

Collins Hill Christian Parent/Student Handbook

Dear Parents,

Your choice of Christian education is one of the most important decisions that you can make for your child. As the 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 is 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) 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 us 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 is 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 materials, 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. *The Bible*

We believe in the plenary, verbal inspiration of the Bible, both the Old and New Testaments, as the Word of God, and that it is the supreme and only authority in all matters of faith and conduct. *All Scripture will be referenced from the King James Authorized Version.* (I Corinthians 2:9-16; II Timothy 3:16-17; II Peter 1:21).

2. *The Holy Trinity*

We believe that God subsists eternally in three – Father, Son and Holy Spirit. These three are one God, the same in substance, equal in power and glory. (Genesis 1:1, 26; Deuteronomy 6:4; Isaiah 6:8; Matthew 3:16-17; 8:19; John 10:30; Acts 5:3-4; II Corinthians 13:14).

3. *Jesus Christ*

We believe in Jesus Christ, God's only begotten Son, conceived of the Holy Spirit, born of the Virgin Mary, sinless in His Life, true God and true man. (Isaiah 7:14; Matthew 1:18-23; II Corinthians 5:21; Colossians 2:9; Philippians 2:5-8). We believe that He "died for our sins according to the scriptures, and that He was buried, and that He rose again on the third day" bodily. (I Corinthians 15:3-4; Luke 24:39). We believe in his ascension into Heaven, His high-priestly intercession for His people, *His imminent rapture of the Church*, and His personal, visible, premillennial, return to the *earth* according to His

promise. (Acts 2:32; Hebrews 7:25; I John 2:1; I Thessalonians 1:10; 4:13-18; 5:1-11; Matthew 24:24-29; Jude 14; Revelation 19:11-21).

4. Sin & Salvation

We believe that all men by nature and choice have sinned, but that “God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.” (Isaiah 53:6; Romans 3:23; John 3:16). We believe therefore that those who receive by faith the Lord Jesus Christ as Savior are born-again of the Holy Spirit and thereby become children of God, *destined for heaven*. Whereas those who refuse to accept Christ as Lord and Savior will be forever separated from God in Hell. (John 3:3, 36; II Corinthians 5:17; Romans 8:9; John 14:16-17; Matthew 25:46).

5. The Holy Spirit & Gifts

We believe that the Holy Spirit convicts individuals of sin and then *regenerates, indwells, baptizes and seals* the believing sinner at the moment of conversion. (Matthew 3:11; John 3:3; Acts 1:5; I Corinthians 3:16; Ephesians 1:13-14, 4:30; Titus 3:5). We believe He sovereignly gives every Christian at least one spiritual gift for service, but that certain gifts such as apostleship, prophecy, tongues, interpretation of tongues, healing and miracles were temporary sign gifts and are no longer in the church today. (Romans 12; I Corinthians 12; 14; Acts 2:1-21; Ephesians 4; I Peter 4).

6. The Church and Its Ordinances.

We believe that establishment and continuance of local churches, composed only of members who are born-again believers and have been baptized by immersion, is clearly taught and defined in the New Testament Scriptures. (Acts 2:41; 8:12-13; 8:36-38; 9:18; 10:48; 14:27; 16:15,33; 18:8; 19:1-5; 20:17, 18-32; 22:16; Colossians 2:12; I Timothy 3:1-13; Titus 1:5-11). We believe that local church is committed to *observe* “till He comes” the ordinances of baptism and the Lord’s Supper, and the task of persuading a lost world to accept Jesus Christ as to enthrone Him as Lord and Master. (Proverbs 11:30; I Corinthians 11:23-26; Colossians 2:12; I Timothy 3:1-13; Titus 1:5-11; Acts 8:26-38).

7. The Final Resurrection & Destination of All Men.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and in conscious everlasting punishment of the lost. (John 5:28-29; Revelation 20:4-5).

8. Christian Living & the Great Commission.

We believe that all the saved should, by precept and example, lead a life free from all questionable habits and indulgences, and should live daily so that others may see Christ in them. We further believe that the saved are under obligation by life and word to proclaim the truth of the gospel. (Romans 12:1-2; II Corinthians 5:14-18; Acts 1:8; I Corinthians 5:11-13; 6:19-20; I John 2:15-17).

9. Separation of Church and State.

We believe that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; and that; therefore, church and State must be kept separate as having different functions, each one fulfilling its duties free from the dictation or patronage of the other. (Romans 12:13; I Timothy 3:6; Hebrews 13:7, 17; I Peter 5:1-4).

10. Morality and Sexual Purity.

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 further believe that any form of homosexuality, lesbianism, bisexuality, 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. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

11. Marriage.

We believe that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).

12. The Sanctity of Human Life.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Genesis 1:26-27; Psalm 139 1:1-18).

13. Building Usage.

Collins Hill Baptist Church clearly restricts the usage of its facilities to those who are not in agreement with its religious purposes and beliefs as stated in its by-laws and confession of faith. Since the Collins Hill Baptist Church uses the Bible as its code of faith, all weddings performed on its facilities are religious in nature and will be performed in accordance with the guidelines of Scripture. Therefore, same sex marriages or activities related to such are not allowed on its premises.

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 of injury to my child. In case of an accident or injury, I will be notified first. If I cannot be reached, the school authorities have 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 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. If at any time beyond the nine-weeks, 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 or 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, **could** 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 tradition 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.

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
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 Road entrance. All children are let out in front of Building A and go into the Commons 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. Students in the sixth grade and above may exit their car and go directly to the area under the covered walkway. It is best if the child can arrive by 8:15 in order to get to class and prepare for the day.

Please do not talk on cells phones as you are driving on the school property. This is dangerous for all involved.

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. 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.

No umbrellas permitted.

ATTENDANCE

School Hours

The school day begins promptly at 8:15 for students in 7th & 8th grades, 8:25 for students in 4th - 6th, 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. 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 minimal early dismissals (2:30). Excessive tardies (over 6) will negate perfect attendance. Attendance for the death of a family member will not affect perfect attendance.

The teachers will take attendance in the classroom. Students in kindergarten – 3rd grade who arrive after 8:28 must check in through the office.

Excessive unexcused tardies

After the 4th tardy in the quarter, the family will be assessed a \$5 fee per tardy. This is per quarter.

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.

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. 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 is out of class more than three and one half hours is considered absent for a full day.
- 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.

AWARDS

K5 – 3rd grade

Recognition of good choices by giving verbal praise, stickers, candy

Excellent/good choices certificate – by semester

Perfect attendance – for the year

Book It

Read to Succeed

4th – 8th grade

Off campus trip for 1 or less detentions – 1st and 2nd semester

If a student has excessive violations but no detentions, it will be to the administration's discretion whether the student can participate in the off campus trip.

Fourth Grade and Above Honor Roll

Honor roll certificates will be issued at the end of the year at an awards ceremony. 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."

4th – 8th grade awards

Crusader Award – for the outstanding 8th grader

Perfect Attendance – for the year

Fine Arts by category

Book It & Read to Succeed (4th – 6th)

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. Parent should only provide enough for the child's class. **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 Parker 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 non-consumable 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.

Books brought to school for outside reading should follow these guidelines:

1. Honor God
2. Shape good character
3. Teach valuable lessons

Administration and/or faculty reserve the right to make judgments regarding books and other reading materials.

BULLYING – Collins Hill Christian School Anti-Bullying policy

School statement

It is the policy of Collins Hill Christian School to maintain a safe, secure and friendly school environment that is free from bullying. Students, staff, and the school parents are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. We prohibit all forms of bullying.

Definition of Bullying

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student **repeatedly over a period of time**. For our purposes this may take place at school or other school sponsored activities.

Recognizing Bullying Behaviors

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors or lies, sending inappropriate notes/drawings/picture, etc.
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, constraining a person, making mean faces or rude gestures, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Cyber bullying: sending mean texts/pictures/emails and being abusive on social networking sites

Sometimes it can be hard to tell the difference between bullying and the 'normal' ups and downs of peer relationships. The checklist below may help.... But they are not a definite answer.

- | 'Normal' Peer Conflict | Bullying |
|-------------------------------------|-------------------------------------|
| • Equal power between friends | Power imbalance, no real friendship |
| • No pattern of negative actions | Pattern of negative actions |
| • No premeditation to upset or harm | Targets without peer support |
| • Sincere remorse afterwards | No sincere remorse |

- Interest in repairing relationship
- Stay together after the incident
- Not interested in repairing friendship
- Separate after incident

Awareness

- As part of the required orientation training of our school staff, the administration shall arrange for bullying awareness and response training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, etc.
- Teachers will periodically conduct class discussions to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc.
- At the beginning of the school year during an assembly, the administration shall ensure that the student body is familiar with the Anti-Bullying Policy. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.
- We are a TELLING SCHOOL. This means that anyone who knows that bullying is happening is expected to tell an adult.

Reporting

Prevention is better than cures so at Collins Hill Christian School we are vigilant identifying the signs of bullying and always take reports of incidents seriously. We want students to be kind and treat others how they would like to be treated. Intentionally false reporting bullying behavior is prohibited and is subject to disciplinary action.

Students

- Students should report bullying incidents to an adult.
- Students that are aware of or have observed bullying should report it to an adult.

Parents

- Parents are encouraged to take what their children say seriously and report their concerns to the school. You may formally notify your child's teacher in writing or feel free to call/email your child's teacher.
- Parents need to accept that the whole story may be quite complex and to trust the school to resolve bullying incidents in the fairest manner possible for both parties involved. There are two sides to every story.

Faculty/Staff

- All faculty and staff should take bullying reports seriously.
- All faculty and staff should establish whether a bullying incident is isolated or an on going pattern of behavior. In either case, any inappropriate words or behavior must be addressed.
- The administration must be made aware of any and all reports of bullying behavior.

Administration

- The principal will promptly and thoroughly address suspected reports of bullying.

He will individually meet with the victim/witness and bully privately. If he determines that bullying has occurred he will act appropriately within the school discipline policy and will take reasonable action to end the bullying.

- The principal will notify the parents of the victim and the student that has bullied.

Conclusion

We all need to follow the commands of our Lord and Savior Jesus Christ. Our world is a sin filled environment, yet we must be His ambassadors and disciples. At Collins Hill Christian School, we will make every effort to follow Him in word, thought, and deed. We must also model and communicate this to our students. We ask everyone to assist us with their prayers and support to make His school a place where Christ's name is proclaimed and glorified.

“No Bullying” Pledge

We agree to do our part in preventing bullying at our school. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure and accepted; regardless of color, race, gender, age, popularity, God-given abilities, intelligence and nationality.

As parents/guardians, we pledge to:

1. Keep ourselves and our children informed and aware of the anti-bullying policies and procedures of the school.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and being sensitive to our brothers and sisters in Christ.
3. Discuss regularly with our children their feelings about school, work, friendships and relationships.
4. Inform school/faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert the teaching staff and administration if you believe that incidents of bullying of any student has occurred.
6. Understand that there are always “two sides to every story” and will depend on the administration investigating fully any bullying incident.

As a student, I pledge to:

1. Learn about and fully understand my school's Anti-Bullying Policy.
2. Demonstrate the love of Jesus Christ, my Savior to my fellow students, parents and school staff.
3. Talk with my parents about my feelings about school work, friendships and classmates.
4. Tell my parents or teachers or principal if any bullying has occurred.
5. We, the parents and student, agree to stand by the above pledges and to do our part in preventing bullying at Collins Hill Christian School.

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. [MySchoolWorx](#) 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 MSW 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 (before/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 do 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 any social media. If a student loads any program/games onto the classroom computer without permission from the teacher, the consequences could be severe.

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

New students are required to supply a new USB flash drive at the beginning of the year for computer class. This will ensure that the school's computer systems will not be compromised with any families' personal files. Each flash drive should be labeled with the student's full name. Teachers will collect them and forward them to the computer teacher who will store them in the computer lab for each class. Students will not be able to take them home. We will keep them over the summer. Written permission is needed by parents for their student to use the internet during Computer class. This form is available at the annual Open House.

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 student's self-control and choosing to obey classroom rules.

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 conduct which includes immoral actions, as well as advocates 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, gender modification, 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 result in temporary suspension or expulsion. While discipline is generally 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 Discipline

Issues of irresponsibility such as missing/incomplete assignments will receive a reduction in an academic grade per subject. This is called a completion grade. It is worth 3% of the grade. Each child will begin with a 100% per week. Each day that there is an infraction the weekly grade per subject will be lowered by 20%.

Example: Mary has an incomplete/missing assignment in math one day. Her completion grade in math would be 80% that week. This applies to each subject. Chapel dress would be under Bible. Not dressed out for PE will result in an N or U.

Major offenses listed below could result in a detention, date and time to be announced.

1. Lying
2. Forgery of another's signature
3. Disrespect

4. *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
5. Failure to return a signed discipline slip
6. *Cheating/Plagiarism (Grade of the test/research project/paper will be effected)
7. *Stealing
8. *Fighting
9. *Defacing school property
10. Improper bodily contact - (Hitting, pushing)
11. *Immoral behavior
12. Having cell phone on person – use of cell phone at school without permission

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

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.

DRESS CODE

All students in K5 and above will wear the official CHCS uniform. The uniforms will be purchased through [Parker Uniform Company](#) and Educational Outfitters. We expect the students/parents to display a cooperative and respectful attitude in regard to wearing uniforms. Uniforms must be clean, hemmed, not stained, not wrinkled.

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 (back and front) while standing or seated. Jumpers are for K5 – 3rd grade girls only.

Boys' shirts must be kept tucked in at all times when worn with a garment that has belt loops.

Girls' shirts/blouses – The Princess blouses are for 4th – 8th grade girls and are not to be worn by the younger girls. Peter Pan blouses are for the K5 – 3rd grade girls to be worn with the jumpers. The shirts with the slit on the side can be worn out as long as the shirt is no longer than the hips.

Scarves are not part of the school uniform and can only be worn with the outerwear when worn outside.

Undergarments – any t-shirts or undergarments that may show at the top of the shirt needs to be White or black. No layered look for shirts that are not tucked in. Girls need to wear the appropriate undergarments for modesty sake.

Yellow/White turtlenecks may be purchased anywhere and do not need the CHCS emblem. Turtle necks are to be worn under other clothing and not by itself.

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

Shoes and socks are to be worn at all times.

- Black, brown, tan, grey, purple, dark blue, white – MAIN colors
- Minimal pink, light blue, green (bright), red etc.- NOT the main color

Shoe laces need to be in the MAIN colors.

Boys may only wear white, tan, dark blue or black socks with their shorts that are “no shows”, ankle or crew. No long socks.

Sandals may be worn without 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. Girls' pants are to be worn on the outside of the boot and not tucked into the boot. No rain boots.

No light-up shoes permitted.

Tights are the preferred leg wear but jeggings/leggings may be worn with uniforms (only) if they have the appearance of tights. The bottom of the leggings must be straight and plain no ruffle/lace. Tights must be solid, school colors.

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

Grooming should be neat and should not bring attention to oneself. Boys' 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. Boys: long pants, Oxford shirt and dress shoes. Girls: any skirt/wrap skirt, Princess or Oxford shirt and dress shoes. Athletic shoes may not be worn on chapel days. **Black, brown, tan or white conservative dress shoes must be worn.**

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 Parker Uniform Company or Educational Outfitters. In cold weather, the students may wear solid black sweat pants which may be purchased anywhere. Solid black sweat shirts (or uniform sweat shirt) may also be purchased and worn on cold days. PE shirts must be worn underneath the sweat shirt. PE bags will be purchased through the school. This is the only PE bag that may be used. Students need to dress out for PE every day even if unable to play.

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

1. Students may wear **plain** regular conservative modest jeans. Minimal decorations allowed on the jeans. Extra pockets are permissible. Low rider or overly faded/torn jeans are not acceptable. No skinny jeans. NO leggings/jeggings. We are looking for modest conservative jeans. Jeans can be found at Old Navy. Athletic type pants such as sweat pants or jogging suits are not permissible.
2. 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, continual patterns or prints, stripe, no writing, and no camouflage (no camouflage pants).
8. Uniforms may be worn. Modest dresses and skirts are acceptable.
9. P.E. shirts are permissible.

For modesty, girl's pants may not be skin tight. Loose fitting slacks/jeans are appropriate. 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.

LADIES DRESS

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 (I Timothy 2:9), you will need to uphold the same standards. It is recommended that if shorts are worn by moms, they should be Bermuda style shorts that are no more than 2-3 inches above the knee. Tops should have 2-3 inch wide shoulder straps and have modest necklines. No see through blouses. Capri length or long pants and short sleeved tops would be preferred.

DRILLS

Each month one of the following drills is conducted: fire, inclement weather and lock down.

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 may 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. If a parent is dressed inappropriately, she/he may be asked not to go along on a field trip. No electronic devices should be brought along. On specific field trips, cell phones may be brought for the use of picture taking only. NO earbuds or music playing allowed. No texting etc. Parents will be notified about any pertinent information through the MSW system.

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.

If a tuition account becomes 45 days in arrears and no arrangements have been made, the student will not be able to attend school until the account is current.

After care charges are \$3.00 an hour with the last half hour being \$2.00. Lunches are \$3.50 per day. If these accounts become in arrears the student will not be allowed to attend after care or order lunch.

At the end of the quarter, report cards and Friday papers can be withheld until accounts are current.

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. Please designate which account the monies need to be applied to, such as \$10 to lunch, \$30 to after etc.

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 prepay of the tuition. 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 in Pre-K 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 above normal (98 degrees). Do not medicate a child and send him/her to school. If a child becomes sick during the school day (100 degrees), 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. Over the counter medication can also be administered once a day if sent to school in the 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. **On Valentine's Day, 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 eighth grades will have a special planner that is provided in which to write homework assignments.

Homework will be posted and through [MSW](#).

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

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 any day in the lunch room. This is a time to be with your child and NOT a conference time with the teacher. This is the only time the teacher has to eat her lunch.

Lunches may be paid ahead of time and the school will credit your child/children lunch voucher account. Lunch menu can be found on MSW.

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)

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

Discussion of music and movies that are not within the standards of CHCS should not occur on the 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. NO videography is permitted. Parents are not permitted in any buildings without going to the school office and receiving a scan card which is to be returned to the teacher or office. 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, 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.
- **Picture Day**

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 [MSW](#). Notices will also be sent home with the students. Dress guidelines apply to picture day.

REPORT CARDS

Report cards are issued every nine weeks. No progress reports are issued since grades can be viewed at all times on the MSW site. Grades will be accessible through the Internet within 3 - 4 days after any 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

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 effort 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 **effort** 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.

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.

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 *A Beka/Bob Jones* tests or *A Beka/Bob Jones* test answer keys at home will be **asked to withdraw their child from CHCS**. *A Beka/Bob Jones* materials are available to anyone to be used for homeschooling but using the test keys and tests/quizzes is a form of cheating and will not be tolerated.

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