8:00 a.m.-3:20 p.m.
- † Wednesday | 8:55 a.m.-3:20 p.m.

## ABSENCES

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Students are expected to be in school each day unless excused for one of the reasons listed below:

- † Personal illness that would endanger the student’s health or the health of others.
- † Serious illness or death in the student’s immediate family.
- † Special and recognized religious holidays observed by the student’s faith.
- † Mandated absence by order of governmental agencies, e.g., court order or pre-induction physical for the armed forces.
- † Conditions rendering school attendance impossible or hazardous to health or safety.

Parent notes may be accepted for up to 10 absences in a school year and must be turned in five days after the absence. After 10 absences, parents will be required to provide written medical excuses or documentation.

- † Student attendance will be tracked for each period of the academic day.
- † Each student will be allowed a total of 10 unexcused absences per class per year.
- † Once a student has accumulated 10 or more unexcused absences, a mandatory attendance review meeting will be held with the division director and the counselor to discuss a plan to improve the attendance issue.
- † If a student misses more than 25 minutes of class (arriving late or checking out early), they will be recorded as absent for the class period.

## COMMUNICATING ABSENCES & EARLY CHECKOUTS

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- † Parents/guardians are requested to inform the front office and your child’s teacher by 8:00 a.m. of a student’s absence from school.

- † Parent notes or phone calls to request an early dismissal must be presented to the office before the student is dismissed.
- † In the event a parent/guardian does not contact the school office, the school office will contact the parent/guardian to confirm the student's absence.
- † In the event a parent/guardian knows in advance a student is going to be absent for a full school day or longer, they must inform the school office.
- † Parent notes or phone calls to request an early dismissal must be presented to the school office before the student is dismissed.

## TARDY/EARLY CHECKOUT PROCEDURES

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- † All students who arrive late to school must sign-in at the school office.
- † Being tardy to class is defined as arriving after the scheduled starting time of a class or scheduled event during the academic day (chapel, advisory etc.). Students who are consistently tardy to class or other scheduled events during the academic day will receive disciplinary action including loss of privileges, detention, or ISS.
- † An accumulation of five tardies or five early checkouts will equal one absence.
- † Early checkouts (before 2:30 p.m.) must go through the school office and require a signature from the parent or approved pick-up person.
- † To maintain a smooth and safe dismissal, students cannot be checked out after 2:30 p.m.
- † Attendance letters will be issued to families of students who accumulate 10 or more early checkouts or tardies.
- † Once a student reaches 15 or more tardies or early checkouts, a mandatory meeting will be scheduled with parents, the division director, and the counselor.
- † During the first two weeks of school, leniency will be given for tardies until everyone gets into a routine using the carpool line. Once the first two weeks have passed, tardies will be issued after 8:00 a.m.
- † Parents should make all possible efforts to avoid scheduling doctor, dental, or other routine appointments during regular school hours.

## FAMILY TRIPS/TRAVEL

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A spirit of respect and cooperation is essential between school, families, and administration regarding days absent due to planned family travel. Parents are encouraged to plan travel during school holidays and breaks. Any work missed while on a family trip outside of a school break must be completed and turned in on the day the student returns from the trip. Teachers will not be expected to alter assignments or due dates for any student who is traveling while school is in session.

## EXTRACURRICULAR PARTICIPATION & ATTENDANCE

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If a student is present for four hours or four class periods of the school day, the student will be counted present. Students who are not present for four hours of the school day are not permitted to participate in co-curricular activities, such as after-school practices or games, on that day.

## ILLNESS IN SCHOOL

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In case of illness while in school, the student must report to the nurse's office. The nurse or office personnel, with parental permission, will make the decision to dismiss the student from school.

## TRUANCY

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Once on campus, students may not miss any portion of the academic school day for any reason without prior administrative approval. Any absence without the knowledge and consent of the parents/guardians and school officials is considered truancy. This includes arriving late or leaving school before the end of the day without permission and staying out of any part of a scheduled student class, chapel, or activity without permission. Parents will be notified of any truancy. Students who are truant are subject to disciplinary action including loss of privileges, detention, ISS, or OSS.

# DRESS CODE

## PRINCIPLES

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CHS has adopted a uniform dress code that contributes to a Christian atmosphere and an academic quality that glorifies God. All students are required to follow the uniform dress code. The dress code of Christian school students should demonstrate Biblical principles of decency and modesty and should enhance overall academic excellence in the classroom.

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - His good, pleasing, and perfect will." (Romans 12:1-2)

"So, whether you eat or drink or whatever you do, do it all for the glory of God." (I Corinthians 10:31)

"For your beauty should not come from outward adornment, such as braided hair or the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." (I Peter 3:3-4)

Keeping these Biblical principles in mind, the CHS dress code is founded on five general principles to be used in making clothing decisions. These principles are:

- † Modesty and decency
- † Moderation
- † Tastefulness
- † Neatness
- † Consideration (not distracting to others)

In determining propriety regarding a student's or faculty member's dress, the school administrators will use these principles as guidelines to make final decisions.

## GENERAL GUIDELINES

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- † Clothing should be neat, clean, not too tight or too loose, and without holes.
- † The length of the shorts (for girls), skirts (for girls), and dresses (for girls) should not be shorter than the purchased length from DENNIS Uniform as listed on their website.
  - Skorts/Shorts: no more than three inches above the knee
  - Skirts: no more than two inches above the knee
- † Sloppiness is prohibited (i.e. torn, excessively wrinkled, tattered, frayed, taped, or stapled clothing will not be permitted).
- † These guidelines apply to ALL school dress, whether for regular uniform, spirit days, field trips/class trips, or special dress days.
- † All uniforms must be purchased from DENNIS Uniform.

## REQUIREMENTS & OPTIONS

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- † Any CHS uniform items currently available through DENNIS Uniform are allowed.
- † Khaki bottoms from the previous vendor can still be worn but will no longer be sold in the uniform exchange.
- † All polo shirts with old logos will no longer be acceptable uniform items.
- † Required uniform items include:
  - Polo shirts with the CHS logo (long or short sleeve in white, black, gray, or cardinal)
  - Uniform shorts, pants, or skirts (khaki, gray, or plaid [for girls])
  - Shoes of choice
- † Your choice:
  - DENNIS oxford shirt
  - Jackets (black fleece or rain jacket with CHS logo)
  - Sweatshirts or hoodies (gray or black with CHS logo or team issued; a CHS collared shirt must be worn underneath)
  - Sweaters (cardigan in cardinal or black with CHS logo)
  - Tights and leggings (solid white, gray, black, or natural; must be worn under skirts but not alone)
  - CHS athletics and arts outerwear are approved for daily wear

## SCHOOL SPIRIT DAYS (FRIDAYS & SPECIAL OCCASIONS)

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- † T-shirts and sweatshirts that promote CHS school spirit which have been purchased from The Lions' Shop or received through an extracurricular activity may be worn.
- † No sleeveless shirts or tank tops are permitted.
- † No homemade shirts are allowed.
- † Jeans may be worn.
- † Jeans should not have holes or rips in them or writing on them.
- † Jeans should be modest in their fit (pants should not be skintight or baggy).
- † No overalls or cutoffs are allowed.
- † Pant length should not drag the floor and width should not cover the entire shoe.
- † Students may wear normal uniform dress.
- † Students who violate these guidelines will lose the privilege to participate in school spirit day.

## SPECIAL DRESS DAYS

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- † Guidelines will be given by teachers or administrators.
- † Non-uniform jackets are permitted on special dress days and class trips but not on school spirit days.

## ADDITIONAL GUIDELINES

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### **Boys**

- † Hair should be kept from covering a student's eyes. Longer hair may be pulled back to accomplish this.
- † Mohawks, initials, or numbers shaved into the head and other extreme styles or colors are not permitted.
- † Boxer shorts should not show above the waist of pants or at the leg.
- † Facial hair is not allowed.

### **Girls**

- † Hair should be neatly groomed and out of the eyes.
- † Extreme styles or colors are not permitted.

### **All Students**

- † Clothing should be neat and modest.
- † Clothing must cover the midsection.
- † No tight-fitting clothing (including pants and shirts).
- † No hats are to be worn in the building by girls or boys without special permission.
- † Body piercings or tattoos in plain view (except for girls' earrings) are prohibited.
- † Girls' makeup should be moderate and tasteful.
- † Only sweaters, cardigans, jackets, sweatshirts, and coats from approved uniform companies or CHS letterman jackets may be worn.
- † DENNIS provides all uniforms needed for sports teams dress up days including khaki pants, dress shirts, and ties.

## DISCIPLINARY PROCEDURE FOR DRESS CODE

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If a student is in noncompliance with the uniform policy, they will have four options:

- † The student may become compliant without consequences the first time.
- † The student may come to the front desk to call and ask for someone to bring them whatever is needed to school. The student may stay in class while waiting for the item(s) to be brought into school. The student may be called to the office and change into the correct items without consequences the first time.
- † The student may check out of school to go home to correct the uniform and return to school. If the student leaves class/campus, the student will have consequences for missed class time, including an absence towards one of their 10 allotted for the semester. They will receive a zero for the missed work with no opportunity for makeup (ex: student leaves to go home because of uniform non-compliance and misses classwork or a test receives a zero with no opportunity for makeup).

- † If the student is unable to contact someone to bring them the corrective uniform item and cannot leave school, they may have to choose all-day noncompliance. This will result in the student being in class all day but having mandatory detention the following school day.

## STUDENT CONDUCT & DISCIPLINE

### PRINCIPLES

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Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51; Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37; Romans 12:18). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients for the development of self-worth (I Corinthians 10:31; Ecclesiastes 9:10; Romans 14:12).

As the administration, faculty, and staff seek to provide a balanced and disciplined learning environment for the students of CHS, all parties realize that human wisdom falls short of God's standards. No one claims to be perfect in all decisions, but everyone tries their best to discipline in a Biblical way that pleases God. As partners in the discipline process, it is important that both school and home cooperate for the students' good. At school, students are taught to obey and submit to their parents, and at home, parents uphold and teach the principles taught at school. CHS faculty and staff can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures. As students and parents, your cooperation in that program is crucial.

Please be aware that the CHS administration reserves the right to make discipline decisions on an individual basis. The goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him," (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Christian Heritage School, both on and off campus, so that everyone might live and work happily together.

### GENERAL GUIDELINES FOR STUDENT CONDUCT

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- † Practice courtesy, kindness, and consideration in your association with teachers, school employees, fellow students, and visitors (Ephesians 4:28-32).
- † Respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord (Hebrews 13:17; I Thessalonians 5:12-13).
- † Students are expected to come to class prepared to work. This preparation includes having a pencil or pen, paper, appropriate textbooks, and completed homework.
- † Leave all disruptive or dangerous items of any type at home.
- † Respect school property and the property of others.
- † Practice honesty in all situations. Do your own work. Do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project (Proverbs 21:3).

These principles apply on all field trips and on all school-sponsored events. CHS reserves the right to dismiss or refuse enrollment to any family who causes disruption within the school body.

## CONFLICT RESOLUTION POLICY

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At CHS, it is the responsibility of the administration to address reasonable concerns expressed by parents, staff members, and friends of the school. The following procedure is designed to help the administration and board address such issues and make a final determination. Individuals who raise concerns must abide by the stated Biblical procedure. The process is based on the principles of conflict resolution found in Matthew 18. CHS encourages everyone to bring any suggestions or concerns to the school administration using the following format:

- † Contact the person most closely responsible for your area of concern. Please do not discuss the situation with others. If you do not resolve the problem, wait 24 hours before proceeding. If the problem needs to be considered further, then advance to the next step.
- † If your initial contact did not achieve the desired result, then bring a witness along with you to meet with the person most closely responsible again.
- † If the first two meetings did not resolve the issue, you and your witness need to take your concern to the next person in the chain of command. If the issue is still unresolved, please wait 24 hours before proceeding to the next step.
- † If the area of concern involves an issue of school policy, overall school direction, or school financial activity, the CHS Board of Trustees will be happy to address the concern once all other avenues for resolution have been exhausted. Please assist the board by providing a written account of your attempts to solve the issue, any applicable research, and other pertinent information for their review.

## DEVICE POLICIES

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### **Cell Phone Policy**

Cell phones are valuable and important communicative devices in today's world. However, use of cell phones during the instructional day seriously impedes and distracts from the learning process.

Therefore, CHS has adopted the following cell phone policy for middle school students:

- † From the time a middle school student arrives on the campus at Christian Heritage until the end of the academic school day (3:20 p.m.), students are prohibited from using cell phones.
- † Cell phones must remain in lockers during the academic school day.
- † Students are not to call, text, or message their family members during the school day. If a student needs to reach a member of their family, they can use the phone in the school office.
- † Parents who need to get in touch with their child need to contact the school office. Parents, please do not call or text your child's cell phone during the school day.
- † All CHS administrators, faculty, and staff members have the right to confiscate cell phones when used in violation of the policy.
- † Students who violate this policy will receive the following disciplinary action:
  - First offense: Verbal warning
  - Second offense: The cell phone is confiscated and turned into the dean or division director. The student will pickup the cell phone at the end of the academic school day. Parents will be notified of second offense via email.

- Third offense: The cell phone is confiscated and turned into the dean or division director. Parents are notified and they must come to campus to pickup the cell phone and meet with the Director of Middle School.

### **Headphone Policy**

Headphones (earbuds, AirPods, etc.) will not be permitted during the academic school day. Failure to comply with this policy will result in disciplinary action.

### **Smartwatch Policy**

Students using smartwatches to make calls, text (parents or peers), or play games during the academic school day will have the smartwatch confiscated and turned into the division director for the remainder of the school day. Students will also be subject to disciplinary action.

## **DISCIPLINARY PROCEDURES**

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CHS is systematic in its approach to discipline. The steps outlined below are typical when responding to a situation where a student fails to follow the primary expectations of a CHS student. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including suspension and expulsion at their sole discretion.

- † CHS faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy.
- † Repeated or more serious issues will be referred to the Dean of Middle School or Director of Middle School. Parents will be notified if students receive disciplinary consequences.
- † Continued, willful disregard for the community guidelines at CHS will result in a referral to the Director of Middle School. At this point, offenses are considered serious and may result in suspension or expulsion.

## **DETENTIONS & SUSPENSIONS**

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Students may be assigned detention because of a standard rule violation such as unacceptable conduct, disruption of instruction, excessive tardiness, improper use of cell phone, etc. Students assigned detention may be asked to serve for 30 minutes in the morning or the afternoon. Detentions will be served in silence and students will work on school assignments. Detentions will not be assigned to accommodate a student's schedule.

### **Saturday School Detention**

Saturday school detentions may be issued for standard rule violations, attendance problems, or behavioral problems. The procedures for serving Saturday school detentions are as follows:

- † A notification of the Saturday school detention will be sent home to parents.
- † Detentions will be served (8:00-10:00 a.m.) on the date assigned. If students are late, they will serve an additional Saturday school detention.
- † On the day of the detention, students will report to the school dressed in their school uniform.
- † Failure to attend an assigned Saturday school detention will result in further disciplinary action up to and including additional Saturday school detentions or suspension.

### ***In-School Suspension***

Students who are in-school suspended will work in the division office for the day(s). Students are subject to additional penalties at the discretion of the administration. Students who assigned in-school suspension may not participate in any school sponsored extra-curricular activity until the suspension has been served.

### ***Out-of-School Suspension***

- † A student may receive an out-of-school suspension for serious offenses.
- † Students who are out-of-school suspended should not come to campus that day(s).
- † No credit will be given for daily assignments that are missed due to suspension (up to three days), but students may make up any missed tests, quizzes, or other major assignments.
- † Any student who is suspended from school (either in-school or out) is also suspended from extracurricular activities during the suspension.

## **PROBATION**

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A student is placed on probation if he or she has committed a serious offense, or the administrator has judged that the student has consistently resisted all attempts to restore him or her to full membership in the student body. A student is placed on probation when there is:

- † A rebellious spirit that is unchanged after much correction and instruction by the teachers.
- † A continued negative attitude and/or bad influence upon the other students.
- † A continued deliberate disobedience.
- † A commitment of a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony.
- † If the student does not improve to a satisfactory level while on probation, he or she will be dismissed or asked to withdraw from the school.

### ***Probation Period***

- † Probation will last according to the discretion of the administration.
- † Student activities may be limited, and positions of trust and responsibility may be relinquished for the rest of the year.
- † Conferences may be scheduled for the student and parents during the probation with the administration.

### ***End of Probation***

- † A student is removed from probation upon satisfactory improvement.
- † If the student fails to show sufficient improvement, the Director of Middle School may recommend the student to the Head of School and the student be dismissed or withdrawn from the school.

## **EXPULSION**

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- † Expulsion may be recommended by the school administration in extreme cases.
- † Any student expelled may only be reinstated by the Director of Middle School and Head of School. Reinstatement may be on restriction or probation.
- † A student who has been dismissed or withdrawn will be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the administration.

## STATEMENT AGAINST BULLYING

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Christian Heritage School expressly prohibits the bullying of any person by any means or method.

## BULLYING AS DEFINED BY THE STATE OF GEORGIA (O.C.G.A.)

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In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that is:

- † Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so
- † Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm
- † Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1
  - Has the effect of substantially interfering with a student's education
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
  - Has the effect of substantially disrupting the orderly operation of the school

The term applies to acts that occur on school property, on school vehicles, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a school. The term also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment if the electronic communication 1) is directed specifically at students or school personnel, 2) is maliciously intended to threaten the safety of those specified or substantially disrupt the orderly operation of the school, and 3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this code section, electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo-optical system.

## HARASSMENT & INTIMIDATION

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Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities, on a school bus, or acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic equipment 1) is directed specifically at students or school personnel, 2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and 3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

## PROHIBITED BEHAVIORS

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Bullying, cyberbullying, harassment, and intimidation may include many different behaviors that ridicule, humiliate, or intimidate another student or school employee. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Offenses may result in dismissal or stern disciplinary action at the discretion of the school's administration.

Examples of prohibited behaviors include, but are not limited to:

- † Unwanted teasing
- † Threats, taunts, and intimidation through words and/or gestures
- † Physical violence and/or attacks
- † Extortion
- † Destruction of school or personal property
- † Theft of money and/or personal possessions
- † Public humiliation
- † Social exclusion, including incitement and/or coercion
- † Rumors or spreading of falsehoods
- † Stalking
- † Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- † Cyberbullying or the willful, hostile, and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Facebook, Twitter, Instagram, etc.) chat rooms, texts, and instant messaging
- † The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- † Sending abusive or threatening text messages or instant messages
- † Using websites to circulate gossip and rumors to other students

## STUDENT LIFE

### ADVISORY

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Advisory (small groups) is held opposite of Chapel every other Friday of the school year. Advisory groups are gender and grade-specific groups that meet to participate in a variety of faith-based activities to help students connect relationally and grow spiritually. Each advisory group is led by a faculty or staff member that help guide activities and lead discussions usually based on the chapel message from Monday.

### CHAPEL

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Chapel is held every Monday of the school year. Chapel speakers will consist of CHS faculty, students, administrators, and outside guests. Parents are always welcome to attend chapel.

## MISSION PROGRAM

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Short-term mission experiences are an important part of a student's time at Christian Heritage School. CHS encourages and provides students, faculty, and staff opportunities to join ministry teams in making Christ known throughout the United States and internationally. It is the school's prayer that each experience will lead student teams to trust God's power and providence, pursue faithfulness, and delight in the Lord as they become the hands, feet, and voice of Jesus among the nations.

## EXTRACURRICULAR ACTIVITIES, OPPORTUNITIES, & EXPECTATIONS

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All middle school students have the opportunity and are encouraged to tryout or join a variety of extracurricular activities provided by CHS. With that in mind, here are the main regulations and expectations regarding extracurricular participation:

- † After school and evening school activities are considered an extension of the school day.
- † Students arriving at an activity are expected to remain at that activity until their parents/guardians pick them up.
- † Parents/guardians are advised to check the school website to confirm dates/times of after school events.
- † Parents/guardians are requested to confirm that advising personnel are present before leaving a student at any scheduled function.
- † Students must be picked up on time from extracurricular activities.
- † In keeping with the attendance policy, a student who is classified as absent for the day will not be permitted to participate in extracurricular activities on that day.
- † Students are not eligible to participate in extracurricular activities until they are finished serving ISS or OSS.

## CLUBS & ORGANIZATIONS

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Students are encouraged to become involved in clubs and organizations, which are all open to middle school students. Some organizations might have detailed expectations or specific academic requirements, so it is important to consult with the club sponsor for clarification of specific details.

## SCHOOL-SPONSORED SOCIAL FUNCTIONS

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Only CHS middle school students may attend CHS middle school dances. All CHS rules and guidelines apply during attendance at the social function.

## BACKPACKS

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Students are responsible for their backpacks at all times. Backpacks should be in the students' locker or in the appropriate sport locker room and should not be in the classrooms. CHS is not responsible for the loss, damage, or theft of personal items that are left unattended or unsecured.

## STUDENT LOCKERS

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- † Each middle school student will be assigned a locker.
- † Lockers are property of the school and should not be defaced or damaged.

- † Decoration of lockers should be restricted to the interior and must be removed at the end of the school year.
- † Decorations outside of a student locker may only occur with administrative permission.
- † Lockers that are damaged or defaced may incur additional fees/charges.
- † Students should only use lockers assigned to them. Students going into another student's locker without permission will face disciplinary action.
- † Student lockers are subject to search at any time by school administration.

## LUNCH EXPECTATIONS

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Students will eat lunch inside the MPR. Eighth graders may, weather permitting, eat at the outside lunch tables. Students are not allowed anywhere else in or outside of the lower school building during lunch without faculty or administrative supervision.

## VENDING MACHINE EXPECTATIONS

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Students may only purchase items from the vending machines:

- † Before the academic school day begins.
- † Between classes.
- † After the completion of the academic school day.

Students may NOT:

- † Purchase items from the vending machine during classes.
- † Bring food or drink items into classrooms.

Students who violate vending machine expectations will be subject to disciplinary action.



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