

2012 -2013 Student Handbook

Dear Parents,

Your choice of Christian education is one of the most important decisions that you can make for your child. As administrator, I want to thank you for your interest in Collins Hill Christian School. The Psalmist proclaims, "Children are a heritage of the Lord" (Psalms 127:3), and there is no greater privilege than training children for God. With this privilege, also comes a great responsibility.

Collins Hill Christian School provides you the environment to fulfill both the privilege and the responsibility of training up your child. Our goal is to assist you in developing a child who is prepared academically, physically, socially, emotionally and spiritually to please and serve God for a lifetime.

I hope this information will answer many questions and give you a clearer picture of the heart and purpose of Collins Hill Christian School. Please feel free to contact me if I can help in any way.

May God bless as we strive to train children for the Master's service.

In His Service,

Daniel R. Huff (Administrator)

COLLINS HILL CHRISTIAN SCHOOL MISSION STATEMENT

Collins Hill Christian School, founded in 1994, is a ministry of Collins Hill Baptist Church, a fundamental, independent Baptist church. The school, therefore, believes, teaches and practices the tenets of this church. CHCS is founded on the authority of God's eternal word. It utilizes a Bible-centered curriculum, emphasizes Christian character and maintains a faculty of born-again believers in Jesus Christ. We desire by divine leadership to be Christ-like in our pursuit of each academic, spiritual, cultural, physical and social endeavor. Christ's model in Luke 2:52 sets the foundation for our educational program; that of developing the child's growth in wisdom and stature, and in favor with God and man.

CHCS is devoted to helping parents fulfill God's command to bring up their children "in the nurture and admonition of the Lord." (Eph. 6:4) Christian education should take place first and foremost in the Christian home. God says parents are "to teach [God's word] diligently unto [their] children." (Deut. 6:7) The teaching of Scripture is clear that parents bear the ultimate responsibility for the success or failure of their children's education.

The mission statement of CHCS is the key objective of our philosophy. The mission of Collins Hill Christian School is to assist parents with their God given responsibility of training, educating and spiritually developing their children. This involves reaching children with the message of salvation, teaching them the life changing power of God's Word and ultimately helping each child conform to the likeness of Christ. CHCS desires to unite our hearts and hands together in training children to achieve their best for God. Your involvement, commitment and support are essential if these objectives are to be achieved.

Proverbs 1:7 says "the fear of the Lord is the beginning of knowledge." Knowledge is a very important goal of CHCS. Without a clear understanding of God, who is the only sovereign Creator of all things, knowledge cannot be properly attained. (Rev. 4:11) He is the only sovereign God and great Designer. Therefore, the highest purpose of man is to glorify God and enjoy Him forever.

God is also holy. (Lev. 11:44) He, therefore, longs for man to be holy. (I Peter 1:13) God provided an eternal sinless sacrifice by giving His Son, Jesus Christ to die. His death, when received by sinful man, enables him to experience the removal and forgiveness of sin. Christ's resurrection from the dead enables the acquisition of a "new nature." (II Peter 1:4) This new nature reflects the holiness of God and enables the believer to live a holy life, even in this present world. Holiness should be a goal for every believer. It should be explained, modeled and encouraged in each educational program of CHCS.

The Bible, the Word of God, is the final authority in all matters of life. "The law of the Lord is perfect, converting the soul; the testimony of the Lord is sure, making wise the simple." (Ps. 19:7) Thus the "law" of God, His revealed word, is a condition for life, as desired by God. The Word of God must, therefore, become a critical aspect of the child's education. Bible instruction is essential in a Christian school. At CHCS, Biblical truth is woven into all phases of the curriculum. All curricula material, including textbooks, must be selected with this priority of God's Word in mind.

God's Word and His essence are truth. This truth has the power to set us free so we may live rich, abundant lives for His glory. (John 8:32; 14:6; 17:17)

CHCS, therefore, endeavors to provide an atmosphere conducive to achieve the kind of education whereby God is glorified. Our educational program consists of more than developing basic cognitive skills and abilities. Christian values and character are taught and modeled, and proper behavior is expected from each student. Our objective is not only to teach the truth, but to help each student apply that truth to their lives. Our dependency upon the Holy Spirit and his guidance is essential in the development of spiritual truth. God has entrusted to us the responsibility of providing an excellent education for our students. We, therefore, strongly stress a Biblical viewpoint in all areas of life.

Because CHCS considers itself an extension of the Christian home, it stresses the importance of cooperation and self-discipline. Children must be taught to honor the rights of others and to respect the authorities placed in their lives. We believe parents are accountable and responsible to God for the education of their children. Our function is to compliment the efforts of the parents in teaching their children in a Christ-honoring way. CHCS has accepted the responsibility for reinforcing the Biblical teachings of the home and church. It therefore, operates *in loco parentis* (in place of the parents).

We expect full cooperation from both the student and the parent in the education and discipline of the student. If your spiritual and educational goals are not in harmony with those presented in this material, it is likely that CHCS is not suited for your family. The goal of CHCS should be the goal of every Christian parent: helping the student to be Christ-like.

STATEMENT OF FAITH

1. We believe in the plenary inspiration of the Bible, both the Old and New Testaments, as the infallible Word of God, and that it is the supreme and only authority of faith and conduct. (II Tim 3:16, II Peter 1:21)
2. We believe that God subsists eternally in three persons - Father, Son and Holy Spirit. These three are one God, the same in substance, equal in power and glory. (John 14:9, I Tim 3:36, I John 5:7)
3. We believe in the pre-existent, incarnate, virgin birth of Jesus Christ, His substitutionary death, bodily resurrection and ascension to Heaven. (II Cor 5:21, Hebrews 10:10-13, I Peter 2:24)
4. We believe that all men by nature and choice have sinned, that salvation is by grace through repentance of sin and that men are justified by faith alone only through the merit of our Savior Jesus Christ. (Romans 3:22-24, John 3:7, Eph. 2:8-9, Titus 3:5)
5. We believe in the eternal security of the believer. (I Cor. 3:11-17, Hebrews 12:5, 11, I Cor. 11:30-32)
6. We believe in the personal, visible, premillennial and imminent return of Jesus Christ. (I Thess. 5:9-11, II Thess. 1:10, II Thess. 2:1-8, Rev. 3:10)
7. We believe that all saved should by precept and example lead a life free from all questionable habits and indulgences and should try to live daily so that others may see Christ in them. (Eph. 2:10, Titus 3:8)
8. We believe that the Holy Spirit convicts individuals of sin and then seals, baptizes, indwells and regenerates the believing sinner at the moment of conversion. (Romans 3:24, Romans 8:9, I Cor. 6:19, Eph. 1:13-14, Titus 3:5)
9. We believe that the establishment and continuance of the local church is composed only of members who are born-again believers and have been baptized by immersion. The local church is organized to practice the New Testament ordinances, to meet together for worship, prayer, fellowship, education, and to actively carry out the Great Commission. (Matt. 16:18, Acts 13: 1-3, I Cor. 11:2, Matt. 28:19-20)
10. We believe in the bodily resurrection of the just and the unjust, the eternal bliss of the saved and the conscious everlasting punishment of the lost. (Daniel 12:2, I Thess. 4:13-18, Rev. 20:5- 16, Matt. 25:41)
11. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)
12. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

STATEMENT OF COOPERATION

I intend to support (back) the administration and teachers. I will give full cooperation to the school in supporting the aims and ideals of the school.

I pledge to be loyal to the aims and ideals of Collins Hill Christian School and to bring any questions and criticisms to the teacher/administrator so that they may be properly considered by those in authority. I will try to resolve issues that may arise according to the biblical precepts of communicating with only the people involved. Matthew 18:15

I give my support and permission to use reasonable discipline, which may ultimately include corporal punishment, in the correction of my child. I will be kept informed of disciplinary actions that have been taken.

I give permission to Collins Hill Christian School to submit to Gwinnett County the attendance records needed to comply with the Compulsory Education Law.

I understand that tuition will be paid as stated on the financial policy. I understand that there are penalties for late/returned checks in the fee of \$20. In the event of termination, I will not expect my child's transcripts or other school records to be released until full payment is made. Books remain the property of the school until the school bill is paid in full.

I give permission for my child to take part in all school activities and school-sponsored trips away from the premises and absolve the school from any liability because of injury to my child. In case of an accident of injury, I will be notified first. If I cannot be reached, the school authorities have the permission to seek authorized medical help. The school insurance is secondary to my personal insurance.

Should any legal action ever be taken against CHCS or any employee or agent thereof on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that CHCS or its agent should incur to defend itself against such action.

I understand that the application fee, re-enrollment fee and book fee **are non-refundable**. Neither these fees nor any other fees are applicable towards tuition.

I understand that all students are accepted on a nine-week trial basis. It is understood that my child's attendance is a privilege and not a right, and if at any time his/her conduct, academic progress or cooperation with the school's authorities are not in keeping with the school's requirements, the school reserves the right to terminate my child's enrollment.

ADMISSIONS

Collins Hill Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. Official acceptance is based on entrance test scores, the completed CHCS teacher/principal recommendation forms, transcript review, handbook orientation and space availability. All kindergarten students have a short test/ interview with the kindergarten teacher.

In order to be placed in the grade applied for, the child should reach the chronological age for that grade by September 1. Academically, students must be ready for the class to which they apply. Students, who are entering first or second grade, **must** attend summer classes to strengthen their phonics skills. There is a minimal fee for this class. No student will be considered for enrollment who is two years above the chronological age for the grade level.

Upon the evaluation of the student, Collins Hill Christian School reserves the right to deny acceptance or give recommendation of acceptable grade level. CHCS uses a traditional based fast moving curriculum in all levels and may not be suited for all students. We strive to place the student in accordance with his ability to perform academically. CHCS does not have a resource center (special education program), students with unusual academic, behavioral or disciplinary problems may not be accommodated. These restrictions are not intended to present a hardship for the student being considered, but rather are implemented for the integrity and assistance in the selection of students who can best be served by the programs offered.

Each new student will be placed on a nine-week probationary period. Attendance at CHCS is a privilege not a right, and at any time his/her conduct, academic progress, or cooperation with the school's authorities is not in keeping with the school's requirements, the school reserves the right to terminate the child's enrollment.

The following steps must be completed in order for the student to be officially accepted as a student at Collins Hill Christian School.

1. Application and fee turned into the office
2. Testing/K5 interview
3. Handbook orientation with the administrator - time set aside to go over policies and procedures
4. School records from previous school:
 - a. Latest report card and other transcripts
 - b. Copy of the birth certificate
 - c. Medical forms:
 - i. Current certificate of Immunization, GA 3231
 - ii. Certificate of Eye, Ear & and Dental (GA Form 3300)
 - iii. Letter of recommendation from the previous teacher (1st - 8th grade applicants)
 - iv. Administrative interview for prospective 7th and 8th grade students

Upon completion of all admission requirements, parents will be notified regarding the student's acceptance.

A re-enrollment form with fee is necessary each year for the student to attend CHCS. This process takes place in January.

ARRIVAL

All vehicles need to arrive at the Pamela Kay entrance and proceed to Building A. No one should enter from the Collins Hill entrance. All children are let out in front of Building A and will walk to their classroom from there. **Do not let students out in front of any other building.** This is for the safety of all involved.

It is best if the child can arrive by 8:15 in order to get to class and start getting items out for the day.

ARTICLES PROHIBITED

Cigarettes, tobacco in any form, alcoholic beverages, and narcotics, any medicine not prescribed by a doctor for that particular student, knives, guns, bullets, and explosives of any kind are prohibited and could result in serious disciplinary action. Radios, CD players, iPods and MP3's may not be brought to school. Comic books and books/magazines not directly related to class work are not permitted.

No toys need to be brought to school with the exception of show-n-tell days. Those students who are here early and stay late may bring electronic games with the permission of the parent. No ear phones are to be used at school. The school takes no responsibility for lost/stolen electronic devices. If the child lets someone play/trade his electronic game, the item becomes the administration's property until returned.

ATTENDANCE

School Hours

The school day begins promptly at 8:25 for students in 4th - 8th grades and 8:30 for K5 - 3rd. The student is considered late if he/she is not in his/her classroom ready to begin the day at 8:25 (4th - 8th) and 8:30 (K5 - 3rd). Students may be here as early as 8:00 and need to be picked up no later than 3:30. Students will remain in the Commons until 8:10 when they begin going to the classroom. After school care is provided for students who need to remain after 3:30.

School office hours will be from 8:00 until 4:00 on regular school days.

Attendance/Tardy

Students are expected to attend regularly and to be prompt. When a child is late, the morning routine is disrupted; and the entire class suffers when the teacher has to attend to late arrivals.

Please realize that absences and tardies for any reason are hard on the child and teacher. Frequent absences and tardies can cause the child to suffer in his/her academics.

A perfect attendance award will be given at the end of the year to those who have no absences and no early dismissals (2:30). Excessive tardies negate perfect attendance.

The teachers will take attendance in the classroom. After 8:23, all 4th - 8th students must check in through the office. Students in kindergarten – 3rd who arrive after 8:28 must check in through the office.

Excessive tardies (6+ in a quarter) for 4th – 8th grade students will result in a 25 minute detention.

We feel that excessive tardiness is harmful for many reasons:

- It is poor training.
- It starts the student's day with an embarrassing situation.
- The student misses the beginning of the day which includes organizing for the day and the Bible time.
- It is a distraction to the other classmates.

A note will be sent home from the school office after the sixth tardy per quarter. Re-enrollment is in jeopardy if the child has excessive tardies.

Students who are absent more than twenty-five days during the school year may not be eligible for promotion to the next grade. This may also jeopardize a child's enrollment.

Excused Absences and Tardiness

A student's absence or tardy will be **excused** and no grade penalty will be applied if he/she fails to attend school for the following reasons: **family tragedy, personal illness, medical, dental or optical appointments or attendance to religious activities.** A written, dated explanation of the absence, signed by the parent, must be presented to the teacher upon the student's return in order for the absence to be considered an excused absence. A parent may email the office the day of the absence or the day that the child returns. This will be accepted as the note for the excused absence.

Pre-arranged absences require at least one week's written notice to the student's teacher(s). Family vacations are discouraged as too much school work is missed and quizzes and tests have to be made up. Any vacation time that the child misses must be pre-arranged with the work completed before leaving or upon the day of return.

An absence or tardy for any other reason than those listed above will be considered unexcused and will result in academic penalty. Any graded work, quizzes or tests given on the day that a student has an unexcused absence will result in a lowered grade. Work missed due to an unexcused absence will be given an automatic 25% penalty. The penalty begins

the day that the student returns to school. Each day the work is not completed, an additional 25% penalty will be given until the grade reaches zero. For special assignments, stiffer penalties may apply.

Absences and make-up work

When a child is absent the parent should notify the school by 10 a.m. to request work. Parents may pick up their work for that day at the office between 3:15 and 5:30 p.m.

The student is responsible to complete any work missed during an absence. Any assignments, which have been given prior to the absence, are expected to be completed immediately upon return to class unless unusual circumstances are evident or special arrangements are made. A student will be given one day for each day of absence to make up assignments given during the period of absence. At the teacher's discretion, additional time may be extended. The student is responsible to make any necessary arrangements to obtain and submit any missed assignments.

How Tardies and Absences Are Recorded

- A student, who goes for a medical/orthodontist appointment and is gone for one hour to one and a half hours, receives no penalty.
- A student who arrives between, 8:25, 8:30 and 10:00 (unless due to above circumstance) is considered tardy.
- A student who is out of class more than three and one half hours is considered a full day absent.
- Time in the sick room will apply to the above times out of class.

Release from Class/Return to Class

When it becomes necessary for the parent to take a child out of class for any reason during the day, release of the student must be done through the office. Admission should also be done through the office, when a child comes in late or returns from an appointment.

Items brought to school for students such as homework, lunch, etc. need to be brought to the school office.

BIBLE

Bible is a required subject at Collins Hill Christian School. Its pages bring forth a crystal-clear message of God's will for an individual and the only hope for eternal salvation. Only God's Word can transform the mind and heart of an individual and therefore prepare one for an effective life of service. It enhances the study of other subjects, such as English, history and especially science. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. The Bible far excels all other courses offered in this school in laying a sure foundation of moral and spiritual values in a day of moral decay and spiritual apostasy. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense. For the sake of uniformity, the King James

Version of the Bible will be used in the classrooms. Chapel will be held once a month for K5 - 3rd grade students and every other week for 4th - 8th grade.

BIRTHDAYS

Parents of students may bring or send in **cookies, mini-sized cupcakes or doughnuts** on the day of the child's birthday or **on a day arranged with the teacher**. Please **do not send in cakes** or items that need to be cut. **The teacher must be notified at least a day in advance**. Confirm with the teacher for the proper time to do this. Of course, no gifts are given at school. If invitations are passed out at school all the students in the class must get one or all the boys or all of the girls. If only certain children will be invited this must be done through the mail or on the phone. The observation of the child's birthday is done at the end of the lunch hour. K5 may be an exception depending on the teacher's preference.

BOOK BAGS

Book bags must be plain with no pictures or advertisements. Book bags may be purchased through Buckhead Uniform. We discourage rolling book bags due to lack of space in the classroom to store them. K5 students **may not** have rolling book bags since the students go down stairs.

Lunch boxes must also be plain.

BOOKS

All readers (1st grade and above) and any hardback books are the property of CHCS. If the book gets lost or abused, a cost will be assessed. These books are expensive and the goal of CHCS is to keep the book fee low. All hardback books must be covered with non-sticky book covers. The book covers should not be taped to the book.

COMMUNICATION

Here at Collins Hill Christian School, we believe that communication between the school staff and the family is of vital importance. The teachers are requested to keep you as a parent informed about your child's academic and behavioral progress. This is done through notes, emails and phone calls.

[InfoDirect](http://www.infodirect.us/col109/) (www.infodirect.us/col109/) will let the parent access homework, weekly grades and lunch menus, etc. Each family will need to have access to a computer with a connection to the Internet. All parents will need to provide us with an e-mail address. The [InfoDirect](http://www.infodirect.us/col109/) system will generate the user name and password. If you would like a different password, that is possible.

Parent/Teacher Cooperation

Parents are encouraged to communicate with the teachers. Should it be necessary for a parent to meet with a teacher, an appointment (after school hours) should be set up through our email system with the teacher. No calls to the teacher should be made directly into the classroom during the school day. Teachers will respond to your emails/notes within a timely manner. Their primary responsibility during the day is to instruct the students; therefore, it could be that afternoon or the next day before a reply is received.

Please respect the privacy of the teacher's home and not call there unless it is an emergency.

Parents should not go to the classroom in the mornings before class begins or after school, as this is the teacher's preparation time. Please do not come to the school at any time seeking to meet with the teacher without prior arrangements.

All parents and visitors must come to the school office and receive a scan card to enter the school building.

We ask parents to pledge their loyalty to the aims and ideals of Collins Hill Christian School and to present their questions or criticisms in a Christ like manner. If a problem arises in the classroom, the teacher and parent need to confer first. If nothing is resolved and concerns are still present, the administration should be contacted.

COMPUTER/INTERNET

Students at CHCS are strongly discouraged from participating in social networks. On these free websites anyone can setup a web page listing personal information. Authorities say teens are increasingly finding trouble in an online environment where millions of people can, in seconds, find out where they go to school, learn their interests, download their pictures, and send messages. CHCS students will be held responsible for any material that violates school policy placed on a website.

If the internet is used in 4th – 8th computer class, the students are closely monitored. The computers also have filters and blocks on them.

CONDUCT

Students are expected to learn and show kindness, morality and honesty towards each other. They are expected to show respect and courtesy to those in authority and to take correction and instruction as needed. Teachers have the right to make and enforce classroom rules consistent with the general policies of the school. Conduct grades are based on the teacher's view of a student's behavior.

Conduct Evaluation Key

- E = Excellent
- S = Satisfactory
- N = Needs improvement
- U = Unsatisfactory

Misconduct will normally be handled by the teacher according to the seriousness and persistence of the offense. Accepted methods of disciplining children are as follows and must be respected and accepted in order to be accepted into CHCS:

- Time out/loss of privilege/silent lunch
- Note, phone call, or e-mail to parent
- Lowering of conduct grade
- Conference between student and teacher
- Conference between student, teacher and administrator
- Conference between parent and teacher
- Corporal punishment (With parental foreknowledge and permission)
- Detention/suspension/expulsion
- Any combination of the above

Listed below are some (but not all-inclusive) rules that all students need to abide by:

- No talking or leaving one's desk without permission.
- No gum chewing on the school property.
- No hands on another person or their property.
- No disrespect toward other students, teachers, teacher's property or school property. (Disrespect could be considered laughing at or mocking someone and talking back to those in authority.)
- Unsportsmanlike conduct will not be allowed.
- Cheating of any kind will not be tolerated.

Standard of Conduct - Collins Hill **Christian** School is not only an educational institution but also a religious ministry, and as such, students and faculty are to comply with a certain conduct.

A Christian school is not about teaching youth how to live, but about magnifying the majesty of God. "Do all to the glory of God." I Corinthians 10:31

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions, as well as advocating sinful behavior. The following will not be tolerated in any form and could constitute grounds for dismissal: any action or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality or pornography. Our job and responsibility is to proclaim moral purity.

Moral conduct – The administration reserves the right to modify, evaluate situations regarding issues of morality and participation in certain activities on a case to case basis. This includes control 24/7 regarding internet and other outside school activities. Activities, actions and attitudes that are not in harmony with the Statement of Faith, the spirit and policies of the school, whether on or off campus, will be addressed. Please be aware of and monitor the web activity as well as the cell phone/texting of your child. The concern is not so much what your child may do or say but what others may be saying or doing. This is for the safety of your child.

DISCIPLINE

The teacher and administration are given full discretion in the discipline of the students. This includes the issuing of detentions, suspensions and corporal punishment.

It is understood that misbehavior may cause temporary or permanent suspension. While discipline is basically positive training in the right direction (Proverbs 22:6), there is the negative side of correction and adherence to the rules.

The rules established by the administration and teachers serve to promote strong Biblical character in the students; for that reason, it is important to have the full cooperation of the parents.

Christian love is at the heart of our discipline. Discipline in the classroom, as well as in the home, is not meant to be punitive, but rather to bring correction. If properly applied, Biblical discipline will build character and self-discipline.

A teacher must have complete control of the classroom; therefore, any misbehavior will be properly handled. If a student does not heed to the teacher's correction, the parent will be notified via a note, email or phone call. If misbehavior continues, a conference with the parents will be scheduled. Corporal punishment could be used as a final method of discipline. If this becomes necessary, parents will be asked to come to the school to administer or witness the corporal punishment.

Fourth-Eighth Grade Detention

After a student serves ten detentions, there is the possibility that the student could serve an in school suspension.

The following actions may result in an after-school detention:

1. Failure to complete homework for two days in one school week – 4th – 6th grades
2. Repeated disobedience (continuous talking without permission, inattentiveness, disrupting the class, etc.)
3. Failure to have proper materials in class
4. Lying
5. Forgery of another's signature
6. Disrespect
7. Disorderly conduct

8. *Inappropriate language and gestures
 - a) Verbal or written forms of obscene language/profanity
 - b) Off color, crude insinuating jokes
 - c) Sexual connotations, references, and name calling
9. Failure to return a signed discipline slip
10. *Cheating/Plagiarism (Grade of the test/research project/paper will be effected)
11. *Stealing
12. *Fighting
13. *Defacing school property
14. Repeated unkindness
15. Improper bodily contact - (Hitting, pushing)
16. Inappropriate dress - including chapel day
17. Failure to return graded papers
18. *Immoral behavior
19. Having cell phone on person – use of cell phone at school without permission
20. Incomplete/missing work
 - 1st – 4th time in a quarter – notification to parent and make up the work
 - 5th time in a quarter – 25 minute detention
 - 6th time in a quarter – 50 minute detention
21. 7th tardy in the quarter – 25 minute detention

(* indicates that these could result in suspension from school)

All 4th - 8th grade students will need to read and sign a detention guideline form which will be given at the beginning school.

DISMISSAL

K5 - 3rd grade dismissal is from 2:55 until 3:30. 4th grade and above begins dismissal at 3:15 and ends at 3:30. The youngest child needs to be picked up with the older child.

Students will not be allowed to leave the school premises with another parent without a note or email from the child's parent giving permission to do so. The note must come from the parent that is allowing the child to ride with another parent. (Example: Suzy is riding home with Jane today, Tuesday, December 4.) Children will only be allowed to leave with parents or grandparents unless someone else has been pre-arranged with the office.

Each family will be given a carpool sign to be displayed in the car window at dismissal time. This sign's color changes each year. Teachers have been instructed to ask you to park and come into the building if you do not have the proper sign. This is for the safety of all involved.

Please do not be talking on cells phones as you are driving on the school property. This is very unsafe for all involved.

DRESS CODE

All students in K5 and above will wear the official CHCS uniform. The uniforms will be purchased through [Buckhead Uniform Company](http://www.buckheaduniforms.com) (www.buckheaduniforms.com). The school Buckhead code is 309. The official list is on the link on www.chcscrusaders.org website. We expect the students to display a cooperative and respectful attitude in regard to wearing uniforms.

Appropriate clothing encourages responsible behavior. One's personal appearance is a manifestation of self-esteem and each reinforces the other. CHCS holds that Christians should present themselves so that Christ will be pleased and honored. Parents have the primary responsibility in teaching their children to live by the standards of Scripture. PARENTS ARE RESPONSIBLE TO SEND THEIR CHILDREN TO SCHOOL WITH THE CORRECT ATTIRE AND GROOMING.

Skirts, jumpers, skort and shorts lengths are to be no shorter than two inches above the knee while standing or kneeling. Jumpers are for K5 – 3rd grade girls.

Boys' shirts must be kept tucked in at all times. Girls must tuck in shirts that are not fitted.

Girls' blouses – The Princess blouses are for 4th – 8th grade girls and are not to be worn by the younger girls.

Undergarments – any t-shirts or undergarments that may show at the top of the shirt needs to be white. Any long sleeved garment must be a Buckhead turtleneck.

Turtlenecks must be from Buckhead and have CHCS on the collar.

Brown, black, khaki or braided conservative, school-type belts must be worn with pants that have belt loops.

Shoes and socks are to be worn at all times. Black, brown, tan and white conservative school-type shoes and non-marking athletic shoes are permitted. Purple shoes are permissible for K5 – 3rd grade students. Sandals with straps may be worn with out socks. For safety reasons, sandals without back straps are not permitted for kindergarten through 3rd grade students. No flip-flops of any kind are permitted. Clogs are permitted in third grade and above. Socks must be worn with all closed toed shoes. Girls' pants are to be worn on the outside of the boot and not tucked into the boot.

Tights are the preferred leg wear but leggings may be worn if they have the appearance of tights. The bottom of the leggings must be straight and plain no ruffle/lace.

Any **outer wear** such as coats, jackets or sweatshirts must be from the uniform list. A uniform shirt must be worn underneath all sweatshirts and sweaters.

Grooming should be neat and not in a way that brings attention to oneself. Boy's hair should be clean and styled so as to be in good taste. Hair should be cut in a medium trim following the natural hairline of the head. Hair cannot overlap ears (not tucked behind), eyebrows, or shirt collar when combed straight down toward ears, eyebrows, or shirt collars. The key is "conservative". CHCS will not permit non-traditional hairstyles. (Example: weird or punk styles, shaved heads, Mohawks, bowl-cuts, sculptured spike-type, rat-tails, wave cuts, dyed hair, or other fads.)

The body is the temple of God's Spirit and every effort needs to be made to honor and protect our bodies. No tattoos or writing on body parts are permitted. No type of body piercing is permitted.

Jewelry - Only girls may wear appropriate pierced earrings. Boys may wear necklace chains as long as they are no longer than the collar bone and are small chains. No long chains may be worn from the pants. No stud bracelets or necklaces may be worn.

Chapel dress - 4th - 8th grade must wear the chapel dress as described on the uniform sheet. Athletic shoes may not be worn on chapel days. **Black, brown, tan or white conservative dress shoes must be worn.** The first chapel dress violation of the quarter receives a warning. The second chapel dress violation of the quarter receives a detention.

K5 - 3rd grade students do not have a specific chapel dress code.

PE uniforms - 4th - 8th grade must wear P.E. uniforms. The uniforms (shirt and shorts) will be purchased through Buckhead Uniform Company. In cold weather, the students may wear solid black sweat pants which may be purchased anywhere. Solid sweat shirts may also be purchased and worn on cold days. PE shirts must be worn underneath the sweat shirt.

Guidelines for Casual Friday – Students need to follow these guidelines for Casual Friday. Students should not wear any apparel that is not listed below.

1. Every first Friday of the month will be casual dress for students.
2. Students may wear plain regular conservative modest jeans. Low rider or overly faded/torn jeans are not acceptable. No skinny jeans. We are looking for modest conservative jeans.
3. Jean or khaki shorts may be worn but must meet the length requirement of no shorter than two inches above the knee.
4. Solid color Capri pants/gauchos may be worn. Plaids are acceptable.
5. Shirts do not need to be tucked in and belts are optional.
6. Dress code shoes must be worn.
7. Shirts are solid, plain, stripe, no writing, and no camouflage.
8. Uniforms may be worn.
9. P.E. shirts are permissible.

For modesty, girl's pants may not be too tight. Loose fitting slacks/jeans are appropriate. Girls may wear dresses or skirts. They should be modest and in good taste. Dress/skirt length should be no shorter than two inches above the knee when seated.

Blouses/dresses should not be low cut in the front or back and should not be made of see-through material. Shirts or blouses should be long enough to cover the stomach when arms are raised above the head. Sleeveless apparel needs to come to the shoulder. Cut away armholes and tank tops are not allowed.

If the above guidelines are not followed, the privilege may be lost.

The school administration reserves the right to make judgments regarding dress code. Violations could result in the parent being called and asked to bring appropriate clothes and/or detention. Continual violations could result in the child being suspended.

FIELD TRIPS

Each class is encouraged to go on two field trips per year at the teacher's discretion. Parents will be contacted as chaperones. We request that the same parent not go on all field trips, giving other parents an opportunity. No younger siblings can be brought along as the parent is there to chaperone the students in the class. Parents need to abide by the same dress code that is expected of the students. Modesty is the goal.

FINANCIAL POLICY

Collins Hill Christian School is a non-profit faith ministry. Operational expenses, faculty and staff salaries are funded directly through tuition. It is absolutely essential that payments be made on time. Tuition is paid in ten monthly installments with the first payment due August 1. Subsequent payments are due on the first day of each month through May. There is a \$20 late fee for tuition payments received in the office after the fifth of the month. There is a fee of \$20 for each returned check. After the second returned check, payment will need to be on a cash/cashier's check basis.

Each family is issued **a money envelope** that needs to be used when all monies are sent to the school. Do not hand any cash or checks to any teacher or staff member.

From time to time there are fundraiser activities that raise money for various programs around the school that enhance the school for the good of the student body.

Re-enrollment is generally opened in January. Book fees are due June 1. (See financial policy)

A one-hundred-dollar discount (K5 and above) will be given to the family who chooses to pre-pay. This lump sum payment is due **July 1**.

As per the financial policy, there are various discounts available. At this time, we do not have financial aid available. The discounts only pertain to those in the K5 and above. If there is one child K4 and one in the higher grades, each child is considered the first child.

If emergencies arise which prevent payment from being made on time, parents should discuss the problem with the administration. No tuition credit is given for absences. Accounts that become

forty-five days in arrears will be turned over to the financial committee that will be comprised of three board members. At this time, a meeting will be set up to discuss the matter. Report cards and record transfers will not be released for any student with an unpaid balance.

A student may not re-enroll until all payments are current.

HEALTH/ILLNESS

Under no circumstances should parents send children who are sick or who have a fever. If a child becomes sick during the school day, parents should make arrangements to take the child home as soon as possible. In order to return to school, child should be free from fever for twenty-four hours or have had two doses of medication for pink eye or strep.

Medication

The school has personnel trained in first aid but does not have trained medical personnel on staff. Students who must take prescribed medication during the school hours must bring the medication to the school office in its original container. However, the school cannot assume responsibility for seeing that the medication is taken. Inhalers need to be kept in the school office and not in the student book bags.

HOLIDAYS

In celebrating various holidays, we attempt to honor Christ. At Halloween, we do not celebrate trick or treat but rather talk about the fall season. No costumes, scary jack-o-lanterns or witches are allowed. Christmas and Easter focuses on the true meaning of Christ's birth and resurrection. In lieu of gift exchange at Christmas, we have a school wide project. We do not promote Santa Claus at Christmas and do not have Easter egg hunts around Easter. **At Valentines, the classes have a small party and exchange cards if the children wish to do so.**

HOMEWORK

Homework is assigned to the students for review, practice and the development of skills presented during class time. The level or amount of homework may differ depending on the level or ability of the child. Homework also teaches a child responsibility and allows the family an opportunity to encourage learning. The amount of homework varies for the different grade levels. If at any time the work appears to be excessive or length of time great, contact the teacher to discuss the situation.

Parents are asked to encourage children by showing interest, reviewing assignments, seeing that the work is completed in a timely manner and by explaining work when necessary. The work itself, of course, is to be completed by the child.

First grade through third grade students will have a homework pad on which the assignments are written. Parents are to sign this pad nightly as assignments are completed. K5 students will have

a bookmark to be signed as soon as they learn to read. K5 will have a reading assignment twice a week.

Students in fourth through sixth grades will have a special planner that is provided in which to write homework assignments.

Homework will be posted daily and will be accessible through [InfoDirect](#).

Each Friday, test papers will be sent home for you to review. These test papers must be returned the next school day and are the property of CHCS. Failure to return test papers may result in some form of punishment.

LIBRARY

CHCS library will be for student use. All books are the property of CHCS and if damaged or destroyed will need to be replaced. The price of the book will be determined by what it would cost to replace the book. Fines of \$.05 a day will be given for overdue books. All monies should be sent to the office/library. Students may not check another book out until all fines are paid.

LUNCH

Hot lunches are provided at a minimal cost. Students in the second grade and above may bring items that may be heated in the microwave for one to one and a half minutes. No food is to be placed in any refrigerator.

Parents may eat lunch with their child but need to take the child to the picnic tables or the vehicle. This is due to lack of physical space in the lunch room. The exception is the parent may eat in the lunchroom with the child on the child's birthday.

Lunches may be paid ahead of time and the school will credit your child/children lunch voucher account. The balance of the lunch account can be found on [InfoDirect](#). If any question should arise, please contact the office.

MUSIC

Our standard for music is to follow the principles found in I Thess. 5:22, "Abstain from all appearance of evil;" as well as I Cor. 10:31, "Do all to the glory of God." Our music should set an example of that which is good, wholesome, pure and honoring to God. (Phil. 4:8)

Because we feel that good music is vital to the Christian and that our students need to be trained in this area as well, we will not allow them to listen to, sing, or play jazz, rock music, folk rock, "Christian rock," country rock, rap, or watch rock videos while at school.

Each class has music once a week. Private piano/string lessons are offered during the school day.

Discussion of music and movies that are not within the standards of CHCS should not be done on CHCS campus. Music (CD's, MP3's, iPods, etc.) should not be exchanged on campus.

PARENTAL VISITS/VOLUNTEERS

It is the desire of the administration and teachers to be of service to both the parent and the student. Each teacher welcomes a visit to the classroom from any parent; however, a time must be set up with the teacher in advance. It would be best for the student if the parent waits several weeks before visiting the classroom. This will allow time for the child to become adjusted to the new surroundings. These visitation times need to be limited to fifteen to thirty minutes per visit.

Parents are not permitted in any buildings without going to the school office and receiving a scan card. Parents, who help with the classroom, lunch, library, etc., are asked not to bring younger children with them. We encourage parents to be involved with their children's learning experience by volunteering for the different activities that CHCS has such as:

- **Room Mom/Dad** - enthusiastic moms or dads that will contact parents within the class for refreshments, Fall Festival, other school activities, auction, etc.
- **Field Trips** - Parents to drive to field trips. All drivers must be approved prior to the date of the field trip.
- **Lunch Time** - Parents to help serve in the lunch room.
- **Library** - Parents to help their child classroom check in and check out library books.

Since parents are to be an example to their children we asked that all parents follow the guideline of our dress code for all activities. Since our school stresses neatness, cleanliness, and modesty, you will need to uphold the same standards.

PICTURES

During the school year pictures are taken professionally through Lifetouch. There will be fall pictures and then spring pictures. Date and times will be published on our newsletter and the calendar on [InfoDirect](#). Notices will also be sent home with the students.

REPORT CARDS

Report cards are issued every nine weeks. No progress reports are issued since grades can be viewed at all times on the [InfoDirect](#) site. Grades will be accessible through the Internet within 3 - 4 days after the quiz or test.

Parent/teacher conferences are scheduled on the calendar during the first and third quarters. Arrangements are made directly with the teacher for a fifteen minute conference on the specified day.

K5 will receive a progress report at the first nine weeks period, and then receive a report card the following nine weeks. K5 students will not receive a number or letter grade. They will receive E (Excellent), S (Satisfactory), N (Needs Improvement) and U (Unsatisfactory).

The following grades are used on the first through eighth report cards:

- Excellent (A): 93 - 100
- Good (B): 85 - 92
- Average (C): 76 - 84
- Below average (D): 70 - 75
- Failing (F): 69 and below

Fourth Grade and Above Honor Roll

Honor roll certificates will be issued at the end of the year at an awards ceremony. All students in the lower grades receive some type of award, but the students in the fourth grade and above receive honor roll certificates.

Honor Roll Requirements:

1. **Principal's honor roll:** A final yearly "A" average for each academic subject with no quarter grade lower than a "B."
2. **"A" honor roll:** An overall "A" average with no quarter grade lower than a "B."
3. **"B" honor roll:** An overall "B" average with no quarter grade lower than a "C."

Grade Retention

A student will not be promoted if he/she cannot do the required work.

A student in grades 1-3 who receives a final grade of "F" in reading or math will not be promoted. A student who receives a "D" in both reading and math will also not be promoted.

Promotion will not be given to students in grades 4-8 who receive more than one "F" as a final grade in any academic subject. Students receiving three or more "D's" may not be promoted. Private tutoring and/or summer school may make up deficiencies when prior approval is given in writing by the administration.

Specials 1st – 3rd

A performance grade based on **conduct** is taken each class time for art, computer, P.E., music and Spanish. All students will receive an E, S, N, or U.

Specials 4th – 8th

A **performance** and **conduct** grade is taken each class time for art, computer, drama and music. Spanish will be graded on performance, conduct and projects. P.E. is graded on conduct and dressing out. All students will receive an E, S, N, or U. If a student receives a U or N, the parent will be notified through e-mail.

TEACHER REQUIREMENTS

Teachers are employed by verbal affirmation/written contract to the administrator of Collins Hill Christian School and renewed yearly. Certification for teachers is through Georgia Association of Christian Schools.

We would like to see the following requirements met in all of our teachers:

1. Testify as to his/her salvation and know how to share this knowledge
2. Has a love for children and a desire to help families
3. Acknowledges that God has called him/her to teach at CHCS
4. Understands and agrees with the philosophy and goals of CHCS
5. Agrees to abide by the guidelines set forth in the teacher's handbook
6. Is faithful in attendance in a Bible-believing church.

WEATHER

In general, Collins Hill Christian School follows the GWINNETT County School system's decision to close school due to inclement weather. Please do not call the teachers. Our school closing will be listed on the major TV stations.

If weather permits, we will place an announcement on the school phone and email each family.

WITHDRAWALS

Withdrawals must be made through the school office. A student is considered absent until the withdrawal form is signed. Full payment must be made through the month of withdrawal. All financial obligations must be met before records or any books are released.

Any parent who uses previous *A Beka* tests or *A Beka* test answer keys at home will be **asked to withdraw their child from CHCS**. *A Beka* materials are available to anyone to be used at home but using the test keys is a form of cheating and will not be tolerated.

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