



STUDENT HANDBOOK

Revised 2/2020

CADILLAC HERITAGE CHRISTIAN SCHOOL

STUDENT HANDBOOK

Welcome to Cadillac Heritage Christian School!

We are a Christian ministry working together with families who are committed to fulfill their Biblical responsibility 'to train up their children in the way they should go so that when they are old they will not depart from it' (Prov. 22:6). We are pleased that you have decided to allow us to join with you so that we can work together to fulfill that Biblical mandate.

We believe our mission is to *"Train the next generation of Christian leaders to be academically excellent and spiritually mature so they can positively impact their world for Christ."*

Because we understand that a person's belief system determines their actions, our desire is to help each one of our students develop a solid Biblical worldview. To accomplish that, we provide a balanced, traditional approach to learning, centered upon God's Word and the values, beliefs, and teachings of Jesus Christ. Our curriculum, which is based upon our commitment to Kingdom Education, emphasizes Bible training, core knowledge instruction, leadership training, character building, technology education, and a variety of extra-curricular activities.

The Bible instructs us to do things decently and in order. To ensure that we comply with those instructions, this student handbook has been developed.

We trust that most of your questions about school operations will be answered by reading this handbook. If you have any additional questions, or if we can be of service to you in any way, please contact the school office.

In His Service,

Carol Renkiewicz
Administrator

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INTRODUCTION

PREFACE

The purpose of this handbook is to clarify a standard of behavior for each Cadillac Heritage Christian School student. Within the framework of this handbook, and according to the guidelines and limitations provided, students may operate freely and express their Christianity in a variety of ways.

CHRISTIAN PHILOSOPHY OF EDUCATION

We at Cadillac Heritage Christian School believe that Christian education is the process of the school partnering with Christian parents and the traditional, historical Biblical Church (the body of believers) to help train up children in the way they should go, so when they are old they will not depart from that way. Our primary purpose is to be a discipleship school, to train each student to become a disciple of Jesus Christ, which is our part of the Great Commission. (Matthew 28:19-20a “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, **teaching them to observe all things that I have commanded you.**”)

We know that in our culture today, as at other times in the history of the Church of our Lord and Savior Jesus Christ, there are people who profess to be Christian and there are those who are truly Biblical Christians, those who have been discipled and who attempt to observe (obey, follow) all things that Jesus has commanded us in His Word. **We are a Biblical, Christian school.** We adhere to the traditional teaching of the Bible [King James Version (KJV), New King James Version (NKJV) or New International Version (NIV) all copyrighted before 1980] from which we take our doctrinal teaching and our Spiritual authority. We teach, according to the Bible, that God created one man and one woman to become husband and wife, as the core building block of Christian families and Christian communities. (Genesis 1:26-28 Then God said, “Let Us make man in Our image, according to Our likeness; let them have dominion over the fish of the sea, over the birds of the air, and over the cattle, over all the earth and over every creeping thing that creeps on the earth.” So God created man in His own image; in the image of God He created him; male and female He created them. Then God blessed them, and God said to them, “Be fruitful and multiply; fill the earth and subdue it; have dominion over the fish of the sea, over the birds of the air, and over every living thing that moves on the earth.”) We believe that parents are given the primary responsibility to raise their children in the nurture and admonition of the Lord.

We believe that the training of our students must be conducted by born-again, Biblical Christian teachers who are disciples of Jesus Christ in an environment where God and His Word are the highest authority. It is our desire to develop a Bible-centered Christian worldview in all of our students. To that end, it is vital to the educational process that parents understand and support both our goals and our methods of achieving those goals so that the teachings of the traditional Biblical Church, of the home, and of the Biblical

school are in harmony. To help ensure that harmony, we require our parents to agree with, sign and fulfill a Covenant Commitment (example at the end of this document).

MISSION STATEMENT

Cadillac Heritage Christian School exists to train the next generation of Christian leaders to be academically excellent and spiritually mature so they can positively impact their world for Christ.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:30).

We believe in the creation of the universe and man by the direct act of God in six, twenty-four hour days (Gen. 1:1-31).

We believe in the deity of Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35),
His sinless life (Hebrew 4:15, 7:26),
His miracles (John 2:11),
His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9),
His resurrection (John 11:25, I Cor. 15:4),
His ascension to the right hand of the Father (Mark 16:19), and
His personal return in power and glory (Acts 1:11, Rev. 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that we are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost - the saved to the resurrection of life and the lost to the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Rom. 8:13-14, I Cor. 3:16, 6:19-20, Eph. 4:30, 5:18).

ORGANIZATION

Cadillac Heritage Christian School is incorporated under the laws of the state of Michigan and is a 501C3 non-profit corporation under the rules and regulations of the Internal Revenue System. Our constitution and by-laws provide for a school board that is responsible for developing policy and procedure and for providing for the financial support of the school. Our chief operating officer is our Lead Administrator who is responsible for the day-to-day operation of the school, curriculum development, and long range planning in conjunction with the school board.

MEMBERSHIP

CHCS is approved for operation by the Michigan State Department of Education and is a member of the Association of Christian Schools International.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSION PHILOSOPHY

We believe that the Church, the body of Christ here on earth, has the primary responsibility of reaching out to the spiritually lost to help bring them to salvation and under the lordship of Jesus Christ. We believe that, as God has a special call and purpose for each individual, He also has a special call and purpose for each Christian school. As per our mission statement, we believe that we are a school that has the call/purpose to train up the next generation of Christian leaders. Over the years we have discovered that in order for us to be able to fulfill our Mission Statement, it is an absolute necessity that each child be trained up through a partnership of church, home and school. To accomplish that partnership, we must adhere to the following admission policy.

Cadillac Heritage Christian School will currently admit all students in preschool through sixth grade whether they are professing Christians or not. But, it is our most earnest recommendation that all families attend church on a regular basis so that the home, church and school can work together to raise each child in the nurture and admonition of our Lord and Savior Jesus Christ.

In grades seven and eight, all students must be born again and attending church on a regular basis. In grades nine through twelve, all students must be born again, attending church on a regular basis, and be actively involved in some aspect of church ministry other than just attending on the church's day of worship.

Failure to comply with these entrance requirements, at any time, while a student is attending CHCS will result in discontinuing that student's enrollment at this school.

NON-DISCRIMINATORY POLICY

Cadillac Heritage Christian School shall make no admission restrictions concerning a student's race, color, nationality or ethnic origin.

ADMISSIONS RESTRICTIONS

Students with known discipline problems, those who have been expelled from another school, those who have special education needs or those who have outstanding tuition due at another school will not be admitted to CHCS without approval of the school board.

ADMISSIONS PROCESS

- Complete all application forms from the application packet and submit them to the school office. An application fee must accompany the application.
- Provide copies of student health records and birth certificate.
- Sign a Release of Records form to allow us to receive student records from the student's former school.
- Parents will be interviewed before their child's admission to the school. Students enrolled in grades six through twelve will also be interviewed by the Administrator.
- At least one parent and each student in grades 7 – 12 must sign the Covenant Commitment Letter.
- Students who are enrolling in grades 9 – 12 for the first time must have a recommendation from their pastor.
- Upon notification of acceptance, the first month's tuition is payable to ensure a place for your student.

WITHDRAWAL POLICY

If a parent/guardian wishes to withdraw their children from CHCS, we ask that they first schedule an exit interview with the administrator so that we may address any concerns that the parents may have.

Parents/Guardians will need to fill out a Student Withdrawal Form and file it with the office. Tuition will be prorated on a quarterly basis. More than five days of enrollment in any quarter constitutes financial responsibility for the entire quarter. Book fees are non-refundable and cannot be prorated.

It is the policy of Cadillac Heritage Christian School to not forward a student's school records until all financial obligations to CHCS have been met.

PART-TIME STUDENTS

Part-time students are students attending for less than four class periods per day in the secondary and less than three hours per day in the elementary. **Cost:** Part-time student's

tuition shall be a prorated amount based upon the amount of time a student is enrolled. All applicable fees and a registration surcharge are also required. Please check with the school office for the current charges.

TUITION

CHCS is a parent-sponsored, board-governed Christian school. We depend upon tuition, fundraising, and gifts to finance our school's operation. We try to keep our tuition rates as low as possible so that more families in the greater Cadillac area can afford a quality Christian education. Each year the school board determines what the tuition rate will be for that school year. To find out what tuition rates are for the current year, please contact the school office.

Tuition for preschool is paid over a ten-month time period beginning in August and ending in May. Tuition for grades Y5/K through 12 is paid on a twelve-month basis beginning in August and ending in July.

FUNDRAISING

Because tuition does not provide all of the money we need to operate our ministry, we depend upon gifts and fundraising activities to meet our budget needs. **When a family enrolls their children at CHCS they also commit to participate in all of our fundraising activities.** Each year, when our budget is prepared, we also determine what the family fundraising commitment is for that year. If a family cannot or does not want to participate in our fundraising activities, they may simply donate their fundraising commitment in cash. Funds brought in through the T.R.I.P. program, our Hoops and Loops event, our Read-A-Thon and charitable contributions all count toward a family's fundraising commitment. Please check with the school office for the amount of the current year fundraising commitment.

PSO HOURS

Because we are a parent-run school and in an effort to keep tuition rates as low as possible, each family is required to work Parent Service Opportunity hours for the school. Families with full-time students need to volunteer a minimum of 40 hours per school year. Kindergarten and Young Five parents need to volunteer a minimum of 20 hours, while Preschool parents need to volunteer a minimum of 10 hours per year. Parents who are not able to, or do not wish to work their required hours may pay an equivalent "opt out" fee. (See the current tuition and fee schedule) Please check with the school office to find out what Parent Service Opportunities are available. Volunteer hours may be worked by parents or grandparents.

TRIP (Tuition Reduction Incentive Program):

To help families reduce their tuition costs, CHCS provides an opportunity for all of our families to participate in the Tuition Reduction Incentive Program. You will receive an orientation to the program when you enroll your children or sign up in the school office.

ACADEMIC INFORMATION

GRADING SYSTEM –Early Elementary (Preschool – 2nd Grade)

Early Elementary report cards are used to indicate individual student growth in a variety of different measurable areas. Early Elementary report cards present specific information and are not based upon percentages or letter grades. Examples of report cards are available in the office.

GRADING SYSTEM – Upper Elementary (3rd – 6th Grade) and Secondary (7th – 12th Grade)

Academic progress in grades three through twelve is reported on a nine-week basis by letter grade. The grading scale that is used to report a student's progress is as follows:

Superior:	A+	100
	A	93-99
Above Average:	A-	90-92
	B+	87-89
Average	B	83-86
	B-	80-82
	C+	77-79
	C	73-76
Below Average:	C-	70-72
	D+	67-69
	D	63-66
Failing:	D-	60-62
	F	Below 60

To calculate a student's grade point average (G.P.A.), the letter grades are converted to a numeric system where F equals 0.0 points and A or A+ equals 4.0 points with .33 increments for pluses and minuses (For example, B+ = 3.33; B = 3.00; B- = 2.67). A student's semester letter grades and G.P.A. (9-12 grade only) are recorded on the student's permanent record.

PLACEMENT AND PROMOTION – (Young Fives through Eighth Grade)

Students who enroll at CHCS will initially be placed in the grade that reflects their chronological age. If the student is able to perform the academic tasks required for that

grade, he/she will continue in that grade. If he/she is not yet ready, academically or socially, to perform at the level at which he/she was placed, we will place the student at the grade level that will provide the student with the greatest opportunity for success. Promotion from one grade to the next at CHCS will be based upon the student's demonstrated success in the previous grade.

CLASS STANDING – (9th through 12th grades)

The total number of credits he/she has accumulated will determine a student's class standing. The following chart, based upon an 8 period day, is used to determine a student's class standing at CHCS.

Freshman	Less than 8 credits
Sophomore	Minimum of 7 credits
Junior	Minimum of 14 credits
Senior	Minimum of 21 credits
Graduation	Minimum of 26 – 30 credits

SEMESTER EXAMS

Exams are held at the end of each semester. Senior High (9th – 12th gr.) exams cover the semester's work and count for 20% of the semester grade. Junior High students participate in the special exam schedule; however, junior high tests do not need to cover the entire semester's work but are major tests of exam caliber and figure into the nine-week grade for the semester.

A special schedule is established for exam week for 7th through 12th grade students. A strict policy of attendance is in effect. Only an absence due to a major family emergency or serious illness of the student will be excused. Any unexcused absence will result in a reduction of the student's grade. **A \$10 fee is also assessed for each exam that must be made up.**

There will be absolutely no communication or transmittal of information of any type during an exam. Students who communicate information during the exam will receive a grade of "zero" for that exam.

Seniors may be exempt from their second semester exams at the discretion of their teacher, if they have an 'A' average. No other students will be exempt from semester exams.

SEMESTER GRADES

Credit for classes taken at CHCS is recorded on a semester basis. Each semester is comprised of two nine-week marking periods. Students will receive a grade for each nine-week marking period. These nine-week grades are averaged (see below) to

determine a semester grade. Semester grades are the grades that are placed on the student's official transcripts.

Semester grades – Junior High (7th and 8th grades) semester grades are based on the average of the two nine-week marking period grades. A semester test is given at this level but is averaged with the students' second nine-week marking period work.

Semester Grades – Senior High (9th through 12th grades) semester grades are based on the average of the two nine-week marking period grades and a final exam grade. Each marking period grade counts as 40% of the semester grade and the final exam grade counts as 20% of the semester grade.

COURSES FAILED

Students in grades 9-12 who have a semester course grade below 60% fail that course for that semester and will receive no credit for that course. The course must be taken again if the student wishes to receive credit for graduation.

Students who fail the following courses **MUST** make them up before proceeding to the next higher course: English, mathematics, foreign language and science.

When a BIBLE course is failed, it must be made up during the summer or the student will not be allowed to return to Cadillac Heritage Christian School.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice annually to assist in communication between school and home. Of course, at any time of the year, a parent or teacher may request a conference.

STUDENT AWARDS – ELEMENTARY

- Perfect Attendance
Awarded to the students who have 0 absences and 0 tardies during the school year
- Excellent Attendance
Awarded to a student who has two or fewer absences or tardies during a school year.
- Total Student Award
Awarded to one student in each grade (3rd-6th) who has tried his/her best academically during the school year and has lived a life that is honoring to our Lord and Savior.

- Honor Roll
Awarded to students who achieve all *A*'s or a combination of *A*'s and *B*'s in any nine-week marking period.
- Academic Awards
Awarded to students who have the highest grade average or best achievement in each area of study or performing arts activity.
- Christian Character Award
Awarded to students who have best reflected the Fruit of the Spirit throughout the school year.
- Athletic Awards
Ribbons will be awarded to students who have placed first, second or third in their age groups during Elementary Track and Field Day.

STUDENT AWARDS – SECONDARY

- Total Student Award
Each year, one student from each combined class (7/8, 9/10, 11/12) is eligible to win the Total Student Award. The students who meet the following requirements will be eligible for the award. Of those students who are eligible to receive the award, the student who best meets or exceeds these requirements will be given the Total Student Award.
 1. Minimum of 3.25 GPA
 2. Positive Christian Attitude
 - a. Positive behavior
 - b. Obedient, respectful etc.
 3. Respected by adults
 4. Respected by peers
 5. Demonstrates maturity and responsibility
 6. Involvement in church and community activities
 7. Involvement in extra-curricular activities
- Academic Awards
Awarded to the student who has the highest GPA in each of the five core academic classes.
- Honor Roll
Awarded to students who achieve all *A*'s or a combination of *A*'s and *B*'s in any nine-week marking period.
- Athletic Awards *See Page 45*

GRADUATION REQUIREMENTS (Based upon an eight period day)

In order to receive a diploma from Cadillac Heritage Christian School, a minimum of 26 credits in grades 9 – 12 must be earned. One credit in Bible must be earned for each year of attendance at CHCS. A credit is equal to one year's work for a class meeting five periods per week. Students in grades 9 – 12 must also complete the reading requirement of nine books per year (prorated for partial year attendance). The following minimum requirements must be met:

<u>Subject:</u>	<u>CHCS College Prep Course of Study</u>
Bible	4 credits or a minimum of one credit for each year of HS study
English	4 credits
Social Studies	4 credits including US History and Gov't/Chr. Leadership
Science	4 credits including Physics and Chemistry
Math	4 credits one must be above Alg. II to qualify for Val./Sal.
Computer	2 credits
Foreign Language	2 credits one credit may be waived if enrolled in CTC or dual enrolled junior or senior yr.
Fine Arts/Music/Band	2 credits
Health	½ credit may be earned in 8 th grade
P.E.	1 credit may be earned by participating in athletics
Speech	½ credit may be waived if enrolled in CTC or dual enrolled senior yr.
Electives	3 credits may be waived if enrolled in CTC or dual enrolled junior or senior yr.
Total	26 – 31 credits

A minimum of seven credits must be taken each semester in Grades 9-10. A minimum of six credits must be taken Grades 11-12.

If Algebra I is taken in the 8th grade, it will count as a high school credit and will be figured into that student's GPA.

Health taken in the 8th grade will be reflected on the student's transcript as credit only and will be listed in the 9th grade year.

Calculus will be a weighted class with a possible 4.5 value for a student's GPA.

All CHCS High School students will be expected to meet the requirements of the College Prep Course of Study. If a student cannot meet those requirements, the following adjustments may be made with Administration approval. This will be considered a Standard/Basic Course of Study.

Subject	Must pass
Social Studies	3
Science	3
Math	3
Foreign Language	1

All other requirements from the College Prep Course of Study remain the same for students desiring to graduate.

All graduates must maintain a minimum 2.00 GPA to receive a diploma from CHCS.

CTC classes are entered as CREDIT on high school transcript. They are not part of the student's cumulative GPA.

In order for a student to receive recognition as Valedictorian, Salutatorian, or to be able to graduate with honors, that student must complete the College Prep course of study. To graduate with Honors a student must maintain a 3.5 GPA. To receive High Honors a student needs to maintain at 3.65 GPA, and to receive Highest Honors a student must maintain a 3.8 GPA.

Any senior who is failing a required course at the end of their first semester will not be placed on our graduation list until that grade is improved. A student who is still failing at the end of the third marking period should not plan to participate in commencement exercises.

Seniors must complete all late work for all subjects by the end of the school day, two school days before graduation or they will be excluded from participation in the commencement exercises. The Administrator may allow exceptions to this policy if there has been extended illness or other extenuating circumstances. In such cases, the student will be allowed to participate in commencement exercises, but the student's diploma will be withheld until all graduation requirements have been met.

All seniors are required to have participated in one, multiple-day **mission trip** during their 9th through 12th grade years in order to be eligible to graduate.

Any senior who, as a senior, is expelled from Cadillac Heritage Christian School will not be allowed to receive a diploma from CHCS during that academic year.

VALEDICTORIAN/SALUTATORIAN

The valedictorian will be required to have achieved a minimum of a 3.7 cumulative GPA through the third marking period of his/her senior year while following the College Prep

Course of Study. If no student has achieved the minimum GPA, no valedictorian award will be given. To be recognized as valedictorian, a student must have attended CHCS for both his/her junior and senior years.

The salutatorian will be required to have achieved a minimum of a 3.5 GPA through the third marking period of his/her senior year while following the College Prep Course of Study. If no student has achieved the minimum GPA, no salutatorian award will be given.

ACADEMIC PROBATION

Students whose grades fall below a 1.3 GPA will be placed on academic probation. Probation is a serious step, and the student should realize the gravity of this status. The procedure for probation is as follows:

1. A student is first placed on academic probation when the student's nine-week GPA falls to 1.3 or below. At this point the student is declared ineligible for all extra-curricular activities, the administrator meets with the student and his/her parents, and the student's work is closely monitored.
2. Should the student's GPA fall below a 1.3 for a second consecutive nine-week marking period, a decision will be made by the Administrator and the student's teachers regarding:
 - A. The continuing of probation for one more marking period only. If the student is granted an additional marking period to improve his/her grades, that student must achieve a marking period GPA of 1.31 or greater. If the student is unable to achieve a 1.31 or greater he/she will be expelled for failure to meet minimum academic standards.
 - B. Immediate expulsion from school for failure to meet minimum academic standards.

The administrator will meet with the parents of the student to explain the school's decision.

HOMEWORK

The assignments given as homework in grades 7 through 12 are designed to develop initiative, responsibility, and self-discipline in learning. They provide an opportunity to practice and apply concepts learned in class. Both reading and writing assignments are necessary.

Parents are asked to monitor their child's homework activity through the online school management program.

Students will receive reduced grades/points for late homework assignments up to and including “0” or “F.”

Lost textbooks, outside meetings, athletic contests, or failure to get the assignments from the teacher are not valid excuses for turning in late assignments.

INCOMPLETE ASSIGNMENTS – End of Marking Period

All incomplete assignments due to unplanned absences must be made up by the end of the first two weeks of the next marking period. A student who does not complete the work within the extension period will receive a zero for that work. The grade for the course will be re-computed and marked on the student’s report card.

MONITORING ACADEMIC PROGRESS

With the addition of an online school management system to our school, secondary students and parents may monitor a student’s academic progress at any point in time. It is strongly recommended that parents use the system to be aware of the progress their child is making at school.

Personal notes or phone calls may be sent or made by a teacher at any time during the marking period if the teacher feels that a parent needs to be made aware of a particular situation.

TEXTBOOKS

Student textbooks are on loan from the school. On the day of issuance, the teacher will record the book number and the student’s name in the class record book. **All books** owned by the school are to be handled with care, kept in good condition, and kept free from all marks. **Any fees associated with textbook damage must be paid prior to the issuance of end-of-year report cards.**

BIBLES

Each student is required to bring a Bible to school. The New King James Version and the New International Version, copyrighted prior to 1980 are recommended for use in our Bible classes. We do not recommend the use of paraphrases (i.e., Living Bible, Good News for Modern Man, etc.) for study work or Bible memory activities.

FIELD TRIPS

Classes will, from time to time, take off-campus trips to interesting and educational places. Before a student will be allowed to participate in a field trip, he/she must have on

file in the office a Field Trip Permission and Medical Emergency form signed by their parent or guardian. By signing this form annually, parents give permission for their child(ren) to participate in all field trips for which he/she is eligible. Before a class takes a field trip, parents will be notified in writing informing them of the destination of the trip, purpose of the trip, day and time of the trip, what items their child will need to be part of the trip, and when to expect their child to return from the trip. If a parent does not wish their child(ren) to participate in a particular field trip, that parent needs to notify the office, in writing, that their child(ren) will be excused from that field trip. If the field trip is part of a grade for a class, the child may be required to complete an alternate assignment or may not receive credit for that part of the grade.

Conduct while on field trips:

At all times, whether we are at the school building or on field trips, we are a reflection of Jesus Christ, our family, and our school. The Bible teaches that “A good name is more desirable than great riches; to be esteemed is better than silver or gold” (Prov. 22:1 NIV). It is extremely important that everything we do or say, everything we wear, and our actions reflect well on Jesus Christ, our family, and our school. The same behavioral expectations exist for field trips as we expect while our students are attending classes during the school day.

Proper dress for each field trip activity will be determined by the sponsoring teacher with the consent of the Administration and will be communicated to students and parents.

JUNIOR/SENIOR TRIP

Every year our Junior/Senior class goes on a trip. One year they will take a mission trip, and the next year they will take an educational/fun trip.

All trips must be approved by Administration at least two weeks in advance of the date of the trip.

The ratio of students to chaperones must not be greater than 6 students to one chaperone.

It is to be understood that all Junior/Senior trips are for the benefit and enjoyment of CHCS students and staff only. Therefore, no persons, student or adult, shall be allowed to participate in trips or trip activities who are not eligible CHCS students, staff or are designated as chaperones by the school administration.

TRANSCRIPTS

When requested, CHCS will provide two transcripts free of charge after graduation. A request for any additional transcripts will require a fee of \$5 payable to CHCS before the transcript will be sent.

CAREER TECHNICAL CENTER (CTC)

If a student in grades 11 or 12 desires to be allowed to attend a class or classes at the Career Technical Center, he/she must receive permission from the administrator. CHCS students are allowed to attend CTC afternoon classes only.

DUAL ENROLLMENT

Under certain circumstances, students at CHCS may be granted permission to enroll in a college class and receive credit toward their high school diploma. The school administrator must give permission for dual enrollment.

ATTENDANCE POLICIES

To develop the skills necessary to be a success in life, regular attendance at school is essential. Most courses of study are sequentially developed, which means that unnecessary absence reduces the student's ability to profit from the information being presented. Moreover, a student's attendance record becomes a part of his permanent record. Many employers consider attendance to be as important as a student's grade point average. In order to convey to students and parents the importance we attach to developing the habit of regular attendance for education and to clarify attendance requirements at CHCS, the following information is being provided.

SCHOOL DAY

Every day teachers participate in a devotional/prayer time from 7:40 a.m. until 8:05 a.m. Each day, one teacher is released from devotional/prayer time to provide adult supervision in the Patriots' Room from 7:40 a.m. until 8:05 a.m.

Because we cannot provide adult supervision of your children before 7:40 a.m., students will not be allowed to enter the building before 7:40 a.m. When entering the building, elementary students will go directly to the Patriots' Room. They are not to stop in any classroom to drop anything off. In the Patriots' Room students will quickly find a seat to wait for the bell that will release them to go to their classroom. Students may stand if they choose and move about to visit with other groups, but they may not move about in any way that is disruptive. The monitor may require a student to take a seat and stay seated if the student is being disruptive. NO students should be in the art room. Ninth through Twelfth grade students ONLY may be in the locker area. Students need to ask permission to use the restroom. Students may ask permission to visit the office if they need to pay tuition, pay for lunch, or call home for any reason. A bell is sounded at 8:05 a.m. to release all students to go to their classroom, at which time students are to get up, push in their chairs, and WALK to their classroom.

The school office opens for business each day at 7:45 a.m.

Preschool students are released at 3:10 p.m. All other students are released at 3:20 p.m. Students are expected to leave the building promptly at 3:20 p.m. Students will not be allowed in the building after 3:35 p.m. When school is dismissed at 12:00 noon, students will not be allowed in the building after 12:15 p.m.

Once students have exited the building at the end of the school day, they are expected to be picked up within 15 minutes. Any students who are required to re-enter the building will be placed under the supervision of a school employee until they are picked up by a parent or a parent-designated person. **Supervision of those students who are allowed back in the building will be provided by the school for an additional fee.** Please check with the school office to find out about the current fee schedule.

STUDENT DROP OFF AND PICK UP

We share the driveway with Independent Bible Church on the EAST side of their building. The driveway to the west of their building DOES NOT BELONG TO OUR SCHOOL. Out of respect for this neighboring church who blesses us by allowing us to use their building for elementary gym classes, please remember that we are to use only the EAST drive of Independent Bible Church. **NO ONE** is to use the **west** drive of IBC at any time.

Drop Off:

Students may be dropped off at the school building starting at 7:40 a.m. Parents are to drive up to the east entrance to the building and unload students. Students may enter through the Student Entrance and go directly to the Patriots' Room. They will remain in the Patriots' Room until 8:05 a.m. when a bell will be sounded to release them to go to their classroom. If a parent needs to leave their car to walk their preschooler into the building, they may park in front of the annex or in the IBC parking lot. All other parents who desire to enter the building will need to park in the IBC parking lot. No one is to park next to the dumpster or east of the tree line at the north end of the IBC parking lot. Please do not park and exit your vehicle in front of the school. This area is for quick drop offs only. Please do not park on the east side of our parking lot (where the teachers park) and walk across the "loop" area.

Pick Up:

Young Five through 12th grade students may be picked up starting at 3:20 p.m. Parents are to line up along the east side of the driveway and wait for their children to be released. When students are released, parents are to "drive the loop" to pick up their children. Teachers will assist students into their car. If a parent has an elementary student and a secondary student and the secondary student is not ready to be picked up when the elementary student is, the parent is to pull forward and return to the loop until the other student is ready to be picked

up. AT NO TIME IS ANY STUDENT ALLOWED TO WALK THROUGH THE “LOOP.” Parents may also park in the Independent Bible Church parking lot and walk through the trees to personally pick up their children. AT NO TIME should a parent park their car at the east side of the dumpster or the east end of the pine trees.

CLOSED CAMPUS

Cadillac Heritage Christian School is a “**Closed Campus**” community. Once students arrive, they are to remain on campus for the entire school day. Students may leave school by bringing a note signed by their parent/guardian, or by having their parent/guardian call the school office and signing out on the sign-out sheet in the office. A new permission slip must be filled out each time a student leaves campus early for non-school activities.

EXCUSED ABSENCES

Written Excuse

When a student has been absent from school for any reason, he/she is to bring a written excuse to the school office the first day he/she returns to school. The excuse needs to include the following information: the name of the student, the date of absence, the reason for the absence, and a parent’s signature. Parents may call the school office and provide the required information to one of the office personnel, whereby they will keep a record of the phone call. Absences without a written excuse or a phone call will be treated as unexcused.

Partial Day Absences

If a student arrives late for school, a note or telephone call is needed from his/her parent or guardian or the student will be given an unexcused tardy. Students who are late more than two hours will be given a one-half day absence. Students out of school more than four hours will be given a full day absence.

Notification is needed for any early dismissal. Students are to turn in early dismissal notes to the school office by 8:15 a.m. on the day they are going to be leaving early. Any exceptions must have the administrator’s permission.

All students who arrive after the scheduled start time for the school day or who leave before school is out must sign in or out at the school office.

Any student who is absent from school for any reason other than a medical/dental appointment on the day when a school activity is taking place after school or in the evening (practices, choir/band concerts, athletic events, etc.) will not be allowed to take part in the activity unless his absence was prearranged with the

administrator. The lack of participation will be considered as an unexcused absence.

Medical Appointments

As often as possible, medical appointments should be made after school hours. If an appointment is necessary during school hours, a phone call from the parent or a note should be brought to the school office by 8:15 a.m. the day of appointment.

Other Appointments

Appointments such as haircuts, shopping trips, etc. need to be scheduled at times when school is not in session.

Family Trips

Because the home is the center of the child's educational development, the school encourages family activities that involve the student in fruitful learning experiences; however, it is vitally important that vacations are taken during our school's vacation periods. Any student who misses school due to family or church sponsored trips, without prior approval from the administrator, will receive 0's in all subjects during the time he/she is gone.

College Days

Each junior and senior student is allowed two days per year for college visitation. Parents will submit notification to the office before the day of the trip.

Make-up Work for Excused Absences

Unexpected/Unplanned Absences

When a student is absent as the result of illness or an unexpected event, he/she has one day for each day missed to make up their work. For example, if a student misses a Tuesday, he/she has until Thursday to make up the work. The student, not the teacher, is responsible for remembering to turn in the work that was missed due to absences. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above.

Preplanned Absences

When a student preplans an absence, homework assignments are expected to be completed before he/she is absent. If the teacher desires, the teacher may permit the homework to be turned in within five days of the student's return to school. Any tests taken during the absence must be made up within those five days as well.

UNEXCUSED ABSENCES

Truancy and Class Cuts

Any student who leaves school without permission or incurs an unexcused absence will be subject to disciplinary action. Repeated offenses will result in suspension, probation, or expulsion.

Make-Up for Unexcused Absences

Class work, assignments due, or tests given on the day(s) of unexcused absences must be turned in or completed when the student returns to school. However, the student will receive no credit for those activities.

TARDINESS

First Period Tardiness

Being punctual for the first class of the day is extremely important. While unforeseen problems may occur in getting to school on time, every effort should be made to be in class before the late bell rings.

A student is permitted two unexcused tardies per marking period. On the third and each successive unexcused tardy, a detention will be issued and parents will be contacted. A sixth unexcused tardy may necessitate suspension.

To be excused, a student who has been tardy must provide a written excuse or a parent/guardian must call the school office by the next school day.

Classroom Tardiness

Students who arrive late to any class period are considered tardy unless they have with them a note from the office or a teacher. The same disciplinary procedure that is used for first period tardies will apply.

EXCESSIVE ABSENCES

Any student who misses fifteen days (or class periods) or more of school per semester, without school board approval, will not be given credit for the semester's course work.

EMERGENCY CLOSING OR DELAY OF SCHOOL

Occasionally it is necessary to have an emergency closing, delay, or early dismissal of school, usually due to inclement weather. When Cadillac Area Public Schools close or are delayed **for inclement weather**, CHCS will close or delay as well. If you live in a school district other than CAPS and your district closes or has a delay **because of**

inclement weather on a day when CAPS/CHCS are in session, we will honor that closure or delay and students will receive an excused absence. There may be additional times when CAPS will not be closed and it will be necessary for CHCS to have an emergency closing of school. Whenever it is necessary to have any emergency school closing, the following TV/radio stations will be notified:

TV 9 & 10	TV 7 & 4
TV 29 & 8	FOX 33

Families may also enable the school's online school management system to receive a text message regarding school closings.

CONDUCT AND EXPECTATIONS

CLASSROOM RULES – ELEMENTARY

It is the student's responsibility to be prepared for classes each day with the necessary materials and completed homework.

Students are to remain in their seats unless given permission by their teacher to get up.

When students wish to speak in class, they must raise their hand and wait until the teacher gives them permission to speak.

Each classroom teacher will have specific classroom rules that will apply to their students.

LUNCH PERIOD - ELEMENTARY

All food is to be eaten in the lunchroom. Courtesy and good manners shall be in evidence at all times. Each student is to clean up his/her area when finished eating. After a student has finished eating and wishes to leave the lunchroom area, he/she will raise his/her hand to be acknowledged by the lunchroom supervisor. The lunchroom supervisor will give the student permission to leave the lunchroom. The student will then place all trash in the appropriate trash container, leave the lunchroom and either return to his/her room or go outside, whichever is appropriate. Teams of students will be assigned on a daily basis to clean the lunchroom.

PLAYGROUND RULES

It is the desire of Cadillac Heritage Christian School to provide a safe and enjoyable playground experience for all of our students. To accomplish this goal, we need to implement the following rules:

1. No students will be allowed to use the playground area during school hours without an adult playground supervisor being present. The playground supervisor will wear a bright orange vest and have an athletic-type whistle as well as a clipboard which will contain a copy of the playground rules and blank disciplinary forms.
2. Any time that we have outside recess, all of our students are expected to actively participate in outside recess.
3. Students will be expected to demonstrate the love of Christ in all of their actions, words, and attitudes everywhere in the school buildings and on the playground. No other attitude will be allowed.
4. Students will refer to playground supervisors by their proper name: Mrs., Miss or Mr. followed by their last name. NEVER will a student address an adult by using the adult's first name.
5. Every student must play within the boundaries of the playground and position themselves to make sure that they can maintain visual contact with the playground supervisor at all times.
6. The playground area shall include the area bounded by the north side of the main school building, the sidewalk between the main building and the old annex, the north side of the old annex, an imaginary line going north along the east side of the old annex, then west along the north side of the basketball courts. The north side of the playground is bounded by the tall grass. The west side of the playground shall be the north half of the varsity soccer field. Only fifth grade students and above will be allowed to play on the soccer field.
7. All students on the playground will respond immediately to instructions given to them by the playground supervisor. When the playground supervisor blows the whistle one long blast, all students will immediately stop and look at the supervisor to see why the whistle was blown. When the supervisor blows the whistle three short blasts, all students will immediately stop and quickly go to the playground supervisor.
8. All playground equipment will be used in the manner it was designed to be used. Students must sit down when they use the slide. They may not walk or climb up the slide part of the slide. They may not stand on parallel bars. All body parts need to be inside the merry-go-round at all times.
9. To ensure everyone's safety, the following activities will not be allowed:
 - playing with sticks or icicles in a way that could cause harm to themselves or others or playing with any object that could cause physical harm to anyone
 - being involved in fighting, wrestling, games that involve tackling, reckless

horseplay or actions which involve pushing, hitting, kicking, karate movements, tripping, scratching, biting, pulling hair, spitting and kissing

- throwing snowballs, ice balls, wood chips or anything else
 - bringing skateboards, inline skates, water pistols, sleds and other dangerous objects to school.
10. No food or drink is allowed on the playground.
 11. No name calling, bad language, bullying or picking on other children is allowed.
 12. All students are to stay outside until recess is over. Students will be allowed to enter the building to use the restroom after they ask the playground supervisor for permission to do so.
 13. Jr./Sr. High students may not use the playground equipment while elementary students are still at recess and using the equipment.
 14. When the bell rings to end recess, students are to **quickly** go to their designated area, line up, stop talking, face forward with their hands at their sides and wait for their teacher to come out and walk them quietly to their classroom.

CONSEQUENCES FOR MISBEHAVIOR ON THE PLAYGROUND

First Offense:

Student will be written up and made to stand by the wall of the school, facing toward the school, for five minutes.

Second Offense: (Same Recess)

Student will be written up and immediately sent to the office. The classroom teacher will follow through with consequences for the students with a second offense.

EXCEPTION:

The following will result in a child immediately receiving a write-up and being sent to the office:

- **Intentionally hurting someone**
- **Showing disrespect or disobedience to the playground supervisor.**

A child who is sent to the office will need to see the administrator and appropriate disciplinary action will be taken.

CLASSROOM RULES – SECONDARY

Each classroom teacher in the secondary has a list of classroom rules posted in their classroom. All students are expected to abide by those rules. Classroom rules will include but are not limited to the following:

- Arrive to class on time
- Bring with you all materials that you will need for that class along with your required reading book
- Sit in your assigned seat
- If you wish to speak, raise your hand and wait to be called upon
- Participate in classroom discussion and activities
- Do not chew gum or eat candy in the classroom
- If you need to leave your seat, raise your hand and ask permission
- If you need to leave the room to go to your locker or cubbie because you forgot something, ask permission, sign out on the clipboard and you will receive a tardy. Three tardies equals one detention.
- Only one person will be allowed out of the room at a time.

LUNCH PERIOD - SECONDARY

All food is to be eaten in the lunchroom. Courtesy and good manners shall be in evidence at all times. Each student is to clean up his/her area when finished eating. All trash is to be placed in trash containers. Teams of students will be assigned, on a daily basis, to clean the lunchroom and empty the trash. Students are allowed to be in the lunchroom, the hall area just east of the lunchroom or outside of the building during lunchtime. Students may leave the designated lunchroom area to use the bathrooms, go to the office or visit a secondary teacher if they receive permission from the lunchroom supervisor. Students must stay on school property during the lunch period*. Students may not be in front of the building (east entrance) or in the parking lots during lunch period.

***EXCEPTION:**

At lunchtime on Wednesdays, juniors and seniors may be allowed the privilege of going off campus for lunch. Prior to any junior or senior leaving campus, the “Shack” must be properly staffed.

In order to receive permission to leave campus at lunchtime, juniors and seniors must have a written permission slip from their parents on file in the office that gives them permission to drive or to ride with another student. If a student is given permission to ride with another student, the name(s) of the student drivers that the student is allowed to ride with must be listed on the parent permission slip.

This privilege will be allowed so long as students are able to return to school at a time that will allow them to get to their sixth hour class without being tardy.

“Couples” may not leave school property together. Single students or a group of students numbering three or more may leave the campus during lunch, if they have complied with all school rules.

STUDY HALL RULES - SECONDARY

When possible, students are allowed to choose to take a study hall one period per day. To ensure that each student is able to receive the full benefit of a study hall, the following rules will apply:

- Arrive at study hall on time.
- Have with you all of the materials you will need, or that you might need, for that day.
- If you do not have anything to study, read your required reading book.
- Study hall is a place to study. No talking will be allowed unless specific permission is given by the teacher for a specific purpose.
- If you need to leave your seat, raise your hand and ask permission.
- If you need to leave the room to go to your locker or cubbie because you forgot something, ask permission, sign out on the clipboard and you will receive a tardy. Three tardies equal one detention.
- Only one person will be allowed out of the room at a time.
- Use this study hall time as an opportunity to demonstrate your maturity and self-discipline. The more that these attributes are demonstrated, the more privileges you will be able to receive.

SECONDARY SNACK POLICY

Snack Time will be the first 3 to 5 minutes of fourth period. Currently fourth period starts at 10:41 a.m. According to our Student Handbook, food is not to be consumed in the hallway (including the locker area) at any time.

All snacks must be dry snacks such as a package of nuts, pretzel sticks, energy bars, cheese sticks, cracker and cheese packages, etc. Any snack that requires a spoon or fork to consume is not allowed. Non-juicy fruit such as apples, sliced and in a sealed container, that can be consumed by hand or bananas will be allowed. No liquid is allowed except for water. All snacks must be completely consumed in the 3 to 5-minute time period. Except for this 3 to 5-minute time period, students are not allowed to sit in the classroom and consume food when the teacher is teaching. During this time period the teacher may begin classroom activity if they so choose.

Students are not allowed to consume any food except during the snack time in the classroom or lunch time in the Patriots’ Room. (Exception would be if a student has a medical condition, verified by a doctor, that requires them to consume food at pre-determined times.)

DISCIPLINE POLICY

While discipline is positive mental, physical, and moral training, there may sometimes be an element of correction as part of the discipline process. Our goal is to develop self-disciplined individuals who will exemplify Christ in their conduct and life style.

The basis for corrective discipline at Cadillac Heritage Christian School is found in Galatians 6:1 (NKJV):

“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted.”

Restoration is the purpose of discipline; it is not just application of punitive measures. We hope to accomplish the following through our use of discipline:

- help students strive to develop a lifestyle pleasing to our Lord
- encourage a positive response to authority
- apply Biblical principles to daily problems
- protect and build respect for the personal rights and property of fellow students, adults, and organizations
- help students accept responsibility for their words, actions and attitudes
- encourage complete honesty
- avoid behavior which may tempt a weaker brother
- assist the home as its extension in providing standards that would support the Biblical instruction therein provided.

CLASSROOM DISCIPLINE – MAJOR VIOLATIONS

Teachers will establish rules concerning general student behavior that will contribute to positive learning experiences in their classrooms. Cheating, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, or other offenses will normally be handled by the individual classroom teacher.

Major violations, which also include recurrent and unusual situations, will be referred to the administrator.

Examples of major violations include:

- Deliberate disobedience
- Insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel)
- Willful destruction/defacement of school or private property
- Use of profane or obscene language or actions
- Truancy
- Theft
- Use/sale/possession/distribution of drugs, alcohol, tobacco products, or any other controlled substance.

- Possession or use of fireworks, guns, knives or explosives
- Inciting and/or contributing to the disruption of the school program
- Forgery; plagiarism
- Endangering the health or safety of others
- Behavior in action and word that occurs on or off campus that is not consistent with the basic goals and objectives of CHCS.

Penalties for such violations, depending on their severity and frequency, include the following: detention, denial of certain privileges, suspension, probation or expulsion from school.

DETENTION

Administrative

Detention is a 30-minute time period which is set aside after school for those students who have broken school rules. Students who need to serve detention will be given at least one day's notice to make arrangements that will allow them to serve that detention. Missing a detention will cause the detention to double. A detention will take priority over a student's extra-curricular or athletic schedule. The accumulation of five administrative detentions in a semester will result in an "in-school" suspension. See: SUSPENSION section of the handbook.

Academic

Academic detention is a 30-minute time period that is set aside after school for those students who have failed to complete academic assignments in a timely manner. Students are required to spend that time in a supervised environment and must work on the class work that they failed to complete. Academic detentions are not included in administrative detention totals unless the student fails to comply with his/her academic detention requirements.

PROBATION

Probation gives a student an opportunity to correct a problem. If he/she does not improve to a satisfactory level, he/she will be expelled or asked to withdraw from school. The problems for which a student could be placed on probation are:

Academic (see Academic Section of Handbook)

Attitude—a rebellious spirit that is unchanged after much effort by the faculty and administration to cause the student to change or a continued negative attitude and wrong influence upon other students.

Disciplinary—continued deliberate disobedience of a teacher or of school rules or

committing a serious breach of conduct inside or outside of school which, in the opinion of the administrator or school board, has an adverse effect upon the school's testimony.

APPLICATION OF PROBATION

Notification of Probation

A conference will be held including parent, teacher(s) and/or administrator to give notification and explanation of the probation.

A letter explaining the probation and making suggestions for parental and student action is sent to the parents after the conference.

Limitations of Activities

A student on probation may not participate in extra-curricular activities and the student will relinquish all positions of trust and responsibility at the school while on probation.

Length of Probation

Probation is for nine weeks. It begins immediately after the conference. If the situation that is being worked on continues to deteriorate during the probationary period, the probationary period will end and expulsion will take place.

Evaluation at the End of the Probationary Period

If a student demonstrates satisfactory progress during the probationary period, he/she is removed from probation and restored to full status upon the recommendation of his/her teacher(s) and the school administrator. Parents will be notified at a conference.

If the administrator and teacher(s) do not feel that the student has made sufficient improvement during the probationary period, the student will be brought before the school board to be expelled from school. Parents will be notified about this action at a conference with the administrator.

SUSPENSION

Suspension is a time period during which the student is not allowed to attend classes or extra-curricular activities due to a major violation of school rules.

In-School Suspension

The student is required to attend school but works on a specific project in the office or library for the day. During an “in-school” suspension, regular class work is required to be completed and turned in; however, no credit is given for that work.

Out-of-School Suspension

For more serious violations, students will be required to serve an out-of-school suspension. The administrator will determine the length of suspension.

All other requirements listed under probation also apply to suspension.

EXPULSION

Examples of situations that could lead to expulsion are listed above under Major Violations. Students will be expelled from school when it is in the best interest of the school for them to be expelled.

RE-ADMISSION TO SCHOOL FOLLOWING EXPULSION

Once a student is expelled, he/she may not re-apply for admission for the remainder of that school year. Permission to re-apply will be at the discretion of the administrator and must include information that there has been a significant change in attitude and behavior on the part of the student. At that point, the student will go through the same channels for admission as a new student (interviews, etc.) in addition, he/she will have an interview with the board of education of the school. If the student is accepted for re-admission to the school, he/she will re-enter under a probationary status that will be defined to both the student and the parents at a conference and in writing.

DRUG TESTING

Students who enroll at CHCS, by the fact that they have enrolled in the school, voluntarily submit to random drug/alcohol testing if the administrator or school board believes it is in the best interest of the school to conduct such testing.

COMPUTER SYSTEMS USE AGREEMENT

Cadillac Heritage Christian School, referred to as CHCS, is entering into this Computer Systems Use Agreement with the student and the student’s parent/guardian to provide mutual understanding about the use of the Internet and the CHCS computer systems.

General Consideration

CHCS is making resources of the Internet available as part of its overall educational program in a manner consistent with its mission statement and in conformity with the highest level of intellectual development. It is understood that CHCS intends for the Internet to only be used by the student as an educational tool. It is understood that users of the Internet have access to vast resources of information and material and it has been widely publicized that some of the information available on the Internet does not have educational value. Although CHCS intends to use appropriate censor ware, the limitations of such software imply that CHCS does not have total control over the extent and nature of all accessible material and information on the Internet. The student must be under on-site supervision when they are on the Internet in school. On-site supervision means the staff member responsible for the student is physically present in the room in which a computer is being used or the Internet is being accessed by the student. NO student will be allowed to use a computer or access the Internet without a staff member present.

It is understood that students using the Internet shall remain responsible at all times for accessing, using, and referring to only such materials which are directly related to their school work. The student user, in consideration for having access to the Internet, agrees to become aware of all guidelines and policies regarding acceptable use of the Internet as established from time to time by CHCS and/or the school Internet service provider. The student and his/her guardian understand that access to CHCS computer systems is being made available only as a privilege, and not as a right pursuant to any enrollment contract or any other implied agreement. Any inappropriate use of the CHCS computer systems can result in cancellation of such privilege and/or other school disciplinary action.

No Express or Implied Warranties

CHCS is not making any warranty either expressed or implied, for the information, data or experience obtained by the student in using the computer system, including the Internet. CHCS will not be responsible for damages of any nature, which the student may suffer, or claim to suffer, as a result of the use of the computer system including access to the Internet. Such damages will include, but not be limited to, exposure to controversial, obscene or offensive materials, the loss or misdirection of data and information, or any claims by other users of the Internet for any and all damages, which may be incurred by the user.

Acceptable and Appropriate Use

Cadillac Heritage Christian School reserves the right to monitor and access all student Internet and technology activity and communications as well as inspect any data residing on school equipment and networks.

- A. All communication on the Internet will be polite and appropriate. Communications that can be reasonably characterized as negative or abusive of other individuals are not acceptable.
- B. The use by the student of any information or data from the Internet in connection with any writings or publications shall be subject to appropriate citation of the source. The student will be subjected to the CHCS rules regarding plagiarism.
- C. Students are not permitted to load software on school computers.
- D. Students should not expect that files and other information stored on the school's technology systems will be private.
- E. Students are not permitted to access any part of the operating system of a given computer or computer network.
- F. Students are not to delete, add, or alter any data other than their own.
- G. Students are not to deliberately destroy or diminish the value or effectiveness of any technology system. This includes but is not limited to vandalism, creating or uploading viruses, and the careless use of food and drink.
- H. Students are prohibited from trespassing in anyone else's files.
- I. Students are prohibited from violating copyright laws.
- J. Students will not participate in cyberbullying.
- K. Students are prohibited from sending or displaying offensive messages or pictures.
- L. Students may not access social media.
- M. Students are prohibited from using the school's network to access or download music for personal use.

STUDENT:

By signing the Covenant Commitment (see page 53), the student states that he/she has read this document completely and carefully. The student's signature further signifies that in the event of any questions about the terms or meaning of this Agreement he/she has had the opportunity to ask questions of his/her guardian/parent and/or the CHCS systems administrator and/or computer teacher. The student further understands that any violation of this Agreement and/or any laws applicable to the use of the Internet (including copyright or licensure laws) is inappropriate and may constitute a criminal offense. In the event of such a violation, the student understands that a loss of computer

privileges may result and/or school disciplinary action may be taken. It is further understood that any such violation by the student may be subject to legal action.

PARENT/GUARDIAN:

By signing the Covenant Commitment (see page 52), I hereby signify that I am the parent or guardian of the student entering into this Computer Systems Use Agreement. I understand that the Internet access is intended only for educational purposes. I recognize that it is impossible or unreasonably difficult for CHCS to eliminate student access to all controversial material on the Internet. I agree that CHCS will not be charged with the responsibility for material acquired on the network, either directly or through dissemination by other users.

I hereby give permission to CHCS to allow my son/daughter/ward to use the Internet. I further agree to remain responsible for any charges incurred by my son/daughter/ward in the course of his/her Internet use. I am verifying that I have fully read this Agreement and I intend to be bound thereby.

Parent or Guardian Agreement Option

If a parent or guardian does not want their child to have access to the Internet that parent/guardian needs to provide a letter to the school office indicating their desire that their child be excused from all Internet activity.

DRESS CODE PHILOSOPHY

Christians are admonished by Scripture to observe the principles of modesty and the glorification of God (I Corinthians 10:31, I Peter 3:3-4). We believe a dress code serves to give the student a distinctive appearance, encourage the Christian walk and witness, produce school pride, and create an atmosphere conducive to learning. Cadillac Heritage Christian School is a conservative, traditional, American, educational ministry. The image we wish to present to the public is one that reflects those beliefs and values. We desire an image that demonstrates a modest, conservative, clean cut, traditional look. For that reason, we have enacted the following dress code.

NOTE TO PARENTS: One's apparel or adornments should grace the life by directing subtle attention to the inner person rather than the physical appearance. We feel it is the parents' God-given responsibility to care for the adornment and decorum of their children by teaching and enforcing Godly dress. Clothing styles are cultural, and cultural standards are not always right or wrong; however, in a day of constantly deteriorating cultural styles, we feel we must set minimum standards that will bring honor and glory to Jesus Christ.

DRESS CODE ELEMENTARY AND SECONDARY

Students may wear the following:

- Heritage Pride short or long sleeved polo shirts
- Heritage Pride crew neck sweatshirts with collared shirt or turtleneck worn under sweatshirt
- Heritage Pride sweaters (pullover or cardigan) with collared shirt, Heritage Pride shirt or turtleneck worn under sweater
- Heritage Pride fleece vests or jackets with school appropriate shirt
- Heritage Pride hooded sweatshirts with school appropriate shirt (on non-dress up days for secondary students.)

Heritage Pride tops will contain either the words “Cadillac Heritage Christian School”, the word “Patriots”, the word “Heritage”, the letters C.H.C.S. or the school Patriot logo and will be available for purchase through the school office. No ‘home made’ Heritage Pride shirts will be allowed.

Acceptable pants are neat, clean dress slacks, jeans and elastic waist pants or capris for girls with no holes or frayed cuffs. Boys’ pants need to be one solid color. Girls may wear printed or solid Palazzo pants. Solid color sweat pants are allowed in Preschool, Young Fives and Kindergarten.

Pants are to be worn with the waist line of the pant at the waist line of the person.

Starting in the fifth/sixth grade classroom, belts must be worn when pants have belt loops. Also starting in the fifth/sixth grade classroom, boys’ shirts (and girls’ tops when appropriate) are to be tucked into the pants so that the belt is clearly visible.

If the girl’s top has a square cut bottom it may be worn outside the skirt/pants but the length must be such that the midriff is completely covered at all times. Girls shirts that have a full button front, need to be buttoned up and not worn open, layered over another shirt. Dressy jackets, cardigan sweaters, and blazers may be worn open over a school appropriate shirt. Girls tops that have “shirt tails” (like boys shirts) need to be buttoned and tucked in and if belt loops are present, a belt will be worn.

If the girl’s top is not long enough to completely cover the body when bending over or reaching up, an appropriate undergarment must be worn.

All girls’ clothing must be of such a texture, color, and fit that foundation garments are not revealed.

OR

Students may wear non-Heritage Pride collared polo/golf shirts with acceptable bottoms. Girls may wear traditional, non-collared tops (not T-shirts).

All tops, if they are not Heritage Pride tops, must have no writing, pictures, graphics, advertisement, or corporate logos printed or embroidered on them.

Girls may wear dresses or blouse and skirt outfits. Dresses and skirts are to be modest in appearance and the length is to be such that the dress/skirt covers the knees when the person is seated. Leggings may be worn under the skirt/dress but the length still needs to be such that the knees are covered when seated. Leggings are NOT to be worn as pants.

Boys may wear traditional collared dress shirts, pullover or cardigan sweaters with acceptable tops underneath or pullover or zip up fleece with acceptable tops underneath with dress slacks or jeans that are clean, neat and with no holes or frayed cuffs.

On WEDNESDAYS the Heritage Pride T-shirt may be worn as an outer garment. Heritage Pride athletic team shirts (with administrator approval) will also be allowed on WEDNESDAYS. On all other days, no T-shirts may be worn as an outer garment. If T-shirts are worn as an under garment, they are to be of a solid color that blends with the outer garment. They may be either short or long sleeved and have no lettering or graphics on them.

Boys' and girls' hair needs to be clean and neatly kept. No faddish or outlandish hairstyles or hair colors will be allowed. Boys' hair must be short enough to be off the eyebrows when falling naturally, and off the collar of an approved shirt. Their hair may not cover more than the top third of the ear. Boys' hair may not be clipped back with barrettes, bobby pins, etc. or ponytailed.

Shorts made from a firm material such as would be used in traditional or classic dress slacks may be worn before Thanksgiving Break and after Spring Break.

Shorts must be loose fitting and no more than two inches above the knees or have at least a 7-inch inseam. Shorts may be one solid color or plaid.

If pants or shorts have belt loops, a belt must be worn.

Watches, rings, modest bracelets and necklaces may be worn. Boys must ensure that their necklaces are inside of their shirts.

Girls may wear earrings. No more than two pierced earrings may be worn at one time in one ear.

No body piercing or tattoos are allowed for any student.

No hats are to be worn in the school building.

Sandals with heel straps may be worn. No flip-flops or thong sandals will be allowed.

No camouflage pants, shorts, shirts, fleeces, or jackets may be worn in the classroom. Camouflage outerwear to and from school is acceptable.

No bib overalls, sweat pants or warm up pants are allowed.

DRESS CODE ADDITIONS FOR SECONDARY (Grades 7 – 12)

“Dress Up” days are Tuesdays and Fridays. NO jeans may be worn on Dress Up days. Jeans are identified as any pants having patch pockets and/or rivets and/or welded seams. Flannel shirts will not be worn on “Dress Up” days.

Boys: Sideburns, if worn, are to be neatly trimmed and may not go lower than the bottom of the ear. **No facial hair is allowed.**

Shirts and blouses/dresses are to be worn with no more than one top button, other than the neck collar button, open.

ACTIVITY DRESS CODE

Students are to dress in “good taste.” The dress should be appropriate to the occasion and in keeping with school dress standards that are expressed in the introduction of this code. Sport clothing in good taste, such as slacks, school-code-length shorts, good jeans, and other modestly-styled clothes are appropriate for attendance as a spectator at school concerts or plays, athletic events and participation in school sponsored casual social events.

The dress code for field trips and extra-curricular activities will be Heritage Pride shirts and appropriately coordinated pants for boys and pants or skirts for girls. The teacher(s) conducting the field trip (subject to prior administrative approval) may establish exceptions to the rule.

DRESS CODE ENFORCEMENT

The school administrator reserves the right to require any student to modify hairstyle or dress.

All dress code regulations apply from the time the student arrives on campus until the student leaves campus.

If a student has a question as to whether or not an item of clothing should be worn at school, the student should bring the garment to school and ask if it is appropriate. A good rule to follow is “If you have to ask if the clothing is appropriate to wear, don’t wear it!”

Dress code violations will be referred to the administrator who will have the option of requiring the student to call home for appropriate items or issuing a detention.

RESPECT

All students are expected to show respect for authority at all times. Each student is expected to cooperate fully with the administration, faculty, and staff, and observe all regulations established by the school. Any disrespect for authority shown by attitude, actions, or words will result in disciplinary actions.

A student at CHCS will show respect at all times for God, His Word, and prayer. He/she will display this respect in all classes especially in chapel services, specifically through reverence and an absence of talking.

CODE OF CONDUCT

The Christian life is one of control—not merely self-control, but CHRIST-CONTROL. True joy is found in submitting to Him and taking His “yoke” (Matthew 11:23-30). It is by outward control that we learn self-control. By submitting to the authority of the home, school, and church, we learn to yield to Christ. Each student’s conduct should be brought into harmony with the principles of God’s Word.

At CHCS we realize that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in areas harmful or offensive to self or others.

It is not our attempt to provide a long list of things that a student cannot do, however, some areas demand attention:

Use of coarse or vulgar language and practices which would be detrimental to a Christian’s character and body, such as use of tobacco, alcohol, or illegal drugs is not permitted. Use or possession of these will subject the student to immediate suspension and are grounds for expulsion.

Exposure to movies, music, television and literature should be supervised by parents in accordance with Philippians 4:8 (Phillips translation), “If you believe in goodness, and if you value the approval of God, fix your mind on the things which are holy and right and pure and beautiful and good.”

Christian conduct is expected of students at all times (both on and off campus). Remember, you are representing your Lord Jesus Christ (as well as Cadillac Heritage Christian School) and His standards twenty-four hours a day.

SOCIAL CONDUCT FOR SCHOOL AND EXTRA-CURRICULAR ACTIVITIES

Our present society has moved away from Godly standards that have controlled the relationships between men and women in the past. The natural desires of man are being allowed to run their course with a minimum of control. People in the world today criticize high standards as being, “old-fashioned” or “unnecessary in our day,” especially regarding associations between boys and girls. Modesty, discipline, and Biblical standards of behavior never become “old-fashioned or “unnecessary.”

In view of the fact that our society is plagued with moral problems and loose relationships which cater to the desires of the flesh, and the fact that Christians are not immune to those pressures, CHCS seeks to discourage excessive attention of one person to another person of the opposite sex during school hours.

Wholesome, God-glorifying relationships, however, are encouraged. Our aim is not to squelch good boy-girl relationships, but rather to maintain conduct that is within the bounds of good taste, demonstrates regard for the conscience of those around us and allows students to focus on the primary reason they are in school.

The following policies have been established to encourage proper conduct with the opposite sex:

1. Students shall refrain from bodily contact that is generally associated with a “boyfriend/girlfriend” relationship.
2. Cadillac Heritage Christian School reserves the right to advise and /or discipline the student with regard to any relationship which:
 - a. violates item 1;
 - b. is not conducive to Christian growth;
 - c. is affecting the academic performance of the student. (This applies to all regulations concerning appearance and conduct.)

AM I MY BROTHER’S KEEPER?

The Biblical answer to this question is “YES!” If we love our brother as we are instructed in God’s Word, we would want to keep him from actions that would cause him or others harm. We are also warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be SERVANTS

OF ONE ANOTHER (John 13:1-16; Philippians 2:1-8). We need to express love through encouragement and sympathy, especially when the other person is “down.” We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

We are not to be gossipers or to be destructive with our tongues (Colossians 3:8). We can badly hurt others (or be hurt ourselves!) by criticism and tale bearing. Even as our standards for music, dress and social relations are obviously out of step with society, Christian concern for others is even more radical—and one in which we all need more of God’s grace!

We also have much to learn about our response to the wrongdoing of others. There are times when it is necessary to “report” someone (i.e., when someone or something is in danger or they are breaking school rules). There are many times, though, when we are “wronged” by others. In that case, we are to follow the Matthew 18 principle. In Matthew 18:15-17, we are told that we ought to go to the offender, after making our own hearts right before God, and get things straightened out. If, after going to the offender, there is no response, we are told to go again and to take others with us. If we do not follow through on our responsibilities, we could hurt our brother by allowing him to get deeper into sin. Allowing an inappropriate or improper situation to continue could cause hurt to others, lose valuable Christian relationships and negatively affect our way of life at CHCS.

If, after using the Matthew 18 principle, the situation/problem is not properly resolved, we are to take the information to the school authorities so that they can resolve the situation.

STUDENT ACTIVITIES

Every student enrolled at CHCS **MUST** participate in at least two extracurricular activities each year. Extracurricular activities include athletics, student government, yearbook, vocal music, band, drama, praise team and photography.

ATHLETICS

At CHCS, athletics are designed to play a vital role in the development of a student’s physical body, moral character, and spiritual growth. Because we are a Christian school, it is expected that our students will demonstrate a higher standard in behavior, dress, competition and attitude. As Christians, we are constantly on display. People want to see if there is anything different in our attitude, in the way we act and in the way we play. We belong to Jesus Christ; thus, we are commanded to be His ambassadors and to do all things in His name, decently and in order. We are to do all things as unto the Lord (Col. 3:23).

The same principle applies to our “fans in the stands” as well. They are being watched, also. Again, people want to see how the fans will react to officiating or poor sportsmanship by a player on our team or on the other team. We must guard against anything that would bring disparagement upon the name of Christ. Our adversary would do anything to cause the name of Christ to be brought under criticism. We desire to show forth Christ to the community through our attitudes and our actions.

Philosophy

I Corinthians 10:31

“. . . whatever you do, do all for the glory of God”

Interscholastic athletics, especially at the Varsity level, are designed to allow the very best student athletes who attend one school to compete in a contest against the very best student athletes of another school. The opportunity to participate in interscholastic athletics is a privilege for CHCS students and must be earned.

That privilege is earned based upon academic performance, demonstrated spiritual maturity, a willingness to sacrifice to be a part of the team, hard work at practice, demonstrating a positive, disciplined attitude and developing the skills necessary to participate in the sport.

The opportunity to participate in athletics is one of many tools CHCS will use to help develop spiritual maturity, self-control, self-discipline and good character.

Goals

We seek to develop athletes whose character, attitude and conduct glorify God and not the athlete.

We seek to have a well-rounded program in which every student will have an opportunity to participate.

We seek to place the greater emphasis upon instilling the “will to win” rather than a “win at any cost” mentality.

We seek to teach unity through team play, personal sacrifice, obedience through the player-coach relationship, and disciplined commitment through required practice.

We seek to assist each individual in achieving his or her maximum potential in the development of a strong, healthy body and an alert mind.

Conduct

Athletes and cheer team members represent our Lord Jesus Christ and CHCS. They are placed in the “public eye” more than our other students and are expected to present themselves as young ladies and gentlemen at all times. We expect exemplary behavior while traveling to and from the game site, at the game and in all public places such as restaurants. The inability to conduct oneself appropriately can result in loss of privilege to participate in athletic activities.

Dress Code

Game day dress for boys shall consist of either a Heritage Pride shirt (navy blue, red or white) and navy blue or khaki slacks or a dress shirt and tie with navy blue or khaki slacks. Game day dress for girls shall consist of a dress, skirt and blouse or a Heritage Pride shirt (navy blue, red or white) with navy blue or khaki pants or skirt. Team coaches, with permission of the athletic director, shall determine which of the acceptable clothes shall be worn by their team. Cheer team members may wear their warm-up suits to and from the games. Student athletes are to wear game day dress to and from all games whether home or away. Student athletes who remain at the gym or field to watch subsequent games will change back into game day dress or into *approved team items. (See the athletic director for specifics.)

Eligibility

Athletes are required to maintain at least a 70% (C-) average in all major academic subjects and not be failing any subject. Determination of eligibility will be made on Monday based upon information provided to the athletic director by the teaching staff. Eligibility covers Tuesday of one week through Monday of the next week. Coaches and athletes will be informed on Monday if they are ineligible for that week. Athletes found ineligible for that week will not participate in games until the following Tuesday. If the athlete is ineligible a second week during the season, they will not participate in practices or games for that week. If an athlete is ineligible a third week during the season they will be removed from the team for the remainder of that season. Ineligible weeks need not be successive.

Athletes who demonstrate, through their attitude or behavior, any non-compliance with the Secondary Student Handbook can be declared ineligible for any specified period of time.

Physicals

Each player must have a current physical examination on record in the school office before he/she will be permitted to participate in practice or games.

Practices and Games

Student athletes need to realize that commitment to a team/sport is just that, a commitment. **When an athlete commits to a team they are required to be at all practices, team meetings and games.**

Practices will be held on a scheduled basis allowing for continuity in training. Any absence from practice or games must be arranged, in advance, with the coach, who will determine if it is excused or unexcused. Emergencies, illness, or family vacations during school vacation times will be excused. The first unexcused absence will result in sitting out 1 game. A second unexcused absence will result in missing 3 games. Incurring three unexcused absences from practices or games will result in removal from the team.

An athlete will not be able to participate in any practice or game if he or she is absent from school for any reason other than a medical/dental appointment on the day of the event.

In the event of an injury, the coach/school reserves the right to require a doctor's release to return to practice and games.

Coaches will prepare and make available to all of their players, and their players' parents, a list of rules for participating in their sport.

Fees

Each student athlete is required to pay an athletic fee to be able to participate in a sport. (See the current year's Tuition and Fees Schedule). This fee helps fund the athletic program but by no means does it cover very much of the expenses. If the athletic fee is a financial hardship for a family, special arrangements can be made with the athletic director or administrator. Failure to pay the athletic fee on time may result in the athlete sitting out games until it is paid. Athletes may be required to participate in fundraisers to help support the CHCS Athletic Program.

Transportation

Student athletes may drive themselves to the gym after school to attend practice. Students may not transport any other student, other than siblings, without prior written permission from both sets of parents. Please ask the school office for the appropriate form.

We depend on volunteers and coaches to transport athletes and cheerleaders to and from all away games. Athletes and cheerleaders will be asked to contribute money for each away game to help offset the cost of transportation.

Athletes and cheerleaders are required to ride in a school designated vehicle with an approved driver. No student/student athlete of CHCS will be allowed to drive themselves or other student athletes to or from away games. All persons who wish to drive student athletes must be approved by the administrator or the athletic director and have appropriate clearances on file in the school office. Students are expected to ride home with the same person/vehicle who took them to the game. Anyone wishing to ride home with someone other than the one who took them to the game needs to provide a note signed by their parents indicating the name of the person with whom they may ride.

Prior to an away game, a memo prepared by the athletic director will appear in the Town Crier informing parents of the departure time, approximate return time, and the amount of money required for transportation.

Electronic Entertainment Equipment

Athletes may not bring any electronic device to any away game for the purpose of entertainment (i.e. music, movies, texting, internet surfing, etc). Travel time to and from games is for building relationships with team members through conversation.

Food

For every away game, students should bring food for themselves or money for a stop at a fast food restaurant.

Spectators

The importance of parents behaving as model spectators cannot be over-emphasized. In a world full of negative examples of sportsmanship, CHCS trusts that its parents and family members will maintain the highest level of decorum during athletic contests. It is especially requested that parents and family members refrain from negative comments toward the officials, coaches, or players involved in the contest.

Athletic Awards

Elementary and Junior High athletes do not receive special recognition awards for athletic participation.

Varsity athletes are eligible to receive:

Patriot Award – Presented to the athlete who best exemplifies Christ with his/her actions, conduct, and attitude in games, practices and in his/her daily life.

Most Inspirational – Presented to the athlete whose attitude, hard work, enthusiasm and encouragement caused other players to want to do a good job.

Character Awards – Given at the coach's discretion to the athlete or athletes who have displayed specific, positive character qualities throughout the season.

STUDENT GOVERNMENT

Student government is comprised of five officers (chaplain, president, vice president, secretary, and treasurer) and at least one representative from each of the secondary classes. The chaplain, president and vice-president must come from the junior/senior class. All student activities and fund-raisers are coordinated through student government with the approval of the administrator.

YEARBOOK

The students at CHCS may publish a school annual. Advertisements will pay for most of the cost but a charge per yearbook will be made.

BAND AND VOCAL MUSIC

Band and vocal music are academic classes as well as extracurricular activities. The extracurricular aspect of these classes include the two evening concerts that are performed and any other special performances which may be arranged.

HEALTH SERVICES

FIRST AID

The school is equipped to handle minor problems. If a student becomes ill or is injured, parents will be contacted to make arrangements to pick up their child.

MEDICATION

By state law, the school is not permitted to give out medication (not even aspirin) without the parent's or a doctor's permission. While at school, students are not permitted to carry medication. They must turn all medications in to the school office so that an adult school employee can oversee the administering of the medications.

COMMUNICABLE DISEASES

When a student becomes ill with the following diseases, the school must be notified immediately and the student must be excluded from school.

Rubeola – 10 day Measles
Mumps
Scabies
Scarlet Fever
Impetigo

Rubella – 3 day Measles
Conjunctivitis – “Pink Eye”
Whooping Cough
Chicken Pox
Ringworm

If a student is exhibiting any symptoms at any time of communicable disease, please do not send that child to school.

Please keep your child at home until they have been fever free for at least 24 hours.

HEALTH RECORDS AND IMMUNIZATIONS

Each new student must submit to the school office written verification that all required immunizations are up-to-date or have obtained the appropriate waiver. For Young Fives through 12th grade students, this information must be on file in the school office within 15 days of the first day of school.

MISCELLANEOUS STUDENT INFORMATION

AUTOMOBILES

The use of an automobile is a privilege at CHCS. The following regulations must be followed:

Students desiring to be allowed to drive a car to school must receive permission from the administrator. Students must register the car/cars they will be driving with the school office.

If a car is mishandled, a warning will be issued. A second offense will result in forfeiture of automobile privileges for two weeks. A third offense will require forfeiture of driving privileges for the school year.

Student driven cars must be parked in the designated student parking area.

No students are permitted in cars or in the parking area at any time during school hours without permission from a staff person or the administrator.

Students will use only the east driveway of the Independent Bible Church parking lot.

Students may not transport any other student to or from school other than family, without prior written permission from both sets of parents on file in the school office. Please ask the school office for the appropriate form.

BUSES

Students who use the Cadillac Area Public School buses are reminded that they are to be a positive testimony when riding the bus.

CARE OF SCHOOL AND PERSONAL PROPERTY

Cadillac Heritage Christian School belongs to God. The way that school property is maintained and cared for is important in affecting the Christian testimony of the school and its students. Willful damage, defacing or destruction of school property will not be tolerated. All damage must be paid for, whether willful or accidental. Willful damage will also be subject to disciplinary action.

CHURCH ATTENDANCE

Believing that our role at CHCS is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at a church of their choice. We do not feel that we are working in harmony with the home if the family is not active in its local church.

CLASS RINGS

Students who are freshmen or above may order class rings.

ELECTRONIC ENTERTAINMENT EQUIPMENT

Students may not bring to school any radios, recorders, TV's, CD players, DVD players, M 3 players, iPods, electronic games, or anything that would detract from the educational atmosphere. Exceptions may be allowed for a special purpose if they are approved by the administrator.

CELL PHONES

Students may bring cell phones to school. When the student arrives in the school building, cell phones must be placed in the student family's mail box. Students may pick up their cell phone after school is dismissed and they are leaving the building on their way home. Students waiting for a ride home after the end of the school day may NOT use their phone. If a student needs to use their cell phone to make a call during the school day or after school if they are waiting for a ride, they are to come to the office and ask permission to use their phone. They will make the call from the office area with an adult school employee monitoring the call.

KINDLE, I PADS, OTHER TABLETS and LAPTOPS: (Hereinafter referred to as a device)

Students may use a device to read a book, or work on a school project or homework. It must be used in a classroom only with an adult in the room supervising. Devices may not be used before school, at lunch time or after school on school property. A teacher has the right to request to see a student's device at any time to ensure proper use of the device. Devices will not be used to access social media, check personal email, or participate in conversations with anyone online. Violation of these policies will result in that student no longer having permission to use any device on school property.

EMERGENCY LOCK DOWN PROCEDURE

When it becomes necessary to lock down the school building, we will sound the school bell in a series of THREE short rings. The series of THREE rings will be repeated several times to ensure that everyone is aware of the situation. If you are in the old annex you will need to listen for the outside bell which will be sounded in the same manner as the inside bell. If you are in the new annex you will receive a call from the office advising you of the lock down. When the bell rings, teachers will immediately lock their classroom door, move their students to an inside wall away from the door, and to the best of their ability, away from an exterior window. Teachers will cover the interior door window so that someone from the hall cannot see into the room. Each room will have a laminated red card and a laminated green card. If everything is O.K. in the room, they will slide the green card under their door into the hallway. If there is a problem in the room, the teacher will slide the red card under the door and into the hallway. Students will remain in their position until someone from the office comes to the room and personally unlocks the door. **DO NOT LEAVE YOUR ROOM FOR ANY REASON**, even if the fire alarm sounds or if you hear someone's voice that you recognize. It may be an attempt by the intruder to have access to our students. During the time we are in lock down mode, staff or students will not respond to any knocking on the door or any voice commands. Do not allow anyone to go to the door to look and see what is happening. Staff will shut off their cell phone as soon as they have positioned their students in a safe place in the room. They will wait for the office person to come to the room to unlock the door.

FIRE DRILL

State law requires periodic fire drills. Each classroom shall have an evacuation plan posted in that classroom. At the sounding of the fire alarm system, each student must leave the classroom and walk, in an orderly manner, single file to their designated place on the playground. All doors and windows must be closed. Silence must prevail during the entire procedure. After students have exited the building, they are to stay together in their designated area with their teacher. Roll call will be taken, and a report sent to the staff person who is monitoring the evacuation process. Students are to remain in their group until dismissed by their teacher.

TORNADO

1. Should a tornado warning be given, no student will be dismissed from school. (See Item #3 below.)
2. If a tornado watch is in effect at the close of school, there will be no after school activities. All students will depart for home at the completion of the school day.
3. Parents, at their discretion, may pick up their own children, while we are under the tornado watch or warning

GUIDANCE AND COUNSELING

Students should feel free to request an appointment with the high school principal/administrator to assist them with academic or personal problems.

Application forms for college testing, requests for transfer of test scores, transcripts, and work permits are all available in the office.

LIBRARY

A growing library is part of our school development plan and much work has gone into making our library a valuable addition to our academic program.

Books are to be checked out at the circulation desk. Elementary students may check out books for one week and secondary many check out books for two weeks. Books may be renewed once. **A fine of ten cents per day for each school day is charged on books not returned by the due date.**

Reference books may not leave the library at any time.

Students who abuse their library privileges will be restricted from the use of the library.

LOST AND FOUND

Lost and Found is located in the office.

SNOWBALL THROWING

There is to be no snowball throwing on school property.

STUDENT STORAGE AREA – SECONDARY LOCKERS OR “CUBBIES”

Lockers or cubbies are furnished for students to store their school and personal belongings. No student should ever enter another student’s locker/cubbie without permission. Lockers/cubbies must be kept clean and neat. Anything posted inside must be

morally and ethically acceptable. The administrator will be the final judge as to what is morally and ethically acceptable. Food or beverages, other than sack lunches, are not to be kept in the cubbies. The administration reserves the right to check the lockers/cubbies at any time. The student occupying the locker/cubbie is responsible for any damage done to the locker/cubbie.

VISITORS – Parents

Parents who wish to have something delivered to their child are to bring the item to the office and office personnel will deliver it to the student at the appropriate time. Our desire is to not interrupt the classroom any more than is absolutely necessary. Please **allow us to make the decision about when and how often a classroom should be interrupted.**

If a parent is picking up a child to leave school during the school day, the parent is to report to the school office and office personnel will get the student and bring them to the office so that they may sign out.

Parents are welcome to visit their child's classroom. We ask that parents who desire to visit a classroom provide the office with one day's notice before the visit, report to the school office on the day of the visit and be escorted to the classroom by an office worker.

VISITORS - Adult

Visitors are welcome at CHCS. To ensure that our educational process operates as efficiently as possible we want to share with you the proper protocol for visiting our school building.

All visitors must enter the building through the office entrance door. All other doors to the building are locked and are to be used only as exits from the building.

VISITORS - Students

Student visitors are welcome at CHCS. Students may visit for either a half-day or full day. The visiting student must comply with all rules and regulations established for students enrolled at CHCS. Students who wish to visit must fill out a Student Visitors Form and must receive prior approval from the administrator. Approval must be received at least one day before the visit is to take place.

No visitor (Adult or Student) is to be in the school building without a visitor pass conspicuously placed upon their person.

Covenant Commitment Form

Cadillac Heritage Christian School

FOR THE PARENT

Cadillac Heritage Christian School's Biblical role is to work in conjunction with the home and the traditional Biblical Church to disciple students to be like Christ. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to, or are in opposition to, the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting or condoning sexual immorality, homosexual or bisexual activity, promoting such practices or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

By signing my/our name(s) to this covenant, we publicly state that we have read, are in agreement with and will abide by the Statement of Faith, educational philosophy, admission philosophy, school board policies, student handbook rules and regulations, and the standards of conduct of Cadillac Heritage Christian School. We pledge that we will cooperate with the teachers of CHCS in a spirit of partnership in the training of our child(ren). If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we agree that we will withdraw our child(ren) from Cadillac Heritage Christian School.

We understand that enrollment at CHCS is a privilege and not a right. Because of that, we understand that willful disobedience by our child(ren) to the principles, policies, procedures, rules and regulations of CHCS may result in dismissal of our child(ren) from Cadillac Heritage Christian School.

Father's Signature (or Legal Guardian)

Date

Mother's Signature (or Legal Guardian)

Date

