



**Christian Heritage
School**

**Parent/Student
Handbook
2022-2023**

**A Ministry of Youth with a Mission
961 County Road 1143
Tyler, Texas 75704
www.chstyler.org
(903) 593-2702 Office**

TABLE OF CONTENTS

YOUTH WITH A MISSION	1
STATEMENT OF FAITH	1
CHRISTIAN HERITAGE SCHOOL	1
OUR MISSION	1
OUR HISTORY	1
TEACHERS FOR THE NATIONS (TFN)	2
PHILOSOPHY AND VISION	2
THE PRINCIPLE APPROACH	2
CURRICULUM	3
ELEMENTARY	3
JUNIOR HIGH	4
HIGH SCHOOL	4
TUITION	4
RE-APPLICATION, ENROLLMENT AND ADMISSION	5
ADMISSION REQUIREMENTS	5
LATE ENROLLMENT OR EARLY WITHDRAWAL	6
HOMESCHOOL STUDENTS	6
ACADEMICS	6
STANDARDS	6
ACADEMIC EXPECTATIONS	6
ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES	6
PROMOTION OR RETAINMENT	7
GRADE SCALE	7
HONOR ROLL FOR GRADES 6-12	7
HONOR ROLL FOR ELEMENTARY	7
REPORT CARDS AND PROGRESS REPORTS	8
HOMEWORK	8
NOTEBOOKS	8
EXAMS	9
CREDITS	9
DISCIPLINE PHILOSOPHY AND METHODS	9
A CONSTITUTION	9
PHILOSOPHY	9
GENERAL CONDUCT EXPECTATIONS	10
RULES AND STANDARDS WHICH GOVERN THE CLASSROOMS AND CAMPUS	10
METHODS OF DISCIPLINE	11
CONSEQUENCES	11
PROGRESSION OF DISCIPLINARY ACTION	12
FOR SECONDARY STUDENTS	12
SUSPENSION OR DISMISSAL	13
CONDITIONS FOR CONTINUED ENROLLMENT	13
REPORTING RESPONSIBILITY	14
ATTENDANCE POLICIES	14
EXCUSED ABSENCES	14
"PLANNED" ABSENCES	15
UNEXCUSED ABSENCES	15
PROCEDURES	15
CAMPUS PROCEDURES	16

DROPPING OFF CHILDREN	16
PICKING UP CHILDREN	17
TRANSPORTATION	17
PERMISSION To LEAVE THE CHS CAMPUS	17
BOOSTER SEATS	18
CELL PHONES	18
MESSAGES	18
STUDENTS IN THE OFFICE AND PHONE USE	19
LOST AND FOUND	19
MEDICATIONS	19
VISITORS	19
EMERGENCY CLOSING	19
LIBRARY	19
PARTIES	19
PARENT/TEACHER CONFERENCES	20
STUDENT DRIVERS	20
LUNCH	20
RELEASE OF SCHOOL RECORDS	20
LOCKERS	20
SCHOOL PROPERTY	20
CLEANING DUTIES	21
OUTREACH/COMMUNITY SERVICE WEEK	21
ATHLETIC PROGRAM	21
OPPORTUNITIES FOR PARENTAL INVOLVEMENT	22
DRESS STANDARDS	23
ALL STUDENTS	23
MALE STUDENTS	23
FEMALE STUDENTS	23
CONSTITUTION FOR JUNIOR HIGH AND HIGH SCHOOL	24
CONSTITUTION	24
PREAMBLE	24
DEFINITION	24
RESPONSIBILITIES OF THE TEACHER	25
RESPONSIBILITIES OF THE STUDENT	25

YOUTH WITH A MISSION

Youth With A Mission is an international, interdenominational Christian mission and relief agency which was established in 1960. Today nearly 20,000 missionaries serve Youth With A Mission at 900 operating locations in 140 nations. Established in 1980 by Leland and Fran Paris, Youth With A Mission—Tyler, Texas has 300 full-time staff missionaries working in 40 departments on five campuses. Ten frontier missions teams and four satellite ministries are involved in ministries that reach from U.S. inner cities to the deserts of Africa. Christian Heritage School is one of these ministries to the nations.

STATEMENT OF FAITH

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

CHRISTIAN HERITAGE SCHOOL

OUR MISSION

Our Mission is to disciple nations through education, one student, one family at a time. Since opening its doors in September of 1980, the mission of Christian Heritage School has been to serve families by training Christian children to understand Biblical principles of personal and civil liberty. We wish to see America turn back to God's purposes of "making disciples of all nations." Training master teachers who lead their students in relating scriptural principles to all subjects of study is fundamental to this mission.

OUR HISTORY

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

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

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

PHILOSOPHY AND VISION

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

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

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

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

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

THE PRINCIPLE APPROACH

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

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

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

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

CURRICULUM

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

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

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

ELEMENTARY			
Bible	Geography	Literature	Reading
Arithmetic	Grammar	Music/Art	Science
Composition	History	Penmanship	Spelling
Physical Education			

JUNIOR HIGH		
6th	7th	8th
Math	Pre-algebra	Algebra I
English	English	History
History	Geography	Literature
Literature	Literature	Earth Science
Science	Botany & Zoology	Writing Fundamentals
Art	Writing Fundamentals	Geography
Bible	Bible	Bible

HIGH SCHOOL			
9th	10th	11th	12th
Geometry	Algebra II	Pre-calculus or Consumer Math	Calculus or Business Math
Spanish I	Spanish II	Logic and Debate	Fine Arts
World History I	World History !!	American History	American Government & Economics
English Literature I	English Literature II	American Literature I	American Literature II
Physical Science	Anatomy & Physiology	Chemistry	Physics
Bible	Bible	Bible	Bible

* Electives may vary from one year to the next.

Each teacher produces course overviews from a curriculum guide. Some classes in the junior and senior high are combined.

TUITION

Information about current tuition rates, fees, and other expenses is available at the school office.

Parents are expected to meet their financial obligations by making all payments on time in accordance with the ten-month, semester, or yearly tuition payment plan agreed to at the beginning of the school year. Tuition payments should be mailed to the school or brought to the school office.

PAYMENT PLAN	DUE DATE
Ten-month Plan	Due on the 5 th of each month (August through May)
Semester Plan	Due on the first day of each semester
Yearly Plan	Due on the first day of school

You may make payments through your Renweb account at any time with a credit card or debit card.

If extenuating circumstances arise which will cause a disruption in normal payment procedures, parents should immediately present a written plan for meeting their obligations to the CHS principal, Mr. Jeff Schapansky for his approval. This written appeal may be brought directly to the office or emailed to him at jschapansky@chstyler.org.

In the event an account is in default, the student will not be permitted to continue enrollment at CHS and a report card will not be released. Transcripts will not be released to parents or other educational institutions nor will the student be re-enrolled until the account is current. Accounts in default over 30 days will be an acceptable reason for the withdrawal of the student from the school.

RE-APPLICATION, ENROLLMENT AND ADMISSION

Students who are maintaining the requirements to attend the school will be automatically re-enrolled for the next school year. Parents must process withdrawal applications to formally discontinue enrollment at CHS for the next school year. CHS administration reserves the right to consider the student's current attitude, behavior and academic performance to determine whether that student will be allowed to return the following school year.

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

and based on the results of the interview and testing, a determination will be made about the acceptance and placement of new students. All new students are accepted on a probationary basis. The school also reserves the right to release students on the basis of poor academic performance and/or poor conduct. All students must have current immunization records on file in order to attend school.

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

ADMISSION REQUIREMENTS

Students applying for the Reading Class will be given a readiness test and will be evaluated by a teacher. A student applying for first grade should demonstrate a rudimentary understanding of the fundamental skills of literacy. A formal assessment will be made during the application process .

LATE ENROLLMENT OR EARLY WITHDRAWAL

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

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

HOMESCHOOL STUDENTS

A homeschool student who wishes to apply to CHS must provide the following information when submitting his enrollment application:

For secondary students (entering grades 6-12): A transcript which lists the courses completed during the previous school year and which includes the final grade earned for each course and the names of texts/curriculum used. Note: Students entering grades 10, 11, and 12 must present the above listed information for each year of high school study.

For elementary students (entering grades 1-5): A written record that lists the classes completed during the previous school year and includes the final grade earned for each class and the names of texts/curriculum used.

ACADEMICS

STANDARDS

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

ACADEMIC EXPECTATIONS

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

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

The first time a student enters a time of academic probation (by earning one grade below 70 or three grades below 75), he will have until the next progress report or report card, whichever is next, to raise the low grade(s) to 75. During this time of academic probation, the student may practice, but not play in CHS sporting events. When the student raises his low grade(s) to 75, he may once again play in CHS games. If the student does not raise the low grade(s) to 75, he will lose the opportunity to participate in CHS sports for the remainder of the semester. In order to participate in tournament play, the student must have a grade of 75 or above in each of his classes at the time of the scheduled tournament.

PROMOTION OR RETAINMENT

Elementary school- If a student receives a "D" or lower in any subject as a final grade for the year, a parent-teacher conference is required in order to design a summer study strategy. The student will be tested at the end of the summer. If he passes the test, he will be accepted into the next grade with a probationary status for the first quarter.

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

Seniors must pass every class for the year in order to graduate with the class. A senior

may not go on the senior trip if he or she receives a failing grade in any class in any marking period of the senior year. This includes the weeks immediately preceding the trip. Valedictorian and salutatorian are "honorary" positions where the student's academic achievements and Christian character and leadership align with the values we celebrate at CHS.

GRADE SCALE			
A +	100 – 98	B +	91 – 89
A	97 – 95	B	88 – 85
A -	94 – 92	B -	84 – 82
		C +	81 – 80
		C	79 – 77
		D	74 – 70
		F	69 – below
		C -	76 – 75

HONOR ROLL FOR GRADES 6-12

Highest Honors: All A's

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

HONOR ROLL FOR ELEMENTARY

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

REPORT CARDS AND PROGRESS REPORTS

Report cards are sent home one week after the end of the marking period and include the grade, citizenship marks, absences, tardies, detentions, and teacher comments.

Progress reports will be sent out in the middle of each marking period. These reports indicate the student's progress in that quarter and provide an opportunity for communication between teachers and parents.

HOMEWORK

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

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

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

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

NOTEBOOKS

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

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

EXAMS

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

CREDITS

Since its founding in 1980, Christian Heritage School's diploma and credits have been accepted by colleges and universities (private and state) across the nation. However, some institutions may now require CHS graduates to take proficiency exams before enrollment can be completed.

The transfer of high school credits to public high schools is not always possible. Parents and students must understand that students who complete high school courses at CHS and later wish to transfer to a public high school may not receive credit for their completed courses.

DISCIPLINE PHILOSOPHY AND METHODS

A CONSTITUTION

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

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

PHILOSOPHY

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

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

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

GENERAL CONDUCT EXPECTATIONS

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

RULES AND STANDARDS WHICH GOVERN THE CLASSROOMS AND CAMPUS

- The teacher, as God's steward, accountable to Him, may never relinquish his or her position of authority in the classroom.
- Disruption, disrespect, or disobedience will not be allowed.
- Students are to be seated at their desks with necessary materials when class begins. Distracting personal items which are not needed for class should not be brought to school. These items include: Smart glasses, smart watches, or other electronic devices. Students may not bring laptop computers to school unless approved in advance by a teacher. If permission for laptop use is granted, games, videos, or anything outside the scope of school-related assignments are not permitted.

- The school administration reserves the right to inspect all electronic devices brought on the school premises for inappropriate content. Bringing an electronic device on campus constitutes permission for the administration to examine that device for content.
- Students who live on the CHS campus may not go home to get forgotten homework, to change clothes, or to eat lunch.
- Except in case of emergency, students will not be excused from class. Needs such as using the restroom, blowing the nose, making phone calls, getting a drink, etc., should be taken care of during break times.
- CHS is a closed campus. Students may not leave the campus during school hours. The parking lot is off limits during school hours.
- The following activities are not permitted:

Online behavior that involves bullying or any language or activity contrary to that which is becoming of CHS Patriot.

Chewing gum (elementary students only)

Eating or drinking in the classrooms or the gym without permission

Writing, receiving, or passing personal notes

Using bicycles, skateboards, roller blades, hoverboards or scooters during school hours or after school activities

Running or making loud noise in the hallways

Climbing, running, or playing on or near the stone walls

Climbing trees

Walking on the grass in the courtyard. (please use the sidewalk)

METHODS OF DISCIPLINE

The teachers and students are governed by the constitution found on page 19. Each classroom teacher has specific standards for his or her class.

When a student misbehaves, the main goal of the teacher is to bring instruction and training so that the child learns to do what is right. He will usually be asked to identify what he did wrong, to ask for God's forgiveness, and ask for the forgiveness of anyone who was hurt by his actions or words. The teacher will express his or her forgiveness and allow opportunity for others who were involved to express their forgiveness. Then an appropriate consequence will be given. If a student refuses to admit his wrongdoing or displays a disrespectful or rebellious attitude toward correction, he or she will be sent to Vice Principal for further action.

CONSEQUENCES

In the elementary school, possible consequences for misbehavior include the loss of recess time, writing a letter home to the parents, a written assignment, or a memorizing assignment.

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

- Issue a verbal warning
- Change student seating
- Retain student after class
- Remove student from class for a private conference with the teacher
- Assign an essay about the offense
- Contact parent by phone or in writing
- Issue a demerit for infractions such as disrupting class, violating a recognized school or classroom rule, arriving tardy to class, disrespecting a teacher or fellow student, etc.
The number of demerits returns to zero at the beginning of each semester.
- Issue an after-school detention
- Deduct points from the student's participation grade

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

PROGRESSION OF DISCIPLINARY ACTION FOR SECONDARY STUDENTS

ACTION	CONSEQUENCE
1st Receipt Of 3 Demerits From Any One Teacher	A student will automatically be issued an AFTER SCHOOL DETENTION when he or she receives three demerits. Parents will be notified by phone and in writing when a student receives a detention. Detentions are served on Tuesdays and Thursdays from 2:45 pm to 3:30 pm. Roll will be taken at the beginning of the detention session. Students arriving after 2:45 pm must serve an additional detention. A student serving an after-school detention may not use a cell phone nor an electronic music device during the detention period.

	<p>IN-SCHOOL SUSPENSION. A student serving an in-school suspension may not participate in any school-sponsored extracurricular activities on that day. During the in-school suspension, the student will do school work while being isolated from his or her classmates. The student will be allowed to complete missed assignments. Parents will be notified by phone when their child receives an in-school suspension. A parent/teacher/student conference would be held.</p>
	<p>ONE-DAY SUSPENSION. A suspended student may not participate in any school-sponsored extracurricular activities on that day. A grade of "0" will be given for work missed on the day of the suspension. Missed tests will be rescheduled for the student. Parents will be notified by phone when their child is suspended from school. The student may not return to school until a parent/teacher/student conference is held.</p> <p>A student who receives an additional detention for behavior-related offenses after being suspended could be a CANDIDATE FOR EXPULSION. A student who is expelled from CHS campus may not return to the campus for any reason without approval from the school administration.</p>

A student who arrives tardy to school more than three times in one quarter will be issued an after school detention. An additional detention is issued for each morning tardy thereafter for the remainder of the quarter.

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

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

SUSPENSION OR DISMISSAL

Students may be suspended from school for certain offenses, such as cheating on any school work, quiz, or test; forging signatures; stealing; fighting; cutting classes; threatening school personnel; purposefully damaging school property; or other serious misbehavior. Suspension is a consequence that focuses attention on the seriousness of the

action and allows time for the parents and student to get to the heart of the problem before returning to school. A grade of "0" is given for any work missed on the day(s) of suspension. Missed tests may be made up. A student who has been suspended will be expected to express to the administration genuine repentance and a sincere commitment to change in order to continue at CHS. There is increased accountability for a student following a suspension and a repeat of the same offense is grounds for dismissal from school.

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

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

CONDITIONS FOR CONTINUED ENROLLMENT

"How can two walk together except they be agreed?" (Amos 3:3)

It is a privilege to work with families in the education of their children, and experience shows that certain conditions are necessary for schools and families to work together successfully. Each student who applies to CHS must express a willingness to attend. A student's acceptance into and continued enrollment at Christian Heritage School is permitted only when the following conditions are met: Each student must be **OBEDIENT** to teachers and to the school rules; be **RESPECTFUL** to teachers, to other adults, and to fellow students; be **DILIGENT** in his schoolwork and interested in learning, and be **TEACHABLE**—willing to receive correction and to be disciplined in his relationship with Jesus Christ.

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

REPORTING RESPONSIBILITY

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.

School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

ATTENDANCE POLICIES

Regular attendance in school is absolutely necessary if students are going to do well and get the maximum benefit from their education. *Therefore, students are expected to be in school all day, every day, unless illness or an emergency keeps them out of school.*

Routine doctor and dentist appointments should be made for times outside of school hours. Music, art, or dance lessons must also be scheduled so that they do not interfere with class times. Students who miss eight or more days of school in one semester should expect to have a conference with the administration to discuss any extenuating circumstances that are causing the excessive absences.

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

A student who is absent from school misses valuable classroom instruction and discussion which no amount of make-up work can replace.

EXCUSED ABSENCES

In most cases, the following reasons constitute an excused absence:

- Personal illness—A note from a doctor should be brought to school for absences due to illness which last for five or more consecutive school days.
- Doctor or dental appointments which cannot be scheduled after school—When requesting an admit slip, the student must present documentation (issued by the healthcare provider) which verifies the medical appointment.
- Serious illness or death in the immediate family or family emergency—Parents should contact the school about the situation.
- College visits—Juniors and seniors are allowed two (2) excused absences per year to visit prospective colleges. A student must obtain permission in advance of the visit by presenting a letter of invitation from the college admissions officer to the CHS high school director.
- Driver's license testing—High school students are allowed one (1) excused absence for obtaining a driver's license. The student must submit DPS documentation of his driver's license testing when he returns to school and requests an admit slip.
- School-related activities such as field trips and extra-curricular activities

Work missed for these reasons must be completed within the time frame allotted by the teacher.

Secondary students bear the responsibility for knowing and completing assignments on time after an absence. The number of days allotted to complete make-up work will equal

the number of days absent. There are occasions when teachers inform students that no make-up will be allowed or late papers accepted. In the event of an extended absence, the student should make every effort to contact another student or the teacher about missed instruction and assignments. The teacher will reschedule missed tests. A secondary student who arrives late to school must turn in assignments that were due in all classes that were missed. He must take any tests given that day before his arrival.

Special consideration may be given to students in the event of extended illness (requires documentation from a physician) or critical family circumstance. These situations will require consultation and approval by the school administration.

"PLANNED" ABSENCES

Families should plan their vacations during the regularly-scheduled holiday periods. Excused "planned" absences (including family trips, church-sponsored events, family weddings, or other events within the control of the family) are limited to five (5) days per year. For such an absence to be excused, parents must contact the vice principals of their student(s) at least two weeks in advance of the planned absence.

UNEXCUSED ABSENCES

An unexcused absence is an absence from class for which a valid excuse from either a parent or school official is not presented. When a student has an unexcused absence, all work due on the day of the absence or assigned on the day of the absence will be recorded as a zero and may not be made up. An unexcused absence automatically voids a senior's eligibility for exam exemption in the course in which it occurred.

<h3>PROCEDURES</h3>

If a child cannot attend school on a given day, a parent should call the school office by 8:30 am to report the absence. If the parent would like his or her child's assignments collected for the day, that request should be stated during the phone call. After receiving the parent's call, office personnel will notify the child's teacher of the absence. Parents are certainly free to contact their child's teacher after placing the call to the office. Teachers will collect homework assignments and make them available for pickup at the end of the school day.

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

When a student returns from an absence, he or she should report to the school office. If a student must see a doctor or dentist during school hours the student or parent should bring back a note from the doctor's or dentist's office which includes the date and time of the appointment. The note should be given to the receptionist for our records. The teachers in both the elementary and the secondary departments will be notified of this communication.

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

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

CAMPUS PROCEDURES

School hours: 8:30 am - 2:30 pm

Office hours: 8:15 am - 4:00 pm

DROPPING OFF CHILDREN

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

PICKING UP CHILDREN

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

TRANSPORTATION

CHS does not provide transportation to or from school.

PERMISSION TO LEAVE THE CHS CAMPUS

Whenever CHS teachers plan a field trip or special outing, a PERMISSION TO LEAVE THE CHS CAMPUS form is given to each student. This form must be signed by the student's parent and returned on or before the day of the planned outing. Parental permission must

be granted in writing via this specific form. A phone call or text message will not suffice to grant permission to remove a child from the campus. The PERMISSION TO LEAVE THE CHS CAMPUS form is posted on the school website: www.chstyler.org. Forms may be returned to the school electronically via email.

BOOSTER SEATS

According to the Texas state law (SB 61), a child under 8 years of age who is not 4' 9" tall, must sit in a booster seat when riding in a motor vehicle. Therefore, students must bring their booster seats to school on the day of a field trip or other special outing. Those who fail to do so will not be allowed to participate in the outing.

http://www.txdps.state.tx.us/director_staff/public_information/pr060209.pdf

CELL PHONES

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

Should a student use their phone or device in any capacity including but not limited to **initiating a call** or **text message** during school hours, that student's phone or smart watch will be taken for a period of seven (7) days. The phone will be returned to the student's parent at the end of the seven-day period.

The school administration takes seriously its responsibility to safeguard the students attending Christian Heritage School. Therefore, the following policy regarding sexting has been adopted. Sexting is defined as participation in the sending, receiving, or forwarding of sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital electronic device. Student who participate in sending, sharing, possessing or even viewing electronic messages that contain a sexual message or image are subject to state laws and school disciplinary action, up to and including expulsion, and the notification of local law enforcement officials. Students should report any such activities to a teacher or a school administrator without delay.

The school administration reserves the right to inspect all cell phones or electronic devices brought on the school premises for inappropriate content. Bringing a cell phone or electronic device on campus constitutes the permission for the administration to examine that device for content.

MESSAGES

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

school office phone to make calls to their parents.

STUDENTS IN THE OFFICE AND PHONE USE

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

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

LOST AND FOUND

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

MEDICATIONS

If a student must take prescription medicine at school, it should be brought with written permission and instructions from the parent. Elementary teachers will administer the medicine in the classroom. For students in grades six through twelve, the medicine and instructions should be brought to the office and the receptionist or secretary will administer the medicine at the proper times. Prescription medication must be in its pharmacy-issued container and must have the student's name on it. A student may not give prescription or over-the-counter medication to another student.

VISITORS

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

EMERGENCY CLOSING

An email or text may also be sent to you with a message from the school concerning school closures. If conditions develop while students are at school that require early dismissal, parents will be contacted by phone. All students will be supervised until parents arrive.

LIBRARY

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

PARTIES

In the *elementary*, parents should contact the teacher if they would like to have a birthday celebration for their child. The teacher will decide on the best time for the party. Teachers may contact parents for help with special parties at school.

If a child is having a birthday party outside of school, we encourage you to mail or send electronic invitations to students to avoid disappointment for any student who is not

invited.

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

PARENT/TEACHER CONFERENCES

Two general parent/teacher conferences are scheduled during each school year. The first is held after the first quarter and the second after the third quarter. Report cards for the said quarters will be distributed electronically after the conferences. At least one parent is expected to attend each of these meetings. If a parent does not attend these meetings, report cards will not be sent until individual parent/teacher conferences are initiated and made up by the parent at a later date. Individual parent/teacher conferences initiated by either the parent or the teacher may be scheduled at anytime during the school year.

STUDENT DRIVERS

Students who drive to school must register in the office. Students must park perpendicular to the west wall of the parking lot and reckless driving may lead to the loss of their parking privilege. *The parking lot is off limits during school hours.* Everything that is needed for the day should be removed from the car when the student arrives at school.

LUNCH

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

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

RELEASE OF SCHOOL RECORDS

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

LOCKERS

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

SCHOOL PROPERTY

The requirement to respect school property includes respect for locked rooms including classrooms, the gymnasium, the weight room, and all other locked rooms. Unauthorized entry into a locked room by **any** means (such as forcing the lock, entering through a

window, using an unauthorized key, etc.) is a serious violation that constitutes grounds for suspension and dismissal from CHS for **all** involved.

CLEANING DUTIES

All secondary students must participate in classroom cleaning duties from 2:20-2:30 pm each day.

Advertising and Sales

Students may not distribute or post flyers or engage in selling items on the school campus without the permission from the school administration.

OUTREACH/COMMUNITY SERVICE WEEK

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

ATHLETIC PROGRAM

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

The following competitive sports may be offered to junior high and high school students during different seasons of the school year: Soccer (co-ed), volleyball (girls), track, basketball, and tennis.

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

OPPORTUNITIES FOR PARENTAL INVOLVEMENT

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

- 1. Room Parents:** These parents help organize field trips, parties, or other special events.
- 2. Praying Parents:** Regular meetings to pray for the school.
- 3. Special Events Support Team:** This team helps with special school programs. Assistance is needed with the lighting, sound, decorations, refreshments, costumes, etc.
- 4. Fundraising Support Team:** This group helps raise funds for the school.
- 5. Missions Support:** As YWAM missionaries, CHS staff do not receive any salary from the school; they depend on God working through individuals to meet their financial needs. For most teachers it has been a challenge to raise the support themselves while remaining dedicated to the carrying out their ministry at CHS.

Many parents contribute to the financial support of individual teachers through the **Faculty Support Fund. Parents may contribute to this fund by making checks payable to Youth With A Mission. Include a note that reads, Faculty Support Fund. Note: Please do not include a donation to the Faculty Support Fund in a tuition payment check.** Historically funds given in the first semester are assigned for a Christmas bonus for CHS teachers and staff. Funds given to this fund in the second semester are assigned to a scholarship fund for professional development training for staff and teachers over the summer.

All donations are tax deductible. Teachers greatly appreciate the partnership of parents in ministry.

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

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

DRESS STANDARDS

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

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

ALL STUDENTS

Pants should be worn at the true waist and must not drag on the ground. They should not have holes, rips or frayed hems. Sweatpants are not permitted. Modesty is the goal. Modest shorts may be worn, though athletic shorts are not permitted including running shorts, biker shorts, and basketball shorts. If modesty is called into question, the school reserves the place to define what is appropriate in the school setting.

- Shirts with offensive messages may not be worn.
- Rubber flip-flops, beach shoes, and slides are not permitted.

Note: Elementary students should wear shoes that are appropriate for playground activities.

FEMALE STUDENTS

Blouses, shirts, and dresses should fit comfortably and not be cut too low in the front or back, nor should they allow any part of the undergarment to be seen. Sleeveless blouses may be worn, but shirts, blouses, or dresses that resemble tank tops may not be worn. Tops must not expose a bare midriff. A sheer or transparent blouse may be worn only over a garment that meets regular dress standards. Off-the-shoulder blouses or shirts may not be worn. Skirts and dresses should be worn modestly. Split skirts may be worn if they are made like a dress and are the appropriate length. Girls may wear Capri pants provided they meet all guidelines for pants. Students must wear a skirt or dress over leggings, not a long blouse alone.

MALE STUDENTS

Men are to lead in modesty ensuring pants are worn at the waist so that undergarments are not seen. Both pants and shirts are to be worn comfortably. No sleeveless shirts or shirts resembling a tank top are allowed.

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

CONSTITUTION FOR CHRISTIAN HERITAGE SCHOOL

CONSTITUTION

Whereas the God-given purpose of our nation is that "all the face of the earth, ... would seek God, if perhaps they might grope for Him and find Him, though He is not far from each one of us;" (Acts 17:26-27);

and Whereas the God-given purpose of Christian Heritage School is to restore the foundations of our nation and to build the foundations of all nations through education as given in Isaiah 58:12: "Those from among you will rebuild the ancient ruins; You will raise up the age-old foundations; And you will be called the repairer of the breach, The restorer of the [\[a\]](#)streets in which to dwell. "

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

PREAMBLE

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

DEFINITION

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

"So I will keep Your law continually, forever and ever. And I will walk at liberty, for I seek Your precepts." (Psalm 119:44-45).

"Whoever loves discipline loves knowledge, but he who hates reproof is stupid" (Proverbs 12:1).

RESPONSIBILITIES OF THE TEACHER

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

- The teacher shall be submitted to the rule of God both in public and private life.
- The teacher shall enforce all rules and standards.
- The teacher shall try to be consistent, fair, and firm in all dealings with students.
- He or she is committed to ministering the truth in love, and in private whenever possible.
- The teacher shall come to class prepared to present the lesson for that day.
- The teacher shall encourage each student to strive for excellence in every area of life, especially in work and conduct.

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

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

RESPONSIBILITIES OF THE STUDENT

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

- The student shall endeavor to be self-governed according to the law of Christ, both internally (attitude) and externally (behavior).
- The student shall treat all adults, especially teachers, with courtesy and respect, recognizing that they have been given their authority by God.

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