



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

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2023-2024

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1. Welcome


With this handbook format you can:

- Use the search box at the top to quickly find what you seek.
- The Table of Contents is displayed on the left. Click the arrows to expand and collapse sections.
- Many included topics are linked back to our website. They are here for your convenience, but always directly accessible on www.chca-oh.org.
- We believe an online version of this document will be most helpful so you can directly link to other content; however, if you desire a paper version use the “Download as PDF” button at the bottom of the Table of Contents.

Last modified: Aug 19, 2022

1.1. Mission/Vision/Values/Motto

Mission:

 [View this topic on our website](#)

Vision:

 [View this topic on our website](#)

Values:


 [View this topic on our website](#)

Motto:

 [View this topic on our website](#)

Last modified: Jun 29, 2022

1.2. Statement of Faith – Article II

 [View this topic on our website.](#)


Last modified: Jul 20, 2020

1.3. Purpose of Christian Education – Article III

 [View this topic on our website.](#)


Last modified: Jul 09, 2019

1.4. Objectives of Christian Education – Article IV

 [View this topic on our website.](#)

Last modified: Jul 09, 2019

1.5. Foundational Principles of Education – Article V

 [View this topic on our website.](#)

Last modified: Jul 09, 2019

1.6. Board Policies

Last modified: Apr 04, 2019

1.6.1. 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:

1. Hold to an absolute belief in God's creation of the universe, the earth, and mankind;
2. Hold to reasonable explanations for their convictions;
3. Have convictions 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.

Last modified: Aug 14, 2020

1.6.2. 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:

Gr 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.

Gr 7-8: The curriculum will begin to address the controversial aspects of age-appropriate issues. Questions which may be generated by class discussion should be answered from a current and yet still traditional theological perspective with appropriate explanation (following the above-mentioned guidelines) regarding the diversity of thought within the Christian community.

Gr 9-12: 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.

Last modified: Aug 29, 2022

1.6.3. Diversity within CHCA Community

Diversity among CHCA constituents was a central concept the founding Board of Trustees set forth. 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, student academic ability, and the spiritual development and spiritual maturity of the students.

Last modified: Apr 04, 2019

1.6.4. 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.

Last modified: Jul 06, 2018

1.6.5. Parent Involvement within CHCA Community

CHCA operates under the supervision of a Board of Trustees (BoT), 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:

- Parent Teacher Fellowship
- Volunteers
- Paid aides working 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 appropriately, 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.).

Last modified: Nov 01, 2022

2. CHCA Wide Guidelines

Last modified: Jul 31, 2018

2.1. Communication

General Communication Guidelines

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 and 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.

Advertising Non-School Sponsored Activities

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

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.

Communicating with the Teacher

- 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. (Teachers are asked to 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 most effective.
- Meetings with teachers must 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.

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.

Representing CHCA

Parents and students should remember that when they are publicly representing the school, behavior is a reflection on the entire CHCA community. 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 vehicles with CHCA decals or identification.

Communication Tools

Annual Publications

Eagles' Eye Magazine is an annual publication created to share stories, impact, engagement, and accomplishments from our CHCA current and alumni community. It is typically delivered to CHCA families' homes by the fall. CHCA's Annual Report is typically distributed to all families and key stakeholders in December, though it is sometimes created in conjunction with the Eagle's Eye Magazine.



The [Publications webpage](#) puts these documents at your fingertips.

Association Business Meeting with the CHCA Board

There are two meetings for parents with the Board – one each semester. Please make time to attend these meetings; specific dates are on the website calendar.

Campus Connections (PK-Gr 6)

This eNewsletter is a targeted, weekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email and as filterable announcements within the myCHCA App. The school assumes that parents read the information and considers communication accomplished once it is sent.

Eagle Newsletter (Gr 7-12)

This eNewsletter is a targeted, biweekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email. The school assumes that parents read the information and considers communication accomplished once it is sent.

Canvas (Gr 4-12)

Canvas is CHCA's Learning Management System (LMS), 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. Canvas class pages include course calendars, assignments, syllabuses and available handouts, as well as a running view of grades and feedback. While end-of-quarter report

cards are available in Veracross, Canvas is the central source of academic information, regular grade updates, and daily student progress. Canvas course pages are accessible on your mobile device via the Canvas app. Grade K-3 report cards will be posted each quarter in Veracross.

CHCA Website (www.chca-oh.org) and myCHCA Apps

www.chca-oh.org and the myCHCA apps draw content from a single source. They are the best venue for timely school information and privacy controls restrict sensitive information only to authorized users. Parents complete the majority of school business (e.g. checking grades, making payments or registrations, completing forms, etc.) via links from the myCHCA webpages or the More section of the App.

Email

Email is an important means of communication with parents.

Phone Messaging System

Families will be called, emailed and/or receive a text via SchoolMessenger, a phone messaging system for school closings, emergencies, reminders and notice of important upcoming events.

* Update personal information (including cell phone, email, home address, authorized release, etc.) through your Veracross Parent Portal to ensure continued delivery of these valuable resources.

Last modified: Jun 28, 2023

2.2. Medical Information

Last modified: Jun 14, 2022

2.2.1. Authorization for Emergency Response

Ohio Revised Code 3313.712 mandates that **Emergency Medical Authorization** be collected by schools annually and in cases of emergency, may present this form to EMS, a healthcare provider or hospital rendering treatment. Students may be excluded from class after the first day of school should the **Emergency Medical Authorization** not be completed and on file with the Building Nurse.

Parents/Guardians of enrolled students must complete the **Emergency Medical Authorization** found in Magnus Health prior to the first day of school.

* Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link.

The [Medical Forms webpage](#) has more information and Veracross links.

Last modified: Jun 28, 2023

2.2.2. Determination When to Send Sick Child to School

Parents/Guardians should not send a student to school, an extra-curricular activity, or an athletic event when a student:

- Has a fever of at least 100 degrees. Should be fever-free for at least 24 hours without the use of any fever-reducing medication 24 hours before returning to school.
- Has thrown up (due to illness) or had three or more watery, 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 the same day with a fever (100 degrees or higher).
- Has a significant rash that has not been diagnosed by a healthcare provider.
- Is complaining of substantial pain for a significant duration until a healthcare provider 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 building nurse will contact the parents. If the Building Nurse is unable to reach the parents, emergency contacts listed for your student in Veracross/Magnus Health will be contacted. Emergency contacts must be at least 18 years old and have a valid photo ID. Sick or injured students cannot be kept in the nursing clinic for **more than one hour**.

Last modified: Jun 28, 2023

2.2.3. First Aid

The teacher, office staff, administrator or building nurse may administer minor first aid. Parents/Guardians will be contacted for significant injuries and/or illness, and 911 will be called in case of an emergency.

Last modified: Jun 28, 2023

2.2.4. Illnesses Requiring Doctor's Note for Re-Entry

The building nurse may require a written statement from the healthcare provider for reentry into school

following an illness. Illnesses for which a note may be required include, but are not limited to:

- Bed bugs (*Cimex Lectularius*)
- Chicken Pox
- Conjunctivitis (pink eye)
- German Measles (Rubella)
- Impetigo
- Measles
- Meningitis
- Mumps
- Pinworms (*Enterobius Vermicularis*)
- Ringworm of scalp/body (*Tinea Capitis/Corporis*)
- Scabies
- Significant rashes
- Streptococcal Infections (strep throat/scarlet fever)
- Whooping Cough (Pertussis)

Head Lice (*Pediculosis Capitis*) – 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.

Last modified: Jun 28, 2023

2.2.5. 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.

The State of Ohio Legal Immunization Exemptions apply to students who have an Immunization Waiver Form on file prior to the first day of the current academic year. Obtain this form from the building nurse. Unless submitting a waiver for religious or “good cause,” a physician signature is required for medical exemptions. In the event of a communicable disease outbreak, your child may be excluded from school and not allowed to return until such a time that the building nurse, administrators, or in some cases Hamilton County Public Health, allows. There is no guarantee that faculty can provide the same educational experience as in the classroom during the missed time. Students excluded from school during an outbreak are also excluded from participating in any CHCA extracurricular activities or sporting events.

Last modified: Jun 28, 2023

2.2.6. Medication Administration


The administration of prescription medication to a student during school hours may be deemed necessary

by your healthcare provider. Ohio Revised Code 3313.713 states that no prescription medication can be dispensed by CHCA personnel without a consent form signed by parent/guardian and by a healthcare provider. A medication permission form should be completed prior to sending any medication to the school.

To request the assistance of school personnel to give medication:

1. Complete the appropriate **Medication Permission Form** for your student's grade – this can be found on Magnus Health.
 - The parent must sign to authorize the school personnel to administer the medication.
 - The healthcare provider must sign to authorize the medication.
 - The healthcare provider may return the form to the school via fax or email.
2. The parent should bring the medication in a Ziplock bag with the student's name marked clearly on the bag. All medications must be in their original container and the school clinic cannot give expired medication.
 - Prescriptions should be labeled with the student's name, name of the medication, the dosage, the route, the time to be given, and the healthcare provider's name.
 - Over-the-counter medications must be a new, unopened bottle and labeled with your student's name.

Students are not allowed to have medications (prescription or nonprescription) on their person, in their backpacks, cars or lockers or self-administer any medications. The exception is Upper School 7-12 students may carry and self-administer asthma inhalers and Epi-pens during the school day and may self-carry medications, if needed, when traveling with CHCA. An **Upper School 7-12 Self-Medication Agreement** signed by a healthcare provider, parent and student must be on file.

 Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link. The [Medical Forms webpage](#) has more information and Veracross links.

Last modified: Jun 28, 2023

2.2.7. Severe Life Threatening Allergies

Food and other allergens can trigger severe reactions leading to potentially serious health consequences or anaphylaxis (Food Allergy & Anaphylaxis Network, 2019). 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 they work closely with their private healthcare 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 parent's responsibility to:

- Submit the **Emergency Medical Authorization** form, the **Medication Permission** form, the **Food**

Allergy and Anaphylaxis Emergency Plan (FARE) form, and the **Student Asthma Action Card** (if student has asthma) prior to the first day of school.

- Request a meeting with the building nurse to establish a plan of care prior to the first day of school.
- Deliver Epi-pens and Inhalers to the building nurse prior to the first day of school. For older students in Gr 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.
- Provide safe snacks for classroom breaks, field trips, class parties and any extra-curricular or athletic events.
- Communicate with all extra-curricular, after-school care, and coaching staff about your student's treatment plan.
- If Epinephrine is administered during the school day, 911 will be called along with parents so the student can be evaluated by a healthcare provider for any further medical treatment.

* Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link. The [Medical Forms webpage](#) has more information and Veracross links.

Last modified: Jun 28, 2023

2.2.8. Tuberculosis Policy

All students new to CHCA from outside the Continental USA and from a TB prone area should be tested prior to their first day of school at CHCA. Current students who spend 30 days or more in travel out of the country in TB prone areas need to be tested prior to returning to CHCA. Contact the building nurse if you are unsure if you need to test.

Last modified: Jun 28, 2023

2.2.9. COVID-19 Information

CHCA will continue to follow the guidelines set forth by the Ohio Department of Health and the Hamilton County Public Health Department regarding COVID- 19 protocols.

Last modified: Jun 28, 2023

2.3. Other Information

Last modified: Apr 04, 2019

2.3.1. After School/Weekend Event Attendance

If a student is attending a school event after school or on the weekend, they should be where that event is taking place. Students are not to wander throughout the buildings or campuses. Students may attend events at any CHCA building if under the supervision of a teacher, parent or school-appointed student/adult.

Last modified: Jun 12, 2019

2.3.2. Building Use

- For a **school-related** event or activity, reserve a school building and/or classroom through your student's school office.
- For **non-school related** school event or activity,
 - Usage of a school building for any non-related school events requires a Certificate of Insurance and payment of a usage fee charge.
 - *Athletic Facilities:* Visit the www.chcaeagles.com for more information
 - *All others:* request through the Buildings and Grounds Department (Wendell.Hensley@chca-oh.org)

Last modified: Jun 29, 2022

2.3.3. Campus Access

To maintain and ensure a peaceful and secure environment that promotes 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 campus access to any and all persons who the administration deems inappropriate for contact with students and/or staff.

Last modified: Apr 03, 2019

2.3.4. Confidentiality of Records/Transcripts

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.

- * It is important that CHCA always has current information about students. Household updates, directory publication preferences, and access to health and medical forms will be accessed through your Veracross Parent Portal. If for some reason a name is changed, original documentation authorizing the change should also be provided.

Last modified: Jun 21, 2023

2.3.5. 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. At notice of 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.

Last modified: Jun 28, 2023

2.3.6. Expulsion Process

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.

If the Head of School supports a Principal's recommendation for expulsion, the student and his/her legal guardian(s) may appeal that decision to the Head of School, either in writing or in person, to share the details of the incident from their perspective.

If the expulsion recommendation is accepted by the Head of School, the school may indicate the expulsion on the student's permanent record at its discretion.

Last modified: Jun 28, 2022

2.3.7. 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 required to ride in the school-provided transportation to the practice or event unless approved beforehand by the faculty or coach in charge and with written 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.

Last modified: Aug 12, 2019


2.3.8. Family Contact Information

Accurate information regarding home address, email, 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.

 Household updates, directory publication preferences, and access to health and medical forms will be accessed through your Veracross Parent Portal. You can update this information at any time.

Last modified: Jun 28, 2023

2.3.9. FERPA Compliance

 CHCA is FERPA compliant. [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.10. Gift Giving Guideline

There are times that students or families wish to give gifts to a faculty member or staff person. To avoid embarrassment or ethical concerns, please limit gifts to \$100 or less.

Last modified: Jun 27, 2019

2.3.11. Lost and Found

All school buildings maintain a lost and found area and parents and students should check them regularly. At the end of each quarter, all items remaining in the lost and found will be given to a charitable organization.

Last modified: Apr 03, 2019

2.3.12. Parent Code

 [View this topic on our website](#)

Last modified: Jun 07, 2019


2.3.13. Parent-Teacher Conference Schedule

Formal Parent-Teacher conferences are scheduled in the fall (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](#).

Last modified: Jun 28, 2023

2.3.14. Prohibited Devices, Substances and Activities

CHCA is committed to fostering academic excellence in a Christ-centered environment that is safe, and drug and alcohol free. Essential elements of the learning climate are honesty, respect, safety, compassion, and support. We expect all members of our learning community, whether child or adult, to refrain from bringing these substances or engaging in these activities on school property or at any school related activities.

 Additional age-appropriate discussion of these and other behaviors and consequences is covered within the program specific guidelines section of this handbook.

Devices and Substances

Possession, distribution, or use of any of these devices and/or substances is expressly forbidden.

- **Explosives**
- **Fireworks**
- **Weapons**
- **Sexually Oriented Materials**

- **Tobacco Products**
 - **Alcohol**
 - **Illegal Drugs**
 - **Prescription and/or Over-the-counter Drugs** (unless facilitated by the school nurse)
-

Activities


These activities on school property or at any school related activities are expressly forbidden.

- **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 is consistent with this definition.
- **Fighting, gossiping, slander and lying**
- **Inappropriate Written or Verbal Communication** including:
 - Cursing, swearing, or taking the Lord’s name in vain
 - Offensive gestures
 - Racial slurs
 - Suggestive or offensive clothing
 - Vulgar language
- **Leaving a School Sponsored Event:** Students may not leave school sponsored events before scheduled dismissal without a written request by parents submitted to, and approved by, event sponsor, teacher, or building Principal
- **Stealing** including:
 - Taking another person’s property without their consent
 - Taking food from the cafeteria without paying or giving false payment information to cafeteria personnel
 - Taking school-owned material without permission
- **Inappropriate Use of Social Media**
 - The act of sending messages of a sexual nature via a cell phone, computer, or other digital device.
 - Refer to CHCA’s [Technology Responsible Use Policy](#) handbook section for more information.
 - Students are asked to immediately report any such activities to a teacher or a school administrator.
- **Truancy:** See the Attendance Policies handbook section for your specific program for more information.
- **Vandalism**
 - Willful destruction of, or damage to, property at CHCA or at another school.
 - Examples include but are not limited to:
 - Tampering with fire alarms, fire and threat extinguishers
 - Defacing lockers, tables, desks, or any physical equipment or supplies
 - Drawing vulgar images on school property is considered vandalism

- Vandalism includes lost or damaged books
- In addition to discipline consequences, vandalism may require restitution and should be paid prior to issuance of final grades.

Last modified: Jun 28, 2023

2.3.15. School Brand Guidelines

 [View this topic on our website](#)

Last modified: Jun 29, 2022

2.3.16. School Building Entry Procedures

When entering a school building during school hours, you should first report to the front desk located in each lobby to sign in and receive a visitor's badge. Upon leaving, you should sign out at the front desk. 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.


Last modified: Jun 28, 2023

2.3.17. School Building Office Locations and Addresses

 [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.18. School Bus Transportation Information

 [View this topic on our website](#)


Last modified: Jun 07, 2019

2.3.19. School Calendar

 [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.20. School Closings/Delays


 [View this topic on our website](#)


Last modified: Jun 07, 2019

2.3.21. School Family Directory

A Family (aka Student and Household) Directory of those enrolled in the school is prepared exclusively for the use of CHCA parents, students and personnel and requires login so private information remains protected. 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 any reason other than those approved by the Board of Trustees.

Note: Occasionally families choose to be omitted from this online listing so lists may be incomplete. Contact your building Administrative Assistant with questions.

 View the directory in your [Veracross Parent Portal](#), accessible via the myCHCA Parent App or the website.

 Need help logging in? Email Veracross@chca-oh.org

Last modified: Sep 02, 2022

2.3.22. Solicitations

Parents and students are only permitted to sell things at school that are directly related to school-sponsored activities, and must obtain approval in advance from the CHCA Advancement Department. Solicitation in person or electronically associated with church projects, community projects, or personal business are not permitted.

Last modified: Jun 27, 2019

2.3.23. Student Withdrawal Policy

The Enrollment and Re-Enrollment Contracts clearly state the family is assuming the responsibility for the entire year's tuition payment upon enrollment (or re-enrollment). 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. School records/transcripts are not released until any outstanding obligations are fulfilled.

*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.

Notification of intent to withdraw should be in writing. To document date submitted, they should be:

- **Postmarked** or
- **Emailed to admissions@chca-oh.org** or
- **Letters delivered in person must be handed directly to an Admissions Office employee**

Last modified: Jun 27, 2022

2.3.24. 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.

Last modified: Jul 06, 2018

2.3.25. Technology Responsible Use Policy

CHCA's Technology Responsible Use Policy is agreed to by all families in the CHCA Enrollment Contract and employees by acceptance of the Employee Handbook.

 [View this policy on our website.](#)

Last modified: Jul 28, 2021

2.3.26. Volunteers

- Parents are invited and encouraged to volunteer at the school and school-sponsored activities. Check with the activity organizer or your child's teacher regarding best dates and times.
- To maintain the safest environment for our students, CHCA requires ALL volunteers to be fingerprinted PRIOR to the first time volunteering. This includes classroom helpers, event and front desk volunteers, party helpers, coaching and theatre volunteers, field trip drivers (grades K-3), trip chaperones, and regular visitors to our buildings.

- It also includes Gr 9-12 students who will have contact with minor children while they volunteer in a CHCA sponsored camp or activity.
- The check is valid for 5 years.
- While most background checks clear within 14 days, it can take up to 30 days for a background check to successfully clear; therefore, being proactive well in advance of the starting date of work, a camp or volunteer event is necessary to ensure you get the results back timely.

✿ Make your fingerprint appointment at the Welcome Center by emailing Judi.Davis@chca-oh.org at least 30 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver's license or a form of identification if you don't have a driver's license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

Last modified: Jun 28, 2023

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

Counseling Overview

The underlying mission of the Upper School Counseling 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 CHCA Freshman 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; provide personality assessment and career counseling; and educate students and parents on the necessary steps to find the ideal college match stressing the unique gifts of each student.

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 Counseling Office. These requests come through an online system and are sent electronically. These requests will be processed in the order in which they are received. Seniors requesting transcripts will be briefed on the specifics of requesting transcripts and must have had their senior meeting prior to any requests.

Class Registration

During registration, students receive detailed information regarding course content, requirements, and program needs. In addition, students are counseled by the Upper School Counselors 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.

Course Weighting and the GPA

Grade Scale:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 & below

GPA Scale for academic courses:

A = 4.0 B = 3.0 C = 2.0 D = 1.0

GPA Scale for Honors Level Courses (includes VT, Vertical Team, designated):

A = 4.5 B = 3.5 C = 2.5 D = 1.0

GPA Scale for AP, Advanced Placement, Courses:

A = 5.0 B = 4.0 C = 3.0 D = 1.0

GPA Scale for Summa, Magna, and Cum Laude:

Summa Cum Laude = 4.0 and higher Magna Cum Laude = 3.99 – 3.75 Cum Laude = 3.7499 – 3.5

CHCA Upper School 9-12 awards transcribed credit for graduation prior to grade 9. While credit is awarded toward the graduation requirements before grade 9, the credit is a pass/fail credit and does not count toward the student GPA. For a list of courses, contact the Upper School 9-12 School and College Counseling Office. CHCA does not offer College Credit Plus courses. CHCA offers a variety of individual learning opportunities to help students delve deeply into areas of interest and passion. We publish this statement of program with trust in its validity and the belief that we will grow as an institution by making widely known our practices.

Valedictorian and Salutatorian Selection

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

Valedictorian will be selected from the highest GPA of qualifying students.

Salutatorian will be selected from the second highest GPA after the valedictorian position of qualifying students.

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

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

CHCA does not rank students for any purpose other than Valedictorian and Salutatorian. Students 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 7-12 Absences/Late Arrivals/Early Dismissals**

To report your student absent, arriving late, or leaving early, please complete the online **Report Student Absence form** located on the [myUpper School webpage](#), Parent App, and [Veracross Parent Portal](#). You will receive a confirmation email reminding you and your student of any necessary next steps. Please complete that online form no later than 8:30 a.m. on the day of the absence/late arrival/early dismissal. Access to that form is always available, and you may submit the form for future, known absences/late arrivals/early dismissals.

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 School and College Counseling Office at 247-0900, ext. 345.

4. **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

5. **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.

6. **Missing Class to Do Homework**

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

7. **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.

8. **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

9. **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 of the Day (Block Bells 1 and 5)

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 Block Bells 2-4 and 6-8

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.

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 School and College Counseling 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 third/seventh block bell.

Late Arrival - Students granted the privilege of Late Arrival are not required to be at school until the start of second/sixth block bell. Students granted the privilege of Late Arrival should arrive to second/sixth block bell on time. Consequences for tardies begin with the 3rd tardy, just as they do for periods 2-4; 6-8. 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 whose parents sign the open campus privilege consent form 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 scan 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 have a parent register for that pass on Ultracamp (\$45/\$65 parking fee) and present a valid driver's license. **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 at the front desk.
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 that reveal undergarments or shirts 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; a sports coat is suggested but optional. Boys may not wear shorts. Baseball hats and headbands are not appropriate.

For girls, dresses should be appropriate, including the back of the dress cannot be cut lower than the hip bone; the dress must cover appropriately when sitting and standing; and the tops of the dresses should adequately cover the student. Girls may not wear shorts.

Students dressed inappropriately will be asked to change or given the option to go home.

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. ATHLETICS AND ACTIVITIES

Eligibility

CHCA abides by Ohio High School Athletic Association eligibility requirements.

Substance Abuse Policy for all Athletes

AT CINCINNATI HILLS CHRISTIAN ACADEMY WE BELIEVE THAT PARTICIPATION IN ATHLETICS IS A PRIVILEGE, NOT A RIGHT. THEREFORE, WE HOLD OUR ATHLETES TO A HIGHER STANDARD.

A student/athlete shall not sell, possess, use, conceal, transfer, deliver, or be under the influence of drugs, alcohol, or tobacco at any time during their high school career.

The Penalty for a First Offense Will Be as Follows - The athlete will be denied participation for 20% of the contests for that season. The penalty will be carried over to the next season/year in which the student athlete participates if there is not 20% of the season remaining during the time of the offense. During this time the athlete will not be permitted to practice, play, use the weight room, or participate in athletics in any manner. The student/athlete must complete all of the requirements of the school-approved substance abuse program in order to remain in athletic activities for the remainder of their career.

The Penalty for a Second Offense Will Be as Follows - The athlete will be removed from the sport they are currently participating in and will be denied participation in athletics for the remainder of the school year. During this time, the athlete will not be permitted to practice, play, use the weight room, or participate in athletics in any manner. The student/athlete must complete all of the requirements for the remainder of their career.

Consequences for a third offense will be determined by the administration.

For a schedule of Athletic Events

Please visit our website at:

CHCA Website/Schedules: www.chca-oh.org

Athletic Websites of Interest:

MVC: www.miamivalleyconference.org

OHSAA: www.ohsaa.org

SOUTHWEST DISTRICT: www.swdab.org

VI. 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 Rebecca Peltier, Director Upper School Student Organized Service, Rebecca.Peltier@chca-oh.org .