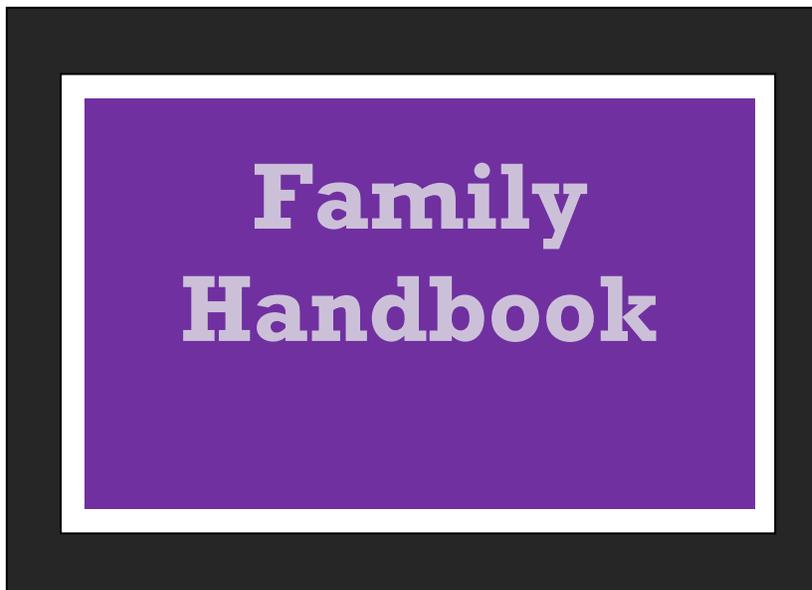




Lower School Lower Elementary



8/10/2018

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CHCA'S FOUNDING PRINCIPLES

Vision

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

Motto

Cincinnati Hills Christian Academy...Unleashing a passion

To learn

To lead

To serve

Mission

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

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

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

Core Values

We believe in:

1. Christ-Centeredness
2. Academic Excellence
3. The Whole Person
4. Servant Leadership

5. Outreach/Service
6. Stewardship
7. The Value of Each Person
8. A Vibrant Sense of Community
9. Accountability
10. A Joyful Spirit

Statement of Faith – Article II of the CHCA Constitution

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

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

Purpose of Christian Education – Article III

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

Objectives of Christian Education – Article IV

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

Foundational Principles of Education – Article V

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

GOD

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

MANKIND

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

FAITH AND LEARNING

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

CHRISTIAN CALLING

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

ACADEMIC PURSUIT

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

PARENTS AND CHURCH

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

THE CHRISTIAN SCHOOL AND TEACHERS

The authority of the teacher in discipline and character training is derived from the fact that he/she stands in "loco parentis", and the teacher derives authority in subject matter

from his/her faithfulness to the laws of God. The school, being a body of Christian believers, possesses freedom to function in education in total and voluntary submission to Christ. The day to day activities in the Christian school should reflect the Body of Christ at work.

COMMUNICATIONS

General Communication Guidelines and Information:

➤ **Addressing School Questions and Concerns**

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

➤ **Don't Know Where to Go?**

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

➤ **Communicating with the Teacher**

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

➤ **Changes at Home Affecting Child’s Behavior at School**

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

➤ **Keeping it Private**

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

➤ **Building Connections**

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

➤ **CHCA Website**

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

➤ **Canvas**

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

➤ **Email**

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

➤ **Phone Messaging System**

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

➤ **Parent Meetings with the CHCA Board**

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

➤ **CHCA Annual Publications**

Eagles' Eye Magazine is an annual publication created to share the stories, impact, and accomplishments from within our CHCA community. It is typically delivered to CHCA families' homes in the late summer. CHCA's Annual Report is typically distributed to all families and key stakeholders within our community in December. Both publications are posted on www.chca-oh.org.

➤ **Advertising Non-School Sponsored Activities**

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

➤ **Representing CHCA**

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

GENERAL INFORMATION - ALPHABETICAL

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

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

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

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

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

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

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

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

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

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

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

Extracurricular Behavior Expectations: Students choosing to participate in extracurricular activities act as *de facto* ambassadors of CHCA and an example of Christ-like behavior to the larger community. When a CHCA student participates in any

extracurricular activity – academic, leadership, community service, fine arts, or athletics – it is expected that they behave in a manner consistent with the expectations of their behavior during the school day. This includes dress and behavior, positive attitude toward and affirmation of fellow competitors, scholars and performers, and a demonstration of leadership and positive Christian values. If transportation to and from practices and events is provided by the school, student participants are expected to ride in the school-provided transportation to the practice or event unless approved beforehand by the faculty or coach in charge and with parental permission. If no school transportation is provided, it is strongly recommended that students do not drive teammates or other students in their personal vehicles at any time.

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

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

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

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

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

- Recommending CHCA to other mission fit families in a natural and compelling manner

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

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

School Building Office Locations and Addresses:

- Administrative Offices, which include the Head of School's Office, Admission Office, Communications Office, and Development Office, are located at 8283 East Kemper Road, Cincinnati, Ohio 45249. The Business Office is located at 8247 E. Kemper Road 45249, and the Director of Fine Arts Office is located at 11525 Snider Road 45249. The phone number for the Administrative Offices, including the Business Office and Fine Arts Office, is 247-0900.
- The Otto Armleder Memorial Education Center is located at 140 West Ninth Street, Cincinnati, Ohio 45202 and the phone number is 247-9944 ext. 400.
- The Blake Lindner Thompson Early Childhood Learning Center is located at 11312 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 101.
- The Lower School Grades K-Prep-3 is located at 11312 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 101.
- The Lower School Grades 4-6 is located at 11300 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 232.
- The Upper School Grades 7-8 is located at 11300 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 269.
- The Upper School Grades 9-12 is located at 11525 Snider Road, Cincinnati, Ohio 45249 and the phone number is 247-9944 ext. 300.

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

School Bus Transportation Information: Public school districts that provide bus transportation for CHCA families are listed on the school's website (<http://www.chca-oh.org/my-all-school/transportation>). If you live in a public school district that provides bus transportation to CHCA, you are responsible for arranging your child's

transportation with that district and being aware of the district's schedule as it may not coincide with CHCA.

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

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

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

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

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

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

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

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

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

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

Technology Responsible Use Policy (Agreed to by all Families in the CHCA Enrollment Contract and posted on <http://www.chca-oh.org/my-all-school/byod>): Cincinnati Hills Christian Academy ("CHCA") offers access to its students, faculty, staff, administrators or anyone else authorized to use the CHCA resources to interconnected computer systems within CHCA and to the Internet, which provides both various means of accessing significant educational materials and opportunities and is an excellent research tool for life-long learning. CHCA has established parameters for this use in the spirit of the Christian mission and CHCA's core values.

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

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

student who, if 18 or older, fails to sign and submit the Policy to CHCA as part of executing the CHCA Enrollment Contract.

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

I. PERSONAL RESPONSIBILITY

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

II. TERMS OF THE PERMITTED USE

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

III. ACCEPTABLE USES

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

IV. UNACCEPTABLE USES

A. Some unacceptable uses that violate this Policy are:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by CHCA's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into

believing that someone other than you is communicating or otherwise using their access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Unauthorized commercial transactions. Except when conducting school-related activities (i.e. updating lunch cards, purchasing items from Spirit Shop or Leaning Eagle, etc.), you should not give others private information about you or others, including credit card numbers and social security numbers. Unless authorized by faculty for a class activity or other educational purpose, students and others may not use the computer network or devices for online gaming or gambling. If you have any questions regarding what constitutes an unauthorized commercial transaction under the Policy, please contact the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal).
5. Uses which violate school fraternization policies or uses which promote undue familiarity between those in a faculty/student or superior/subordinate relationship. For example, students who are currently taking classes with faculty becoming online "friends" with such faculty on a social networking site.
6. Use of any personal devices on campus which violate any policy (for example, sexting using a personal cell phone).
7. Social Media. Student use of social media during school hours or using school computer networks, internet, or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, Internet, or devices are subject to the Policy. Any social media activity that is directed at the CHCA community (including administration, teachers, and students) and violates this CHCA Policy shall result in discipline.
8. Sexting. In keeping with the school's responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of "sexting." Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation

may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment.

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

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

V. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users.** In compliance with applicable federal and state laws and for our students’ protection, Internet access at CHCA is filtered. However, even using network filters, all users and their parents/guardians are advised that access to CHCA’s network may include the potential for access to materials inappropriate for school-aged pupils. All users must take responsibility for their use of CHCA’s computer network and Internet and stay away from these sites. Parents of minors are the best guides in deciding what materials to avoid. Any student that finds that other users are visiting offensive or harmful sites should report such use to the person designated by CHCA.

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

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

VI. SCHOOL PROVIDED DEVICES

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

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

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

VII. PERSONAL DEVICES

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

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

VIII. PRIVACY

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

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

IX. FAILURE TO FOLLOW POLICY

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

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

X. WARRANTIES/INDEMNIFICATION

CHCA makes no warranties of any kind, either express or implied, in connection with providing access to and use of its computer networks and the Internet. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or their parent(s) or guardian(s) arising out of use of its computer networks or the Internet under this Policy. By signing this Policy, users take full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) agree to indemnify and hold harmless CHCA, the Data Acquisition Site that provides the computer and Internet access

opportunity to CHCA and all of CHCA's administrators, teachers, and staff from any and all loss, costs, claims or damages resulting from the user's access to CHCA's computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with CHCA if CHCA initiates an investigation of a user's use or access to its computer network and the Internet, whether that use is on a CHCA computer or on another computer outside CHCA's network.

XI. UPDATES

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

XII. EDUCATION, SUPERVISION AND MONITORING

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

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

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

MEDICAL INFORMATION

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

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

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

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

Illnesses Requiring Doctor's Note for Re-Entry: The Building Nurse may require a written statement from the physician for reentry into school following an illness.

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

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

1/4” of scalp. This treatment should be performed by the parents before seeing the Building Nurse for approval to return to school.

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

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

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

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

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

prohibited by CHCA school policy and Ohio Revised Code with the exception of select topical ointments including Petroleum Jelly (Vaseline) and sunblock.

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

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

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

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

BOARD POLICIES

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

In the Christian community there is a legitimate diversity of thought as to the time and process by which creation occurred. We respect serious Bible scholars with varying points of view, as long as those scholars: (a) hold to an absolute belief in God's creation of the universe, the earth, and mankind; (b) hold to reasonable explanations for their convictions; (c) as long as their convictions are based on belief in the inerrancy of Scripture. During the course of a student's experience at CHCA, the student will become acquainted with an array of viewpoints on creation on an age-appropriate basis.

Controversial Issues: Instruction, information, discussion, and materials which pertain to those issues of such nature that they are the center of legitimate discussion within this (CHCA) Christian community will be presented, or responded to, by teachers and administrators within the following guidelines: (1) with an educative intent; (2) with as much objectivity as possible; (3) on an age-appropriate basis.

"With educative intent" implies that the purpose of the presentation of controversial material is to inform and educate, not to proselyte to a specific view. Obviously, the sharing of diverse views held sacred within the Christian community is to be done "with as much objectivity as possible" in order to protect educative intent and to protect the school from denominationalism. The following are age-appropriate guidelines:

Grades K-6: A response based upon literal biblical statements will be given to questions which students raise in these grades. Nothing should be implied beyond what the scripture states. Specific curricular-based material will not be developed to address the controversial aspect(s) of an issue. The focus during these grades is upon the characteristic "concrete" thinking of the children; therefore, teachers will respond "concretely" to specific questions.

Grades 7-8: In the 7-8 Upper School the curriculum will not address the controversial aspects of any issue. Questions which may be generated by class discussion should be answered from a biblical base with appropriate explanation (following the above mentioned guidelines) regarding the diversity of thought within the Christian community.

Grades 9-12: For 9-12 Upper School students the curriculum will include a discussion of the diversity of views, within the Christian community, on controversial issues. Because

students at this age tend to be able to deal with abstraction, questions and discussions will allow for a full discussion of the controversial aspects of issues, keeping in mind the guidelines this document puts in place.

Questions regarding controversial issues will certainly arise. It is always appropriate to refer the student to his/her parents and pastor for further discussion of the issue.

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

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

Parent Involvement within CHCA Community: CHCA operates under the supervision of a Board of Trustees, whose membership is primarily comprised of parent members of the school association, and elected by the association membership. The educational program of the school is directed by an administration comprised of professional educators; the administration is responsible to the Board of Trustees.

In addition to its supervisory function with respect to all CHCA activities, the administration provides information to, and serves as a primary means of communication with CHCA parents.

Involvement Opportunities

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

Involvement Guidelines

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

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Absences and Tardies: Academic excellence is a core value of CHCA. To achieve excellence, it is important that students' school attendance is a priority. To help facilitate our attendance program we ask that you follow these procedures:

1. Call the school attendance line 247-9944 (x800) by 9:00a.m. on the day your child is absent from school.
2. Send a note explaining the reason(s) for any absence upon your child's return to school.
3. Any child attending a full day program arriving *after* 9:40 a.m. will be counted as a half day absent and any child *leaving* before 2:00 p.m. will be counted as a half day absent.
4. Students are responsible to make up work that is missed during absences. All work will be given full credit if the absence is excused. Teachers will allow students the same number of days absent to complete missed work (i.e. if a student is absent three days, he or she has three days to complete missed work.)
5. If a student is absent for more than one day, parents are encouraged to request that the teacher send missed assignments home with a sibling or ask to have them available in the office at dismissal time the day of the request. Please call by 10:00 a.m. for homework requests by calling: 247-0900 x 101. It will be ready after 3:00 p.m.
6. If you are planning an extended absence from school for more than three days, submit an "Extended Absence Form" that you download from the [CHCA website](#) or secure from our front desk at least one week prior to the absence. Complete the form and return it to school. While family vacations are important, we ask that they be scheduled during school breaks. We ask that trips be limited to one per year. Trips of more than five days are discouraged. Teachers will provide homework missed during the week prior to departure as is practical. Please be aware that your child may need to complete other assignments missed upon their return to school.
7. Should an early dismissal be necessary, the parent or authorized person should come to the front desk to sign the student out. The parent or authorized person is to take the Early Dismissal slip to the child's classroom and present it to the teacher. Upon re-entering the school the same day after an early dismissal, parents are to report with the student to the main office for a re-entry slip. **DO NOT** send the child back into the office alone! The re-entry slip is presented to the teacher for admittance back into school or class.
8. A student is considered tardy if he/she arrives after school begins. School begins at 8:30 a.m. A three minute grace period is given. Students who arrive after

8:33a.m. must report to the front desk for a tardy slip. A student enrolled in KPrep PM is tardy if arrival is after 12:18 p.m. Frequent tardiness is considered a matter of concern and will be discussed with the student's parents. Parents can expect to be notified by a letter after a student has been tardy 5 times in a quarter. Chronic tardiness and or absenteeism will result in a mandatory conference with the Principal.

9. In the case of a divorce or separation, a student will only be released to the parent who has custody unless written permission is provided. Custodial documents must be on file in the school office. In a situation where a Restraining Order has been issued, a copy of that order be on file in the EBL Lower Elementary School Office.

Administrative Oversight: At EBL, teachers and students (Grade PK – 3) will be under the administrative leadership of the Lower School Principal and Assistant Principal. This oversight includes: academics, curriculum, classroom activities/concerns, teacher support/evaluation, and conduct.

After School Program-Eagles Landing: We offer this program from 3:15 – 6:00 p.m. daily for parents who need this service. There is a fee for this. Please contact the After School Coordinator, Mrs. Andry, at (513) 222-2603 for more information.

Arrival Procedures and Times: Students arriving between 7:30 – 8:20 a.m. are to report to the gym where they will be supervised by CHCA Lower E Aides. Students arriving 8:20 – 8:33 a.m. may go directly to their classrooms. Students arriving after 8:33 a.m. need a tardy pass from the office.

Bibles: All Third Grade students are given their own personal Bibles to keep. Bibles are to be handled with care and kept in good condition.

Birthday Celebrations: Students may have an in-class birthday celebration following the guidelines below:

1. The teacher approves the date, time, length, food and activities.
2. Before sending food, please check with the teacher to see if there are any students in the class with food allergies.
3. The celebration lasts no longer than 15 minutes.
4. Latex balloons are NOT to be used or distributed during the party. Mylar balloons may only be taken home by students who do not ride a bus.

Off Campus Parties - No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed on campus for off campus parties unless the whole class or all of one sex are invited. We encourage parents to invite the whole class if they desire to have large group parties where the attendees are solely from one homeroom. Students going directly to a birthday party from school should have a written

note from their parent(s). If no note is provided, the child will not be able to go directly to the party.

Chapel: Chapel services for K – Grade 3 are held most Friday mornings from 8:40 – 9:20 a.m. Parents and other guests are welcome to join us. Please arrive early, sign in at the front desk in the lobby, put on a visitor badge and then proceed to our gym.

Classroom Visitation: Parents are always welcome for chapel, lunches, and appointments with teachers or the administrators. Parents are welcome to formally observe their child’s class with prior notice to the teacher and Principal. Please make your request to the Principal and the school office will confirm the date and time of the observation.

Classroom Volunteers - Parents are invited and encouraged to volunteer in their child’s classroom. Simply check with your child’s teacher regarding best dates and times. Any parent who volunteers must have a completed background check with fingerprints on file in our school.

Courses of Study: A complete Course of Study with a scope and sequence and individual objectives for each subject and grade exists. It can be found on the [Academic](#) page of the school’s website.

Departure Procedures and Times: Dismissal time for all students K-3 is 3:15. Students should be picked up by 3:40 p.m. Students not picked up by 3:40p.m. will be taken to our after school program for a charge. When picking up your child please obey the traffic flow patterns and stay out of the bus lanes. In addition, so you can give full attention to the students and adults at carpool, we ask that you refrain from using your cell phones during this time. For the safety of all, please drive no faster than 10 mph. In addition, give the bus drivers a wide berth to make turns. If you find you need to leave your car for any reason, you ***must*** exit the car pool line and park only in a marked parking space. There can be no exceptions. Please note that there is a marked EMERGENCY lane in the front circle. This lane should be kept clear of parked cars 8:00a.m. – 3:45p.m. daily so emergency vehicles can get into that area should there be an emergency. Parking in this lane is prohibited at any time (even if you are picking up or dropping off students at/from a field trip.) If you need to come into the school for any reason, you should park in a marked parking space. Paging people to come move their cars during the day causes disruption to the classroom learning environment and prohibits emergency vehicle access.

**Cincinnati Hills Christian Academy Grades PK-6
Lands' End Uniform Dress Code [18/19] School Year**

(To order uniform pieces, click on the Lands' End logo on
<http://www.chca-oh.org/my-all-school/uniforms>)

Item	Colors	Style (yes!)	Style (no!)
Shorts	<ul style="list-style-type: none"> • Khaki • Black 	<ul style="list-style-type: none"> • CHCA Lands' End Logoed School Uniform • No Alteration to Length 	<ul style="list-style-type: none"> • No other shorts are allowed
Non-Plaid Skirts/Skorts	<ul style="list-style-type: none"> • Khaki • Black 		<ul style="list-style-type: none"> • No other non-plaid skirts/skorts allowed
Plaid Skirts/Skorts/Jumpers	<ul style="list-style-type: none"> • Lands' End CHCA Plaid – purple & black 		<ul style="list-style-type: none"> • No other plaids are allowed
Non-Plaid Jumpers	<ul style="list-style-type: none"> • Khaki 		<ul style="list-style-type: none"> • No other non-plaid jumpers allowed
Polo Dress	<ul style="list-style-type: none"> • Purple • Black 		<ul style="list-style-type: none"> • No other polo dresses are allowed
Shirts (Polo and Oxford)	<ul style="list-style-type: none"> • Black • Purple • White • Gray 	<ul style="list-style-type: none"> • CHCA Lands' End Logoed School Uniform 	<ul style="list-style-type: none"> • No other shirts are allowed/undergarments cannot outwardly show
Fleece Outerwear	<ul style="list-style-type: none"> • Black 		<ul style="list-style-type: none"> • No other outerwear worn in classrooms allowed
Pants	<ul style="list-style-type: none"> • Khaki • Black 		<ul style="list-style-type: none"> • No other pants allowed
Sweaters	<ul style="list-style-type: none"> • White • Black • Purple 		<ul style="list-style-type: none"> • No other sweaters allowed
Sweater Vests	<ul style="list-style-type: none"> • Black 		<ul style="list-style-type: none"> • CHCA Lands' End Logoed School Uniform • Collared shirt worn underneath
Socks	<ul style="list-style-type: none"> • Any color 	<ul style="list-style-type: none"> • Matching pair 	<ul style="list-style-type: none"> • No distracting pattern
Leggings/tights	<ul style="list-style-type: none"> • Black, white, or gray may be worn under clothing 		<ul style="list-style-type: none"> • No distracting pattern
Belts	<ul style="list-style-type: none"> • Solid black or brown 	<ul style="list-style-type: none"> • Woven or solid leather 	
Shoes		<ul style="list-style-type: none"> • Matching pair • Sandals and crocs must have a back strap • AS PK gym shoes required • EBL ES PK gym shoes recommended 	<ul style="list-style-type: none"> • No flip flops • No oversized heels/ soles (generally less than 1")

Uniform Dress Code Official Guidelines: As always, clothing, shoes, accessories, jewelry, make-up, and hair styles are to be modest in fit and style (no tight fitting or oversized clothing), and may not draw attention to the individual; **no alterations to the length of shorts, skirts, skorts, jumpers, and polo dresses is allowed**; there may be **no frayed or torn clothing**.

Spirit Wear sold at The Eagle Store is not included in our Uniform Dress Code. There will, however, be designated “Spirit Days” when these items may be worn.

TO ASSIST CHCA FAMILIES IN UNDERSTANDING AND ENFORCING THE DRESS CODE, THE FOLLOWING GUIDELINES APPLY:

FOR GIRLS:

- No body tights or yoga pants without a skirt or dress
- No excessive makeup and/or accessories

FOR BOYS:

- Eyebrows are to be exposed
- Hair clean and neatly groomed above the eyes.
- No earrings

HAIR GUIDELINES

Hair is to be clean and neatly groomed for all students. Distracting or inappropriate hair styles or non-natural hair colors, meant to intentionally draw undue attention to hair, are not allowed.

DRESS CODE ENFORCEMENT

The school administration is given the authority to interpret and enforce the dress code during school and at school functions.

All students are expected to abide by the uniform dress code for the entire school day. Inappropriate clothing may result in immediate parent contact. The student will not be allowed in the classroom until appropriate attire is obtained. Continued non-compliance may lead to suspension or expulsion.

Throughout the year, certain events will allow for out-of-uniform dress code, which will be communicated in advance. Students are still expected to dress modestly on out-of-uniform days. This includes no exposure of the midsection, shorts/skirts must be of fingertip length or longer, pants must remain at the waist, no undergarments showing, tops must cover hips when leggings or yoga pants are worn, and clothing must not be inappropriate, offensive, revealing, torn, frayed, and/or have holes. Appropriate sizing is required, no over-sizing or under-sizing will be permitted. If there is any question about the appropriateness of a garment the student or parent should check with the teacher or school administration before wearing the item.

Parents attending school functions, volunteering at the school, or accompanying students on field trips are also expected to comply with the spirit of the dress code.

Electronics and Toys: Students are not permitted to bring electronic devices of any kind type, including cell phones, to school. Any such equipment during school hours will be kept in the school office until returned to the parents. The school takes no responsibility for any loss or damage to these items, or in investigating the circumstances regarding loss or damage. Toys including stuffed animals, dolls, cards and small toy cars are not allowed at school unless your child’s teacher has specifically asked your child to bring them in.

Field Trips: Parents are always notified of planned trips. All students participating in a field trip should return a permission slip from their parents. Parents who drive students on field trips should sign an agreement for transporting students. Read, sign and bring in this form to your teacher. *Parents should update this form each year* Please note that we adhere to the State of Ohio laws and guidelines regarding use of seatbelts and booster seats. While younger children are often welcome, please check with the classroom teacher to see if it is appropriate for them to accompany a class on a trip.

Child Car Seat Laws: Any child younger than four (4) years of age or forty (40) pounds must use a child safety seat.

Children under the age of eight (8) must use a booster seat unless they are a minimum of four (4) feet, nine (9) inches in height.

All children from eight (8) to fifteen (15) years of age must use a safety belt or a child safety seat.

Drivers who violate this law face a misdemeanor charge and at will be fined.

Gifts: There are times that students or families wish to give gifts to a faculty member or staff person. To avoid ethical problems, individuals are asked not to give gifts valued at more than \$100 to teachers or staff during the school year.

Grading System: In order to maintain consistency in academically evaluating all students’ proficiency levels, the following scale has been adopted and will be used on exams, tests, quizzes and other measuring devices where the teacher inform the students, parents, and administration:

<u>PRIMARY K & 1</u>	<u>GRADE LEVELS 2 & 3</u>	<u>SPECIALS GRADES K-3</u>
O – Outstanding	A = 90 – 100	O – Outstanding
S – Satisfactory	B = 80 – 89	S – Satisfactory
N – Needs Improvement	C = 70 – 79	N – Needs Improvement
P – Progressing	D = 60 – 69	P – Progressing
	F = 59 & Below	

Homework: The role of homework as a link between home and school is a vital one. Appropriate and clearly explained assignments encourage parental participation and promote a productive relationship between home and school. Typically, homework will consist of practice of newly learned concepts, reinforcement or review of previously learned concepts or

activities/projects that extend curricular objectives. Homework assignments will be evaluated regularly to help students to understand there is merit to completing assignments.

Homework Expectations for Students: Most homework sessions will be 15 to 30 minutes in grades Kindergarten through Grade Two. For Grade Three and Grade Four, an average of 30 to 45 minutes per night can be expected. If your child consistently experiences homework that exceeds these guidelines you should check in with your child’s teacher. Students do work at varying speeds. Parents should encourage students to read each night. In addition, parents should regularly review the Bible Memory Verses with their child.

In order to establish a consistent procedure for students to record homework assignments, each Grade Three and Four student is to carry and maintain a planner in class. In some cases, the teacher is to initial the assignment as written by the student and parents are to initial the planner indicating that the homework was reviewed.

Honor Roll: Students in Grade Three may be designated on the High Honor Roll or the Honor Roll at the end of each grading quarter. Those making all A’s in major subjects are named on the High Honor Roll. Those making all A’s and B’s in major subjects are named on the Honor Roll. In addition to all A or all A and B students should have maintained an S or O in the special subject areas. Parents and students will be notified of this achievement in a letter from the Principal via the report card. The following list indicates the “major subjects” for each grade:

Grade Three

Christian Studies	Spelling	Foreign Language
Language Arts	Handwriting	Mathematics
Reading	Social Studies	Science/Health

Memory Verse and Memory Verse Schedule for 2018-19 are located on our CHCA website.

Lunches: Hot lunches, milk and juice are available every day from the cafeteria. More information including monthly menus can be obtained on the [CHCA website](#) under the Lower School Section. Online ordering of lunches are available with the Pay Schools Program (link also found on the [CHCA website](#)).

Messages and Deliveries: Messages and deliveries from home are relayed through the school front desk. **They are to be kept to a minimum and should not be given on a regular basis.** Calls should be made by noon so the office staff has time to distribute messages by afternoon dismissal. It is very difficult to guarantee a message will be given to a student if it is called in after 2:30 p.m.

Recess: Students at all grade levels are provided with recess time each day. They should dress appropriately for the weather. We do go outside unless it is raining, snowing, or below 20 degrees (“feels like” temperature is used). It is important you make sure your child is dressed appropriately for the weather. Students will only be permitted to stay inside if they have a signed note from their parent or physician.

Report Cards and Progress Reports: Paper copies of the report cards will be issued at the conclusion of each grading period for Grades One and Two. Grade Three report cards are available on NetClassroom at the end of the quarter. A student's report card will be held throughout the year if there are any unmet financial obligations. Kindergartners do not receive a report card the first grading period but will receive one at each grading period after the first quarter. Progress for the Kindergarten student will be shared at the first parent-teacher conference in the Fall. Parents at all grade levels K – Grade 3 are given opportunity to conference with their child's teacher in November. Conferences in January are by appointment only requested by the teacher or the parent. Please note that the teacher or the parent may request a conference at any time during the school year.

Parents can keep abreast of the release dates of report cards, midterms, and NetClassroom grades in the schools' publications. At the end of the school year, students cannot be assigned a homeroom unless all financial obligations are taken care of and enrollment or re-enrollment contract is signed.

NETCLASSROOM Grade 3

NetClassroom is used to report student progress. Parents can access student grades at any time during any quarter. The last progress report is generally issued within two weeks of school being dismissed for the summer.

Midterm progress reports for Grade One and Grade 2 students will be sent home via the student's backpacks midway through each quarter. These reports will reflect the students' academic progress as well as their attitudes and behavioral patterns. Parents of students in Grade Three can see their child's grades at any time by logging into their child's Net Classroom account which will be discussed at Meet the Teacher Night.

Student/Classroom Behavior Guidelines: Classroom behavior guidelines are distributed and discussed at the beginning of the school year by each teacher. Most behavior problems occur and are handled at the classroom level.

When serious behavior problems occur or when a student does not respond to correction by the classroom teacher the school administrators are notified by the teacher of the alleged misconduct. The Principal and Assistant Principal of each school are the chief disciplinarians for that school. They may handle the referral in one of several ways:

- a) contact the student's parents regarding the offense.
- b) assign detention, work assignments, special projects, etc.
- c) administer social probation - a student is prohibited from participating in activities such as athletic teams, school trips, music groups, etc.
- d) administers in-school suspension – a student spends time out of class, in an office, studying. Work assignments or special projects may be assigned.
- e) administers out-of-school suspension- i.e. a student spends 1 to 5 days out of school.
- f) recommends to the Head of School, expulsion of the student.

The progression of steps listed above serve as guidelines. The Principal or Assistant Principal may deviate from, change, or alter this progression depending on the frequency, severity or nature of the offense. Please note that the Assistant Principal handles most of the discipline issues above the classroom teacher. If the behavior persists or becomes more severe, the Assistant Principal refers the issue to the Principal.

General Behavior Guidelines: It is nearly impossible to have an exhaustive list of all of the rules of the school and each classroom. A student should obey authorities in the school, i.e., administrators, teachers and aides. Ultimately, most rules will be summed up in the following statement: **A student may not harm himself/herself or others, damage property, or disrupt any aspect of the learning process.** While this general statement sets the tone for appropriate behavior there are certain behaviors which demand specific attention. Listed below are several such behaviors. Violation of any of the following rules related to the specific behaviors is regarded as a serious offense. The progression of steps listed below each category serve as guidelines. The Administrators reserve the right to deviate from, change or alter these guidelines as is necessary.

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

Classroom Behavior: Each student is to conduct himself/herself appropriately in the classroom. Specific behavior guidelines are to be distributed, posted, and discussed, by each teacher. The teacher may deal with behavior problems within the classroom context in one or more of the following ways:

1. Verbal or written reprimands.
2. Isolation (Time-out).
3. Loss of privileges.
4. Parental conference or phone call.
5. Individual behavior plan written and implemented by the teacher.
6. Referral to the Assistant Principal.
7. Referral to the Principal.

Respect, Manners and Courtesy in School:

1. In a Christian community respect for one another is a basic premise of interaction; of course, this involves respect for the property and rights of others.
2. Food may only be eaten in the cafeteria or specified areas.
3. Because of the unsanitary disposal of gum and the damage to clothing, furniture and rugs, there will be no gum chewing within the school buildings.
4. Behavior on buses or on field trips is expected to be the same as in-school behavior.
5. Misuse of computers and/or equipment in the computer lab is the same as destruction of school property.

6. Any student directed petitions should have the Principal's approval before being circulated.
7. Students who challenge the teacher or aide or other school-wide authority will be referred directly to the Assistant Principal or Principal. This may lead to suspension or expulsion.