



# **CHCA Armleder Early Learning Program Family Handbook**

1 — Last update: Jun 28, 2023

Cincinnati Hills Christian Academy

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# 1. Welcome

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With this handbook format you can:

- Use the search box at the top to quickly find what you seek.
- The Table of Contents is displayed on the left. Click the arrows to expand and collapse sections.
- Many included topics are linked back to our website. They are here for your convenience, but always directly accessible on [www.chca-oh.org](http://www.chca-oh.org).
- We believe an online version of this document will be most helpful so you can directly link to other content; however, if you desire a paper version use the “Download as PDF” button at the bottom of the Table of Contents.

*Last modified: Aug 19, 2022*

## 1.1. Mission/Vision/Values/Motto

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### Mission:

 [View this topic on our website](#)

### Vision:

 [View this topic on our website](#)

### Values:

 [View this topic on our website](#)

### Motto:

 [View this topic on our website](#)

*Last modified: Jun 29, 2022*

## 1.2. Statement of Faith – Article II

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 [View this topic on our website.](#)

*Last modified: Jul 20, 2020*

## 1.3. Purpose of Christian Education – Article III

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 [View this topic on our website.](#)

*Last modified: Jul 09, 2019*

## 1.4. Objectives of Christian Education – Article IV

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 [View this topic on our website.](#)

*Last modified: Jul 09, 2019*

## 1.5. Foundational Principles of Education – Article V

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 [View this topic on our website.](#)

*Last modified: Jul 09, 2019*

## 1.6. Board Policies

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*Last modified: Apr 04, 2019*

### 1.6.1. Creation

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The creation of the universe, the earth, and mankind, is one of the mighty acts of God. At Cincinnati Hills Christian Academy we believe that every word of the autographs (originals) of Scripture are without error in

any way, and that valid and reasonable interpretations of relevant Scripture passages can argue either for a very ancient creation or a more recent one.

In the Christian community there is a legitimate diversity of thought as to the time and process by which creation occurred. We respect serious Bible scholars with varying points of view, as long as those scholars:

1. Hold to an absolute belief in God's creation of the universe, the earth, and mankind;
2. Hold to reasonable explanations for their convictions;
3. Have convictions based on belief in the inerrancy of Scripture.

During the course of a student's experience at CHCA, the student will become acquainted with an array of viewpoints on creation on an age-appropriate basis.

*Last modified: Aug 14, 2020*

## 1.6.2. Controversial Issues

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Instruction, information, discussion, and materials which pertain to those issues of such nature that they are the center of legitimate discussion within this (CHCA) Christian community will be presented, or responded to, by teachers and administrators within the following guidelines: (1) with an educative intent; (2) with as much objectivity as possible; (3) on an age-appropriate basis.

"With educative intent" implies that the purpose of the presentation of controversial material is to inform and educate, not to proselyte to a specific view. Obviously, the sharing of diverse views held sacred within the Christian community is to be done "with as much objectivity as possible" in order to protect educative intent and to protect the school from denominationalism. The following are age-appropriate guidelines:

**Gr K-6:** A response based upon literal biblical statements will be given to questions which students raise in these grades. Nothing should be implied beyond what the scripture states. Specific curricular-based material will not be developed to address the controversial aspect(s) of an issue. The focus during these grades is upon the characteristic "concrete" thinking of the children; therefore, teachers will respond "concretely" to specific questions.

**Gr 7-8:** The curriculum will begin to address the controversial aspects of age-appropriate issues. Questions which may be generated by class discussion should be answered from a current and yet still traditional theological perspective with appropriate explanation (following the above-mentioned guidelines) regarding the diversity of thought within the Christian community.

**Gr 9-12:** The curriculum will include a discussion of the diversity of views, within the Christian community, on controversial issues. Because students at this age tend to be able to deal with abstraction, questions and discussions will allow for a full discussion of the controversial aspects of issues, keeping in mind the guidelines this document puts in place.

Questions regarding controversial issues will certainly arise. It is always appropriate to refer the student to his/her parents and pastor for further discussion of the issue.

*Last modified: Aug 29, 2022*

## 1.6.3. Diversity within CHCA Community

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Diversity among CHCA constituents was a central concept the founding Board of Trustees set forth. As a philosophic cornerstone, diversity is to be expressed through several significant characteristics of our school families including socio-economic standing, church membership and denominations within the Christian community, ethnicity, student academic ability, and the spiritual development and spiritual maturity of the students.

*Last modified: Apr 04, 2019*

## 1.6.4. Non-Discrimination Policy

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Cincinnati Hills Christian Academy admits students of any race, color, national and ethnic origin, and guarantees 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, national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, tuition assistance, and athletic and other school-administered programs.

*Last modified: Jul 06, 2018*

## 1.6.5. Parent Involvement within CHCA Community

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CHCA operates under the supervision of a Board of Trustees (BoT), whose membership is primarily comprised of parent members of the school association, and elected by the association membership. The educational program of the school is directed by an administration comprised of professional educators; the administration is responsible to the Board of Trustees.

In addition to its supervisory function with respect to all CHCA activities, the administration provides information to, and serves as a primary means of communication with CHCA parents.

### Involvement Opportunities:

- Parent Teacher Fellowship
- Volunteers
- Paid aides working under the direct supervision of the classroom teacher and the administration

### Involvement Guidelines:

- **School Authority.** Despite their personal and unique perspectives, CHCA parents must ultimately recognize their accountability to procedures established by the Board and the Administration.
- **Respecting Classroom Flow.** Parents who exercise their privilege to be part of CHCA must avoid

disruption of the educational process.

- **Respecting Boundaries.** While parent views are important and influential upon school policies, it is vital that these views be expressed and carried out appropriately, through constitutionally mandated procedures and, most often, through the established committee structure.
- **Confidentiality.** From time to time, parents may become aware of personal information related to the school, staff, students or other parents. Please keep all information of a personal nature confidential.
- **Respecting Participation Requests.** From time to time, the school administration will ask volunteers to follow guidelines or perform duties as a condition of their involvement (i.e. sign forms, submit to finger printing, sign disclosures, etc.).

*Last modified: Nov 01, 2022*



## 2. CHCA Wide Guidelines

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*Last modified: Jul 31, 2018*

### 2.1. Communication

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#### General Communication Guidelines

##### Addressing School Questions and Concerns:

Generally, concerns or questions regarding school issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher and avoid disrupting the educational process during the school day. If questions remain after meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the Principal. Should the issue continue unresolved, the parent is encouraged to contact the Head of School's office to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

##### Advertising Non-School Sponsored Activities

Advertising events that are not CHCA sponsored events must be approved by the Principal or their designee. eNewsletters, school bulletin boards and take-home folders are reserved for school matters only.

##### Changes at Home Affecting Child's Behavior at School

Parents are urged to let the school know about things at home that may affect a child's behavior at school so adjustments can be made.

##### Communicating with the Teacher

- Notifying a teacher via email or the school building office is the best way to communicate rather than having a student responsible for giving a written note to the teacher. (Teachers are asked to respond to email within 24 hours if possible – weekends, holidays, and summer break not included.)
- Teachers do not always have time during the school day to access email so if there is an emergency or a concern, calling the school office to leave a message is most effective.
- Meetings with teachers must be scheduled in advance. Drop-in attempts to meet with a teacher, just before or after school, may seem like a good idea, but these are actually times when teachers do a lot of their set-up and class preparation.

##### Keeping it Private

Parents should refrain from speaking with other parents about a teacher, an administrator, other parents or students. Often these issues are addressed as "prayer requests", but would be more appropriately kept

confidential. Unresolved issues should be discussed only with those involved.

## Representing CHCA

Parents and students should remember that when they are publicly representing the school, behavior is a reflection on the entire CHCA community. Actions and speech are a testament to CHCA and the Lord. This is particularly necessary at sporting events, when wearing CHCA clothing, or when driving vehicles with CHCA decals or identification.

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## Communication Tools

### Annual Publications

Eagles' Eye Magazine is an annual publication created to share stories, impact, engagement, and accomplishments from our CHCA current and alumni community. It is typically delivered to CHCA families' homes by the fall. CHCA's Annual Report is typically distributed to all families and key stakeholders in December, though it is sometimes created in conjunction with the Eagle's Eye Magazine.



The [Publications webpage](#) puts these documents at your fingertips.

### Association Business Meeting with the CHCA Board

There are two meetings for parents with the Board – one each semester. Please make time to attend these meetings; specific dates are on the website calendar.

### Campus Connections (PK-Gr 6)

This eNewsletter is a targeted, weekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email and as filterable announcements within the myCHCA App. The school assumes that parents read the information and considers communication accomplished once it is sent.

### Eagle Newsletter (Gr 7-12)

This eNewsletter is a targeted, biweekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email. The school assumes that parents read the information and considers communication accomplished once it is sent.

### Canvas (Gr 4-12)

Canvas is CHCA's Learning Management System (LMS), an online tool to provide parents, students, and teachers a secure environment to interact with students' academic information. It is linked from the myCHCA webpages. Canvas class pages include course calendars, assignments, syllabuses and available handouts, as well as a running view of grades and feedback. While end-of-quarter report

cards are available in Veracross, Canvas is the central source of academic information, regular grade updates, and daily student progress. Canvas course pages are accessible on your mobile device via the Canvas app. Grade K-3 report cards will be posted each quarter in Veracross.

### CHCA Website ([www.chca-oh.org](http://www.chca-oh.org)) and myCHCA Apps

[www.chca-oh.org](http://www.chca-oh.org) and the myCHCA apps draw content from a single source. They are the best venue for timely school information and privacy controls restrict sensitive information only to authorized users. Parents complete the majority of school business (e.g. checking grades, making payments or registrations, completing forms, etc.) via links from the myCHCA webpages or the More section of the App.

### Email

Email is an important means of communication with parents.

### Phone Messaging System

Families will be called, emailed and/or receive a text via SchoolMessenger, a phone messaging system for school closings, emergencies, reminders and notice of important upcoming events.

✿ Update personal information (including cell phone, email, home address, authorized release, etc.) through your Veracross Parent Portal to ensure continued delivery of these valuable resources.

*Last modified: Jun 28, 2023*

## 2.2. Medical Information

*Last modified: Jun 14, 2022*

### 2.2.1. Authorization for Emergency Response

Ohio Revised Code 3313.712 mandates that **Emergency Medical Authorization** be collected by schools annually and in cases of emergency, may present this form to EMS, a healthcare provider or hospital rendering treatment. Students may be excluded from class after the first day of school should the **Emergency Medical Authorization** not be completed and on file with the Building Nurse.

Parents/Guardians of enrolled students must complete the **Emergency Medical Authorization** found in Magnus Health prior to the first day of school.

✿ Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link.

The [Medical Forms webpage](#) has more information and Veracross links.

*Last modified: Jun 28, 2023*

## 2.2.2. Determination When to Send Sick Child to School

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Parents/Guardians should not send a student to school, an extra-curricular activity, or an athletic event when a student:

- Has a fever of at least 100 degrees. Should be fever-free for at least 24 hours without the use of any fever-reducing medication 24 hours before returning to school.
- Has thrown up (due to illness) or had three or more watery, loose diarrhea stools any time in the last 24 hours.
- Has an upper respiratory infection with uncontrolled nasal drainage, coughing, or sneezing that may infect others.
- Was sent home from school the previous day or the same day with a fever (100 degrees or higher).
- Has a significant rash that has not been diagnosed by a healthcare provider.
- Is complaining of substantial pain for a significant duration until a healthcare provider has examined the student.
- Is taking prescription-strength medication, which impairs their ability to stay awake/alert and safely navigate stairs and hallways.

If a student becomes ill during school hours, the building nurse will contact the parents. If the Building Nurse is unable to reach the parents, emergency contacts listed for your student in Veracross/Magnus Health will be contacted. Emergency contacts must be at least 18 years old and have a valid photo ID. Sick or injured students cannot be kept in the nursing clinic for **more than one hour**.

*Last modified: Jun 28, 2023*

## 2.2.3. First Aid

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The teacher, office staff, administrator or building nurse may administer minor first aid. Parents/Guardians will be contacted for significant injuries and/or illness, and 911 will be called in case of an emergency.

*Last modified: Jun 28, 2023*

## 2.2.4. Illnesses Requiring Doctor's Note for Re-Entry

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The building nurse may require a written statement from the healthcare provider for reentry into school

following an illness. Illnesses for which a note may be required include, but are not limited to:

- Bed bugs (*Cimex Lectularius*)
- Chicken Pox
- Conjunctivitis (pink eye)
- German Measles (Rubella)
- Impetigo
- Measles
- Meningitis
- Mumps
- Pinworms (*Enterobius Vermicularis*)
- Ringworm of scalp/body (*Tinea Capitis/Corporis*)
- Scabies
- Significant rashes
- Streptococcal Infections (strep throat/scarlet fever)
- Whooping Cough (Pertussis)

Head Lice (*Pediculosis Capitis*) – Students may be readmitted to school only if the student's hair has been treated with an approved lice shampoo and found by the school nurse to have no live lice or nits (lice eggs) attached to hair shafts within 1/4" of scalp. This treatment should be performed by the parents *before* seeing the Building Nurse for approval to return to school.

*Last modified: Jun 28, 2023*

## 2.2.5. Immunization Requirements

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Ohio State Law 3313.671 requires that a record of the exact dates (month/day/year) of immunizations of each student be on file at the school. By law, a student may be excluded from school on the 15th day of the school year if the school has not received written proof of the required immunizations.

The State of Ohio Legal Immunization Exemptions apply to students who have an Immunization Waiver Form on file prior to the first day of the current academic year. Obtain this form from the building nurse. Unless submitting a waiver for religious or "good cause," a physician signature is required for medical exemptions. In the event of a communicable disease outbreak, your child may be excluded from school and not allowed to return until such a time that the building nurse, administrators, or in some cases Hamilton County Public Health, allows. There is no guarantee that faculty can provide the same educational experience as in the classroom during the missed time. Students excluded from school during an outbreak are also excluded from participating in any CHCA extracurricular activities or sporting events.

*Last modified: Jun 28, 2023*

## 2.2.6. Medication Administration

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The administration of prescription medication to a student during school hours may be deemed necessary

by your healthcare provider. Ohio Revised Code 3313.713 states that no prescription medication can be dispensed by CHCA personnel without a consent form signed by parent/guardian and by a healthcare provider. A medication permission form should be completed prior to sending any medication to the school.

To request the assistance of school personnel to give medication:

1. Complete the appropriate **Medication Permission Form** for your student's grade – this can be found on Magnus Health.
  - The parent must sign to authorize the school personnel to administer the medication.
  - The healthcare provider must sign to authorize the medication.
  - The healthcare provider may return the form to the school via fax or email.
2. The parent should bring the medication in a Ziplock bag with the student's name marked clearly on the bag. All medications must be in their original container and the school clinic cannot give expired medication.
  - Prescriptions should be labeled with the student's name, name of the medication, the dosage, the route, the time to be given, and the healthcare provider's name.
  - Over-the-counter medications must be a new, unopened bottle and labeled with your student's name.

Students are not allowed to have medications (prescription or nonprescription) on their person, in their backpacks, cars or lockers or self-administer any medications. The exception is Upper School 7-12 students may carry and self-administer asthma inhalers and Epi-pens during the school day and may self-carry medications, if needed, when traveling with CHCA. An **Upper School 7-12 Self-Medication Agreement** signed by a healthcare provider, parent and student must be on file.



Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link.  
The [Medical Forms webpage](#) has more information and Veracross links.

*Last modified: Jun 28, 2023*

## 2.2.7. Severe Life Threatening Allergies

Food and other allergens can trigger severe reactions leading to potentially serious health consequences or anaphylaxis (Food Allergy & Anaphylaxis Network, 2019). Accidental exposure to allergens can happen anywhere, anytime, including the school environment. Because parents/guardians know a student's medical history better than anyone else, it is imperative that they work closely with their private healthcare provider to provide the school pertinent, timely information about a student's level of sensitivity and their type and severity of reactions (Ohio Revised Code 3313.719).

To foster the safest possible environment, it is the parent's responsibility to:

- Submit the **Emergency Medical Authorization** form, the **Medication Permission** form, the **Food**

**Allergy and Anaphylaxis Emergency Plan (FARE)** form, and the **Student Asthma Action Card** (if student has asthma) prior to the first day of school.

- Request a meeting with the building nurse to establish a plan of care prior to the first day of school.
- Deliver Epi-pens and Inhalers to the building nurse prior to the first day of school. For older students in Gr 7-12 who may plan to carry their own Epi-Pen, a second Epi-Pen should be provided to the building nurse per Ohio Revised Code 3313.718. It is strongly recommended a second Inhaler also be provided.
  - Per House Bill 296, enacted by the 2014 General Assembly, CHCA now stocks unlicensed Epinephrine in each building for emergency use during the regular school day while students are on campus. The availability of stock Epinephrine pens is not intended to replace a student's own prescription. The primary use of the unlicensed Epinephrine is to treat first time, previously undiagnosed anaphylaxis.
- Provide safe snacks for classroom breaks, field trips, class parties and any extra-curricular or athletic events.
- Communicate with all extra-curricular, after-school care, and coaching staff about your student's treatment plan.
- If Epinephrine is administered during the school day, 911 will be called along with parents so the student can be evaluated by a healthcare provider for any further medical treatment.

\* Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link.  
The [Medical Forms webpage](#) has more information and Veracross links.

*Last modified: Jun 28, 2023*

## 2.2.8. Tuberculosis Policy

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All students new to CHCA from outside the Continental USA and from a TB prone area should be tested prior to their first day of school at CHCA. Current students who spend 30 days or more in travel out of the country in TB prone areas need to be tested prior to returning to CHCA. Contact the building nurse if you are unsure if you need to test.

*Last modified: Jun 28, 2023*

## 2.2.9. COVID-19 Information

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CHCA will continue to follow the guidelines set forth by the Ohio Department of Health and the Hamilton County Public Health Department regarding COVID- 19 protocols.

*Last modified: Jun 28, 2023*

## 2.3. Other Information

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*Last modified: Apr 04, 2019*

## 2.3.1. After School/Weekend Event Attendance

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If a student is attending a school event after school or on the weekend, they should be where that event is taking place. Students are not to wander throughout the buildings or campuses. Students may attend events at any CHCA building if under the supervision of a teacher, parent or school-appointed student/adult.

*Last modified: Jun 12, 2019*

## 2.3.2. Building Use

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- For a **school-related** event or activity, reserve a school building and/or classroom through your student's school office.
- For **non-school related** school event or activity,
  - Usage of a school building for any non-related school events requires a Certificate of Insurance and payment of a usage fee charge.
  - *Athletic Facilities:* Visit the [www.chcaeagles.com](http://www.chcaeagles.com) for more information
  - *All others:* request through the Buildings and Grounds Department ([Wendell.Hensley@chca-oh.org](mailto:Wendell.Hensley@chca-oh.org))

*Last modified: Jun 29, 2022*

## 2.3.3. Campus Access

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To maintain and ensure a peaceful and secure environment that promotes Christian values, learning and the safety and well-being of Cincinnati Hills Christian Academy students and faculty, the school's administration has the authority, within its sole discretion, to restrict campus access to any and all persons who the administration deems inappropriate for contact with students and/or staff.

*Last modified: Apr 03, 2019*

## 2.3.4. Confidentiality of Records/Transcripts

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Student records and transcripts of student performance, conduct or attendance at CHCA will not be released to students, parents/guardians/families, or other academic institutions without the express consent of the parents or guardian or otherwise permitted by FERPA.

Students and parents will be allowed to review their own records and transcripts at any time, but a request for release of records and transcripts will be denied if there is a hold on the account.



- \* It is important that CHCA always has current information about students. Household updates, directory publication preferences, and access to health and medical forms will be accessed through your Veracross Parent Portal. If for some reason a name is changed, original documentation authorizing the change should also be provided.

*Last modified: Jun 21, 2023*

## 2.3.5. Emergency Drills

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Emergency drills such as fire, tornado, shelter in place, and lockdown/active shooter are held annually according to state guidelines. All students, teachers, staff, parents, and visitors in the building at the time of the emergency drill are expected to participate.

If a tornado warning siren goes off at dismissal time, students will be sent to the designated tornado areas of the building and cannot leave the building, even if a parent has come to get them, until the warning has passed. At notice of the warning, if parents want to come into the building for safety, they may do so. Faculty and staff will remain with the students at all times during the duration of the warning. If the students are outside the building in mid-dismissal and a tornado warning siren goes off, all of the students who can be reached will be instructed to go back into the building to a secure area.

If students are on the CHCA athletic fields when a tornado warning siren goes off, they will be directed where to go to seek shelter by the CHCA coach and/or the Athletic Director as they are designated as the final authority in the evacuation of the athletic fields. Spectators are welcome to come in and find shelter, but all regular secure areas should be kept free for students from CHCA and the opposing teams.

*Last modified: Jun 28, 2023*

## 2.3.6. Expulsion Process

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Expulsions are typically recommended by the Principal to the Head of School. The Head of School confers with the Principal regarding the details of the incident and ultimately decides to accept the recommendation, or deny the recommendation and provide an alternative response to the incident or behavior.

If the Head of School supports a Principal's recommendation for expulsion, the student and his/her legal guardian(s) may appeal that decision to the Head of School, either in writing or in person, to share the details of the incident from their perspective.

If the expulsion recommendation is accepted by the Head of School, the school may indicate the expulsion on the student's permanent record at its discretion.

*Last modified: Jun 28, 2022*

## 2.3.7. Extracurricular Behavior Expectations

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Students choosing to participate in extracurricular activities act as de facto ambassadors of CHCA and an example of Christ-like behavior to the larger community. When a CHCA student participates in any extracurricular activity – academic, leadership, community service, fine arts, or athletics – it is expected that they behave in a manner consistent with the expectations of their behavior during the school day. This includes dress and behavior, positive attitude toward and affirmation of fellow competitors, scholars and performers, and a demonstration of leadership and positive Christian values.

If transportation to and from practices and events is provided by the school, student participants are required to ride in the school-provided transportation to the practice or event unless approved beforehand by the faculty or coach in charge and with written parental permission. If no school transportation is provided, it is strongly recommended that students do not drive teammates or other students in their personal vehicles at any time.

*Last modified: Aug 12, 2019*

## 2.3.8. Family Contact Information

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Accurate information regarding home address, email, telephone numbers, and the name and phone number of the person to be called in case of emergency help us keep your child safe and provide you with timely information.

✿ Household updates, directory publication preferences, and access to health and medical forms will be accessed through your Veracross Parent Portal. You can update this information at any time.

*Last modified: Jun 28, 2023*

## 2.3.9. FERPA Compliance

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✿ CHCA is FERPA compliant. [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 2.3.10. Gift Giving Guideline

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There are times that students or families wish to give gifts to a faculty member or staff person. To avoid embarrassment or ethical concerns, please limit gifts to \$100 or less.

*Last modified: Jun 27, 2019*

## 2.3.11. Lost and Found

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All school buildings maintain a lost and found area and parents and students should check them regularly. At the end of each quarter, all items remaining in the lost and found will be given to a charitable organization.

*Last modified: Apr 03, 2019*

## 2.3.12. Parent Code

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 [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 2.3.13. Parent-Teacher Conference Schedule

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Formal Parent-Teacher conferences are scheduled in the fall (see website calendar for specific dates). If at any time you have questions regarding your student's performance, you may contact the [teacher via email](#).

*Last modified: Jun 28, 2023*

## 2.3.14. Prohibited Devices, Substances and Activities

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CHCA is committed to fostering academic excellence in a Christ-centered environment that is safe, and drug and alcohol free. Essential elements of the learning climate are honesty, respect, safety, compassion, and support. We expect all members of our learning community, whether child or adult, to refrain from bringing these substances or engaging in these activities on school property or at any school related activities.

 Additional age-appropriate discussion of these and other behaviors and consequences is covered within the program specific guidelines section of this handbook.

### Devices and Substances

Possession, distribution, or use of any of these devices and/or substances is expressly forbidden.

- **Explosives**
- **Fireworks**
- **Weapons**
- **Sexually Oriented Materials**

- **Tobacco Products**
  - **Alcohol**
  - **Illegal Drugs**
  - **Prescription and/or Over-the-counter Drugs** (unless facilitated by the school nurse)
- 

## Activities

These activities on school property or at any school related activities are expressly forbidden.

- **Bullying:** Drawing from a significant variety of expert resources, CHCA defines bullying as a written, verbal, electronic or physical act that is intentional, repeated, pervasive, malicious, sufficiently severe, and targeted toward another student which causes mental or physical harm. While other negative behaviors will continue to be corrected with appropriate discipline, not all such behavior shall be considered “bullying” unless it is consistent with this definition.
- **Fighting, gossiping, slander and lying**
- **Inappropriate Written or Verbal Communication** including:
  - Cursing, swearing, or taking the Lord’s name in vain
  - Offensive gestures
  - Racial slurs
  - Suggestive or offensive clothing
  - Vulgar language
- **Leaving a School Sponsored Event:** Students may not leave school sponsored events before scheduled dismissal without a written request by parents submitted to, and approved by, event sponsor, teacher, or building Principal
- **Stealing** including:
  - Taking another person’s property without their consent
  - Taking food from the cafeteria without paying or giving false payment information to cafeteria personnel
  - Taking school-owned material without permission
- **Inappropriate Use of Social Media**
  - The act of sending messages of a sexual nature via a cell phone, computer, or other digital device.
  - Refer to CHCA’s [Technology Responsible Use Policy](#) handbook section for more information.
  - Students are asked to immediately report any such activities to a teacher or a school administrator.
- **Truancy:** See the Attendance Policies handbook section for your specific program for more information.
- **Vandalism**
  - Willful destruction of, or damage to, property at CHCA or at another school.
  - Examples include but are not limited to:
    - Tampering with fire alarms, fire and threat extinguishers
    - Defacing lockers, tables, desks, or any physical equipment or supplies
    - Drawing vulgar images on school property is considered vandalism

- Vandalism includes lost or damaged books
- In addition to discipline consequences, vandalism may require restitution and should be paid prior to issuance of final grades.

*Last modified: Jun 28, 2023*

## 2.3.15. School Brand Guidelines

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 [View this topic on our website](#)

*Last modified: Jun 29, 2022*

## 2.3.16. School Building Entry Procedures


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When entering a school building during school hours, you should first report to the front desk located in each lobby to sign in and receive a visitor's badge. Upon leaving, you should sign out at the front desk. If you need assistance in such procedures as tardy slips, early dismissals and directions to other areas of the school, assistance will be given to you at the front desk.

*Last modified: Jun 28, 2023*

## 2.3.17. School Building Office Locations and Addresses

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 [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 2.3.18. School Bus Transportation Information

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 [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 2.3.19. School Calendar


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 [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 2.3.20. School Closings/Delays

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 [View this topic on our website](#)


*Last modified: Jun 07, 2019*

## 2.3.21. School Family Directory

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A Family (aka Student and Household) Directory of those enrolled in the school is prepared exclusively for the use of CHCA parents, students and personnel and requires login so private information remains protected. It is not to be used for circulation or promoting a personal business, and should not be passed onto anyone not connected with the school. In addition, families within the school are not to be solicited for any reason other than those approved by the Board of Trustees.

Note: Occasionally families choose to be omitted from this online listing so lists may be incomplete. Contact your building Administrative Assistant with questions.

 View the directory in your [Veracross Parent Portal](#), accessible via the myCHCA Parent App or the website.

 Need help logging in? Email [Veracross@chca-oh.org](mailto:Veracross@chca-oh.org)

*Last modified: Sep 02, 2022*

## 2.3.22. Solicitations

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Parents and students are only permitted to sell things at school that are directly related to school-sponsored activities, and must obtain approval in advance from the CHCA Advancement Department. Solicitation in person or electronically associated with church projects, community projects, or personal business are not permitted.

*Last modified: Jun 27, 2019*

## 2.3.23. Student Withdrawal Policy

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The Enrollment and Re-Enrollment Contracts clearly state the family is assuming the responsibility for the entire year's tuition payment upon enrollment (or re-enrollment). The obligation becomes binding on June 15 for the following school year.

*Withdrawals made after enrolling/re-enrolling, but **prior to June 15*** for the following school year, forfeit the enrollment deposit or re-enrollment fee but are released from the obligation of the following school year's tuition payment. School records/transcripts are not released until any outstanding obligations are fulfilled.

*Withdrawals made **after June 15*** require the family to pay the tuition balance in full, with the exception of students enrolled in the Blake Lindner Thompson Early Childhood Learning Center, whose withdrawal terms are stated in the student's enrollment contract.

**Notification of intent to withdraw should be in writing. To document date submitted, they should be:**

- **Postmarked** or
- **Emailed to [admissions@chca-oh.org](mailto:admissions@chca-oh.org)** or
- **Letters delivered in person must be handed directly to an Admissions Office employee**

*Last modified: Jun 27, 2022*

## 2.3.24. Substance Abuse

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CHCA is committed to being a drug and alcohol free environment. Substance abuse will be dealt with in a serious and aggressive manner at the complete discretion of the school administration. Distribution of illegal or prescriptive drugs and/or alcohol on school property or at a school-related activity will result in a mandatory recommendation for expulsion.

*Last modified: Jul 06, 2018*

## 2.3.25. Technology Responsible Use Policy

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CHCA's Technology Responsible Use Policy is agreed to by all families in the CHCA Enrollment Contract and employees by acceptance of the Employee Handbook.

 [View this policy on our website.](#)

*Last modified: Jul 28, 2021*

## 2.3.26. Volunteers

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- Parents are invited and encouraged to volunteer at the school and school-sponsored activities. Check with the activity organizer or your child's teacher regarding best dates and times.
- To maintain the safest environment for our students, CHCA requires ALL volunteers to be fingerprinted PRIOR to the first time volunteering. This includes classroom helpers, event and front desk volunteers, party helpers, coaching and theatre volunteers, field trip drivers (grades K-3), trip chaperones, and regular visitors to our buildings.

- It also includes Gr 9-12 students who will have contact with minor children while they volunteer in a CHCA sponsored camp or activity.
- The check is valid for 5 years.
- While most background checks clear within 14 days, it can take up to 30 days for a background check to successfully clear; therefore, being proactive well in advance of the starting date of work, a camp or volunteer event is necessary to ensure you get the results back timely.



Make your fingerprint appointment at the Welcome Center by emailing [Judi.Davis@chca-oh.org](mailto:Judi.Davis@chca-oh.org) at least 30 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver's license or a form of identification if you don't have a driver's license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

*Last modified: Jun 28, 2023*



## 3. Armleder Specific Guidelines

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*Last modified: Jul 31, 2018*

### 3.1. Arrival Procedures and Times

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 [View this topic in the \*\*Daily Schedule\*\* posted on our website](#)


*Last modified: Aug 19, 2020*

### 3.2. Classroom Visitation

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Parents are welcome to formally observe their child's class if:

- they have a current fingerprint check on file at CHCA.
- they communicate with the teacher in advance and have been notified of an appropriate time.


 Make your fingerprint appointment at the Welcome Center by emailing [Judi.Davis@chca-oh.org](mailto:Judi.Davis@chca-oh.org) at least 30 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver's license or a form of identification if you don't have a driver's license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

*Last modified: Jun 28, 2023*

### 3.3. Dress Code / Uniforms

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**Dress Code, Including Uniforms and Hair Guidelines (PK-Gr 6):**

 [View this topic on our website](#)

*Last modified: Jul 23, 2022*

### 3.4. ExtraCurriculars

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 [View this topic on our website](#)

*Last modified: Jun 07, 2019*

## 3.5. Field Trips

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We expect behavior on buses or field trips to be the same as in-school behavior.

- Parents are always notified of planned trips.
- For students to participate, the **Permission to Participate form** must be completed during the summer online Info Update. Families not completing the form online must sign a paper version available from the office.
- Field trips are intended for the grade-level classroom students only (no siblings).
- Students who are not permitted to attend a field trip for any reason must be picked up by a parent/guardian. The school is unable to provide supervision.
- Parent chaperones must be fingerprinted *prior* to being with students.

✿ Make your fingerprint appointment at the Welcome Center by emailing [Judi.Davis@chca-oh.org](mailto:Judi.Davis@chca-oh.org) at least 30 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver's license or a form of identification if you don't have a driver's license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

*Last modified: Jun 28, 2023*

## 3.6. Messages and Deliveries

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- Messages and deliveries from home are relayed through the school office.
- Messages should be kept to a minimum and should not be given on a regular basis.
- Calls should be made **by noon** to allow time to distribute messages by afternoon dismissal. Communication received after noon is less reliable and is not guaranteed.

✿ The [myArmleder School webpage](#) puts phone numbers and emails at your fingertips.

*Last modified: Apr 25, 2019*

## 4. Armleder Early Learning Program Specific Guidelines

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### Purpose

The purpose of the CHCA Armleder Early Learning Program is to provide our youngest students with a safe, nurturing, and stimulating introduction to school life. The program reflects the principles of the Reggio-Emilia philosophy of Early Childhood Education and developmentally appropriate practice from the National Association of Education of Young Children (NAEYC). The Reggio inspired approach is student-centered, innovative, and values the child as strong, capable, resilient, and rich with wonder and knowledge. The Reggio inspired approach encourages children to explore, discover, question, observe, and construct meaning individually and collaboratively as they participate in projects and investigations that emerge through their work.

### Licensure

This program is owned and operated by Cincinnati Hills Christian Academy, Inc. and is licensed to operate legally as an Early Learning Program with the Ohio Department of Education and the City of Cincinnati Board of Health.

*Last modified: Aug 09, 2019*

### 4.1. Attendance, Late Arrival, Early Dismissal, and Extended Absence (ELP)

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CHCA values academic excellence, and prompt arrival at school is important for building strong habits that allow for a calm and consistent start of the school day. Numerous absences and tardies negatively impact student achievement because vital information and instruction is missed and is difficult to make up in the same way it was originally presented. This puts a student at an academic disadvantage. Arriving on time begins the day and sets the learning expectation for students and is essential for preparing for the day. Students should arrive at school in time to go to cubbies *before* class.

✿ Submit the online Report Student Absence form no later than 8:30 a.m. on the day your child will not be at school to help us ensure they are safe. This form is at your fingertips via the [myArmleder School](#) webpage, Parent App, and Veracross Parent Portal. There is no need to also call the school or email teachers; parent next steps are on the confirmation email.

### Attendance:

Excessive unexcused absences are troublesome for a teacher to deliver the effective instruction that

advances student achievement.

- The parent submits an online **Report Student Absence form**.
- At the **3rd unexcused absence** in a quarter, parents will be notified.
- At the **4th unexcused absence** in a quarter, parent/Principal conference is required.
- Should a student miss **more than four days** in a quarter, they are considered an attendance concern. If the Principal believes that attendance is not a priority for the family, continued absenteeism could result in asking the family to withdraw from CHCA at any time.
- If a student misses **16 days or more** in a school year, that student may not be asked to return to CHCA the following year depending on the absence circumstances. All decisions regarding continued enrollment as a result of school attendance is at the sole discretion of the Principal.
- Any student absent from school may not attend or participate in any CHCA sponsored after school events.

## Late Arrival:

Late Arrival (a.k.a. tardiness) causes interruptions and distractions for *other students* that negatively impact the learning environment. *Tardy students* miss important information from the teacher's instruction, and ultimately academic achievement is hindered.

- The parent submits an online **Report Student Absence form**.
- Late Arrival is tracked daily by quarter and a PK student is considered tardy when arriving at or after 8:00 a.m.
- Escort your child to the front desk to sign them in, where the student will indicate their lunch choice and accompany an administrator to their designated classroom.
- Frequent tardiness is a concern and will be addressed with the student's parents. Chronic tardiness and/or absenteeism results in additional consequences.
  - **5th tardy** – parents notified by email.
  - **6th tardy** – parents conference with the principal to determine a solution.
  - **7th tardy** – the Principal schedules a required Family Intervention on Saturday from 9:00 -11:00 a.m. The student and parent will fulfill a "mandatory work detail" as determined with the Principal.
  - **8th tardy** – parents attend meeting with the Principal to create an intervention plan.
  - **9th tardy** – student may result in student dismissal.

## Early Dismissal:

We encourage parents to schedule appointments after school hours. Students occasionally need to be released early from school for doctor's appointments and will be permitted to make up any missed class work in a timely manner as determined by the teacher. However, it is important to remember that missing class time can be detrimental to a student's academic progress as the experiential aspect of the learning process cannot be duplicated at home.

- The parent submits an online **Report Student Absence form**.
- The parent electronically signs out student from the front desk and the Early Learning Program.

Parents pick up students in their PK classroom.

- If a student returns to school the same day after an early dismissal, parents are to electronically sign the student back in.

### Extended Absence (3 or More Whole Days):

- Complete the online **Report Student Absence** form at least one week prior to the absence. *We require that more than three consecutive absences cannot be excused without completing this online form.*
- While family vacations are important, please schedule them during school breaks. No more than five school days are excused per school year for this reason.
- The teacher and Principal must approve the extended absence.
- No make-up work will be provided.

*Last modified: Jun 28, 2023*

## 4.2. Birthday Celebrations and Party Invitations (ELP)

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Birthday celebrations are encouraged at CHCA—we want students to know they are special!

### On-Campus Parties:

- A parent must plan and organize the party with the teacher's permission.
- The teacher must approve the date, time, length, and activities.
- Parents work with teachers to determine healthy food choices considering any allergies.
- Latex balloons may not to be used or distributed during the party.

### Off-Campus Parties:

- Invitations may only be distributed at school for off-campus socials or parties if the entire class or all of one gender are invited.

*Last modified: Jun 28, 2023*

## 4.3. Handicapped Children or Those with Special Needs

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CHCA enrolls students for whom the school can meet their needs and is careful to inform parents seeking admission that the school is not equipped or resourced to meet a broad range of disabilities. When a student is enrolled who requires accommodations due to ADD, ADHD, sight or hearing deficiencies, or special dietary needs, the school is clear to state what accommodations it can offer the student in the written care plan in accordance with the American's for Disabilities Act. Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings. In Ohio, the County Board determines eligibility

for services and once eligible, links families to a Service and Support Administrator to develop an Individual Service Plan that outlines what types of supports are needed.

✿ Find more information about early intervention services for your children at <http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>.

*Last modified: Jun 28, 2023*

## 4.4. Healthchek

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Families currently enrolled in Medicaid are required to participate in Ohio's Early and Periodic Screening, Diagnostic, and Treatment service package called Healthchek. This comprehensive and preventative services program includes a health and developmental history to assess for physical and mental health concerns, screenings for potential health problems, including vision, hearing, and dental screening for preschool age children.

✿ Find more information about Healthchek at <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>.

*Last modified: Jun 28, 2023*

## 4.5. Lunch (ELP)

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### General Information

- Students may **purchase lunch** daily
  - A *prepaid* lunch card (cash or check only) is required for all purchases.
  - Students must pre-order a lunch at the beginning of the day
  - Menus available at [chca-oh.org/lunch](http://chca-oh.org/lunch).
- Students may bring a **packed lunch** from home
  - At the start of the day, students should place their packed lunches in the assigned place..
  - Any student forgetting their lunch will be required to buy a lunch that day at their parent's expense.
- All food and drink is to be consumed during lunch.
- Soda and/or sharing lunch items is not allowed.

✿ View lunch card forms, lunch times, and menus on our website at: [www.chca-oh.org/lunch](http://www.chca-oh.org/lunch).

### On-Campus Lunch Visitors

We invite parents, grandparents, and siblings with adults to bring their lunch and join their students. Please

arrive shortly before the start of the child's lunch period and sign in at the front desk prior to meeting their students in their classroom area. We ask visitors eating lunch at school to provide food only for their own family members.

*Last modified: Jun 28, 2023*

## 4.6. Nap

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Children enrolled in the Early Learning Program take a nap immediately following lunch. Everything needed for their nap is provided.

*Last modified: Aug 09, 2019*

## 4.7. Parent-Teacher Conferences (ELP)

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There are two mandatory Parent-Teacher Conferences during the school year; however, parents are encouraged to contact teachers to schedule time for discussion regarding any aspect of the child's school life as they deem necessary.

Scheduling information will be communicated via weekly classroom newsletters.

### All Other Conferences/Meetings:

- Send a note or email the teacher with whom you would like to speak.
- Allow them time to determine the best time for a conference.
- Meetings with teachers must be scheduled in advance. Drop-in attempts to meet with a teacher, just before or after school, may seem like a good idea, but these are actually times when teachers do a lot of their set-up and class preparation.

*Last modified: Aug 09, 2019*

## 4.8. Parking / Drop Off / Pick Up

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For the utmost safety for your child:

- Always **park** in a parking space on the street. There is no space in the Armleder parking lot for parents to park when dropping off and picking up their students.
- For **drop off**, walk your child using crosswalks as the law dictates, into the school building entering via the front double doors on 9th Street.
- At **dismissal**, all children are picked up outside the school building. Parents may park on the opposite side of 9th Street or either side of Elm Street or you may join the carpool line with your yellow carpool number displayed.

*Last modified: Jun 28, 2023*

## 4.9. Positive Behavior Support

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The teachers are responsible for creating a warm, inviting environment and emphasizing positive and desired behaviors. At the beginning of the year, the students and teachers discuss and create a set of classroom expectations. In order to promote healthy interaction, student redirection and coaching will occur as needed.

*Last modified: Aug 09, 2019*

## 4.10. Recess (ELP)

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- Students at all grade levels have recess time daily and should dress appropriately for the weather.
- PK students go outside even if there's light precipitation.
- PK students will not go outside if the "feels-like" temperature is below 32 degrees or the heat index is 86 degrees.

*Last modified: Aug 03, 2021*

## 4.11. Safety and Security

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### Check In

To provide the highest form of safety and security for our students, they must be electronically checked in/out of the Early Learning Program each day. This process will be explained during the parent orientation at the first week of school and/or as needed.

### Restricted Release

If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or restraining order prohibiting a parent from contact with the child must be on file with the Principal of the Early Learning Program.

### Drills

- There will be a fire drill at varying times throughout the school year to prepare children for that emergency situation.
- A plan explaining staff actions and responsibilities in case of fire emergency or weather alert is posted in each room that the children use.
- Tornado drills are scheduled monthly April and May.
- The Principal will keep a record of all drills.

### Reporting

- Staff members are mandated to report any signs of child abuse or neglect to the local children's



services agency.

- When an accident, injury or any other incident happens at school or the emergency transportation of a child is necessary, the parents will be notified immediately. Each staff member has immediate access to a working telephone within the building and receive the Early Learning Program's complete Health and Safety Plan prior to employment.

*Last modified: Aug 09, 2019*

## 4.12. Snacks

A nutritious snack will be provided daily for Early Learning Program students by our food service provider. A nutritious snack provides nutritional value in addition to calories and contains at least one food from two of the four basic food groups (meat/meat equivalent, bread/bread alternative, milk group, and fruit and vegetable group). Our food service will try to provide snacks that are sensitive to children's food allergies. If a child has special dietary requirements prescribed by a licensed physician and not accommodated in the menu, parents should provide a written care plan so we can best serve their child. If accommodations are not satisfactory, parents must provide appropriate food. Direct all questions to the school nurse.

*Last modified: Aug 14, 2019*

## 4.13. Student STAR Behavior Rubric (ELP)

CHCA administration reserves the right to alter discipline consequences as deemed necessary. Behavior and consequences include, but are not limited to, those listed.

Behaviors	Consequences for 1-3 times	Consequences for 4-5 times	Consequences for 6 times
Classroom Disruption <ul style="list-style-type: none"> <li>• Repeated interruptions</li> <li>• Out of seat</li> <li>• Not following directions</li> <li>• Playing with toys or trinkets</li> <li>• Gum chewing</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Communication</li> <li>• Administrator-Teacher-Parent Conference</li> <li>• Early release from school</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator-Teacher-Parent Conference to determine next step</li> </ul>
Disrespectful Behavior <ul style="list-style-type: none"> <li>• Talking back</li> <li>• Non-verbal disrespect</li> <li>• Not following given</li> </ul>			

<p>consequence</p> <ul style="list-style-type: none"> <li>• Teasing/name calling</li> <li>• Exclusion</li> </ul>				
<p>Inappropriate Physical Contact</p> <ul style="list-style-type: none"> <li>• Touching</li> <li>• Hitting/kicking</li> <li>• Pushing</li> <li>• Hands/body on others</li> </ul>				
<p>Dishonesty—other than academic</p> <ul style="list-style-type: none"> <li>• Not taking responsibility for mistakes</li> <li>• Any action or expression of untruthfulness</li> </ul>				
<p>Inappropriate Language</p> <ul style="list-style-type: none"> <li>• Taking the Lord's name in vain</li> <li>• "Shut-up"</li> <li>• "Sucks"</li> <li>• Profanity of any form</li> </ul>				
<p>Misbehavior Outside of Classroom</p> <ul style="list-style-type: none"> <li>• Food fight</li> <li>• Running</li> <li>• Bathroom horseplay</li> <li>• Excessive noise</li> <li>• Not following directions</li> </ul>				
<p>Out of <a href="#">Dress Code</a></p>				<p>Parents will be contacted and students</p>

				are required to change clothes before returning to class; the next offense will include administrative involvement
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*Last modified: Jun 28, 2023*

## 4.14. Toilet Training

Although we realize that toilet training happens at varying times for each individual child, all students enrolled in CHCA's Early Learning Program must be completely toilet trained upon entrance per licensing requirements by the Ohio Department of Education. For the purposes of CHCA enrollment, a completely toilet trained child is one who:

- Wears regular underpants (not pull-ups, diapers or training pants)
- Knows when he/she need to use the restroom without prompting
- Knows how to take care of toileting procedures himself/herself including wiping self
- Does not have regular toileting accidents during the school day

Any child who is in attendance and has 3 accidents in a one-week period will be considered to be non-toilet trained. *(This could include 3 instances of urinating, 3 bowel movements, or 3 of a combination of those.)* There are no exceptions. At the conclusion of the day of the 3rd accident, the parent(s) will be asked to keep the child out of school until the child is toilet trained. The child may return to school when toilet training is complete. Upon re-admittance, parents must sign a form stating that toilet training is complete. If, however, the child returns to school and has 3 additional accidents in a one-week period, the parent(s) will be asked to keep the child out of school again until the child is completely toilet trained. This cycle will continue until the child is completely toilet trained.

During the time that a child is not at school due to not being toilet trained, there will be no tuition remission or reduction; however, the school will hold the child's spot for their return. Extended absences may result in a student not meeting developmental and academic requirements thereby resulting in the student not progressing.

We know that children have occasional accidents at school and are fully prepared to deal with those. Soiled clothing will be sealed in a double plastic bag and sent home with the child. For this reason, all students must have a change of uniform approved clothes in their school cubby.

*Last modified: Aug 09, 2019*