

**CSAGH**

Christian School Association of Greater Harrisburg



[hcs.csagh.org](http://hcs.csagh.org)



[wsca.csagh.org](http://wsca.csagh.org)

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# PARENT/STUDENT HANDBOOK

**The CSAGH Promise:**

**“We will deliver an excellent Christ-centered education which prepares students to be leaders who impact the world for Christ.”**

Revised August, 2023

# PARENT-STUDENT HANDBOOK

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# **INTRODUCTION**

## **HISTORY OF HARRISBURG CHRISTIAN SCHOOL**

HCS was founded by a group of concerned parents and area Christians who believed the primary responsibility for the educational instruction of their children according to Scripture was theirs, not the state of Pennsylvania. This group incorporated as a non-profit educational institution known as the Christian School Association of Greater Harrisburg (CSAGH) and was granted tax-exempt status.

The school opened on September 13, 1955, with its first classrooms in the Melrose Gardens Grace Brethren Church. During this first year, there were 23 children enrolled in grades one through four. The second year in this same location saw 30 students in grades one through five. The third year, having outgrown these quarters, the school moved to 4118 Jonestown Road with 38 students in six grades. Only one year was spent at this location due to state construction of a highway cloverleaf upon the school site.

In September of 1958, the school rented an elementary school in Steelton for one year. Opening with 50 students and eight grades, another location was secured in Harrisburg. Two years were spent at this location. The next four years found the school again renting a vacated public school in Highspire. When this facility was taken over by the local government for other purposes, it became mandatory that the school build its own facility.

Ten acres of property on the Blue Mountain Parkway were graciously donated and September of 1965 found the school entering its own modern building with six classrooms and an office. By 1967, the student body had grown to 100 students and a kindergarten was added. In 1971, four more classrooms were added. In 1977, an administrative wing was added. As enrollment continued to climb and the need for a Christian high school became more evident, a two-story high school wing was planned. The first floor of the secondary school was placed in service during the Fall of 1986 and the second floor was completed and put into use two years later. This facility houses 11 classrooms, a library, two science labs, a computer lab, and a career/guidance office. In 1999, HCS opened the Arts & Athletic Center which houses a gymnasium, performance stage, health classroom, and locker rooms. In the fall of 2001, HCS opened the Fine Arts Center (FAC). The FAC includes a commercial kitchen, cafeteria/performance room, and music and art classrooms. The Matilda M. Luther Primary Educational Annex was built in 2006 housing two elementary classrooms, the Intermediate Unit classroom, and the Challenge classroom. From then until 2017, HCS operated in four buildings on a 22-acre campus with 29 classrooms, two science labs, three computer labs (one mobile), a library, a gymnasium, two music/drama performance areas, three athletic fields, and administrative offices.

## **HISTORY OF WEST SHORE CHRISTIAN ACADEMY**

Sensing God's leading to start a Christian elementary school on the West Shore, the members of Bible Baptist Church approved the establishing of Bible Baptist School (BBS). In the fall of 1973, with 84 pupils and 5 full-time faculty members, BBS officially began educating students in grades one through eight. In 1974, kindergarten was added. The high school was started in 1978 and graduated its first class in 1981. A new Activities Center with a gym, cafeteria, two classrooms, and a science lab was constructed in 1982. In 1993, an educational wing was added to the Activities Center, housing 6 large classrooms and an office complex. In 1995, a third-floor addition to Carey Hall, gave an additional 5 elementary classrooms. A pre-kindergarten program was added in 2003.

During the 1993/94 academic year, full accreditation was received from the Middle States Association of Colleges and Schools and the Association of Christian Schools International.

In 2013, the Board and church voted to change the name from Bible Baptist School to West Shore Christian Academy (WSCA). The name reflects the different churches represented throughout the school community and a renewed vision for Christian education.

On January 1, 2017, the CSAGH acquired WSCA for the purpose of uniting the two schools to establish the first Private Christian School System in the Capital Region.

## **STATEMENT OF FAITH**

According to the CSAGH's Constitution, the basis of this association is the Bible, the infallible Word of God, as interpreted in our statement of faith:

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

## **STATEMENT ON GENDER, MARRIAGE, AND SEXUALITY**

To preserve the function and integrity of our school system in an ever-changing culture, the CSAGH recognizes the necessity of clearly defining its position on certain topics. The CSAGH believes the Bible is clear on issues related to gender, marriage, and sexuality, despite these topics being confused by our culture.

The following statements are the CSAGH's sincerely held religious beliefs, rooted in the core doctrines of the Protestant, Evangelical tradition which is based in the Scriptures. Along with other expectations set out in other policy documents, including, but not limited to the Parent-Student Handbook and the Employee Handbook, employees, board members, extracurricular coaches and leaders, parents/guardians, and students must affirm and, by God's grace, abide by the CSAGH Statement of Faith and the following statements related to gender, marriage, and sexuality:

- God wonderfully created male and female as distinct, complementary sexes, which both reflect His image and have equal dignity, worth, and value. (Gen. 1:26-27; Ps. 139:13-16)
- God's creative order is fixed and is reflected in biological reality rather than personal experience.
- A human's identity in such matters as masculinity and femininity are to be grounded in biblical truth and their nature as image bearers of God, not in their sexual behavior, sexual attractions, sexual preferences, personal feelings, or culture's predilections.
- Males and females are called to submit their behaviors, attractions, wounds, shame, and desires to the Bible's teaching, Christ's Lordship, and the power of the Holy Spirit. (Rom. 12:1,2; 1 Cor. 6:12-20)
- Marriage is a divine institution between one male and one female, and it is designed to be an exclusive union, as outlined in the Bible. (Gen. 1:28; 2:18; Mal. 2:14-15; 1 Cor. 7:2,9).
- Marriage is an objective reality—a covenantal union of husband and wife—and it is the duty of the law to recognize and support marriage for the common good. If it fails to do so, genuine social harms follow.
- Sexual activity is meant to be limited to this marriage relationship since the Scripture clearly condemns any engagement in and/or promotion of sexual activity—whether heterosexual or homosexual, extramarital or premarital—outside of the marriage covenant. (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4)
- All humans have sinned and fallen short of God's glory, and some in our community may reject their sex, promote gender identity ideology, sin in the area of homosexuality, promote sexual relationships outside of God's created order, or participate in extramarital or premarital sexual activity, but God's grace can redeem these individuals if they repent of these and all other sins and are willing to come to Christ for forgiveness. The CSAGH's schools desire is to point people to such repentance and restoration. (Romans 3:23; Rom. 10:9-10; Ps. 51:3, 17; Rom. 12:2)
- The CSAGH will lovingly and appropriately rebuke, disciple, and discipline those who engage in and/or promote sexual activity that is outside God's design for sexuality as outlined above and in Scripture.

- Because of the dignity and worth of every human, all behavior, attitudes, or communication not displaying compassion, love, and kindness toward any individual is not in accord with Scripture or the CSAGH's policy and is unacceptable. (Mark 12:28-31; Luke 6:31)

## **MISSION, VISION, AND CORE VALUES**

The CSAGH's mission is partnering with families to provide Christ-centered education that sharpens minds, deepens faith, and develops gifts.

The CSAGH's vision is preparing students to impact the world for Christ.

The CSAGH's core values are:

Scripture - We believe that the Bible is the authoritative Word of God and guide for how we think, speak, and act as well as the lens through which we view and engage culture.

Learning - We cultivate challenging, vibrant learning communities characterized by intellectual humility, curiosity, creativity, and cooperation rooted in the Christian worldview.

Community - We respect and value individuals as people created in God's image, celebrate their gifts, and care for one another.

Excellence - We seek to glorify God in every endeavor by using our gifts and abilities to honor Him.

Discipleship - We disciple students toward genuine and mature faith in Jesus Christ through personal relationships and intentional collaboration with parents and churches.

Leadership - We recognize our calling as servant-leaders to love our neighbors as ourselves and to influence the culture for Christ.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

The development of the philosophy of Christian education for the CSAGH is based on the following two principles:

1. Instruction and education of children in the school, as well as in the home, must be in accordance with the Word of God.
2. Education is primarily the responsibility of the parents.

The educational philosophy of the CSAGH is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship--all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional

areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone--the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas--else we become textbook-oriented rather than student-oriented. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the CSAGH.

The philosophy of Christian education for the CSAGH shall be the guiding tool to apply biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials and teaching methods shall conform to the philosophy of Christian education. Any use of materials or practices inconsistent with the philosophy of Christian education shall cease. The CSAGH Board and Faculty/Staff must understand and apply the philosophy of Christian education in their decision-making in board meetings and in their daily work for the CSAGH. Employees shall be committed to fulfilling the principles outlined in the philosophy of Christian education in every reasonable way they can.

## **OWNERSHIP AND ORGANIZATION**

WSCA and HCS are owned and operated by the Christian School Association of Greater Harrisburg (CSAGH), PA (referred to as the Association). The Association is a private, religious, educational organization composed of Christian parents, educators, and friends who meet the requirements for membership as set forth in the Association's Constitution. These members are from diverse Bible-believing Christian backgrounds. They are united by faith in Jesus Christ as revealed in the Holy Scriptures and summarized in the Association's Statement of Faith. The Association does not discriminate in regard to race, color, gender, ancestry, or national origin. The duties of the Association are to elect members to the Board of Directors (referred to as the Board), approve the annual financial plan, and approve any long-term debt. All other authority is given to the Board and Administration. The Board governs the school through the establishment of school policy. The Board is selected from qualified members of the Association, approved by the Board, and elected by the Association. The duties of the Board include maintaining the school's mission, hiring the President, establishing the CSAGH's strategic plan, and setting the CSAGH's policy. The Board also establishes committees on which Board Members, school personnel, school parents, and friends of the school are encouraged to serve. Some of the functions of the various committees are to recommend Policy to the Administration and Board, review the financial plan, review and develop the Strategic Plan, review curriculum and student activities, promote the CSAGH, and assist in securing capital.

## **WSCA COLORS & MASCOT**

School Colors: Maroon and White

School Mascot: Bobcat

## **HCS COLORS, MASCOT, SONG**

School Colors: Blue and White

School Mascot: Knight

School Song: *To God Be the Glory*

## ADMISSIONS (NEW STUDENTS)

Enrollment at a CSAGH school is a privilege and not a right. The CSAGH seeks to enroll students who come from a Christian home, who regularly attend a Christ-centered church, and who support, both in ability and in desire, the mission of the CSAGH. The President maintains the responsibility for admitting students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with administration and policies. Given this responsibility, the CSAGH reserves the right, in its sole discretion, to dismiss any student, refuse enrollment or re-enrollment of any student, or rescind the enrollment of any student, on the basis of, but not limited to, the lack of support for the core values of the CSAGH and/or failing to maintain a lifestyle consistent with the CSAGH statement of faith, mission, values, philosophies and goals, and any related policies and procedures.

### ADMISSIONS PROCESS

1. Parent(s)/ legal guardian(s) must submit a completed application, all necessary forms, and a non-refundable application fee to the Admissions Office.
2. The applicant must complete the required entrance assessments. NOTE: For all international students, TEOFL or other approved English proficient exam is required.
3. The admissions committee reviews the application, assessment results, transcripts, and pastoral reference, and conducts a parent interview for all new parents and a student interview for all new 6<sup>th</sup>-12<sup>th</sup> grade students.
4. A decision is rendered by the admissions committee and notice is provided to the student's parent/legal guardian from the Admissions office.
5. Students who are accepted may secure enrollment by submitting the enrollment packet and all required forms and fees by the required deadline. This includes agreeing to affirm, and, by God's grace, abide by the CSAGH Parent Student Handbook in its entirety.

During the admissions process, active IEPs are individually reviewed to determine if a student's educational needs can be adequately supported within the CSAGH's academic programs.

#### Minimum Age of Acceptance of Kindergarten/First Grade Students

Prospective kindergarten students must be five years old by October 1 of the current school year; prospective first grade students must be six years old by October 1 of the current school year or have completed Kindergarten.

#### New Student Probation

All new students are accepted on a one semester Probationary Status. At the end of the first semester, each student's academic progress, attendance record, and behavioral pattern will be reviewed to determine if the child may be removed from Probationary Status, have the Probationary Period extend to the second semester, or if it is necessary to discontinue the student's enrollment. Communication for continuance of Probationary Status or for dismissal of a student shall be by written notification from the Administration.

#### Other Admissions Policies

Once Open Enrollment for new students begins, acceptance of students will be based upon whether the student (and family) meet the qualifications for enrollment and availability in the desired grade. If a grade reaches capacity, a wait pool may be formed. If a wait pool is formed, applicant families must accept the invitation to be in the wait pool for future consideration. If places open in a grade that was previously at capacity, the admissions committee will determine availability and review wait pool participants to determine applicants to invite.

The Parental Agreement signed upon each child(ren)'s enrollment will remain in effect until the child(ren)'s withdrawal or graduation from a CSAGH school. Any updates to the Parental Agreement will be communicated in writing, as they occur.



Financial aid is available to families and is distributed based on the recommendation of a third-party needs assessment and fund availability.

Families transferring their children from private or Christian schools must have settled all financial obligations at the previous school before enrollment.

#### Homeschool Student

After following the admission process, homeschool students are permitted to take certain administrator-approved courses on an a la carte basis and/or participate in certain extracurricular activities provided their participation does not prevent a full-time CSAGH student from fully participating in the activity. Certain participation fees and costs apply to homeschool students.

#### **CONTINUOUS ENROLLMENT (CURRENT STUDENTS)**

1. Current students are automatically reenrolled for the upcoming school year with the non-refundable Continuous Enrollment Fee billed to the family's FACTS account. This fee must be paid in full by March 31 to guarantee enrollment.
2. If a student withdraws after the deadline to opt out of Continuous Enrollment, the Early Withdrawal Fee will apply (see Financial Policies).
3. If a family is on Continuous Enrollment and then opts out, the fees paid are non-refundable. If the family later decides to re-enroll, they will be charged the total Enrollment Fee.

#### Opting Out of Continuous Enrollment

Families may opt out of the CSAGH Continuous Enrollment Program by notifying the Admissions Coordinator no later than February 28. If a family subsequently decides to re-enroll their child(ren), there is a specified Enrollment Fee that must be paid for each child.

#### **RESPONSIBILITIES OF PARENT(S)/GUARDIAN(S)**

In order to preserve the function and integrity of our school system, the CSAGH requires all its families to:

- agree to and, by God's grace, abide by our Statement of Faith and all the policies outlined in the Parent/Student Handbook.
- lend practical help in areas of service for CSAGH schools.
- seek unity of the believers, especially when offense is taken by following the guidelines found in Matthew 18:15-20.
- refrain from bringing lawsuit against the CSAGH or another member of the Association, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose.
- follow the financial policies of the Association, including the responsibility to promptly pay tuition, to support financially the CSAGH when able through tax deductible gifts, and to support fundraising as described in the Fundraising Policy.
- understand that parents are responsible for any vision, dental, or medical attention and/or insurance needed by their children while they attend a CSAGH school. The CSAGH is not responsible to pay for medical treatment for student injuries sustained in school activities.

#### **RESERVATION OF RIGHT TO DISMISS A STUDENT/FAMILY FROM CSAGH**

The CSAGH reserves the right to dismiss any student for, but not limited to the following reasons: the student's poor academic performance, the student's poor attendance record, the student's poor behavior record, the student's desire not to attend a CSAGH school, the family's inability or failure to fulfill its obligations as stated in the CSAGH Parent-Student Handbook.

## **NOTICE OF NON-DISCRIMINATION**

The CSAGH enrolls students of any race, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate based on race, color, and ethnic origin in administration of its educational policies, admissions policies, financial aid policies, and athletic and other school-administered programs.

The CSAGH does reserve the right to expel a student for any reason that lies outside the “spirit” of the institution.

## **STUDENT ATTENDANCE**

### **SCHOOL HOURS**

CSAGH schools run on a 6-day cycle. Classes begin at 8:05 a.m. and end at 3:05 p.m. Cycle days can be viewed by students in FACTS. If a school day is unexpectedly missed (i.e. snow day), the cycle days will be adjusted so that no numerical day has been missed.

<b>MS/HS Regular Day Schedule</b>		
HR.	8:05	- 8:13 (8)
Pd. 1	8:16	- 9:01 (45)
Pd. 2	9:04	- 9:49 (45)
Pd. 3	9:52	- 10:37 (45)
Pd. 4/HS	10:40	- 11:25 (45)
Lunch/MS	10:40	- 11:05 (25)
Pd. 4/MS	11:08	- 11:53 (45)
Lunch/HS	11:28	- 11:53 (25)
Pd. 5	11:56	- 12:41 (45)
Pd. 6	12:44	- 1:29 (45)
Pd. 7	1:32	- 2:17 (45)
Pd. 8	2:20	- 3:05 (45)

### **OFFICE HOURS**

WSCA and HCS offices are open from 7:30 a.m. until 3:30 p.m. on school days and 9:00 AM until 3:00 PM Monday-Thursday during the summer months.

### **INCLEMENT WEATHER/EMERGENCY CANCELLATION**

All delays and school closings will be communicated via the Parent Alert text message service and will be announced on WGAL (Channel 8), WHP (Channel 21), and WHTM (Channel 27). On delay days, parents transporting students should have them at school by 10:00 AM for two-hour delays. School closings and delays are also posted on the homepage of the CSAGH website.

### **ATTENDANCE LAWS AND POLICIES**

The attendance policy of the CSAGH is based on laws set forth from the Pennsylvania Department of Education.

According to the State of Pennsylvania, attendance at school is compulsory. Therefore, the CSAGH must account for the daily attendance or absence of each student from school. The State of Pennsylvania requires schools to classify student absences into one of two categories: (1) legal (or excused) and (2) illegal (or unexcused).

With the PA Legislature’s passage of Act 138 (2016), the CSAGH’s attendance procedures have been modified to reflect changes in PA’s truancy laws:

- When a student is absent from school, the absence is considered illegal until the school receives a written excuse from the parent/guardian. After three school days without a written excuse (or acceptable excuse per the CSAGH policy), the absence is considered illegal.
- If a student accumulates a third unlawful absence, the parent will receive an invitation to participate in a School Attendance Improvement Conference (SAIC). The goal of this conference is a partnership between parents, student, and school personnel to improve school attendance.
- If a student accumulates six unlawful absences, the student is considered habitually truant. At this time the child may be referred to a school-based attendance improvement program, Cumberland/Dauphin County Children & Youth, and/or be issued a truancy citation with the District Magistrate.

#### Legal/Excused Absences

According to the State of Pennsylvania, an absence may be categorized as legal or excused under four broad descriptions: (1) for mental, physical, or other urgent reasons with the term “urgent reasons” being strictly construed and not permitting irregular attendance; (2) for illness, death in the family, and for impassable roads; (3) for educational experiences; and (4) for religious instruction. Therefore, the following absences from school are categorized as legal or excused:

- Illness of student
- Death in the family
- Medical appointment
- College visits\*+
- Authorized ministry\*+
- Religious holiday\*+
- Educational leave\*+
- Transportation emergency<sup>o</sup>
- Quarantine<sup>o</sup>
- Illness in family/parent<sup>o</sup>
- Mental incapacity<sup>o</sup>
- Court appointment\*
- State emergency<sup>o</sup>

\* Absence requires pre-approval by the administration.

<sup>o</sup> Absence requires approval by the administration.

+ Additional policy below describes limitations and procedures for these absences.

#### Illegal/Unexcused Absences

All other absences not listed above will be classified as illegal/ unexcused absences. Illegal/Unexcused absences will consist of but not be limited to the following:

- Truancy (student is improperly absent without parent knowledge and/or consent)
- Indifference (student is improperly absent with parent knowledge and /or consent)
- Illness in the family or illness of parent
- Leaving school during school hours and going directly home without Administration’s permission
- Uncertified illness (student absence more than 5 days without doctor’s note)
- Employment during school hours
- Unapproved absences
- Lack of transportation, non-emergency
- Absences to work on school assignments
- Educational, ministry, college visit absences in excess of the allotted number granted.
- Other illegal/unexcused reasons (i.e., oversleeping, unspecified reason, etc.)

### Explanation of Special Cases of Legal/Excused Absences

The following are guidelines in categorizing absences as legal/excused. These absences must be requested in writing five school days prior to the absence and are subject to approval by the administration. The administration reserves the right to categorize legal/excused absences as illegal/unexcused if a request is not made in advance in writing.

- **College Visits:** This legal/excused absence is a specific “educational trip” that allows high school students to visit colleges for the purpose of evaluating the college for future attendance. Students are limited to no more than 3 days per year unless approved by Administration. These days are in addition to those granted under the classification of “education leave”. Additional days may be taken under the classification of “educational leave” granted the student has educational leave days remaining.
- **Authorized Ministry/Religious Holiday:** This legal/excused absence provides the student with the opportunity for ministry experience outside of school (i.e., youth retreat, March for Life, Missions Trip, etc.) or for a religious holiday experience not observed by the school (Example: Yom Kippur or Rosh Hashanah for Messianic Jewish students). Students are limited to 3 days per year. These days are in addition to those granted under the classification of “education leave”. Additional days may be taken under the classification of “education leave” granted the student has days remaining.
- **Educational Leave:** This legal/excused absence provides the student and family with the opportunity for educational enrichment outside of and not provided for by the school. Students are limited to 5 days of educational leave. Absence in excess of these days will be categorized as illegal/unexcused. Special consideration will be given by the administration for the granting of additional education leave days in cases deemed to be extraordinary educational opportunities. Consideration will be based upon a student’s current academic standing as well as their attendance record, both current and historically. All requests for special consideration shall be made in writing to the administration.

### Consequences for Illegal / Unexcused Absences

Illegal/Unexcused absences will be dealt with both according to state guidelines as well as in conjunction with school attendance policies. All illegal/unexcused absences will be recorded as such when a note is not received within three days of the absence and will not be changed to lawful or excused even if a note (parent, physician, or otherwise) is received after the three-day period.

All work that was due on the day of the unexcused absence must still be completed by the student. ES students will receive full credit for work. MS/HS students will receive 50% credit for work. The administration reserves the right under these circumstances to deny the privilege of making up work as well as giving the student a zero on all work for that day.

### Determination of Absences

The administration will in all cases make the final determination of the correct categorization (legal/excused or illegal/unexcused) of all absences.

### Procedures When Absent for One or More Days

When a student returns to school following an absence, they must present a note from their parent explaining the reason for their absence(s). Elementary students are to give their note to their classroom teacher who will turn it in to the office. Middle School and High School students are to give their notes to the office. The office staff will determine whether the absence was legal/excused or illegal/unexcused. The teacher(s) will be notified of all illegal/unexcused absences. Students who are absent for five consecutive days or more shall be required to bring a note from a physician upon their return to school.

### Participation in Extracurricular Activities

To participate in any after school activity, the student must be present for more than 40% of the academic day. This equates to the student arriving to school no later than 10:00am on a regular school day. The administration has the right to approve or deny an excused absence when participation in an after-school event is in question.

## **LATE ARRIVAL/EARLY RELEASE PROGRAM**

This program, understood to be permanently fixed into a student's schedule, is only available to Grade 11 and 12 students who have reliable transportation and a study hall(s) the first and/or last period(s) of the day. This program is a privilege and can be revoked by the Administration at any time.

The school's master course schedule will not be rearranged to accommodate early release for particular students. Students and their parent/guardian must fill out an Early Release/Late Arrival Approval Form and obtain administrative approval prior to starting the program. Forms will be approved prior to the fall and/or spring semesters. Students must demonstrate they are utilizing the Early Release Program for employment, taking additional courses (e.g. DE), or a supervised internship.

Under the Early Release/Late Arrival Programs, students are only permitted to arrive once and leave once in a school day. When arriving on campus and prior to leaving campus, students must sign out in the main office. On rare occasions, due to a different bell schedule than normal or another school activity, students may not be excused for late arrival and/or early release without special administrative permission.

PIAA and attendance requirements for participation in athletics and extracurriculars still apply to students who are utilizing this program.

The CSAGH is not liable or responsible for students who are not on our campuses.

### **Late Arrival**

When they arrive, students must sign in at the main office immediately. They then must remain on campus for the rest of the school day unless they have early release. If a student wishes to meet with a teacher before their scheduled late arrival time, they must have a signed pass from that teacher and sign in at the main office upon arrival. The CSAGH is not liable or responsible for students before they arrive on campus.

### **Early Release**

Prior to leaving, students must sign out in the main office immediately after their last academic class and should remain off campus for the rest of the school day. If a student needs to remain in the building due to an athletic dismissal or make up work, they may do so provided they first get a pass from the office and are assigned a study hall. Students who plan to return to campus for any after-school activities should return no earlier than dismissal time. The CSAGH is not liable or responsible for students once they leave campus.

## **MAKE-UP WORK**

Assignments that were given prior to the student's absence are due on the day the student returns to school and are to be handed in on time. Teachers may elect to give the student additional time to make up work. Students who are unexpectedly absent may (first thing in the morning) request of the office that those day's assignments be gathered for them and present to the office a method of acquiring the materials (i.e., parent will pick up the books, sibling will bring home the books, friend will bring home the books, etc.).

Students who have planned absences for an extended period of time may request assignments to be completed during their absences. Whereas it is difficult to plan specific assignments too far in advance, teachers may elect to give students general information about where the class will get to in the curriculum. Students should be prepared to complete additional assignments upon their return to school. Students have one day for each day of absence to complete their assignments. Exams, tests, and quizzes will not be administered in advance of the student's absence.

## **MINIMUM ATTENDANCE POLICY**

Attendance and class participation are critical requirements for the student's final grade and achievement of the course/class objectives. Therefore, the CSAGH has a minimum attendance requirement for students. The following shall apply in failure to meet the minimum attendance requirement:

### Elementary (K-5) and Middle School (6-8)

Students who miss their 25<sup>th</sup> day of school shall have their final grade(s) reduced 10% points (or one full letter grade). Students who miss their 30<sup>th</sup> day of school shall be required to repeat the grade level.

### High School (9-12)

Students who miss their 25<sup>th</sup> day of school in a particular class shall have their final grade reduced 10% points (or one full letter grade) in the class in which they were absent. Students who miss their 30<sup>th</sup> day of school in a particular class shall fail that class for the year with their actual grade or a 64% whichever is lower.

Special consideration will be given by the administration in a case-by-case basis. All requests for special consideration shall be made in writing to the administration. In all cases, however, students who do not meet the minimum attendance requirement will have to make up all missing work in order for the requirement to be waived by the administration. This may involve the need for special tutoring, testing, or summer school.

### **TARDINESS TO SCHOOL AND CLASS**

Tardiness to school applies only to homeroom and first period. Any arrival to school following the midpoint of first period will be deemed an absence from class. Tardiness to class will be dealt with through the classroom teacher's normal classroom procedures.

Students who are not seated in homeroom by the beginning of homeroom are deemed late for school and must report to the office. Whether a tardiness is legal/excused or illegal/unexcused shall be determined in the same manner as are absences. Three illegal/unexcused tardies to school will be equal to one illegal/unexcused absence. If a tardy is determined to be illegal/unexcused, academic consequences for illegal/unexcused absences shall be applied to those classes in which the student missed while being tardy. Late bus arrival to school shall be considered excused as declared by the administration.

### MS/HS

For every three tardies in one semester, the student will receive one 1-hour detention. Excessive tardies may result in further disciplinary action. The tardy count resets each semester.

### **EARLY DISMISSAL FROM SCHOOL AND CLASS**

On or before the day the student desires early dismissal from school, the student must bring to the office a note from their parent authorizing the early dismissal and giving the reason for the early release from school. Whether an early dismissal is legal/excused or illegal/unexcused shall be determined in the same manner as are absences. If an early dismissal is determined to be illegal/unexcused, academic consequences for illegal/unexcused absences shall be applied to those classes in which the student missed as a result of being dismissed early from school.

### **LEAVING SCHOOL PROPERTY**

No student will be permitted to leave the school property during the school day without the permission of the administration and the consent or notification of the parent(s)/guardian(s). Leaving school property without permission may result in appropriate disciplinary consequences that include but are not limited to detention and/or suspension. Students must be signed out at the office before leaving.

# ACADEMIC LIFE

## SUBJECTS AND COURSES

### General

The Commonwealth of Pennsylvania recognizes WSCA and HCS as non-public, non-licensed day schools for the education of children. It is further recognized that the CSAGH schools use courses of study which meet all the requirements for providing a superior Christian education.

- Elementary School - Our school curriculum for grades K-5 includes Bible, Language Arts (Reading, Composition, Spelling, Phonics, Grammar, and Handwriting), Science, Math, History, Music, Art, Physical Education, and Computer instruction.
- Middle School - The curriculum for our 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades consists of Bible, English (Grammar, Spelling, Vocabulary and Composition), Reading, Science, Math, History, Spanish, Computer Instruction, Music, Art, and Physical Education.
- High School – The CSAGH offers an Academic College Preparatory program for grades 9-12. Dual Enrollment and online courses are also offered each semester.

Dual Credit involves a college/university offering credit through their Registrar's Office for an approved course taught at a CSAGH school by a CSAGH faculty member.

Dual Enrollment involves a partnership with a college/university where students may enroll in classes at a college or university while attending a CSAGH school. Dual enrollment courses must be approved by the administration.

Students who meet the entrance requirements of post-secondary institutions may participate in the Dual Enrollment Option. The CSAGH will accept the credit and the grade as part of the student's overall GPA, provided the student receives a grade of D (65%) or above as noted on an official transcript. All letter grades will be transferred into the student's GPA calculation. Whether or not the student submits the final grade report to the CSAGH, the grade and class will be a part of the student's permanent college record.

### Online Learning

Online courses follow the same academic year calendar and marking periods as the school.

Students must complete coursework by deadline and must pass the course with a "D" (65%) or higher grade. Failure to meet either completion requirement will result in the student/family assuming the full cost of the course plus a \$50 administrative fee. If a student drops a course after the drop/add deadline, the student/family must pay the full cost of the course plus a \$50 administrative fee.

Students and parents/guardians must accept the CSAGH Acceptable Use of Technology Agreement in order to access coursework.

Grading - Students receive "I" (incomplete) grades for the first quarter in semester long courses. Credit recovery students receive a Pass or Fail.

Tuition covers the cost for online courses when:

- An online course is necessary because of scheduling limitations of the CSAGH school's master schedule
- There is demonstrated need for learning support or enrichment that cannot be met by the school due to limitations in course offerings.

Tuition does not cover the cost for online courses when:

- A student desires a course not offered as part of the curriculum and does not receive approval by the administration to take the course.
- A student desires to take a course over winter break or the summer.
- A student takes an online course they previously failed in a regular classroom or online.

- NOTE: The student/family must pay the full cost of the course plus a \$50 administrative fee.

### Challenge Program

The Challenge Program is an enrichment program designed for our academically advanced and highly motivated students in Grades 2-5. Its purpose is to provide enrichment learning opportunities for these students beyond what is presented in their regular classroom studies.

Students must be enrolled for at least one full semester prior to being considered for the Challenge Program. To be considered for the Challenge program, each student will be evaluated based on the following criteria:

1. Teacher Recommendations. Students who are invited to participate in the Challenge Program must receive universal recommendation from their teachers of the previous year and present year regarding their Christian character and conduct along with their academic study habits.
2. Grades. To qualify for the Challenge Program, a student must have maintained at least a 95 average the previous school year and no grade in any major subject may be less than a 90. They must maintain a 90 or above to continue in the Challenge program throughout the year.
3. Acadience Math Composite and Reading Composite benchmarks must be at or above benchmark.
4. Developmental Reading Assessment (DRA). The DRA is a standardized reading test used to determine a student's instructional level in reading that includes a writing component. The DRA is administered individually to students by teachers and/or support faculty. To qualify for the Challenge Program, a student's individual DRA instructional level must be at least one level above the grade level benchmark DRA for that student's grade position.

A review of all students will be made at the end of each semester to determine if the student still meets the above criteria. Students who present discipline problems or who fail to perform in the classroom may be asked to leave the program at any time. Parents of students in the Challenge Program will be billed each semester to cover the costs of the program. Assignments may be given which would be in addition to regular classroom assignments.

### VoTech School

Students may enroll in the local Vocational Technical School while attending a CSAGH school. Fifty percent tuition will be charged. If the student attends VoTech for more than one school year, the administration will adjust graduation requirements appropriately.

## **STUDENT RECORDS**

It is the policy of the school that the administration shall keep records pertaining to a student's academic progress, conduct, attendance and any other pertinent information. Only the Board, CSAGH Administration, and designated personnel in the fulfillment of their respective functions will have access to the records. A student's records will not be released unless written permission is received from the parent.

## **SCHEDULING FOR CLASSES**

High School - Students that will be entering 9th-12th grades will be guided by the School Counselor as to their course of study for the following year. Course selection is dependent upon course availability, scheduling, and the student's academic performance.

No student with a course grade below 83% will be recommended for an Honors or AP course. Students with a course grade above 83% may be considered by their current teacher for an Honors or AP course recommendation. When making a recommendation, teachers will consider the student's course grade, assessments, ability, and work ethic.

Middle School – Scheduling is begun by the administration for the following year during the spring of the current year. Students entering 6<sup>th</sup> – 8<sup>th</sup> grades will be counseled by the administration as to their course of study for the following year. Parents of these students will then be given the necessary scheduling materials.



### Course Withdrawal

Students can choose to withdraw from a scheduled course after the course has begun with consultation of the school counselor. Withdrawals after the first quarter of a semester course or the second quarter of a yearlong course are not permitted, unless approved by the principal due to extenuating circumstances.

### **GRADING SYSTEM**

The CSAGH grading system is designed to reflect a student's level of acquired understanding and mastery of subject material. Report cards are issued every 9 weeks. The school encourages communication between teachers and parents concerning a student's academic progress. If a student is experiencing deficiencies in a subject, the teacher will notify the parents. In addition, parents are encouraged to contact their child's teachers to remain abreast of their child's academic progress.

### Grading Scale

The majority of courses will be graded on a numeric system of 1 to 100. The following chart converts the percentage grades to letter grades.

A+ = 97-100	<u>Others</u>
A = 93-96	P = Passing
A- = 90-92	F = Failing
B+ = 87-89	I = Incomplete
B = 83-86	WP = Withdraw Passing
B- = 80-82	WF = Withdraw Failing
C+ = 77-79	
C = 73-76	
C- = 70-72	
D+ = 67-69	
D = 65-66	
F = Below 65	

### Calculation of Final Grades

**Middle School (grades 6 – 8):** In Middle School, final grades are based upon a student's grade in each of the four marking periods. Each marking period is valued at 25% of the final grade.

**High School (grades 9 – 12):** In High School, final grades are based upon a student's grade in each of the four marking periods, the semester exam (if applicable), and the final exam (if applicable). In courses *without* a midterm and final exam, each marking period is valued at 25% of the final grade. In courses *with* a midterm and final exam, each marking period is valued at 20% of the final grade. Both the midterm exam and the final exam are valued at 10% of the final grade. For high school semester courses, the final grade is based upon a student's grade in each of the marking periods and the final exam. For these semester courses, each marking period is valued at 40% of the final grade while the final exam is valued at 20% of the final grade.

### Pass/Fail Courses

Only a few courses are offered to students on a pass/fail basis. These courses are noted in the Course Catalog. Pass/Fail courses are not included in the calculation of a student's G.P.A. or in the determination of eligibility for the Honor Rolls.

### Incomplete Grades

An incomplete grade on a progress report or marking period report indicates that there is work missing in that particular subject and that work must be made up before a grade or credit can be given. It is the student's responsibility to make up the work. The student should contact the teacher to receive all the necessary assignments. Incomplete grades not made up by the subsequent grading report shall be reported as the grade stands or as a 64, whichever is lower.

### Calculation of a High Student's Grade Point Average (G.P.A.)

Grades in all courses, unless otherwise stated, are included in computing a student's grade point average which is based on a 4.0 scale. In calculating grade point average, certain courses are weighted to reflect their difficulty. Honors courses carry a weight of 1.06 while AP courses and the dual college credit courses carry a weight of 1.12.

## **DUAL ENROLLMENT POLICY AND PROCEDURES**

By providing educational assistance in accordance with the following guidelines, the CSAGH encourages eligible high school students to advance their academic development by taking Dual Enrollment and/or Dual Credit courses.

*Dual Credit* (DC) involves a college/university offering credit through their Registrar's Office for an approved course taught at a CSAGH school by a CSAGH faculty member.

*Dual Enrollment* (DE) involves a partnership with a college/university where students may enroll in classes at a college or university while attending a CSAGH school. Dual enrollment courses must be approved by the administration. Since Dual Enrollment courses are not CSAGH's courses, their content, instructor, and/or pedagogy may not align with the CSAGH's mission and core values.

DC and DE courses will be calculated in a student's GPA and carry a weight of 1.12. A three-credit college course will be worth 1.0 high school credit. College courses which are under or over three credits will be awarded a commensurate level of high school credits based on the course's instructional hours. If approved, DC and DE courses can fulfill the CSAGH's graduation requirements except for the Bible requirement. Students are not permitted to use another institution's Bible courses to fulfill the CSAGH's Bible graduation requirement.

Effective Fall Semester 2023, CSAGH and Messiah University have established a DE partnership for the benefit of CSAGH students. Students must meet the college or university's DE admission criteria, and they must receive CSAGH administrative approval prior to enrolling in the course for the course to be accepted for high school credit and to be eligible for reimbursement.

CSAGH will approve and cover the cost for up to 12 DE credits per year (24 DE credits total while the student is at CSAGH) for courses offered in the Messiah University – CSAGH Partnership (Messiah University will charge CSAGH directly for these courses). If a student is approved to take a course not offered in the Messiah University – CSAGH Partnership (academic programs not offered at Messiah), CSAGH will reimburse at the current partnership tuition rate.

In addition to meeting the college or university's DE admission criteria, students must meet the following criteria for the CSAGH to cover the DE course's cost:

- Be a full-time student at a CSAGH school for the duration of the course.
- To receive tuition remuneration, the course must be completed during the academic year (not the summer) and the student must achieve at least a final grade of "C" in the DE course. For "Pass/Fail" courses, the CSAGH will accept "Pass" as a final grade.
- The CSAGH will accept the credit and the grade as part of the student's overall GPA, provided the student receives a grade of D (65%) or above as noted on an official transcript.
- If the student withdraws with a financial penalty or does not finish the DE course, the family will assume the cost of the DE course at whatever rate as determined by the college or university.
- If the student unenrolls for any reason from a CSAGH school during the course, the family will assume the cost of the DE course at whatever rate as determined by the college or university.
- Submit a DE Approval Form and obtain administrative approval prior to enrolling in the course.
- The DE course falls in a course of study that reasonably advances the student's academic development as determined by the CSAGH Administration. Courses to fulfill the CSAGH's Bible graduation requirements will not be approved.

- The student must not be under probationary status or a behavioral contract. Note: Administration has the discretion to approve covering the cost of courses for new CSAGH students, who are under probationary status for one semester.

## **DEFINITION OF GRADE DESIGNATION**

A student will be advanced (promoted) to the next grade upon providing the following:

### Grades K-5

A student will be promoted to the next grade upon successful completion of all scholastic work and the recommendation of the classroom teacher. However, if a student fails one or more major subjects, summer school and/or special tutoring, depending on the student's special situation, may be taken in order to prevent failing for the year.

### Grades 6-8

A student must successfully complete all coursework. Failure of two or more major subjects, or one major subject and two minor subjects, will result in the student's retention in that grade for the following school year. Summer school and/or special tutoring, depending on the student's special situation, may be taken in order to prevent failing for the year.

### Grades 9-12

In high school students earn and receive credits toward graduation. The following is a minimum number of accumulated credits a student should earn to maintain satisfactory progress toward graduation in four years:

9 <sup>th</sup> Grade - 6.25 credits	10 <sup>th</sup> Grade - 12.50 credits
11 <sup>th</sup> Grade - 18.75 credits	12 <sup>th</sup> Grade - 25 credits

## **GRADUATION REQUIREMENTS**

Graduation from a CSAGH school will be based upon the successful completion of a minimum of 25 credits in grades 9-12, distributed as follows:

- Four credits in Bible
- Four credits in English
- Three credits in Science
- Three credits in History
- Three credits in Math
- Two credits in Foreign Language
- One credit in Physical Education/Health
- One credit in Fine Arts
- Four electives (HCS must include Western Thought and Freshman Seminar)

The CSAGH Board of Directors may approve additional requirements as deemed necessary by the administration.

### Class Rank and Valedictorian and Salutatorian Qualifications

Other than calculating the Senior Valedictorian and Salutatorian, the CSAGH does not calculate or publish a student's class rank. If a student must provide an organization with their class rank for the purposes of a scholarship, the administration may determine to confidentially provide that organization with the student's class rank. Candidates for Valedictorian and Salutatorian honors must:

- Be enrolled as a full-time student at a CSAGH school for their entire Junior and Senior years.
- Take at least two college-level courses (AP, DC, and DE).

Only courses taken during junior and senior years will count toward the final, weighted GPA used for calculating Valedictorian and Salutatorian. Class Valedictorian and Salutatorian will be announced when all grades are finalized for the Senior Class.

## **STANDARDIZED TESTS**

Tenth and eleventh grade students may choose to take the PSAT/NMSQT. Students planning to attend college are encouraged to take the SAT or ACT tests in their junior and senior years.

Students in grades K-10 participate in standardized testing as determined by the administration.

## **MIDTERM AND FINAL EXAMS (High School)**

Students will not be required to take more than two major tests in any given day.

High School midterm (December) and final (May) exams may cover all material from that semester. Semester exams are given for certain full credit courses as communicated by the teacher. These exams are graded as one fifth of the student's semester grade in that course (one tenth of the final grade). Depending on the course, some exams are cumulative. All semester exams are administered during the scheduled exam periods.

An exam schedule will be distributed to students prior to the exams. Attendance for each exam is required on the specific day the exam is given. Only excused absences for illness or extenuating circumstances will be granted. A student who is absent from school the day prior to the exam is expected to take the exam on the day the exam is scheduled to be administered.

Academic dishonesty on an exam or equivalent assignment will result in the student receiving a 0% on the exam and being reported to the administration for appropriate disciplinary action according to Level III interventions.

### Exemptions from Final Examinations:

Seniors, and students in the highest-level course in a department, who achieve a 93.0 (*unweighted and no rounding up*) or higher cumulative average in any subject are exempted from the final exam in that subject. Also, all students who elect to take an AP exam are exempt from that course's final exam.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance his studies. Therefore, each student is to complete his homework assignments.

Homework is given for several purposes:

- For Reinforcement - Educational research indicates that reinforcement is necessary for the mastery of certain types of material.
- For Remedial Activity - As instruction progresses, certain students fall behind most of the class. Homework is given to help those students master the necessary skills.
- For Enrichment - Homework is given to stimulate the thinking process and give the interested student a challenge.
- For Special Projects - Book reports, compositions, and special research projects are some of the activities that are frequently the subject of homework.

Students in grades 6-12 who fail to turn in assignments on time will lose points equivalent to one letter grade (10%) per day late for any work not completed or for being unprepared. Late assignments will not be accepted after five days. If a teacher goes over the answers to the assigned work in class, no credit will be given. Students in grades K-5 must complete the missing work for the next school day.

## **STUDY HALLS**

Middle School and High School students can only carry a maximum of one study hall per day unless otherwise approved by Administration. Students will come to study hall prepared to study. No disruptive behavior such as talking, playing games, listening to audio-visual devices, or generally disruptive behavior will be tolerated. An atmosphere conducive to study will be maintained. All students must be engaged in some form of study, reading or classroom preparation. Violation of this policy will result in disciplinary action.

## **SUMMER WORK**

Per Administration, students *may* be required to complete grade level or course level appropriate summer work. If such summer work is required, expectations will be communicated by the administration and/or appropriate teacher prior to the end of the previous school year.

## **LIBRARY PROCEDURES**

Students may check out books and periodicals for a loan period of one academic cycle. Fines are charged for items that are overdue. Fines continue to accumulate until the item is returned. An item will be considered lost after 30 days and the student will be charged the replacement cost of the book and a processing fee of \$2.00. Report cards will be held back if fines are not paid during the current marking period.

## **ACADEMIC HONORS AND AWARDS**

Academic Honor Roll is figured quarterly.

### Grades 4-5 Honor Roll

Distinguished Honors - The requirement for the Elementary Distinguished Honor Roll is the achievement of a grade of 90% or above in each subject.

Honors - The requirement for the Elementary Distinguished Honor Roll is the achievement of a grade of 80% or above in each subject.

### Grades 6-12 Honor Roll

Distinguished Honors - The requirement for the Distinguished Honor Roll is a weighted average of 93 or above. No student will be considered for Distinguished Honors with an individual subject grade below a weighted average of 80.

Honors - The requirement for the Honors Honor Roll is a weighted average of 83 or above. No student will be considered for Honors with an individual subject grade below a weighted average of 73.

### National Honor Society

Students in grades 11 and 12 are eligible for induction into National Honor Society. The Faculty Advisory Committee bases its selection on excellence in scholarship, service, leadership, and character. Current members of the society must maintain school and NHS standards. Failure to do so may result in dismissal from the National Honor Society.

### Annual Honors and Distinguished Honors

Honor Roll status must be achieved in the first three of the four marking periods. Students making the Distinguished Honor Roll in first three marking periods will receive gold certificates. Students making any combination of Honors and Distinguished Honors will receive silver certificates.

### Presidential Award for Educational Excellence

This award is presented by the office of the President of the United States to students in 8th and 12th grades. Students must have a 90% average or above from the previous school year and score in the upper 15th percentile on a national standardized test in math or reading from a previous year.

### Honors Cord

Seniors who have accomplished the academic program, have an "A" overall average (unweighted) will be awarded an Honors Diploma at graduation.

Other academic and character awards will be given based on specific criteria for each of such awards.

## **J-TERM**

J-Term provides a distinctive educational experience for students of the CSAGH. J-Term supplements the annual two semesters of traditional education with in-depth, experiential learning in a particular area of interest. J-Term adds to an excellent education that is truly comprehensive and is designed to assist students' discernment of God's overall plan and purpose for their lives. Students in grades 6-12 choose from experiences and trips that provide:

- Stimulating educational experiences beyond the classroom
- Service opportunities
- Opportunities for students to identify and develop their God-given abilities, passions, and gifts for the sake of God's glory
- Innovative approaches to teaching and learning including outdoor activities, professionals as guest faculty, and intentional partnership with local churches

J-Term is a 5-day experiential learning program held in January between the first and second semesters. J-Term aligns itself with the CSAGH's core values by offering courses that will cover a wide range of interests; from mission projects and cultural/curricular extensions to leadership development and career exploration. Courses are offered both on campus and off campus.

The CSAGH is committed to providing a range of costs and experiences for students. Most J-Term courses are offered at no additional cost, while others will require necessary fees for things such as supplies, travel, etc.

Students are required to do one of the following things during J-Term:

- Take a 3-hour morning course and a 3-hour afternoon course
- Take a 6 hour all day course which could include being on or off campus
- Choose an internship opportunity (this is available to juniors and seniors)

## **SCHOOL EQUIPMENT, TEXTBOOKS, AND SUPPLIES**

Students are to respect all school equipment, textbooks, and supplies. All hardback books and some soft-covered books are to be covered to extend the lifetime of their usefulness. Any student who damages any equipment, textbook, or supply will be required to pay the replacement cost of the item or some other charge as determined by the administration.

## **STUDENT LIFE**

The CSAGH believes in a holistic approach to education and ministry of its students. Therefore, CSAGH schools seek to develop activities that are consistent with the Mission of the CSAGH, traditional to grade school experiences, and enjoyable for students.

## **STUDENT DRESS CODE AND APPEARANCE**

The dress code will reflect the school's identity as a Christian educational community by providing a standard which will help students balance expressions of individuality with obligations to others. The CSAGH views a dress code as an opportunity to teach students about discipline and responsibility within a community and to base it on biblical principles.

The CSAGH Administration reserves the right to make the final decision about the appropriateness of a student's uniform or their appearance. This right extends to dress during the school day and during CSAGH sponsored events.

Only those items specifically listed in the student dress code are to be worn by students at school. Students who are out of dress code will be removed from class until the violation is corrected. All dress code offenses will be dealt with according to Level I interventions.

## Dress Code Objectives

The main objectives of the CSAGH's dress code are:

- Student's appearance will be God-honoring, positively reflecting the character of our heavenly Father and consistent with the quality of education offered at the CSAGH.
- Student's dress will be modest and proper, not calling attention to oneself, but esteeming others above oneself.
- Student's attire will reflect an attitude of humility, not causing another to stumble or be distracted.
- Student's attire must be properly sized – not form fitting or calling attention to the physical body.
- Student's attire will be neat, clean, and in good repair.

“Modesty” defined (I Timothy 2:9) – neither bold nor self-assertive, observing the proprieties of dress and behavior, decent, unpretentious.

“Propriety” defined (Matthew 25:21 and I Cor. 10:31-33) – quality or state of being proper, conformity to the custom and manners of a polite society.

## **CSAGH FINISHING CODE**

- Undershirts must be white or grey solid color.
- Length of skirts, jumpers, and shorts must be no shorter than three inches above the knee when standing.
- All footwear must be in good repair and attached securely to the front and back of the feet. Leather style sandals are permitted if they meet the above criteria. Flip flop style footwear is not permitted.
- Elementary School: recommended to wear closed-toed shoes for safety on the playground.
- All hairstyles must be in good taste, neat, clean, moderate, and of a natural color.
- Hair may not cover or fall into the eyes.
- If a boys' hair length extends beyond his collar or covers his ears, it must be tucked or pulled back, so his collar and ears are visible.
- Boys' facial hair must be neat, clean, moderate, and in good taste.
- Visible tattoos are not permitted. If a student has a tattoo, it must always remain covered, including any sports practices or school events.
- Hats, visors, or sunglasses may not be worn inside the building.
- Girls' head coverings may be worn for religious reasons.
- Girls may wear makeup and jewelry in moderation. Earrings worn (girls only) in the earlobe are permitted but shall be modest and in keeping with the above stated objectives of the dress code. No other visible body piercings are permitted.
- Boys may wear a modest watch, bracelet(s), necklace, and/or ring. No other jewelry is permitted apart from those items worn for religious or medical purposes. No visible piercings are permitted.

## **WEST SHORE CHRISTIAN SCHOOL DRESS CODE**

### WSCA Boys' Dress Code

- Long pants or walking/cargo shorts must be twill material and be worn at or near the waist (acceptable colors: khaki, navy, black, grey). Solid, dark black jeans are the only exception and can be worn provided they are denim and are not torn, frayed, faded, bleached, or stained.
- Short or long sleeve button-down shirts (must have buttons and a collar).
- Short or long sleeve polo shirts (must have buttons and a collar).
- All shirts must be of a solid color with no visible logo.
- Solid colored V-neck, crewneck, sweater vest, or WSCA sweatshirt are permitted if worn over a dress code compliant shirt.
- Turtlenecks may only be worn under a sweater or sweater vest.

### WSCA Girls' Dress Code

- Skirts must be a solid color (khaki, navy, black, grey) and be of twill material.
- Long pants or walking shorts must be of twill material and be worn at or near the waist (acceptable colors: khaki, navy, black, grey). Solid, dark black jeans are the only exception and can be worn provided they are denim and are not torn, frayed, faded, bleached, or stained.
- Elementary School only: jumpers must be a solid color (khaki, navy, black, grey) and polo dresses may be any solid color.
- Short or long sleeve button-down shirts (must have buttons and a collar).
- Short or long sleeve polo shirts (must have buttons and a collar).
- All shirts must be of a solid color with no visible logos.
- Solid colored V-neck, crewneck, cardigan sweaters, or WSCA sweatshirt, are permitted if worn over a dress code compliant shirt.
- Turtlenecks may only be worn under a sweater or sweater vest.

### WSCA Physical Education Uniform

Fourth through twelfth grade students are required to wear special clothing during scheduled PE classes. Some items must be purchased directly through the school's chosen vendor. Please refer to <https://www.westshorechristianacademyshop.com/> for details.

### **HARRISBURG CHRISTIAN SCHOOL DRESS CODE**

Students may wear HCS approved sweatshirts over their school uniform. Sweatshirts (royal, grey, black) must be purchased through [www.goknightsshop.com](http://www.goknightsshop.com) or an HCS sponsored sale.

### HCS Boys' Uniform – must be purchased from Flynn O'Hara

- Flat-front pants (khaki, navy, grey)
- Walking shorts (khaki, navy)
- Button-down collar shirt (white)
- Turtleneck-worn under sweater/vest only (white, navy)
- Polo shirt (white, navy, royal, ash)
- V-neck pullover sweater or sweater vest (navy)
- Polar fleece jacket (navy)

### HCS Girls' Uniform – must be purchased from Flynn O'Hara

- Four kick pleated skirt (blue/grey plaid, khaki, grey) MS/HS only
- Drop waist jumper (blue/grey plaid) ES only, recommended to wear shorts underneath
- 2 pleat skirt (khaki)
- Flat front slacks (navy, khaki)
- Walking shorts (navy, khaki)
- Button-down collar shirt (white)
- Turtleneck-worn under sweater/vest only (white, navy)
- Polo shirt (white, navy, royal, ash)
- V-neck pullover sweater or sweater vest (navy)
- Polar fleece jacket (navy)

### HCS Physical Education Uniform

Students are required to wear special clothing during scheduled PE classes. Some items must be purchased directly through the school's chosen vendor. Please refer to [www.goknightsshop.com](http://www.goknightsshop.com) for details.

ES ONLY: The students will wear this outfit to school on the days that they have Physical Education classes and stay in this uniform all day. Sneakers should be kept at school to wear specifically for P.E. classes that have non marking soles. If your child cannot yet tie his/her own shoes, please purchase Velcro sneakers for P.E. class.



## **CSAGH ELEMENARY OUTDOOR ATTIRE GUIDELINES**

Outdoor recess is an important part of our elementary academic program. Parents should send their children to school with proper outdoor attire based on the weather and season. Students who are not properly clothed for the weather as determined by their teacher will be kept indoors and parents will be notified.

When the temperature or conditions are determined by Administration to be unsafe, students will have indoor recess.

## **CSAGH DRESS DOWN DAYS / NUT DAYS ATTIRE**

Dress Down Days/NUT Days will be determined at the discretion of the administration. The MS/HS and ES Administrators have the discretion to determine different days for their respective programs. All clothing worn on these days will abide by the objectives of the dress code as delineated above.

- Jeans may be worn – must be a solid color and may not be torn, frayed, bleached, or stained.
- Athletic and other types of shorts are not permitted. Only dress code shorts are permitted.
- Sweatpants and flannel/pajama pants are not permitted.
- Spandex type or tightly fitting pants are not permitted.
- Leggings may be worn under dresses/skirts that are of appropriate length.
- Girls are permitted to wear dresses/skirts that are no shorter than three inches above the knee.
- Shirts must cover shoulders and midriff.
- “See through” material is not permitted.
- Students may not wear clothing with logos that would contain or promote ungodly themes.
- Students are not to wear any “head gear” in school (i.e., hat, bandana, etc.).

## **CSAGH FORMAL EVENTS ATTIRE**

This policy applies to anyone attending a CSAGH formal event, whether he/she is a CSAGH student. Parental cooperation is needed, especially around modesty, one of the CSAGH dress code objectives.

Boys - Dress coat, slacks, dress shirt and a tie are required.

Girls - A modest dress or gown is required and should not have any of the following characteristics:

- Plunging neckline
- Shows bare midriff or sides
- Excessively tight material
- Hemline or slit more than three inches above the top of knee

\*If there is a question about appropriateness, check with the administration *at least two weeks prior* to the event. Students, or their guests, who do not meet the above listed guidelines will not be permitted to attend.

## **EXTRACURRICULAR ACTIVITIES**

WSCA and HCS strive to offer many opportunities for students to explore outside of the classroom. These activities vary from year to year based on many factors, including student interest.

Participation in extracurricular activities is a privilege which the student earns if he/she continues to uphold academic and behavioral standards. All participants are expected to display Christ-like behavior when representing the CSAGH during on and off campus events. Administration will work with coaches and advisors, according to disciplinary procedure, if a behavior or attitude is of concern during an extracurricular event.

Students are expected to complete school assignments on time; extracurricular participation is not an excuse for late work submission or poor performance in class. Weekly Friday Eligibility Reports will be completed for all students participating in extracurricular activities. This includes athletics, drama, student life and class officers. If a student is failing two or more courses (including *actual* grades of online courses) on their weekly Eligibility Report, they will be ineligible to participate in extracurricular activities for the following week (Sun.-Sat.).

During the week of ineligibility, the student will not be able to attend practices, meetings, performances, or games. Exceptions may be made by the administration if the student's lack of participation will cause the activity to be unduly hurt.

If a student is ineligible three times during the season, they will be removed from the extracurricular activity.

Please note that Athletics must also conform to all Pennsylvania Interscholastic Athletic Association (PIAA) requirements.

## **STUDENT SOCIAL EVENTS**

Student social events are designed to enhance student life and further the mission of the CSAGH. All social events are to be approved by the Administration. All social events are to be planned under the guidance of advisors and must be chaperoned by adults approved by the administration.

## **MALE/FEMALE SOCIAL INTERACTION**

Students are to treat each other with respect both in action and in speech. Male students are to treat female students with honor. Public displays of affection are not permitted between students.

## **STUDENT LOCKERS**

Student lockers are the property of the school and are loaned to the student temporarily for the student's convenience. All student lockers are subject to search at the discretion of the administration in the interest of safety and the enforcement of the school's rules.

### Locker Assignment

Each student in grades 6-12 is assigned a locker in which to keep his/her books and possessions throughout the school year. One combination lock is available for each locker at the request of the student. The school allows students to utilize a school lock on their locker if desired. It is the student's responsibility to memorize the combination for the lock and to use the lock. Lockers must be locked at the end of each school day. The student will pay a fee for any damage to his/her locker or for a lost lock. If the student wishes to purchase an additional lock, a duplicate key or combination must be given to the student's homeroom teacher.

### Locker Guidelines

Students may personalize their locker by using the following guidelines:

- No items (e.g., pictures, signs, etc.) may be posted on the outside of lockers.
- Absolutely no tape, stickers, or other adhesive methods are to be used outside or inside the lockers.
- Mirrors, shelves, and fixtures must be easy to remove without any damage to the locker.
- Do not paint or mark up any part of the locker.
- Students must not leave leftover food, open drinks, or dirty clothing in their lockers.
- When displaying pictures, students should use discretion and adhere to the mission, philosophy, and beliefs of the CSAGH.
- The administration has the final say in determining the appropriateness of locker content and reserves the right to have the student remove any item deemed inappropriate.

## **MISCELLANEOUS ITEMS AT SCHOOL**

### Toys/Trading Cards

Students should refrain from bringing personal items, such as toys and trading cards, to school. These items are not permitted and will be confiscated by the teacher.

### Food/Drink in Classrooms

Students are not permitted to have food in the classroom, unless given prior permission by the teacher. Drinks are permitted in spill-proof containers. (ES – water only)

## **USE OF SCHOOL TECHNOLOGY**

The privilege of using the technical resources provided by CSAGH is accompanied by the responsibility of using it properly and for appropriate purposes. Please know that use of these tools indicates your awareness and acceptance of the following rules. Inappropriate use will result in suspension of your privileges and, if deemed necessary, further disciplinary procedures.

These regulations will not hamper legitimate academic study. They are meant to help illustrate a Christian view of technology and protect our users, our equipment, and our staff from unnecessary problems. Below is an abbreviated outline of the CSAGH Acceptable Use Agreement. A complete copy is available at the Main Office.

### Acceptable Use Policy

Users may use the CSAGH's technological resources only for legitimate academic purposes. A supervising member of the faculty must give specific authorization for internet use and be present during the time of Internet use.

Users will not seek to use the school's network or the internet for illegal, commercial, or inappropriate activities.

Users will adhere to copyright laws and other legal protections when using information obtained over the network or the internet.

Users will respect the computer equipment (both hardware and software) and will not seek to subvert network security or alter any installed hardware or software. Students may not, ever, install software on school equipment.

Users must log onto the network only with their assigned username and password and must log off the network when finished. If a user's web browsing results in a blocked page, the user must notify the supervising teacher of the incident. Students witnessing violations of the CSAGH Acceptable Use Policy must notify the supervising teacher.

Students may not access personal email through school equipment.

## **USE OF TELEPHONES, CELL PHONES AND OTHER ELECTRONIC DEVICES**

### The School Phone

The school recognizes the occasional need for students to communicate to their parents during the school day. Therefore, an office phone is available for a student to contact their parent. A student desiring to call home should come to the office to request use of the school phone to call home.

### Cell Phones and Other Electronic Devices

The CSAGH understands the parents' right to give their children use of a cell phone or other electronic device. The CSAGH reserves the right to regulate student use of cell phones while on campus or at school events.

### Elementary

Elementary students must leave devices always turned off and in their book bags from the time they enter the building until they leave at the end of the school day. If an elementary student has their phone/electronic device out without permission, it will be confiscated, and the parent must personally retrieve the device.

### Middle School

Middle school students must leave devices always turned off and in their book bags from the time they enter the building until they leave at the end of the school day. Middle school students are not to have their devices out in homeroom or any classroom without express permission to use it for educational purposes.

### High School

High school students must leave devices turned off and in their book bags between 8:05 a.m. and 3:05 p.m. unless they have express permission to use it for educational purposes.

### MS/HS Violations

First violation: The phone/electronic device will be confiscated, and a parent will be notified of the violation. The student may retrieve the phone/electronic device at the end of the school day.

Second violation: The phone/electronic device will be confiscated, and the parent must personally retrieve the phone/electronic device. The student will be assigned to a 1 hour after school detention.

Repeated violations: The phone/electronic device will be confiscated, and the parent must personally retrieve the phone/electronic device. Administration has the discretion to impose additional disciplinary consequences.

### **STUDENT DRIVERS**

Any student with a valid driver's license may drive on school property with parental permission and school authorization. Students that drive to school must operate their motor vehicles in a safe and orderly manner. Students must park in the designated parking lot for students, if applicable. No student may be taken to or from school by another student without permission from both sets of parents. There shall be no loitering in the cars or in the parking lot. Students may not go to their vehicle during the day without permission of an administrator or faculty member. Students may lose their driving privilege for, but not limited to the following reasons: speeding on school property, driving in areas not designated, operating a motor vehicle in an unsafe manner, loitering in the parking lot, or failing to arrive to school on time. If the student operation of a motor vehicle endangers another student or property, the student may be referred to the Discipline Committee. All vehicles on school property are subject to search at the discretion of the administration in the interest of safety and the school's rules.

### **LUNCH**

The CSAGH operates a lunch program in which hot lunches and a variety of hot and cold a la carte items are available every day for purchase in the Bobcats and Knights Cafés. Lunch prices are established to reflect the cost of food and operation of the Café.

### **STUDENT CONDUCT AND DISCIPLINE**

God's Word is clear on the requirement that individuals live disciplined lives. In order to ensure a successful learning environment, all students must understand the acceptable standards of behavior and be held accountable by their teachers. Discipline will be administered when any student's actions or attitudes interfere with the learning, life, and/or safety of another student or a CSAGH employee.

Students enrolled at a CSAGH school are expected to represent Christ and the CSAGH's names well inside and outside school. When students are not in school, the CSAGH relies on the partnership we have with parents to enforce this standard of conduct; however, the CSAGH reserves the right to investigate any possible student violation of this standard of conduct whether or not the action took place during school hours or school year. The CSAGH reserves the right to apply consequences in such situations as it deems appropriate and necessary for student learning and safety.

Within the classroom, teachers will use their discretion when addressing a student's conduct. If the behavior continues or exceeds the ability of the teacher to control, the administration will be called upon to intervene. With recognition for the partnership the CSAGH has with families, when students are involved in a disciplinary situation, the teacher and/or administration will include parents, but teachers and administration reserve the right to speak with students related to discipline without prior parent permission.

### **LEVELS OF DISCIPLINE**

Listed below are the Levels of Behavior and the potential Interventions for misbehavior which impedes orderly classroom procedures or interferes with the operation of the school. The order of listed interventions and disciplinary options are not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the CSAGH Administration, based on the age of the student(s) involved and the severity of the offense.

### Level I Behaviors

All incidents and consequences will be documented in FACTS, but typically, the behavior is handled by faculty who then notifies the appropriate administrator.

- Disruptive or potentially destructive behavior, including but not limited to running inside, unsafe/rough play, making excessive noise, minor inappropriate behavior in class, etc.
- Inappropriate control of bodily fluids and functions
- Cell phone/electronic device violation (first)
- Dress code violation (first)
- Cheating (elementary)
- Lying
- Out of assigned area
- Non-directed profanity and inappropriate language
- Active defiant/passive defiant failure to carry out directions given by an adult

### Level I Interventions

- Verbal correction
- Act of kindness/apology of action
- Loss of privileges
- Parent/guardian notification
- Clean up and/or payment of damages
- Work or silent detention (after school or lunch)

### Level II Behaviors

Handling of this level of discipline is the responsibility of the administration in coordination with the appropriate faculty. All incidents and consequences will be documented in FACTS.

- Chronic Level I behaviors
- Dress code violations (two or more)
- Cell phone/electronic violation (two or more)
- Cheating (MS/HS)
- Leaving school grounds without permission
- Misuse of computer technology or other technology
- Directed profanity, crude language, offensive expressions, or obscenities in person or on social media

### Level II Interventions

- Any of Level I options
- Temporary removal from class
- In-school suspension
- Behavioral contract
- Suspension of school transportation

### Level III Behaviors

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. All incidents will be handled by the administration and documented appropriately in FACTS. If a student has experienced any Level III or IV behavior, or if they have knowledge of any such actions, they or their family is encouraged to complete a Level III/IV Behavior Incident Report Form (obtained from the office) and submit it to the proper principal.

- Chronic Level II behaviors
- Bullying (as defined below) in person, online, or on social media
- Possession/use of unauthorized substances on school property or on school bus
- Drug/tobacco/vaping use (as defined below)

- Stealing
- Physically/verbally threatening or hurting other students in person, online, or on social media
- Fighting
- Plagiarism (as defined below)
- Sexual, racial, or religious harassment (as defined below) in person, online, or on social media
- Violation of social media guidelines (see below)
- Sending, sharing, or possessing text messages, emails, or pictures that contain sexual messages or images
- Violation of statement on gender, marriage, and sexuality (see statement pg. 5)
- Vandalism
- Serious acts of defiance, threatening, or hurting a staff member
- False emergency threats/alarms

### Level III Interventions

- Continuation of appropriate Level II options
- Out of school suspension
- Referral to outside agency for counseling or remediation (possible family expense)
- Notification of legal authorities
- Repair, clean, or restitution of property damages
- In addition to interventions listed above, a Discipline Committee (MS/HS) may be called

### Level IV Behaviors

These are acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. All incidents will be handled by the administration and documented appropriately in FACTS.

- Chronic Level III misbehavior
- Assault/battery
- Bomb threats/terroristic threats
- Gang activities on school grounds or during CSAGH-sponsored activities
- Possession/use/transfer of lethal weapons
- Indecent exposure
- Furnishing/selling/under the influence of unauthorized substances
- Arson
- Possession and/or sale of stolen property
- Extortion

### Level IV Interventions

- Continuation of appropriate Level III options
- Full restitution of damages
- In addition to interventions listed above, a Discipline Committee (MS/HS) may be called

## **BULLYING**

As a Christ-following community of educators and learners, the CSAGH is committed to providing a superior educational experience which will maximize the opportunity for all students to achieve their full potential as learners for the glory of God. To that end, the Board, Administration, Faculty, and Staff purpose to create and maintain a safe and positive learning environment for all students which is free from all forms of bullying, harassment, or threat of any type. Any action of this nature detracts from a safe environment and is strictly prohibited.

### Definitions

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may

have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power - Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition - Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

It may occur in the school setting (which includes but is not limited to bus transportation, school-sponsored activities both co-curricular and extracurricular, classroom settings, and anywhere on school grounds) and is delivered in electronic, written, verbal, non-verbal, or physical form interfering with a student's educational experience.

Cyberbullying is a form of verbal or social bullying that occurs by way of the internet or electronic device/system. These settings include, but are not limited to, e-mail, blogs, social networking sites, personal webpages, video/picture file sharing sites, online video gaming, and cellular phone functions such as text-messaging and picture/video sharing.

## **DRUGS AND TOBACCO/VAPING**

For purpose of this document, a drug is any substance that is illegal for a school-aged student to smoke, consume, inhale, or ingest that is against the law including:

- Alcoholic beverages
- Non-prescription/illegal drugs
- Prescription drugs not used in accordance with doctor's orders
- Illegal food substances such as mushrooms or herbs
- Chemicals or food supplements that may not be mentioned in law or regulation but are used to stimulate the nervous system that have been determined to be harmful to young people (i.e., solvents, glues, food propellants, etc.)

## **PLAGIARISM**

Merriam Webster's Collegiate Dictionary formally defines the term "plagiarize" from three different angles:

- "Steal and pass off (the ideas or words of another) as one's own"
- "Use (a created production) without crediting the source"
- "Commit literary theft: present as new and original an idea or product derived from an existing source"

A student commits plagiarism whenever he or she uses another's ideas or words without crediting or acknowledging the source. It can be done intentionally (in which case it is outright theft) or unintentionally.

God's view of cheating is evident in the Scriptures (Exodus 20:15; Mark 10:19; Matthew 15:19; Romans 13:9). It is critical that students at CSAGH schools clearly understand plagiarism and how to avoid even mistakenly taking the ideas of others as their own work. The CSAGH desires to partner with parents to help raise students who think critically about the world around them, and who consistently demonstrate integrity, not just in academic endeavors, but in all their interactions with others.

Students who plagiarize in any way will receive a "0" on their work, but they will be given the opportunity to redo the assignment for a maximum of 50% credit (first offense) or 25% credit (two or more offenses). Additional disciplinary action will be based on a Level III offense and determined by the administration in consultation with the reporting teacher.

**Artificial Intelligence (AI) Addendum:** Unless there are specifically articulated conditions permitting its use, students shall not use AI to complete assigned work or during in-class examinations. If they are given conditions permitting its use, students must give credit to AI tools whenever they are used, even if only to generate ideas. As part of acknowledging the use of AI, students must add an appendix to their work explaining which AI tools were used, how those tools were used, what precise sections of their work was created using the assistance of AI, and why the AI tools were used. If there is ever a question regarding plagiarism or the use of AI, students should check with their teacher and run their work through a plagiarism/AI detection tool to check their work for originality prior to submitting it for a grade.

## **SEXUAL HARASSMENT**

Sexual Harassment is an inappropriate behavior of a sexual nature that:

- is unwelcome
- happens repeatedly, pervasively, and/or severely enough that a reasonable person would find it intimidating, threatening, or abusive
- interferes with learning and life

Forms of Sexual Harassment could be graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets, name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, or intimidation.

Any student, parent, staff, or teacher who sees harassment and fails to report the incident to the administration will have appropriate disciplinary action taken. In addition, the authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. The CSAGH will take seriously any adverse action or retaliation taken against an individual for reporting an incident of harassment.

## **RACIAL/ETHNIC DISCRIMINATION AND HARASSMENT**

The CSAGH is committed to creating an atmosphere of dignity and respect and is responsible to uphold existing laws regarding a learning, living, and working environment free from discrimination and harassment based on race, religious expression, and ethnicity. The CSAGH will ensure that in the conduct of all its activities, discrimination and harassment, whether direct or indirect, is eliminated, and when found, is dealt with swiftly. Reported acts of discriminatory behavior and harassment will be investigated and could result in disciplinary action, which may include expulsion of a student or dismissal of an employee. In addition, the authorization of, cover-up, or participation in any act of harassment or discriminatory behavior of any kind is strictly forbidden.

This policy includes harassment or discriminatory behavior of or by individuals directly affiliated with the school (e.g. faculty, staff, students) and individuals not directly affiliated with the school (e.g. contractors, vendors, visitors, parents, siblings). This policy also applies to all school-related settings including, but not limited to field trips, athletic events, and school-related social events.

Discrimination and harassment may not be clear, visible, or obvious to everyone, but these actions usually make it difficult for students and employees to concentrate on their work/studies. Behavior that constitutes racial, ethnic, or religious discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act and includes, but is not limited to:

- Offensive insults, slurs, remarks, pranks, language, or conversations that disgrace another based on race, religion, or ethnicity.
- Offensive and demeaning images based on race, religion, or ethnicity.
- Aggressive or hostile behavior or taunts based on race, religion, or ethnicity.
- Cyber harassment (when digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell phones are used to threaten and/or humiliate).
- Verbal harassment disguised as humor such as ethnic/racial or religious jokes.
- Physical aggression or intimidation including even subtle contact like pinching or patting.



- Racially charged language that an individual finds offensive or demeaning.
- Offensive graffiti, artwork, and/or music that disgraces another based on race, religion, or ethnicity.

## **SOCIAL MEDIA**

Social media’s influence and reach extend far beyond the classroom and school community. When using their social media accounts, students impact the educational environment at school, and they represent their school and Christ.

Students are prohibited from using CSAGH, HCS, or WSCA logos or images, including pictures or videos of faculty and staff without their express permission, on their personal social media accounts. Cyberbullying, harassment, intimidation, offensive or profane language, sharing sexually inappropriate images, and other behavior that negatively impacts learning are prohibited online just as they are in school. The CSAGH Administration reserves the right to take disciplinary action for any violation of these guidelines.

## **ELEMENTARY SCHOOL DISCIPLINE COMMITTEE**

Expulsion may be considered for an elementary student who commits a severe (Level III or IV) disciplinary offense and/or continues to commit lesser offenses despite intervention. If possible, before expulsion is considered, the elementary principal will work with faculty, the parent(s)/guardian(s), and student to create a behavior plan to correct the behavior. When expulsion is considered, the elementary principal, in collaboration with others on the administrative team, will submit to the CSAGH President a recommendation to either expel the student or create a behavior plan if applicable. The President of CSAGH has the right to accept or veto the recommendation.

## **MS/HS DISCIPLINE COMMITTEE**

The Standing CSAGH Discipline Committee will consist of two administrators (an assistant principal and a MS/HS principal from another school) and two standing faculty members (one from each school). In cases of severe discipline (Level III or IV), the CSAGH Discipline Committee will be called to convene by a MS/HS principal (the reporting principal).

The reporting principal will serve solely as a source of information, not a voting member of the committee. The reporting principal will present the situation to the committee, including any information relevant to the student’s behavior throughout the disciplinary process or prior conduct violations. Before leaving the committee to deliberate, the reporting principal may answer any questions.

The student, and only the student, may submit a written statement to the Disciplinary Committee for their consideration.

After hearing the reporting principal’s presentation and reading any statement from the student, the Discipline Committee will consider an appropriate recommendation to the President of the CSAGH. Their recommendation will be one of the following options:

- the consequences already received by the student are appropriate and no further action is necessary.
- the student should be retained under probation with a behavioral contract.
- the student should be expelled.

The final recommendation of the Disciplinary Committee will then be presented to the President of the CSAGH. The President of the CSAGH has the right to accept or veto the Committee’s recommendation.

## **DEFINITION OF SUSPENSION AND EXPULSION**

Suspension shall be defined as the removal of a student from class and/or school for a period of time. A short-term suspension shall not last more than five days. Any suspension lasting more than five days shall be classified as a long-term suspension. Only the administration of the school has the authority to suspend a student. The Administration will inform the parent of any decision to suspend their child. A student serving suspension is not eligible to participate in curricular or co-curricular activities and events at the school.

Any absence due to suspension will be recorded as unexcused. During an in-school suspension, the student will be given academic work to complete. This work will count for a maximum of 65% credit. A student suspended out of school will be given the opportunity to complete work for a maximum of 50% credit (first violation resulting in OSS) or 25% (two or more violations resulting in OSS).

Expulsion shall be defined as the removal of a student from the school for the remainder of the school year. Unless on probation, a student may only be expelled by decision of the CSAGH President who has received a recommendation from a duly called Disciplinary Committee. A student who is expelled is not eligible to participate in curricular or co-curricular activities and is only permitted to attend school events open to the public. Students who have been expelled or withdrew while under a Level III or IV investigation may request readmission to the school after demonstrating a full year of positive progress in another school setting. Students and families seeking readmission will be subject to all the procedures and fees associated with the application and enrollment process.

## **FINANCIAL POLICIES**

The CSAGH schools are owned and operated by the CSAGH, Inc. and is operated as a nonprofit institution under state and federal tax laws. The CSAGH's operating costs are paid for by tuition and benevolent gifts. Once families are enrolled in a CSAGH school, the Administration proceeds to order supplies, maintain facilities, and contract teachers to provide for the educational process for the students. This process also involves contractual arrangements among numerous individuals and companies.

Parents should understand that early withdrawal from the school decreases available funds that have been committed to pay for these services. Therefore, the Association is asking parents to commit to enrollment and payment of appropriate Tuition Fees for the entire school year at a CSAGH school. An Early Withdrawal Fee will be levied upon early withdrawal (see Fee Schedule.)

### **TUITION AND FEES**

The tuition payments are scheduled on one of the following options: Full pay, monthly, quarterly, or bi-annually. Families enrolled after July 15th will receive a modified payment schedule. Annual tuition will be prorated if enrollment starts after September 15th.

If a student withdraws after school begins, tuition is due for the month(s) enrolled with an accompanying withdrawal fee.

Tuition and fees must be paid to receive academic records; this includes 4th quarter report cards, transcripts, record transfers to other school districts and diplomas. Families owing tuition and/or fees will not be officially registered for the following school year and risk the possibility of losing their place in the class.

Due to the limited amount of money that is available to the school monthly, it is very important that tuition is paid on time. Tuition paid on time allows the school's Christian witness to be upheld. Late fees are charged on delinquent balances.

Tuition and Fee payments are made through FACTS Management services.

#### **International Student Tuition**

For international students, the CSAGH will adhere to the provisions of the international student agencies regarding their policies on tuition. International students have the option of paying by semester or for the full year in advance. Scholarships are not available for international students. Tuition and fees are charged to international students to cover the costs of administering the international student program.

## Other Fees

- An Application Fee is charged to each student applying for admission into a CSAGH school. This fee is non-refundable. This fee covers the cost of the testing and processing of the student.
- The annual fee schedule is deemed to be part of these policies and procedures. A place for a child is reserved in the school year once payment of the Enrollment Fee, or Continuous Enrollment fee, has been received. The child may lose the reserved place for the upcoming year if tuition for the current year is not fully paid by June 30th
  - Enrollment Fee - New students entering a CSAGH school must pay the Enrollment Fee at the time of registration. This fee is non-refundable if the student or parent withdraws the registration request. All new families, regardless of enrollment date, are charged an Enrollment Fee.
  - Returning students must pay the Continuous Enrollment Fee prior to the published deadline to ensure that their child's enrollment is secure for the upcoming school year.
  - Any student leaving a CSAGH school and returning during the same school year will be required to pay the applicable Enrollment Fee upon re-enrollment.
- Withdrawal Fees - When a family withdraws a student(s) after registering for the upcoming school year, an Early Withdrawal Fee is assessed. While a student might leave the school for unavoidable reasons (illness, job transfer, etc.) the school continues to bear the costs of the student with no tuition income.
- Families agree to pay an early withdraw fee, outlined below, in addition to all tuition and fees incurred up to and including the final month of the student's attendance. The Early Withdrawal fee is charged through FACTS and is due 30 days after withdrawal.
  - Withdrawal June 1- June 30– Early Withdrawal Fee is one-month gross tuition.
  - Withdrawal July 1-July 31 – Early Withdrawal Fee is one-month gross tuition plus the net tuition payment for the month of July.
  - Withdrawal After August 1st – Withdrawal Fee is two month's gross tuition in addition to net tuition paid for the time the student is enrolled.

## Payments for delinquent accounts

FACTS Management will assess a late fee on past due balances; late fees are not refundable. All tuition accounts must be paid in full before a child can re-enter a CSAGH school.

When an account becomes delinquent, the family will receive a reminder from FACTS. The CSAGH finance office will contact families whose accounts become 30-days past due. Payment arrangements will be made at that time. Families are encouraged to contact the finance department if they are experiencing financial hardship.

If payment shall not have been received in full by the school within sixty (60) days after the due date, the child(ren) cannot participate in field trips or extracurricular activities and may be suspended from the school unless parents make other arrangements in writing with the CSAGH Chief Financial Officer. The terms and conditions for payment must be fully and promptly met. A tuition account must be current to within 60 days. If a tuition account continues to be delinquent, the student's enrollment may be in revoked.

No report card or transcript of record shall be furnished for any child removed from the school pursuant to the provisions of the preceding paragraph.

No child who has an outstanding tuition balance shall be graduated from the school without the consent of the CSAGH CFO and President. A student may be allowed to participate in the Graduation Exercises; however, his/her diploma will be withheld until payment in full has been made.

## Withholding of Transcripts

The CSAGH's policy is to withhold report cards, transcripts and diplomas until tuition and fees have been paid in full. Official student records will be sent to a requesting school when all obligations are fulfilled.

## **REFUND POLICY**

Tuition and fees are not refundable. Exceptions can be made by the CFO when the full year tuition is paid in advance and unforeseen circumstances arise.

One hundred percent (100%) refund is made for students placed on a waiting list and then rejected due to no available space.

## **DEVELOPMENT**

The CSAGH's development efforts and Annual Fund campaigns go to support the Association's financial aid needs and educational goals. Since tuition does not cover the entire cost of educating a child, all families are encouraged to support the CSAGH's development efforts.

No person may conduct development activities on behalf of the CSAGH except as approved by administration.

## **AUXILIARY REVENUE - GOVERNMENT FUNDING**

The CSAGH will not participate in any federal or state programs which are not clearly and legally designated as "aid to the families" of the school.

Any such program in which the CSAGH does take part, which in the view of the CSAGH Administration, becomes, or threatens to become, restrictive to the mission of the CSAGH will be discontinued.

## **FINANCIAL AID**

The rationale for and commitment to a Financial Aid program directly stems from the corporate conviction that a child from a Christian home not be denied a Christ-centered education solely on the basis of family income. (Galatians 6:10; Romans 15:1; I John 3:17) The primary purpose of the CSAGH Financial Aid Program is to provide tuition assistance, as funds allow, to those families who, without assistance, would be unable to send their children to a CSAGH school.

The CSAGH's Financial Aid Program provides a practical and feasible means whereby the Christian family can fulfill its responsibility, namely that each child entrusted to it by God be guaranteed the opportunity to receive a biblically based education.

### CSAGH Financial Aid

The CSAGH uses the FACTS financial aid application to determine financial need. A completed online application along with IRS tax documents are required each year. Families will be notified when the application is open for the upcoming school year. Financial aid is not guaranteed, and the amount of aid can vary from year to year based on the information collected on the application.

The application will collect information on family income and financial resources, family size, and annual family expenses. After the completed application and the corresponding fee is submitted, the application will be reviewed, and the family is notified of their award or denial. The award will be added as a credit to the family's FACTS account, reducing the amount owed for the year. Scholarships are for the applied year only.

Financial aid is provided upon a first come-first served basis and is awarded based on family need and availability of funds.

# GENERAL POLICIES

## HOME AND SCHOOL COOPERATION

The school, the home and the church must work cooperatively in the task of Christian education. The CSAGH endeavors to keep parents informed about student's progress and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

- Prayer - The single most important thing that each parent can do is to pray for its ministry regularly. Pray for teachers, students, Administration, and finances.
- Work with teachers - The teacher is a very important person in your child's life. Please work with the teacher as closely as possible. Many times, teachers will ask you to cooperate in a special way with the class or with your child.
- Gifts - Tuition and fees do not cover the cost of education for students. Many parents ease the financial burden by making sacrificial gifts. Teachers and workers make many great sacrifices. Gifts made to the school may be tax deductible.
- Promotion - Many times parents can help the CSAGH by promoting CSAGH schools to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

## PARENTAL INVOLVEMENT

Parents are encouraged to become involved in many areas of school life. Many of those opportunities are outlined below. All suggestions for improvement are encouraged if they are presented in a godly spirit to the appropriate committee or staff person. Parents must report to the school office before going to their area of service or to a classroom. Parents should dress appropriately for the type of service with which they are involved. Normally, if parents are working on normal school days, their dress should comply with the student non-uniform dress code. Parents should always display a Christian attitude during their service. Parents should support the teachers in charge and help with assigned duties especially during field trips. All volunteers must follow the PA guidelines and have required clearances on file prior to volunteering. Specifics may be found on our website.

### Maintenance Work Plan

When help is needed, information will be sent home with as much notice as possible. The Buildings and Grounds Committee may schedule Saturday Maintenance Days at appropriate times. Parent volunteers are especially needed on these days to complete larger projects. Our desire is to keep the building and grounds attractive and in good repair.

### Room Parents/ Parent Chaperones

Elementary teachers will appoint Room Parents to assist them with parties, field trips, etc. At all times the teacher is in charge of the children. Adults other than teachers accompanying students on field trips at sporting events, etc., are not to attempt to discipline students directly in the manner that a teacher might. It is much better to report violations to school personnel for their handling of the situation. Room parents are not to bring siblings to room parties or field trips. When in the classroom or on a field trip, etc., chaperones and room parents should be never take or share pictures of students without permission from the student's parent/guardian.

## PARENT CONFERENCES

Parent-teacher conferences are to be held after the first marking period. Teachers will arrange other conferences with specific parents during the remainder of the year as they are necessary.

## FACTS

It is imperative that you make use of FACTS's Family Portal and our CSAGH website since this is our means of communicating schedule changes, extracurricular opportunities and schedules, special announcements and other very important information.

## **CSAGH ASSOCIATION**

The CSAGH schools are owned by the CSAGH. Members of this Association participate in the activity of the CSAGH schools through volunteer service and attendance at Association meetings. The Association conducts business in the interest of the CSAGH and under the authority of the CSAGH Constitution. Below is an abbreviated outline of the Association as delineated in the CSAGH Constitution. A complete copy is available in the Main Office.

### Duties of the Association

The members of the Association elect the CSAGH Board of Directors as described in Article VIII of the CSAGH Constitution. The Association annually adopts a balanced financial plan for the next school year and approves the tuition schedule. The Association must also approve any long-term indebtedness incurred by the CSAGH. Financial decisions not resulting in an increase in tuition or in long-term indebtedness is under the authority of the Board of Directors.

### Membership of the Association

Every new parent is an Association member. After a period of twelve months, new Association members will receive voting privileges.

There are two groups of membership in the Association: “Associates” (Parents/ Guardians of current students, Current Employees and spouses, current students) and “Friends of the Association” (Grandparents of current students, Parents/Guardians, and Grandparents of Alumni, Alumni). Those who desire membership in the Association, but do not meet the qualifications, may make direct application to the administration.

Each member shall:

- Exhibit a positive Christian witness in life and vocation.
- Actively demonstrate a strong interest in the affairs of the CSAGH. This shall be demonstrated by regular participation in the activities of the CSAGH and regular participation in Association meetings.
- Cooperate with the Faculty, Staff, Administration, Board of Directors, and Association members in carrying out the purpose of the CSAGH.
- Participate in the ministry of the CSAGH by:
  - Regularly praying for CSAGH, its staff, and its students
  - Encouraging parents to send their children to the CSAGH schools
  - Supporting the various programs of the CSAGH through personal and financial participation
  - Actively participate in fundraising activities

### Meeting of the Association

A scheduled Association meeting shall be held each January. The date, time, place, and agenda shall be approved by the CSAGH Board of Directors and will be communicated to the Association.

## **VISITING THE SCHOOL**

All visitors must first report to the school office. All visitors must wear a visitor’s pass. All student visitors to school must have prior permission from the administration. The student visitors must conform to all school regulations while in school, including proper dress code.

Students who have been dismissed from a CSAGH school are not permitted to visit the CSAGH schools.

## **TRANSPORTATION**

Transportation is provided by the local public-school districts based on the student’s address. Individual districts will contact the parent directly to inform them of the student’s bus number, stop location and time. Students are not permitted to ride a bus from another School District.

Students riding the public school system bus are expected to behave in an appropriate manner. Misconduct will be addressed by the administration.

The administration will follow the School District's guidelines for discipline for incidents occurring while riding the bus from that District. Additional discipline measures may be taken at the discretion of the administration.

## **MEDICAL POLICIES**

### Health Exams

Health exams are given by the school under the direction of the local public-school nurses and hygienists. Information relative to this will be sent home to those involved. Health exams are required for students going into kindergarten, and grades 6 and 11. Health exams are also required for athletic participants prior to the beginning of each season. Contact the office for details.

### Medical Emergency Procedure

Parents will complete a Medical Emergency Contact Form (found on our website) at the beginning of each academic year for each student. In the event of an emergency, an attempt will be made to reach the persons listed on the card. The administration has the responsibility to call 911 in cases of medical emergencies.

### Student Medications

Students may bring medication prescribed by their physician to school. Students who bring such medications must bring written instructions from the physician and provide the medication in the original bottle or packaging. These must be turned in to the office immediately upon arrival. Students may not carry medication with them after arrival. Forms are available in the office.

## **RESERVATION OF RIGHT**

The CSAGH President and the CSAGH Board of Directors reserve the right to change any policy or procedure in this handbook at any time.