CHRISTIAN HERITAGE SCHOOL

HIGH SCHOOL (GRADES 9-12)

PARENT & STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

EDUCATING CHILDREN TO SERVE CHRIST

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FOUNDATIONAL STATEMENTS & GOVERNING PRINCIPLES

OUR MISSION

Educating Children to Serve Christ

OUR PILLARS

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

OUR STATEMENT OF FAITH

- The Bible
  - The Holy Scripture is the only sufficient, certain, and infallible rule of saving faith and obedience. The Bible is the inspired and inerrant Word of God (II Timothy 3:16; II Peter 1:20-21; Matthew 5:17-18; I Thessalonians 2:13; I Corinthians 14:37).
- The Trinity
  - The God of the Bible is one essence yet revealed in three Persons: the Father, the Son, and the Holy Spirit. These three Persons are the same substance, equal in power and glory. God is our Creator, Ruler, Redeemer, and Judge (Matthew 28:19; II Corinthians 13:14).
- The Father – First Person of the Trinity
  - God, the Father, is the first Person of the Godhead. He is eternal, infinite Spirit and the Sovereign Ruler over all creation, both visible and invisible (Genesis 1:1; Exodus 3:14; Psalm 24:1; John 8:28-29; Ephesians 1:3-11).
- The Son – Second Person of the Trinity
  - Jesus Christ is the second Person of the Godhead, co-equal and co-eternal with the Father. He was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary death, and was raised bodily from the dead. He ascended into Heaven and is seated at the right hand of God the Father as Kings of Kings and Lord of Lords (Isaiah 7:14; Luke 1:34-35; John 10:29-33; Philippians 2:6-7).
- The Holy Spirit – Third Person of the Trinity
  - The Holy Spirit is the third Person of the Godhead, co-equal and co-eternal with the Father and the Son. The Holy Spirit is given to every believer at conversion as the Indwelling Comforter, Guide, and Helper (Genesis 1:1-2; John 14:16-17; John 15:26-27; John 16:7-11; Romans 8:9; Titus 3:5).
- The Fall
  - Man was created in a state of sinlessness, but he voluntarily broke God's law, and both sin and death entered the world. As a result, every person lives under the bondage of sin and the threat of eternal separation from God. No one can save himself. Consequently,

without saving faith in Jesus Christ, everyone is under condemnation (Genesis 3:1-3; Psalm 51:5; Romans 3:23; Romans 5:12; Ephesians 2:1; Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6; Romans 3:21-26).

- Salvation
  - Through His mercy and grace, God provided redemption in the work of Jesus Christ, who in His death took upon Himself the guilt and condemnation of His people and in His resurrection broke the power of sin and death. Only through His finished work can man be justified by faith, adopted into the family of God, and assured of eternal life (Hebrews 2:9; II Corinthians 5:21; I Timothy 2:5-6; Romans 3:21-26).
- Christian Life
  - God's requirement for every believer is to live by loving God and consistently obeying His commands (John 14:21; John 15:5; I Peter 1:13-19; I John 2:4-6).
- Gender
  - God created mankind in His own image, and He created mankind as male or female. Mankind is not androgynous, nor can male or female be changed from one to another (Genesis 1:27).
- Marriage
  - God created marriage to be the uniting of one man and one woman in covenant commitment and declared that such marriage should be honored by all (Genesis 1:27; Genesis 2:18; Genesis 21-25; I Corinthians 7:2-4; Hebrews 13:4).
- The Gospel
  - The Gospel is the Good News of Jesus Christ that He lived a sinless life, died an atoning death, and was raised bodily from the dead to redeem sinners from the guilt of sin and fear of death. This redemption causes the sinner to be born again. He trusts Jesus Christ alone for his salvation, receives a new spiritual nature, and is assured of eternal life (I Corinthians 15:1-9; John 3:3; Romans 5:1-2; I Peter 3:18).
- The Church
  - Jesus Christ has a body on this earth which is His church. She is made up of His people. He is the Head of the church and has commissioned her to make disciples from all nations (Matthew 16:18; Colossians 1:18; Ephesians 3:10; Matthew 28:19; Ephesians 4:4-16).
- The Return of Christ
  - Christ will personally return in glory to execute final judgment. The unrighteous will be condemned to endless punishment in Hell, and the righteous will enter into endless joy in Heaven (John 14:3; I Thessalonians 4:13-18; Revelations 19:11-16).

PARTNERSHIP

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

Christian Heritage School believes that:

- Students are gifts of the Lord and belong to their parents, not the state or Christian Heritage School.
  - Parents are responsible for the conduct of their children.
  - The school derives its educational authority from the parents and stands in "loco parentis" during the school day.
- CHS encourages parental participation in as many programs and activities as possible by:
  - Serving as volunteers in day-to-day activities
  - Attending/participating in the special programs and activities of the school

- Student files are open to parents for review according to the Family Education Rights and Privacy Act Policy.

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

AUTHORITY

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

BOARD OF TRUSTEES

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

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

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

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

NON-DISCRIMINATION POLICY

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

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

DISCLAIMER

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

SCHOOLWIDE INFORMATION

ACCREDITATIONS & MEMBERSHIPS

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

CHS is accredited by the following organizations:

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

CHS is a member of the following organizations:

- Alpha Delta Kappa
- The American Association of Teachers of Spanish and Portuguese (AATSP)
- American Council on the Teaching of Foreign Languages (ACTFL)
- Association of Donor Relations Professionals (ADRP)
- Atlanta Area Association of Independent Schools (AAAIS)
- Council for Exceptional Children
- Education Records Bureau (ERB)
- Foreign Language Association of Georgia (FLAG)
- Georgia High School Association (GHSA)
- Georgia Independent School Association (GISA)
- Georgia Music Educators Association (GMEA)
- Interactive Metronome
- International Association for College Admission Counseling (International ACAC)
- International Dyslexia Association
- MISBO
- National Business Officers Association (NBOA)
- National Council of Teachers of Mathematics (NCTM)
- National Education Association (NEA)
- National High School Strength Coaches Association (NHSSCA)
- National Institute for Learning Development (NILD)
- National Science Teachers Association (NSTA)
- National Strength and Conditioning Association (NSCA)
- Phi Beta Mu
- Professional Association of Georgia Educators (PAGE)
- Southern Association for College Admission Counseling (SACAC)

BOOKS, SUPPLIES, & FEES

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

CAMPUS OPERATING HOURS

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

Students in grades K-5 are dismissed at 3:00 p.m., students in grades 6-8 are dismissed at 3:00 p.m., and students in grades 9-12 are dismissed at 3:30 p.m.

On designated half days, CHS will dismiss grades K-5 at 11:30 a.m. and grades 6-12 at 12:00 p.m.

EMERGENCY SCHOOL CLOSINGS

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

FINANCIAL AID

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

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

FUNDRAISING GUIDELINES

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

GUIDANCE

The guidance program at CHS is composed of individual and group services designed to support all students in achieving optimal development in spiritual, educational, vocational, personal, social, health,

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

LUNCHROOM POLICIES

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

Students may bring lunch from home.

Food Delivery Policy

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

PARENT FINANCIAL RESPONSIBILITY

Tuition Refund Policy

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

Past-Due Accounts

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

Withdrawal

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

STUDENT SUPPORT SERVICES

Student support services are provided through the Academic Center of Excellence (ACE). ACE partners with classroom teachers and division directors to identify students who may benefit from additional academic support or intervention. ACE offers internal diagnostic assessments to pinpoint areas of need and provides tailored recommendations to both families and teachers to help students thrive in the classroom. To further identify individual student needs, some students may be referred for a comprehensive psycho-educational evaluation by an external psychologist. Students who are formally diagnosed with a learning disability and enrolled in student support services may receive accommodations based on their evaluation.

ACE provides student support services to help students strengthen their learning skills and improve academic performance. These services are delivered by licensed NILD therapists trained through the National Institute for Learning Development (NILD). Using NILD's research-based curriculum and cognitive therapy techniques, students who complete the NILD program may continue receiving support through personalized academic support and may also receive classroom accommodations as needed.

Current student support services include:

- Reading and Math RX – 90 minutes per week
- NILD Therapy – 180 minutes per week
- Personalized Academic Support – 90 to 145 minutes per week

HEALTH SERVICES

ILLNESSES & ALLERGIES

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

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

have assumed all risk to the health of your child, and you hereby release CHS from any and all liability in that regard. Further, by accepting the terms of this policy, you agree to indemnify and hold harmless Christian Heritage School from any expenses, damages, or other exposure against the school in regard to your child's health-related condition.

INFECTIOUS DISEASES

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

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

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

MEDICATION

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

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

speak with the nurse. This applies to both daily and short-term prescriptions. It is the responsibility of the parent to provide the refills as needed.

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

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

TECHNOLOGY

ACCEPTABLE USE POLICY (AUP)

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

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

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

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

INTERNET ACCESS

The community of technology users must understand that the Internet is a global, fluid community that remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. CHS believes that the Internet’s advantages far outweigh its disadvantages and will provide an Internet filtering device that blocks

access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. While CHS's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

PROHIBITED USES

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

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

SOCIAL MEDIA POLICY

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

- Students may not misrepresent the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.
- Students may not photograph, film, or make audio recordings of students, faculty, or administration without their consent.
- Students may not post threatening or inappropriate material about the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.
- Students may not post explicit or inappropriate photographs, videos, or inappropriate material concerning the school, students, faculty, administration, or staff on blogs, Twitter, Instagram, Snapchat, Facebook, or other social networks.

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

VIRTUAL LEARNING

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

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

STUDENT PERSONAL RESPONSIBILITY & EXPECTATIONS

DRUG & ALCOHOL ABUSE

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

As a matter of policy, Christian Heritage School will fully investigate any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the Head of School. Crime is committed when drugs are sold or in some cases possessed. The official position of CHS is to report the sale or distribution of illegal drugs and paraphernalia to the local law enforcement agencies, as well as consider what action is taken as an institution in reference to that student's future at CHS.

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

PUBLIC DISPLAYS OF AFFECTION

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

STUDENT PERSONAL RESPONSIBILITY

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

WEAPONS

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

HIGH SCHOOL

GRADES 9-12

CHRISTIAN HERITAGE SCHOOL

EST. 1986

CHRISTIAN HERITAGE SCHOOL
High School Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ZERO PERIOD 7:00 - 7:45	ZERO PERIOD 7:00 - 7:45		ZERO PERIOD 7:00 - 7:45	ZERO PERIOD 7:00 - 7:45
OFFICE HOURS	OFFICE HOURS	LATE START	OFFICE HOURS	OFFICE HOURS
A 8:00 - 8:45	A 8:00 - 8:45		A 8:00 - 8:45	A 8:00 - 8:45
B 8:50 - 9:35	CHAPEL / SG 8:50 - 9:35	A 9:00 - 9:40	B 8:50 - 9:35	ASSEMBLY / CLUBS / Y / ADVISORY 8:50 - 9:35
BREAK	BREAK		BREAK	BREAK
C 9:50 - 10:35	D 9:50 - 10:35	B 9:45 - 10:25	C 9:50 - 10:35	D 9:50 - 10:35
D 10:40 - 11:25	F 10:40 - 11:25	C 10:30 - 11:10	D 10:40 - 11:25	F 10:40 - 11:25
E1: 11:30-12:15 L1: 11:30-12:10	E1: 11:30-12:15 L1: 11:30-12:10	D 11:15 - 11:55	E1: 11:30-12:15 L1: 11:30-12:10	E1: 11:30-12:15 L1: 11:30-12:10
E2: 12:15-1:00 L2: 12:20-1:00	E2: 12:15-1:00 L2: 12:20-1:00	E1: 12:00-12:40 L1: 12:00-12:30	E2: 12:15-1:00 L2: 12:20-1:00	E2: 12:15-1:00 L2: 12:20-1:00
F 1:05 - 1:50	B 1:05 - 1:50	E2: 12:35-1:15 L2: 12:45-1:15	F 1:05 - 1:50	B 1:05 - 1:50
G 1:55 - 2:40	C 1:55 - 2:40	F 1:20 - 2:00	G 1:55 - 2:40	C 1:55 - 2:40
H 2:45 - 3:30	H 2:45 - 3:30	G 2:05 - 2:45	H 2:45 - 3:30	G 2:45 - 3:30
		H 2:50 - 3:30		

GENERAL INFORMATION

PARENTS & VISITORS

All parents and visitors must enter through the front main entrance of the high school building. All other entrances will be secured at 8:00 a.m. Please notify the front desk of your visit, sign in, and pick up a visitor identification tag. Also, parents and visitors must receive permission from the Director of the High School and teacher in charge before visiting classes. Students not currently enrolled at Christian Heritage School are not allowed to be on campus during the standard school day without prior administrative approval.

SCHOOL/OFFICE HOURS

North Campus (High School) will be open from 7:30 a.m. to 4:00 p.m.Monday through Friday, unless the campus is closed for a holiday or for inclement weather. The regular school day begins at 8:00 a.m. (9:00 a.m. on Wednesdays). Students are dismissed at 3:30 p.m. High school teachers are available from 7:30-7:50 a.m. each day for extra help, except for Wednesdays.

ACADEMICS

ACADEMIC AWARDS

- Academic Discipline Awards: Students are selected by each department for consistent excellence in that subject area.
- AP Scholars/AP Scholars with Honors: Offered by the AP program to recognize high school students who have demonstrated college-level achievement through AP courses and exams. See the College Board website for a complete description and criteria.
- Alpha Omega Club: Students who have attended CHS from kindergarten through high school graduation.
- DAR Good Citizen: The DAR Good Citizens program encourages and rewards qualities of good citizenship among high school seniors: dependability, service, leadership, and patriotism.
- Georgia Certificate of Merit: Awarded to the students who have the top two highest GPAs in the junior class. This award is presented by the state of Georgia.
- Georgia Scholar: Senior who ranks high in nine rigorous criteria including a minimum of 31 on the ACT, a GPA of at least 3.75, participation in three interscholastic activities, and continually demonstrates leadership in the school community.
- Governor Honors Program: Sophomore or junior who has demonstrated high aptitude and high interest in the area of nomination. Experience can be determined based on schoolwork, standardized test scores, or extracurricular activities outside of the typical classroom environment.
- Heart of a Lion: A student who loves and believes in Christian Heritage School and the ideals it represents including excellence in their faith, academics, athletics, and relationships.
- High Honor Graduate: cumulative GPA of 4.0
- Honor Graduate: cumulative GPA of 3.75
- High Honor Student: cumulative GPA of 4.0
- Honor Student: cumulative GPA of 3.75
- Interact Club: Interact Club is “Service Above Self”. Sponsored by the local Rotary Club, it allows opportunities for students to serve the local community.

- Key Club: International service program for high school students and is sponsored by the local Kiwanis Club.
- Mu Alpha Theta Honor Society: Students in grades 9-12 that are registered with a Mu Alpha Theta chapter and have completed two years of college preparatory mathematics, including geometry and/or algebra, and are enrolled or completing a third year. Members must have a 3.0 grade point average.
- National Beta Club: The qualifications for membership on the part of the student shall be: (a) worthy, moral, and ethical character; (b) exemplary achievement and commendable attitude. Students must maintain a 3.5 GPA.
- National Honor Society: Based on knowledge, leadership, character, and service, a member must maintain a 3.0 cumulative GPA and perform at least 10 hours of community service hours.
- Prefect Student Leadership: Prefects create impact within the school community through servant leadership and assume significant responsibilities in the daily life of CHS. Prefects are awarded a cord of distinction for student leadership.
- Rotary Club Scholarship: Scholarships given to students who exemplify the qualities of service and have continually served the local community.
- Servant Leadership: A student who exemplifies outstanding servant leadership, who values others, develops other leaders, and acts with humility.
- STAR Student: Awarded to the senior with the top SAT scores at CHS.
- Tri-M Music Honor Society: Candidates must be a member of those classes designated as eligible by the local chapter. Candidates must have attended the school for the equivalent of one semester. Tri-M member consideration should not be limited to any one segment of a music program (such as band, chorus, etc.). The following criteria may be included at the discretion of the Chapter Advisor: Music Participation, Academic Achievement, Leadership, Service, and Character.
- Tri-Sport Scholar Athlete: A student-athlete who has participated in three GHSA sports and completed the year with a 3.5 grade point average.
- United Way Presidential Service Award: This award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to act as well.

Cords and Sashes

- Cord of Courage: Students who donate six or more pints of blood through Blood Assurance.
- Foreign Language Cord: Students in foreign language classes for six or more semesters.
- Junior Marshals Sash: Top 10 students in the junior class based on their cumulative grade point average in their academic and Bible courses.
- Honor Graduate Cord: Cumulative GPA of 3.75 or higher.
- National Honor Society Sash: Seniors who are members in good standing with the NHS.
- Theatrical Performing Arts Society Cord of Distinction: Graduating seniors who are members in good standing with the Theatrical Performing Arts Society and have participated in all four high school years in the performing arts.

Additional cords and sashes may be given in conjunction with awards.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The academic progress of all students will be reviewed bi-weekly by the Academic Success Committee (ASC). When a student who participates in extracurriculars comes to the attention of the committee, they will notify the coach or advisor of that team or activity. The ASC or advisor will also meet with the student directly to address the area of concern and to develop a plan with the student to improve.

Should the student's performance in the classroom not improve in subsequent reviews by the ASC, the improvement plan will be revisited and modified. This modification may include required extra tutoring during scheduled practice times. Game or performance suspensions may result from missed practices or lack of academic improvement.

Any student who fails a class at the end of a grading period or semester will have his or her eligibility to participate in extracurriculars reviewed by the ASC and a parent meeting will be called.

Any student who fails two or more classes at the end of a grading period will automatically lose eligibility to participate in extracurricular activities. Eligibility will be reinstated only after review by the ASC and will occur no earlier than two weeks into the next grading period. The committee's decision will be based on the student's demonstration of improvement in passing or doing significantly better in all classes. In addition to these guidelines, CHS will also adhere to all applicable GHSA eligibility requirements.

ACADEMIC PROBATION

High school students are expected to complete all courses with an average of 70 or above. If a student falls below a 70 average in one class, an Academic Support Committee (ASC) meeting will be called to consider ways to help the child succeed. If a student completes the year with a composite average below 70 in two or more classes, the student will not be allowed to be promoted to the next grade level at CHS unless a plan for significant intervention is developed.

A high school student is placed on academic probation when there is:

- Insufficient academic progress as determined by the Director of High School and Head of School.
- Failure of the parents to get recommended professional help for exceptional children.
- If a student fails two or more subjects in a grading period.

The student has one grading period in which to raise his/her average to a passing grade. The parents should seek a conference with their son/daughter's teacher and explore ways to improve his/her performance. If tutoring or testing is determined to be needed, these steps should be taken as quickly as possible. Every effort should be employed by the parent, teacher, and student to enable the student to improve his/her academic performance. If the student again fails two more subjects for a second consecutive grading period, he/she will not be readmitted the following grading period.

When a student is placed on academic probation, involvement in extracurricular activities and school-sponsored trips, including team sports, may be modified until significant academic improvement occurs.

ACADEMIC SUPPORT COMMITTEE (ASC)

This Academic Support Committee (ASC) for high school students meets bi-weekly to review the academic performance of students with the objective of identifying students who are at risk in one or more classes and arranging appropriate interventions when necessary. The committee is composed of the Director of the High School, Dean of Students, and Social Emotional Counselor.

AP EXAMS

All students enrolled in AP courses are required to take the AP exam in May. CHS families are responsible to pay an AP exam fee for each exam taken.

CREDIT RECOVERY

The purpose of a credit recovery is to allow a student the opportunity to master content from a course that he or she did not fully grasp during the first attempt. If their schedule allows and it is recommended by a teacher or the College Advisor, a student may recover credit by retaking a failed semester class the following school year. Otherwise, a student who fails one or more semesters of a class that is required for graduation must complete a credit recovery course during the summer. The course may be taken through Seven Star, Georgia Virtual School, or a CHS approved class for the credit recovery course to count toward a Christian Heritage School diploma. The family of the student is responsible for registration and completion of the credit recovery online course. Once the course is complete, the student's family will make the grade available to CHS to obtain credit. If their schedule allows, a student may also recover credit by retaking a semester course the following school year.

DROP/ADD

There will be an open drop/add period for the first 10 school days of each semester. During this time, high school students will have the opportunity to request course changes with no penalty or note on their transcript. Every effort will be made to accommodate change requests, but it may not be possible due to scheduling and class size restrictions. Drop/add requests must be submitted by noon on the final day of the drop/add period.

To request a change, a student must fill out a Google "Drop/Add Request Form". Students should continue to attend classes from their original schedule until notified by the office that a change has been approved.

GRADING & REPORT CARDS

Students are evaluated in their work to provide an understanding of their achievement. Parents are invited to discuss their children's grades with their teachers. Grades are updated weekly on FACTS SIS to allow parents to monitor student progress. High school transcripts are issued each semester and all GPAs reported for CHS transcripts in high school are based on a 4.0 grade point average, except for AP (5.0) and Honors (4.5). However, the GPA for the HOPE Scholarship is figured entirely on a 4.0 scale and only includes core classes as determined by the state of Georgia (History, English, Science, Math, and Foreign Language).

High School Grading System

- A = 90-100 *Excellent*
- B = 80-89 *Above Average*
- C = 73-79 *Average*
- D = 73-70 *Below Average*
- F = Below 70 *Unsatisfactory*

GRADUATION REQUIREMENTS

Graduation shall be based on satisfactory completion of the requirements of CHS. The basis of assignment to grade nine shall be the satisfactory completion of grade eight. All students graduating must have 26 state-approved credits to graduate, which must include the following:

ENGLISH	4 units (must include American Literature and Composition) with one unit taken in each year of grades 9-12
SOCIAL SCIENCE	4 units (one unit must be American History, one unit World History, ½ unit American Government, and ½ unit Economics)
SCIENCE	4 units (with labs) - must include Physical Science or Physics, Chemistry, and Biology
MATHEMATICS	4 units (Algebra I or higher) with one unit taken in each year of grades 9-12 while at CHS
HEALTH & P.E.	1 unit
BIBLE	4 units or 1 unit for each year at CHS
FOREIGN LANGUAGE	2 units
ELECTIVE	3 units (at least one must be Technology or Fine Arts)
COMMUNITY SERVICE	10 hours of community service for each year at CHS as determined by the Director of Servant Leadership

HIGH SCHOOL TRANSCRIPTS

High school grades are issued each semester and will be reflected on student transcripts.

LATE HOMEWORK & DAILY ASSIGNMENTS

The consequence for not completing homework or daily assignments is a zero and no late homework will be accepted.

LATE MAJOR ASSIGNMENTS

Major assignments (test, papers, projects etc.) submitted late will receive a 10% deduction per calendar day that the assignment is late.

MAKE-UP WORK

- It is the student's responsibility to follow up with teachers regarding missed work.
- A student has the same number of days as he/she was absent due to illness or approved school activity to make up any *homework or daily assignments*. A student who does not make-up the schoolwork within the time missed will receive a zero for the homework or daily assignments missed.

- Regarding tests, if a test occurs on the first day the student is absent, the student will coordinate with the teacher to make-up the test on the first day of return. A student who does not coordinate with a teacher to make-up the test on time will receive a 10% deduction for each day the test is not completed.
- If a student misses a test, quiz, or daily assignment, but reports to school later, the student will coordinate with the teacher to complete or turn-in the assignment on the same day. If a student does not coordinate with the teacher regarding the missed test, quiz, or daily assignment, the student will receive a zero.
- Regarding projects/papers, if a student misses the day a project/paper is due, if the student is not able to submit the assignment electronically, then the project will be submitted on the day the student returns to school. A student submitting a paper/project late, will receive a 10% deduction per calendar day the assignment is late.
- An absence on a review day before a test does not excuse a student from taking the test upon his/her return, as no new material was introduced.

ONLINE COURSES

High school students may only take online courses if they are pursuing credit recovery or they are looking to take a course that is not offered at CHS. In either situation, all online courses must be approved by the administration.

SEMESTER EXAMS

Semester exams are given to students in grades 9-12. All core classes will give exams and elective courses will give semester exams when applicable as determined by faculty and administration. Semester exams will count for no more than 20% and no less than 15% for juniors and seniors and no more or less than 15% for freshman and sophomores of the cumulative grade as determined by the classroom teacher. Semester exams may not be taken early unless extenuating circumstances exist as determined by administration. Additionally, students missing semester exams are not eligible to participate in extracurricular activities.

Semester Exam Exemptions

Senior Exam Exemption

Seniors may exempt spring final exams. Seniors may choose to take spring final exams if they feel it may help them improve their GPA. Senior spring final exam grades will not hurt a senior's overall GPA.

Mid-Term Exams

There are no exemptions for mid-term exams. All CHS high school students must take mid-term exams as determined by individual classes and instructors.

Final Exams

Students can and are encouraged to take a final exam in a class that will improve their overall grade. Students in grades 9-11 may exempt a final exam for a class if they meet the following criteria:

- No more than 10 absences in the class for the entire school year (excludes school-related activities such as college visits, athletic events, and field trips.
- No more than six tardies in the class for the entire school year.
- An average of 80 or above in the class for both semesters. If it is a semester class, students must meet the criteria combined for both semester classes to be considered for final exam exemption in the second semester class.
- If all criteria are met for a class, there is no limit on the number of exams that can be exempted.
- Final exams cannot be exempted for the following classes:

- Online classes
- Dual enrollment classes
- Classes that have a state-mandated assessment
- College Board AP Exams

Semester Exam Retake Policy
High school students who have a failure for the semester in a class as the result of a midterm or final exam may be eligible for a re-exam. Please note that:

- The student must have a pre-exam passing grade.
- The student must take the re-exam at a specified date and time as determined by faculty and administration.
- The maximum passing grade that will be reported on the student's transcript will be 70.

TRANSFER STUDENTS

For transfer students to receive credit for courses taken in a non-public/private high school are subject to placement tests in all core subjects to determine mastery according to CHS academic standards. Any science transfer class must demonstrate lab requirements consistent with CHS graduation requirements. Classes taken prior to high school enrollment will not be credited as high school credit nor appear on the high school transcript.

VALEDICTORIAN & SALUTATORIAN

The selection process of the Valedictorian and Salutatorian at CHS demands excellence in all classes taken and particular excellence in the academic core chosen to reflect our graduation requirements and overall academic commitment. Specifically, the criteria are:

- The candidates for these awards will consist of the top two students in terms of class rank (total weighted GPA) at the end of the first semester of the senior year.
- The Valedictorian and Salutatorian awards will go to the students according to a weighted GPA of selected core academic classes. The "academic core" will consist of the following classes (numbers represent semesters):
  - **7** Bible
  - **7** English
  - **7** History
  - **7** Mathematics
  - **7** Science
  - **4** Foreign Language
  - **1** Health

The most advantageous combination of the designated core academic classes (including any Honors or AP courses) is included in the core GPA. For example, elective courses (i.e., Geology, Physics) may be included in the seven semesters of science figured into the core academic GPA if these courses provide the most advantageous GPA credit. A student who drops a class after the selection for Valedictorian and Salutatorian has been made may forfeit their selection to Valedictorian or Salutatorian.

Honors classes will receive a .5 quality point, and AP classes will receive a 1.0 quality point. Dual Enrollment classes will not receive any quality points.

In regards to transfer students:

- Only core classes taken at CHS will be counted.

- A transfer student must be enrolled at Christian Heritage School for a minimum of **five semesters** prior to the determination of Valedictorian and Salutatorian in order to be eligible for either award.
- In cases where a transfer student is eligible for consideration, and the use of a prorated number of CHS core courses would create a significant advantage over students who have attended CHS for a longer period, the comparison shall be based solely on the **equivalent CHS coursework completed by all candidates**.
- Specifically, when a transfer student is being considered for Valedictorian or Salutatorian, the core academic GPA for all candidates may be calculated using only the number and categories of core courses completed at CHS by the transfer student. This ensures that all candidates are evaluated on a comparable body of CHS coursework and academic performance.

The Administration reserves the right to review individual circumstances and apply this provision when necessary to preserve fairness and consistency in the determination of Valedictorian and Salutatorian.

Valedictorian and Salutatorian Tiebreaker
As a competitive, college preparatory school in the state of Georgia, determining CHS's Valedictorian and Salutatorian representatives is very important. Also, because CHS is offered the opportunity to participate in the University of Georgia and Georgia Tech Scholar program, students named CHS Valedictorian and Salutatorian gain automatic admission into both universities. Therefore, the following Valedictorian and Salutatorian tiebreaker policy has been adopted by CHS:
After calculating students core GPA, if a tie exists for either Valedictorian or Salutatorian, the student selected will be the student with the highest numerical average in the most advantageous of the designated core academic classes. The numerical average will be rounded to the nearest thousandth. For example (98.2356 will be rounded to 98.236). In the event a tie still exists, the tiebreaker will then be determined by the average AP exam score for all AP exams taken before December of their senior year.

Valedictorian or Salutatorian Residency Policy
Any new high school student enrolling into CHS after his or her sophomore year is not eligible for Valedictorian or Salutatorian.

WITHDRAWING FROM A CLASS

On occasion, high school students may be allowed to withdraw from a class at a time beyond the class drop/add policy limit (for example, in cases of serious illness or injury, class overload, etc.). If that situation should occur before the end of the first quarter, neither the transcript nor the GPA would reflect time spent in the course.

If the withdrawal should occur between the start of the second quarter and the midpoint of that quarter, the transcript would note a withdrawal passing or a withdrawal failing; in either case, no grade would appear on the transcript. Beyond the midpoint of the second quarter, students will not be allowed to drop a class without the permission of the high school administration.

A student may not drop any year-long class mid-year, unless unusual circumstances exist. When considering withdrawing from a class, students and parents should remember that students must always maintain a full course load.

ATTENDANCE REQUIREMENTS

A STATEMENT OF BELIEF

One of the most important life skills taught at CHS is punctuality and attendance. It is the school's belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. While CHS realizes that there will be times when extenuating circumstances warrant a student to miss school, frequent or long absences from class for nonessential reasons is not conducive to an appropriate attitude toward learning. Therefore, the following policies are designed to provide students with the best possible opportunities for learning and to maintain the academic integrity of the school.

ATTENDANCE POLICY

CHS can best serve its students and their families when students are in the classroom. Please avoid vacations, trips, doctor appointments, and other planned absences when possible. The school's structured and sequential teaching makes it difficult for teachers to recreate lessons for students who spend excessive time away from the classroom. CHS is under no obligation to modify, amend, or otherwise provide alternative programs for students missing school for vacations.

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

ABSENCES

- Student attendance will be tracked for each period of the academic day.
- Each student will be allowed a total of 10 absences per class per semester.
- An absence, whether for an appointment, illness, etc., will simply be considered an absence and will count as part of the 10 possible absences per class per semester. There are NO EXCUSED OR UNEXCUSED ABSENCES.
- In the event a student misses more than 10 days in a class for the semester, the student may lose points off their final grade or lose credit for that class. Students and families may appeal this decision to administration, who will meet with the student and family to determine if extenuating circumstances exist.
- If a student misses more than 20 minutes of class (arriving late or checking out early), they will be recorded as absent for the class period.
- The following are absences that do not count towards the limit of 10 absences per class per semester include:
    - Hospitalization
    - Death in the immediate family
    - Conditions rendering attendance impossible or hazardous to students' safety or health
    - College visitation (three days)
    - Court
    - Learner's permit and driver's license tests
    - Approved school trips and functions

COMMUNICATING ABSENCES AND EARLY CHECKOUTS

- Parents/guardians are requested to inform the high school front office by 8:00 a.m. each morning of an anticipated student absence from school.
- In the event a parent/guardian does not contact the school office, the school office will contact the parent/guardian to confirm the student's absence.
- In the event a parent/guardian knows in advance a student is going to be absent for a full school day or longer, they must inform the high school front desk.
- Parent notes or phone calls to request an early dismissal must be presented to the office before the student is dismissed.

EARLY DISMISSAL

- Students may not be checked out between 3:15 p.m. and 3:30 p.m. to minimize disruptions during end-of-day dismissal procedures and ensure a safe and orderly transition for all students.
- Students should not check out during the day unless they are ill and do not plan to return.
- If a student needs to leave school before normal dismissal time, a note or phone call from the parent or guardian requesting early dismissal must be communicated to the high school front office.
- Students checking out with the intention of returning after a medical appointment must provide a note from the medical appointment for readmittance.
- If a student checks out of school and does not have a note from the medical appointment, they will not be admitted back into school.
- If a student leaves campus without signing out with the front desk or without permission of the administration, the student will be subject to disciplinary action. As a reminder, high school students who drive are not allowed to return to their vehicle during the academic school day without administrative approval.
- Exception: Seniors have the senior privilege of leaving school during class prep before lunch or arriving late after lunch if they have class prep after lunch. Seniors must complete a "Senior Lunch Privilege Form" to receive this privilege.

TARDINESS

- High school students are expected to arrive at school on time. Students who arrive late to school (after 8:00 a.m. Monday, Tuesday, Thursday, Friday, or 9:00 a.m. on Wednesday) will be counted as tardy. Students who are consistently tardy to school will receive disciplinary action including loss of privileges, detention, or ISS.
- All students who arrive late to school must sign in at the front desk.
- Being tardy to class is defined as arriving after the scheduled starting time of a class or scheduled event during the academic day (VIBE, OASIS etc.). Students who are consistently tardy to class or other scheduled events during the academic day will receive disciplinary action including loss of privileges, detention, or ISS.

TRUANCY

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

APPOINTMENTS/ILLNESS

- An absence, whether for an appointment, illness, etc. will simply be considered an absence and will count as part of the 10 possible absences per class per semester. There are no excused or unexcused absences.
- Parents should make all possible efforts to avoid scheduling doctor, dental, or other routine appointments during regular school hours.
- In the case of illness while in school, the student must report to the nurse's office.
- The nurse or office personnel, with parental permission, will make the decision to dismiss the student from school.

CO-CURRICULAR PARTICIPATION & ATTENDANCE

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

COLLEGE VISITATIONS

Other than the several planned college visits taken as a school, each student is also allotted three days per school year to visit prospective colleges. Students should schedule an appointment with the Director of College Advising to discuss the proposed visit. If the Director of College Advising deems the visit and time away from school appropriate, the student can request up to three days to visit a prospective college. Please note that:

- Assignments missed during individual college visitation days should be turned into teachers before the visit takes place unless other arrangements have been made with a teacher.
- Individual college visitation days will not be granted during critical days in the high school schedule (exams, Christian Life Retreat etc.) and all days must be approved by the Director of High School.
- Students who do not meet with the Director of College Advising and do not get days missed approved by the Director of High School may be asked to subtract the days absent from the total ten for the semester.

FAMILY TRIPS/TRAVEL

A spirit of respect and cooperation is essential between school, families, and administration regarding days absent due to family travel. Parents are encouraged to plan travel during school holidays and breaks and avoid any absence the day before or after scheduled school holidays. Any days missed will be included in the 10-day limit for the semester. Any work missed while on a family trip outside of a school break must be completed and turned in on the day the student returns from the trip.

DRESS CODE

PRINCIPLES

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

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is - His good, pleasing, and perfect will.” (Romans 12:1-2)
“So, whether you eat or drink or whatever you do, do it all for the glory of God.” (I Corinthians 10:31)

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

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

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

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

GENERAL GUIDELINES

- Clothing should be neat, clean, not too tight or too loose, and without holes.
- The length of the shorts, skirts (for girls), and dresses (for girls) should not be shorter than the purchased length from FlynnO’Hara Uniforms as listed on their website.
- Sloppiness is prohibited (i.e. torn, excessively wrinkled, tattered, frayed, taped, or stapled clothing will not be permitted).
- These guidelines apply to ALL school dress, whether for regular uniform, spirit days, field trips/class trips, or special dress days.
- All uniforms must be purchased from FlynnO’Hara Uniforms.

REQUIREMENTS & OPTIONS

- Any CHS uniform items currently available through FlynnO’Hara Uniforms are allowed.
- Uniforms from the previous vendor are also allowed and approved for daily wear.
- Required uniform items include:
    - Polo shirts with the CHS logo (long or short sleeve in white, black, gray, or cardinal)
    - Uniform shorts, pants, or skirts (khaki or plaid [for girls])
    - Closed-toe shoes appropriate for school (no open-toed shoes, slides, Crocs, slippers, or water shoes)
- Dress uniform (for special occasions, chapel, and events; will be announced in advance):
    - FlynnO’Hara white oxford shirt (long or short sleeve)
    - Black blazer with CHS seal
    - Black or brown close-toed shoes (closed-heel, clean, non-athletic shoes)
    - Gender Specific:
        - Girls: plaid skirt with knee-high socks or tights
        - Boys: uniform pants, black or brown belt (should match shoes), crimson CHS tie, and non-patterned, non-white dress socks
- Your choice:

- FlynnO'Hara Uniforms oxford shirt
- Jackets (black fleece or quarter zip with CHS logo)
- Sweaters (cardigan in black with CHS logo)
- Tights and leggings (solid white, gray, black, or natural; must be worn under skirts but not alone)
- CHS athletics and arts outerwear, team polos, AND outerwear from The Roar Store are approved for daily wear.
    - A CHS collared shirt must be worn underneath outerwear, except on spirit days.

SCHOOL SPIRIT DAYS (FRIDAYS & SPECIAL OCCASIONS)

- T-shirts, sweatshirts, and hoodies that promote CHS school spirit, which have been purchased from The Roar Store or received through an extracurricular activity, may be worn.
- Jeans may be worn but cannot have holes, rips, or writing on them, and should be modest in fit. No overalls or cutoffs are allowed. Pant length should not drag the floor and width should not cover the entire shoe.
- No sleeveless shirts or tank tops are permitted.
- Homemade shirts are not permitted.
- Students may wear their normal uniform dress if preferred.
- Students who violate these guidelines may lose the privilege to participate in school spirit days.
- No sweatpants or athletic shorts allowed.

SPECIAL DRESS DAYS

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

ADDITIONAL GUIDELINES

Boys

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

Girls

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

All Students

- Clothing should be neat and modest.
- Clothing must cover the midsection.
- No tight-fitting clothing (including pants and shirts).
- No hats are to be worn in the building by girls or boys without special permission.
- Body piercings or tattoos in plain view (except for girls' earrings) are prohibited.
- Only sweaters, cardigans, jackets, sweatshirts, and coats from FlynnO'Hara Uniforms or CHS letterman jackets may be worn.

DISCIPLINARY PROCEDURE FOR DRESS CODE

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

- The student may become compliant without consequences the first time.
- The student may come to the front desk to call and ask for someone to bring them whatever is needed to school. The student may stay in class while waiting for the item(s) to be brought into school. The student may be called to the office and change into the correct items without consequences the first time.
- The student may check out of school to go home to correct the uniform and return to school. If the student leaves campus, the student will have consequences for missed class time, including an absence towards one of their 10 allotted for the semester. They will receive a zero for the missed work with no opportunity for makeup.
- All-day noncompliance: If the student is unable to contact someone to bring them the corrective uniform item and cannot leave school, they may have to choose all-day noncompliance. This will result in the student being in class all day but having mandatory detention the following school day.

STUDENT CONDUCT & DISCIPLINE

PRINCIPLES

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

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

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

DISCIPLINE OVERVIEW

Obedience to CHS rules and respectful compliance to the direction of CHS faculty, staff, and administration is expected at all times. CHS students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature. Students may be held accountable for

behavior both on and off campus, including when school is not in session. The CHS administration retains at their sole discretion the prerogative to assign discipline up to and including suspension or expulsion.

Ephesians 4:29 states, “No foul language is to come from your mouth, but only what is good for building up someone in need, so that it gives grace to those who hear.” We will not accept any behavior that creates an intimidating, threatening, hostile, or offensive educational environment, or substantially interferes with the student’s academic performance. Examples may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes.

Additionally, being a party to another’s wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing the truth to protect another person, or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of Christian Heritage School are subject to disciplinary action. Possible infractions may include:

- Class disruption
- Excessive tardiness, sleeping in or skipping of class, chapel, or advisory groups
- Using electronics when not permitted
- Disobedience, disrespect, and/or insubordination
- Lying
- Inflammatory language
- Cheating/plagiarism
- Lack of respect towards peers, faculty members, or administrators
- Inappropriate behavior of a sexual nature
- Stealing
- Destruction or misuse of school property or another student’s property
- Vandalism, including graffiti
- Fighting
- Acts of violence
- Harassment or bullying (cyber or otherwise)
- Dress code violation
- Students will not defame the good name of the school and/or members of the school community verbally or on social networks either at school or off campus
- On-campus driving and/or parking violation
- Leaving campus without proper permission
- Use of illegal substances such as but not limited to alcohol, drugs, nicotine products (cigarettes, e-cigs, vapes or vape products)

*Please note that the above list is not exhaustive.

GENERAL GUIDELINES FOR STUDENT CONDUCT

- Practice courtesy, kindness, and consideration in your association with teachers, school employees, fellow students, and visitors (Ephesians 4:28-32).
- Respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord (Hebrews 13:17; I Thessalonians 5:12-13).
- Students are expected to come to class prepared to work. This preparation includes having a pencil or pen, paper, appropriate textbooks, and completed homework.

- Leave all disruptive or dangerous items of any type at home.
- Respect school property and the property of others.
- Practice honesty in all situations. Do your own work. Do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project (Proverbs 21:3).

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

CONFLICT RESOLUTION POLICY

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

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

DEVICE POLICIES

Cell Phone Policy

Cell phones are valuable and important communicative devices in today's world. However, use of cell phones during the instructional day seriously impedes and distracts from the learning process. As a school, CHS believes that students should be allowed to use cell phones on campus at appropriate times but not during the instructional day due to the impact of these devices on learning. Therefore, CHS has adopted the following cell phone policy for students:

- From the time a high school student arrives on campus at CHS until the end of the academic school day (3:30 p.m.), students are prohibited from using cell phones.
- Cell phones must remain out of sight and turned off during the academic school day.
- A cell phone that is in sight or produces an alarm, ring, or any other sound that causes a disruption is in violation.
- If there is a need for a student to have a cell phone available to him/her for use after academic school hours, the student may keep the cell phone in his/her locker or book bag.
- Students may only use cell phones as determined by an administrator, faculty, or staff member.
- Students are not to call, text, or message their family members during the school day. If a student needs to reach a member of their family, they can use the phone at the front desk.
- Parents who need to get in touch with their son/daughter need to contact the front desk. Parents, please do not call or text your son/daughter's cell phone during the school day.

- Cell phones are not allowed into chapels, assemblies, or other large school group gatherings during the academic school day. Cell phones must be left in lockers or bags outside of the theatre or gym. Students cannot have cell phones in their possession during these events (pockets, jackets, etc.).
- All CHS administrators, faculty, and staff members have the right to confiscate cell phones when used in violation of the policy.
- In the event a cell phone is used by a student without authorization, disciplinary consequences include:
    - First Offense: Verbal warning
    - Second Offense: Cell phone is confiscated and turned into the Dean of Students or Director of High School. The student will pick up the cell phone at the end of the academic school day. Parents will be notified of a second offense via email.
    - Third Offense: Cell phone is confiscated and turned into the Dean of Students or Director of High School. Parents are notified and they must come to campus to pick up the cell phone and meet with the Director of High School.

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

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

DISCIPLINARY PROCEDURES

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

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

DETENTIONS

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

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

- A notification of the Saturday detention will be sent home to parents.

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

SUSPENSIONS

In-School Suspension

Students who are in-school suspension will work in the division office for the day(s). Students are subject to additional penalties at the discretion of the administration, including academic and extracurricular forfeiture.

Out-of-School Suspension

- A student may receive an out-of-school suspension for serious offenses.
- Students who are out-of-school suspended should not come to campus that day(s).
- No credit will be given for daily assignments that are missed due to suspension, but students may make up any missed tests, quizzes, or other major assignments.
- A suspension is considered an absence in any missed class and will count towards the 10 days allowed per class per semester.
- Any student who is suspended from school (either in-school or out) is also suspended from extracurricular activities during the suspension.
- Any student who serves an out-of-school suspension will have that infraction detailed permanently on their high school behavioral record.

PROBATION

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

- A rebellious spirit that is unchanged after much correction and instruction by the teachers.
- A continued negative attitude and/or bad influence upon the other students.
- A continued deliberate disobedience.
- A commitment of a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony.

If the student does not improve to a satisfactory level while on probation, he or she will be dismissed or asked to withdraw from the school.

Probation Period

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

End of Probation

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

EXPULSION

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

Students who have been expelled or who have voluntarily withdrawn from Christian Heritage School are not permitted to be on campus or attend school-sponsored events, activities, or extracurricular functions, whether on or off campus, without prior written permission from school administration. This policy is in place to maintain the safety, integrity, and community environment of our school.

ACADEMIC DISHONESTY

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

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

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

Teachers have the responsibility to:

- Enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, and represents a violation of the policy.
- Hold themselves to the same standards of integrity that they expect of their students.
- Provide expectations regarding student work in the course syllabus.

- Give rigorous, relevant, and equitable assignments and assessments.
- Respond sensitively and in a timely manner to student and parent inquiries regarding course content and expectations.
- Refer students to resources or provide help when asked or when it is apparent that students are struggling in the course.
- Keep accurate records of student performance.
- Use plagiarism detection software when appropriate.

Students have the responsibility to:

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

High School Consequences for Academic Dishonesty

Students involved in any form of cheating will receive:

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

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

STATEMENT AGAINST BULLYING

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

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

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

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

The term applies to acts that occur on school property, on school vehicles, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a school. The term also applies to acts of

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

HARASSMENT & INTIMIDATION

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

PROHIBITED BEHAVIORS

Bullying, cyberbullying, harassment, and intimidation may include many different behaviors that ridicule, humiliate, or intimidate another student or school employee. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Offenses may result in dismissal or stern disciplinary action at the discretion of the school's administration.
Examples of prohibited behaviors include, but are not limited to:

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

- Using websites to circulate gossip and rumors to other students

STUDENT LIFE

ASSEMBLIES

CHS assemblies occur on Friday and give high school students and faculty the opportunity to experience a variety of different programming as well as the opportunity to hear pertinent information and announcements.

OASIS (SMALL GROUPS)

OASIS, our small-group ministry, meets opposite Chapel every other Tuesday throughout the school year. OASIS groups are organized by grade level and gender and provide students with opportunities to build meaningful relationships, strengthen community, and grow spiritually through a variety of faith-based activities and discussions. Each OASIS group is led by a faculty or staff member who guides activities, facilitates conversations, and encourages students as they explore topics related to faith, relationships, character, and everyday life.

CHAPEL

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

PREFECT STUDENT LEADERSHIP PROGRAM

Prefect opportunities are open to all senior students who meet the requirements and demonstrate the expectations outlined on the application. Prefects are student leaders from the senior class who possess a high degree of commitment to the school's values and ideals. Their influence within the school community is based on their character demonstrated through service to the school. Prefects create impact within the school community through servant leadership, deliberately avoiding special privileges. Prefects are leaders who can oversee the work in their designated areas and manage the underclassmen involved therein. Prefects do not carry the power of authority over other students; their effectiveness is derived from their personal convictions and the quality of their lives as role models. All prefects are responsible for forming a committee of students from each grade to assist in the management of their office. CHS believes that positive peer influence has a powerful impact on student morale and behavior. Prefects assume significant responsibilities in the daily life of the school.

SERVANT LEADERSHIP PROGRAM

Servant leadership at Christian Heritage is essential for teaching students to serve others through Christ and to put service above self. Student-driven opportunities are coordinated with the servant leadership team, and these events are recorded to ensure that students are learning the true meaning of service. Each high school student is required to have a minimum of 40 service hours to graduate. These hours can come from weekly service with the school or outside of school with verification from supervising adults of church groups, camps, or agencies.

As part of the CHS servant leadership program, each grade level is asked to create a class-wide community project annually to serve the community in a unique way while getting to know their

classmates better. Clubs and athletic teams are also asked to create opportunities to serve. All these opportunities have shown CHS students the meaning of being the hands and feet of Jesus.

Mark 10:45 says, “For even the Son of Man did not come to be served, but to serve, and to give his life ransom for many.” CHS believes that while Jesus came to Earth to serve others, we are most like Him when we have a heart of service. Jesus laid down His life to pay the ransom for our sins; so, we too, should be willing to pay the price of inconvenience to bless someone else.

MISSION PROGRAM

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

CHS teams have previously served domestically in Pennsylvania, Virginia, and Tennessee and internationally in Swaziland, Jamaica, and the Dominican Republic.

CHRISTIAN LIFE RETREAT

The Christian Life Retreat is an annual event for CHS middle and high school students. Students will go through a series of team-building activities, chapels, small groups, a variety of outdoor activities, class competitions, and more. It is the school’s hope and prayer for this time together is that it truly strengthens student culture while enhancing personal gains. The Christian Life Retreat is mandatory for all CHS middle and high school students, and any exceptions must be approved by administration.

CLUBS & ORGANIZATIONS

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

EXTRACURRICULAR ACTIVITIES, OPPORTUNITIES, & EXPECTATIONS

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

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

STUDENT DRIVING

- Students with a valid driver's license may drive their vehicles to school. Driving to school is a privilege, and that privilege may be suspended or revoked if the student fails to exercise appropriate and safe driving practices arriving at school, during school, and leaving school, including, but not limited to obeying all traffic laws, being courteous to other drivers, and giving way to pedestrians in the crosswalks.
- Driving privileges may be suspended or revoked for behavior infractions.
- CHS is a closed campus. Students may not leave campus without permission during the school day. To maintain driving privileges on the CHS campus, a student must be in good standing in the areas of academics (passing five classes) and attendance (having fewer than 10 absences for the semester). The student's discipline record should show no OSS.
- Students who are not in good standing with the school may have their driving privileges suspended on school premises. Driving privileges may be revoked for excessive tardies to school or truancy from school.
- Students are required to park in designated student areas on school grounds during school hours (7:30 a.m.-3:45 p.m.). Students who park outside of the student parking area will be warned the first time. If the student parks outside of the student parking area a second time, they will have their driving privileges revoked and could face out of school suspension.
- During the hours that school is in session, students may not go to vehicles. Students are not to use their vehicles as lockers. The division head or dean, at their discretion, may give special permission for a student to go to their vehicle under extenuating circumstances.
- Cars may be searched while on campus and may be towed at the owner's expense.
- The school is not liable for damages incurred in the school parking lot.

SCHOOL-SPONSORED DANCES

Dances are sponsored per year for high school students (grades 9-12). Middle school students are not permitted to attend any high school dances.

Guest Information

- CHS students may be permitted to bring one date (CHS student or non-CHS student).
- No dates 21 or older will be permitted to attend any CHS dance.
- Guest forms must be pre-approved prior to the purchase of a ticket for the dance.
- Guests of CHS students are expected to conform to all CHS policies, including dress code and behavioral standards for the event.
- All CHS rules and guidelines apply during attendance at the social function.
- Administrators reserve the right to deny permission for any date.
- The guest must notify CHS of any pertinent medical issues of which the school should be aware.

BACKPACKS

Students are responsible for their backpacks at all times. Backpacks should be on their person or in their locker if not being used. CHS is not responsible for the loss, damage, or theft of personal items that are left unattended or unsecured.

STUDENT LOCKERS

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

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

ELEVATOR USE

Students are not permitted to use the elevator during school hours, unless given permission by administration. Violations will be treated as a discipline matter.

CLASS PREP EXPECTATIONS

When students are assigned a class prep, the following expectations must be adhered to:

- Students must arrive to the class prep assigned room/area prepared and on time.
- Class prep rooms/areas should remain quiet; students should not be a distraction.
- No cell phones are allowed during class prep.
- Headphones (earbuds, AirPods, etc.) are allowed if permission is given from the class prep teacher.
- Students must have a hand-written note or email permission to visit a teacher during class prep.

Senior Class Prep Privileges

- Seniors are allowed to check-in late if their class prep is first period or leave early if their class prep falls on the last class of the day.
- Seniors are allowed to leave early for lunch if their class prep is the class before lunch and arrive late back from lunch if they have class prep the class after lunch. Seniors must complete a "Senior Lunch Parental Permission Form" to receive this privilege.
- Seniors must sign-in and out at the front desk for all class prep privileges.

LUNCH EXPECTATIONS

Students will eat lunch inside the high school building in the Commons area or, weather permitting, at the outside lunch tables. Students are not allowed anywhere else in or outside of the high school building during lunch without faculty or administrative supervision.

High School Senior Lunch Privilege

High school seniors ONLY may leave campus to purchase and eat lunch during the designated lunch period. A "Senior Lunch Parental Permission Form" must be completed before students may leave. Misuse of the senior lunch privilege will result in suspension or termination of the privilege as determined by administration.

VENDING MACHINE EXPECTATIONS

Students may only purchase items from the vending machines:

- Before the academic school day begins
- Between classes
- During lunch
- After the completion of the academic school day

Students may NOT:

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

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

COLLEGE ADVISORY

OVERVIEW

The college advisory office assists in all aspects of the college planning process, including research, and creating a balanced list of colleges, planning for standardized tests, application essay writing, the financial aid process, career planning, and all the factors to consider when making that important final decision. Although the office is always available for guidance and support, it is important to remember that students have the ultimate responsibility in this process.

ADVISORY

All high school students in grades 9-12 are assigned an advisor and meet as a small group. The purpose of advisory is to ensure that every student will have the opportunity to check in regularly with at least one caring adult to ensure attendance, grades, and behavior reports are monitored. Advisory groups will provide a consistent touchpoint for students who might otherwise fall through the cracks. In addition to check-ins, meetings will be used to disseminate information pertinent to each grade level, i.e., study skills for freshmen, career exploration and interest inventories for sophomores, ACT/SAT prep for juniors, and interview skills/college essay writing/post-graduate life skills for seniors.

ASSESSMENTS

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

- Freshmen: Multiple Intelligences
- Sophomores: Holland Code Interest Inventory
- Juniors: Myers Briggs Personality Assessment
- Seniors: YouScience Aptitude Assessment; Love Language Assessment

COLLEGE VISITS

Each fall and spring, high school students research, schedule, and attend a college admissions tour. Here is a list of some of the colleges and universities CHS has attended in the past:

- Berry College, Covenant College, Georgia College and State University, Georgia Institute of Technology, Georgia Southern University, Kennesaw State University, Mercer University, SCAD, University of Georgia, University of North Georgia, University of West Georgia

COLLEGE APPLICATION BOOT CAMP

College Application Boot Camp is held the first week of August each year. The boot camp includes:

- College application basics
- CHS guidelines for test scores/transcripts
- College essay writing
- Common App 101

- Recommendation letters and scholarship research
- Resume Writing

SEMINARS

The CHS seminar program allows the school's College Advisor to do one-on-one group work several times each semester with CHS students. Seminar topics include resume building, college research, setting up college accounts, and personality assessments. Seniors receive intense application guidance and essay assistance through a weekly seminar in the fall of their senior year.

TEST PREP

- PSAT: Students in grades 9-11 take the PSAT and are given an in-depth description of their results along the way. Students gain a better understanding of how their test scores relate to future SAT tests, essential test prep needed to improve scores, foundational concepts in which they may be lacking, and potential success in future AP classes. Students connect their PSAT scores to Khan Academy and have access to individualized SAT prep.
- ACT/SAT: As juniors, CHS students take the SAT and the ACT during the spring as a group on a weekday. This offers CHS students a small group setting of their peers in a familiar environment to take these college entrance exams. In addition, students are expected to take their stronger test at least two more times before senior year.

Kent Harrison PRESIDENT
kharrison@chslions.com

Josh Hembree DEAN OF STUDENTS
jhembree@chslions.com

Joni Tenney DIRECTOR OF COLLEGE ADVISING
jtenney@chslions.com

Jessica McCuiston FINE ARTS DIRECTOR
jmccuiston@chslions.com

Reba Barnes DIRECTOR OF SERVANT LEADERSHIP
rbarnes@chslions.com

Matt Petersen DIRECTOR OF HIGH SCHOOL
mpetersen@chslions.com

Amber Hembree DIRECTOR OF GUIDANCE & COUNSELING
ahembree@chslions.com

Mike Roby ATHLETIC DIRECTOR
mroby@chslions.com

Dale Earnhardt INTERNATIONAL DIRECTOR
dearnhardt@chslions.com

LB Watkins NORTH CAMPUS RECEPTIONIST
lbwatkins@chslions.com

Caleb Mahoney HIGH SCHOOL REGISTRAR, STUDENT LIFE COORDINATOR
cmahoney@chslions.com

CHSLIONS.COM