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Central Holmes Christian School

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

Handbook Information

The purpose of this handbook is to acquaint pupils, parents, teachers, and patrons with necessary information concerning the organization and administration of Central Holmes Christian School.

This handbook does not and will not cover every situation. Additional information will be added to your handbook as the need arises. Each student will be expected to keep up with his/her handbook.

As new punishable infractions arise, a time during the day will be devoted to informing the students of any additional rules and the punishment for the rules.

We trust that you will find the handbook of value in answering the questions that will arise during the school year. If you do not find herein the information desired, please inquire at the Headmaster's office.

Central Holmes Christian School

2009-2010

Board of Directors

Robert Killebrew, President
Steven Edwards
Neil Marshall
Natalie McClellan, Secretary

Richard Barrett
James Edward Killebrew
Marshall McCain, Vice-President
Kim Rutledge

Administration & Staff

Kristi Hager
David Lloyd, Jr.
Faye Ingall
Carol White
Debbie McLemore
Renee Wynne
Judy Smith

Headmaster/Guidance Counselor
Athletic Director
Cafeteria
Cafeteria
Student Services
Student Services
Business Manager

Elementary Faculty

Carol Barton
Joy Donald
Ava Edwards
Lynn Edwards
Kitty Ellis
Kasey Hammett
Jenny Hutchison
Linda Hutchison
Kelly Killebrew
Melaine Melton
Sheryll Murtagh
Diane O'Reilly
Jo Vaughn
Kasey Hammett

First Grade
5 Year Kindergarten
Third Grade
3 Year Kindergarten
Elementary Art
Elementary Librarian
Elementary P.E. & Aide
Fifth Grade
4 Year Kindergarten
Sixth Grade
Fourth Grade
Second Grade
Music
ELS Coordinator

High School Faculty

Jo Betty Auldy
Daniel Blaylock
Shay Blaylock
Lib Clark
Melanie Davis
Melanie Davis
Doyle Gilmore, Jr.
David Lloyd, Jr.
David Lloyd, Jr.
Doralyn Killebrew
Casey Montague
Marie Pope
Wayne Ray

English/History
Bible
Librarian
Mathematics
Computer/Technology Coordinator
JV & HS Girls Basketball Coach
Football/Track
History/Head Football Coach
Head Baseball Coach/HS Boys Basketball
Science
English/History
English/Literature/History
Head Softball Coach

Calendar of Events

2009-2010

(These are tentative dates subject to change.)

2009

August 5& 6	Teacher In-Service
August 10	First Full Day of School
September 7	Labor Day Holiday
September 11	Progress Reports
October 6-8	First Nine Weeks Tests
October 12	Fall Break
October 16	Report Cards
October 19	Fall Festival
November 13	Progress Reports
November 23-27	Thanksgiving Holidays
November 30	School Resumes
December 4	No School Due to State Teachers' Mtg.
December 14, 15, & 16	First Semester Exams
December 17	Make-up Exam Day
December 18 – January 1	Christmas Holidays

2010

January 4	Second Semester Begins
January 8	Report Cards
January 18	Martin Luther King, Jr. Holiday
February 5	Progress Reports
March 9-11	Third Nine Weeks Tests
March 12	No School Due to District Teachers' Mtg.
March 15-19	Spring Holidays
March 22	School Resumes
March 26	Report Cards
April 2 & 5	Easter Holidays
April 16	Progress Reports
May 6	Elementary Awards Day @ 9:00 a.m.
May 6	Sixth Grade Graduation @ 9:00 a.m.
May 7	May Day
May 13	Awards/Class Day @ 9:00 a.m.
May 16	Baccalaureate @ 7:00 p.m.
May 17	Graduation @ 8:00 p.m.
May 18	Kindergarten Graduation
May 18-20	Second Semester Exams
May 21	Make Up Exams Days
May 19-21	Teachers' Work Days

Philosophy of Central Holmes Christian School

Central Holmes Christian School was established to meet the educational needs of students in the surrounding area. We believe it is the responsibility of Central Holmes Christian School to help students gain the knowledge to succeed in today's changing society. Emphasis shall be placed on self-discipline, self-reliance, personal responsibility, and accountability. In order to succeed, Central Holmes Christian School believes students must develop an understanding of the religious principles set forth by the founders of our nation, an understanding of democratic principles, an understanding of respect for authority, and an understanding of respect for the rights and opinions of others.

With changes in technology Central Holmes Christian School reviews curriculum to maintain standards necessary to achieve educational goals.

Realizing that students learn from a variety of experiences, Central Holmes Christian School encourages participation in extra-curricular activities and programs. The emphasis here is to build loyalty, character, and sportsmanship.

Central Holmes Christian School has the responsibility to encourage communication between students, faculty, administrators, parents, and the community so that an understanding of the school's philosophy is developed and an interdependency between school and community is established.

Objectives of Central Holmes Christian School

1. To provide a curriculum which meets college entrance requirements.
2. To provide a safe learning environment.
3. To instill respect for authority, rules, rights of others, and America.
4. To develop an awareness of the student's responsibility as a productive citizen and to provide opportunities to develop good citizenship.
5. To motivate students to achieve their highest educational goals.
6. To provide assistance in strengthening weaknesses in students.
7. To initiate a form of discipline that promotes cooperation.
8. To provide guidance through counseling and testing.

Mission Statement of Central Holmes Christian School

As a college preparatory school, Central Holmes Christian School's mission is to educate the whole student—academically, morally, physically, and spiritually—in a safe environment. CHCS will use Christian morals to promote student learning and to strengthen student morality so that each student is challenged to grow and mature in

knowledge, wisdom, and service. Our mission emphasizes the role of young people as productive American citizens and offers extra-curricular activities to provide positive experiences for developing a sense of purpose and well-being.

Office Hours

The school office will be open from 7:30 a.m. until 3:15 p.m. Monday – Friday.

School Hours

School begins promptly at 8:00 a.m. The first tardy bell rings at 7:55 a.m. School is not dismissed until 2:55 p.m. for elementary and 3:00 for junior high and high school. Any early dismissals should be arranged through the office.

Emergency School Dismissal

In case of emergency or hazardous conditions (usually weather related), Central Holmes Christian School may cancel school or release students in advance of the normal dismissal time. Should either situation occur, notification will be given as early as possible. Information concerning early dismissal or cancellation of school will be given to the local radio station, 102.5 FM, whenever possible.

Fire/Tornado Drills

Disaster preparedness drills for fire and tornadoes will be conducted during each semester of the school term.

FIRE:

Fire Alarm: Three (3) short rings of the bell with verbal instructions: “CLEAR THE BUILDING”.

1. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing with him/her except what he/she has in his/her hands when the alarm sounds.
2. The classroom teacher will be the last to leave the room. He/She will take his/her grade book to check the roll.
3. No pupil or teacher is to re-enter the building after the alarm signal is given until the bell rings for the classes to re-assemble, at which time classes will re-enter the building by the same exits and routes used to leave the building.
4. **ELEMENTARY:**
Grades K4, 1, 5, & 6 – go out WEST door and go to elementary parking lot.
Grades 3 & 4 – go out NORTH door and go to elementary parking lot.
Grades K5 & 2 – go out SOUTH door and go to elementary parking lot.
5. **HIGH SCHOOL:**
Rooms 1, 2, 3, & 4 – go out EAST door and go to the football field.
Rooms 5, 6, & Library – go out NORTH door and go to the front of the gym.
Rooms 7, 8, 9, & Study Hall – go out the WEST door and go to the football concession stand area.

TORNADO:

Tornado Alarm: One (1) long ring of the bell with verbal instructions, "TORNADO POSITIONS".

- 1. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher.**
- 2. Students are to crouch down on their knees on the floor at the assigned area facing the wall with their heads down inside their knees and arms over their head.**
- 3. No one is to be up and moving about. Avoid looking up and toward areas with glass.**
- 4. When the all clear signal of multiple short rings sounds, return in an orderly manner to class.**

First Aid

No medicine, including aspirin and Tylenol, will be dispensed from the office. If a student needs medication, the parent should send their child's medication along with a note, giving specific directions. If a student is extremely allergic to bee stings, the parent should send a note and include instructions and/or medication in case the child is stung. All medication must be kept in the office and not in the student's locker. A violation will be subject to discipline as follows: 1 day suspension or corporal punishment.

Telephone

Students should not ask to leave class to make calls. In case of an emergency or sickness, a student may ask the office personnel to contact his/her parents. Students must not use the phone in the teachers' lounge. Any student caught in the teachers' lounge will be subject to punishment as deemed by the Headmaster.

Cellular Phones, Pagers, Recorders, Cameras

Students are not permitted to bring cellular phones, pagers, recorders, video recorders, cameras, digital cameras, or other types of communication devices inside the buildings. Use of these devices is not permitted during the school day. Recorders may be used in special situations with permission from the office. Cell phones on campus will be confiscated, and a twenty-five dollar fine will be assessed for the first offense. Parents will be notified at which time parents are required to pick up the phone and pay the fine. A second offense will result in confiscation for the rest of the school year. Camera phones will automatically be confiscated for the rest of the year at the first offense.

Flowers/Gifts Delivery

CHCS does not permit delivery to students of special items such as flowers and gifts.

Vehicles on Campus

A student must have a valid driver's license to operate a vehicle on campus. A vehicle registration form must be filled out and turned into the office to be kept on file. A

picture of the student's driver's license and verification of insurance must accompany this form. Upon receipt of the vehicle registration form, a vehicle parking decal will be issued to the student to be displayed in the vehicle at all times. Upon arrival at school, a student should park his/her vehicle in the proper area, leave the vehicle, and not return to the vehicle unless permission has been granted to do so. A student who has obtained permission to return to his/her vehicle must secure a pass from the office. **FAILURE TO ABIDE BY THIS POLICY SHALL RESULT IN THE STUDENT BEING ASSIGNED TO WEDNESDAY DETENTION OR OTHER PUNISHMENT AS DETERMINED BY THE ADMINISTRATION.** Any student who drives recklessly or fails to operate his/her vehicle in a safe manner may lose the privilege of driving on campus. The Administration reserves the right to search the student's vehicle at any time.

Parking on Campus

All students must park in the **STUDENT PARKING AREA ONLY. DO NOT**, at any time, double park or parallel park, blocking someone in. Do not park in any area (in front of the gym, next to the high school building, next to the weight room) other than the space in the student parking lot. CHCS will not be responsible for items stolen from vehicles or for any damage to vehicles while on campus.

Use of School Facilities

CHCS facilities are for the use of patrons, faculty, staff, and students. The Headmaster must approve the use of the buildings and facilities after normal school hours. At all times, the academic and extra-curricular activities of the school have priority use of the school buildings and grounds. At no time will students be allowed the use of the buildings and grounds without appropriate faculty approval. Use of the campus and facilities by outside groups or individuals must be approved by the Board of Directors or Headmaster.

Building Policy

A faculty member will be on duty at 7:30 a.m. in the high school building and in the elementary school building. All other faculty members will be on duty beginning at 7:45 a.m. A faculty member will also be on duty from the time of school dismissal until 3:15.

Students will be expected to leave the building during break and lunch. If bad weather conditions exist, students may remain inside the cafeteria during break and lunch.

Gym

Students are not permitted to carry food or drink into the gym court area except during home basketball games. Students should not go inside the gym during break and lunch. When playing on the gym court, students must wear proper soft-soled shoes that are approved by the basketball coaches. Use of the gym court during after-school hours is not permitted without special permission from the basketball coaches or the Headmaster.

Food and Drink Regulations

All food and drink must be consumed in the cafeteria. Students are not permitted to take food outside the cafeteria or to bring food, drink, or candy, inside the classroom buildings. **NO** chewing gum is allowed. Punishment will be administered as deemed by the Administration.

Cafeteria Behavior

Students are expected to remain quiet and orderly during break and lunch period, whether it is in line or at the tables. No loud talking should exist and good manners must be observed. The eating areas should be kept clean and neat. Lunch should be a pleasant experience for everyone, and unacceptable behavior will not be tolerated.

Cafeteria Charging

There will be no charging at the cafeteria. Meal tickets will be available for purchase. However, if student does not have money or a meal ticket, he/she may make an emergency charge for that day only. That amount needs to be paid the next day. If the student does not have payment for the charge, the parent will be contacted to come to the school and clear the account. Before the next emergency charge will be allowed, the first emergency charge must be paid.

Lockers

Lockers will be assigned to all students in grades 7 – 12. Students are responsible for the upkeep of the locker assigned, and they should report any unsatisfactory condition to the Headmaster. Lockers are the property of CHCS, and the Administration reserves the right to search lockers at any time.

Textbooks

Every effort is made to provide the students at CHCS with the most modern textbooks available. In view of the expense involved, we expect each student to be responsible for the materials issued to him/her and to return them in the same condition as issued. Damage or destruction of textbooks will not be permitted. Fines will be assigned on a book-by-book basis. Students who destroy, lose, or damage textbooks will be assessed a fine based on the following scale:

- **Destroyed or lost:** Replacement cost (new textbook – 100%, used textbook - 10% depreciation allowance per year of use)
- **Damaged:**
 - Heavy damage (80% of book value)
 - Medium damage (40% of book value)
 - Light damage (20% of book value)

The average cost of a textbook is \$50.00.

Bookcovers will be used at all times. Failure to have books covered at all times will result in a \$5.00 fine for the first offense. A second offense will result in corporal

punishment. Repeat offenders will be subject to harsher punishment as deemed by the Administration.

Tuition Payment

Tuition payments to CHCS may be made in full directly to the school or in payments through a financial management service, FACTS. Tuition may be paid by one of the following three options:

1. Tuition may be paid in full to Central Holmes Christian School at registration; this will mean that you will not be enrolled in the FACTS plan.
2. Through FACTS, tuition may be paid through a bank draft (ACH Debit).
3. Through FACTS, a monthly credit card payment for tuition can be made.

Any returned check for whatever expense will be subject a returned check fee as set by the Board.

If FACTS Management System notifies CHCS of insufficient payments, students may be subject to being sent home from school until payments are current. All first semester fees and charges must be paid in full prior to the first day of second semester. Report cards and/or transcripts will be held at the end of the school year until all fees and charges have been paid.

Withdrawal Procedures

Students who withdraw from Central Holmes Christian School must return all textbooks, supplies, and materials belonging to CHCS, and must pay all fees, tuition, and other charges owed to CHCS.

A transcript of the student's grades will not be forwarded until the student has cleared his/her account completely.

A withdrawal form must be obtained from the office and should be completed and returned to the school for Board release approval.

Visitors

For the protection and security of the students, strict regulations with regard to visitors on school campus must be enforced. No student from any local school is permitted to visit the CHCS campus without permission from the Headmaster. Permission for friends or relatives to visit during the school day should be secured in advance from the Headmaster. Any visitors *including* parents are required to check in with the front office. **PLEASE DO NOT GO TO THE CLASSROOMS WITHOUT PERMISSION.**

Library

The purpose of the library is to make available materials for sources of information to supplement the curriculum, and for students to make pleasant and valuable use of their free time. The library should have a quiet atmosphere conducive to research. It is necessary to have certain policies regulating the use of these materials and for conduct in the library in order that it may offer maximum service to the greatest number of students and teachers.

Library Regulations:

1. Books will be checked in and out at the charge desk.
2. Books may be checked out for a period of two weeks.
3. A fine of five cents per day will be assessed for overdue books on the basis of a seven day week instead of a five day week (school week).
4. A student is responsible for the book he has checked out until the card is replaced in the book.
5. If a student loses a book, he will be charged replacement value using the current price.
6. At the end of each semester, report cards will be held in the office until any overdue fines are paid.
7. Report cards will be held in the office at mid-term and the end of the school until payment is made for lost books.
8. Magazines may not be taken out of the library.
9. General reference books may not be checked out overnight, but may be carried to classrooms if checked out from the librarian's desk.
10. For special assignments, teachers may place selected library materials "on reserve" for overnight check-out only.

School Property

Everyone associated with Central Holmes Christian School is expected to respect and protect school property. Students who willfully damage school property or otherwise cause Central Holmes Christian School to incur financial loss shall be held liable for all replacement costs of damaged property and/or reimbursement of all monies expended by Central Holmes Christian School due to the student's destructive behavior. Under certain conditions, expulsion from school is a possibility.

Trashing/Vandalizing of any school property, faculty property, board member property, and/or staff property will automatically result in the following punishment for students of CHCS:

- 3 days suspension with a grade of zero resulting for any missed work
- Student(s) will be responsible for any test(s) or work due the day after suspension
- 3 licks with a paddle or a 4th day of suspension

If person/persons who are not students of CHCS trash/vandalize any school, faculty, board member, or staff property, he or she will be subject to prosecution because charges will be filed with the police against said person or persons involved.

Dress Code

The following is an outline of the new uniform code as approved by and adopted by the Central Holmes Christian School Board of Directors.

K3 – 4th Grade Girls:

Tops: White Peter Pan blouse with red piping (available in short and long sleeve); white sailor blouse with a royal blue tie; white 3-button over-blouse; knit polo shirt (red or royal blue). All tops will have the CH monogram.

Bottoms: Plaid jumper; royal blue culottes; khaki pants; or khaki shorts hemmed to the knee; modesty shorts for under skirts; any belt with slacks or shorts.

K3 – 6th Grade Boys:

Tops: Short sleeve knit shirts (red, white, or royal blue with the CH monogram); long sleeve knit shirt (royal blue with the CH monogram). Boys in grades 4, 5, and 6 must have their shirts tucked at all times with a leather belt.

Bottoms: Khaki pants; khaki shorts hemmed to the knee; leather belt.

5th – 12th Grade Girls:

Tops: White $\frac{3}{4}$ length princess blouse; white 3-button over-blouse; short sleeve knit shirt (red or royal blue). All tops will have the CH monogram.

Bottoms: Plaid skirts (skirts hemmed to the top of the knee); khaki shorts hemmed to the top of the knee; khaki low-rise slacks; khaki skirts hemmed to the top of the knee; any belt with slacks or shorts.

7th – 12th Grade Boys:

Tops: Knit shirts (red, white, or royal blue with CH monogram); white button-down Oxford shirt with the CH monogram. Shirts must be tucked at all times with a leather belt.

Bottoms: Khaki pants; khaki shorts hemmed to the knee; leather belts.

Males are to be clean shaven (no beards or mustaches) with hair worn out of the eyes in front, and not extended past the area of the neck normally covered by a shirt collar, not in a ponytail, or in any other unusual manner design, in the opinion of the Administration, that draws attention. Side burns may not be any longer than the bottom of the ear lobe. Earrings will not be permitted.

All Students:

Outerwear: Students are encouraged to wear fleeces and sweatshirts with the CHCS monogram. However, any coat with markings other than those with a CHCS monogram may be worn inside the building if approved by the administration. No coats can be worn longer than mid-thigh length. No outerwear with inappropriate markings will be permitted.

Socks: Tights (optional); knee socks (optional); boys must wear socks at all times.

Shoes: Elementary students must wear shoes with the heel covered and heel height no higher than 2” for safety reasons. Grades 7 – 12 may wear any shoes they want with heels no higher than 2 inches; however, no flip-flops for any grade.

Accessories: Earrings for girls will not be worn attached to any part of the face other than the ear lobe. Earrings that are designed in the opinion of the Administration to direct or draw attention to oneself will not be permitted.

No caps, hats, sunglasses, etc...are to be worn in the building. The Administration of CHCS reserves the right to pass judgment on future modes of dress not outlined at this time.

Failure to follow the dress code will result in the following:

1. Corporal punishment and sent home to dress properly with all work missed resulting in zeroes.
2. Second offense—3 day external suspension and corporal punishment with work missed resulting in zeroes.
3. Excessive violations may result in expulsion.

*CHCS t-shirts may be worn on days that are left up to the discretion of the administration. CHCS t-shirts that are purchased through the school are the only ones allowed to be worn on the designated day.

** Parker Uniform Company is the primary supplier of CHCS uniforms. Parents have the option to buy school uniforms at other suppliers as long as the clothes exactly match the style, color, and school monogram logo of the Parker uniforms. The clothes must meet the specific style of the uniform as set up by the Board of Directors. No brand name labels can be visible other than Parker.

***All tops, fleece, and the sweatshirt must be monogrammed with the CH logo that has been approved by the Board of Directors.

Absence

Excused absences are given for illness of a student or serious illness in the immediate family, death, or funeral in the immediate family, or a court summons. The Headmaster may excuse other absences.

A doctor's statement or excuse for medical absences, a written note from the parents (stating that your son/daughter will be absent on what day and the reason for that absence), a parent's phone call by 8:30 a.m., or direct contact should verify each excuse. On the day following an absence, students must report to the Headmaster's office (prior to the first tardy bell) for an admission slip before returning to any class. Doctor's and/or medical excuses must be presented to the office the day the student returns to school. Doctor and/or medical excused will not be accepted after the fact or in a culmination at the end of the school year. All absences will be considered unexcused unless specifically excused by the Administration, or parental contact is made by telephone or in person prior to the student's return to class. The Administration of CHCS reserves the right to excuse or unexcuse all absences. The Administration will randomly check students who are reported absent; however, we can not be responsible for students who leave home and do not report to school.

School attendance at CHCS is mandatory. Any student found to be absent from school without permission, or failing to follow the policy on school absences and dismissals, will be suspended for one (1) day. Repeated violations will be dealt with on a more severe basis and parents will have to meet with school authorities to have this student readmitted to CHCS.

CHCS mandates a student will forfeit the right to receive credit for the year regardless of the grades earned or the reasons for absences, when total absences exceed twenty (20) for a one-year course or ten (10) for a one-half year course. Absences due to school-sponsored activities are not counted in this total. In the case of an extended illness, medical documentation is necessary. Medical documentation must be submitted the day the student returns to school. Submitting mass doctor's and/or medical excuses at the end of the school year, after the fact, will not be accepted. Students will be allowed to make up days at the end of the school year if they have missed more than 20 days due to extended illness. The student will pay \$10 each day during his/her make-up time. Any exception to these rules must be approved by the Administration.

Summer School Attendance

For summer school credit, students may not miss more than six (6) hours of class work. Any students missing over six (6) hours will not receive credit for summer school work.

High School Tardies

Students arriving to class after the 8:05 a.m. bell must first check in at the Headmaster's office before attending class to receive a class admission slip. Each semester a student may accumulate a total of three (3) tardies (this does not mean three (3) tardies per class, but rather three (3) tardies total) without action being taken. Parents will be informed of all tardies exceeding three (3). A 4th tardy will result in one (1) absence. A

student who accumulates five (5) tardies total will be required to attend 5 hours of Saturday school (from 7:00 a.m. until 12:00 p.m.), and parents will be notified. Parents must remit a \$50.00 payment to the school before the Saturday school that their child must attend. Failure to attend Saturday school will result in corporal punishment, and the student must attend the next Saturday school. Failure to attend the second Saturday school will result in the student being sent home for 3 days. A student who accumulates more than seven (7) tardies total will be sent home for 3 days, and parents will be notified. Every 3 afterwards will result in another suspension. Continued tardiness will be dealt with on a more severe basis. Tardiness to class becomes an absence if 50% of the class time has expired.

Elementary Tardies

Students arriving after the 8:00 a.m. bell must check in at the office before attending class to receive an admission slip. Each semester a student may accumulate a total of three (3) tardies (this does not mean three (3) tardies per class, but rather three (3) tardies total) without action being taken. Parents will be informed of all tardies exceeding three (3). A 4th tardy will result in one (1) absence. The parents of a student who accumulates five (5) tardies total will be required to remit a payment of \$50.00 to the school the day following the receipt of the letter informing parents of the fifth tardy. There will be a charge of \$10.00 per tardy after five. Continued tardiness will be dealt with on a more severe basis.

Early Dismissal

No student may leave campus at any time without obtaining permission from the Headmaster. Requests for early dismissal should be confined to illness, doctor's appointments, or items of an emergency or critical nature. Personal errands are not considered emergencies or to be critical in nature. Whenever possible, we encourage each parent to arrange dental and doctor appointments after school.

A SIGNED NOTE SHOULD BE SUBMITTED TO THE OFFICE BY 8:00 A.M. ON THE DAY OF PLANNED EARLY DISMISSAL. If there is not a call and/or note sent to the school's office before 8:00, the parent must come to the office and personally sign out his/her child. Just a telephone call will not be acceptable. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact. In extreme circumstances, permission may be granted by the principal or the headmaster.

Parents who come to school to pick up a student are asked to come by the office, and office personnel will get your student. The office staff will also deliver to your child anything that is brought to the school. After 8:00 a.m., emergency, unexpected dismissal will only be allowed if parents pick-up the student, and permission must be granted by the headmaster.

Students are to sign out in the office before being officially dismissed from school. Under no circumstances will a student leave the campus for any reason without first obtaining school approval and checking out in the office.

A pattern of numerous early dismissals will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the Administration.

Student Work Permit

Work permits may be granted for leaving 7th period to *Seniors only* when approved by the Headmaster. A student must obtain a work permit form from the office. When a student is caught violating work hours, his/her work permit will be revoked.

Minimum Requirements for Participation in Extra-Curricular Activities, Elections, and Events

1. No student will be permitted to participate in interschool contests for more than four (4) years after entrance into the ninth grade. He/she shall not be permitted to participate in interschool contests if he/she has reached the age of 19 prior to August 1st.
2. **ATHLETIC ELIGIBILITY:**
To be eligible for the first semester of a school year, a student must have accumulated four (4) major units (credits) the previous academic year.

To be eligible for the second semester, a student athlete who is ineligible the first semester could become eligible the second semester if he/she passed four (4) subjects during the first semester of that same academic year.
3. An assessment of eligibility to participate in extra-curricular activities, elections, and events will be made on August 1 of each year. This review of yearly averages will focus on the preceding school session.
4. Certain extra-curricular activities, elections, and events may require higher standards for participation. In such cases, the higher standards will prevail and be in addition to the minimum requirements.
5. A student who is absent from school all day on the day of an interscholastic contest will be ineligible to participate. If a student is absent part of the day, he/she will be eligible to participate if his/her doctor gives approval to the Headmaster. If a student is absent four (4) periods or less, an excused absence must be given to be eligible to participate. A student missing over four (4) periods, but yet attends school, will be eligible if the doctor gives approval to the Headmaster. The Administration retains the right to review special cases and to grant exceptions in cases of extenuating circumstances.

Conduct at Sporting Events

As ambassadors of Central Holmes Christian School at school events, we as board members, faculty, staff, and parents all represent and reflect what our school is to our students and to the community at large. Our actions at all school sponsored events are ultimately reflections of CHCS and Holmes County. As a result, we must do our individual

and collective part to insure that our school's image is that of a high moral character and instruction.

In striving to place CHCS in the best possible light and in order to provide incentive for all CHCS fans to be the best example for the school that they can be, the Board of Directors has unanimously passed the following guidelines to discourage inappropriate behavior at all school events for everyone, including any and all parents or other adults.

- 1. During any CHCS event, if a parent, family member, or spectator of any CHCS student behaves in such a way that is deemed detrimental to the image of CHCS by an administrative representative of CHCS, that person may be required to leave the event immediately upon request to do so by any CHCS administrative representative.**
 - a. Should the person requested to leave the event not immediately comply or refuse to comply, that individual will be removed.**
 - b. If a parent, family member, or family is asked to leave a CHCS event by either the CHCS or another school's administration, the person asked to leave will be subjected to an AUTOMATIC \$200.00 assessment and will be banned from all CHCS events for the next two weeks of the school calendar year.**
- 2. If during any CHCS event a CHCS spectator's behavior rises to such a level that an official of the event warns the CHCS administration that the spectator's behavior is considered by the official as unsportsmanlike, the person pointed out by the official must immediately cease the unsportsmanlike behavior or be subject to leave per Section 1 above.**
 - a. If it is necessary to require a person to leave a CHCS sporting event prior to that person being ejected by the official, the person required to leave will be subjected to an AUTOMATIC \$500.00 assessment and will be banned from all remaining events for a period of one (1) month.**
- 3. If a spectator's behavior is such that an official at any CHCS sporting event ejects the parent, family member, or other spectator from the event pursuant to MPSA rules and guidelines, the CHCS spectator will be fined \$500.00 and will be banned from all CHCS events for a period of three (3) months.**
 - a. Any assessment under this section is in addition to and no in lieu of any assessment made by the MPSA. Any amount assessed to the school shall, in turn, be assessed to the responsible spectator. This is in addition to the \$500.00 given above.**
- 4. If CHCS is required pursuant to MPSA rules to eject a spectator at an official's request, that spectator has the right to approach the Headmaster and request CHCS to file an appeal based upon the ground(s) believed to be applicable by the spectator ejected. The spectator will be responsible for any fees associated with the appeals process. Any appeal request will follow the guidelines set forth in section V-B-2 of the MPSA Academy Activities Commission Handbook.**

Student Council/Class Officers

The Student Council elections will be held in the spring. In order to be elected, a student must have a 75 or above average, with no F's on first semester grades. Officers require an 85 average. The Student Council will conduct the Homecoming Activities, Teachers' Appreciation Week, Baby Basketball, etc.

The Class Officer elections will be held in the fall. In order to be elected, a student must have a 75 or above average, with no F's for the previous year.

Cheerleaders

A student must meet all of the conditions below to be eligible to participate in CHCS cheerleader tryouts. She must also pay a tryout fee and submit a signed permission and commitment form.

Eligibility:

1. A cheerleader must have a grade average of "70" or above average in each subject they are taking before elections. This average will consist of the first 3 nine week averages.
2. At the end of May, the cheerleader must have passed all classes or will be dismissed from the squad.
3. An alternate cheerleader will be selected to fill the position of rule violators.
4. Student must be in good financial standing with the school and have no outstanding debts for tuition or other expenses.
5. Student must be pre-registered for the next school year.
6. If a cheerleader misses a practice, she will not be allowed to cheer at the pep rally or the game but will be required to attend the pep rally and game.
7. If a cheerleader has an unexcused absence from school on the day of a game, she will not be allowed to cheer in that game (absence guidelines as set in this handbook).

Squad Selection:

Cheerleader tryouts will be held in April. Tryouts will be judged by 2 National Cheerleader Association judges. The judges will be asked to score all the participants. The cheerleaders will be selected in the following manner: one (1) from each grade with the highest scores from the participants in that grade, making a total of three (3) cheerleaders. The other cheerleaders will be chosen based on points up until the natural breaking point. There will be a minimum of eight (8) cheerleaders, not to exceed fourteen (14). After the cheerleaders are elected, they will sign an agreement of participation. There will be various meetings and deadlines.

Honor Society

Central Holmes Christian School Honor Society is an affiliate of the Mississippi Private School Association.

Purpose: The purpose of the CHCS Honor Society is to promote academic achievement, to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of CHCS.

Membership: Membership will be determined by a faculty committee composed of the sponsor, the Headmaster, and two faculty members appointed by the Headmaster. Students in grades 7-12 will be eligible for membership. To obtain membership, one must have a 93 overall average in *all* academic subjects with no grade below a 90, and the student must be on the College Prep Curriculum, taking no general classes. To maintain membership, one must keep the above requirements. However, after obtaining membership, if the semester average falls between 90-92 with no grade below a 90, the student will be placed on probation and must earn at least a 93 average the following semester in order to maintain membership.

Expulsion: Expulsion will be determined by the Headmaster and Sponsor. A student can be reinstated only once. Any conduct, which is school related or school unrelated that is considered undesirable by the Headmaster and Sponsor will result in expulsion (see Disciplinary Guidelines).

Additional information concerning the CHCS Honor Society can be obtained from the sponsor.

Testing Program

A variety of standardized tests are offered to both elementary and high school students at CHCS. Achievement and I.Q. tests are given in various grades. Sophomores will take the PLAN TEST in preparation for the ACT. Juniors may take the PSAT/NMSQT in preparation for scholarship consideration through National Merit competition. Juniors will also take the Armed Services Vocational Abilities Battery.

Complete information concerning each standardized test can be obtained by contacting the Counselor.

Exams and Nine Weeks Tests

All students in grades 4 – 12 will take nine weeks tests. Nine weeks tests will be given at the end of the 1st nine weeks and at the end of the 3rd nine weeks. Exams will be given at the end of the 2nd nine weeks and at the end of the 4th nine weeks. All work detail, fines, and fees must be paid and completed prior to taking your nine-weeks tests and exams.

Exemptions

Exemptions from taking first semester examinations are not permitted. Final examination exemptions are permitted subject to the following criteria:

1. Seniors may be exempt from second semester examinations with an average of 90.
2. Students may be exempt from second semester examinations with an average of 93.
3. Students will be allowed this exemption privilege provided that all tuition and fees have been paid, and all uniforms and textbooks have been turned in.
4. Any work detail must be completed prior to exemption.

Make-Up Work

All work, including tests, missed by a student due to absence for reasons other than suspension, must be made up. The make-up work grace period begins on the day the student returns to class. The grace period will be directly proportional to the number of days missed. A grade of “0” will be given for work, which is not made up within the allotted time. You cannot miss a class to make up a test. **NO EXCEPTIONS WILL BE MADE.**

High School Assigned Test Dates

7th-12th chapter tests will be scheduled by teachers to exceed no more than three (3) major tests per day.

Elementary Assigned Test Dates

Teachers in grades 1 – 6 will issue a schedule of assigned test dates on a weekly basis.

Elementary Homework Expectations

Parents can expect the following guidelines for the homework amount on a daily basis. Time may differ depending on subjects, abilities, testing and project due dates.

K	15 minutes	3 rd	30 – 45 minutes
1 st	15 – 30 minutes	4 th	45 – 60 minutes
2 nd	30 minutes	5 th /6 th	60 minutes

Promotion for Grades 1 – 8

Elementary School Promotions:

In grades 1 and 2, a student making below a 70 in reading or mathematics will not be promoted. Failure of two or more subjects will result in an automatic retention. In grades 3, 4, 5, and 6, a student making below a 70 in reading, mathematics, or English will not be promoted. Failure of two or more subjects will result in an automatic retention. In grades

1 through 6, a student is not eligible for summer school/home school for the purpose of promotion.

Junior High Promotions:

To 7th Grade must pass 6th Grade
To 8th Grade must pass all 7th Grade subjects
To 9th Grade must pass all 8th Grade subjects

Any remedial or summer school coursework must be approved by the Administration **BEFORE** the class begins.

Classification of High School Students

Freshman	Passed 8 th Grade
Sophomore	Earned 5 Units
Junior	Earned 11 Units
Senior	Earned 16 Units

Graduation Requirements

Central Holmes Christian School will not admit any new 2nd semester senior student for enrollment.

Central Holmes Christian School requires that students must obtain 24 credits to graduate, with 22 of those being academic credits. Specific units required are listed below:

English	4 units
Mathematics	4 units (One must include Algebra I)
Science	4 units (One must include a Lab-Based Science)
Social Studies	4 units (Must include American Government, American History, and Economics)
Fine Arts	1 unit
Speech	1 unit
Computer Applications	1/2 unit

Honor Graduate Requirements

An Honor Graduate of Central Holmes Christian School will be any graduating senior who meets the following requirements:

1. The student shall have a 93 or above accumulative yearly average from grades 9 through 12.
2. The student shall have earned credits to include at least:
4 units of English
4 units of Math (Algebra I, Algebra II, Geometry, and Advanced Math)
4 units of Science (Biology I, Biology II, Chemistry I, Chemistry II, Physics, or Anatomy)
3. A student may not have failed any subject.

Valedictorian & Salutatorian Requirements

The Valedictorian and Salutatorian will be the top two students of the graduating class who meet the following requirements:

1. The student shall have earned credits to include at least:
 - 4 units of English
 - 4 units of Math (Algebra I, Algebra II, Geometry, and Advanced Math)
 - 4 units of Science (Biology I, Biology II, Chemistry I, Chemistry II, Physics, or Anatomy)
 - 4 units of Social Sciences (must include American History, American Government, & Economics)
 - 2 units of a Foreign Language may be substituted for a fourth (4th) year of Math or Science
2. The students must attend Central Holmes Christian School from the Sophomore through the Senior year. All units earned for the Sophomore through the Senior year must be earned at Central Holmes Christian School

College Prep Curriculum

English:	4 Units	
Mathematics:	4 Units	Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, Discrete Mathematics, Probability & Statistics)
Science:	4 Units	Biology I, Chemistry, and any two other Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, Physics II, Botany, Microbiology, or Human Anatomy & Physiology)
Social Studies:	4 Units	Acceptable courses include World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies.
Advanced Electives:	2 Units	Foreign Language I and II; or Advanced World Geography and a Foreign Language (I); or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to the mathematics and science courses identified as acceptable according to the new CPC requirements.
Arts:	1 Unit	Any visual and/or performing arts course that meets the requirements for high school graduation will be accepted.
Computer Applications:	1/2 unit	The course should include use of application packages, such as word processing and spreadsheet. The course should also include basic computer terminology and hardware operation.
Pre-High School Units:		Algebra I, Foreign Language I, or Mississippi

Studies taken prior to high school will be accepted for admission, provided the course content is the same as the high school course.

Correspondence Courses and Summer School Credits

Students may elect to take no more than two units by correspondence. Independent study courses must be administered through an accredited institution and should be supervised by a member of the CHCS faculty who teaches in a subject area related to the correspondence course content. A fee of \$25.00 is charged and made payable to the supervising teacher for each 1/2 unit. Students are only allowed to take 4 summer school/correspondence units from grades 7-12.

Correspondence courses will not be approved in order for a student to not take a course offered during the regular school year.

If a student fails a course or courses during the regular school year and must go to summer school or do remedial course work, a grade of “70” will be the highest grade allowed for all remedial or summer school work taken by the student.

College Entrance Requirements

The entrance requirements to different colleges vary greatly. If one plans to attend college, he/she should write the college of his/her choice for a bulletin of information on the requirements for admission. Each high school student should plan his/her academic program to suit his/her needs.

Seniors are reminded all state colleges require scores from the American College Testing Program (ACT). College centers administer this test five (5) times during the year. We also encourage students to take the PSAT or the SAT. Applications are available in the Counselor’s office. Most colleges and universities now accept online applications for admissions.

College Admission Standards

There are four ways to gain admission to a college or university in Mississippi.

- 1. Complete the College Prep Curriculum with a minimum 3.2 GPA.**
- 2. Complete the College Prep Curriculum with a minimum 2.5 GPA and score at least 16 or higher on the ACT (at least 650 on the SAT), or rank in the upper 50% of your class and score at least 16 or higher on the ACT (at least 650 on the SAT).**
- 3. Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 740 on the SAT).**
- 4. Satisfy the NCAA standards for student athletes who are “full qualifiers” Under Division I guidelines.**

Grade Scale

A+	98 – 100	B+	90 – 92	C+	82 – 84	D	70 – 74
A	95 – 97	B	87 – 89	C	78 – 81	F	0 – 69
A-	93 – 94	B-	85 – 86	C-	75 – 77		

Grade Averaging Methods

Student averages at CHCS will be determined by the following methods:

Nine Weeks Average: Multiply daily grade average by 3, add nine weeks test grade, then divide by 4.

Semester Average: Add both nine-weeks averages, divide by 2, multiply answer by 3, and add exam score, then divide by 4.

Yearly Average: Add first and second semester averages, then divide by 2.

Grade Reports

Progress reports of student achievement, effort, and attitude will be sent home near the middle of each nine-week period. Dates when progress reports will be sent home are on the Calendar of Events page. When progress reports are issued, they must be signed by the parent/guardian and returned to the homeroom teacher within two days.

Report cards will be sent home at the end of each nine-week period. Dates when report cards are sent home are on the Calendar of Events page. When report cards are issued, they must be signed by the parent/guardian and returned to the homeroom teacher within two school days.

Report cards are intended to indicate to parents what the final accomplishment may be at the end of the year in each subject. The grades on the grade report are based on test scores, recitation, and quality of completed assignments. If a student's grades are low or very low, the student is in danger of failing.

Parent/Teacher Conferences

Parents are cordially invited to visit the school and confer with the Headmaster at any time concerning the work of their child. Conferences with teachers may be arranged through the Headmaster or guidance counselor. Teachers will be available during their conference period. Please do not call the teacher at his/her residence.

Student Conduct

Students who attend Central Holmes Christian School are expected to exhibit conduct that reflects self-control, respect for faculty, staff, fellow students, and self,

politeness, proper dress, good grooming and personal care, timely and regular attendance to school, and other positive attributes that enhance the daily school environment. Unruly behavior, lack of respect for faculty and fellow students, obscene language, and other negative styles of conduct will not be permitted.

Off Campus Student Conduct

Rules of conduct that apply to Central Holmes Christian School and Central Holmes Christian School students are applicable to all MPSA sanctioned events and/or all off campus events.

Unmarried Student Pregnancy and/or Single Parent

In the event of unmarried student pregnancy, when the fact becomes known, the student will be allowed to continue her education at home until after delivery; upon which time with doctor's approval, she will be allowed to return to school. During the period that the student(s) are working at home, athletic participation is denied. Upon returning to school, the student may retain all academic and athletic honors; however, she/he will not be eligible for any elected honors or positions or participate in any other extra-curricular activities, such as cheerleading, athletic activities, pageants, etc...

When applicable, the above criteria shall also apply to the father if he is a student of CHCS. If a male student admits to fathering a child or if there is scientific proof that he fathered a child of an individual who is not a student of CHCS, the same disciplinary guidelines as listed above will apply.

If the student chooses to continue his/her education at home through CHCS, this will be the same as a teacher monitoring an after-school correspondence course and therefore will require additional tuition payments. Payments will be \$500.00 extra per semester.

Disciplinary System

The following disciplinary procedures will be utilized to address inappropriate student conduct:

1. **Corporal Punishment:** Corporal Punishment may be administered for the violation of any school rule or regulation. Offenses punishable by corporal punishment are dismissal from classrooms, skipping classes, skipping school, disrespectfulness, destructive activity, misconduct, profanity, vulgarity, and public display of affection. Corporal Punishment will be administered with a paddle and will not exceed 3 licks. Administration and/or an Administrative designee will administer Corporal Punishment. Punishment will be administered by adults of the same sex as the student. A witness must be present. Parents will be notified when their child receives corporal punishment. A detailed record of all corporal punishment administered is on file in the Headmaster's office. Corporal Punishment is not being practiced in our day nursery. A refusal to accept corporal punishment will

- result in a three (3) day external suspension; and upon return to school, student must accept corporal punishment.
2. **External Suspension:** Any test or work missed during this time WILL result in a zero (0) on the test or work.
 3. **Saturday School:** Five hours of Saturday school will be required of students who accumulate 5 or more tardies. Parents must pay \$50.00 to the school if their child has to attend.
 4. **Work Detail:** Work detail may be assigned for disciplinary reasons. Work detail will take place during break.

Disciplinary Guidelines

The following disciplinary guidelines will be followed:

Suspension:

External suspension may be issued to a student whose behavior includes one or more of these infractions:

- | | |
|-----------|--|
| *Cheating | *Defacing of School Property |
| *Fighting | *Forgery |
| *Gambling | *Possession or Use of Tobacco Products |
| *Stealing | *Unauthorized Absence from School (Skipping) |
| *Cursing | *Trespassing |

Any parent or guardian may appeal any suspension of more than three (3) days by petitioning the Board for a hearing. Is so petitioned, the Board shall call a special meeting to hear the matter in person or by telephone conference within two (2) days of the request. Suspensions consisting of three (3) days or less shall not be appealed to the Board.

Expulsion: A student breaking/entering or damaging any school property or employee property shall be subject to termination from Central Holmes Christian School without a refund of fees and may be subject to legal action.

- A. **Expulsion generally:** Upon any act committed by a student of CHCS which is considered by faculty and/or administration to warrant expulsion but is not listed in sub-sections B and C below, the administration shall suspend the student immediately. On the same day of suspension, the administration shall notify the student's parent(s) and/or guardians and current Board members of the intent to expel.
 1. After receiving notice of intention of expulsion, the student or parent/guardian of the student may seek an appeal of the decision of expulsion. Notice of the appeal shall be made to the administration in writing within three (3) school days. On the same day that notice of appeal is given, the administration shall alert the current Board members of said appeal. The Board shall within two (2) school days conduct an in-person or telephonic conference hearing of the appeal wherein the administration shall state the reason for the intended expulsion and the parent/guardian shall present the basis of appeal. Upon completion of the hearing on appeal, the Board shall vote to either confirm or reverse the expulsion. If the expulsion is confirmed, it shall begin immediately thereafter confirmation.

B. Expulsion of student possessing controlled substance(s) or weapon(s) or committing violent acts on school property.

Any student in any school who possesses any controlled substance, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property shall be subject to automatic expulsion by the administration of the school provided, however, that the administration shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to student's right to appeal to the Board by the process set forth above in sub=section A(1).

C. Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within the school year.

1. For the purposes of this sub-section:

(a). The term "disruptive behavior" means conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of the school or school-related activity, and which is not covered by other conditions related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to, the following: foul, profane, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule, or verbal attack of a teacher; and willful, deliberate, and other acts of disobedience of the directions of a teacher; and

(b). The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) consecutive occasions during a school year, and to disruptive behavior that was initiated, willful, and overt on the part of the student and which required the attention of school personnel to deal with disruption. However, no student shall be considered to be habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school.

2. Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, headmaster, reporting teacher, and student's parent(s) and which student does not comply with the plan shall be deemed habitually disruptive and subject to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student who is younger than thirteen (13) years of age, a psychological evaluation shall be performed upon the child at the cost of the parent or guardian of the student. A psychological evaluation shall not be required for students ages fourteen (14) and over. However, parents may choose to have a student fourteen (14) over evaluated. The results of such evaluations will be used by the Administration to help create and/or modify a Behavior Management Plan.

(a). The parent(s) or guardian of the student, as well as the student, for whom a behavior modification is required shall agree to the terms of the plan and be expected to comply with the terms thereof.

CHCS does not admit any students who have been expelled from any school, including CHCS.

The above list does not address every situation that may arise. Additional situations that are not covered in this handbook will be left to the discretion of the Administration and includes, but is not limited to, any action that is detrimental to the image of CHCS..

Weapons and Other Dangerous Instruments

Mississippi State law does not permit a student to bring a weapon to school (97-37-17). A student should not have weapons in his/her vehicle or in his/her possession. If a student violates this rule, Central Holmes Christian School will suspend that student from school. This weapon rule does apply at all times (even during hunting season) and at any school function.

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighter, matches, or any other object that can be considered a dangerous instrument or any contraband material. Violation of this code may result in suspension from CHCS. Appropriate disciplinary action will be determined by the Administration of CHCS.

A student having in his/her possession and/or displaying, using, or threatening to use any weapon, or any instrument that could be classified as a weapon, shall be subject to termination from Central Holmes Christian School without a refund of fees and may be subject to legal action.

Drugs, Alcohol, and Tobacco Products

Central Holmes Christian School intends to be a “drug-free,” “alcohol-free,” and “tobacco-free” campus. The possession or use of any of these products on the CHCS campus is strictly prohibited. A student who violates this policy will receive a external suspension with the amount of days being subject to the Headmaster’s discretion and be subject to other disciplinary measures.

Any student who is found having in his/her possession, using, or selling any illegal drug or substance on campus or at a school activity, or who is caught and convicted off campus of possessing, using, or selling such substance, shall be subject to termination from Central Holmes Christian School without a refund of fees and may be subject to legal action.

Drug and Alcohol Testing Policy

All students in grades 7 – 12 will be required to participate in the drug/alcohol testing program.

Purpose of the Program

The first and primary purpose of the drug/alcohol screening program are as follows:

- To educate the student concerning the dangers of drug/alcohol abuse
- To help prevent any drug use or abuse by the students of Central Holmes Christian School
- To identify any student who may be using drugs and to identify that drug
- To see that any chronic dependency is treated and addressed properly
- To provide reasonable safeguards in order that every student who attends CHCS is medically competent to do so
- To remove the stigma of drug abuse from those students who are not users
- To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of CHCS
- To re-emphasize to the student his/her responsibility as a positive role model

Testing Procedure

1. The parents of each student, by signing their educational contract with CHCS, are consenting to their child's participation in the drug/alcohol testing program.
2. All students will sign a form and give their social security number during registration.
3. All school board members, teachers, staff, and administrators will be tested initially and then subject to random testing.
4. Each student will be tested during the school year and will also be subject to random testing at any time.
5. Reasonable suspicion will require a student to be included in the drug/alcohol testing on any test date.
6. Refusal to participate will be interpreted as a positive result and will require the student to follow the required steps as outlined in the drug/alcohol policy.
7. The method of testing is hair, urine, or saliva. Any positive drug or alcohol result will be confirmed by an additional test at a laboratory selected by CHCS.
8. The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification.
9. The hair, urine, or saliva sample will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
10. Specimen samples will be identified by numbers only, to insure total confidentiality.
11. Drug and alcohol screening results will be reported to the Headmaster only.

First Incident of a Positive Test Result

All specimens showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a

more specific test. If the positive result is verified and confirmed, then the following steps will be taken.

1. The parents and the student will be contacted in a confidential manner by the testing medical review officer (MRO).
2. The Headmaster will be advised of the results of all confirmed positive and negative tests.
3. The student will be evaluated and assessed by a professional at the expense of the parents. This professional may include one of the following: certified alcohol and drug abuse counselor, student assistance professional, licensed social worker, medical review officer, or other designated appropriate agency approved by CHCS.
4. The student will then be required to attend a drug-counseling program as recommended by the health care professional at the expense of the parents.
5. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
6. If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
7. The costs involved for confirmation tests of school drug/alcohol results, that prove to be a confirmed positive, will be charged to the parent.
8. A positive alcohol test result on the day of testing will require the student to leave campus immediately and not return to campus until the next school day. The student will follow all steps as required in the drug/alcohol policy.
9. After the first positive test, the student is subject to take every random test during the remainder of his/her time enrolled at CHCS.
10. Participation as a student in the school's curricular and extracurricular programs is not affected with the first incident of a positive test.

Second Incident of a Positive Test Result

The specimen showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken.

1. The parents and the student will be contacted in a confidential manner by the testing medical review officer (MRO).
2. The Headmaster will be advised of the results.
3. Upon testing positive a second time during his/her enrollment at CHCS, the student will be permanently dismissed from CHCS.

Possession of Drugs

Any student who is found having in his/her possession any illegal drug or substance or any medication without prescription on campus or at a school activity, or who is caught and convicted off campus of possessing, using, or selling such substance, shall be subject to termination without a refund of fees and may be subject to legal action.

Central Holmes Christian School Grievance Procedure

If a parent feels that his/her child has been wronged by a member of the Central Holmes Christian School staff:

- 1. Contact the person involved and discuss the situation. The parent may call the school and have the Counselor set up an appointment to meet with the teacher.**
- 2. If the problem is not resolved to the parent's satisfaction, the parent may contact the Headmaster for a conference. Written correspondence from the Administrator to parent should follow up this conference.**
- 3. If the parent is still not satisfied, the parent may contact the Headmaster to be put on the agenda for the next Board meeting. At this time, the parent may present their discontent to the entire Board of Directors.**

Sexual Harassment Policy

In accordance with Title VII of the Civil Rights Act of 1964, Section 703, no student or employee at Central Holmes Christian School shall be subject to sexual harassment. It is the intent of Central Holmes Christian School to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Sexual harassment includes any of the following:

- 1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures;**
- 2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation, sexual jokes, propositions, suggestive insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;.**
- 3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;**
- 4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;**
- 5. Visual conduct such as derogatory or sexual posters, photographers, cartoons, drawing or gestures, or other displays of suggestive objects or pictures;**
- 6. Retaliation for having reported or threatened to report sexual harassment.**

Complaints or violations of this policy may be made to the Headmaster, Guidance Counselor, Principal, or other person designated by the Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending student or

employee will be subject to disciplinary action, including involuntary termination of employment or expulsion from school. This policy in no way limits or precludes any student or employee from pursuing any relief afforded by state and federal law. If proof cannot be found, there will be no retaliation against the accuser. All complaints will be kept highly confidential.

Privacy

In order to function properly, CHCS must collect private information from students and/or parent(s)/guardians. To keep this information secured and confidential, the following guidelines are enacted:

1. Any employee knowing disclosing privacy information will result in his/her immediate termination. Furthermore, any student involved in such improper disclosing of privacy information will be subject to expulsion. The student of any parent or guardian who knowingly participates in unauthorized, improper disclosure shall be subject to immediate expulsion.
2. Under this section, only the issue of whether or not improper and unauthorized disclosure occurred is appealable under the expulsion appeals process set out herein.

Asbestos

This is to inform you that Central Holmes Christian School completed its inspection for asbestos in November 1988. No asbestos-containing building material was found. A copy of the inspection report and management plan is in the school office and is available for any of you to inspect. Also, all remodeling and additions since November 1988 have no asbestos.

Board Meetings

Any parent wishing to attend a Board Meeting must be put on the agenda 7 days before the Board Meeting.

Principles of Good Practice for Member Schools

Heads: The Head of a private/independent school, as educational and moral leader, is responsible for enabling the school community to achieve the school's mission. Although MPSA acknowledges differences in styles of leadership and school operation, it nevertheless offers the following principles of good practice to provide a common perspective on this responsibility:

1. The Head, with the Board of Trustees, shapes and upholds the school's mission, goals, and standards and articulates them to the school's constituencies and to the wider community.
2. The Head is responsible for attracting well-qualified faculty and staff members and for retaining them through equitable compensation plans, sound staff development and evaluation programs, and concern for their status within the school and in the larger community.

3. The Head works with the staff to determine the needs of students and to put in place programs and policies that meet those needs.
4. The Head, ultimately responsible for all administrative decisions and actions, regularly involves members of the administration and faculty in decision-making and evaluation.
5. The Head is accessible, within reason, and responsible to all constituencies—faculty, parents, students, and graduates—and in particular ensures that parents are kept informed about the school’s policies, programs, and the progress of their children.
6. The Head identifies ways to serve graduates and to retain their loyalty as advocates of the school and as contributors to its financial strength and well-being.
7. The Head oversees the well-being of the entire school, rather than of any individual constituency, and works to help all constituencies to see the school as part of a network of local, state, regional, and national organizations concerned with educational issues and excellence.
8. The Head, as steward of the school’s resources, is responsible for prudent budgeting and financial management, maintenance of the physical plant, review and long-range planning, and fund-raising.
9. The Head is alert to changing patterns in the local community, especially those that may affect enrollment or diversity within the school, and ensures that admission and hiring policies adhere to the school’s written policies on nondiscrimination and due process.
10. The Head asks the Trustees for an annual evaluation. As part of Board development, the Head ensures that Trustees evaluate the school periodically on its operation in relation to stated goals and mission and that they review their own functioning as a Board.
11. The Head finds ways to become part of a network of peers who can provide personal support and professional assistance.
12. The Head cooperates with Heads of other private/independent schools to ensure that good relations among schools are protected, especially in the four sensitive areas of admission, marketing, faculty recruitment, and fund-raising.

Independent School Trustees: The following principles of good practice are set forth to provide a common perspective on the responsibilities of individual members of private/independent schools:

1. A Trustee actively supports and promotes the school’s mission.
2. A Trustee is knowledgeable about the school’s mission and goals as well as current operations and issues.
3. A Trustee attends meetings well prepared and participates fully in all matters.
4. The Board sets policy; the Administration implements policy. An individual Trustee does not become involved in specific management, personnel, or curricular issues.
5. A Trustee accepts and supports Board decisions and respects Board confidentiality.
6. A Trustee guards against conflict of interest, whether business-related or personal. The Trustee takes care to separate the interests of the school from the specific needs of a particular child or constituency.

7. A Trustee has the responsibility to support the school and its Head and to demonstrate that support within the community.
8. Authority is vested in the Board as a whole. A Trustee who learns of an issue, has the obligation to bring it to the Head of the School or to the Board Chair, and must not deal with the situation individually.
9. A Trustee contributes to the development program of the school, including financial support and active involvement in annual and capital giving.
10. Each Trustee, as well as the treasurer and the finance committee, has fiduciary responsibility to the school for sound financial management.

Board of Trustees: The Board is guardian of the school's mission. It is the Board's responsibility to ensure that the mission is appropriate, relevant, and vital to the community it serves. The Board monitors the success of the school in fulfilling its mission. The following principles of good practice are set forth to provide a common perspective on the responsibilities of private/independent school boards. The Board and the Head work in partnership in fulfilling the following principles:

1. The Board prepares a clear statement of the school's mission and objectives.
2. The Board reviews and maintains bylaws and established policies and plans consistent with the mission.
3. The Board is accountable for the financial well-being of the school, including capital assets, operating budgets, fund-raising, and endowments.
4. The Board selects, supports, and nurtures the Head.
5. The Board, or a committee of the Board, conducts a written annual evaluation of the performance of the Head and works with the Head to establish goals for the following year.
6. The Board evaluates itself annually and establishes goals for the following year.
7. The Board keeps full and accurate records of meetings, committees, and policies.
8. The Board works to ensure all its members are actively involved in the work of the Board and its committees.
9. The composition of the Board reflects balance of expertise and perspectives needed to achieve the mission of the school.
10. The Board develops itself through new Trustee orientation, ongoing education, and leadership in succession planning.
11. The Board assures compliance with applicable laws and regulations and minimizes exposure to legal action.