



# CHS Parent/Student Handbook 2025-2026

A Youth with a Mission Ministry  
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## YOUTH WITH A MISSION

Youth With A Mission is an international, interdenominational Christian mission and relief agency established in 1960. With over 18,000 staff and over 1,200 ministry locations, it is now one of the world's largest missionary training and sending organizations. YWAM trains upwards of 25,000 short-term mission volunteers annually.

Christian Heritage School is an operating location of Youth With a Mission International.

### **STATEMENT OF PURPOSE**

Youth With A Mission (YWAM) is an international movement of Christians from many denominations dedicated to presenting Jesus personally to this and future generations, 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 love all peoples everywhere, which includes presenting the whole Gospel for the whole person throughout the whole world.

We of Youth With A Mission believe in God—Father, Son and Holy Spirit—and that the Bible is God's inspired and authoritative Word, revealing that Jesus Christ is God's Son, fully God and fully human; that people are created in God's image; that He created us to have eternal life through Jesus Christ; that although all people have sinned and come short of God's glory, God has made salvation possible through the incarnation, life, death, resurrection and ascension of Jesus Christ; that repentance, faith, love and obedience are fitting responses to God's initiative of grace toward us through the active ministry of the Holy Spirit; that God desires all people to be saved and to come to the knowledge of the truth; and that the Holy Spirit's power is demonstrated in and through us for the accomplishment of Christ's last commandments, "Go into all the world and preach the Good News to everyone" (Mark 16:15 NLT) and "Go and make disciples of all the nations..." (Matthew 28:19 NLT).

## CHRISTIAN HERITAGE SCHOOL

### OUR MISSION

Our Mission is to disciple nations through education, one student, and 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 return to God's purpose of "making disciples of all nations." Training master teachers who lead their students in relating scriptural principles to all subjects 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, 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. The founders of Harvard College eloquently expressed this philosophy:

***"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."***

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

## PHILOSOPHY AND VISION

"Philosophy is a general term denoting an explanation of the reasons of things." (*American Dictionary of the English Language*, Noah Webster, ©1828)

Considering that Scripture requires us to "be ready always to answer 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.

We hope to see students 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, we hope to disciple the nations through education. The basis for our hope is Jesus' promise, "and lo, I am with you always, even to the end of the age" (Matthew 28:20).

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.

To achieve this hope, we must produce students with character and understanding. They must understand and master the first principles of each subject in the curriculum and understand God's purpose for each subject as seen in Scripture and history. They must have the character to "be...doers of the word, and not hearers only..." (James 1:22), along with being thinkers who can "rightly divide the Word of Truth" (2 Timothy 2:15).

These students will become the leaders of their homes, churches, and 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" (Matthew 6:10).

## 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:

**Research** God's Word to identify the basic principles governing the subjects and deduce their Biblical source and purpose.

**Reason** from these principles to their identification in each subject, thereby concluding from Scripture the significance and importance of the subject.

**Relate** the principles to each student, explaining the application of Biblical truth to each student's life.

**Record** the written expression of the individual application of Biblical principles to the subject and 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 learn to recognize how 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 equipped to spread the Gospel into every realm of society and around the world.

## CURRICULUM

Curriculum as defined by Webster, refers to a way of life and 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:

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

  

<b>JUNIOR HIGH</b>		
<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>
Math	Math	Pre-Algebra
English	English	Writing Fundamentals
History	Geography	History
Literature	Literature	Literature
Science	Botany & Zoology	Earth Science
Art	Bible	Bible
Bible		

HIGH SCHOOL			
9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Algebra I	Geometry	Algebra II or Pre-Calculus	Pre-Calculus or Business Math
Spanish I	Spanish II	Logic and Debate	Fine Arts
World History I	World History II	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 and on our CHS website.

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 may be mailed or brought to the school. To make payments through your online FACTS account, contact the school office.

PAYMENT PLAN	DUE DATE
Ten-month Plan	Due on the 5 <sup>th</sup> 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

By the first week of the school year, parents are expected to communicate to our finance director the payment plan they wish to exercise for the school year. Within the first week, the first tuition payment and school fees are due.

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, Mrs. Rachel Wigent for her approval. This written appeal may be brought directly to the office or emailed to her at [rwigent@chstyler.org](mailto:rwigent@chstyler.org).

In the event an account is in default, the student will not be permitted to continue enrollment at CHS, and his 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 maintain the school's requirements will be automatically re-enrolled for the next school year. Parents must process withdrawal applications to discontinue enrollment at CHS for the next school year formally. 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.

We exercise open enrollment throughout the school year. To start the application process, open an account using the FACTS portal on the CHS website. Establish your username and password. Please note that the CHS district code is **cht-tx** (lowercase). All applications to CHS must be completed online through the FACTS system.

Parents will have the opportunity to make an appointment for an interview and testing. A student's previous academic records, conduct, and the in-person interview with the family are all factors in the acceptance decision. Students applying for junior high or high school may be interviewed separately from their parents. They 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 based on poor academic performance or poor conduct.

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 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**

It is sometimes necessary to enroll after the year has begun. Students may be considered for late enrollment to a class with an opening if they meet the admission requirements, have a good recommendation from the previous school, and appear ready to enter the coursework already in progress.

To withdraw a student before the end of the school year, 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 in full.

### **HOMESCHOOL STUDENTS**

Homeschool students who wish to apply to CHS must provide the following information when submitting their enrollment applications:

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

For secondary students (entering grades 6-12): A transcript that lists the courses completed during the previous school year, including the final grade earned for each course and the names of texts and curriculum used. Transcripts documenting high school courses must include the number of credits earned. Students entering grades 10, 11, and 12 must present a separate transcript for each year of high school study.

## **ACADEMICS**

### **STANDARDS**

It is essential to have a standard of excellence held before students that will encourage them to do their best work, putting forth excellent effort and achieving the maximum. Grades are the most concrete, though not the only way, of showing a student's academic achievement. Regular evaluation reveals both progress made and areas of difficulty for the student.

### **ACADEMIC EXPECTATIONS**

Students must maintain grades of 60 or above in all subjects. If the report card shows any grades below 60 or three grades below 65, 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 yet to bring 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 60 or three grades below 65), he will have until the next progress report or report card, whichever is next, to raise the low grade(s) to 60. 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 60, he may once again play in CHS games. If the student does not raise the low grade(s) to 60, 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 60 or above in each of his classes at the time of the scheduled tournament.

#### **PROMOTION OR RETAINMENT**

***Elementary school-*** If a student receives a grade of 60% 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 60 or above in every subject every year. If one or two classes are not passed, parents must present a plan with the approval of the vice principal for the class(es) to be made up during the summer under the parent's direction, a private tutor, or through a correspondence course. All makeup work must be completed by the beginning of August for the student to return for the next school year. Completing summer makeup work will bring the failing grade up to a 60. A student will not be promoted to the next grade if he earns a yearly grade below 60 in three classes.

Seniors must pass every class for the year to graduate with the class. Seniors may only go on the senior trip if they earn passing grades in every class during every marking period of the senior year. This policy includes the weeks immediately preceding the trip. Valedictorian and salutatorian are "honorary" positions granted to those whose academic achievements, Christian character, and leadership align with the values we celebrate at CHS.

<b>GRADE SCALE</b>			
<b>A +</b> 100 – 98	<b>B +</b> 89 – 87	<b>C +</b> 79 – 77	<b>D +</b> 69 – 67
<b>A</b> 97 – 93	<b>B</b> 86 – 83	<b>C</b> 76 – 73	<b>D</b> 66 – 63
<b>A -</b> 92 – 90	<b>B -</b> 82 – 80	<b>C -</b> 72 – 70	<b>D -</b> 62 – 60
			<b>F</b> 59 OR BELOW

**HONOR ROLL FOR GRADES 6-12****HIGHEST HONORS:** **ALL A'S IN EVERY QUARTER ALL YEAR**  
**HONOR ROLL:** **A'S AND NO MORE THAN TWO B'S IN EVERY QUARTER ALL YEAR**

**HONOR ROLL FOR ELEMENTARY**

A's in four major subjects and no grade lower than a B in every quarter all year

**REPORT CARDS AND PROGRESS REPORTS**

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

**Progress reports** are sent 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 enhances a student's learning by reviewing and reinforcing concepts taught in class. Regular homework assignments also develop work and study habits that will benefit the student throughout life. Parents can help their children by utilizing Facts Management to view homework assigned daily and ensuring it is completed. Homework is assigned 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 to complete homework, the parents should contact the teacher.

Students should complete homework on time. They will receive a lower grade for late work. Work not turned in within a specified time will be given a zero (0).

Long-term assignments, such as term papers, display projects, special reports, etc., must be turned in on the due date, 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 that produces reflective thinking, Christian scholarship, personal discipline, and conscientiousness. Students learn to be neat, orderly, accurate, and responsible when they keep their learning in an organized notebook. The notebook becomes the student's personal record of the subject, something he can refer to in the future. Teachers give students clear instructions on the specific requirements for each notebook. Parents can help by asking to see their child's notebooks and ensuring they meet class standards.

Notebooks are essential to 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 high school students are required to take both mid-term and final exams. These exams are comprehensive. The semester exam counts as two regular test grades. Seniors who have an "A" (90% 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. A senior's unexcused absence voids his eligibility for exam exemption in the class in which it occurred.

### **CREDITS**

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

Transferring CHS high school credits to a public high school 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. Therefore, a constitution's purpose is to lay a foundation for Christian scholarship and self-government by setting Biblical standards for teachers and students to evaluate their attitudes, work, and conduct.

The CHS school constitution is included at the end of this handbook.

### **PHILOSOPHY**

Noah Webster's *American Dictionary of the English Language* 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

establish the standards to produce this result. Teachers are responsible for instructing and inspiring the class and dealing with students who hinder the learning process.

The responsibility for a child's education rests with the parents, who delegate part of that responsibility to the school and give authority to teachers to act in their place while the children are at school. This understanding is essential in the parent/teacher/student relationship.

## **GENERAL CONDUCT EXPECTATIONS**

CHS students should cheerfully and willingly obey all school personnel and show respect to everyone. They should apply their minds to learning and do their work to the best of their abilities, exhibiting integrity and honesty in everything they do. Students should follow 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 take personal responsibility by accepting the consequences of their actions without blaming others. They should exhibit a desire to grow 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**

- As God's stewards, teachers are accountable to Him and may never relinquish their position of authority in the classroom.
- Disruption, disrespect, or disobedience will not be allowed.
- When class begins, students must be seated at their desks with the necessary materials. Distracting personal items, smart glasses, smart watches, or other electronic devices not needed for class should not be brought to school.
- Unauthorized viewing of notes during a test or quiz, copying another student's work, copying published works verbatim, cutting and pasting from digital sources, or using AI tools to complete assignments are all considered cheating. The consequence for cheating is a one-day suspension and a grade of "0" will be given for work turned in done deceptively. The student may not return to school until a parent/teacher/student conference is held.
- Elementary and junior high students may only bring laptop computers to school if approved in advance by a teacher. No student may use a laptop for accessing games, videos, or anything outside the scope of school-related assignments.
- The school administration reserves the right to inspect all electronic devices brought onto the campus 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, change clothes, or 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, inappropriate 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, rollerblades, hoverboards, or scooters during school hours or at after-school activities
- ☐ Running or making loud noises in the hallways
- ☐ Climbing, running, or playing on the stone walls
- ☐ Climbing trees

## **METHODS OF DISCIPLINE**

The constitution at the end of the handbook governs CHS teachers and students. All classroom teachers have specific standards for their classes.

When a student misbehaves, the teacher's main goal 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, ask for God's forgiveness, and ask forgiveness of anyone hurt by his actions or words. The teacher will express his or her forgiveness and allow others 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 the vice principal or principal for further action.

## **CONSEQUENCES**

In elementary school, possible consequences for misbehavior include the loss of recess time, writing a letter home to the parents, or being sent home for the day.

In junior high and high school, discipline methods that may be used by teachers include

the following:

- Issue a verbal warning
- Change student seating
- Retain student after class
- Remove the student from class for a private conference
- Assign an essay about the offense
- Contact the 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 quarter.
- 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.

Immediate referral to the principal will occur whenever a student is involved in extremely disruptive, disrespectful, or spiritually detrimental behavior.

<p><b>PROGRESSION OF DISCIPLINARY ACTION</b> <b>FOR SECONDARY STUDENTS</b></p>
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<p><b>CONSEQUENCES</b></p>
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A student will automatically be issued an **AFTER-SCHOOL DETENTION** after receiving three demerits from any one teacher. Parents will be notified when their child receives a detention. **Detentions are served on Tuesdays and Thursdays from 2:45 pm to 3:30 pm.** Students arriving after 2:45 pm must serve an additional detention. A student may not use a cell phone or listen to music on an electronic device during the detention period.

A student serving an **IN-SCHOOL SUSPENSION** may not participate in school-sponsored extracurricular activities on that day. Parents will be notified when their child is issued an in-school suspension. During the in-school suspension, the student will do schoolwork or take scheduled tests while isolated from his classmates. A parent/teacher/student conference will be held before the student may return to classes.

A student who receives a **ONE-DAY SUSPENSION** may not participate in school-sponsored extracurricular activities on that day. Parents will be notified when their child is assigned to serve a one-day suspension. A grade of "0" will be given for work missed on the day of the suspension. Missed tests will be rescheduled. The student may not return to school until a parent/teacher/student conference is held.

A student receiving another detention for behavior-related offenses after suspension may be a candidate for **EXPULSION**. A CHS student dismissed from the school may not return to the campus for any reason without approval from the school administration.

## SUSPENSION OR DISMISSAL

Students may be suspended from school for certain offenses, such as cheating, forging signatures, stealing, fighting, cutting classes, threatening school personnel, purposefully damaging school property or other serious misbehavior at school, outside of school hours or online. Suspension is a consequence that focuses 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 suspended student is expected to express to the administration genuine repentance and a sincere commitment to change to continue at CHS. There is increased accountability for a student following a suspension. 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)***

Working with families to educate their children is a privilege, 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 only permitted when he meets the following conditions: Each student must be **TEACHABLE**—willing to receive correction and be disciplined in his relationship with Jesus Christ; **RESPECTFUL**—honoring teachers and other adults, and fellow students; **OBEDIENT**—complying with teachers and school rules; and **DILIGENT**—applying his best effort to schoolwork and showing an interest in learning.

Parents are expected to support the teachers and policies of the school. Parents with concerns should first approach the teacher or others involved to address the situation. If this action does not bring resolution, the parent should then speak to the department vice principal. If further help is needed, the parent should speak with the principal. Following this Matthew 18 process offers the best way to resolve problems and build good relationships between families and the school. An appeal process involving consultation with Youth With A Mission leaders is also available.

### **REPORTING RESPONSIBILITY**

Following state law and school policy, school staff are obligated under penalty of fine and jail term to report reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this grave and legally-narrow area, the school will not contact parents before making a report to authorities, which would be the procedure followed in most other legal matters. Based on the seriousness of the crimes listed above, the law's clear intent 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 essential if students will do well and get the maximum benefit from their education. *Therefore, students should arrive at school and for every class on time and be in their class all day, every day, unless illness or an emergency keeps them out of school.* Parents should set appointments for routine doctor and dentist appointments outside school hours. Music, art, or dance lesson schedules should 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 causing the excessive absences. Consequences will be issued for tardiness and unexcused absences.

A student absent from school misses valuable classroom instruction and discussion that 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) that 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 before the visit by presenting a letter of invitation from the college admissions officer to the CHS high school vice principal.
- Driver's license testing—high school students are allowed one (1) excused absence to obtain 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 studies and extra-curricular activities

Students who miss work for the above-stated reasons must complete that work within the time frame allotted by each teacher.

Secondary students are responsible 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. Occasionally, teachers inform students that no make-up will be allowed or late papers accepted. During an extended absence, the student should contact the teacher or another student about missed instruction and assignments. The teacher will reschedule missed tests. A secondary student who arrives late to school must turn in assignments due and take tests given in earlier classes.

Special consideration may be given to students experiencing an extended illness (documentation from a physician is required) or critical family circumstances. These situations require consultation with 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) must not exceed five (5) days per year. For such an absence to be excused, parents must contact the department vice principals two weeks before 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. All work assigned or due on the day of the unexcused absence will receive a grade of zero (0) and may not be made up. An unexcused absence automatically voids a senior's eligibility for exam exemption in the class in which it occurred.

#### **TARDINESS (SECONDARY STUDENTS ONLY)**

**A student who arrives tardy to school more than three times in one quarter will be issued an after-school detention. The student will receive an additional after-school detention for each additional tardy in that same quarter. The number of tardies returns to zero (0) at the start of a new quarter.**

## PROCEDURES

If a child cannot attend school on a given day, a parent should call the office by 8:30 am to report the absence. If collecting the absent student's assignments is desired, the parent should make that request during the call. Teachers will collect assignments and make them available for pickup at the end of the school day.

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.

All students returning to school after an absence must immediately report to the school office. When the absence was due to having a doctor or dentist appointment, the student should bring a note from the healthcare provider that includes the date and time of the appointment to the office. The provider's note will be filed with the student's records. Teachers in both the elementary and secondary departments will be notified of this communication.

If a secondary student's parent did not call the office the day of the absence or if that student fails to bring a note the following day explaining the reason for his absence, that absence will be considered unexcused, and any work missed will receive a zero (0) and may not be made up.

When a student arrives tardy to school, he should report to the office *before* going to class. A secondary student who arrives tardy to school more than three times in one quarter will be issued an after-school detention. The student will receive an additional after-school detention for each late-morning arrival in that same quarter. The office will issue these consequences. Teachers in classes after the first period will also assign consequences for tardiness to their classes. The number of tardies returns to zero (0) at the start of each new quarter.

If a student must leave school early due to illness, a family emergency, or an appointment not scheduled outside of school hours, the parent must come into the office to sign the child out of school. If a student drives to school, he must bring a note from his parent to the office that includes 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, shop, work, etc. CHS is a closed campus, and students must always remain on campus 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 supervises students who must arrive on campus between 7:45 and 8:15 am. This service is provided free of charge. Secondary students should immediately report to the secondary classroom designated as the supervision location that morning. Elementary students should report to the supervision location indicated on the door sign nearest the parking lot. All other areas of the campus are off-limits. Students may not arrive on campus before 7:45 am.

### **PICKING UP CHILDREN**

All students not involved in an after-school activity should be picked up within 15 minutes of dismissal. 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 a parent supervises them. Children should wait for their rides near the parking lot, not in the gym, or playground.

### **TRANSPORTATION**

CHS does not provide transportation to or from school.

### **PERMISSION TO LEAVE THE CHS CAMPUS**

Whenever CHS teachers plan field studies or special outings, a PERMISSION TO LEAVE THE CHS CAMPUS form is given to each student. Students should return this form with parent signatures on or before the day of the outing. Parental permission to leave the campus must be granted in writing using this 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 at [www.chstyler.org](http://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 eight 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 booster seats to school on designated field study or special outing days. Those who fail to do so will not be allowed to participate in the outing.

[https://www.dps.texas.gov/sites/default/files/documents/director\\_staff/public\\_information/childpassafetyfaqs.pdf](https://www.dps.texas.gov/sites/default/files/documents/director_staff/public_information/childpassafetyfaqs.pdf)

### **CELL PHONES**

Cell phones and smartwatches may not be used anywhere on campus from the time a student arrives at school in the morning until 2:30 PM unless given special permission by a teacher. Cell phones must be turned off at all times during the school day and stored in purses, backpacks, or in students' vehicles. It may not be stored in a student's pocket.

Smart watches are permitted for High School students. They must be in airplane mode, unable to send or receive messages.

Teachers will take a cell phone or smart watch that rings or vibrates 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 smartwatch 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. Students 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 campus for inappropriate content. Bringing a cell phone or electronic device on campus constitutes permission for the administration to examine that device for content.

#### **MESSAGES**

Careful planning and discussion at home before leaving for school will prepare children for the day's activities. If parents need to contact their children during the school day, they may call the school office and leave a message. The message will be delivered to the student. Students may use the school office phone to make calls to their parents. Only messages from a parent or guardian will be accepted.

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

Upon entering the school office, students should speak to the receptionist to request assistance. The receptionist or other administrative staff will call the parent if a student is ill.

Students may use office phones only for school-related matters, such as unexpected schedule changes or forgotten homework. They may not make personal calls on office phones.

#### **LOST AND FOUND**

If a student has lost an item, he should inquire about it in the school office.

**MEDICATIONS**

Students who must take prescription medication during school hours must bring written permission and dosage instructions from the parent.

Elementary teachers will administer the medication in the classroom. Secondary students should bring the medicine, permission, and dosage instructions to the office. The receptionist or secretary will administer the medication at the proper times.

Prescription medication must be in its pharmacy-issued container with 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 will be accompanied 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 to the vice principal. All guests must sign in at the office upon arriving at the campus.

**EMERGENCY CLOSING**

The school administration will email or text parents to inform them of school closings. Parents will receive a call if conditions that require early dismissal develop while students are at school. Supervision will be provided for students until parents arrive at the campus.

**LIBRARY**

All students are permitted to check out books from the library for two weeks at a time. Fines are charged for late returns or lost books. Students will have library privileges if they responsibly care for the books and obey the library's rules. Library hours for secondary students will be posted by the librarian.

**PARTIES**

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.

For birthday celebrations held outside of school, we encourage you to mail or send electronic invitations to classmates to avoid disappointment for those not invited to the gathering.

Parties for secondary students will be held at times determined by the administration. Students may not initiate parties.

**PARENT/TEACHER CONFERENCES**

Two general parent/teacher conferences are held each school year. The first is after the first quarter, and the second is after the third quarter. Report cards for these quarters will



be issued electronically following the conferences. At least one parent should attend each of these meetings.

A parent who misses these conferences must initiate scheduling meetings with teachers at a later time. The student's report card will be released when these meetings are completed.

Individual parent/teacher conferences initiated by either the parent or the teacher may be held at any time during the school year.

### **STUDENT DRIVERS**

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

### **LUNCH**

Elementary students eat in their classrooms. Secondary lunch areas include the cafeteria. All other areas of the campus are off-limits at lunchtime. Microwave ovens are available for secondary student use. Special food items are sometimes sold in the cafeteria during lunch periods.

All students should practice proper table manners. **Throwing food or trash during lunch will result in automatic detention.** Students must clean up microwave spills and splatters after heating their food. Each student will participate in cafeteria clean-up duties throughout the year.

### **RELEASE OF SCHOOL RECORDS**

Report cards and transcripts will be released only when all tuition and fees are paid in full. These fees include tuition, library fines, sports fees, etc. Please provide our admissions and records director advanced notice of at least five days when requesting school records.

### **LOCKERS**

Students should use only assigned lockers. Food or drinks may not be stored in lockers overnight. Students may not enter another student's locker without permission. Students should never tamper with another student's locker. Locker decorations must be in good taste and placed inside the locker. Lockers are the property of CHS. The administration reserves the right to inspect the contents of student lockers at any time.

### **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 offense that constitutes grounds for suspension and dismissal from CHS for **all** involved.

### **CAMPUS SERVICE**

All secondary students must participate in campus service by cleaning classrooms from 2:20-2:30 pm each day.

### **ADVERTISING AND SALES**

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

## **OUTREACH/COMMUNITY SERVICE WEEK**

As a missionary school with Youth With A Mission, we aim 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. Students absent during the outreach week receive a grade of zero (0) until the required number of community service hours are completed and documentation of the service is submitted to department vice principals.

## **ATHLETIC PROGRAM**

The CHS athletic program plays a practical role in the physical development of the students and is invaluable in their character growth. The program involves regular physical education exercises and competition with other schools.

These 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, and basketball. Taekwondo age cross country is offered to elementary and secondary students as well as parents.

All secondary students earn PE credit by completing 80 minutes of exercise per week. Weekly activities are logged on a PE report form that must be submitted on or before the last day of the quarter. Parents must verify 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:

The following are opportunities for involvement:

- **Room Parents** help organize field studies, parties, or other special events.
- **Praying Parents** meet regularly to intercede for the school.
- **Special Events Support Team** helps with special school programs in lighting, sound, decorations, refreshments, costumes, etc.
- **Fundraising Support Team** helps raise funds for the school.
- **Athletic Boosters** cheer on CHS athletes! Whether or not parents have children who play CHS sports, all are welcome at our games.
- **Outreach/Community Service Week Supporters** help by providing refreshments, transportation, team leadership, and prayer.
- **Missions Donors:** 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. Many parents contribute to the financial support of individual teachers through the **Faculty Support Fund**. Donations to the Faculty Support Fund given in the first semester provide a Christmas bonus for CHS teachers. Donations to the Fund given in the second semester underwrite scholarships for teachers attending professional development training with the Foundation for American Christian Education over the summer. **All donations are tax-deductible.**

**Don't hesitate to 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 wish our clothing or grooming to distract others or ourselves from the important work 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. Modesty is the goal.

### **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. Modest shorts of appropriate length may be worn. A good measure of length is a hem that extends comfortably past the fingertips when arms are hanging at your side and does not rise past mid thigh when sitting. Tight bike shorts may not be worn with a blouse alone but are permitted under skirts or dresses. If modesty is in question, the school reserves the right 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 and physical education classes.***

#### **FEMALE STUDENTS**

Blouses, shirts, and dresses should fit comfortably and not be cut low in the front or back, nor should they reveal any part of the undergarment. 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. Girls may wear Capri pants provided they meet all guidelines for pants. Girls must wear a skirt or dress over leggings, not a long blouse alone. Tight bike shorts may not be worn with a blouse alone but are permitted under skirts or dresses.

#### **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: Should a student wear inappropriate apparel and not have a change of clothing on campus, he or she will be sent to the office. Parents will be called to provide proper attire. Students may not 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. Therefore, this constitution's purpose 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 Timothy 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" (Colossians 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 God has given them their authority.
- 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 for class and prepared with the appropriate materials.