

CHAPEL HILL CHRISTIAN SCHOOL
STUDENT & FAMILY HANDBOOK
Kindergarten thru Senior High School



CHAPEL HILL CHRISTIAN SCHOOL
At HOPE BAPTIST CHURCH
1055 North Girls Road
Indianapolis, Indiana 46214
317-244-8491 phone
317-244-8499 fax
chcsindy.com

TABLE OF CONTENTS

<i>Introduction</i>	5
<i>Statement of Faith</i>	5
<i>Mission and Purpose</i>	6
<i>Philosophy</i>	6
<i>History</i>	7
I. ADMISSIONS POLICIES AND PROCEDURES (pp8-9)	
A. Steps to Admission.....	8
B. Re-Enrollment.....	9
C. Tuition and Payments.....	9
D. Pertinent Paperwork.....	9
E. Withdrawal Procedures.....	9
II. GENERAL INFORMATION (pp 9-15)	
A. Administrative Structure.....	9
B. Attendance Policy.....	11
C. Meal/Food Program.....	12
D. Health Services and Medication Policy.....	13
E. School Boundaries and Off Limit Areas.....	15
F. School Closings.....	15
G. Visitors.....	15
H. Phone Use.....	15
I. Emergency Drills.....	15
J. Surveillance Cameras.....	15
K. Lost and Found.....	15
III. ACADEMIC & EDUCATION INFORMATION (pp16-17)	
A. Bible.....	16
B. Chapel.....	16
C. Curriculum.....	16
D. Textbooks.....	16
E. Homework.....	16
F. Grading System.....	16
G. Progress Reports.....	17
H. Report Cards.....	17
I. Library.....	17
J. Physical Education.....	17
K. Advanced Courses.....	17
L. Grade Entry Qualifications.....	17
M. Parent/Teacher Conference.....	17
N. Summer School Program.....	17

IV. STUDENT STANDARDS OF CONDUCT (pp18-24)

A. Student Testimony.....	18
B. Discipline Overview.....	18
C. General Discipline Procedure.....	19
D. Chapel and Assembly Behavior.....	20
E. Classroom Conduct.....	20
F. Hall Courtesy.....	21
G. Language.....	21
H. Student to Student Conduct.....	21
I. Dress Code and Appearance Policy.....	21-24
<i>School; P.E.; General</i>	
J. Personal Property.....	24
K. Electronics and Technology.....	24

V. EXTRA-CURRICULAR OPPORTUNITIES (p25)

<i>General Eligibility.....</i>	25
A. Athletics.....	25
B. Clubs.....	25
C. Field Trips.....	25

VI. SCHOOL/FAMILY COMMUNICATION (pp 26-28)

A. School Contact Information.....	26
<i>Office Hours, Address, Phone Numbers, Email Directory</i>	
B. Start of School Year Communications.....	26
<i>Back-to-School Night: Orientation and Open House, School Calendar</i>	
C. Daily Communications.....	27
<i>Homework Sheet, Conduct Slip, Incident Reports</i>	
D. Weekly Communications.....	27
<i>Wednesday Folder: Work, Conduct Report, Notes, Flyers</i>	
E. Monthly Communications.....	27
<i>“Eagle News” Newsletter, Calendar, Menu</i>	
F. Quarterly Communications.....	27
<i>Progress Report, Report Card, Parent/Teacher Conference</i>	
G. Online Communications.....	27
<i>School Website, Social Media</i>	
H. Face-to-Face Communications.....	28
<i>Class Involvement and Participation; School Programs, Events and Activities</i>	

INTRODUCTION

The Student/Family Handbook is designed to provide students and parents with information regarding the operation of the school. It contains information concerning school activities, rules, and general knowledge about the school. Please read all the material carefully.

YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION CONTAINED IN THIS HANDBOOK.

If you have a question, please, ask a Faculty member, or Administrator for help in interpreting the information contained in the handbook.

STATEMENT OF FAITH

- A. We believe the Bible to be the inspired and only infallible, authoritative Word of God. (*II Timothy 3:16*)
- B. We believe that there is one God, eternally existent, in three persons: Father, Son and Holy Spirit. (*Matthew 28:19*)
- C. We believe in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*John 14:2-6*)
- D. We believe and teach that salvation is the gift of God brought to man by His grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. This simple act of faith is the initial step in the Christian life and the foundation for Christian education. (*Romans 6:23*)
- E. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. Growth as a Christian takes place as the Holy Spirit makes us conscious of the Biblical demands for a holy life, which fulfills God's expectation of us as His children. (*I Peter 2:2*)
- F. We believe in the resurrection of both the saved and the lost. Those who are saved unto life and those who are lost unto damnation. (*Revelation 20:12-15*)
- G. We believe in the Genesis account of Creation. (*Genesis 1:1*)

MISSION AND PURPOSE

It is the mission and purpose of Chapel Hill Christian School (CHCS) to teach that the Lord Jesus Christ is to be preeminent in all of life, including education. This comprehensive principle underlies every aspect of academic study, each activity, and all of school life. The Bible is specific in stating about Christ,

“For by Him were all things created, that are in heaven and that are in earth...and He is before all things, and by Him all things consist...that in all things He might have the preeminence,” Colossians 1:16-18.

“For of Him and through Him, and to Him are all things: to whom be the glory forever, Amen,” Romans 11:36.

“All things were made by Him and without Him was nothing made that was made,” John 1:3.

PHILOSOPHY

- A. **Spiritually:** We are dedicated to establishing and maintaining a strong spiritual atmosphere. Christian education and genuine spiritual growth can only take place by establishing and maintaining a strong spiritual atmosphere. Since this growth begins with a person’s involvement in a good Bible-believing local church, we encourage our students to attend such a church regularly and faithfully, realizing that the final earthly control of some areas rests with the parents. CHCS seeks to establish and maintain a spiritual atmosphere by following the command of the Lord in *Philippians 4:8*, *“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”* *Psalm 19:14* also states, *“Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O Lord, my strength and my redeemer.”* *Amos 3:3* encourages agreement between home and school if we are to be successful in building character in the lives of our young people. As a ministry of Hope Baptist Church (HBC), only those teachings that are in agreement with the expressed doctrinal position of this church will be presented in class. (While realizing that others believe differently, the sowing of double-mindedness will not be tolerated.)
- B. **Academically:** We strive to challenge each student to do his best in preparing for future service to our Lord and Savior Jesus Christ. We offer a wide range of academic opportunities as part of our academic program. The emphasis is placed on doing one’s best whether it is a “C” or an “A”.
- C. **Physically:** We seek to involve our students in activities beyond the classroom. Fine arts, physical education, and other extra-curricular activities play an important role in providing a well-rounded education for all of our students. These areas are conducted in a manner that honors Christ (*I Corinthians 10:31*) rather than the individual.

- D. **Socially:** We realize the great strength peer pressure plays in all our lives. *Ephesians 4:29* states, “*Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.*” Christians should encourage other Christians to do what is right and pleasing unto the Lord. They should also support and encourage each other with regard to the way God created each one of us. Verbal intimidation or mockery has no place in the life of the Christian and will not be tolerated at CHCS. Students must respect the personal and property rights of others.
- E. Finally, the school insists upon the cooperation of the parents in the areas listed below:
1. That the children submit themselves to Biblical standards of courtesy, kindness, morality, and honesty.
 2. That children use only language that is honoring to God and edifying to others. Profanity, questionable slang expressions, and indecent language or gestures are not acceptable.

The selection of the restrictions mentioned in the Philosophy Statement may appear arbitrary to some; but while not condemning to others who see differently, CHCS believes that the restrictions named are outstanding types of conduct, which are detrimental to the standards of our objectives. **THEREFORE, STUDENTS ARE EXPECTED TO ABIDE BY THESE STANDARDS THROUGHOUT THEIR ENROLLMENT AT CHCS.** In order to avoid the confusion of the double-minded man (*James 1:8*), CHCS reserves the right to dismiss students who cannot or will not cooperate with this position or whose parents cannot or will not cooperate with us.

HISTORY

Chapel Hill Christian School began as Independent Christian School in 1979, in association with Independent Baptist Church. In 1982, Independent Christian became the Ministry of Baptist Temple West and was changed from an ACE school to a traditional elementary school, grades preschool through 6th grade. In August 1984, Hope Baptist Church purchased the property, which was formerly Baptist Temple West, and the school was given the name Hope Baptist School. The ministry has expanded to include preschool through 12th grade, and now has the name Chapel Hill Christian School.

Chapel Hill Christian School is a member of the Indiana Association of Christian Schools, and the American Association of Christian Schools. Currently working on American Association of Christian Schools (AACS) accreditation.

I. ADMISSIONS POLICIES AND PROCEDURES

CHCS admits students of any race, color, nationality or ethnic origin, whose families will allow their children to be educated according to CHCS philosophy, mission, and purpose statement.

A. STEPS TO ADMISSION

- 1) An interview and a school tour with the Administrator, Principal, or Preschool Director will be held.
- 2) Parents must fill out all application forms in the Business and Registrar's office.
- 3) The family receives a Letter of Admission.
- 4) Students may be tested to determine proper grade placement, especially if enrolling after the beginning of the year.

CHCS, by its right as a private institution and ministry of HBC, reserves the right of setting and maintaining its own standards for student conduct, dress, philosophy of life, procedures, and scholarship. These areas will be set in agreement with the Biblical, doctrinal, and philosophical teaching of HBC. Admission to CHCS is a privilege, and not a right. All new students will be enrolled on a one semester probationary status. Students can be dismissed at any time for any reason during this probationary period.

Any child who will be five years of age before August 1, is eligible for admission to kindergarten. Students turning five years of age on August 1st through August 31st are eligible for consideration by requesting an enrollment waiver from the school principal. Students who turn five in the month of September will need to pass a readiness assessment in order to be admitted to kindergarten.

General Enrollment Status:

Kindergarten: 5 yrs. old before August 1

Grade 1: 6 yrs. old before August 1

Grades 2-6: Successful completion of the previous grade level

**Allowing students before the birth date cut-off is at the discretion of the administration and a Grade Advancement form must be signed by a parent or guardian and kept on file.*

To enroll, parents should bring the child's birth certificate, physical report signed by their physician and immunization records to their scheduled appointment with the Registrar's Office. The registration fee holds your child's spot in our school programs. Students cannot start school until the registration paperwork is complete and all agreed upon entrance fees are paid. These fees include any outstanding balances, Registration Fee, Book Fee, and Activity/Supply Fee.

B. RE-ENROLLMENT

Regardless of your student's longstanding enrollment at Chapel Hill Christian School, parents must hold an appointment with the Registrar to *1. Complete a new registration packet, 2. Sign the annual tuition agreement, 3. Pay any applicable outstanding balances, and 4. Pay the annual returning student Registration Fee; Activity & Supply Fee; and Book Fees* **before the start of every school year.**

It is also the parent/guardian's responsibility to immediately contact the school with updated information whenever necessary throughout the year. Therefore, PLEASE, make sure all of your contact information is accurate and up-to-date at all times.

C. TUITION AND PAYMENT

Tuition is payable in ten monthly installments starting August 1st. Annual tuition payments received in full at time of enrollment on or before August 1st will receive a 5% discount. Students enrolling after September 1st will be on a 9-month payment plan. If you enroll more than one child into CHCS you will be given a 10% discount for each child after the first. The discount is taken off of the lesser of the two. Chapel Hill Christian School will not release **any** student records until all accounts are current.

D. CHANGES IN PERTINENT PAPERWORK

If any the contact information of either parent/guardian OR any of your child's "emergency contacts" or persons "authorized to pick-up" changes at all throughout their enrollment in any of our programs, it is required that you notify the school office right away to insure our ability to contact you as needed or to notify you in case of an emergency. CHCS should be notified of any changes immediately.

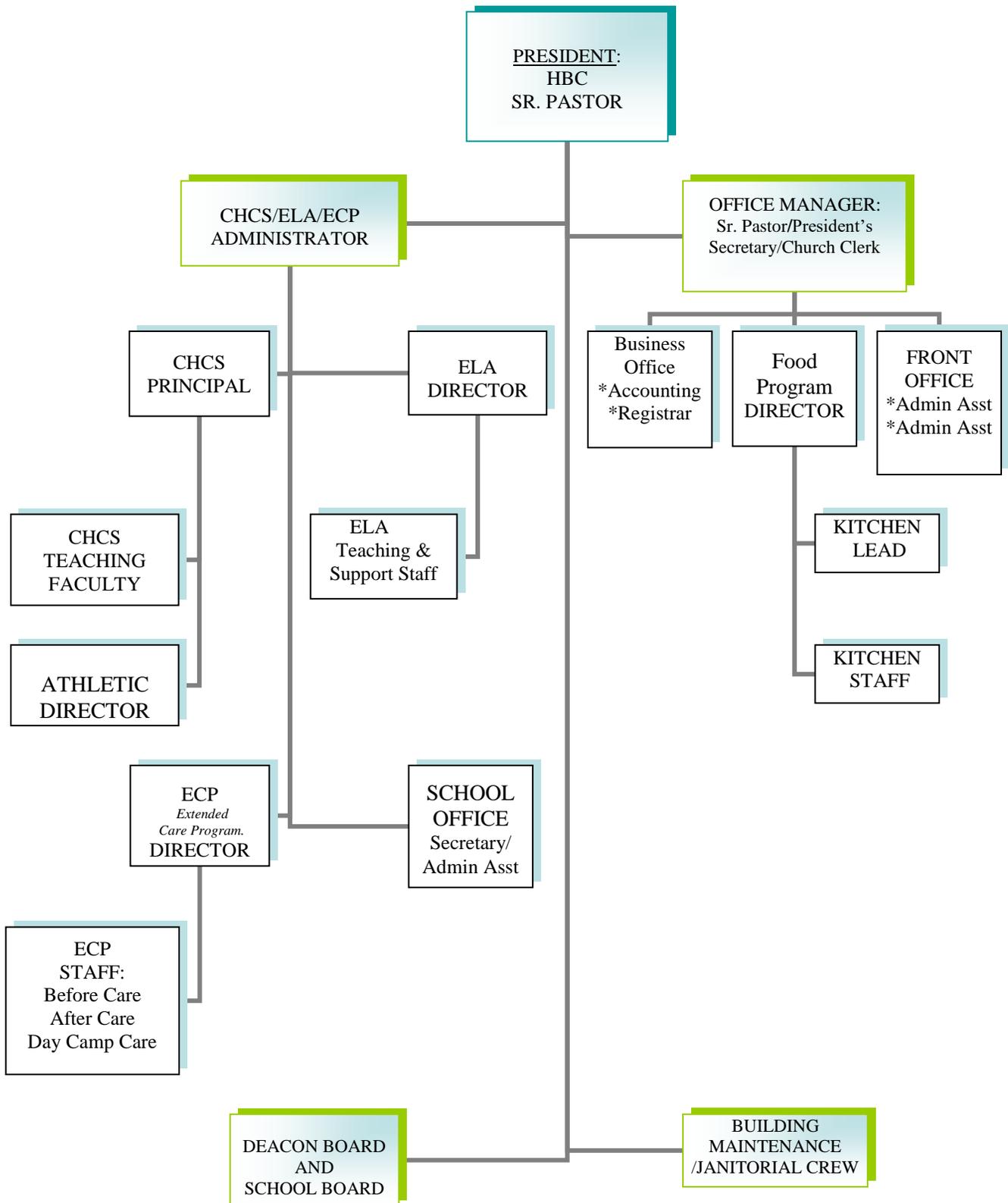
E. STUDENT WITHDRAWAL

If you wish to withdraw your student from any of our programs: the ELA, CHCS, or the CHCS Extended Care Program, you **MUST** formally notify the Business Office by completing and submitting a **Withdraw Request Form** from the Front Office.

NOTE: Without the required documentation, the Business Office cannot and will not take for granted that your child has been withdrawn and you may continue to be billed for services after you have removed your student.

I. GENERAL INFORMATION

- A. ADMINISTRATIVE STRUCTURE** As an educational ministry of HBC, our Senior Pastor is also President of CHCS. The Pastor appoints the administration of the Christian school ministry. All committees and boards formed within the CHCS ministry of HBC will be for advisory purposes, and implementation of school activities, programs, and development.



B. ATTENDANCE

CHCS has a “closed campus”. Any student arriving after school begins or leaving before the end of the school day must therefore notify the office by signing in or out. All CHCS students are expected to attend school daily, to be on time for classes in order to benefit maximally from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more prepared for higher education and employment after leaving CHCS.

1. Students are expected to attend school daily. Excused absences will be issued for the following reasons:
 - a. Personal illness or medical appointments
 - b. Family illness requiring student’s presence at home
 - c. Death or funeral of a relative or close friend
 - d. Emergency requiring student’s presence at home
 - e. Permission for vacation plans for families may be made by calling the school one week prior to the date of the vacation so teachers can prepare work for the student.
2. Steps to follow when absent:
 - a. A parent should notify the school of the absence by telephone or email before 9:00 a.m.
 - b. Parent should write an excuse with student’s name, dates of absence(s), reason, and parent’s signature.
 - c. All absence excuses should be presented to the classroom teacher.
 - d. Parents should ask teachers for make-up assignments. Failure to complete make-up work will be reflected in the student’s grade. CHCS policy is that each student will receive one day to make up work for each day absent.
 - e. CHCS appreciates parental authority, but students must be in class for us to fulfill our academic responsibility to them. Students missing 20 days of school, (10 days per semester) excused or unexcused, may not receive credit for the semester’s work.
3. Students arriving to school before 8:00 a.m. are to report to extended care in the gymnasium. Students arriving to school between 8:00 a.m. and 8:15 a.m. may go directly to their classroom. Students are to be in class by 8:15 a.m. Any one arriving after 8:15 a.m. will be considered tardy and must obtain a tardy pass from the school or church office.

4. School is dismissed at 3:15 p.m. Teachers will take students to extended care at approximately 4:00 p.m. All extended care students need to be picked up by 6:00 p.m.
5. There is extended care for K5 through 6th grade. See the tuition information sheet for fee structure.
6. Excessive tardiness could result in suspension and/or expulsion at the discretion of the school administrative staff. After ten (10) tardies, a letter will be sent home with your student, and after fifteen (15) tardies a conference will be requested for parent and principal.

C. MEAL PROGRAM

God has greatly blessed CHCS with wonderful facilities. It is the responsibility of each student, as a good steward, to help protect and care for what God has provided for us. Students are not to have drinks, candy, or food anywhere in the building except in the lunchroom (or the classroom, if the teacher allows).

1. Lunches may be brought from home and eaten in the lunchroom. Students need to bring their own utensils and condiments. A microwave and refrigerator is not provided for students.
2. No student may leave the lunchroom for any reason without permission.
3. CHCS is a closed campus, and students are not permitted to leave for lunch unless accompanied by their parent, or guardian, or a grandparent, adult sibling, or other person who is authorized with written parental permission to pick up the student. That person must also have a proper picture ID before leaving the campus with the student. Please notify the school office and your child's teacher when you plan to take your student away from campus for lunch. Students are expected to return to school on time for their next class. You may also drop off a special lunch for your child to eat at school if you wish.
4. Parents may join their children for lunch at school during their regular lunch period. Please see your child's teacher for lunch times. Parents must sign in at the School Office or Front Office upon arrival.
5. Breakfast, lunch and afternoon snack are provided daily. The menu is provided to students and parents at the beginning of each month, and is published on chcsindy.com and is also displayed in the offices of both buildings.
6. Breakfast is served between 8:00 and 9:00 am, lunch at 11:45am and afternoon snack is served at 3:00pm.
7. Food is never used as a reward or punishment. Every student will be encouraged to try each item on their plate. We will offer second servings of at least two items each meal.

D. HEALTH SERVICES AND MEDICATION POLICY

There is not a school nurse on duty at Chapel Hill Christian School or The Early Learning Academy. The staff will provide basic first aid for illness or injury during the school day. If a student becomes ill or injured during the school day, we will contact his/her parent or guardian as quickly as possible. Minor discomforts will be taken care of in the office.

1. In cases of fever, vomiting, or other serious illness or pain, parents will be contacted to arrange for the student to be taken home. **It is imperative that parents/guardians complete an updated enrollment packet every school year. It is the parent/guardian's responsibility to immediately contact the school with updated information whenever necessary throughout the year.** Therefore, PLEASE, make sure your contact information is accurate and up-to-date at all times.
2. Any PRESCRIPTION OR OVER THE COUNTER MEDICATION must have CHCS medicine release form. Indiana Public Health rules and regulations give the following guidelines for children attending school:
 - a. MEDICATION FORM must be filled out and signed by the parent/guardian and a written order from the doctor is necessary for the dispersion of medication (the pharmacy label with the date, orders, patient's name, and doctor's name is acceptable in place of a doctor's note). This is for the safety and welfare of our students. We want to be sure that each student be given the proper medication.
 - b. In order to limit the spread of disease, children are not allowed to return to school until they are "FEVER FREE" for a period of at least 24 hours. This means that the child should be "fever free" without the aid of aspirin or any other fever-reducing medication. **Students leaving school one day with a fever (temperature over 100 degrees) will not be able to return the following day.**
 - c. Each student must have a CURRENT VACCINATION RECORD for the school year the student is in attendance.
 - d. For some COMMUNICABLE DISEASES such as pink eye, lice, ringworm, and influenza parents may be asked to provide a doctor's release for their child to return to school, and may depend on history, health, or severity.
 - e. HEAD LICE POLICY

Pediculosis, more commonly known as head lice, can be a problem among school children. Students will be screened periodically for head lice. Students may remain in class with nits/eggs as long as the family has spoken to the Administrator or Principal and it is known that the student is actively being treated. Students will be periodically be rescreened in the office before returning to class. Upon doing a head check on a student, if there appears to be live lice, a parent will be notified and the student will be sent home. The student must receive treatment that evening, and have no live lice, prior to returning the following day. Please call your doctor if you need assistance or further suggestions on dealing with this issue.

3. DETAILED MEDICATION POLICY

- a. **ALL medicine, including Tylenol or Ibuprofen**, must be brought to the Office immediately upon arrival at school. Medications are kept under lock and key and are dispensed by the secretary. A medicine pass may be issued for the correct time to come to the office to take the medication. Prescription medicine or over-the-counter medicine not brought in the original bottle or without a permission note will not be given. For the child's safety, before any over-the-counter medication is given to any student on an "as needed" basis, the parent will be called for confirmation. Therefore, PLEASE, make sure your contact information is accurate and up-to-date at all times.
- b. **Prescription medications** must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.
- c. **Over-the-counter (OTC)/Non-Prescription medication, including Tylenol or Ibuprofen**, should come in the original bottle and must be accompanied by a medication form that is completed and signed by the parent or guardian. For the child's safety, before any over-the-counter medication is given to any student on an "as needed" basis, the parent will be called for confirmation. Therefore, PLEASE, make sure your contact information is accurate and up-to-date at all times.
- d. **Medication forms** may be obtained from the Front Office or the School Office. A new form must be completed each school year and each medication must be on its own form.
- e. **Safe Delivery of Medication.** We re-iterate that all medications must be kept in the original container. Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature. It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the Front Office or School Office.
- f. **Unused medications** may be sent home with students with a parent/guardian's written consent. If a parent or guardian does not give consent to send the unused medication home with the student, the parent or guardian should pick it up within one week of the last dose or within one week of the end of the school year. Medications left at school after this time will be destroyed in the presence of a witness.

E. SCHOOL BOUNDARIES AND OFF-LIMIT AREAS

Once a student arrives on school property he/she is not to leave, but must immediately enter the gymnasium for extended care before 8:00 a.m. After 8:00 a.m. students may go directly to their classroom.

During school hours, students are to remain inside the building unless authorized and supervised by a school official.

No student may leave the school property for any reason unless the Office has written and signed parental authorization for the child to do so. Pick-up persons must also have a proper picture ID before leaving the campus with the student.

F. SCHOOL CLOSING

If, for any reason, it becomes necessary to close school on short notice, parents may secure the details through the local television and radio stations. You may also secure information about school closings online. Parents are also welcome to contact the school.

G. SCHOOL VISITORS

Families are encouraged to visit the school and attend classes provided prior arrangements are made with the school office. Upon arrival, visitors must check in at the school office.

H. PHONE USE

CHCS and the ELA maintain phone lines for business usage. Students will be allowed to use the phones with permission, only as necessary. Student cell phones are not allowed at school. Parents must call the office if they need to get in contact with their child. **DO NOT CALL OR TEXT YOUR CHILD ON HIS/HER CELL PHONE DURING SCHOOL HOURS.** Cell phones are not to be seen, heard or used by students during the school day.

I. EMERGENCY DRILLS

Emergency fire, tornado, and lock-down drills will be practiced during the school year. These are conducted to help students understand proper procedures in case of a real emergency.

J. SURVEILLANCE CAMERAS

While your student is in the Educational Building they may be monitored for security purposes by a twenty-four (24) hour surveillance camera system. Cameras are located in each classroom, library, science lab, hallways, school office, and gym.

K. LOST AND FOUND

Lost and found is located in the fellowship hall of the church building and in the gym of the educational building. Items not claimed will be discarded. **CHCS is not responsible for missing, stolen, or broken items.**

III. ACADEMIC/EDUCATIONAL INFORMATION

“Study to show thyself approved unto God...” II Tim. 2:15

CHCS desires to provide an academic atmosphere of classes that will best prepare your student for the Lord’s service. In order to maintain a serious academic atmosphere, students are not allowed to bring any item not directly related to class assignments to school (this includes, but is not limited to, cellular phones, electronic games, radios, iPods and other audio or video devices, and newspapers or magazines). CHCS reserves the right to approve all reading material that is brought to school.

A. BIBLE

Every student is provided his or her own copy of the Bible. For uniformity and continuity, the King James Version is required for all schoolwork and is the required version for each student to use at school.

B. CHAPEL

Chapel is held once a week, on Wednesdays at 9:15 am in the Church sanctuary. All students and teachers are required to attend. This is a time of spiritual blessing, instruction, and challenge given by faculty, staff and guest speakers. Also, films and videos will be shown periodically. Parents are welcome and encouraged to attend any Chapel services!

C. CURRICULUM

CHCS students use the A Beka, Bob Jones, Positive Action, Association of Christian Schools International (ACSI) and Accelerated Christian Education (ACE) Curriculum.

D. TEXTBOOKS

Textbooks and workbooks will be issued at the beginning of each semester. The textbook rental fee covers use of these books. The books remain the property of the school, and the student is responsible for taking care of them. No textbook should be written on/in unless it is a workbook designed to be consumable. The families must pay for any damage to textbooks beyond normal wear.

E. HOMEWORK

Homework is a vital part of the learning process for elementary students. We do not want to overload your children, but they will be given some homework on most evenings. The amount of homework given will depend upon their age. Grade points can be taken off the assignment for failure to complete on time. Little or no homework will be assigned on Wednesdays to encourage church attendance.

F. GRADING SYSTEM

Grades are earned by students and are a measurement of their achievement in the subjects in which they are enrolled. The grading scale of the school is as follows:

A+ 100	B+ 94	C+ 87	D+ 76-75	F 69-0
A 99-96	B 93-89	C 86-78	D 74-71	
A- 95	B- 88	C- 77	D- 70	

G. PROGRESS REPORTS

Progress reports will be sent home midway through the quarter (at 4 ½ weeks) to all students in CHCS.

H. REPORT CARDS

Report cards are issued to students at the close of each 9-week grading period. Report cards will not be issued to those who have an outstanding financial balance with the school.

I. LIBRARY

A library is provided for the students. Teachers accompany students to this facility, and monitor their activity while using the library.

J. PHYSICAL EDUCATION

P.E. will be held once a week for each class. We require all P.E. students to wear comfortable clothes, such as, t-shirt and basketball shorts, sweatpants or long athletic pants and tennis shoes for P.E. class. No yoga pants, “stretch” pants, or leggings are allowed. Participation with a good attitude is required in order to receive a good grade. Students must have a parent or doctor’s note on file in order to be excused from participation at any given time.

K. ADVANCED COURSES

We will consider advanced courses for students on an individual basis. If you feel that your child should be in an advanced course, please speak with their teacher or administration.

L. GRADE ENTRY QUALIFICATIONS

Kindergarten	5 yrs. old before AUG. 1
Grade 1	6 yrs. old before AUG. 1
Grades 2-6	Successful completion of previous grade

**Allowing students before the birth date cut-off is at the discretion of the administration and a Grade Advancement form must be signed by a parent or guardian and kept on file.*

M. PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are formally scheduled during the fall of each year. Conferences may be scheduled at any other time by either the parent or the teacher. If you would like to schedule a conference with the teacher, please contact the office or teacher personally.

N. SUMMER SCHOOL

Summer School is available to help a student satisfactorily complete the required school work necessary to advance to the next grade level.

If Summer School is an option for a particular student, the Principal or Administrator and the Parents will meet together to discuss and evaluate the need and then, come to a conclusion that is in the best interest of the student.

Tuition for Summer School would be arranged and agreed upon in the Business Office.

IV. STUDENT STANDARDS OF CONDUCT

A. STUDENT TESTIMONY

Students, by virtue of their enrollment, agree to live within the limits of the school's standards of conduct and accept to follow the Biblical instruction to "avoid the appearance of evil." While some may not have personal convictions in accord with these standards, enrollment obligates the student to assume responsibility for honorable adherence to these standards during the time he/she is enrolled at CHCS. Behavior at or away from school that indicates a student has disregard for the spirit of the school standards will be sufficient reason for expulsion from school. Any conduct, which directly relates to and affects the Christian testimony of the school and directly or indirectly involves the student is considered within the realm of school jurisdiction and will be dealt with accordingly. This includes, but is not limited to, civil infractions, running away from home, attendance at rock concerts or illicit movies, use of alcoholic beverages, smoking, or problems at school.

B. DISCIPLINE OVERVIEW

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. **We are here to work with the family and home life.**

All new students are admitted on probation for the first semester.

The student must at all times conduct himself in a manner becoming of a lady or gentleman. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child is emotionally biased and may not include all of the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with the school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

CHCS is dedicated to the training of the children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

C. GENERAL DISCIPLINE PROCEDURE

Students are expected to conduct themselves in a Christian manner at all times. This means, among other things, those students are ladies and gentlemen: quiet, obedient, orderly and considerate of others. It means that they respect others, especially those in authority over them. Christian conduct further includes submission to the Word of God. Good behavior should come from the heart, in love and obedience to Jesus Christ. However, regardless of the motive, the rules of CHCS must be observed.

This school is fully committed to the position that parents have the primary responsibility for the conduct and discipline of their children (*Ephesians 6:4*). However, the school will discipline students whose behavior warrants discipline. The school expects the parents to take the lead in correcting their children, and to back up the school with confidence. All decisions will be made by the administration.

The real purpose of discipline is character development and discipleship. We believe Christians should demonstrate their loyalty and love to God by living in willing obedience to Him and His commandments. While acceptability of some activities becomes increasingly relative in the world in which we live; God has given us some definite Biblical principles for standards of conduct. The Bible is unchanging (*Mark 13:31*) and its principles are timeless.

At CHCS the following rules are the basis for expected behavior:

1. Obey immediately, without question, with the right action and attitude, and in the right time. (Students are often allowed to respectfully appeal at a later time.) *Hebrews 13:17*
2. No murmuring, grumbling, or complaining. *Philippians 2:14*
3. Treat others like Christ would, and as you would like to be treated. Bullying at school, on school property or at school events will not be tolerated. A bully is someone who is having fun at another person's expense or mistreatment. When interacting with your peers always remember *Matthew 7:12, John 8:29*...and this, "If everyone's not having fun, then it's NOT fun and you are being a bully."
4. Be responsible for yourself and your things. *Proverbs 25:28*
 - a. All chair legs on the floor
 - b. No unauthorized communication
 - c. Work is done neatly, on time, and is your personal best
 - d. Quiet in the hallways, so as not to disturb others
 - e. Use good etiquette, self-control and appropriate behavior on school property and at all school activities and events.. (ie: Classrooms, Labs, Lunch Room, Play Areas, Gymnasium, Library, Hallways, Restrooms, Church Sanctuary, Offices, etc.)
 - f. No lying, stealing, cheating, or fighting is allowed. No warning will be given. *Ephesians 4:28* and *Colossians 3:9*

Reasons for expulsion

Some infractions are of such a serious nature that they could result in expulsion from CHCS.

1. Striking a teacher is a serious infraction
2. Use of illicit drugs in any form
3. Use of tobacco in any form
4. Drinking of alcoholic beverages
5. Engaging in immoral activities (sexual impurity)
6. Display of an attitude which rejects the philosophy of CHCS
7. Display of habitual patterns of behavior which reject the teaching and philosophy of CHCS
8. Violating the Electronics and Technology Use Policy. (Included in Student Registration Packet.)

Students who are expelled from CHCS may not attend any school functions or activities for one complete semester. A letter of recommendation from a pastor or youth pastor will be required before the student will be considered for readmission. Upon returning, the student will be on probation for one semester and may have leadership opportunities limited by the administration.

D. CHAPEL AND ASSEMBLY BEHAVIOR

Students sit in assigned seats with their class. Approval or pleasure may be indicated by applause when appropriate. (Whistling, cheering, yelling, etc. is not appropriate. Booing, hissing, jeering, etc. is never permitted from a CHCS student, parent, or visitor.

E. CLASSROOM CONDUCT

1. Students should be seated immediately upon entering the room. When the bell rings, all talking should cease. A student is considered tardy if not in his/her assigned seat with all supplies needed for that class when class begins.
2. The student should be recognized by the teacher before they begin speaking out in class.
3. Courtesy and mutual respect is essential to a good learning situation. Disrespectful attitudes toward teachers or peers will not be tolerated.

F. HALL COURTESY

1. Students are to proceed in an orderly manner when in the hallway. Boisterous talking and rude conduct has no place in our school.
2. Littering in the halls is not allowed. Each student is asked to take pride in clean halls and pick up anything accidentally dropped.
3. No horseplay is allowed in the halls at any time.
4. No eating is allowed in the halls or classrooms (exceptions are at the administration or teacher's discretion – example: classroom parties.)

G. LANGUAGE

Students are expected to speak in a manner becoming of a Christian. We discourage students saying “yeah” to their teacher or other adults. Students should say “Yes, ma’am” or “Yes, sir.” Matthew 5:37, Ephesians 4:20, Colossians 4:6, and James 5:12 sum up the school's standard for speech.

H. STUDENT-to-STUDENT CONTACT

Displays of affection (including handholding) or any physical conduct is not allowed during school hours or at any activity – whether at school or away.

I. SCHOOL APPEARANCE/DRESS CODE POLICY

“Let all things be done decently and in order.” 1 Corinthians 14:40.

The decision as to whether or not a student's dress or appearance is acceptable is determined by the school administration. If a violation should occur, parents will be notified to bring proper attire or to come and take their child home. Students will not be allowed into the classroom until they comply with the standards as set by the administration. A dress code violation form may be sent home for student and parent's review and signature.

DRESS CODE

GENTLEMEN – MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY

PANTS

Navy or khaki dress pants, casual trousers, or cargo pants are allowed.

Belts must be worn inside the loops at all times.

No blue jeans, sweat pants, capri-length pants or shorts are allowed.

Elementary students (K-6th grade ONLY) may wear knee-length shorts during the months of July/August and May/June.

SHIRTS

Solid red, white, navy blue, or light blue polos may be worn.

Short sleeve or long sleeve polos may be worn.

A solid color, long-sleeve shirt may be worn under a short-sleeve polo for added warmth.

GENTLEMEN – FRIDAY (Casual Day Dress Code)

Denim jeans, and casual shirt or t-shirt may be worn.

Jeans must be without holes, rips or tears.

T-shirts and other shirts and jeans must always fit modestly and have no writing or pictures, except those that promote our school or our church. (ELA, CHCS, or HBC logos, phrasing, symbols, insignias or emblems.)

GENTLEMEN – GENERAL APPEARANCE

Boys' haircuts, I Corinthians 11:14 is applicable. Hair must be neatly trimmed and combed. Any extreme hairstyles will not be permitted. Hair color must be of a natural hair color. No engraved hairstyles. Braids must be approved by the administration. Necklaces, earrings, bracelets, tattoos, or any type of body piercing are not to be worn by male students.

Clothes must fit neatly – not too tight or too baggy, and must always be clean and pressed.

Kindergarten students, in the event that clothes become soiled we ask that a clean set of clothing be left at school.

These extra set of clothing need to have the student's name or initials labeled on the inside tag.

LADIES – MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY

PANTS

Navy, khaki slacks, pants can be worn. Belts must be worn inside the loops at all times. Leggings are permitted ONLY when they are worn under dresses or skirts that come below the knee caps and above the ankle. Yoga pants, capris and shorts are not allowed. Elementary students (K-6th grade) may wear knee-length shorts only during the months of July/August and May/June.

DRESSES OR SKIRTS

Skirts or jumpers may be worn. Skirts and jumpers must be below the knee cap and above the ankle in length and may not be form fitting. Pleats or slits must be in the back and cannot be above the knee. Skirts and dresses with a layer of netting, lace or other "sheer or see-through" material must have a non-sheer/non-see-through material that is below the knee caps in length.

SHIRTS

Solid red, white, navy blue, light blue, or pastel pink polo may be worn. Short sleeve or long sleeve polos may be worn. A solid color, long sleeve shirt may be worn under a short sleeve polo for added warmth.

LADIES – FRIDAY (Casual Day Dress Code)

Denim jeans, and tops or t-shirt may be worn. Jeans must be without holes, rips or tears.

T-shirts and other tops and jeans must always fit modestly and have no writing or

pictures, except those that promote our school or our church. (ELA, CHCS, or HBC logos, phrasing, symbols, insignias or emblems.) Girls may wear dresses or skirts that come below the knee cap and above the ankle in length.

LADIES – GENERAL APPEARANCE

Jewelry, make-up and hairstyles are not to be worn in excess.

A Christian’s adornment is in the heart, and not the outward appearance.

Tattoos and body piercings are not allowed. Ladies may wear piercings in their earlobes.

Make-up, hair, and jewelry should be taken care of at home before arriving to school.

All hairstyles should be neatly combed and worn in a modest manner; no extremes are allowed. Hair color must be of a natural color.

Clothes must fit neatly – not too tight or too baggy, and must always be cleaned and pressed.

Kindergarten students, in the event that clothes become soiled we ask that a clean set of clothing be left at school. This extra set of clothing needs to be labeled with the student’s name or initials.

ALL STUDENTS

Clothing, accessories, and other personal items deemed disruptive, or offensive by the administration may be prohibited.

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover all undergarments. See-through materials do not constitute “cover.”

SHOES

Street shoes or tennis shoes and socks are required. Open toed shoes, sandals, or flip flops are not allowed. No Crocs, house slippers, Heely’s or any other shoe with wheels on the bottom are permitted.

HATS AND SCARVES

No hats are to be worn inside the building as part of one’s outfit, but are to be put away along with one’s outerwear, such as, a coat, jacket, scarf and gloves.

Scarves, masks and any cloth covering the head, face or eyes are not allowed.

SWEATERS, BLAZER OR JACKETS INDOORS

Red, white, navy and light blue cardigans, dress blazers or light-weight jackets are allowed to be worn with school uniforms.

NO hoodies, pullover sweaters, pull over sweatshirts, jean jackets or coats are to be worn during a school uniform day.

PERMISSIBLE UNIFORM COLORS CLARIFIED

POLOS

RED: NO burgundy or maroon, magenta, or off-red.

NAVY BLUE OR LIGHT BLUE: NO black, gray, royal blue, aqua blue, turquoise blue, blue/green or any other green.

WHITE: NO off-white, cream, beige, gray, or tan.

PASTEL PINK: (Girls only) NO hot pink, bright pink, fuchsia, salmon, or peach.

PANTS, SKIRTS AND JUMPERS

KHAKI: NO brown, olive or army green.

NAVY BLUE: NO black, gray or dark gray.

Athletics and Physical Education

ALL students must wear tennis shoes in P.E. class.

5th grade thru 12th grade P.E. Students must bring and wear a loose fitting, full coverage t-shirt and basketball shorts, sweatpants or long athletic pants and tennis shoes for P.E. class. No yoga pants, “stretch” pants, or leggings are allowed. 5th thru 12th grade students are also encouraged to have and use their own grooming and hygiene products before returning to their next class.

J. PERSONAL PROPERTY

Book bags / Backpacks

Book bags and backpacks are permitted in school. Be aware, for safety and security, all backpacks and bags are subject to be searched by faculty or staff at the discretion of the administration at any time.

Money or Other Valuables

Students should limit items brought to school to only those that are necessary for school activities. Students should NOT bring in large amounts of money to school. **THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS WHICH ARE LOST OR STOLEN AT SCHOOL.** To aid in recovery, thefts must be reported to classroom or office staff immediately.

L. ELECTRONICS AND TECHNOLOGY

Student cell phones are not allowed at school. Cell phones are not to be seen, heard or used by students during the school day. Additionally, mp3 players, iPods, portable PlayStations, portable CD players, radios, portable TV's, electronic toys, and handheld video games are not permitted at school. If students bring in devices they **MUST** be turned in at the beginning of the day and will be returned at the end of the day. If a student refuses to submit device in the morning and the device is noticed, it will be collected and a parent may be required to pick it up from school.

V. EXTRA-CURRICULAR OPPORTUNITIES

Students who have acceptable conduct and citizenship and are in good academic standing qualify to participate in Extra-curricular programs.

A. ATHLETIC PROGRAM

The Athletics Program at CHCS currently consists of:

1. Middle School and High School Girls Volleyball
2. Middle School and High School Boys and Girls Cross Country
3. Elementary Boys Basketball
4. Elementary Girls Cheerleading

The Sports Fee is \$25.00 per student, per sport.

Parent Information, Sports Permission Slip, Practice Schedule and Game Schedule are to be distributed by the Athletic Director or Team Coach at or near the start of each season.

B. Junior Civil Air Patrol Squadron (*Eagle Squadron*)

It is our desire to establish extra-curricular clubs and programs where students are able to further thrive and grow academically, spiritually and physically, especially in areas where they may have a special interest or God-given gifts and talents.

The Junior Civil Air Patrol Squadron (*Eagle Squadron*) began at CHCS at the start of the 2018-2019 school year.

Here are a few of the particulars about the program:

- It is an auxiliary operation to the United States Air Force.
- Ages, for the Junior Squadron, are 10 years to 18 years old.
- [Uniforms are required.](#)
- Military Drill and Ceremony will be taught.
- Civil Air Patrol & Air Force History will be taught.
- Avionics and Aviation will be part of the curriculum.
- Physical fitness and training are part of the course.
- This is a graded course, but tuition is FREE!
- An Opportunity to be a participant in the local CAP Squadron – *Weir Cook Cadet Squadron* – that meets at the Vincennes University Hanger at the Indianapolis International Airport.
- For more information, please, visit [chcsindy.com /civil-air-patrol-jr-squadron.html](http://chcsindy.com/civil-air-patrol-jr-squadron.html)
- To sign up, please, inquire at the School Office or contact the CAP Jr Squadron Commander, Dr. Hillenburg or his secretary at 317-244-8491.

C. FIELD TRIPS

Classes will occasionally take field trips to enhance classroom learning. Parents will be informed of the trip and any additional cost. Parents must sign permission slips allowing attendance and liability release for CHCS before the student will be permitted to participate in the field trip. Parents are welcome and needed on most field trips. All volunteers must complete a training course before supervising during a field trip. Please see the principal or your child's teacher for a schedule of training dates.

VI. FAMILY AND SCHOOL COMMUNICATION

A. SCHOOL CONTACT INFORMATION

1. Office Hours

The Front Office is located at the southwest corner in the red brick Hope Baptist Church building, which also houses the Early learning Academy.

The Front Office is open Monday-Friday 6:00 am – 6:00 pm year round.

The School Office is located in the front southwest corner of the white Education Building and School Gymnasium in the back of the parking lot. The Education Building houses Chapel Hill Christian School.

The School Office hours are Monday - Friday 8:00 am -4:00 pm year round.

2. Address

All correspondence is received at this address:

1055 North Girls School Road, Indianapolis, Indiana 46214

3. Phone Numbers

The Front Office is the main office where all calls and faxes are accepted and forwarded to the appropriate person or department.

Office: 317.244.8491

Fax: 317.244.8499

4. Email Directory

Faculty email addresses and email links are available and updated as timely as possible at chcsindy.com.

B. NEW SCHOOLYEAR COMMUNICATION

1. Back-to-School Night: Orientation and Open House

Back-to-School Night takes place within the first few days of the start of the school year. This is a very important evening to meet Faculty and Staff, Learn about mandatory procedures for daily school functioning, and any other pertinent information parents NEED to know for a most successful school year and a successful relationship with CHCS and the ELA.

2. **The School Calendar** is imperative for parents and students to post and put into their family calendar so you do not miss out on all that's going on for you and your child's optimum experience at Chapel Hill Christian School or the Early Learning Academy!

D. DAILY COMMUNICATION

Some items that could come home with your student on a daily basis or, near daily basis, would include: Homework Sheet/Slip/Assignment Notebook, a Conduct Slip, if applicable, or Incident/Injury Report, if applicable. Be sure to talk with your child's teacher to find out what her routine is for her classroom.

E. WEEKLY COMMUNICATION

CHCS teachers are encouraged to participate in sending home a **"Wednesday Folder"**. This weekly student folder contains school work from the previous days of school, a weekly Classroom &/or Conduct Report, special Notes, or Flyers and in some instances, a class newsletter.

F. MONTHLY COMMUNICATION

The school newsletter, the EAGLE NEWS, is published monthly for both ELA and CHCS families! Be sure to take home and read through the Eagle News for the latest calendar events, news alerts, updates and changes and the monthly School Menu. You can also often see featured photos and read highlights from the most recent games, school events or activities. You may also read, download or print the newsletter at chcsindy.com.

G. QUARTERLY COMMUNICATION

Four Progress Reports and four Report Cards are given in a school year. Progress Reports are given in the middle of each 9 week grading period so parents and students can have a picture of how they are doing before the grading period ends. Report cards must be signed and returned to school within a couple of days.

H. PARENT/TEACHER CONFERENCES

Communication between parents and teachers is very important to your student's success in school. You may request a conference with the teacher at any time. Please, feel free to do so. Periodically, CHCS teachers will also schedule parent/teacher conferences. You may call the School Office at 317.244.8491 and leave the teacher a message or send them an email. Ask for his/her email address or find their email link on the Faculty & Staff page at chcsindy.com/.

I. ONLINE COMMUNICATION

1. School Website

Our website chcsindy.com serves CHCS, the Extended Care Program and the ELA. It is a good place to find information regarding Admissions, Staff information, Tuition and Fees, as well as, see the monthly School Menu, School Calendar, Student-Family Handbook, School Dress Code, Sports Schedules and Information, Special Events, News Alerts, Day Camp Calendars, Photo Gallery, and the Eagle News. Be sure to regularly visit chcsindy.com! We also want to invite you to visit our church website, as well...hbcindy.com.

2. Social Media

The school and preschool [Facebook](#) page is Chapel Hill Christian School Indianapolis. [@chcsindy](#)– LIKE us!

J. FACE-TO-FACE COMMUNICATION

Class Involvement and Participation

Parents/Grandparents/Guardians are welcome to schedule opportunities to visit the classroom, offer assistance to their child's teacher, accompany their child on field trips, or volunteer for class parties. We encourage parents to ask the teacher for opportunities like these. Be sure to share your phone number and/or email with the teacher and let him/her know that you are willing to help.

School Programs, Special Events and Activities

Nothing is as personal and memorable as face-to-face communication. We LOVE to see every one of our students and their families attend and participate in as many of our school programs, activities and events as possible! These events and programs benefit your family and can tremendously enhance your student's experience as a Chapel Hill Christian School EAGLE! Whether your student is a participant at a particular event or they are a spectator, your family's support is always a huge blessing!



Thank you, in advance, for your school spirit, your prayers and encouragement and your support of Chapel Hill Christian School and the Early Learning Academy at Hope Baptist Church! May God richly bless your student(s) and your entire family with a rich and full experience as a CHCS EAGLE family, year after year...after year!

GO EAGLES!