



CHCA Lower Elementary Gr KPrep-3 Student and Family Handbook

1 — Last update: Jun 28, 2023

Cincinnati Hills Christian Academy

Table of Contents

| | |
|--|----------|
| 1. Welcome | 4 |
| 1.1. Mission/Vision/Values/Motto..... | 4 |
| 1.2. Statement of Faith – Article II | 5 |
| 1.3. Purpose of Christian Education – Article III | 5 |
| 1.4. Objectives of Christian Education – Article IV..... | 5 |
| 1.5. Foundational Principles of Education – Article V | 5 |
| 1.6. Board Policies | 5 |
| 1.6.1. Creation | 5 |
| 1.6.2. Controversial Issues | 6 |
| 1.6.3. Diversity within CHCA Community | 7 |
| 1.6.4. Non-Discrimination Policy | 7 |
| 1.6.5. Parent Involvement within CHCA Community..... | 7 |
| 2. CHCA Wide Guidelines..... | 9 |
| 2.1. Communication | 9 |
| 2.2. Medical Information | 11 |
| 2.2.1. Authorization for Emergency Response | 11 |
| 2.2.2. Determination When to Send Sick Child to School | 12 |
| 2.2.3. First Aid | 12 |
| 2.2.4. Illnesses Requiring Doctor's Note for Re-Entry | 12 |
| 2.2.5. Immunization Requirements..... | 13 |
| 2.2.6. Medication Administration | 13 |
| 2.2.7. Severe Life Threatening Allergies | 14 |
| 2.2.8. Tuberculosis Policy | 15 |
| 2.2.9. COVID-19 Information..... | 15 |
| 2.3. Other Information | 15 |
| 2.3.1. After School/Weekend Event Attendance | 16 |
| 2.3.2. Building Use | 16 |
| 2.3.3. Campus Access | 16 |
| 2.3.4. Confidentiality of Records/Transcripts | 16 |
| 2.3.5. Emergency Drills..... | 17 |
| 2.3.6. Expulsion Process | 17 |
| 2.3.7. Extracurricular Behavior Expectations..... | 18 |
| 2.3.8. Family Contact Information | 18 |
| 2.3.9. FERPA Compliance | 18 |
| 2.3.10. Gift Giving Guideline | 18 |
| 2.3.11. Lost and Found | 19 |
| 2.3.12. Parent Code..... | 19 |
| 2.3.13. Parent-Teacher Conference Schedule | 19 |
| 2.3.14. Prohibited Devices, Substances and Activities | 19 |

| | |
|--|-----------|
| 2.3.15. School Brand Guidelines | 21 |
| 2.3.16. School Building Entry Procedures | 21 |
| 2.3.17. School Building Office Locations and Addresses | 21 |
| 2.3.18. School Bus Transportation Information | 21 |
| 2.3.19. School Calendar | 21 |
| 2.3.20. School Closings/Delays | 22 |
| 2.3.21. School Family Directory | 22 |
| 2.3.22. Solicitations | 22 |
| 2.3.23. Student Withdrawal Policy..... | 22 |
| 2.3.24. Substance Abuse | 23 |
| 2.3.25. Technology Responsible Use Policy | 23 |
| 2.3.26. Volunteers | 23 |
| 3. EBL Campus Lower Elementary KPrep – 3 Specific Guidelines | 25 |
| 3.1. Administrative Oversight | 25 |
| 3.2. After School Care (Eagles Landing) | 25 |
| 3.3. Arrival | 25 |
| 3.4. Attendance, Late Arrival, Early Dismissal, and Extended Absence | 26 |
| 3.5. Bibles | 27 |
| 3.6. Birthday Celebrations and Party Invitations | 27 |
| 3.7. Carpool | 28 |
| 3.8. Chapel | 29 |
| 3.9. Courses of Study..... | 29 |
| 3.10. Dress Code / Uniforms | 30 |
| 3.11. Electronics and Toys | 30 |
| 3.12. Field Trips | 30 |
| 3.13. Grading System | 31 |
| 3.14. Homework and Planners | 31 |
| 3.15. Honor Roll (Gr 3)..... | 32 |
| 3.16. Lunch | 32 |
| 3.17. Memory Verse and Memory Verse Schedule | 33 |
| 3.18. Messages and Deliveries | 33 |
| 3.19. Parent-Teacher Conferences | 33 |
| 3.20. Parking Procedures..... | 34 |
| 3.21. Recess | 34 |
| 3.22. Report Cards and Progress Reports..... | 34 |
| 3.23. Student Behavior Guidelines | 35 |
| 3.24. Visiting and Volunteering..... | 36 |

1. Welcome

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.
- 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

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

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

Last modified: Jul 20, 2020

1.3. Purpose of Christian Education – Article III

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

Last modified: Jul 09, 2019

1.4. Objectives of Christian Education – Article IV

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

Last modified: Jul 09, 2019

1.5. Foundational Principles of Education – Article V

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

Last modified: Jul 09, 2019

1.6. Board Policies

Last modified: Apr 04, 2019

1.6.1. Creation

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

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

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

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

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

Last modified: Jul 31, 2018

2.1. Communication

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.

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) and myCHCA Apps

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

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

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

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

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

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

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

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

Last modified: Apr 04, 2019

2.3.1. After School/Weekend Event Attendance

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

- 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 for more information
 - *All others:* request through the Buildings and Grounds Department (Wendell.Hensley@chca-oh.org)

Last modified: Jun 29, 2022

2.3.3. Campus Access

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

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

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

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

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

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

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

Last modified: Jun 07, 2019

2.3.10. Gift Giving Guideline

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

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

 [View this topic on our website](#)

Last modified: Jun 07, 2019


2.3.13. Parent-Teacher Conference Schedule

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

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

 [View this topic on our website](#)


Last modified: Jun 29, 2022

2.3.16. School Building Entry Procedures

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

 [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.18. School Bus Transportation Information

 [View this topic on our website](#)


Last modified: Jun 07, 2019

2.3.19. School Calendar

 [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.20. School Closings/Delays


 [View this topic on our website](#)

Last modified: Jun 07, 2019

2.3.21. School Family Directory

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

Last modified: Sep 02, 2022

2.3.22. Solicitations

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

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** or
- **Letters delivered in person must be handed directly to an Admissions Office employee**

Last modified: Jun 27, 2022

2.3.24. Substance Abuse

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

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

- 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 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. EBL Campus Lower Elementary KPrep – 3 Specific Guidelines


Last modified: Jun 12, 2019

3.1. Administrative Oversight

Teachers and students are under the administrative leadership and oversight of the Lower Elementary Principal and Assistant Principal. This oversight includes academics, curriculum, classroom activities/concerns, teacher support/evaluation, and conduct.

Last modified: Jun 29, 2022

3.2. After School Care (Eagles Landing)

 [View this topic on our website](#)

Last modified: Jun 15, 2019


3.3. Arrival

Parents are not required to escort their child/children into the building **unless they're tardy**. Once students enter, CHCA staff will help get them where they need to be.

Arrival Times and Locations:

- **Car Arrival 7:30-7:45 a.m. and ALL BUS:**
 - Enter via the EBL Lower Bus Loop doors; proceed to gym where supervised by CHCA staff
 - Dismissed to classrooms at 8:20 a.m.
- **Car Arrival 7:46-8:20 a.m.:**
 - Enter via the EBL Front Doors; proceed to gym where supervised by CHCA staff
 - Dismissed to classrooms at 8:20 a.m.
- **Car Arrival After 8:30 a.m.:**
 - See the [Tardiness handbook section](#) for more information.

 The [myLower School](#) webpage puts the **Daily Schedule** with school hours at your fingertips.

 See the [Carpool handbook section](#) for more information.

3.4. Attendance, Late Arrival, Early Dismissal, and Extended Absence

Academic excellence is a core value of CHCA. To achieve excellence, it is important that students' school attendance is a priority. To help facilitate our attendance program we ask that you follow these procedures:

- * 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 [myLower 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:

- If a student does not arrive at school, we want to ensure they are safe. Please submit the online **Report Student Absence form** no later than 8:30 a.m. on the day your child is not at school.
- Any child attending a full day program arriving after 9:40 a.m. will be counted as a half day absent and any child leaving before 2:00 p.m. will be counted as a half day absent.
- Students are responsible to make up work that is missed during absences and will be given full credit if the absence is excused. Teachers allow students the same number of days absent to complete missed work (i.e. if a student is absent three days, they have three days to complete missed work.)
- Missed assignments will be sent home with a sibling or be available in the office for pick-up. Assignments will be ready after 2:45 p.m. the day of the request.

Late Arrival:

- The parent submits an online **Report Student Absence form**.
- School starts at 8:30 a.m.; a student is considered tardy if they arrive after 8:33 a.m.
- If a student arrives after the three minute grace period, the parent must escort your child to the front desk to sign in and the child will receive a tardy slip before proceeding directly to their homeroom.
- Frequent tardiness is a concern and will be addressed with the student's parents. Parents will be notified by letter after a student has been tardy 5 times in a quarter. Chronic tardiness and or absenteeism will result in a mandatory conference with the Principal.

Early Dismissal:

- Should an early dismissal be necessary, the parent submits an online **Report Student Absence form**.
- The parent/authorized person (who must be 18 years or older) must sign out the student at the front desk, then take the Early Dismissal slip to the child's classroom and present it to the teacher.
- Upon re-entering the school the same day after an early dismissal, parents report with the student to the main office for a re-entry slip. DO NOT send the child back into the school alone! The re-entry slip

is presented to the teacher for admittance back into class.

In the case of a divorce or separation, a student will only be released to the parent who has custody unless written permission is provided. **Custodial documents and Retaining Orders** must be on file in the school office.



The [myLower School](#) webpage puts the **Daily Schedule** with school hours at your fingertips.

Extended Absence (3 or More Whole Days):

- Complete the online **Report Student Absence** form at least one week prior to the absence.
- Teachers will provide missed work the week prior to departure as is practical. Please be aware that your child may need to complete other missed assignments upon return to school.
- While family vacations are important, we ask that they be scheduled during school breaks.
- We ask that trips be limited to one per year and discourage trips of more than five days.

Last modified: Jun 28, 2023

3.5. Bibles

All Grade 3 students are given a personal Bible to keep. Bibles are to be handled with care and kept in good condition.

Last modified: Jun 15, 2019

3.6. Birthday Celebrations and Party Invitations

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

On-Campus Parties:

Students may have a small in-class birthday celebration following these guidelines:

- The teacher pre-approves the date, time, length, food and activities.
- Celebrations may last a maximum of 15 minutes.
- Before sending in any food, check with the teacher to see if there are any students who have allergies.
- Latex balloons may not be used or distributed during the party. Mylar balloons may only be taken home by students who do not ride a bus.

Off Campus Parties

- Can only be scheduled in hours after school.
- Invitations may only be distributed at school for off-campus socials or parties if the entire homeroom/class or all of one gender are invited.
- If parents are planning a large group party outside of school and the attendees are solely from one homeroom, we encourage parents to invite all class members.
- Students going directly to a birthday party from school are required to have a written parent note. The party host is responsible to collect the written notes and present them to the office 24 hours in advance. Student(s) without a note will not be permitted to go directly to the party.

✿ The [myLower School](#) webpage puts the **Daily Schedule** with school hours at your fingertips.

Last modified: Jun 29, 2022

3.7. Carpool

Parents are not required to escort their child/children into the building unless they're tardy. Once students enter, CHCA staff will help get them where they need to be.

Your child's safety is our priority. These procedures prioritize child safety over driver convenience.

All Times:

- Please give full attention to the students and adults at carpool and **do not use your cell phone** during this time.
- All drivers should obey the traffic flow patterns, stay out of the bus lanes, and give the bus drivers a wide berth to make turns.
- Pull all the way to the end of the circle to give adequate space for all cars entering the circle.
- For the safety of all, drive no faster than **10 mph**.
- If you need to leave your car *for any reason*, you must exit the car pool line and park *only* in a marked parking space. **There are no exceptions.**

AM Drop-Off:

- Do prepare your child to exit the car *before* you enter the carpool circle – have backpack and other essentials ready and say your goodbyes – this ensures your child has a safe and speedy exit from the car onto the sidewalk.
- Never have your child exit the driver side.
- Never exit your car to open the door for your child – we have CHCA staff at the carpool circle who can open your carpool door.

PM Pick-Up:

- The parent/authorized person picking up a child must be 18 years or older.

- Please have your carpool card displayed on the passenger side window for the staff to see.
- If you park your car at the MCC upper lot, the *only* place for you to wait is the grassy area of our Front Circle. There is no outside place with an overhead covering or place inside the building for non-Preschool parents to wait, even in rainy or cold weather.
- If you are leaving through the MCC parking lot, go slowly and use (1) the exit into the shopping center to Montgomery Road or (2) the exit in the very front of MCC to Montgomery Road. CHCA parents and staff are never permitted to exit going through the back of the MCC building parking lot.
- Dismissal time for all KPrep–Gr 3 students is 3:15 p.m. Students must be picked up by 3:40p.m.; otherwise, they will be taken to [Eagle's Landing](#) and parents will be charged a fee.

✿ The [myLower School](#) webpage puts the **Daily Schedule** with school hours at your fingertips.

✿ See the [Arrival handbook section](#) for more information.

Last modified: Jun 28, 2023

3.8. Chapel

Services for KPrep-Gr 3 are held weekly in the EBL gym. Parents and other guests are welcome to join our worship. Please arrive early, sign in at the lobby front desk, secure and wear a visitor badge, and then proceed to location.

✿ See chapel times in the **Daily Schedule** posted on our website

Last modified: Aug 06, 2021

3.9. Courses of Study

✿ [View this topic on our website](#)

Last modified: Jul 16, 2019

3.10. Dress Code / Uniforms

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

 [View this topic on our website](#)

Last modified: Jun 12, 2019

3.11. Electronics and Toys


- Students are not permitted to bring electronic devices of any kind type, including cell phones, to school. Any such equipment during school hours will be kept in the school office until returned to the parents.
- Toys (including stuffed animals, dolls, cards and small toys and cars) are only allowed at school if your child's teacher has specifically asked your child to bring them in or your child attends before or after care.
- The school takes no responsibility for any loss or damage to these items, or in investigating the circumstances regarding loss or damage.

Last modified: Aug 19, 2020

3.12. Field Trips

Parents are always notified of planned trips and must give permission for students to go on a field trip or an off-campus trip scheduled by the school. Parents may be asked to chaperone field trips.

- Chaperones must be fingerprinted and we must have the results back *prior* to chaperoning on the trip.
- Younger children should not attend class field trips.
- Adults who **drive students** on field trips must:
 - Sign a new Personal Vehicle form regarding insurance, driving record, and car condition each year.
 - Follow State of Ohio laws and guidelines regarding seatbelts and booster seats.
 - Be 18 years old or older.

 Make your fingerprint appointment at the Welcome Center by emailing 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](#).

* The [myLower School](#) webpage puts the **Personal Vehicle form** at your fingertips.

Last modified: Jun 28, 2023

3.13. Grading System

To maintain consistency in academically evaluating all students' proficiency levels, the following scale will be used on exams, tests, quizzes, and other measuring devices where the teacher informs the students, parents, and administration:

| Gr K-1 Core Academic Subjects | Gr 2-6 Core Academic Subjects | Gr K-6 Specials Classes |
|--|-------------------------------|--|
| 3: Achieving Grade Level Standards | A = 90 – 100 | 3: Achieving Grade Level Standards |
| 2: Developing Grade Level Standards | B = 80 – 89 | 2: Developing Grade Level Standards |
| 1: Emerging Grade Level Standards | C = 70 – 79 | 1: Emerging Grade Level Standards |
| X: Not evaluated at this time | D = 60 – 69 | X: Not evaluated at this time |
| | F = 59 and Below | |

See the [Report Cards and Progress Reports](#) handbook section for further information.

* The [Academic Links](#) webpage puts links to online academic tools at your fingertips.

Last modified: Mar 17, 2023

3.14. Homework and Planners

Any work the teacher plans or approves the student to complete outside of the regular classroom, and without their immediate and direct supervision, is homework. Homework is a vital link between home and school and can serve to unite parent, child, and teacher in the educational process. Parents can support their children by providing a structured time and specific study space for homework completion. Homework assignments are regularly evaluated to help students understand the merit in completing assignments.

Essentially, there are three types of homework assignments:

1. **Practice:** Following classroom explanation, illustration, and drill, practice exercises promote mastery of new material.
2. **Preparation:** Preparatory homework assignments usually relate to the reading of an assignment before it is discussed in class.
3. **Extension:** Extension assignments encourage the student to go beyond the work done in class. Frequently, projects and problem-solving assignments (with application of learned skills and research)

are used as extension options. This is probably the most beneficial to students since it is the most individualized.

Daily Homework Expectations:

- Gr K-2 – 15 to 30 minutes
- Gr 3 – 30 to 45 minutes

If your child consistently experiences homework that exceeds these guidelines, check in with your child's teacher. Students do work at varying speeds. Silent reading and reviewing memory verses homework is in addition to these guidelines.

Planners:

- To establish a consistent procedure for students to record homework assignments, each Gr 3 student is given, and expected to use and reference, the school provided planner.
- In some cases, the teacher may initial the assignment as written by the student, and parents must initial the notebook indicating that the homework was reviewed.
- Students whose planners are lost or unusable must purchase a new planner through the office.

Last modified: Aug 06, 2021

3.15. Honor Roll (Gr 3)

Honor students are designated by two lists at the end of each grading quarter. The “major subjects” requiring A's and/or B's are: Christian Studies, Foreign Language, Handwriting, Language Arts, Mathematics, Reading, Science/Health, Social Studies and Spelling.

- High Honor Roll: Those making all A's
- Honor Roll: Those making all A's and/or B's

Parents and students are notified of this achievement via an award in their 4th Quarter Report Card.

Last modified: Jun 28, 2023

3.16. Lunch

General Information

- Students may **purchase lunch, milk, and juice** daily.
- Online lunch accounts should be set up to limit the cash changing hands in the cafeteria.
- Students may bring a packed lunch from home.
- All food and drink is to be consumed in the cafeteria, unless some special circumstance occurs that would inhibit eating there.

- * Set up online lunch accounts and view lunch times and menus on our website at: www.chca-oh.org/lunch

Last modified: Aug 06, 2021

3.17. Memory Verse and Memory Verse Schedule

- * The [myLower School webpage](#) puts the Bible Memory Verses at your fingertips.

Last modified: Jun 12, 2019

3.18. Messages and Deliveries

- Messages and deliveries from home are relayed through the school office.
- Call **by 2:00 p.m.** to allow time to distribute messages by afternoon dismissal. Communication received after 2:00 p.m. is less reliable and is not guaranteed to reach your student by dismissal.
- Messages should be kept to a minimum and should not be given on a regular basis.
- Plans for after school arrangements should be made in the morning before the student leaves home.

- * The [myLower School webpage](#) puts phone numbers and emails at your fingertips.

Last modified: Jun 28, 2023

3.19. Parent-Teacher Conferences

Formal Parent-Teacher Conferences

- Quarter one conferences will be in person – watch email/Campus Connection for additional information.
- Conferences at other times are held as requested by the teacher or the parent.
- We encourage parents to schedule time with teachers for discussion regarding any aspect of the child's school life as they deem necessary. Conferences may be held in person or virtually.

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.

See the [Report Cards and Progress Reports](#) handbook section for further information.

Last modified: Aug 03, 2022

3.20. Parking Procedures

Your child's safety is our priority. These procedures prioritize child safety over driver convenience.

- There is a marked Emergency lane in the front circle for emergency vehicles to have building access during emergencies. **Parking in this lane is prohibited at all times**, even if you are driving for a field trip.
- If you need to come into the school for any reason, park in a marked parking space. Paging people to come move their cars during the day causes disruption to the classroom learning environment and may preclude emergency vehicle access.

Last modified: Aug 02, 2021

3.21. Recess

- Students at all grade levels have recess time daily and should dress appropriately for the weather. EBL students are not allowed to play in the snow.
- Gr K-6 go outside unless it is raining, snowing, or below 20 degrees "feels like" temperature or heat index of 98 degrees.
- Students will only be permitted to stay inside if they have a signed note from their parent or physician.

Last modified: Aug 18, 2022

3.22. Report Cards and Progress Reports

Report Cards

- **Gr K** does not receive a report card the first grading period, rather their progress will be shared at the first parent-teacher conference. Gr K students do receive a report card for all other grading periods.
- **Gr 1-2** receive a paper report card at the conclusion of each grading period.
- **Gr 3** will report grades in Veracross or on separate grade cards.

Final report cards are generally issued within two weeks of school being dismissed for the summer. Report cards will be held if there are any unmet financial obligations. Additionally, students can only be assigned a homeroom for the following year once all financial obligations are met and a contract is signed.

Midterm Progress Reports

- **Gr 1-2** reports will be sent home via student backpacks midway through each quarter, reflecting students' academic progress as well as their attitude and behavioral patterns.
- **Gr 3** progress is available at all times via NetClassroom.

See the [Parent-Teacher Conferences](#) handbook section for further information.

✿ The [Academic Links webpage](#) puts links to online academic tools and important dates at your fingertips.

Last modified: Jun 29, 2022

3.23. Student Behavior Guidelines

It is nearly impossible to have an exhaustive list of all school and classroom rules. A student should obey school authorities (i.e. administrators, teachers and aides).

Ultimately, most rules are summed up by **“A student may not harm himself/herself or others, damage property, or disrupt any aspect of the learning process.”**

While this general statement sets the tone for appropriate behavior there are certain behaviors which demand specific attention and violation of these rules is regarded as a serious offense. The consequences listed for each category are guidelines and we may deviate from, change or alter these guidelines if necessary.

Respect, Manners and Courtesy in School:

- In a Christian community respect for one another is a basic premise of interaction; of course, this involves respect for the property and rights of others.
- Behavior on buses and field trips is expected to be the same as in-school behavior.
- Students who challenge the teacher, aide, or other school authority will be referred directly to the Assistant Principal or Principal. This may lead to suspension or expulsion.
- Misuse of computers and/or equipment in the computer lab is destruction of school property.
- Any student petitions must have the Principal's approval before being circulated.
- Food may only be eaten in the cafeteria or specified areas.
- No gum within the school buildings because of the unsanitary disposal of gum and the damage to clothing, furniture and rugs.

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 consistent with this definition.

Classroom Behavior:

Teachers distribute and discuss classroom behavior guidelines at the beginning of the school year. Most behavior problems occur and are handled at the classroom level. Possible consequences the teacher may

assign include:

- Verbal or written reprimands
- Isolation (Time-out)
- Loss of privileges
- Parental conference or phone call
- Individual behavior plan written and implemented by the teacher
- Referral to the Assistant Principal
- Referral to the Principal

Serious Behavior Problems:

The Assistant Principal handles most discipline issues above the classroom teacher. If the behavior persists or becomes more severe, the Principal becomes involved. Serious behavior problems are handled in one or more of the following:

- Contact the student's parents regarding the offense
- **Detention, work assignments, special projects**, etc.
- **Social probation:** Student is prohibited from participating in activities such as athletic teams, school trips, music groups, etc.
- **In-school suspension:** Student spends time out of class, in an office, studying. Work assignments or special projects may be assigned
- **Out-of-school suspension:** Student spends 1 to 5 days out of school
- Principal recommends **expulsion** to the Head of School

This step progression is a guideline and the Principal or Assistant Principal may deviate from it depending on the frequency, severity or nature of the offense.

Last modified: Jul 16, 2019

3.24. Visiting and Volunteering

Parents are welcome for chapel, lunches, volunteering, and pre-arranged appointments with teachers or administration.

Visiting

- Parents are welcome to formally observe their child's class with prior approval from the Principal and notification to the teacher.
- All visitors must stop by the front desk to check-in and get a badge for safety purposes.
- See the [Parking Procedures](#) handbook section for further information.

Volunteering

- Parents are invited and encouraged to volunteer in their child's classroom.

- Simply check with your child's teacher regarding dates and times of those opportunities.
- All volunteers must be fingerprinted and we must have the results back *prior* to being with students.

* Make your fingerprint appointment at the Welcome Center by emailing 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](#).

* The [myLower School webpage](#) puts daily schedules at your fingertips.

Last modified: Jun 28, 2023