

# ***Christian Heritage School***

## **Parent/Student Handbook 2009-2010**

**A Ministry of Youth With A Mission  
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## YOUTH WITH A MISSION

Youth With A Mission is an international, interdenominational Christian mission and relief agency which was established in 1960. Today nearly 11,000 missionaries serve at 900 operating locations in 140 nations. Established in 1980 by Leland and Fran Paris, Youth With A Mission—Tyler, Texas has 300 full-time staff missionaries working in 40 departments on five campuses. Ten frontier missions teams and four satellite ministries are involved in ministries that reach from U.S. inner cities to the deserts of Africa. Christian Heritage School is one of these ministries to the nations.

### STATEMENT OF FAITH

Youth With A Mission (YWAM) is an international movement of Christians from many denominations dedicated to presenting Jesus personally to this generation, to mobilizing as many as possible to help in this task, and to the training and equipping of believers for their part in fulfilling the Great Commission. As citizens of God's kingdom, we are called to love, worship, and obey our Lord, to love and serve His Body, the Church, and to present the whole gospel for the whole person throughout the whole world.

## CHRISTIAN HERITAGE SCHOOL

### OUR MISSION

The mission of Christian Heritage School is to train Christian children and their parents to understand Biblical principles of personal and civil liberty. We wish to see America turn back to God's purposes of "making disciples of all nations." Training master teachers who lead their students in relating scriptural principles to all subjects of study is fundamental to this mission.

### OUR HISTORY

The leaders of Youth With A Mission invited Jim and Barbara Kilkenny to plant Christian Heritage School (CHS) in Tyler, Texas in order to serve the missionary families of YWAM and the local East Texas community. God confirmed that call by giving the Kilkennys a strategy to disciple the nations through education. Simply put, this strategy is to train teachers and students in the same philosophy of education that first produced liberty in America. This philosophy was eloquently expressed by the founders of Harvard College:

***"Let every student be plainly instructed, and earnestly pressed... to lay Christ at the bottom as the only Foundation of all sound knowledge and learning."***

This was the view of education that secured for America, at its founding, the tremendous gifts of freedom and prosperity which led to the flourishing of science, industry, and the arts.

After acquiring the campus of Tyler's Dixie School, CHS opened its doors in September of 1980. Starting with 30 students, CHS quickly grew into a school that now co-labors with some 100 families who have caught the vision of education that imparts the keys to national reformation.

## TEACHERS FOR THE NATIONS (TFN)

In 1988, Teachers For the Nations, a one-year teacher training program was launched. CHS teachers became mentors to missionary teachers and the CHS classrooms became models for educators from around the world. Many of the teachers-in-training return to the nations of their calling to establish Christian schools. To date, more than 250 missionary teachers have been trained through this program.

### PHILOSOPHY AND VISION

*"Philosophy is a general term denoting an explanation of the reasons of things,"* - Noah Webster. Considering that Scripture requires us to "be ready always to give an answer to every man that asks you a reason of the hope that is in you" (1 Peter 3:15), we write here our reasons and our hopes for Christian Heritage School.

Our hope is to obey the last command of Jesus: "Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you..." (Matthew 28:19-20). In short, our hope is to disciple the nations through education. The reason for our hope is that He has spoken this promise, "and lo, I am with you always, even to the end of the age" (Matthew 28:20).

In order to achieve our hope we must become both teachers and learners not only of the truths that Jesus taught, but also of the wise application of these truths to all human relations and institutions: to the home, to the church, to the civil government, to economics, to education, etc.

In order to achieve this hope, we must produce students who have both character and understanding. They must have an understanding and a mastery of the first principles of each subject in the curriculum together with an understanding of God's purpose for each subject as seen in Scripture and in history. They must have the character to "be... doers of the word, and not hearers only..." (James 1:22); the character of thinkers, able to "rightly divide the Word of Truth" (2 Tim. 2:15).

These students will become the leaders of their homes, their churches, and their nations. They will become Daniels and Esters. They will become the ones through whom we will receive the answer to our prayer, "Thy Kingdom come, Thy will be done on earth as it is in heaven."

### THE PRINCIPLE APPROACH

The Principle Approach to education refers to the re-discovery and re-statement of the historic truths and the principles of God's Word on which the character of America's original peace, order, liberty and prosperity, both individually and corporately, were built. It refers also to the Christian method of reasoning from the Holy Bible (the proper and primary authority concerning our view or philosophy of life and living), and how to comprehend all subjects, inclusive of education and government in the home, church, school and society." (*A Guide to American Christian Education* by James B. Rose)

The Principle Approach begins by restoring the 4 R's to teaching and learning:

- **Researching** God's Word to identify the basic principles which govern the subjects and to deduce their Biblical source and purpose.
- **Reasoning** from these principles to their identification in each subject, thereby concluding from Scripture the significance and importance of the subject.
- **Relating** the principles to each student; explaining the application of biblical truth to each student's life.
- **Recording** the written expression of the individual application of biblical principles to the subject and to all aspects of life.

This method shows how God has used men, events, and nations to forward the Gospel and His government on the earth. The proper study of the school subjects reveals God's great love for man and leads people to love Him more. Students are challenged to recognize the ways in which God wants to use them to continue His work. They will learn to see themselves as key individuals to be used in the restoration of the Christian foundation of our nation and as people who are equipped to spread the Gospel into every realm of society and around the world.

## CURRICULUM

Curriculum, or *course*, as defined by Webster, refers to a way of life as well as a course of studies. According to James Rose, author of *A Guide to American Christian Education*, the objectives for curriculum in the Principle Approach are:

- To teach the whole subject at every level, starting with the first principle of the subject and expanding to the full expression of it throughout the grades,
- To deduce the Biblical source and purpose of the subject,
- To identify the Christian history of the subject and its place in God's plan, and
- To make the curriculum inspiring and enjoyable.

This approach to the curriculum produces thoughtful, active learners. The following is a list of the subjects taught in the school at different grade levels:

### ELEMENTARY

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Bible</li> <li>• Spelling</li> <li>• Reading</li> <li>• Penmanship</li> </ul> | <ul style="list-style-type: none"> <li>• Literature</li> <li>• Grammar</li> <li>• Composition</li> <li>• Arithmetic</li> <li>• History</li> </ul> | <ul style="list-style-type: none"> <li>• Geography</li> <li>• Science</li> <li>• Music/Art</li> <li>• Physical Education</li> </ul> |
|--|---|---|

### SECONDARY

- |   |  |   |
|---|--|---|
| <p><u><b>6th</b></u><br/>Bible<br/>Grammar<br/>Literature<br/>History<br/>Math<br/>Science<br/>Spelling</p> | <p><u><b>7th</b></u><br/>Bible<br/>Grammar<br/>Literature<br/>Geography<br/>Pre-algebra<br/>Botany &amp; Zoology<br/>Sentence Analysis</p> | <p><u><b>8th</b></u><br/>Bible<br/>Latin<br/>Literature<br/>History<br/>Algebra I<br/>Earth Science<br/>Sentence Analysis</p> |
| <p><u><b>9th</b></u><br/>Bible</p>  | <p><u><b>10th</b></u><br/>Bible</p>  | <p><u><b>11th</b></u><br/>Bible</p>   |
|   |  | <p><u><b>12th</b></u><br/>Bible</p>   |

Spanish I	Spanish II	Logic	Philosophy
English Lit. I	English Lit. II	American Lit. I	American Lit. II
Universal History (Ancient & Middle)	Universal History (Medieval & Modern)	American History	Government & Economics
Geometry	Algebra II	Advanced Math	Calculus or Business Math
Physical Science	Anatomy & Physiology	Chemistry	Physics
Sentence Analysis	Sentence Analysis	Sentence Analysis	Sentence Analysis

**Each teacher produces course overviews from a curriculum guide.**

**Note: Some grades in the junior and senior high have combined classes.**

## TUITION

Parents are expected to meet their financial obligations by making all payments on time in accordance with the Tuition Payment Plan. If extenuating circumstances arise which will cause a disruption in normal payment procedures, parents should contact the school office immediately.

Information about current tuition rates, fees, and other expenses may be found in the registration package. Tuition payments are **due on the 5th of each month** and should be mailed to the school or dropped off at the office.

In the event an account is in default, the student will not receive his diploma or report cards. Transcripts will not be released (to parents or other educational facilities) nor may the student be re-enrolled until the account is current. Accounts in default over 30 days will be considered an acceptable reason for requesting that students be withdrawn from school.

## RE-APPLICATION, ENROLLMENT AND ADMISSION

During the month of February, parents must file re-application papers for their child(ren). Completion of these papers by the given deadline, along with consideration of the student's current attitude, behavior and academic performance, will be the basis for determining whether that student will be re-admitted to CHS for the following school year.

Enrollment of new students begins in March. Registration forms may be obtained in the school office during office hours. Parents will have the opportunity to make an appointment for an interview and testing. A student's previous academic records, conduct, and the personal interview with the family are all factors in the acceptance process. Registration forms may be obtained in the school office during office hours. Students applying for junior high or high school may be interviewed separately from their parents and must have a desire to attend Christian Heritage School and a willingness to submit to the authority of the school. After prayerful consideration and based on the results of the interview and testing, a determination will be made about the acceptance and placement of new students. All students must have current immunization records on file in order to attend school.

Christian Heritage School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admission policies, athletic and other programs offered.

## **ADMISSION REQUIREMENTS**

Students applying for the Reading Class will be given a readiness test and will be evaluated by a teacher. A student applying for first grade should know how to read or do a summer program in phonics.

## **LATE ENROLLMENT OR EARLY WITHDRAWAL**

There are times when it is necessary to enroll after the year has begun. A student may be considered for late enrollment to a class with an opening if he or she meets the admission requirements, has a good recommendation from the previous school, and appears to be ready for the challenge of entering into the course work already in progress.

If a student must be withdrawn before the school year is completed, the parent must come to the office to fill out the proper withdrawal forms. All books should be returned at that time. School records will be released only when all tuition and fees are paid.

# **ACADEMICS**

## **STANDARDS**

It is important to have a standard of excellence held before students that will encourage them to do the best work they are able to do. Each student is expected to put forth his best effort and achieve all that is possible for him. Grades are the most concrete, though not the only way of showing what kind of work a student is doing. Regular evaluation shows the progress being made in a subject and the areas in which the student is having difficulty.

## **ACADEMIC EXPECTATIONS**

Students are expected to maintain grades of 75 or above in all subjects. If the report card shows any grades below 70 or three grades below 75, the student will enter a time of academic probation. During this time of probation, parents should contact teachers to determine the best way to help their child. Many times low grades are the result of late or missing assignments. Parents can be a great help in the area of accountability. If the student has not brought the grades up to the expected level by the next report card, the probability of continued enrollment will be unlikely.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The first time a student receives a grade below 70 or three grades below 75 on a progress report or report card, he will enter a two-week probation period. The student may participate while on probation, but must bring grades up to the required level within that two-week period in order to continue to participate. If at the end of the probation the grades have not improved, the student will be ineligible. Grades will be checked every two weeks to see if there has been adequate improvement that would restore eligibility. A student who is ineligible in three consecutive marking periods (counting progress reports and report cards) will not be able to participate in any extra-curricular activities for the remainder of the semester.

## **PROMOTION OR RETAINMENT**

***Elementary school-*** If a student receives a "D" or lower in any subject as a final grade for the year, a parent-teacher conference is required in order to design a

summer study strategy. The student will be tested at the end of the summer. If he passes the test, he will be accepted into the next grade with a probationary status for the first quarter.

**Junior High and High School-** Each student must receive a grade of 70 or above in every subject every year. If one or two classes are not passed, parents must arrange for the class(es) to be made up during the summer under the direction of the parent, a private tutor, or through a correspondence course. Parents should contact their child's teacher for information about make-up work. All makeup work must be done by the beginning of August in order for the student to return for the next school year. Successful completion of summer make-up work will bring the failing grade up to a 70. A yearly grade below 70 in three classes would keep a student from being promoted to the next grade.

Seniors must pass every class for the year in order to graduate with the class. In order to be considered for either the valedictorian or salutatorian honor, seniors must complete the coursework for both their junior and senior years at Christian Heritage School. First consideration will be given to students who have completed four years at Christian Heritage School.

### GRADE SCALE

A+ 99 - 100	C+ 80 - 81
A 95 - 98	C 77 - 79
A- 92 - 94	C- 75 - 76
B+ 89 - 91	D 70 - 74
B 85 - 88	F below 70
B- 82 - 84	

### HONOR ROLL FOR GRADES 6-12

*Highest Honors:* All A's

*Honor Roll:* A's and no more than two B's

### HONOR ROLL FOR ELEMENTARY

A's in four major subjects and no grade lower than a B

### REPORT CARDS AND PROGRESS REPORTS

**Report cards** are sent home one week after the end of the marking period and include the grade, citizenship marks, absences, tardies, detentions, and teacher comments. Report cards should be signed and returned to school the next day.

**Progress reports** will be sent out in the middle of each marking period. These reports indicate the student's progress in that quarter and provide an opportunity for communication between teachers and parents. Progress reports should be signed by a parent and returned to school the next day.

Citizenship grades are given in three areas:

- Self-government (conduct and attitude)
- Diligence (work habits)
- Stewardship (care of property, both personal and of others; being on time and use of time)

One of two marks will be given in grades 6-12:

Satisfactory (S) or Unsatisfactory (U)

One of three grades will be given in the elementary grades:

Excellent (E), Satisfactory (S), or Needs Improvement (N)

### **HOMework**

Homework serves an important purpose in a student's life by reviewing and reinforcing what has been taught in class. Doing regular homework assignments also develops work and study habits that will benefit the student throughout life. Parents can help their children by asking about homework each day and making sure that it is completed. Homework is assigned in order to maximize educational benefits.

Sometimes work started in class will be finished as homework. If a diligent student routinely takes more than a reasonable amount of time on homework, the parents should contact the teacher.

Students are expected to complete homework on time. They will receive a reduced grade for late work. Work that is not turned in within a specified time will be given a zero.

Long-term assignments such as term papers, display projects, special reports, etc. must be turned in on the date due even if the student is absent that day. Students and parents should make appropriate arrangements to have the assignment delivered to the school on the due date. Late work will result in a lower grade.

### **NOTEBOOKS**

The Notebook Methodology is a tool which produces reflective thinking, Christian scholarship, personal discipline, and conscientiousness. Students learn to be neat, orderly, accurate, and responsible when they keep what they are learning in an organized notebook. The notebook becomes the student's personal record of the subject, something to which he can refer in the future. Teachers give clear instructions to students as to the specific requirements for each notebook. Parents can help by asking to see their children's notebooks and by making sure that the notebooks are kept up to standards.

Notebooks are an important part of the student's work and are graded regularly for completeness, orderliness, neatness, and corrections. The notebook may count from one fifth to one third of the final grade for the class.

### **MAKE-UP WORK**

When elementary students are absent, the teacher will help them with make-up work. The student will complete this work in a reasonable amount of time as determined by the teacher.

The responsibility for completing make-up work in the junior high and high school rests with the student. He must ask the teacher about work missed and must complete it within the prescribed time or receive a zero. The number of days allotted to complete make-up work will equal the number of days absent. In the event of an extended absence, the student should make an effort to contact another student or the teacher about what has been missed. The teacher will reschedule any tests that are missed.

A junior or senior high school student who arrives late to school must turn in any work that was due in all classes that were missed. He must take any tests given that day before his arrival.

### **EXAMS**

All secondary students are required to take both mid-term and final exams. These exams are comprehensive in nature. The semester exam counts as two regular test grades. Exception: Seniors who have an "A" (92% or above) in a class for the first three quarters and who have an "A" in the fourth quarter at the time of exams will not be required to take the final exam for that class.

## **DISCIPLINE PHILOSOPHY AND METHODS**

### **A CONSTITUTION**

According to Noah Webster, a constitution is a system of fundamental principles for the government of rational beings. The source of all authority, law and government is found in God and defined in His Word. Christian self-government makes God's law the requirement of the heart, and is the effect of personal salvation. The purpose of a constitution, therefore, is to lay a foundation for Christian scholarship and self-government by setting Biblical standards according to which both teachers and students may evaluate their attitudes, work, and conduct

The school constitution is found at the end of this booklet.

### **PHILOSOPHY**

*Webster's 1828 Dictionary* defines discipline as "Education; instruction; cultivation and improvement, comprehending instruction in arts, sciences, correct sentiments, morals and manners, and due subordination to authority. Subjection to laws, rules, order, precepts or regulations. Correction; chastisement; punishment intended to correct crimes or errors."

As seen in this definition, discipline involves much more than punishment. The teachers and administrators of CHS want to see the students grow in Christian character and develop self-government. The school must provide the proper setting for learning and must establish the standards which will produce this result. Teachers have the responsibility both to instruct and inspire the class and to deal with students who hinder the learning process.

The responsibility for the education of children rests with the parents and the parents delegate part of that responsibility to the school. At the same time, the parents give authority to the teachers to act in their place while the children are at school. This understanding is important in the parent/teacher/student relationship.

## **GENERAL CONDUCT EXPECTATIONS**

Students are expected to cheerfully and willingly obey all school personnel. They are expected to show respect to everyone. They should apply their minds to learning and do their work to the best of their abilities. They should be people of integrity and honesty in everything they do. They should be committed to following the rules and policies of the school and be willing to stand up for what is right, even in the face of opposition. They should be willing to learn personal responsibility by accepting the consequences of their actions without blaming others. They should desire growth in their Christian walk and be open to the

discipleship efforts of the teachers and administration.

## **RULES AND STANDARDS WHICH GOVERN THE CLASSROOMS AND CAMPUS**

1. The teacher, as God's steward, accountable to Him, may never relinquish his or her position of authority in the classroom.
2. Disruption, disrespect, or disobedience will not be allowed.
3. Students are to be seated at their desks with necessary materials when class begins. Distracting personal items which are not needed for class should not be brought to school. These items include: iPods, portable video games, mp3 players, or other electronic devices. Students may not bring laptop computers to school unless approved in advance by a teacher. If permission for laptop use is granted, games, videos, or anything outside the scope of school-related assignments are not permitted.
4. Students who live on the CHS campus may not go home to get forgotten homework, to change clothes, or to eat lunch.
5. Except in case of emergency, students will not be excused from class. Needs such as using the restroom, blowing the nose, making phone calls, getting a drink, etc., should be taken care of during break times.
6. CHS is a closed campus. Students may not leave the campus during school hours. The parking lot is off limits during school hours.
7. The following activities are not permitted:
  - a. Chewing gum (Elementary students only)
  - b. Eating or drinking in the classrooms or the gym without permission
  - c. Spitting
  - d. Writing, receiving, or passing personal notes
  - e. Using bicycles, skateboards, skates, roller blades, skate shoes, or scooters during school hours or after school activities
  - f. Running or making loud noise in the hallways
  - g. Climbing, running, or playing on or near the stone walls

## **METHODS OF DISCIPLINE**

Each elementary teacher has a classroom constitution which provides the structure of government in the classroom. This document establishes the standards for conduct and is discussed thoroughly at the beginning of the year. The junior high and high school students are governed by the constitution found on page 18. Each classroom teacher has specific standards for his or her class.

When a student misbehaves, the main goal of the teacher is to bring instruction and training so that the child learns to do what is right. He will usually be asked to

identify what he did wrong, to ask for God's forgiveness, and ask for the forgiveness of anyone who was hurt by his actions or words. The teacher will express his or her forgiveness and allow opportunity for others who were involved to express their forgiveness. Then an appropriate consequence will be given. If a student refuses to admit his wrongdoing or displays a disrespectful or rebellious attitude toward correction, he will be sent to the Headmaster or Dean of Students for further action.

<b>CONSEQUENCES</b>
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In the elementary school, possible consequences for misbehavior include the loss of recess time, writing a letter home to the parents, a written assignment, or a memorizing assignment. For serious misbehavior, a spanking may be administered according to the written consent received from parents.

In the junior high and high school, discipline methods that may be used are as follows:

- Issue a verbal warning
- Change student seating
- Retain student after class
- Remove student from class for a private conference with the teacher
- Assign an essay about the offense
- Contact parent by phone or in writing
- Issue a demerit for infractions such as talking in class, not having required materials, disrupting class, violating a recognized school or classroom rule, arriving tardy to class, disrespecting a teacher or fellow student, etc. The number of demerits returns to zero at the beginning of each semester.
- Issue an after-school detention

Teachers will make every effort to communicate regularly with parents about discipline situations.

### PROGRESSION OF DISCIPLINARY ACTION FOR SECONDARY STUDENTS

ACTION	CONSEQUENCE
1ST RECEIPT OF 3 DEMERITS FROM ANY ONE TEACHER	When a student receives his or her third demerit from any one teacher, a <b>BIBLE STUDY PACKET</b> will be sent home for the student to complete with his or her parents. When a student misbehaves, it's important to seek an internal change first, for we know that all actions proceed from the heart. God's Word has the power to bring conviction and correction. The Bible study packet gives the child the opportunity to see what God's Word says about his or her attitude and behavior and it provides parents with an opportunity to instruct and minister to their child. The Bible study packet should be signed by the parent and returned to school the next day.
2nd Receipt Of 3 Demerits From Any One Teacher	A student will automatically be issued an <b>AFTER SCHOOL DETENTION</b> when he or she receives three demerits for a second time. Parents will be notified by phone and in writing when a student receives a detention. Students will

	complete an additional Bible study packet during the detention session. This study packet will be sent home for the parents to sign and discuss with their child. It should be returned to school the next day. <b>Detentions are served on Tuesdays and Thursdays from 2:45 pm to 3:30 pm.</b> Roll will be taken at the beginning of the detention session. Students arriving after 2:45 pm must serve an additional detention. A student serving an after-school detention, may not use a cell phone nor an iPod-type music device during the detention period.
3rd Receipt Of 3 Demerits From Any One Teacher	The receipt of three demerits for a third time for behavior-related offenses will result in an <b>IN-SCHOOL SUSPENSION</b> . A student serving an in-school suspension may not participate in any school-sponsored extra curricular activities on that day. During the in-school suspension, the student will do school work while being isolated from his or her classmates. The student will be allowed complete missed assignments. Parents will be notified by phone when their child receives an in-school suspension.
4th Receipt Of 3 Demerits From Any One Teacher	A student receiving three demerits for a fourth time for behavior-related offenses will be issued a <b>ONE-DAY SUSPENSION</b> . A suspended student may not participate in any school-sponsored extra curricular activities on that day. A grade of "0" will be given for work missed on the day of the suspension. Missed test may be taken. Parents will be notified by phone when their child is suspended from school. The student may not return to school until a parent/teacher/student conference is held.  A student who receives an additional detention for behavior-related offenses after being suspended could be a <b>CANDIDATE FOR EXPULSION</b> . Students who have been expelled from CHS may not return to the campus.

**NOTE: A student who arrives tardy to school more than three times in one quarter will be issued an after school detention.**

**An additional detention is issued for each morning tardy thereafter for the remainder of the quarter.**

If a student is found to be cheating on a quiz, test, or an assignment (by copying another's work or giving one's work to be copied), he or she will receive a zero for the work and a one-day suspension. A meeting with the student and his or her parents will be scheduled before the student may return to school.

Any time a student is involved in behavior that is extremely disruptive, disrespectful, or spiritually detrimental to the school, he or she will immediately be referred to the Headmaster or Dean of Students.

## SUSPENSION OR DISMISSAL

Students may be suspended from school for certain offenses, such as cheating on any school work, quiz or test, stealing, fighting, cutting classes, threatening school personnel, purposefully damaging school property, or other serious misbehavior. Suspension is a consequence that focuses attention on the seriousness of the action and allows time for the parents and student to get to the heart of the problem before returning to school. A grade of "0" is given for any work missed on the day(s) of suspension. Missed tests may be made up. A student who has been suspended will be expected to express to the administration genuine repentance and a sincere commitment to change in order to continue at CHS. There often is increased accountability for a student after suspension and a repeat of the same offense is grounds for dismissal from school.

No student shall bring any of these items onto the campus: alcohol, drugs or controlled substances, tobacco, guns, knives of any kind, or other weapons. A violation of this policy is grounds for dismissal.

Involvement in immorality, tobacco, alcohol or drug use, or other illegal activities constitutes grounds for dismissal.

## CONDITIONS FOR CONTINUED ENROLLMENT

***"How can two walk together except they be agreed?" (Amos 2:2)***

It is a privilege to work with families in the education of their children and experience shows that certain conditions are necessary for schools and families to work together successfully. Each student is admitted on a conditional basis and is permitted to continue at CHS on a conditional basis. Students are expected to be:

***obedient*** to teachers and to the school rules,  
***respectful*** to teachers and other adults and to their fellow students,  
***diligent*** in their schoolwork and interested in learning, and  
***willing to be disciplined*** in their relationship with Jesus Christ.

Parents are expected to be supportive of the teachers and the policies of the school. If a parent has a concern, he or she should first approach the teacher or other people involved and see if it can be resolved between them. If this does not bring resolution, the parent should then speak to the area supervisor, be it the elementary or secondary director or the class coordinator. If further help is needed, the parent should speak with the Dean or Headmaster. Following this biblical principle offers the best way to resolve problems and build good relationships between families and the school. An appeal process, which involves consultation with Youth With A Mission leaders, is also available.

## REPORTING RESPONSIBILITY

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term To report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## ATTENDANCE

Regular attendance in school is absolutely necessary if students are going to do well and get the maximum benefit from their education. Even though assignments can be made up, nothing can make up for lost instructional time. *Therefore, students are expected to be in school all day, every day, unless illness or an emergency keeps them out of school.* Routine doctor and dentist appointments should be made for times outside of school hours. Music, art, or dance lessons must also be scheduled so that they do not interfere with class times. Students who miss eight or more days of school in one semester should expect to have a conference with the administration to discuss any extenuating circumstances that are causing the excessive absences.

Students are also expected to be on time to school in the morning and to all of their classes. Consequences will be given for tardiness and unexcused absences.

## PROCEDURES

If a child cannot attend school on a given day, a parent should call the school office by 8:30 a.m. to report the absence. If the parent would like his or her child's assignments collected for the day, that request should be stated during the phone call. Teachers will collect homework assignments and make them available for pickup at the end of the school day.

If a student's parent did not call on the day of the absence or if the student fails to bring a note explaining the reason for the absence the next day, then the absence is considered unexcused and work missed may not be made up.

When a student returns from an absence, he or she should come to the office for an admit slip. The admit slip should be shown to the teacher (elementary) or teachers (6-12) of all classes. If a student must see a doctor or dentist during school hours, the student should bring back a note from the doctor's or dentist's office that shows the date and time of the appointment.

When a student is late to school, he or she should report to the office for a tardy slip. For students in junior high or high school, the fourth tardy to school during one quarter will result in an after school detention. An additional after school detention is issued for each morning tardy thereafter for the remainder of the quarter. These consequences will be assigned from the office. Teachers in classes after first period will also assign consequences for tardies to their class.

If a student must leave school early because of illness, for an appointment that could not be scheduled at a time after school, or for an emergency outside of school, a parent must come into the office and sign the student out of school. If a student drives to school, he must bring a note to the office that states the date and the reason for leaving early. Students may not receive permission over the phone to leave school early. Students will not be dismissed from school to run errands, go to lunch, go shopping, go to work, etc. CHS is a closed campus and students must remain on campus at all times during school hours.

## **CAMPUS PROCEDURES**

**School hours: 8:30 a.m. - 2:30 p.m.**

**Office hours: 8:00 a.m. - 4:00 p.m.**

### **DROPPING OFF CHILDREN**

The school provides supervision for students who must arrive between 7:45 and 8:15 a.m. This service is provided free of charge. All students in grades 6-12 should immediately report to Room C. All other parts of the campus are off limits. Students in the elementary school should report to the elementary building if they arrive before 8:15. No student should arrive on campus before 7:45 a.m.

### **PICKING UP CHILDREN**

All students who are not involved in an after school activity should be picked up within 15 minutes of dismissal time. The school does not provide after school supervision. Younger students whose older siblings are involved in after school activities may not remain on the campus during or after such activities unless they are supervised by a parent. Children should wait for their rides near the parking lot, not in the gym, on the playground, or on the outdoor court.

### **TRANSPORTATION**

CHS does not provide transportation to or from school. The school office will help parents find other families who live near them with the hope that they can make car-pooling arrangements.

### **CELL PHONES**

Cell phones may not be used anywhere on campus from the time a student arrives at school in the morning until 2:30 PM. Cell phones must be turned off at all times during the school day and stored in purses, backpacks, or in students' vehicles. Teachers will take a cell phone that rings in class or is not stored away properly. The phone will be returned to the student's parent at the end of the day.

### **MESSAGES**

Parents should call with messages for a child only in urgent situations. Messages for a student can be accepted only from a parent or guardian. Careful planning and discussion at home before leaving for school will prepare children for the day's activities. If a parent needs to contact his or her child during the school day, he or she may call the school office and leave a message. The message will be brought to the student. Students may use the school office phone to make calls to their parents.

## **STUDENTS IN THE OFFICE AND PHONE USE**

Students should stop at the receptionist's desk when entering the office to receive whatever help is needed. If a student is ill, the receptionist or secretary will call the parent.

Office phones may be used only for school-related matters such as unexpected schedule changes or forgotten homework. No personal calls may be made on office phones.

## **LOST AND FOUND**

If a student has lost an item, he or she should inquire in the office.

## **MEDICATIONS**

If a student must take prescription medicine at school, it should be brought with written permission and instructions from the parent. Elementary teachers will administer the medicine in the classroom. For students in grades six through twelve, the medicine and instructions should be brought to the office and the receptionist or secretary will administer the medicine at the proper times.

## **VISITORS**

Parents are welcome to visit the school at any time. Parents should sign in at the office and receive directions to their child's classroom. Occasionally a student wishes to bring a guest to school. A parent should make this request in writing or by phone at least one day in advance. All guests must sign in at the office upon their arrival to the campus.

## **EMERGENCY CLOSING**

Local radio and television stations will carry announcements concerning the closing of school due to weather conditions. Parents should listen to KVNE or watch Channel 56 or Channel 7. If conditions develop while students are at school that require early dismissal, parents will be contacted by phone. All students will be supervised until parents arrive.

## **LIBRARY**

Students in second grade and above are permitted to check out books from the library for two weeks at time. Fines are assessed for late returns or lost books. Students will have library privileges as long as they act responsibly in caring for the books and obey the rules of the library.

## **PARTIES**

In the *elementary*, parents should contact the teacher if they would like to have a birthday celebration for their child. The teacher will decide on the best time for the party. Teachers may contact parents for help with special parties at school. If a child is having a birthday party outside of school, we encourage you to mail invitations to students to avoid disappointment for any student who is not invited.

Parties in the *junior high and high school* will be held at times determined by the administration. Parties are not to be initiated by the students.

## PARENT/TEACHER CONFERENCES

Two general parent/teacher conferences are scheduled during each school year. The first is held after the first quarter and the second after the third quarter. Report cards for the said quarters will be distributed at the conferences. At least one parent is expected to attend each of these meetings. Individual parent/teacher conferences initiated by either the parent or the teacher may be scheduled at anytime during the school year.

## STUDENT DRIVERS

Students who drive to school must register in the office. Students must park perpendicular to the west wall of the parking lot and must drive very slowly at all times or they will lose their parking privilege. *The parking lot is off limits during school hours.* Everything that is needed for the day should be removed from the car when the student arrives at school.

## LUNCH

Elementary students eat in their classrooms. Secondary lunch areas include the cafeteria and the picnic benches outside the cafeteria. All other areas of the campus are off limits at lunchtime. Snack machines, microwave ovens, and vending machines are available for student use. Special food items will be sold during lunch throughout the year.

## RELEASE OF SCHOOL RECORDS

Report cards and transcripts will not be released to parents or to other schools if fees are owed to the school. These fees include tuition, library fines, sports fees, etc.

## LOCKERS

Students should use only assigned lockers. Students should not slam or jam locker doors. Food or drinks should not be kept in lockers overnight. Students may not enter another student's locker without his or her permission. Students should never tamper with another student's locker. Locker decorations must be in good taste and must not be put on the outside of the locker. Lockers are the property of CHS. The administration reserves the right to inspect the contents of student lockers.

## LUNCH

Proper table manners should be practiced by all students. **The throwing of food or trash during lunch will result in an automatic detention.** Students must clean up microwave spills and spatters that result from the heating of their food. Each student will participate in lunch clean up duties throughout the year.

## SCHOOL PROPERTY

The requirement to respect school property includes respect for locked rooms including classrooms, the gymnasium, the weight room, and all other locked rooms. Unauthorized entry into a locked room by **any** means (such as forcing the lock, entering through a window, using an unauthorized key, etc.) is a serious violation that constitutes grounds for suspension and dismissal from CHS for **all** involved.

## OUTREACH/COMMUNITY SERVICE WEEK

As a missionary school with Youth With A Mission, our goal is to prepare students to minister to the lost and needy. The outreach/community service week is part of the curriculum of Christian Heritage School. **Participation is not optional.** Students receive class credit for their participation in the outreach week. A student who is absent during the outreach week will receive a grade of zero (0) until the required number of community service hours are completed and documentation of that service is submitted to the school office.

## ATHLETIC PROGRAM

The athletic program is an important part of the physical growth of the students and is invaluable in their character growth. The program at CHS involves regular physical education exercises and competition with other schools.

The following competitive sports are offered to junior high and high school students during different seasons of the school year: Soccer (boys), volleyball (girls), cross-country, track, basketball, and tennis.

All secondary students must participate in 80 hours of exercise per week. Completed Reports of weekly activity must be submitted to the school no later than the last day of the quarter. Parents must initial all reports. Report forms are available in the school office or from homeroom teachers.

## OPPORTUNITIES FOR PARENTAL INVOLVEMENT

Christian Heritage School is staffed by full-time missionaries with Youth With A Mission. Each one is called by God to assist families in raising a generation of Christian leaders. The school exists to help families fulfill their responsibility to educate their children. The involvement of parents is necessary and important. The following are opportunities for involvement:

1. **Room Parents:** These parents help organize field trips, parties, or other special events.
2. **Moms in Touch:** This network of mothers (and grandmothers) meets each week to pray for the school.
3. **Special Events Support Team:** This team helps with special school programs. Assistance is needed with the lighting, sound, decorations, refreshments, costumes, etc.
4. **Fundraising Support Team:** This group helps raise funds for the school.
5. **Missions Support:** As YWAM missionaries, CHS staff do not receive any salary from the school; they depend on God working through individuals to meet their financial needs. For most teachers it has been a challenge to raise the support themselves while remaining dedicated to the carrying out their ministry at CHS. Many parents contribute to the financial support of individual teachers through the **Faculty Support Fund**. **Parents can contribute to this fund by making checks payable to Youth With A Mission. Include a note that**

**reads Faculty Support Fund. Note: Please do not include a donation to the Faculty Support Fund in a tuition payment check.**

One hundred percent of your contribution will go toward the support of our teachers and administrative staff at CHS. All donations are tax deductible. Teachers greatly appreciate the partnership of parents in their ministry.

6. **Athletics:** Whether or not parents have children who play sports, all are welcome at our games.
7. **Outreach/Community Service Week:** Parents can help by providing refreshments, transportation, team leadership and prayer.

**Please contact the school office if you would like to participate in any of these activities.**

## **DRESS STANDARDS**

As teachers and students, we have set ourselves to learn all we can about God and His marvelous creation. In every way, we want to encourage one another toward that end. We do not want our clothing or grooming in any way to distract others or ourselves from the important work that God has called us to do here at CHS.

Therefore, during school activities, teachers and students are to be dressed in a way that represents a serious attitude toward learning, God's principle of individuality, and Christian self-government.

### **ALL STUDENTS**

Pants should be worn at the true waist and must not drag on the ground. They should not have holes, rips or frayed hems. Pants should not be too baggy, nor too tight. Athletic or sweat pants are not permitted. Shorts may not be worn.

Hats, bandanas, visors, and sunglasses may not be worn throughout the school day.

Shirts should have sleeves and should hang no longer than the fingertips when the arms are at the sides. Shirts with offensive messages may not be worn.

Hair styles should be neat, simple and practical. Hair colors should be natural colors.

All clothing should be clean and not wrinkled.

Body piercing (except earrings for girls) is not permitted.

Rubber flip-flops, beach shoes, and slides are not permitted. ***Note: Elementary students should wear shoes that are appropriate for playground activities.***

## **MALE STUDENTS**

Hair may not extend below the collar of the shirt, below the eyebrows, or below the bottom of the earlobe. Extreme hairstyles (i.e., ponytails shaved heads, Mohawks haircuts, designs cut into the hair, etc.) are not permitted.

## **FEMALE STUDENTS**

Blouses and shirts should fit comfortably and not be cut too low in the front or back, nor should they allow any part of the undergarment to be seen. (This applies to dresses as well.) Sleeveless blouses may be worn, but shirts, blouses, or dresses that resemble tank tops may not be worn. Tops must not expose a bare midriff.

Skirts and dresses should be worn modestly and should have a hem length that falls below the fingertips when arms are fully extended at the sides. Split skirts may be worn if they are made like a dress and are the appropriate length.

**NOTE: In the event a student wears inappropriate apparel and does not have a change of clothing on campus, the student will be sent to the office. A parent will be called to provide proper clothing. Students will not be allowed to leave campus to change clothes.**

# CONSTITUTION FOR JUNIOR HIGH AND HIGH SCHOOL

## CONSTITUTION

*Whereas the God-given purpose of our nation is that "all nations of men ... should seek the Lord, if haply they might feel after Him, and find Him, though He be not far from every one of us; for in Him we live, and move, and have our being;..." Acts 17:26-27;*

*and Whereas the God-given purpose of Christian Heritage School is to restore the foundations of our nation and to build the foundations of all nations through education as given in Isaiah 58:12: "And they that shall be of thee shall build the old waste places: thou shalt raise up the foundations of many generations; and thou shalt be called, The repairer of the breach, The restorer of paths to dwell in."*

*The Preamble of Christian Heritage High School Constitution is an appropriately modified form of America's first statement of purpose: **The Mayflower Compact**, November 11, 1620.*

## PREAMBLE

In the name of God, Amen. We whose names are underwritten, the students and teachers of Christian Heritage High School, having undertaken for the glory of God, and advancement of the Christian faith, and honor of our parents and country, to plant a pilot and demonstration school in East Texas, do by these present solemnly and mutually in the presence of God, and one of another, covenant and combine ourselves together into a school body for our better ordering and preservation and furtherance of the ends aforesaid; and by virtue hereof to enact, constitute and frame this constitution unto which we promise all due submission and obedience.

## DEFINITION

According to Noah Webster, a constitution is a system of fundamental principles for the government of rational beings. The source of all authority, law and government is found in God and defined in His Word. Christian self-government makes God's law the requirement of the heart, and is the effect of personal salvation. The purpose of this constitution, therefore, is to lay a foundation for Christian scholarship and self-government by setting Biblical standards according to which both teachers and students may evaluate their attitudes, work and conduct. These standards will seem burdensome only to the person who is disposed to resist authority or learning. They are based upon the following scriptures:

*"So shall I keep Thy law continually forever and ever. And I will walk at liberty, for I seek Thy precepts." Psalm 119:44-45 "Whoever loves discipline loves knowledge, but he who hates reproof is stupid." (Proverbs 12:1 (NAS))*

## RESPONSIBILITIES OF THE TEACHER

***"Let not many of you be teachers, my brethren, knowing as such we shall incur a stricter judgment" (James 3:1).***

The teacher shall be submitted to the rule of God both in public and private life.

The teacher shall enforce all rules and standards.

The teacher shall try to be consistent, fair, and firm in all dealings with students.

He or she is committed to ministering the truth in love, and in private whenever possible.

The teacher shall come to class prepared to present the lesson for that day.

The teacher shall encourage each student to strive for excellence in every area of life, especially in work and conduct.

"I press toward the mark for the prize of the high calling of God in Jesus Christ" (Philippians 3:14).

"The things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also" (II Tim. 2:2).

## RESPONSIBILITIES OF THE STUDENT

***"And whatever you do in word or in deed, do all in the name of the Lord Jesus, giving thanks through him to God the Father" (Col. 3:17).***

The student shall endeavor to be self-governed according to the law of Christ, both internally (attitude) and externally (behavior).

The student shall treat all adults, especially teachers, with courtesy and respect, recognizing that they have been given their authority by God.

Every student shall be required to treat his fellow students as he would want to be treated. He shall refrain from unkind actions and words and refuse to participate in gossip. *"Let no corrupt communication proceed out of your mouth, but only such a word as is good for building up, that it may minister grace to the hearer...Let all bitterness and wrath, and anger and clamor and evil speaking be put away from you, with all malice, and be ye kind to one another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you"* Ephesians 4:29-32.

The student shall do his best work; have assignments finished on time and in the manner required.

He shall be on time to class and be prepared with the appropriate materials.

