



CHCA Upper School Gr 7-12 Student and Family Handbook

1 — Last update: Aug 19, 2022

Cincinnati Hills Christian Academy

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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 not address the controversial aspects of any issue. Questions which may be generated by class discussion should be answered from a biblical base 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: Apr 08, 2021

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:

- Membership on the many committees which assist the Board in creating policy and providing oversight of the total school program (Committee Examples: Advancement, Education, Athletic, Staff/Faculty Search, etc.)
- 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: Jul 28, 2021

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. 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.

Campus Connections

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, text, and as filterable announcements within the myCHCA App. 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. Gr K-3 will report grades in Veracross or on separate grade cards.

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.

Parent Meetings 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.

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.



Beginning in the 2022-2023 school year, update email and/or cell phone changes through your Veracross Parent Portal to ensure continued delivery of these valuable resources.

Last modified: Aug 19, 2022

2.2. Medical Information

Last modified: Jun 14, 2022

2.2.1. Authorization for Emergency Response

Ohio Revised Code 3313.712 mandates that emergency authorization be collected by schools annually and in cases of emergency, may present this form to a hospital or practitioner rendering treatment. Students may be excluded from class time after the first day of school should forms not be on file in the Building Nurse's office.

Families of enrolled students must complete the **Authorization for Emergency Response** prior to the first day of school and can update it during the school year if needed.



All forms are available on Magnus Health which is accessed through the Veracross Parent Portals. The [Medical Forms webpage](#) has more information and portal links.

Last modified: Jun 14, 2022

2.2.2. Determination When to Send Sick Child to School

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

- Has a fever of at least 100 degrees. Should be fever-free for at least 24 hours without the use of any medication 24 hours before returning to school.
- Has thrown up or had three or more watery or 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 same day with a fever.
- 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 nurse or office staff will call the parents. Health Services will not release any student to a passenger service (taxi, Uber, etc.) for transportation. If the school is unable to reach the parents, names listed on the Authorization for Emergency Response form will be contacted. Ill or injured students cannot be kept in the nursing clinic for **more than one hour**.

Last modified: Jun 14, 2022

2.2.3. First Aid

The teacher, office staff, administrator or nurse may administer minor first aid. The parent is usually called for advice if the injury is more serious, and 911 will be called in the case of an emergency.



All students are required to have a current **Authorization for Emergency Response** form on file in the Building Nurse's Office prior to the first day of school. Complete this form on Magnus Health which is accessed through the Veracross Parent Portals. The [Medical Forms webpage](#) has more information and portal links.

Last modified: Jun 14, 2022

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
- Ringworm of scalp/body (*Tinea Capitis/Corporis*)
- Scabies
- Seatworms or pinworms (*Enterobius Vermicularis*)
- 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 14, 2022

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. 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.



Specific grade level immunization requirements are listed in Magnus Health which is accessed through the Veracross Parent Portals. The [Medical Forms webpage](#) has more information and portal links.

Last modified: Jun 14, 2022

2.2.6. Medication Administration

The administration of medication to a student during school hours may be deemed necessary by your physician. Ohio State Law Revised Code 3313.173 states that no medication either prescription or over the counter medication can be dispensed by CHCA personnel without a consent form signed by parent/guardian and by your physician/dentist. 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 **School Medication Permission form (K-12 or Preschool only version)**
 - This form includes the name of medication, dosage, time and duration of medication.
 - 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's address and phone number should be listed on the form.
 - 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 only exception is Gr 7-12 students may carry and self-administer asthma inhalers and Epi-pens. A **School Medication Permission form** signed by both healthcare provider and parent must be on file.

Please Note: The administration of any prescription or over-the-counter drug in the school without the order of a healthcare provider and the permission of the parent or guardian is prohibited by CHCA school policy and Ohio Revised Code with the exception of select topical ointments including Petroleum Jelly (Vaseline) and sunblock.



All forms are available on Magnus Health which is accessed through the Veracross Parent Portals. The [Medical Forms webpage](#) has more information and portal links.

Last modified: Jun 14, 2022

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 health care 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 **Authorization for Emergency Response** form, the **Permission for Medication Administration** form, the **Severe Allergy Action Plan (FARE)** form, and the **Parent Allergy Assessment** form 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 staff and coaches about your student's treatment plan.
- If Epinephrine is administered, provide one-to-one observation of child initially in a medical facility and then at home. *Student should not return to school or any after school extracurricular activities for 24 hours following Epinephrine administration.*



All forms are available on Magnus Health which is accessed through the Veracross Parent Portals. The [Medical Forms webpage](#) has more information and portal links.

Last modified: Jun 14, 2022

2.2.8. Tuberculosis Policy

All students new to CHCA from outside the Continental USA and from a TB prone area should be tested within 60-90 days after their first day of school at CHCA. Current students with extensive time spent in travel out of the country or domestic prone TB areas may require TB testing at the discretion of the Building Nurse and in accordance with Hamilton County Public Health Department.

Last modified: Jul 06, 2018

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.



CHCA's [COVID webpage](#) will contain the most current information regarding current COVID-19 protocols the school follows to keep our students and employees safe.

Last modified: Jun 14, 2022

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. Beginning in the 2022-2023 school year, 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 29, 2022

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. During 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: Apr 03, 2019

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.

- * Beginning in the 2022-2023 school year, 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, 2022

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: Jul 02, 2019

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 and/or illegal, prescription, over-the-counter drugs**
-

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: Aug 03, 2020

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 and return your visitor's badge. 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: Apr 03, 2019

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 Directory of those enrolled in the school is prepared exclusively for the use of CHCA parents, students and personnel and requires you to login so private information remains protected.



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: Aug 18, 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.



To make your fingerprinting appointment at the Welcome Center, email Judi.Davis@chca-oh.org. This 5 minute process requires your driver's license + a 2nd form of identification (passport, SS card, or birth certificate) and is valid for 5 years.

Last modified: Aug 02, 2021

3. Upper School Specific Guidelines

Christ-Like Conduct

Cincinnati Hills Christian Academy is a community of Christians which patterns life after the teachings of Jesus Christ. We look within the pages of Scripture to understand God's expectations for this community. As we learn, work, serve, play, and live together our goal is to be centered in Christ. Each member of the faculty, administration, staff, and student body is expected to pattern his or her life after the example of Jesus. Love for God and love for others should define the experience of those in the classroom, at sporting events, during school social activities and surrounding any activity with which Cincinnati Hills Christian Academy is engaged.

Our desire is for each person in the community to grow spiritually, morally, intellectually and socially. To that end, behavior which does not reflect a willingness to follow the teachings of Scripture as it relates to personal conduct or is not conducive to a spiritually healthy learning or social environment will be vigorously discouraged.

To be Christ-centered is not simply a slogan posted in each room. It is our honest, prayerful desire. The faculty and administration will follow our God-given responsibility to hold students and each other honestly and humbly accountable to this core value.

Being Christ-centered is a total life experience. It cannot be reduced to a few behavioral guidelines. However, Scripture does define some of the ways to which followers of Christ are to conform. In particular, CHCA asks that students not participate in the viewing of pornography, engaging in pre-marital sex or any form of homosexual behavior, drinking alcohol, using illegal drugs or tobacco, or using any other addictive substances. It is clearly expected that students follow the laws of the land regarding drug, alcohol, and tobacco use. Modesty is also expected in dress, dance, and interactions between students.

Integrity, including academic integrity, is to be maintained at all times. All students are expected to respect those in authority and respect other students. Fighting, gossip, slander and lying are unacceptable.

It is out of our gratitude to God for His love, empowered by the Holy Spirit, informed by the instruction of the Word of God that we seek to walk in the steps of Jesus and follow His example.

Last modified: Sep 18, 2019

3.1. General Information

Last modified: Sep 18, 2019

3.1.1. Daily Schedule and School Hours



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

Last modified: Sep 18, 2019

3.1.2. Messages and Deliveries


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

Last modified: Sep 18, 2019

3.1.3. Work Permits

 View this topic on the [myUpper School](#) webpage.

Last modified: Jul 18, 2019

3.2. Academic Policies/Information

Last modified: Dec 05, 2019

3.2.1. Academic Honesty

CHCA's purpose is to foster academic excellence in a Christ-centered environment. An essential element in the learning climate is honesty. Academic honesty is compatible with the CHCA Vision/Mission/Values; therefore, cheating in any form is unacceptable behavior.

✿ See [CHCA's Vision/Mission/Values](#) on our website.

Academic Dishonesty is:

- Copying or getting answers from another student on homework, class work, quizzes, labs, or tests; anything where individual credit or grades are given.
- Misrepresenting the work of others as one's own. Helping another student understand a concept is different than just helping them find a fill-in-the-blank answer which is just a short cut. Once a concept is understood the student must express it in their own words not in the identical verbiage of another student.
- Using on-line resources such as teacher's editions and solutions guides, without the permission of the teacher.
- Downloading internet material without proper referencing.
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution, without prior approval.
- Any form of cheating connected to test taking; looking on another student's paper, using a "cheat sheet", using unauthorized information stored in a calculator, computer, or phone.
- Taking pictures of tests, quizzes, etc. for the personal benefit, sharing with others or any other reason.
- Aiding a fellow student to misrepresent the work of others as his/her own.
- Group work, while a collaborative effort, is to include an honest participation from each group member.
- Violating authorized guidelines established by instructors for individual assignments and collaborative work.
- Using computers, calculators, cellular telephones and other forms of technology in unauthorized or inappropriate ways to obtain or complete work, assignments, or examinations.

The Student is Responsible to:

- assume all work is to be done individually unless specifically stated
- not "work together" on assignments to be graded individually
- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work: do not lend or borrow homework
- fully participate and contribute to group work
- learn how to attribute work properly by citation, footnote, and bibliography
- not look at another's test **or** allow his/her test to be seen

- not talk during a test or about the test until all class sections have taken it
- not represent the work of any family member or anyone else as his own
- not change a test item in any way when the test is returned for review

Consequences of Academic Dishonesty

First Offense:

- Student will receive a "0" on the assignment, test, or quiz.
- Parents will be contacted
- Saturday detention
- A documenting letter is placed in the student's discipline file
- If on the National Honor Society, the matter will be presented to the NHS Faculty Council for disciplinary action
- Student will lose eligibility to be selected for NHS for one year

Second Offense:

In addition to the above consequences, the student's grade for the course in which the infraction took place will be lowered to a maximum of 50% for that quarter.

Last modified: Dec 05, 2019

3.2.2. Counseling Overview

The underlying mission of the Upper School Counseling Department is to provide an environment of individualized support that encourages and strengthens each student's ability to make positive choices in his/her life, both from an academic as well as a personal perspective. The counselors seek to challenge the students to extend themselves beyond their comfort levels and grow into young men and women of strong Christian faith, high academic achievement, and moral responsibility.

Working with students during all six Upper School years, the Guidance Counselor and then the College Counselor (*students assigned alphabetically by last name*) provide individualized and small group encounters. Goals stressed include:

- development of decision-making skills that honor Christ and serve to grow the student's faith
- pursuit of the most rigorous academic curriculum manageable
- an ongoing evaluation of academic progress and plans for improvement
- strategies for gaining access to the most select colleges and universities suited to each student's individual interests and needs.

The CHCA Counselors assist students to choose courses, monitor academic progress and extracurricular involvement, provide personality assessment and career counseling, and educate students and parents and provide the tools to navigate the increasingly competitive and complicated college search process.

Our college counseling program is an important and individualized process that begins in grade **seven** and continues through the end of the senior year.



The [myUS Counseling Homepage](#) is a great resource the Counseling Department maintains and includes links to the **Course of Study**.

Last modified: Dec 05, 2019

3.2.3. Course Selection / Changing CP/VT / Dropping

Course Selection

Students receive detailed information regarding course content, requirements, and program needs and work with the Counseling Department to select courses for the upcoming year. Once they receive their schedule, students may discuss any changes or concerns with their counselor.

After these choices are made, and course requests are considered, the student has the option to discuss any changes.

Course Changes between College Prep (CP) and Vertical Team (VT)

- When changing from a CP class **up** to a VT class, the +.50 VT weighting will only be realized if the transfer occurs before end of the mid-period.
- When changing from a VT class **down** to a CP class during a quarter, the +.50 VT weighting will not be given for that quarter.

Course Dropping

Students are strongly discouraged from dropping classes and dropping a course after the drop/add period will result in the grade of “withdraw fail”. Students may not drop a course before the end of a grading period to avoid the grade they earned. Dropping courses after the drop/add period is only permitted when:

- A student completes a make-up course in summer school
- Student does not meet the prerequisite of the class
- Class does not meet graduation requirements
- School made an error in the student’s schedule
- Level change (only when approved by the teacher, counselor and principal)
- Extraordinary circumstances requiring individual consideration by the administration

Course Drop Process

1. Student initiate a discussion with their counselor.
2. Submit a Drop/Add Request form (with reasons), signed by the student, parent, and teacher, to the counselor.
3. When appropriate, the counselor will arrange a student-teacher conference in an effort to resolve the need to drop the course.
4. Student must remain in current class until student receives a new schedule and teachers are notified.



The [myUS Counseling Homepage](#) is a great resource from the Counseling Department. It includes links to the Course of Study and the CHCA Profile that describes our Grading

System.

Last modified: Dec 05, 2019

3.2.4. Field Trips

We encourage teachers to take students on carefully planned field trips to learn firsthand lessons being studied in the classroom. 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, parents must give permission as instructed (e.g. signed permission slip or online registration)

Last modified: Sep 18, 2019

3.2.5. Graduation Requirements



View [Academic and Community Service Graduation Requirements](#) on our website.

Last modified: Sep 18, 2019

3.2.6. Homework Expectations

CHCA'S Upper School curriculum consists of a rigorous college preparatory program and Gr 7-12 students should expect homework commensurate to such a program. Parents should encourage students to complete all assignments on time and to meet the expectations and requirements of each course.

Homework assignments are posted in Canvas, CHCA's Learning Management System.

Last modified: Dec 05, 2019

3.2.7. School Hours with No Classes Scheduled (SDL/PRT)

During periods when a student does not have a class scheduled, they are responsible for how they use their time. There are certain parameters students must follow for SDL/PRT; it is not “do whatever you want” time. For **Gr 7-8 students**, the goal is that students learn to manage their study time, **self advocate for assistance**, and prepare for the greater freedom of PRT time in Gr 9-12. Our goal is for **Gr 9-12 students** to have time management training so they learn to make wise decisions *before* they experience the freedom of the college campus.

Student Directed Learning (SDL) – Grades 7-8

SDL time is during the last bell of the day. (The [myUpper School webpage](#) puts daily schedules at your fingertips.) Gr 7-8 students have the following SDL options:

- Work in quiet rooms or in collaboration spaces
- See a teacher for help
- Get help from a peer in the NJHS tutoring room

Personal Responsibility Time (PRT) – Grades 9-12

All students must stay on campus except seniors with approved [Senior Privilege](#). All Gr 9-11 students and Gr 12 students without pre-approved Senior Privilege may choose from the following on-campus PRT options:

- Use the McSwain Family Collaboration Center (library) for research, study, reading, etc.
- Conference with a teacher who does not have a class
- Visit the Guidance Offices to meet with your counselor
- Use the cafeteria for study, conversation with a friend, eating, etc.
- **Visit the Leaning Eagle Coffee Bar**
- Since *food is NOT allowed in these locations*, eat in the cafeteria first or following your visit to these spaces:
 - Exercise in the gym
 - Take a study break in Theater Commons (Students may study on the stairs or balcony in Theater Commons)
 - Quietly study in designated areas of Miracle Commons being sensitive to the business that takes place there
- PRT students may not be in the hallways during any class time except to get something quickly from their lockers alone. There is to be no gathering outside of classrooms.

Since PRT is a privilege, any student who is failing a class or has below a 2.0 GPA for the quarter is required to report on time to the library during their PRT for the entire next quarter to provide more

concentrated study time. The PRT privilege will be restored at the beginning of the following quarter if their grades have sufficiently improved.

See the [Senior Privileges Open Campus](#) handbook section for further information.

See the [Lunch/Food and Drink](#) handbook section for further information about food consumption in the buildings.

Last modified: Dec 05, 2019

3.2.8. Service Intercession (Gr 7-8) and Intercession (Gr 9-12)

Upper School 7-8 Service Intercession

* For a [general description of Gr 7-8 Service Intercession](#) see our website.

* The [myService Intercession](#) Homepage has information for the current year.

Upper School 9-12 Intercession

* For a [general description of Gr 9-12 Intercession](#) see our website.

* The [myIntercession](#) Homepage has information for the current year.

Last modified: Dec 05, 2019

3.2.9. Student Transcript Request



[View this topic on our website](#)

Last modified: Sep 18, 2019

3.2.10. Valedictorian and Salutatorian Selection

The valedictorian and salutatorian are selected from the senior class using class rank and these guidelines:

- Valedictorian will be selected from the highest class rank of qualifying students.
- Salutatorian will be selected from the second highest class rank of qualifying students.
- Valedictorian or salutatorians who tie for class rank will share the title "Valedictorian."
- GPA and class rank are determined from a student's cumulative CHCA Gr 9-12 transcript and records.
- All students will be ranked according to GPA, but those with less than two years attendance at CHCA Upper School are not eligible for the valedictorian or salutatorian award.

Last modified: Dec 05, 2019

3.3. Attendance Policies

Last modified: Jul 18, 2019

3.3.1. Absence, Early Dismissal, and Extended Absence

* The [myUpper School](#) webpage keeps the Attendance Line and Extended Absence procedure at your fingertips. Absences should be reported via phone or email by 8:30 a.m. the day your student is absent.

Excused Absences

- Students with excused absences are responsible to **make-up assignments**.
 - Work assigned prior to an absence should be submitted upon return, and assigned tests should also be taken upon return **unless student brings a note from a parent.**
 - For absences up to 3 days, students have 2 days after their return to make up work unless other arrangements are made with the teacher.
 - For absences longer than 3 days, students must arrange deadline to return make-up work with the teacher.
- Excused absences are due to:
 - Academic, Athletic, and Fine Arts Competitions
 - **College Visits (up to 3)** (Form posted in Naviance)
 - Family Emergencies
 - Family Vacation
 - Medical or dental appointments
 - Temporary or extended illness or injury (if absence exceeds three days, a doctor's note is needed)
- 3 or more days of consecutive absence will be excused with a complete Extended Absence form. (See below)
- Families should be aware that attendance (absence and tardies) is strongly considered when determining AP class and National Honor Society eligibility.

Unexcused Absences

- Students with unexcused absences are not allowed to make up work and will receive a zero on any quizzes or tests administered during the absence. (Additional consequences for truancy are listed below.)
 - Unexcused absences include, but are not limited, to:
 - Missing class due to a [dress code violation](#)
 - On-campus truancy: skipping or leaving class without permission including missing class to do homework
 - Off-campus truancy: when students leave the school grounds during school hours, for any reason, without a written request by the parents submitted to and approved by the school office
-

Homework Requests

Requests will be processed for an absence of three or more days. Please allow at least 24 hours to obtain assignments. These requests should be made through the Guidance Office at 247-0900, ext. 345.

Absences and Extra-Curricular Activities

- Students who are absent from school all day are not permitted to attend or participate in school activities that same day or evening, including athletic practices or games.
- To be eligible to participate in after-school activities, students must be in class by noon and must remain at school and in class for the remainder of the day.

Total Absences

If a student exceeds 15 excused and/or unexcused absences per semester in any class, they cannot obtain a passing grade for that course in a traditional manner and arrangements must be made with the administration for an alternative method of credit recovery.

Early Dismissal

Before first bell, student should bring a parent note indicating the reason and time for early dismissal to the front desk. Student will receive an early dismissal slip to leave class at the designated time. If a student returns to school before the end of the day, they should sign in at the front desk and receive a pass to return to class.

Extended Absence (3 or More Days)



The [myUpper School](#) webpage keeps the Extended Absence procedure at your fingertips.

Last modified: Dec 05, 2019

3.3.2. Tardies

✿ The [myUpper School webpage](#) puts daily schedules at your fingertips.

Tardy to 1st Bell

- A student is considered tardy if they are not in the classroom when the bell rings.
- Students who arrive after the 1st bell rings should report to the front desk for a Tardy Slip to be presented to the teacher for classroom admittance.
- A student who misses more than half of any bell will be marked absent from that bell.
- Families should be aware that attendance (absence and tardies) is strongly considered when determining AP class and National Honor Society eligibility.
- Consequences (Tardies accumulated per quarter):
 - Tardy 1-4: No consequence to allow for emergency situations
 - Tardy 5: 30 minute Detention
 - Tardy 6: 60 minute Detention
 - Tardy 7 and beyond: a Saturday Detention will be assigned for each occurrence

Tardies to 2nd-8th Bells

- A student is considered tardy if they are not in the classroom when the bell rings.
- A student who misses more than half of any bell will be marked absent from that bell.
- Detention for tardies begins at the third tardy in each quarter.

See the Upper School handbook section about [Senior Privileges](#) for further information.

“Planned Tardiness” and Professional Responsibility

While there may be times that parents and students decide extra sleep is in the best interest of the student's health, CHCA has a “professional responsibility” expectation and requires students to make up time missed due to oversleeping **or other reasons**. The philosophy behind this practice is simply that many professional jobs expect that work time missed for such reasons would be compensated with additional time worked. If a student is more than 30 minutes late they are required to make up their time within a week. Scheduling is done through the Upper School office.

Last modified: Dec 04, 2019

3.4. Student Policies

Last modified: Dec 04, 2019

3.4.1. Backpacks/Book Bags

- To minimize crowded conditions throughout the building and to promote safety, these items should be stored in the student's locker or on the space on top of the student's own locker during the school day.
- Any student with temporary doctor's orders to carry a backpack/book bag due to medical reasons may only take books for a single class necessitating a return to their locker in between classes. Once in class the backpack should be stored underneath the student's desk.
- Additional personal belongings (e.g. duffel bags, sports equipment, supplies for an extracurricular activity) must also be stored in the student's locker or on the space on top of the student's own locker during the school day. If that space is insufficient, student should consult the front desk.

Last modified: Dec 05, 2019

3.4.2. Chapel Conduct

Students come to CHCA with a range of spiritual perspectives and varying depths of relationship with Christ. To spark meaningful thought and growth, spiritual life at CHCA engages our heads (learning about the Bible and Christian history), our hearts (attending chapel, joining prayer groups, and talking about our faith) and our hands (reaching out in service to others). These guidelines enhance the chapel experience for all.

- Students should not put their feet on the back of chairs in front of them
- No talking during presentations
- Stand when directed to do so by the Worship Leader
- No food or beverages are allowed during chapel
- No studying during chapel
- No phones can be used in any way during chapel unless directed otherwise

Last modified: Sep 18, 2019

3.4.3. Dress Code

To uphold the [Foundational Principles of Education stated in CHCA's Constitution](#) and the value of academic excellence in a Christ-centered environment, CHCA will govern student dress in 3 primary areas:

1. Maintaining a Christian perspective regarding modesty and appropriateness
2. Holding general CHCA community acceptability
3. Supporting the academic setting

The rule of thumb is that the clothes, hairstyles and jewelry students wear are to be *non-distracting* and of a nature not to draw *undue attention*. Clothes meeting the dress standards are to be worn in the way they were intended. The guideline for student dress at CHCA is clean, neat, and modest. Students who do not comply with the dress code are subject to consequences as outlined in [Student Conduct Guidelines](#).

Parents and students must consider the dress code as they prepare for the academic day at CHCA. Because students dress and get ready for school at home, *the primary responsibility of dress code enforcement lies with each student's parents*. To assist families in understanding and enforcing the dress code, we supply these examples of **unacceptable** items:

- Clothes that reveal undergarments, the midriff, or any cleavage when sitting, standing, or bending over
 - Sleeveless tops
 - Open back shirts
 - Yoga pants or form-fitting pants not worn with a top that goes to at least the top of the thigh
 - Pajama pants or sheer/see-through pants
 - Pants or shorts with tears, holes, or cut-offs
 - Pants worn lower than, or that drop below, the hip bone when sitting, standing, or bending over (Boxers should never show above the top of the pants.)
 - Shorts, skirts, and dresses that don't fall below mid-thigh when sitting, standing, or bending over
 - Blankets worn as clothing
 - Head coverings including hats, hoods, sweatbands, hanky heads, or bandannas. (Except during school hours on special spirit days)
 - Excessive make-up
 - Tattoos
 - Distracting jewelry
 - Gauges, expanders or piercings not limited to small holes. (Nose studs may be worn but no rings, chains, etc.)
 - Jewelry, clothing or other items with obscene, violent, gang, tobacco, drug, alcohol related or degrading messages or images
-

Hair/Facial Hair

Hair is to be clean and neatly groomed for all students. Distracting or inappropriate hair styles or colors are not allowed. For boys, both hair and facial hair must be clean and neatly groomed.

Consequences

- All Occurrences:
 - If the student misses class, it will be counted as an unexcused absence.
 - Students are immediately required to change into something appropriate. They will wait in the office for a parent to bring them a change of clothes or drive home with parental permission.
- 2nd Occurrence: Above + discipline consequences. See [Student Conduct Categorized Offenses](#) for details.

Dance Dress Code

The [myUpper School](#) webpage keeps the Gr 9-12 Dance Dress Code at your fingertips.

Last modified: Dec 05, 2019

3.4.4. Elevator Use

Students who are unable to use the stairs due to injury or handicap may use the elevator. One non-injured person may travel with an injured student if they are assisting them by carrying books or other items needed in class. All other students are prohibited from using the elevator and violations will result in disciplinary action.

Last modified: Sep 18, 2019

3.4.5. Extracurricular Activities

General

- All school rules will be enforced at extracurricular activities and any infraction will result in parent notification and possible penalty.
- All guests are expected to abide by the same rules as CHCA students.
- For spirit competition events, students must present tickets at the door at which time their attendance will be registered.
- Students who do not attend CHCA, alumni, and/or parents must submit any required forms prior to attending any event. Check with event coordinator for details.
- No personal profit is permitted for students selling school related t-shirts, athletic wear/gear, or any other product.

Eligibility

CHCA's academic environment is designed for students to thrive and robust extracurricular offerings allow them to further explore and grow their gifts and leadership skills. The minimum requirements in these 4 areas help student activities align with those ideals since participating in extracurricular activities is a privilege at CHCA, not a right.

1. Academic

Time	Academic Performance	Status	Permissible Participation
Minimum Standard	2.0 GPA with no failing grades in any class	Eligible	May participate fully
Mid-Term (<i>dates on website calendar</i>)	Below a 2.0 GPA or failing grade in any class	Academic Watch until end of the quarter	May participate fully during the period leading up to quarter grades.
End of Quarter	Below a 2.0 GPA or failing grade in any class	Ineligible, reevaluated at Mid-Term	May practice/rehearse but is ineligible to play/perform
Mid-Term Following Ineligible Status	Below a 2.0 GPA or failing grade in any class	Ineligible until end of the quarter	May practice/rehearse but is ineligible to play/perform

Different in the Fine Arts Handbook:

- Also, any student who drops below 2.0 (with no failing grades) for the first time at a quarter grading period will go on —academic watch until the next mid-quarter report at which time the participant must have a 2.0 with no failing grades to maintain eligibility.
- If the student's GPA drops below 2.0 during rehearsals for a performance or during the season, the

student and faculty member, director or coach will determine the course of action to improve academic standing, and will work with the Fine Arts Director and Principal to determine continued eligibility for the performance or activity.

2. Service

- All students must complete a minimum amount of hours & mission projects to remain eligible for extracurricular activities.
 - p(. – By end of Gr 9 – 30 hours
 - p(. – By end of Gr 10 – 60 hours (including 30 direct hours) + 1 service immersion
 - p(. – By end of Gr 11 – 90 hours (including 45 direct hours) + 1 service immersion
 - p(. – By 12/31 of Gr 12 – 90 hours (including 45 direct hours) + 2 service immersions
 - p(. – By 3/1 of Gr 12 – 120 service hours (including 60 direct hours) + 2 service immersions
- Students become re-eligible to participate once hours are completed and documented in the Upper School 9-12 Guidance Office.
- The [SOS Homepage](#) is a great resource containing links to many service opportunities.

3. Attendance

- To be eligible to participate in after-school activities, students must be in class by noon and must remain at school and in class for the remainder of the day.
- See the [Attendance Policies](#) handbook section for more information.

4. Conduct

- All discipline consequences supersede participation in extracurricular activities. See the [Discipline Consequences](#) section for details.

Last modified: Jul 31, 2020

3.4.5.1. Athletics



Find more Athletic Information at <https://chcaathletics.org/>

See the [Substance Abuse \(Gr 7-12\) Upper School handbook section](#) for student/athlete specific consequences.

Last modified: Dec 05, 2019

3.4.5.2. Dances

Jane note: Do I have this correct for Gr 7-8???

- Students must arrive within an hour of the starting time and may not leave until one hour before the end of the dance. (Parents will be notified of any infraction.)
- Once a student leaves the event, he/she will not be permitted to return.
- Gr 9-12 dances only:
 - Guests must currently be enrolled in high school and may not be over the age of 19. (*Exception:* Prom guests must be no younger than Gr 10 and may not be over the age of 20.)
 - The [myUpper School](#) webpage keeps the Permission Slip and Guest Policy and Gr 9-12 Dance Dress Code at your fingertips.

Last modified: Dec 05, 2019

3.4.5.3. Fine Arts

 Find more information in the [Fine Arts Handbook](#)

Last modified: Dec 03, 2019

3.4.6. Hallway/Lunchroom/SDL/PRT Behavior

We expect students to conduct themselves responsibly including:

- General behavior
- Contributing to a clean and neat facility by properly handling books, belongings, trash, etc.,
- Properly using a pass during class time

See the [Lunch/Food and Drink handbook section](#) for further information.

See the [School Hours with No Classes Scheduled \(SDL/PRT\) handbook section](#) for further information.

Last modified: Dec 05, 2019

3.4.7. Internet/Social Media

Items placed on Facebook, YouTube, Twitter, Instagram, Snapchat, and other social media internet sites by students who in any way identify themselves as a CHCA student must reflect Christ-like conduct as outlined in this Handbook. As representatives of CHCA, students should not submit anything to a site that includes objectionable content or that reflects negatively on others, including the school or negatively affects the learning or social environment of the community. Violation of these policies may result in a discipline consequence.



CHCA's Technology Responsible Use Policy is agreed to by all families in the CHCA Enrollment Contract. [View this policy on our website.](#)

Last modified: Dec 05, 2019

3.4.8. Lockers

Each student is assigned a locker that is the property of the school and may be inspected by school officials to maintain health and safety or to investigate suspected storage of dangerous, unauthorized, or illegal items.

- Students are responsible to keep lockers clean and free of food (except for current day's lunch).
- Students are responsible for all items in their lockers and must keep lockers closed and locked. CHCA is not responsible for theft or damage to items stored in student lockers and we urge students to leave valuables at home.
- Students may not deface lockers. Decoration is limited to items that adhere with a magnet or sticky tack and reflect the school's Christian values.
- Locker contents are subject to search by Administration or designee at any time, with or without reason.
- Students may not share lockers.

Last modified: Nov 25, 2019

3.4.9. Lunch/Food and Drink

To maintain a clean and neat facility, food and beverages must be handled responsibly.

General Information

- Food is only allowed in the cafeteria or outside on the picnic tables.
- At the MSL Campus, students may also eat in the SOS Room if having a meeting, and seniors are the only ones with special privileges to eat in the senior hallway.
- We expect students to throw away all their trash and to take pride in keeping the building and campus litter free.
- Bottles, wrappers and other trash must be placed in trash receptacles and no trash should be left around the floors, tables and chairs.

Lunch Information

- Students may **purchase lunch, milk, and juice** daily.
- Students may bring a packed lunch from home.
- Microwaves are available for student use.



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

Other Food and Drink Restrictions

- Teachers will set classroom guidelines to maintain optimal classroom efficiency, participation, and safety.
- Students are to use the designated periods to eat lunch (not during regular classes).

See the “[Senior Privileges Open Campus](#)” handbook section for further information.

See the “[SDL/PRT](#)” handbook section for further information.

Last modified: Dec 05, 2019

3.4.10. Medication Self Administration (Gr 9-12 only)

See the CHCA Wide handbook section about [Medication Administration](#) for general information.

Gr 9-12 students who participate in off-campus experiences are solely responsible for the possession and self-administration of needed prescription or nonprescription medications. They must:

- Submit a Grade 9-12 Student Self-Medication Agreement signed by student, physician and parent.
- Carry any medication in the original container in which it was purchased (with original pharmacy or manufacturer label).
- Under no circumstances share prescribed or over-the-counter medication with anyone else.
- Not possess/take any medications not included on the form.



CHCA Medical forms are available on the [myAllSchool/Medical-Forms](#) webpage.

Last modified: Dec 05, 2019

3.4.11. Parking Pass/Vehicle Registration

Students driving to school must purchase a parking pass and register their vehicle(s). If siblings share a spot, all drivers must register but the fee is only paid once. The administration may revoke parking privileges at any time for reasons including, but not limited to, unsafe driving on school grounds and disobeying any rules related to the use of the car.

- Students must park in their assigned parking spot.
- Parking spots in the MSL Campus lot will be assigned by random draw to seniors only after July 31.
- All other students park in the Auxiliary Parking lot behind Beshear Family Welcome Center at the corner of Snider and East Kemper.
 - Students should use the crosswalk at the corner of Snider and East Kemper Roads and follow the sidewalk to an entrance into the building.
- Students must hang their parking tag from the rearview mirror.
- Students may not give their parking pass or assigned space to another student.
- Parking-related violations:
 - Students who park on campus without purchasing a parking pass will receive discipline consequences and a \$50 fine.
 - Students who have a pass, but park in a lot or space not assigned to them will lose parking privileges for one week on the first offense and for one month on the second offense. The third offense will result in a loss of parking privileges for the remainder of the year.
 - Students parking off-campus during school hours will receive discipline consequences.



Purchase a Parking Pass with the registration link on [myUpper School](#) webpage.

Last modified: Dec 05, 2019

3.4.12. Personal Technology Use

In Upper School, students have increasing amounts of freedom to responsibly use their personal devices (cell phones, smart watches, earbuds, computers, etc). As such, students may carry and use their devices during the school day within these boundaries:

- Grade 7-8: Student personal devices may only be used during school hours if allowed by a teacher for educational use.
- Grade 9-12: In-class cell phone use is at classroom teacher discretion. Teachers are to collect all phones when proctoring tests or exams.
- Grade 7-12: Earbuds/headphones may only be used in **SDL/** PRT time or during classes with teacher permission.



CHCA's Technology Responsible Use Policy is agreed to by all families in the CHCA Enrollment Contract. [View this policy on our website.](#)

Last modified: Dec 05, 2019

3.4.13. Pregnancy

While we are first and foremost an academic institution, CHCA is also a Christian community. Our intention is to be a community that extends love and grace in an appropriate way. We evaluate each situation with a sincere desire to find a Christ-honoring solution that is best for both the student and the entire community. The administration will evaluate each situation to determine the best course of action for both the male and female students involved in the pregnancy as it relates to school attendance and coursework.

Last modified: Sep 18, 2019

3.4.14. Prohibited Devices, Substances and Activities – Additional Gr 7-12 Info

* This handbook section supplements the [Prohibited Devices, Substances and Activities](#) section in the CHCA Wide Guidelines of this handbook with age-appropriate discussion.

Devices and Substances – Additional detail

- **Explosives:** Possession, use or threat of bombs or any explosive device
 - **Fireworks**
 - **Firearms or Other Weapons** including: a knife, club, gun, stun gun, chemical irritant, or other deadly weapon
 - **Sexually Oriented Materials** including: pornography in any form
 - **Tobacco Products** including: cigarettes, cigars, chewing tobacco, snuff, smokeless tobacco, hookah, electronic cigarettes, vapor cigarettes, or any other product intended to be inhaled or otherwise ingested.
 - **Alcohol and/or illegal, prescription, over-the-counter drugs**
-

Activities – Additional detail for Gr 7-12

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

- **Leaving a School Sponsored Event:** Students may not leave school sponsored events (including, but not limited to, dances, field trips, and class outings) before scheduled dismissal without a written request by parents submitted to, and approved by, event sponsor, teacher, or building Principal
- **Sale, Possession, Use, Concealment, Transfer, Delivery, or Be under the Influence of Illegal or Prescription Drugs and/or Alcohol**
- **Inappropriate Use of Social Media**
 - Sexting
 - Sending, sharing, or possessing pictures, text messages, or emails that contain a sexual message or image is a violation of this policy.
 - Students engaged in such activities are subject to school discipline and state laws.
 - School discipline is dependent on the seriousness of the offense, taking into consideration:
 - What was sent (sexual language, sexually *suggestive* images and/or video, sexually *explicit* images and/or video, and whether images and/or video are generic or of CHCA community members)
 - To whom the material was sent (sexual content exchanged between willing participants, an unwilling participant, to third parties about another person), and
 - Intent (engaging another student sexually, harassing/aggressive behavior against another student, defaming/slandering another student to third parties)
 - CHCA will contact local law enforcement and those authorities may file charges.

- **Sexual Crimes**
 - Includes but is not limited to forced sexual contact or sexual imposition according to the Ohio Revised Code
 - CHCA will contact local authorities and those authorities may file charges
- **Sexual/Intimate Activity with a Willing Partner:** Engaging in sexual or intimate activity with a willing partner on school property or at a school related activity

Last modified: Apr 07, 2021

3.4.15. Public Displays of Affection

Students should use discretion in all physical contact between students on any CHCA campus and during all school sponsored events. Hand holding is the only permitted public display of affection.

Last modified: Dec 05, 2019

3.4.16. Senior Privileges

Senior privileges do *not* automatically apply – they only commence once announced by the administration.

Late Arrival

- Seniors granted this privilege are not required to be at school until the start of second bell. Requires parental approval and starts after Labor Day.
- Senior Late Arrival Tardies – Consequences for not arriving to second bell on time begin with the 3rd tardy, just as they do for periods 2 through 7. For Late Arrival students, the 7th tardy will result in loss of the Late Arrival privilege for the remainder of the quarter, requiring the student to report to the school office by 8:00 a.m.

Early Dismissal

- Seniors granted this privilege may regularly leave school early at the bell identified for the academic year. Requires parental approval and starts after Labor Day.

Open Campus

- Seniors granted this privilege may go off campus during their lunch period and scheduled [Personal Responsibility Time](#). They may not leave during chapels, assemblies, or any normal scheduled class times.
- Seniors must submit a signed **Open Campus Privilege Agreement and Waiver of Liability** form indicating their parents approval of this privilege.
- Seniors must provide their cell phone number to the school office and are responsible to sign in and out at the front desk when leaving from and arriving to school.
- **Seniors must return punctually for their next class/activity.**
- Seniors must maintain a minimum 2.0 grade point average to exercise the privilege.
- This privilege may be revoked at any time by the Administration and if a senior uses or is in possession of drugs or alcohol at any time, they will lose their Open Campus privilege for the remainder of the year.

Final Exam Exemption

- Faculty may allow seniors who have maintained an “A” average throughout the semester to be exempt from a final exam at the end of the semester.
- Students who qualify *academically* for this exemption must have fewer than 8 semester absences and/or tardies for *that class*. Field Trips and school sponsored activities are not counted as absences; however, **college visits are counted as absences**.



The [myUpper School](#) webpage puts daily schedules and forms at your fingertips.

Last modified: Jan 15, 2021

3.4.17. Substance Abuse (Gr 7-12)

The sale, possession, use, concealment, transfer, delivery, or be under the influence of illegal or prescription drugs and/or alcohol is forbidden while on campus or at any school sponsored activity, including Service Intercession and Intercession. This includes prescription drugs, for which you have no prescription, and legal substances, including over the counter medication, used in an illicit manner.

K-9 Resources Policy

The school uses the professional services of the K-9 Resources Company to provide a safe and drug free environment that truly fosters learning. Random unannounced inspections may be performed to help enforce school policy and provide a deterrent to unwanted items, substances and activity. Trained contraband canines and metal detectors may be used in this process.

✿ K-9 Resources confidential Safe School TipLine: (866-TipLine) [866-847-5463](tel:866-847-5463).

Responsibility to Report

Every individual in the school environment (students, faculty, staff, parents, visitors) has a responsibility for the safety and security of the school and people in it. Each person must immediately report (to school administrators or the Safe School TipLine) any information concerning any act, intention, discussion or thought by any person pertaining to any past, present or future actions of unwarranted item, substance, or activity on school property/school function or which may have adverse effect on any person, place or thing.

Any student or staff having any knowledge of any item, substance or activity which is considered to be a violation of school policy (or law) must immediately report such information to any school official. Failure to do so may result in disciplinary action for being complicit in the act.

Jane note: Is the ATH handbook consistent?

Jane note: Are there equivalent Arts consequences?

Consequences

- First Offense:
 - [Discipline Consequences](#)
 - Removal from leadership positions for the remainder of the quarter
 - If a National Honor Society member, the matter will be presented to the NHS Faculty Council for disciplinary action
 - If a student/athlete:
 - They may not participate in 20% of the season's contests. (If there is not 20% of the season remaining at the time of the offense, the penalty is extended to the next season/

year that the student/athlete participates.)

- During this time they also may not practice, compete, use the weight room, or participate in athletics in any manner.
 - They must also complete all requirements of any school-approved substance abuse program to participate in athletic activities for the remainder of their CHCA enrollment.
- Second Offense:
 - [Discipline Consequences](#)
 - If a student/athlete:
 - They will be removed from any current sport and denied athletic participation for the remainder of the school year.
 - During this time they also may not practice, compete, use the weight room, or participate in athletics in any manner.
 - They must also complete all requirements of any school-approved substance abuse program to participate in athletic activities for the remainder of their CHCA enrollment.
 - Third Offense:
 - If a student/athlete consequences will be determined by the administration.



See the [Categorized Offenses](#) handbook section for the discipline consequences regarding this policy.

Last modified: Aug 14, 2020

3.4.18. Textbooks

- Students are given a number of consumable workbooks; all other books are *borrowed* from the school.
- On the day of issuance, the student's name should be written inside the front cover of all textbooks and in the teachers' record book.
- Books are to be handled with care and kept in good condition.
- Any damage and/or replacement costs must be paid prior to issuance of final grades at the end of the school year.

Last modified: Aug 17, 2019

3.5. Student Conduct Guidelines

General Behavior Guidelines

It is nearly impossible to have an exhaustive list of all rules for the school and each classroom. Simply stated, a student must obey the duly constituted authorities in the school (i.e. administrators and teachers).

Ultimately, most rules are summed up by: **Students may not harm themselves 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. This handbook section lists several such behaviors and CHCA regards violating any rules related to the specific behaviors as a serious offense.

Where/how does the contract fit in??? I got it from the Academic Information section but moved it here since it mentions behavioral and social as well.

The contract is to provide an opportunity for a student to correct a special problem. The contract will identify specific improvement guidelines and will last one quarter. If the student does not improve to a satisfactory level, the contract may be continued for one additional quarter or he/she may be asked to withdraw from CHCA.

Three types of contracts may be administered:

1. **Academic** Contract – A student must perform at an expected minimum level.
2. **Behavioral** Contract – A student must cease disruptive/destructive behaviors.
3. **Social** Contract – A student is prohibited from participating in activities such as athletic teams, school trips, music groups, etc.

Last modified: Dec 05, 2019

3.5.1. Discipline Consequences Defined

The Administration use these sub-topics as guidelines; however, they have complete discretion in all matters. Repeated offenses in any category may result in a more serious consequence.

After/Before-school Detention

- **Grade 7-8** detentions are served from 7:15-7:45 a.m. on Tuesdays and Thursdays.
- **Grade 9-12** detentions are assigned in 30 or 60 minute increments and are served from **3:15-4:15 p.m.** on Tuesdays and Thursdays.
- Serving detention takes precedence over **extracurricular activities**, jobs etc.
- Detention notices are sent to parents via Email 1 Preferred and students via CHCA email. Parents must reply confirmation of email receipt prior to scheduled detention.
- Students are expected to attend detention on their assigned date and must receive permission from the Administration to make any changes. Failing to serve on the assigned date will result in another detention double the time of the original detention.
- A fourth After/Before-school detention during any quarter will result in an additional Saturday Detention.

Saturday Detention

- **Grade 7- 12** Saturday detentions are served from 8:00 a.m.-12:00 noon on select Saturdays.
- Serving detention takes precedence over **extracurricular activities**, jobs etc.
- Students are to bring study materials.
- Late arrival to the assigned room will result in an additional Saturday detention.
- Failing to appear will result in an In-school Suspension.

Suspensions

Suspensions are administered for offenses which the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing.

In-school Suspension

- Student will report immediately to the office **for the entire school day** and will be given class work that must be completed in isolation.
- Class work assigned or tests given while a student is suspended may be completed for full credit.
- One (1) point will be deducted from the quarter grade in each subject for each day suspended. This will not exceed a ten (10) point deduction in any nine (9) week period.
- Students may not participate in any extracurricular activities on any day they've served suspension.

Out-of-school Suspension

- Students who are removed from school for should realize they are one step away from expulsion. We advise parents to supervise their student and use this time to help them work through their problem.
 - Class work assigned or tests given while a student is suspended may be completed for full credit provided they return assignments/make up tests upon return.
 - One (1) point will be deducted from the quarter grade in each subject for each day suspended. This will not exceed a ten (10) point deduction in any nine (9) week period.
 - Students may not participate in any extracurricular activities on any day they've served suspension.
 - Out-of-School suspensions are assigned for:
 - Repeated serious offenses
 - Student failure to comply with disciplinary actions of the school
 - A student's presence is deemed a safety threat or major interruption to classroom instruction
 - Other violations of school policy which specifically list an Out-of-School suspensions as a consequence.
-

Expulsion

A student must leave school and may not re-enroll. For the complete process see [Due Process in Expulsion](#) handbook topic.

Last modified: Dec 05, 2019

3.5.2. Categorized Offenses

The Administration use these sub-topics as guidelines; however, they have complete discretion in all matters. Repeated offenses in any category may result in a more serious consequence.

Level I Violation = After-school Detention

- **Backpacks/Book Bag:** [See Backpacks/Book Bag handbook section](#) for more information.
 - **Disrespect/Classroom Disruption**
 - **Dress Code** (2nd Occurrence=60 minute detention): See [Dress Code handbook section](#) for more information.
 - **Hallway/Lunchroom/Study Hall Behavior:** See [Hallway/Lunchroom/SDL/PRT Behavior handbook section](#) for more information.
 - **Parking:** Students who park on campus without purchasing a parking pass will receive a detention and a \$50 fine. Additional consequences involving the parking privilege are described in the [Parking Pass/Vehicle Registration](#) handbook section.
 - **Personal Technology Use:** See [Personal Technology Use handbook section](#) for more information.
 - **Public Display of Affection:** See [Public Display of Affection handbook section](#) for more information.
-

Level II Violation = Saturday Detention

(Repeated violations could result in a suspension or recommendation for expulsion.)

- **3 After/Before-school Detentions in any single quarter**
 - **Academic Honesty:** See [Academic Honesty handbook section](#) for more information.
 - **Failure to serve an After/Before-school Detention**
 - **Inappropriate Communication:** See [Forbidden Substances and Activities handbook section](#) for more information.
 - **On-campus Truancy** (1st Occurrence): See [Absence, Early Dismissal, and Extended Absence](#) handbook section for more information.
 - **Parking Off-campus during School Hours**
 - **Possession of Fireworks or Tobacco Products:** See [Forbidden Substances and Activities handbook section](#) for more information.
-

Level III Violation = Suspension (In-school or Out-of-school)

(Repeated violations could result in a recommendation for expulsion.)

- **Failure to serve a Saturday Detention** (= In-school Suspension)
- **Fighting:** See [Forbidden Substances and Activities handbook section](#) for more information.
- **Leaving a School Sponsored Event:** See [Forbidden Substances and Activities handbook section](#) for more information.

- **Off-campus Truancy** (1st Occurrence = In-school Suspension): See [Absence, Early Dismissal, and Extended Absence](#) handbook section for more information.
 - **Off-campus Truancy** (2nd Occurrence = Out-of-school Suspension): See [Absence, Early Dismissal, and Extended Absence](#) handbook section for more information.
 - **On-campus Truancy** (2nd Occurrence = In-school Suspension): See [Absence, Early Dismissal, and Extended Absence](#) handbook section for more information.
 - **Pornography**: See [Forbidden Substances and Activities handbook section](#) for more information.
 - **Stealing**: See [Forbidden Substances and Activities handbook section](#) for more information.
-

Level IV Violation = 5-10 Day Out-of-school Suspension and a Discretionary Recommendation for Expulsion

- **Substance Abuse** (1st Occurrence): See [Substance Abuse \(Gr 7-12\) handbook section](#) for more information and other consequences.
 - **Vandalism**: See [Forbidden Substances and Activities handbook section](#) for more information.
-

Level V Violation = Immediate 10 Day Out-of-school Suspension and a Mandatory Recommendation for Expulsion

- **Explosives**: See [Forbidden Substances and Activities handbook section](#) for more information.
 - **Firearms or Other Weapons**: See [Forbidden Substances and Activities handbook section](#) for more information.
 - **Distribution of Drugs**: See [Forbidden Substances and Activities handbook section](#) for more information.
 - **Engaging in Sexual/Intimate Activity with a Willing Partner**: See [Forbidden Substances and Activities handbook section](#) for more information.
 - **Sexual Crimes**: See [Forbidden Substances and Activities handbook section](#) for more information. Charges may also be filed by the local authorities.
 - **Substance Abuse** (2nd Occurrence): See [Substance Abuse \(Gr 7-12\) handbook section](#) for more information and other consequences.
-

Level VI Violation = Offenses are very fact-dependent and can result in a Variety of Consequences including Expulsion

- **Bullying**: See [Forbidden Substances and Activities handbook section](#) for more information.
- **Sexing**: See [Forbidden Substances and Activities handbook section](#) for more information.

Last modified: Dec 05, 2019